

**LAWRENCE UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION
LAWRENCE, NEW YORK**

Annual Organizational Meeting
Lawrence High School Cafeteria
Wednesday, July 10, 2024, 8:00 p.m.

AGENDA

I CALL TO ORDER/PLEDGE OF ALLEGIANCE

II. APPOINTMENTS

- A. Appointment of Temporary Chairperson for the Purpose of Electing Board Officers
- B. Election of Officers for 2024-2025/Oath of Faithful Performance in Office
- C. Schedule of Annual Appointments ([Enclosure](#))

III. DISTRICT DESIGNATIONS & APPROVALS - 2024-2025

- A. Official Depositories of District Funds (In accordance with General Municipal Law, §10, all banking institutions listed will have a maximum investment Level, not to exceed the general fund budget).

RESOLVED, that the following banks be designated as depositories of the Lawrence Union Free School District:

- 1. TD Bank
- 2. J.P. Morgan Chase Bank
- 3. NYClass
- 4. TD Wealth

- B. Payroll Account

BE IT RESOLVED, that pursuant to §1720 of the Education Law of New York, checks on the Payroll Account may be signed manually or by machine by the Treasurer signing alone; and

BE IT FURTHER RESOLVED, that in the absence or inability of the Treasurer, the Deputy Treasurer or the Board President are authorized to sign.

- C. District Funds Other Than Payroll

RESOLVED, that pursuant to §2130 of the Education Law of New York, District funds in said depositories are subject to withdrawal on checks signed by the Treasurer;

BE IT FURTHER RESOLVED, in the absence or inability of the Treasurer, the Deputy Treasurer or the Board President are authorized to sign checks.

- D. All Accounts

RESOLVED, that all signatures may be signed manually or by machine; and

BE IT FURTHER RESOLVED, that the Account Clerk be authorized to initiate and process the wiring of funds from Lawrence Union Free School District accounts designated within and between the following approved depositories; Finance Manager, Gas Cards, Health Source Group, J.J. Stanis & Co. Inc., JOVIA, Liberty (Water Company), LightPath, National Grid, NY Class, NYSLRS & TRS (Office of the Comptroller), Peninsula Public Library, PSEGLI, Quadient U.S. Postal Service, TD Wealth, Triad Group LLC, US Omni Group, U.S. Postage Account, Verizon, Whitsons.

- E. Resolution Authorizing Wire Transfers
RESOLVED, that pursuant to §1720 of the Education Law of New York, the Payroll Clerk be authorized to transfer funds electronically to make transfers for the payment of withholding taxes to the Electronic Federal Tax Payment System (EFTPS) & NYS PromptTax.
- F. Resolution Authorizing Advance Payments for Public Utility Services
RESOLVED, that in accordance with New York Education Law §1724(3) the Board of Education of the Lawrence Union Free School District hereby authorizes payments in advance of audit of claims for public utility services; and
FURTHER BE IT RESOLVED, that all such claims shall be presented at the next Regular Board Meeting for audit, and the claimant and the officer incurring or approving the same shall be jointly and severally liable for any amount disallowed by the Board of Education.
Electric – PSEGLI
Gas – National Grid & BP
Heating Oil – United Metro Energy Corp
Payroll Deductions- Vendors (IRS, Omni, etc.)
Postage – Quadient U.S. Postal Service
Telephone – Verizon, LightPath
Water – Liberty
Insurance - NYSHIP and other related school insurances
- G. Investing District Funds
RESOLVED, that the Treasurer or in the absence of the Treasurer, the Deputy Treasurer and/or the Assistant Superintendent for Business and Operations, is hereby authorized to invest District funds pursuant to §1723-a of the Education Law of New York.
- H. Resolution Authorizing Dishonored Check Fee
WHEREAS, the District incurs significant expenses when a tendered payment of account is dishonored by a bank or depository institution; and
WHEREAS, General Municipal Law §85 and General Obligations Law §5-328 authorize municipal corporations to impose a service charge of up to \$20.00 for dishonored checks;
NOW, THEREFORE BE IT RESOLVED, the Board of Education hereby authorizes a service charge of \$20.00 for dishonored checks on the individual or organization issuing the check; and
BE IT FURTHER RESOLVED, that if a check is dishonored, the District may require future payments be tendered exclusively in cash or by certified or cashier's check.
- I. Designation of newspapers to receive legal notices for publication: Newsday, Long Island Business News and Nassau Herald.

IV. AUTHORIZATIONS

- A. Certify Payrolls
RESOLVED, that the Board of Education authorizes the Superintendent of Schools to certify payrolls for the 2024-2025 school year, and;
BE IT FURTHER RESOLVED, that in the absence or inability of the Superintendent of Schools, the Assistant Superintendent is authorized to certify payrolls for the 2024-2025 school year.
- B. Establish Petty Cash funds in the schools of the District: \$100 each Elementary School, Middle School, High School and Business Office and \$350 for school lunch cash register start up for the 2024-2025 school year. Custodians of the funds shall be designated by the administrator

of the building or office where said funds shall be established. Such designee shall be submitted by name to the Superintendent of Schools no later than September 5, 2024.

- C. Authorization to each of the following individuals to open and publicly read bids:
Purchasing Agent, Deputy Purchasing Agent and Superintendent as an alternate.
- D. **RESOLVED**, that the that the Board of Education authorizes the Superintendent of Schools to approve staff conferences as allocated in the 2024-2025 budget.
- E. Budget Transfers
RESOLVED, that the that the Board of Education authorizes the Superintendent of Schools to approve appropriation adjustments up to \$50,000 between functional units and to approve all appropriation adjustments within functional units as prescribed by the Regulations of the Commissioner of Education; and

FURTHER BE IT RESOLVED, that the Superintendent of Schools is authorized to make all end-of-year transfers as deemed necessary.
- F. **RESOLVED**, that all Purchase Orders/Encumbrances above \$50,000 shall be presented to the Board of Education for approval.
- G. **RESOLVED**, that the Superintendent, Board President and the District Clerk be authorized to execute and sign contracts for health services between the Lawrence Union Free School District and other local districts for the 2024-2025 school year.
- H. Designation of Persons Authorized to Accept Service of Pleadings and Supporting Papers
RESOLVED, that in the event that the Lawrence Union Free School District is named as a party respondent, service upon such school district shall be deemed proper only if the petition is personally served upon one of the following individuals: District Clerk, any member of the Board of Education and the Superintendent of Schools.
- I. Determination of Residency
RESOLVED, that the Board of Education, in accordance with §100.2(y) of the Regulations of the Commissioner of Education of the State of New York, appoints the Superintendent of Schools or the Superintendent's designee to conduct hearings and to determine whether a child is entitled to attend Lawrence Public Schools for the balance of the school year.
- J. **RESOLVED**, that the Board of Education designates the District Clerk as the individual for submission of legal proceedings to NYSIR, the District insurance carrier upon notification.
- K. Federal and State Aid Funds
RESOLVED that the Board of Education hereby authorizes the Superintendent of Schools to act as the School District representative in the application for the administration of federal and state funds for the 2024-2025 school year.
- L. Federal and State Grants
RESOLVED, that the Board of Education hereby authorizes the Superintendent of Schools to sign applications for Federal and State grant applications, including ESSA, Title I and other Federal and State grant or grant-in-aid programs to which the District is entitled under Federal or State Law for the 2024-2025 school year.

V. OFFICIAL UNDERTAKINGS (BONDS)

RESOLVED, that the Board of Education hereby approve the following be bonded in the amounts shown: District Treasurer (\$1 Million), Claims Auditor (\$500,000), (2) Extra Classroom Activity Treasurer's (\$250,000).

VI. OTHER NECESSARY RESOLUTIONS

- A. Appointment of Members of the Committee on Preschool Special Education and Members to the Committee on Special Education for the 2024-2025 school year, as per Commissioner's Regulations Part 200. [\(Enclosure\)](#)
- B. Selection, Notification and Appointment of Impartial Hearing Officers [\(Enclosure\)](#)
WHEREAS, NYS Regulations pertaining to students with disabilities require school districts to establish and maintain a list of Impartial Hearing Officers in response to a request for an Impartial Hearing or Due Process Complaint; and
WHEREAS, the individuals listed on the enclosed Rotational List are eligible, according to 8 NYCRR §200.5(i)(6) and (7) and 8 NYCRR §200.5(j)(3), (4) and (5), to serve as Impartial Hearing Officers for the 2024-2025 school year.
THEREFORE, BE IT RESOLVED, that the Board of Education hereby appoints the Impartial Hearing Officers listed as presented for the 2024-2025 school year.
BE IT FURTHER RESOLVED, that the District Clerk shall use the Rotational List of Impartial Hearing Officers in the order they appear on the NYSED Impartial Hearing Reporting System website. The next Impartial Hearing Officer appearing on the NYSED Rotational List shall be notified immediately of our request for an impartial hearing. Within 24 hours the IHO must indicate a willingness to serve as an Impartial Hearing Officer for the Lawrence Union Free School District special education matters or the next Hearing Officer will be notified.
- C. Civil Service Substitute Rates [\(Enclosure\)](#)
- D. Reimbursement for District Approved Travel at Rate Established by IRS
RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the mileage reimbursement rate for 2024-2025 to the IRS rate in effect on the date the expense is incurred.
- E. School District Audit Committee
Pursuant to Education Law §2116(c) every school district shall establish by a resolution of the Board of Education, an audit committee to oversee the annual audit of the district records as required by Education Law §2116(a) and pursuant to General Municipal Law §36; therefore
BE IT RESOLVED, that the Audit Committee shall consist of the Board as a committee of the whole.
- F. Collection and Review of Prevailing Wage Data
RESOLVED, that the Assistant Superintendent of Business and Operations be designated as the individual for the collection and review of prevailing wage data paid to contractors in conformance with New York State Labor Law.
- G. Re-adoption of all Policies, Regulations and Code of Ethics in effect during the previous year: Implied in New York Education Law §1709 and §2503.

VII. REPORTS AND PRESENTATIONS

- A. 2024 Graduation Highlights Video

VIII. BUSINESS/FINANCE ITEMS (Enclosures)

- A. District Treasurer's Report - May 2024

1. Budget Summary by Function - May 2024
2. Revenue Status Report - May 2024
3. Extraclassroom Activity Funds
 - a. Middle School - May 2024
 - b. High School - May 2024
4. Bank Reconciliation - May 2024
5. Fund Balance (None)

- B. Encumbrances Over \$50,000.00

1. AGS Firm PC, Stipulation of Settlement BOE approved 03/18/2024, \$50,000.00, SED Case No. 600110, 2023-2024 school year
2. Allied Universal Security Services, districtwide security, \$895,000.00, 2024-2025
3. Dell Marketing L.P., chromebooks, \$58,877.50
4. East Coast Mechanical Contracting Corp., Phase VI Middle School boilers, reduce PO# 2241282 to \$1,410,275.00
5. EGL Drainage Solutions & Repairs, increase PO# 2240133 by \$189,184.00
6. Emblem Health, health insurance, \$150,000.00, 2024-2025 school year
7. Houghton Mifflin Harcourt, Read 180 on Ed Digital, \$57,770.00
8. National Grid, districtwide natural gas service, \$275,000.00
9. NYS Employees Health Insurance, health insurance, \$10,000,000.00, 2024-2025
10. NYSIR, property and casualty insurance policy, \$695,143.00, 2024-2025
11. PSEGLI, districtwide electrical service, \$495,000.00
12. TEL/Logic Inc., textbooks for private schools, \$590,000.00, 2024-2025 school year
13. Triad Group LLC, Midwest Employers Casualty, TPA Workers' Compensation insurance, \$79,708.00, 2024-2025
14. United Metro Energy Corp., fuel oil for Early Childhood Center, \$50,000.00
15. Whitsons School Nutrition Corp., 2024-2025 FSMC, \$1,184,533.00, 2024-2025

- C. Bids/RFP's

Vendor	Purpose	Amount
HMB Consultants, LLC	Child Nutrition Consultant	Various
East Coast Mechanical Contracting Corp.	Steam Zone Valve Replacement	Various

- D. Year End Budget Transfers (Over \$50,000)

1. \$189,200.00, fund various building repairs, EGL PO# 22240133, 2023-2024
2. \$1,162,683.48, year end payroll adjustments, 2023-2024
3. \$307,000.00, fund May 2024/June 2024 BOCES invoice, 2023-2024
4. \$102,971.95, increase budget for special education and health services, 2023-2024
5. \$68,786.06, increase budget for legal services codes, 2023-2024

E. Contracts

1. Business Contracts

- a. Bollinger Specialty Group, student accident insurance, 2024-2025 school year
- b. Booksmart Accounting, accounting consulting services, 2024-2025 school year
- c. CHUBB, storage tank liability insurance policy, 2024-2025 school year
- d. Clinical Staffing Resources, Inc., staffing services for nurses, 2024-2025 school year
- e. CMDI, workshops for special education teachers, 2024-2025 school year
- f. Cullen & Danowski, LLP, independent external auditors, 2024-2025 school year
- g. Cunningham Air Duct & Chimney Services, kitchen exhaust duct cleaning, 2024-2025 school year
- h. East Coast Mechanical Contracting Corp., reduction in Phase VI Middle School boilers from previous Bid
- i. East Coast Mechanical Mechanical Contracting Corp., steam zone valve replacement for Middle School
- j. Full Service Contracting, Inc., Middle School scaffolding materials per Light Access Scaffolding
- k. Full Service Contracting, Inc., Middle School scaffolding materials per Scaffold Mart
- l. Full Service Contracting, Inc., Middle School sawcutting
- m. Guercio & Guercio, LLP, special education counsel, 2024-2025 school year
- n. HMB Consultants, LLC, child nutrition consultants, 2024-2025 school year
- o. Independent Coach Corp., special education summer 2024 transportation, 07/01/2024-08/09/2024
- p. Independent Coach Corp., special education summer 2024 transportation, 07/08/2024-08/16/2024
- q. L.E.B. Electric, proposal for Middle School equipment
- r. Malverne UFSD, Health and Welfare, 2023-2024 school year
- s. Minerva & D'Agostino, P.C., general and labor counsel, 2024-2025 school year
- t. Nawrocki Smith, CPA and business consultants, 2024-2025 school year
- u. NYSIR, property and casualty insurance policy, 2024-2025 school year
- v. Pupil Benefits Plan, Inc., TPA student accident insurance coverage, 2024-2025 school year
- w. RFS Commercial Inc., supply and insulation tiles in Middle School 2nd and 3rd floor rooms
- x. Seneca Risk Consulting Group, affordable care act consultants, 2024-2025 school year
- y. Triad Group LLC, Midwest Employers Casualty, Workers' Compensation insurance TPA, 2024-2025 school year
- z. US Medical Staffing, LLC, staffing services for nurses, 2024-2025 school year
- aa. Shirley Warren, reading consultant, 2024-2025 school year
- bb. White Glove, staffing services for nurses, 2024-2025 school year
- cc. Whitson's Nutrition, LLC, Type II food service management company, 2024-2025 school year
- dd. Wright Flood, flood insurance, Early Childhood Center, 2024-2025 school year
- ee. Wright Flood, flood insurance, Lawrence High School, 2024-2025 school year

- ff. Wright Flood, flood insurance, Lawrence Middle and Elementary School, 2024-2025 school year
- gg. Wright Flood, flood insurance, Lawrence Primary School, 2024-2025 school year
- hh. XEROX, equipment move and relocation agreement
- 2. Curriculum/PPS Contracts
 - a. Brookville Center for Children's Services, Inc., tuition, 2024-2025 school year
 - b. Nicole Hadassa Bobker, speech therapist, 2024-2025 school year
 - c. Suzanne Crane, physical therapist, 2024-2025 school year
 - d. Esti Eisig, occupational therapist, 2024-2025 school year
 - e. Dena Goldblatt, speech therapist, 2024-2025 school year
 - f. Nicole Guttman, feeding therapist, 2024-2025 school year
 - g. Garyn Handler, physical therapist, 2024-2025 school year
 - h. Manhasset UFSD, DOL/DOR, 2023-2024 school year
 - i. Roberta Rosen, occupational therapist, 2024-2025 school year
 - j. Danielle Solomon, occupational therapist, 2024-2025 school year
 - k. Miriam Tempelman, occupational therapist, 2024-2025 school year
 - l. Lily Weichholz, occupational therapist, 2024-2025 school year
- F. Donations (None)
- G. Change Orders
 - 1. EGL Drainage Solutions & Repairs, increase PO #2240634 by \$95,221
 - 2. L.E.B. Electric Inc., Phase IV, Phase V, fire alarm work, increase PO #2240278 by \$118,333.93

IX. PERSONNEL ITEMS

- A. Retirements (None)
- B. Resignations
 - 1. Professional Staff ([Enclosure](#))
 - 2. Civil Service ([Enclosure](#))
- C. Discontinuance of Employments (None)
- D. Leave of Absence (None)
- E. Tenure (None)
- F. Appointments
 - 1. Professional Staff ([Enclosure](#))
 - a. Change of Employment Status (None)
 - b. Emergency Conditional Appointments (None)
 - c. Approved Substitutes (None)
 - 2. Civil Service Staff (None)
 - a. Change of Employment Status ([Enclosure](#))
 - b. Emergency Conditional Appointments (None)
 - c. Approved Substitutes ([Enclosure](#))
- G. Extra Compensation
 - 1. Professional Staff ([Enclosure](#))
 - 2. Civil Service Staff ([Enclosure](#))

X. ADMINISTRATIVE ITEMS

A. 2024-2025 School Tax Levy and Certification

BE IT RESOLVED, that the following budget (gross amount) of the necessary claims and expenditures in the Lawrence Union Free School District #15 in the Town of Hempstead, school year 2024-2025, amounting to:

School Purpose \$101,919,007.00

Library Purpose \$3,721,979.00

Total \$105,640,986.00 be and the same is hereby accepted.

BE IT FURTHER RESOLVED, that the sum of:

School Purpose \$85,954,300.00

Library Purpose \$3,356,979.00

Total \$89,311,279.00 be the remainder of budget adopted as above and the amount of which must be raised by taxation (net amount) for the Lawrence Union Free School District #15 of the Town of Hempstead, Nassau County, New York for the year 2024-2025 be levied upon the taxable property of the said School District as said property has been certified to by the Assessor for the 2024-2025 school year.

BE IT FURTHER RESOLVED, that the District Clerk of the Lawrence Union Free School District #15 is hereby authorized and directed, pursuant to §6-20.0 and amendments thereto of the Nassau County Administrative Code, to file a certified copy of these resolutions with the Nassau County Legislature and the Department of Assessment, Mineola, New York, on or before August 15, 2024.

B. 2024-2025 Districtwide Safety Plan ([Enclosure](#))

In reference to the changes made to NYS Labor Law §27-c, this amends §2801-a(2)(m) of the Education Law which significantly changes our Districtwide Safety Plan. A revised version of our Districtwide Safety Plan has been included on this Board Agenda and is now posted on our website, Lawrence.org. The 30-day public comment period is now closed.

BE IT RESOLVED, that the Board of Education of the Lawrence Union Free School District hereby moves to adopt the 2024-2025 Districtwide Safety Plan as presented.

C. 2024-2025 Building Level Emergency Response Plans ([Confidential Enclosures](#))

D. Unused Vacation Pay ([Enclosures](#))

RESOLVED, the Board of Education approves amending the existing terms and conditions of employment for Anthony Mogilski in accordance with the attached agreement, with the understanding, acknowledgement and agreement that such amendment does not constitute a precedent and that all other terms and conditions of employment remain unchanged.

E. Amendment to Stipulation of Settlement and General Release

BE IT RESOLVED, that the Board of Education of the Lawrence Union Free School District hereby approves the terms and conditions as indicated in the Amendment to Stipulation of Settlement and General Release resolving certain matters between the District and the parents of a student classified by the District's CSE, and identified as Student No. XXXXX0007; and

BE IT FURTHER RESOLVED, that the Amended Stipulation of Settlement and General Release be subject to review and approval of Special Education Counsel; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the President of the Board to execute the Amendment to Stipulation of Settlement and General Release as approved on the Board's behalf.

F. Stipulation of Settlement and General Release (2)

BE IT RESOLVED, that the Board of Education of the Lawrence Union Free School District hereby approves the terms and conditions as indicated in the two (2) Stipulation of Settlement and General Release resolving certain matters between the District and the parents of two (2) students classified by District's CSE, and identified as StudentXXXXX3253 and SED Case No. 605498, subject to review and approval of Special Education Counsel; and

BE IT FURTHER RESOLVED, that the two (2) Stipulation of Settlement and General Release be subject to review and approval of Special Education Counsel; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the President of the Board to execute the two (2) Stipulation of Settlement and General Release as approved on the Board's behalf.

G. Special Counsel (CVA Cases)

RESOLVED, that the Board of Education hereby reappoints McGivney, Kluger, Clark & Intoccia as Special Counsel for the Lawrence Union Free School District for the 2024-2025 school year in connection with the following litigation matters: PC-14 Doe v. Lawrence UFSD, et al., Supreme Court, Nassau County, Index No. 900096/2020 and PC-15 Doe v. Lawrence UFSD, et al., Supreme Court, Nassau County, Index No. 900108/2020 at a rate of \$225.00 per hour for the services of Partners of the firm, \$190.00 per hour for the services of Associates of the firm, and \$100.00 per hour for the services of Paralegals of the firm.

H. Revised 2024-2025 Lawrence Public Schools Holiday Calendar ([Enclosure](#))

XI. INFORMATIONAL ITEMS

A. Warrants 23-24 and 12MR from the 2023-2024 school year ([Confidential Enclosures](#))

XII. OPPORTUNITY FOR PUBLIC COMMENT

Please tell us your name and affiliation, if you are representing a specific group. All participants are asked to abide by the two minute time limit. Speakers may comment on matters related to the agenda. All speakers are to conduct themselves in a civil manner. As always, public discussion on matters relating to staff and students, at which their reputation, privacy or rights to due process, or those of others could in some way be violated, is prohibited. All schools and school events, inclusive of Board of Education meetings, should be places where mutual respect is practiced and reinforced and where all persons in attendance treat each other with courtesy, politeness and mutual consideration, regardless of differences of opinion.

Comments regarding the agenda may be emailed to BOE@lawrence.k12.ny.us.

XIII. ADJOURNMENT

Please visit Lawrence.org for upcoming events, news and notices.

Next Scheduled Board Meeting:

Regular Meeting

Lawrence High School Cafeteria

August 19, 2024, 8:00 p.m.

LAWRENCE UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION
2024- 2025 SCHEDULE OF ANNUAL APPOINTMENTS

ADA Compliance Officer	Anthony Mogilski	None
Accounting Services	BookSmart Accounting	Contractual
Chemical Hygiene Officer	William Moss	None
Civil Service Law \$75 Hearing Officer	Angela Matinale	None
Claims Auditor	Denise Longobardi	Salaried
DASA Coordinator	Fallon Rubin	None
Data Protection Officer	Nicole Quinn	None
Deputy District Clerk	Michelle Mastroserio	Stipend
Deputy Purchasing Agent	Michelle Mastroserio	Stipend
Deputy Treasurer	Marie Elliott	None
Designation -Service of Notice of Claim	Mohinder Bharaj	None
District Architect/Engineer	Marks Design Studio	Contractual
District Clerk	Mohinder Bharaj	Salaried
District Treasurer	Chanchal Kumar	Salaried
Extra Classroom & Central Treasurer	Mark Palladino/Isabel Hernandez	Stipend
Foster Care Liaison	Kathleen Graham	None
General/Labor Counsel	Minerva & D'Agostino, PC	Contractual
Homeless Liaison	Melissa Sacco	None
Independent Auditor	Cullen & Danowski, LLP	Contractual
Internal Auditor	Nawrocki Smith, LLP	Contractual
Medicaid Compliance Officer	Fallon Rubin	None
Neglected/Delinquent Transition Liaison	Kathleen Graham	None
NY Labor Law \$ 220 Compliance	Jeremy Feder	None
NYSIR	Property & Casualty Insurance	Contractual
Payroll Certification	Ann Pedersen, Ed.D	None
Pesticide Notification Officer	Anthony Mogilski	None
Private School Book Room Supervisor	Susan Perone	None
Purchasing Agent	Marie Elliott	Stipend
Records Access Officer	Mohinder Bharaj	None
Records Management Officer	Mohinder Bharaj	None
SAVE/Asbestos LEA Designee	Scott Unger	None
School District Physician	Dr. Allan Detweiler	Contractual
Special Education Counsel	Guercio & Guercio, LLP	Contractual
Student Accident Insurance	Bollinger & Pupil Benefits Plan,	Contractual
Title IX/Section 504 Officer	Inc. Ann Pedersen, Ed.D	None
Workers' Compensation Administrator	Triad Group, LLC	Contractual

Date BOE Approved: _____

Signature: _____
District Clerk

2024-2025 APPOINTMENT OF MEMBERS OF
THE COMMITTEE ON PRESCHOOL SPECIAL EDUCATION
COMMISSIONER'S REGULATIONS PART 200

The Board of Education of the Lawrence Union Free School District hereby appoints the following to the Committee on Preschool Special Education in accordance with Part 200 of the Commissioner's Regulations and the amended IDEA.

- Chairperson, Susan McNulty
- Alternate Chairpersons: Shannon Ambrico and Alana Osroff
- Child's Parent/Guardian
- Teachers:
 - All special education teachers and related service providers in the Lawrence Public School District, when working with preschool age students with disabilities, are members of the Committee on Preschool Special Education.
 - All regular education teachers in the Lawrence Public School District, when they are working with pre-K and elementary students with disabilities, are members of the Committee on Preschool Education and the Sub-Committee on Preschool Special Education (if the student is, or may be, participating in the general education environment).
 - Related service providers
- Evaluator of Child (if initial meeting)
- Nassau County Department of Health – Preschool Division Representatives.

**2024-2025 APPOINTMENT OF MEMBERS
OF THE COMMITTEE ON SPECIAL EDUCATION
COMMISSIONER’S REGULATIONS PART 200**

The Board of Education of the Lawrence Union Free School District hereby appoints the following to the Committee on Special Education in accordance with Part 200 of the Commissioner’s Regulations and the amended IDEA.

- Chairperson, Andrew Weisman
- Alternate Chairpersons: Amanda Lacagnino, Fallon Rubin, Tara Schwartz, Corinne Rivera, Ph.D., Anthony Procaccino, Psy. D., Michael Amorgianos, Fabiola Ngjeci, Stephanie Bezale, Shannon Ambrico, Naomi Wargon, Alana Osroff
- PPS Consultant/Alternate Chairperson, Karen Mackler, Ph.D.
- Alternate Chairperson, Elise Danzger
- Child’s Parent/Guardian Physician (at parent’s or district’s request)
- Student (whenever appropriate)
- Teachers:
 - Special education teachers
 - General education teachers (if the student is, or may be, participating in the general education environment).
 - Related service providers.

**2024-2025 SUBCOMMITTEE ON SPECIAL EDUCATION MEMBERS
COMMISSIONER'S REGULATIONS PART 200**

The Board of Education of the Lawrence Union Free School District hereby appoints the following to the Committee on Special Education Subcommittees in accordance with Part 200 of the Commissioner's Regulations and the amended IDEA.

Early Childhood Center – Grade Kindergarten

Principal, Kathleen Graham

Supervisor/Chairperson, Amanda Lacagnino

Psychologist/Alternate Chairperson, Alana Osroff

Special Education Teachers: Anastasia Gordon, Joelle Hertz, Jennifer Bloodnick, Keri Johnson

Primary School Number 2 – Grades 1, 2 & 3

Principal, Kristen McLoughlin

Supervisor/Chairperson, Amanda Lacagnino

Supervisor/Alternate Chairperson, Tara Schwartz

Psychologist/Alternate Chairperson, Naomi Wargon

Special Education Teachers: Nicole Novello, Jenine Abruzzo, Kathleen Kearney, Tami Bruh-Mann, Ivy Cohen, Lisa Salzberg

Elementary School at Broadway Campus – Grades 4, 5, & 6

Principal/Alternate Chairperson, Willis Perry

Supervisor/Chairperson, Fallon Rubin

Supervisor/Alternate Chairperson, Tara Schwartz

Psychologist/Alternate Chairperson, Elise Danzger

Special Education Teachers: Steffi Glasser, Catherine Campos, Sharon Mor, Dana Tveter, Rachel Kreiss, Tobi Putterman, Yana Atias

Middle School at the Broadway Campus – Grades 7 & 8

Principal, Willis Perry

Supervisor/Chairperson, Fallon Rubin

Psychologist/Alternate Chairperson, Fabiola Ngjeci

Special Education Teachers: KellyAnn Berry, Helen Cukierwar, Annmarie Mosia, Karen Velthaus, Margaret Viscardi, Janine Paladino

High School – Grades 9, 10, 11 & 12

Principal, Jennifer Lagnado-Papp, Ed.D.

Supervisor/Chairperson, Andrew Weisman

Psychologist/Alternate Chairperson: Anthony Procaccino, Psy.D. and Corinne Rivera, Ph.D.

Special Education Teachers: Karin Kind, Pam Lev, Jennifer Magliaro, Jamie Miller, Nicole Miller, Jerry Callahan, Melanie Ratnoff, Dianne Ronan, Grace Senatore, Helaine Wolkoff, Sherrie Cooper, Sheryl Bouzaglou, Michelle Adler, Jeremiah Callahan, Margaret Gilbert

Non-Public Schools and Out of District Students

Chairperson, Michael Amorgianos

Alternate Chairpersons: Amanda Lacagnino, Tara Schwartz, Fallon Rubin, Andrew Weisman, Karen Mackler, Ph. D., Shannon Ambrico

Speech and Language Therapists

Danielle Aronovitz, Nicole Tolchin, Jen Gatto, Stephanie Greenberg, Marcia Horowitz, Noreen Jackson, Laurie Kenn, Lisa Klus, Lori Sachs, Maura Schaeffer, Melanie Ackerman, Jamie Nicholls, Jordan Barto, Johanna Sullivan

Teacher of Deaf and Hearing Impaired, Tara Stier

Social Workers

Helen Moise, Amanda Vilardi, Rena English, Hana Myjer

It should be noted that another teacher who provides services to the child may also serve on the Special Education Subcommittee as a member if their presence is needed for the CSE to be legally constituted.

Students 13 years old and over are invited to CSE meetings.



Impartial Hearing Reporting System

(IHRS)

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IHO Rotational List Selection ? [Help](#)

You should contact Hearing Officers in the order they appear on the screen.

Iho Id	Last Name	First Name	Middle Name	Suffix
616	KESTENBAUM	ELISE		
533	KRAMER	JUDITH	T	
113	LASSINGER	DORA		
116	LAZAN	MICHAEL		
117	LEDERMAN	NANCY		
681	LEE	LAURIE	B	
682	LIBBY	DOUGLAS	E	
820	LITVIN	LISA	EGGERT	
684	LOWENKRON	RUTH		
617	LUCASEY	JEAN	M.	
122	LUSHING	SUSAN		
742	LYNCH	KENNETH	B.	
821	MAGNOTTA	DEBORAH	L.	
744	MARQUEZ	ANN		
685	MARSICO	RICHARD		
788	MAZZEI	JENNIFER		
537	MCKEEVER	JAMES		
631	MILLMAN	TINA		
540	MOORE	CHRISTINE		
620	MURPHY	LEAH	L.	
745	MURRELL	PATRICIA	L.	
824	NASSER	SHARIFA	MILENA	
137	NAUN	JOHN		
622	PASSMAN	JULIE		
543	PETERS	GARY	D.	
689	PEYSER	HELENE		
749	RAHMAN	HASHIM		

750	REGENBOGEN	MITCHELL		
150	REICHEL	HEIDI		
752	RODRIGUEZ	ROBERT	G.	
163	SCHAD	JEROME	D.	ESQ
627	SCHIRO	JEFFREY		
548	SCHNEIDER	JUDITH		
754	SETO	STEPHANIE		
628	SILVERSON	JEFFREY		
176	TESSLER	CRAIG		
758	VASSILAKIS	THEODORE		
798	VIRA	ANNA		
629	WAHRMAN	ISRAEL	S.	

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Impartial Hearing Reporting System

(IHRS)

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IHO Rotational List Selection ? [Help](#)

You should contact Hearing Officers in the order they appear on the screen.

Iho Id	Last Name	First Name	Middle Name	Suffix
186	WALSH	JAMES	P	
630	WALSH	MARION		
188	WASHINGTON	DENISE		
191	WEINER	MARC		
759	WEISS	SEBASTIAN	A.	
197	WOLMAN	MINDY	G.	
600	ABBERBOCK	ELLEN		
50	AGOSTON	LINDA		
601	AJELLO	DANIEL	M.	
509	ALBERT	PETER	G.	
54	ALMELEH	LYNN	BOTWINIK	
805	AUSTIN	RODNEY		
762	BAINS	GULJIT	KAUR	
602	BARBOUR	SUSAN	M.	
607	BRANDOW	REGINA	E	
65	BRESCIA	JEAN MARIE		
766	CAPPELLINO	ANJELICA		
730	CARAVELLO	BARBARA	J.	
770	CHARRINGTON	KAREN	HILLARY	
807	CLYNE	CAROLYN	SALIAN	
74	COHEN	DIANE		
609	CUTLER-IGOE	ELLEN		
669	DANIEL	AUDREY		
809	DAY	WANDA	SANCHEZ	
515	DELEON	EDGAR		
810	DENIS	MARCEL	P	
77	DEWAN	DEBRA	SIEDMAN	

670	DISPENZA	MARIA	R	
517	EBENSTEIN	BARBARA	J	
84	FARAGO	JOHN		
518	FEINBERG	RONA		
520	FINKELSTEIN	SHARYN		
86	FLAME	LANA	S	
775	FORBES	STEVEN	P	
812	GAWTHROP	JAN		
733	GEWIRTZ	HARRIET		
735	GLASSER	RANDY		
815	GOLDSMITH	CRAIG		
736	GRONBACH	DAVID		
674	GRONBACH	VANESSA	M.	
675	GUERRA	JEFFREY		
524	HEIDELBERGER	JONATHAN		
677	HOBSON-WILLIAMS	TANYA		
738	HOFFMAN	PETER	D	
525	HUGHES	SHERRI	L	ESQ
739	IVERS	PAUL		
103	KANDILAKIS	GEORGE		
817	KASS	RICHARD		
614	KEEFE	JEANNE		
106	KEHOE	MARTIN	J.	III

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**Lawrence Public Schools
Civil Service Substitute Rates 2024-2025**

Nurse (RN)	\$220 per day
Teachers' Aides	\$17.00 per hour
LPN	\$20.85 per hour
School Monitors	\$16.00 per hour
Typist Clerk	\$18.00 per hour
Cleaner	\$17.00 per hour
Account Clerk	\$20.00 per hour
Duplicating Machine Operator	\$17.00 per hour

Date Approved: _____

Signature: _____

District Clerk

LAWRENCE PUBLIC SCHOOLS			
TREASURER'S REPORT			
MONTH OF MAY 31, 2024			
GENERAL FUND			
BALANCE: MAY 1, 2024			\$ 2,782,848.89
RECEIPTS:			
NYS AID		\$ -	
BOCES		\$ -	
USE OF FACILITIES/MUSIC		\$ 17,275.00	
HEALTH/MEDCAID PREMIUMS		\$ 44,371.87	
TOWN OF HEMP/ TAXES		\$ 29,395,000.00	
OTHER RECEIPTS		\$ 69,891.33	
NYCLASS		\$ 5,500,000.00	
INTEREST		\$ 28,590.09	
TOTAL RECEIPTS			\$ 35,055,128.29
TOTAL RECEIPTS PLUS BEGINNING BAL.			\$ 37,837,977.18
DISBURSEMENTS:			
PAYROLL		3,364,992.76	
ACCTS. PAYABLE		5,493,232.60	
WORKERS COMP.		112,380.85	
PPL DISBURSE		1,408,971.00	
OTHER DISBURSE.		25,294,180.79	
TOTAL DISBURSEMENTS			\$ 35,673,758.00
BALANCE: MAY 31, 2024			\$ 2,164,219.18
SCHOOL LUNCH FUND			
BALANCE: MAY 1, 2024			\$ 6,749,020.59
RECEIPTS		\$ 152,887.05	
DISBURSEMENT		\$ (99,433.64)	
			\$ 53,453.41
BALANCE: MAY 31, 2024			\$ 6,802,474.00
TRUST & AGENCY FUND			
BALANCE: MAY 1, 2024			\$ 239,173.45
RECEIPTS		\$ 11,799.00	
DISBURSEMENT		\$ (11,799.00)	
			\$ -
BALANCE: MAY 31, 2024			\$ 239,173.45

2021 BUILDING CAPITAL RESERVE				
BALANCE: MAY 1, 2024			\$	-
RECEIPTS		\$	-	
DISBURSEMENT		\$	-	
			\$	-
BALANCE: MAY 31, 2024			\$	-
2022 BUILDING CAPITAL RESERVE				
BALANCE: MAY 1, 2024			\$	-
RECEIPTS		\$	-	
DISBURSEMENT		\$	-	
			\$	-
BALANCE: MAY 31, 2024			\$	-
SCHOLARSHIP FUND				
BALANCE: MAY 1, 2024			\$	54,258.03
RECEIPTS		\$	7,207.84	
DISBURSEMENT		\$	-	
			\$	7,207.84
BALANCE: MAY 31, 2024			\$	61,465.87
PAYROLL ACCOUNT				
BALANCE: MAY 1, 2024			\$	51,776.22
RECEIPTS		\$	2,136,048.52	
DISBURSEMENT		\$	(2,098,390.37)	
			\$	37,658.15
BALANCE: MAY 31, 2024			\$	89,434.37
DISBURSEMENT ACCOUNT				
BALANCE: MAY 1, 2024			\$	627,117.38
RECEIPTS		\$	5,495,558.74	
DISBURSEMENT		\$	(3,914,472.13)	
			\$	1,581,086.61
BALANCE: MAY 31, 2024			\$	2,208,203.99
NYCLASS				
BALANCE: MAY 1, 2024			\$	76,288,160.35
RECEIPTS		\$	25,371,347.33	
DISBURSEMENT		\$	(5,500,000.00)	

				\$	19,871,347.33	
BALANCE: MAY 31, 2024				\$	96,159,507.68	
TD WEALTH						
BALANCE: MAY 1, 2024				\$	502,326.19	
RECEIPTS						
DISBURSEMENT			\$	-		
				\$	-	
BALANCE: MAY 31, 2024				\$	502,326.19	
			BANK RECONCILIATION			
			MAY 31, 2024			
			OPEN ITEMS			
		BALANCE PER	LESS:			
		BANK	OUTSTANDING	PLUS: DEPOSITS	BOOK BALANCE	
TD BANK						
GENERAL FUND		\$ 381,338.96	\$ (11,445.71)	\$ -	\$ 392,784.67	
GENEAL FUND RESERVE		\$ 1,668,415.00	\$ -	\$ -	\$ 1,668,415.00	
SCHOOL LUNCH FUND		\$ 6,802,474.00	\$ 0.21	\$ -	\$ 6,802,473.79	
CAPITAL FUND RESERVE		\$ 34,221.42	\$ -	\$ -	\$ 34,221.42	
TRUST & AGENCY		\$ 239,173.45	\$ -	\$ -	\$ 239,173.45	
2021 BUILDING CAPITAL RESERVE		\$ -	\$ -	\$ -	\$ -	
2022 BUILDING CAPITAL RESERVE		\$ -	\$ -	\$ -	\$ -	
JP MORGAN CHASE						
SCHOLARSHIP ACCT		\$ 61,465.89	\$ 12,478.95	\$ -	\$ 48,986.94	
MONEY MARKET ACCT		\$ 80,243.78		\$ -	\$ 80,243.78	
PAYROLL ACCOUNT		\$ 89,434.37	\$ 46,257.11	\$ -	\$ 43,177.26	
DISBURSEMENT ACCOUNT		\$ 2,208,203.99	\$ 1,987,084.85	\$ -	\$ 221,119.14	
NYCLASS		\$ 96,159,507.68	\$ -	\$ -	\$ 96,159,507.68	
TD WEALTH		\$ 502,326.19	\$ -	\$ -	\$ 502,326.19	
		\$ 108,226,804.73	\$ 2,034,375.41	\$ -	\$ 106,192,429.32	
				Respectfully submitted		
				Chanchal Kumar		
				Treasurer		

LAWRENCE UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024

Enclosure VIII.A.1
Organizational Meeting
July 10, 2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
1010	BOE	*	33,563.00	0.00	33,563.00	28,667.13	84.27	4,811.60
1040	District Clerk	*	101,670.00	0.00	101,670.00	89,328.91	0.00	12,341.09
1060	BOE-Election/Vote	*	42,300.00	0.00	42,300.00	16,737.69	18,614.00	6,948.31
10		**	177,533.00	0.00	177,533.00	134,733.73	18,698.27	24,101.00
1240	Superintendent	*	374,240.00	0.00	374,240.00	363,158.79	1,000.00	10,081.21
12		**	374,240.00	0.00	374,240.00	363,158.79	1,000.00	10,081.21
1310	Business Department	*	899,298.00	-31,537.51	867,760.49	811,068.83	18,462.44	38,229.22
1320	Auditing	*	130,000.00	0.00	130,000.00	43,751.02	56,813.12	29,435.86
1325	Accounting/Treasurer	*	127,500.00	-5,000.00	122,500.00	128,669.90	0.00	-6,169.90
1345	Purchasing	*	8,000.00	0.00	8,000.00	5,727.27	2,272.73	0.00
13		**	1,164,798.00	-36,537.51	1,128,260.49	989,217.02	77,548.29	61,495.18
1420	Property Tax & Legal Services	*	794,500.00	42,987.51	837,487.51	671,632.05	156,227.58	9,627.88
1430	Human Resources	*	198,805.00	0.00	198,805.00	92,214.83	7,363.27	99,226.90
1480	Public Info	*	26,000.00	50,000.00	76,000.00	64,813.48	6,491.64	4,694.88
14		**	1,019,305.00	92,987.51	1,112,292.51	828,660.36	170,082.49	113,549.66
1620	Facilities/Custodial/Security	*	4,109,856.00	-267,754.09	3,842,101.91	3,172,063.26	317,245.15	352,793.50
1621	Facility/Maintenance&Grounds	*	1,439,075.00	491,228.79	1,930,303.79	1,426,329.64	357,231.98	146,742.17
1670	Print Shop/Postage/Xerox	*	462,804.00	-19,000.00	443,804.00	365,641.78	53,450.19	24,712.03
1680	Technology Services	*	1,181,700.00	170,000.00	1,351,700.00	1,259,070.26	83,746.03	8,883.71
16		**	7,193,435.00	374,474.70	7,567,909.70	6,223,104.94	811,673.35	533,131.41
1910	School Insurances	*	569,100.00	74,308.00	643,408.00	643,408.00	0.00	0.00
1920	School Association Dues	*	2,650.00	0.00	2,650.00	500.00	0.00	2,150.00
1950	Assessments from Villages-Sewer Taxes	*	90,000.00	0.00	90,000.00	39,894.07	50,105.93	0.00
1981	Boces Admin Projects	*	370,000.00	-30,000.00	340,000.00	330,978.00	9,022.00	0.00
1989	Investigations Services	*	46,000.00	0.00	46,000.00	21,432.56	21,753.44	2,814.00
19		**	1,077,750.00	44,308.00	1,122,058.00	1,036,212.63	80,881.37	4,964.00
1		***	11,007,061.00	475,232.70	11,482,293.70	9,575,087.47	1,159,883.77	747,322.46
2010	Curriculum	*	367,750.00	141,924.20	509,674.20	389,501.30	5,922.20	114,250.70
2020	Supervision	*	2,918,211.00	-16,000.00	2,902,211.00	2,202,258.56	26,702.60	673,249.84
2070	Inservice	*	28,000.00	0.00	28,000.00	2,884.44	440.00	24,675.56
20		**	3,313,961.00	125,924.20	3,439,885.20	2,594,644.30	33,064.80	812,176.10
2110	Instruction	*	21,337,381.00	227,344.57	21,564,725.57	15,676,334.96	114,199.49	5,774,191.12
21		**	21,337,381.00	227,344.57	21,564,725.57	15,676,334.96	114,199.49	5,774,191.12

LAWRENCE UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
2210		*	0.00	0.00	0.00	0.00	0.00	0.00
2250	Special Education	*	18,949,153.00	-426,050.36	18,523,102.64	13,319,866.35	2,327,603.63	2,875,632.66
22		**	18,949,153.00	-426,050.36	18,523,102.64	13,319,866.35	2,327,603.63	2,875,632.66
2331	Summer program	*	60,000.00	69,919.00	129,919.00	129,918.66	0.34	0.00
2332	Weekend School	*	41,000.00	0.00	41,000.00	978.00	0.00	40,022.00
23		**	101,000.00	69,919.00	170,919.00	130,896.66	0.34	40,022.00
2610	School Library	*	350,121.00	3,000.00	353,121.00	169,922.63	11,399.53	171,798.84
2620	Audiovisual	*	15,700.00	0.00	15,700.00	538.47	0.00	15,161.53
2630	Computer Equipment	*	310,000.00	-16,000.00	294,000.00	194,995.32	11,998.54	87,006.14
26		**	675,821.00	-13,000.00	662,821.00	365,456.42	23,398.07	273,966.51
2810	Guidance	*	1,138,667.00	0.00	1,138,667.00	874,109.90	2,959.50	261,597.60
2815	Health Services	*	2,531,102.00	195,063.29	2,726,165.29	2,135,552.65	423,157.37	167,455.27
2820	Psychologists	*	1,524,217.00	-185,000.00	1,339,217.00	842,605.81	99,760.25	396,850.94
2825	Social Workers	*	928,150.00	40,000.00	968,150.00	744,059.71	106,779.80	117,310.49
2850	Co-Curricular Activities	*	477,162.00	0.00	477,162.00	364,356.75	825.05	111,980.20
2855	Athletics	*	761,173.00	6,400.00	767,573.00	536,595.32	21,987.20	208,990.48
28		**	7,360,471.00	56,463.29	7,416,934.29	5,497,280.14	655,469.17	1,264,184.98
2		***	51,737,787.00	40,600.70	51,778,387.70	37,584,478.83	3,153,735.50	11,040,173.37
5510	Transportation	*	331,328.00	12,700.00	344,028.00	222,479.71	18,437.49	103,110.80
5540	Buses	*	14,412,587.00	762,300.00	15,174,887.00	12,432,180.51	1,978,482.65	764,223.84
55		**	14,743,915.00	775,000.00	15,518,915.00	12,654,660.22	1,996,920.14	867,334.64
5		***	14,743,915.00	775,000.00	15,518,915.00	12,654,660.22	1,996,920.14	867,334.64
9010	Retirement Benefit-ERS	*	700,000.00	-50,000.00	650,000.00	609,502.00	0.00	40,498.00
9020	Retirement Benefit-TRS	*	3,400,000.00	-425,000.00	2,975,000.00	0.00	0.00	2,975,000.00
9030	Social Security Benefits	*	3,176,846.00	0.00	3,176,846.00	2,214,386.12	0.00	962,459.88
9040	Workers Comp-Benefit	*	1,019,000.00	0.00	1,019,000.00	692,969.65	24,167.87	301,862.48
9045	Life Insurance Benefit	*	35,000.00	2,647.97	37,647.97	37,447.97	0.00	200.00
9050	Unemployment Benefits	*	150,000.00	0.00	150,000.00	37,234.79	0.00	112,765.21
9060	Health Benefits/NYSHIP/Medicare/Optical	*	11,559,500.00	-715,759.17	10,843,740.83	10,075,695.09	51,024.38	717,021.36
9065	Dental Benefits	*	416,323.00	0.00	416,323.00	291,968.65	6,071.63	118,282.72
9089	Other Comp Benefits	*	575,000.00	0.00	575,000.00	414,461.31	0.00	160,538.69
90		**	21,031,669.00	-1,188,111.20	19,843,557.80	14,373,665.58	81,263.88	5,388,628.34
9760	TANS interest	*	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00

LAWRENCE UFSD

Appropriation Status Summary Report By Function From 7/1/2023 To 5/31/2024



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
97		**	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
9901	Interfund Transfers	*	4,304,947.00	0.00	4,304,947.00	0.00	0.00	4,304,947.00
99		**	4,304,947.00	0.00	4,304,947.00	0.00	0.00	4,304,947.00
9		***	25,361,616.00	-1,188,111.20	24,173,504.80	14,373,665.58	81,263.88	9,718,575.34
Fund ATotals:			102,850,379.00	102,722.20	102,953,101.20	74,187,892.10	6,391,803.29	22,373,405.81
Grand Totals:			102,850,379.00	102,722.20	102,953,101.20	74,187,892.10	6,391,803.29	22,373,405.81

LAWRENCE UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024

Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	REAL PROPERTY TAX	80,875,133.00	0.00	80,875,133.00	83,210,065.00	-2,334,932.00
A 1081	OTHER PAY. IN LIEU OF TAX	650,000.00	0.00	650,000.00	227,687.66	422,312.34
A 1082	PILOT - LIPA	1,300,000.00	0.00	1,300,000.00	523,980.51	776,019.49
A 1085	STAR	5,079,167.00	0.00	5,079,167.00	2,062,563.00	3,016,604.00
A 1090	INTEREST AND PENALTIES	30,000.00	0.00	30,000.00	79,262.38	-49,262.38
A 1330	TEXTBOOK CHARGES FROM IND	250.00	0.00	250.00	0.00	250.00
A 1331	LOST CALCULATORS	250.00	0.00	250.00	0.00	250.00
A 1335	GUEST REGENTS	250.00	0.00	250.00	0.00	250.00
A 1336	STUDNT FEES&CHARGES MISC.	650.00	0.00	650.00	0.00	650.00
A 1489	Charges for other services	500.00	0.00	500.00	0.00	500.00
A 2230	DAY SCHL TUIT.-OTHER DIST	150,000.00	0.00	150,000.00	0.00	150,000.00
A 2231	TUITION - DOR	69,597.00	0.00	69,597.00	440,509.29	-370,912.29
A 2280	Health Services-Other districts	100,000.00	0.00	100,000.00	-766.26	100,766.26
A 2401	INTEREST AND EARNINGS	1,000,000.00	0.00	1,000,000.00	3,422,979.86	-2,422,979.86
A 2415	RENTAL OF MUSICAL INSTRUM	12,000.00	0.00	12,000.00	11,370.00	630.00
A 2441	RENTAL, POLLS	5,000.00	0.00	5,000.00	0.00	5,000.00
A 2442	RENTAL, USE OF BLDG	50,000.00	0.00	50,000.00	109,788.00	-59,788.00
A 2443	USE OF FIELDS	15,000.00	0.00	15,000.00	18,331.25	-3,331.25
A 2444	RENTAL INCOME -NUMBER 5	600,000.00	0.00	600,000.00	0.00	600,000.00
A 2660	Sale Of Real Estate	0.00	0.00	0.00	12,100,749.43	-12,100,749.43
A 2680	INSURANCE RECOVERIES	10,000.00	0.00	10,000.00	1,218.00	8,782.00
A 2681	W/C INS. RECOVERY	60,000.00	0.00	60,000.00	76,594.50	-16,594.50
A 2691	LIBRARY BOOKS LOST	500.00	0.00	500.00	0.00	500.00
A 2701	REFUNDS - BOCES	150,000.00	0.00	150,000.00	299,165.50	-149,165.50
A 2702	REFUNDS - TMOBILE -Chromebooks	0.00	0.00	0.00	100.00	-100.00
A 2703	REFUNDS PRIOR YEAR	10,000.00	0.00	10,000.00	56,642.89	-46,642.89
A 2750	ERATE	0.00	0.00	0.00	50,407.23	-50,407.23
A 2770	MISCELLANEOUS	69,947.00	0.00	69,947.00	1,262.05	68,684.95
A 2772	CPSE-Admin costs reimb	100,000.00	0.00	100,000.00	552,660.00	-452,660.00
A 2773	FOIL	100.00	0.00	100.00	0.00	100.00
A 2801	INTERFUND REVENUE	15,000.00	0.00	15,000.00	0.00	15,000.00
A 3100	EXC.COST-STUDNT W/DISAB	4,203,142.00	0.00	4,203,142.00	2,074,416.60	2,128,725.40
A 3101	BASIC FORMULA	7,144,244.00	0.00	7,144,244.00	6,525,980.93	618,263.07

LAWRENCE UFSD

Revenue Status Report By Function From 7/1/2023 To 5/31/2024



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 3102	LOTTERY AID	0.00	0.00	0.00	360,305.99	-360,305.99
A 3103	BOCES	472,822.00	0.00	472,822.00	114,653.75	358,168.25
A 3104	TUIT/TRANS AID-DISABLED	0.00	0.00	0.00	300,467.00	-300,467.00
A 3260	TEXTBOOK AID	406,012.00	0.00	406,012.00	450,331.00	-44,319.00
A 3262	COMPUTER SOFTWARE AID	90,000.00	0.00	90,000.00	94,045.00	-4,045.00
A 3263	LIBRARY/AV LOAN PROGRAM	30,815.00	0.00	30,815.00	29,278.00	1,537.00
A 3289	OTHER STATE AID	0.00	0.00	0.00	11,724.00	-11,724.00
A 4601	MEDICAID ASSISTANCE	150,000.00	0.00	150,000.00	168,263.62	-18,263.62
A Totals:		102,850,379.00	0.00	102,850,379.00	113,374,036.18	-10,523,657.18
Grand Totals:		102,850,379.00	0.00	102,850,379.00	113,374,036.18	-10,523,657.18

**LAWRENCE UNION FREE SCHOOL DISTRICT
MIDDLE SCHOOL EXTRA CLASSROOM ACTIVITY FUND
BANK RECONCILIATION-May 1-May 31, 2024**

CLUBS	BEGINNING BOOK BALANCE	CASH RECEIPTS	CHECKS DISBURSED/PD	NSF (FEES)	Check Re-order	UNADJUSTED BOOK BALANCE
G.O.	\$3,017.98	\$7,870.00	\$ (8,400.00)	\$ -	\$ -	\$ 2,487.98
Drama	\$2,390.42	\$0.00	\$ (50.00)	\$ -	\$ -	\$ 2,340.42
Prelude	\$934.44	\$2,760.00	\$ -	\$ -	\$ -	\$ 3,694.44
Sports Night	\$698.06	\$0.00	\$ -	\$ -	\$ -	\$ 698.06
Subtotal:	\$7,040.90	\$10,630.00	\$ (8,450.00)	\$ -	\$ -	\$ 9,220.90
Adjustments		\$ -	\$ -	\$ -	\$ -	
Adjusted End of Month Book Balance as of 5/31/24						\$ 9,220.90

TD Bank	BEGINNING BANK BALANCE	DEPOSIT/ CREDITS	CHECKS PAID/ DEBITS			UNADJUSTED BANK BALANCE
All Clubs	\$ 7,469.51	\$ 10,630.00	\$ 383.61	\$ -	\$ -	
Subtotal:						\$ 17,715.90
Adjustments:						
Outstanding Deposits		\$0.00				
Outstanding Checks	Club/CK #		Amount			
	GO/ck # 2070		\$ (95.00)			
	GO/ck # 2087		\$ (2,700.00)			
	GO/ck # 2089		\$ (5,700.00)			
			-			
Tot Outstanding						-\$8,495.00
Balance as of 5/31/24						\$9,220.90

Respectfully submitted,

Kim Yochai

Kim Yochai, Ed.D., SDL/SAS
LMS Student Activities Treasurer

LAWRENCE UNION FREE SCHOOL DISTRICT
HIGH SCHOOL EXTRA CLASSROOM ACTIVITY FUND
BANK RECONCILIATION
AS OF MAY 31, 2024

SUB ACCOUNT	BEGINNING BOOK BALANCE	ADD DEPOSITS TO SUB ACCOUNT	LESS TRANSFER TO MAIN FOR CHECKS	NSF (FEES)	INTEREST	ENDING BOOK BALANCE	LESS TRANSFERS TO MAIN IN TRANSIT (DEPOSITS)	ADD OUTSTANDING TRANSFERS TO MAIN FOR CHECKS	ENDING BANK BALANCE
Band/Disney	12,149.09	600.00	(47.93)		19.93	12,721.09	(600.00)	47.93	12,169.02
Senior Class	14,526.80	4,949.25	(12,481.50)		22.19	7,016.74			7,016.74
DECA	2.38				-	2.38			2.38
FHA	110.78				0.18	110.96			110.96
GIA	6,639.01		(4,169.61)		9.81	2,479.21		796.82	3,276.03
Honor Society	1,376.18				2.26	1,378.44			1,378.44
Key Club	605.85		(61.68)		0.99	545.16			545.16
Lawrencian	1,959.69	350.00			3.22	2,312.91			2,312.91
Music/Drama	6,190.93				10.16	6,201.09			6,201.09
Nat'l Art Honor Society	943.01		(100.00)		1.54	844.55			844.55
Science Projects	7,822.72	1.00			12.83	7,836.55	(1.00)		7,835.55
SGA	18,535.90				30.41	18,566.31			18,566.31
Sportsnight	0.00					0.00			0.00
Tornadoes	8,787.41		(1,100.00)		14.42	7,701.83		100.00	7,801.83
Mental Pabulum	1,430.50		(300.00)		2.18	1,132.68			1,132.68
Tri-M	269.86				0.44	270.30			270.30
Dance	6,043.57	5,000.00	(2,097.37)		10.85	8,957.05		1,372.37	10,329.42
South Oaks	506.11		(414.00)		0.74	92.85			92.85
TOTAL:	87,899.79	10,900.25	(20,772.09)	-	142.15	78,170.10	(601.00)	2,317.12	79,886.22

Respectfully Submitted,

Submitted

6/10/2024



Mark Palladino
LHS Student Activities Treasurer

**LAWRENCE UNION FREE SCHOOL DISTRICT
HIGH SCHOOL EXTRA CLASSROOM ACTIVITY FUND
BANK RECONCILIATION
AS OF MAY 31, 2024**

End of Month Book Balance	-
Outstanding Items per Books	
Add Outstanding checks:	6,648.01
See attached individual sub account	
Total Adjustments	
Less Outstanding deposits:	2,317.12
Adjusted Book Balance	<u>4,330.89</u>
Bank Balance as of 5/31/24	4,330.89
Adjusted Bank Balance	<u>4,330.89</u>
Difference	<u>-</u>
Submitted	6/10/2024

Outstanding Checks			Outstanding Deposits		
Check #	Sub Account	Amount	Date	Sub Account	Amount
1979	SGA	100.00	6/6/24	Dance	500.00
1982	SGA	15.00	6/6/24	GIA	796.82
1984	SGA	15.00	6/6/24	Dance	872.37
1985	SGA	15.00	6/6/24	Band/Disney	47.93
1986	SGA	15.00	6/6/24	Tornadoes	100.00
1987	SGA	15.00			
1993	SGA	15.00			
1998	SGA	15.00			
1999	SGA	15.00			
2010	SGA	15.00			
2013	SGA	15.00			
2014	SGA	15.00			
2015	SGA	15.00			
2017	SGA	15.00			
2019	SGA	15.00			
2025	SGA	15.00			
2029	SGA	15.00			
2035	Lawrencian	90.00			
2058	Sportsnight	50.00			
2065	Dance	185.00			
2109	GIA	157.28			
2242	Band/Disney	274.82			
2243	Tri-M	185.00			
2248	GIA	930.00			
2251	Mental Pab	150.00			
2252	Mental Pab	150.00			
2253	South Oaks	414.00			
2261	Art	100.00			
2264	Tornadoes	250.00			
2265	Tornadoes	250.00			
2266	Tornadoes	100.00			
2267	Tornadoes	100.00			
2268	Tornadoes	100.00			
2269	Tornadoes	100.00			
2270	Tornadoes	100.00			

2271 GIA	304.79		
2272 Dance	250.00		
2273 Dance	250.00		
2274 GIA	796.82		
2275 Dance	872.37		
2276 Band/Disney	47.93		
2277 Tornadoes	100.00		
Total	6,648.01	Total	2,317.12

LAWRENCE UNION FREE SCHOOL DISTRICT				
BANK RECONCILIATION				
GENERAL FUND RESERVE ACCT.				
AS OF MAY 31, 2024				
BOOK BAL.		1,668,415.00		
BANK BAL.		1,668,415.00		
DIFF		-		
LAWRENCE UNION FREE SCHOOL DISTRICT				
BANK RECONCILIATION				
CAPITAL FUND RESERVE ACCT.				
AS OF MAY 31, 2024				
BOOK BAL.		34,221.42		
BANK BAL.		34,221.42		
DIFF		-		
PREPARED BY: Chanchal Kumar				
APPROVED: Bernadette Jean				
DATE: 7/1/2024				

	LAWRENCE UNION FREE SCHOOL DISTRICT		
	BANK RECONCILIATION		
	2021 BUIDLING CAPITAL RESERVE		
	AS OF MAY 31, 2024		
BAL. ON BOOKS.		-	
BAL. IN BANK		-	
DIFF.		-	
	LAWRENCE UNION FREE SCHOOL DISTRICT		
	BANK RECONCILIATION		
	2022 BUIDLING CAPITAL RESERVE		
	AS OF MAY 31, 2024		
BAL. ON BOOKS.		-	
ADJUSTED BOOK BAL.		-	
BAL. IN BANK		-	
DIFF.		-	
PREPARD BY: Chanchal Kumar			
APPROVED: Bernadette Jean			
DATE: 7/1/2024			

	LAWRENCE UNION FREE SCHOOL DISTRICT		
	BANK RECONCILIATION		
	JP MORGAN CHASE MM		
	AS OF MAY 31, 2024		
BAL. ON BOOKS.	80,243.78		
BAL. IN BANK	80,243.78		
DIFF.	-		
	LAWRENCE UNION FREE SCHOOL DISTRICT		
	BANK RECONCILIATION		
	SCHOLARSHIP ACCT		
	AS OF MAY 31, 2024		
BAL. ON BOOKS.	48,986.94		
INTEREST:	353.95		
DISBURSEMENT;	12,125.00		
ADJUSTED BOOK BAL.	61,465.89		
BAL. IN BANK	61,465.89		
DIFF.	-		
PREPARED BY: Chanchal Kumar			
APPROVED: Bernadette Jean			
DATE: 7/1/2024			

	LAWRENCE UNION FREE SCHOOL DISTRICT		
	BANK RECONCILIATION		
	DISBURSEMENT ACCT.		
	AS OF MAY 31, 2024		
Ending Book Bal			221,119.14
Outstanding Items			
O/S bal. per bank			1,987,898.41
Misc.			(813.56)
Adj. Book Bal.			2,208,203.99
Bank Bal.			2,208,203.99
Diff.			-
PREPARED BY: Chanchal Kumar			
APPROVED: Bernadette Jean			
DATE: 7/1/2024			

	LAWRENCE UNION FREE SCHOOL DISTRICT			
	BANK RECONCILIATION			
	GENERAL FUND CHECKING			
	AS OF MAY 31, 2024			
A2016				(2,161,926.93)
H2008				(6,441,613.53)
F2006				8,996,325.13
Outstanding Items per Books				
July ERS				54.22
Aug ERS				105.11
Misc.				2.09
Sept ERS				15.13
Oct. ERS				62.01
Adjustment to OMNI				(855.00)
Nov ERS				(29.14)
DEC ERS				51.71
PAYROLL 12				1,232.79
JAN ERS				12.11
FEB ERS				1.18
MAR ERS				(32.32)
Scholarship fund				(12,125.00)
Bank error (ck amount \$.60 but has \$60)				59.40
Adjusted Book Balance				381,338.96
Bank Balance				381,338.96
Adjusted Bank Balance				381,338.96
Difference				-
PREPARED BY: Chanchal Kumar				
APPROVED: Bernadeete Jean				
DATE: 7/1/2024				

	LAWRENCE UNION FREE SCHOOL DISTRICT			
		BANK RECONCILIATION		
		NYCLASS ACCOUNT		
		AS OF MAY 31, 2024		
A2021				73,241,619.59
A2022				10,752,895.26
H2021				10,594,914.68
HH2021				1,570,078.15
Outstanding Items per Books				
Adjusted Book Balance				96,159,507.68
Bank Balance				96,159,507.68
Adjusted Bank Balance				96,159,507.68
Difference				-
PREPARED BY: Chanchal Kumar				
APPROVED: Bernadeete Jean				
DATE: 7/1/2024				

	LAWRENCE UNION FREE SCHOOL DISTRICT			
		BANK RECONCILIATION		
		PAYROLL ACCT		
		AS OF MAY 31, 2024		
Fund A (A2020)				43,177.26
O/S bal.				53,219.99
Misc.				(6,962.88)
Adj. book bal.				89,434.37
Bank Bal				89,434.37
Diff.				-
PREPARED BY: Chanchal Kumar				
APPROVED: Bernadette Jean				
DATE: 7/1/2024				

LAWRENCE UNION FREE SCHOOL DISTRICT			
BANK RECONCILIATION			
SCHOOL LUNCH FUND ACCT.			
AS OF MAY 31, 2024			
Book Bal.		6,802,473.79	
Adj.		0.21	
Adjust Book Bal.		6,802,474.00	
Bank Bal.		6,802,474.00	
Diff.		-	
PREPARED BY: Chanchal Kumar			
APPROVED: Bernadette Jean			
DATE: 7/1/2024			

LAWRENCE UNION FREE SCHOOL DISTRICT			
BANK RECONCILIATION			
TRUST AND AGENCY ACCT.			
AS OF MAY 31, 2024			
Bal. on Books		239,173.45	
Mis.			
Bank Bal.		239,173.45	
Diff.		-	
PREPARED BY: Chanchal Kumar			
APPROVED: Bernadette Jean			
DATE: 7/1/2024			

Enclosure VIII.B.1
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2241318
Page 1 of 1

DATE: 6/21/2024
VENDOR #: 4164
REQUISITION #: 10468

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Spoagis, Margaret

ORDER TO:

AGS Firm PC
5 Penn Plaza
23rd Floor
New York, NY 10001

SHIP TO:

Lawrence High School
2 Reilly Road
Cedarhurst, NY 11516

Other Special Education Stipulation of Settlement

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25 OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL

This is a governmental purchase order which may be accepted in lieu of exemption certificate for sales tax purposes. FEDERAL TAX ID # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Stipulation of Settlement and General Release BOE Approved on March 18, 2024 Agenda Item V.F SED Case No. 600110 LPS Case No. 22/23-11 2023-2024 school year	\$50,000.00			\$50,000.00
Total:					50,000.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE
1 SIGNED DELIVERY RECEIPT

- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.B.2
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250030
Page 1 of 1

DATE: 7/01/2024
VENDOR #: 3398
REQUISITION #: 10534

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:
Allied Universal Security Services PO Box 828854 Philadelphia, PA 19182-8854

SHIP TO:
Lawrence Public School-Facilities 195 Broadway Lawrence, NY 11559 Attn: Anthony M

Other: NYS PS68270 districtwide security-2024-2025 school year

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Lawrence High School Security	\$525,000.00			\$525,000.00
1.00 EA	195 Broadway Campus School Security	\$200,000.00			\$200,000.00
1.00 EA	Number 4 School Security	\$90,000.00			\$90,000.00
1.00 EA	Number 2 School Security	\$80,000.00			\$80,000.00
Total:					\$895,000.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval.
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt.
- Purchase Order Number and Location Number must appear on all documents relating to this order

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.B.3
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250048

Page 1 of 1

DATE: 7/01/2024
VENDOR #: 540
REQUISITION #: 10548

VENDOR PHONE: 5123384400
VENDOR FAX: 5127283773

REQUESTOR: Sailor-Fitzgerald,

ORDER TO:

DELL MARKETING L.P.
P.O. Box 643561
Pittsburgh, PA 15264-3561

SHIP TO:

Lawrence Middle School
195 Broadway
Lawrence, NY 11559

Attn: Nicole Quinn

Other: Chromebooks

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
250.00 EA	Dell Chromebook 3110	235.5100			58,877.50
Total:					58,877.50

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval.
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt.
- Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE:

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.B.4
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2241282

Page 1 of 1

DATE: 6/6/2024
VENDOR #: 4038
REQUISITION #: 10435

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:

East Coast Mechanical Contracting Corp.
340 Jackson Avenue
Bronx, NY 10454

SHIP TO:

Lawrence Public Schools-Business Office
2 Reilly Road
Cedarhurst, NY 11516

Attn: Jeremy Feder

Other: Phase 6 MS Boilers, Approved BOE 4/15/24

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Phase 6 MS Boilers, BOE Approved 04/15/2024	4,072,395.0000			4,072,395.00
	** Change Order: Liquidate PO				-2,662,120.00
Total:					1,410,275.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval.
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER.


Purchasing Agent

Enclosure VIII.B.5
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2240133
Page 1 of 1

DATE: 7/3/2023
VENDOR #: 2849
REQUISITION #: 9293

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:

EGL Drainage Solutions & Repairs
PMB 414
5507 NESCONSET HWY STE 10
MOUNT SINAI, NY 11766

SHIP TO:

Lawrence Public School-Facilities
195 Broadway
Lawrence, NY 11559

Attn: Scott Unger

Other: Plumbing Heating 2023-2024 school year

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes FEDERAL TAX ID # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Plumbing Heating 2023-2024 year	30,000.0000			30,000.00
	** Change Order: Increase PO				15,000.00
	** Change Order: Increase PO				135,153.09
	** Change Order: Increase PO				140,000.00
	** Change Order: Increase PO				42,000.00
	** Change Order: Increase PO				30,000.00
	** Change Order: Increase PO				5,000.00
	** Change Order: Increase PO				46,000.00
	** Change Order: Increase PO				20,000.00
	** Change Order: Increase PO				125,000.00
	** Change Order: Increase PO				10,000.00
Total:					598,153.09

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval
- Send all invoices in duplicate to LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL WAYBILL BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER.


Purchasing Agent

Enclosure VIII.B.6
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250011
Page 1 of 1

DATE: 7/01/2024
VENDOR #: 3332
REQUISITION #: 10507

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Wohlfarth, Nicole

ORDER TO:

Emblem Health
PO Box 21105
NEW YORK, NY 10087-1105

SHIP TO:

DISTRICT OFFICE
2 REILLY ROAD
CEDARHURST, NY 11516

Attn: Michelle Mastroserio

Other: 2024-2025 HEALTH INSURANCE

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 YR	2024-2025 HEALTH INSURANCE	150,000.0000			150,000.00
Total:					150,000.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE:

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.B.7
Organizational Meeting
July 10, 2024
Page 1:2

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2241326

Page 1 of 2

DATE: 6/25/2024
VENDOR #: 964
REQUISITION #: 10479

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Sailor-Fitzgerald,

ORDER TO:
HOUGHTON MIFFLIN HARCOURT, 14046 COLLECTIONS CENTER DRIVE CHICAGO, IL 60693

SHIP TO:
Lawrence Middle School 195 Broadway Lawrence, NY 11559 Attn: Jessica Brown

Other: Read 180 on Ed Digital

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
300.00 EA	1866600 9780358937265 Read 180 on Ed Student Digital Subscription 1 Year Includes: Read 180 on Ed Student License 1 Year Implementation Success	109.0000			32,700.00
10.00 EA	1835546 9780358740643 Read 180 on Ed Teacher Digital Subscription 1 Year Includes: Read 180 on Ed Teacher License 1 Year Access to Teacher's Corner	299.0000	2,990.00		0.00
180.00 EA	1866600 9780358937265 Read 180 on Ed Student Digital Subscription 1 Year Includes: Read 180 on Ed Student License 1 Year Implementation Success	109.0000			19,620.00
6.00 EA	1835546 9780358740643 Read 180 on Ed Teacher Digital Subscription 1 Year Includes: Read 180 on Ed Teacher License 1 Year Access to Teacher's Corner	299.0000	1,794.00		0.00
50.00 EA	1866600 9780358937265 Read 180 on Ed Student Digital Subscription 1 Year Includes: Read 180 on Ed Student License 1 Year Implementation Success	109.0000			5,450.00
2.00 EA	1835546 9780358740643 Read 180 on Ed Teacher Digital Subscription 1 Year	299.0000	598.00		0.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval.
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order.
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE:

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.B.7
Organizational Meeting
July 10, 2024
Page 2:2

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2241326

Page 2 of 2

DATE: 6/25/2024
VENDOR #: 964
REQUISITION #: 10479

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Sailor-Fitzgerald,

ORDER TO:

HOUGHTON MIFFLIN HARCOURT.
14046 COLLECTIONS CENTER DRIVE
CHICAGO, IL 60693

SHIP TO:

Lawrence Middle School
195 Broadway
Lawrence, NY 11559

Attn: Jessica Brown

Other: Read 180 on Ed Digital

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Includes: Read 180 on Ed Teacher License 1 Year Access to Teacher's Corner 1833602 9780358732082 Getting Started Introduction to Read 180 on Ed Live Online 2-Hour Grade 3-12 This two-hour Getting Started session introduces teachers to their new program's structure, essential resources, and implementation recommendations. Teachers will also explore Ed, HMH's teaching and learning platform, and the professional learning pathway on Ed. Getting Started is the initial step toward a successful first 30 days. Ongoing training and support will be also provided on Ed. There, teachers will access a guided learning pathway based on their grade level and implementation timeline. A recommended sequence of topics, which includes live sessions, videos, interactive media, and related resources, will help teachers plan, teach, and assess student learning using their new HMH program. After teachers complete each pathway topic, they receive a certificate of completion.	0.0000			0.00
Total:					57,770.00

INSTRUCTIONS TO VENDOR

1. DO NOT overship or substitute without prior School District Approval
2. Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
3. A separate TAX FREE invoice set must be submitted for each order.
4. Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt.
5. Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE:

1. SIGNED DELIVERY RECEIPT
2. INSURANCE RECEIPT / NUMBER
3. AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.B.8
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250020
Page 1 of 1

DATE: 7/01/2024
VENDOR #: 1640
REQUISITION #: 10523

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:
NATIONAL GRID PO Box 11791 Newark, NJ 07101-4791

SHIP TO:
Lawrence Public School-Facilities 195 Broadway Lawrence, NY 11559 Attn: Anthony M

Other: Natural Gas Service

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Gas - No. 2	62,000.0000			62,000.00
1.00 EA	Gas - No. 4	2,000.0000			2,000.00
1.00 EA	Gas - MS	80,000.0000			80,000.00
1.00 EA	Gas - HS	131,000.0000			131,000.00
Total:					275,000.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval
- Send all invoices in duplicate to LAWRENCE UFSO, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order.
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL WAY BILL BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.B.9
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250010

Page 1 of 1

DATE: 7/01/2024
VENDOR #: 1731
REQUISITION #: 10506

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Wohlfarth, Nicole

ORDER TO:
NYS EMPLOYEES HEALTH INSURANCE P.O. BOX 645481 CINCINNATI, OH 45264-5481

SHIP TO:
DISTRICT OFFICE 2 REILLY ROAD CEDARHURST, NY 11516 Attn: Michelle Mastroserio

Other: 2024-2025 HEALTH INSURANCE

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 YR	2024-2025 HEALTH INSURANCE	10,000,000.0000			10,000,000.00
Total:					10,000,000.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval.
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order.
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt.
- Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER.


Purchasing Agent

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250022
Page 1 of 1

Enclosure VIII.B.10
Organizational Meeting
July 10, 2024

DATE: 7/01/2024
VENDOR #: 1745
REQUISITION #: 10525

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:
NYSIR 333 EARLE OVINGTON BLVD. UNIONDALE, NY 11553

SHIP TO:
Lawrence Public Schools-Business Office 2 Reilly Road Cedarhurst, NY 11516 Attn: Jeremy Feder

Other: District Insurance Policy

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	General Liability	599,803.0000			599,803.00
1.00 EA	Excess Catastrophic Liability	11,709.0000			11,709.00
1.00 EA	Boiler and Machinery	67,927.0000			67,927.00
1.00 EA	Vehicle Enforcement Fee	90.0000			90.00
1.00 EA	Commercial Auto Policy	15,614.0000			15,614.00
Total:					695,143.00

INSTRUCTIONS TO VENDOR

- 1 DO NOT overship or substitute without prior School District Approval
- 2 Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- 3 A separate TAX FREE invoice set must be submitted for each order
- 4 Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- 5 Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE

- 1 SIGNED DELIVERY RECEIPT
- 2 INSURANCE(RECEIPT / NUMBER)
- 3 AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER

 Purchasing Agent
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PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250019

Page 1 of 1

Enclosure VIII.B.11
Organizational Meeting
July 10, 2024

DATE: 7/01/2024
VENDOR #: 1877
REQUISITION #: 10522

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:
PSEGLI PO Box 888 Hicksville, NY 11802-0888

SHIP TO:
Lawrence Public School-Facilities 195 Broadway Lawrence, NY 11559 Attn: Anthony M

Other: Electrical Service

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Electric -- No. 2	55,000.0000			55,000.00
1.00 EA	Electric - No. 4	40,000.0000			40,000.00
1.00 EA	Electric - MS	220,000.0000			220,000.00
1.00 EA	Electric - HS	180,000.0000			180,000.00
Total:					495,000.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval.
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order.
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt.
- Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.B.12
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250021

Page 1 of 1

DATE: 7/01/2024
VENDOR #: 2246
REQUISITION #: 10524

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:

TEL/LOGIC INC
400 POST AVE.
SUITE 410
WESTBURY, NY 11590-2291

SHIP TO:

Lawrence Public Schools-Business Office
2 Reilly Road
Cedarhurst, NY 11516

Attn: Jeremy Feder

Other: 2024-2025 Textbooks for Private School

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	2024-2025 Private School Text Books	590,000.0000			590,000.00
Total:					590,000.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250027

Page 1 of 1

Enclosure VIII.B.13
Organizational Meeting
July 10, 2024

DATE: 7/03/2024
VENDOR #: 2333
REQUISITION #: 10532

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:

TRIAD GROUP LLC
400 JORDAN ROAD
3RD FLOOR
TROY, NY 12180

SHIP TO:

Lawrence Public Schools-Business Office
2 Reilly Road
Cedarhurst, NY 11516

Attn: Jeremy Feder

Other: Third Party Administrator Excess Workers' Compensation Insurance Premium

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25 OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL. This is a governmental purchase order which may be accepted in lieu of exemption certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Policy #: EWC009710 Effective: 07/01/2024-07/01/2025 Midwest Employers CC Excess WC Premium	79,708.0000			79,708.00
Total:					79,708.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE:

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL WAY BILL BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250031

Page 1 of 1

Enclosure VIII.B.14
Organizational Meeting
July 10, 2024

DATE: 7/01/2024
VENDOR #: 2354
REQUISITION #: 10535

VENDOR PHONE: 7183831400
VENDOR FAX: 7183836586

REQUESTOR: Bonziglia, Linda

ORDER TO:

United Metro Energy Corp.
500 Kingsland Avenue
Brooklyn, NY 11222

SHIP TO:

Lawrence Public School-Facilities
195 Broadway
Lawrence, NY 11559

Attn: Anthony M

Other: NYS PC70306

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Fuel Oil for #4 School	50,000.0000			50,000.00
Total:					50,000.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order.
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt.
- Purchase Order Number and Location Number must appear on all documents relating to this order

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE.

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.B.15
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2250036

Page 1 of 1

DATE: 7/05/2024
VENDOR #: 2430
REQUISITION #: 10526

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:

WHITSONS SCHOOL NUTRITION CORP.
1800 MOTOR PKWY
ISLANDIA, NY 11749

SHIP TO:

Lawrence Public Schools-Business Office
2 Reilly Road
Cedarhurst, NY 11516

Attn: Jeremy Feder

Other: 2024-2025 Food Service Management Company Contract

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 YR	2024-2025 Food Service Management Company Contract	1,184,533.0000			1,184,533.00
Total:					1,184,533.00

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE.

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL WAY BILL BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

LAWRENCE PUBLIC SCHOOLS
PURCHASING OFFICE

Enclosure VIII.C
Organizational Meeting
July 10, 2024
Page 1:2

MEMO

TO: Dr. Ann Pedersen, Superintendent of Schools

From: Michelle Mastroserio, Deputy Purchasing Agent

Re: Child Nutrition Consultants RFP

In accordance with Section 103 of Article 5A of the General Municipal Law, RFP's were requested for Child Nutrition Consultants. On June 28, 2024 at 11:00 A.M. The bids were publicly opened and read aloud.

The bids were analyzed in the Purchasing and reviewed by Chanchal Kumar, Assistant Business Administrator. Based upon our review we recommend that this bid be awarded to HMB Consultants, LLC as the lowest responsible bidders meeting our specifications.

Bids Mailed 1

Responses 1

The awards are as follows:

Vendor	Service(s)	Cost
HMB Consultants, LLC	Child Nutrition Consultants	Various

LAWRENCE PUBLIC SCHOOLS
PURCHASING OFFICE

Enclosure VIII.C
Organizational Meeting
July 10, 2024
Page 2:2

MEMO

TO: Dr. Ann Pedersen, Superintendent of Schools

From: Michelle Mastroserio, Deputy Purchasing Agent

Re: Steam Zone Valve Replacement Bid

In accordance with Section 103 of Article 5A of the General Municipal Law, bids were requested for Steam Zone Valve Replacement. On July 5, 2024 at 9:00 A.M. The bids were publicly opened and read aloud.

The bids were analyzed in the Purchasing and reviewed by Anthony Mogilski, Supervisor of Facilities. Based upon our review we recommend that this bid be awarded to East Coast Mechanical Contracting Corp. as the lowest responsible bidders meeting our specifications.

Bids Mailed 1

Responses 1

The awards are as follows:

Vendor	Service(s)	Cost
East Coast Mechanical Contracting Corp.	Steam Zone Valve Replacement	Various

		6/28/2024	
REQUESTED BY:			
Transfer TO			
Budget Code:	<u>A 1621460006100</u>	AMT \$	189,200.00
DESCRIPTION:	<u>Facility Building Maintenance</u>		
Budget Code:		AMT	
DESCRIPTION:			
Budget Code			
DESCRIPTION:			
Budget Code:		AMT	
DESCRIPTION:			
Transfer FROM			
Budget Code:	<u>A1620420005300</u>	AMT \$	9,200.00
	<u>Telephone Services</u>		
Budget Code:	<u>A9060800009002</u>	AMT \$	110,000.00
DESCRIPTION:	<u>NYSHIP HEALTH</u>		
Budget Code:	<u>A9065809009004</u>	\$	70,000.00
DESCRIPTION:	<u>Dental insurance</u>		
Budget Code:		AMT	
DESCRIPTION:			
Transfer Justification		(If this is a reoccurring expense, adjust future budget)	
TO FUND VARIOUS BUILDING REPAIRS FOR EGL PO 224-0133			

Supervisor' Signature _____
Business Office Approval _____
Superintendent's Approval _____

Date: _____
Date: 7/1/2024
Date: 7/1/2024

<i>Business Office Use Only</i>	
Verification of Funds: _____	
BOE Action: <u>meeting</u> BOE 7/1/24	
Transfer date: _____	

571

6/28/2024

REQUESTED BY:

Budget Code:	Transfer TO	AMT \$	1,162,683.48
DESCRIPTION:	<u>VARIES PAYROLL CODES</u>		
	<u>PAYROLL</u>		

Budget Code:	AMT
DESCRIPTION:	

Budget Code	
DESCRIPTION:	

Budget Code:	AMT
DESCRIPTION:	

Transfer FROM

Budget Code:	<u>VARIES PAYROLL CODES</u>	AMT \$	1,162,683.48
	<u>PAYROLL</u>		

Budget Code:	AMT
DESCRIPTION:	

Budget Code:	
DESCRIPTION:	

Budget Code:	AMT
DESCRIPTION:	

Transfer Justification

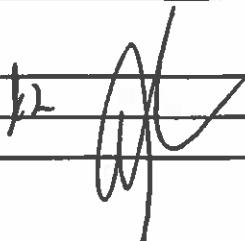
(If this is a reoccurring expense, adjust future budget)

YEAR END PAYROLL ADJUSTMENTS

Supervisor' Signature

Business Office Approval

Superintendent's Approval

12 

Date:

Date: 7/2/2024

Date: 7/2/2024

Business Office Use Only

Verification of Funds:

BOE Action: meeting BOE 7-9-24

Transfer date:

		6/28/2024	
REQUESTED BY: _____			
		Transfer TO	
Budget Code:	<u>VARIES BOCES CODES</u>	AMT \$	307,000.00
DESCRIPTION:	<u>BOCES PO 224-0164</u>		
Budget Code:		AMT	_____
DESCRIPTION:	_____		
Budget Code	_____		
DESCRIPTION:	_____		
Budget Code:	_____	AMT	_____
DESCRIPTION:	_____		
Transfer FROM			
Budget Code:	<u>A2110400002800</u>	AMT \$	57,000.00
	<u>HOME SCHOOL</u>		
Budget Code:	<u>A9060800009002</u>	AMT \$	250,000.00
DESCRIPTION:	<u>NYSHIP HEALTH</u>		
Budget Code:	_____		
DESCRIPTION:	_____		
Budget Code:	_____	AMT	_____
DESCRIPTION:	_____		
Transfer Justification		(If this is a reoccurring expense, adjust future budget)	
TO FUND MAY & JUNE BOCES INVOICES YR 23-24			

Supervisor' Signature _____
Business Office Approval _____
Superintendent's Approval _____

Date: _____
Date: 7/1/2024
Date: 7/1/2024

REVISED December 2, 2013

<i>Business Office Use Only</i>	
Verification of Funds: _____	
BOE Action: <u>meeting</u> BOE 7/1/24	
Transfer date: _____	

**Lawrence Union Free School District
BUDGET TRANSFER REQUEST**

6/30/2024			
Chanchal Kumar			
Transfer TO			
Budget Code:	<u>A2250.400.43.4003</u>	AMT \$	<u>80,000.00</u>
DESCRIPTION:			
Budget Code:	<u>A2250.400.60.4003</u>	AMT \$	<u>7,971.95</u>
DESCRIPTION:			
Budget Code:	<u>A2815.400.43.2801</u>	AMT \$	<u>15,000.00</u>
DESCRIPTION:			
Budget Code:		AMT	
DESCRIPTION:			
Transfer FROM			
Budget Code:	<u>A2250.400.43.4005</u>	AMT \$	<u>58,850.00</u>
DESCRIPTION:			
Budget Code:	<u>A2250.400.60.4009</u>	AMT \$	<u>29,121.95</u>
DESCRIPTION:			
Budget Code:	<u>A2815.400.00.4010</u>	AMT \$	<u>15,000.00</u>
DESCRIPTION:			
Budget Code:		AMT	
DESCRIPTION:			
Transfer Justification		(If this is a reoccurring expense, adjust future budget)	
<u>To increase the budget for special ed & health services codes for 23-24.</u>			

Supervisor' Signature _____
Business Office Approval _____
Superintendent's Approval _____

Date: _____
Date: 7/3/2024
Date: 7/3/2024

<i>Business Office Use Only</i>
Verification of Funds: _____
BOE Action: _____
Transfer date: _____

Lawrence Union Free School District
BUDGET TRANSFER REQUEST

		6/30/2024	
Chanchal Kumar			
Transfer TO			
Budget Code:	<u>A1420.400.40.4012</u>	AMT \$	<u>67,202.06</u>
DESCRIPTION:	<u></u>		
Budget Code:	<u>A1420.400.40.9109</u>	AMT \$	<u>1,584.00</u>
DESCRIPTION:	<u></u>		
Budget Code:	<u></u>	AMT	<u></u>
DESCRIPTION:	<u></u>		
Budget Code:	<u></u>	AMT	<u></u>
DESCRIPTION:	<u></u>		
Transfer FROM			
Budget Code:	<u>A9030.803.00.0000</u>	AMT \$	<u>68,786.06</u>
DESCRIPTION:	<u></u>		
Budget Code:	<u></u>	AMT	<u></u>
DESCRIPTION:	<u></u>		
Budget Code:	<u></u>	AMT	<u></u>
DESCRIPTION:	<u></u>		
Budget Code:	<u></u>	AMT	<u></u>
DESCRIPTION:	<u></u>		
Transfer Justification		(If this is a reoccurring expense, adjust future budget)	
<u>To increase the budget for legal services code.</u>			
<u></u>			
<u></u>			
<u></u>			

Supervisor' Signature _____
Business Office Approval _____
Superintendent's Approval _____

Date: _____
Date: 7/3/2024
Date: 7/3/2024

<i>Business Office Use Only</i>	
Verification of Funds:	_____
BOE Action:	_____
Transfer date:	_____

Enclosure VIII.E.1.a
Organizational Meeting
July 10, 2024

Bollinger Specialty Group
Student Accident Insurance Renewal Proposal
Designed Especially for
Lawrence Public Schools



Bollinger Contact: Laura Kajor
Phone Number: (973) 921-8038
Carrier: Zurich
Plan Year: 2024-2025

Proposal Type: Renewal
Proposal #: 053139
Policy #: MCB0553578
Effective Date: 7/1/2024
Expiration Date: 6/30/2025

Student Coverage Including Interscholastic Athletics & Football

Coverage	Plan Options	Maximum Benefit	Benefit Period	Payment Basis	Deductible	Ded. Type
All Students & Athletes	Plan 1 - See Attached for Benefit Summary	\$1,000,000	10 Year	Excess	\$50,000	Integrated

Annual Premium*: \$1,913.00

We thank you for the opportunity to provide a proposal for your insurance needs through NYBEST. Please feel free to call your sales representative if you have any questions about this proposal.

Accepted: Murray Forman **Title:** Board President **Date:** July 10, 2024

To renew coverage, this form must be signed and returned prior to the effective date. Please mail this form to the address listed below or email to Laura_Kajor@ajg.com.

****Please note premium is contingent upon review of enrollment at the time of renewal.***

This quote letter provides a summary of the coverage to be provided and is not intended to substitute for or duplicate policy provisions. It is subject to the provisions of the policy of insurance to be issued by Zurich American Insurance Company. You will need to contact us for exact policy language, as well as for any limitations and restrictions that may be applicable. The policy is the only contract between the Policyholder and us. It contains the actual terms, conditions and limits of the coverage to be provided. If there is any conflict between this quote and the policy, the policy will govern in all cases. Acceptance of this quote is contingent upon and subject to the actual terms and conditions of the policy as issued.

Zurich American Insurance Company Plan Coverage Summary – Plan 1

Covered Medical Benefits	
Hospital Room / Boarding	100% U&C
Ancillary or Miscellaneous Inpatient Hospital	100% U&C
Medical Emergency Care	100% U&C
Outpatient Surgical Room (Includes Ambulatory Surgical Facility)	100% U&C
Outpatient Diagnostic X-Rays and Laboratory Test	100% U&C
Physician's non-surgical treatment	100% U&C
Physician's Surgical Procedures	100% U&C
Anesthesiologist	100% U&C
Registered Nurse	100% U&C
Physiotherapy	100% U&C; 60-visit limit
Non-Emergency Inpatient/Outpatient X-Rays	100% U&C
Diagnostic Imaging	100% U&C
Ambulance Expenses	100% U&C
Rehabilitative Limb Braces, Wheel chairs and other Medical Equipment/Appliances	100% U&C
Eyeglasses, Contacts or Hearing Aids	100% U&C
Prescription Drugs	100% U&C
Accident Dental	100% U&C

The Master Policy contains all of the provisions, limitations, exclusions and qualifications of the insurance benefits. If any discrepancy exists between this summary and the Master Policy, the Master Policy will govern and control the payment of claims.

Visit us on the web at www.BollingerSchools.com

Bollinger Specialty Group
Student Accident Contact and Enrollment Information Form

Lawrence Public Schools

Contact Information

This form must be signed and returned with your signed acceptance.

School

Contact Name _____
Address _____
City, State, Zip _____
Phone # _____
Email Address _____

Broker

Contact Name _____
Address _____
City, State, Zip _____
Phone # _____
Email Address _____

Enrollment Information

Please verify that enrollment information is correct. Indicate changes where necessary. Thank you for your cooperation.

Enrollment by School

School Name

Lawrence Public Schools

Enrollment

2,551

Indicate Changes

Total District Enrollment:

2,551

Enrollment Totals	
K-8	
9-12	
# of Athletes *Only for accounts that cover interscholastic sports and/or football	

Accepted: _____ **Murray Forman** **Title:** _____ **Board President** **Date:** July 10, 2024

AME Exclusions

EXCLUSIONS:

In addition to the General Exclusions stated in the **Policy**, **We** will not cover expenses under this additional benefit for:

1. Cosmetic, plastic or restorative surgery unless **Medically Necessary** for the treatment of the **Covered Injury**.
2. Any medical expenses related to pregnancy unless **Medically Necessary** for the treatment of the **Covered Injury**.
3. Any losses contributed to or caused by, in whole or in part, a **Pre-existing Condition** for twelve (12) consecutive months after the enrollment date, or is sixty-five (65) years of age or older, until the **Insured** has been continuously covered for six (6) consecutive months.
4. **Covered Injury** for which the **Insured** is entitled to benefits under state or federal Workers' Compensation, Employers' Liability or Occupational Disease law, or mandatory Automobile No Fault Auto Coverage.
5. Treatment by any immediate family member.
6. Expenses incurred for dental care, treatment, repair or replacement of sound natural teeth unless **Medically Necessary** for the treatment of the **Covered Injury**.
7. Expenses incurred for eye examinations, eye glasses, contact lenses or hearing aids or the fitting, repair or replacement of these items unless **Medically Necessary** for the treatment of the **Covered Injury**.
8. Mental or emotional disorders, alcoholism or drug addiction.
9. Expenses which the **Insured** would not normally be charged.

SECTION IV – GENERAL EXCLUSIONS

A loss will not be a **Covered Loss** if it is caused by, contributed to, or results from:

1. suicide, attempted suicide or intentionally self-inflicted injury
2. war or any act of war, whether declared or undeclared.
3. service in the Armed Forces or units auxiliary thereto.
4. the **Insured's** being intoxicated or under the influence of any narcotic unless administered on the advice of a **Physician**.
5. aviation except as a fare-paying passenger on a regularly scheduled charter flight operated by a scheduled airline.
6. the **Insured's** participation in any interscholastic sports unless mentioned in the **Covered Activities**.
7. any condition for which the **Insured** is entitled to benefits under any state or federal Workers' Compensation, Employers' Liability or Occupational Disease law or mandatory Automobile No Fault Auto Coverage.
8. any loss incurred while outside the United States, its possessions or the countries of Canada and Mexico.

June 20, 2024

President, Board of Education
Lawrence Union Free School District
2 Reilly Road
Cedarhurst, NY 11516



Dear Board President,

This letter will confirm our understanding that Lawrence Union Free School District (“Lawrence”) has engaged BookSmart Accounting, a division of Corporate Accounting Solutions, LLC. (“BookSmart”) to provide Lawrence with accounting consulting services as set out herein. This letter will also confirm our understanding as to BookSmart’s compensation for this assignment.

Section 1: **Services to be rendered** In connection with this engagement, BookSmart shall provide Lawrence with accounting services as directed by Lawrence management. The District Superintendent, Assistant Superintendent for Business, and District Treasurer would be considered to be District Management. The District’s Board of Education may also direct BookSmart to perform certain services. Such services may include assistance with the following:

Accounting Services: BookSmart will provide Lawrence with assistance on a monthly basis as requested by the District in order to assist in the oversight of the accounting functions. We will provide support and guidance to the accounting staff and will review on a monthly basis the various Fund Trial Balances and bank reconciliations. Additional support may be provided as requested by the District.

Year End Accounting Services: BookSmart will provide the District with assistance for the June 30, 2024 fiscal year end close as directed by District Management. This assistance will include the review of final year end adjustments and supporting schedules that will be provided to the District’s external auditors. After the audit is complete BookSmart will assist with the preparation of the ST-3. Additionally, BookSmart will assist the District with NYSED reporting requirements as requested by District Management.

Our work shall not be relied upon to find all errors and mispostings within the accounting program although we will of course correct any mispostings that we discover while performing our work. Services will be rendered on-site and when necessary remotely as deemed necessary by District’s Management.

Section 2: **Compensation** All work will be billed for on an hourly basis at the following rates: Staff Consultant \$145 per hour, Sr. Consultant \$185 per hour, Supervisor \$200 per hour, Manager \$225 per hour, Director \$265 per hour, and Partner \$285 per hour. It is BookSmart’s policy to bill on a biweekly basis and all invoices are due within 30 days of invoice date. BookSmart may impose finance charges at the rate of 1 ½% per month (18% per year) for any unpaid invoices which are over 30 days old. In addition if collection proceedings become necessary, Lawrence shall be responsible to reimburse BookSmart for its reasonable legal fees together with any filing or other fees related to the collection of monies owed to BookSmart from Lawrence.

- Section 3:** **Expenses** All reasonable out-of-pocket expenses related to this assignment, such as travel, overnight delivery and other administrative costs, are reimbursable in full to BookSmart, and do not offset or affect the hourly rates as discussed above.
- Section 4:** **Contract Term, Termination** This contract shall be in effect from July 1, 2024 through June 30, 2025. This agreement may be terminated with or without cause by BookSmart upon 14 days' notice in writing to Lawrence or by Lawrence upon 14 days' notice in writing to BookSmart. Upon any such termination, BookSmart shall be entitled to reimbursement of its expenses pursuant to Section 3 hereof and to any compensation earned pursuant to Section 2 hereof.
- Section 5:** **Employment** It is hereby understood that Lawrence may not solicit any BookSmart employee or independent contractor for employment as an employee or retention as an independent contractor. If Lawrence employs any BookSmart employee or retains any independent contractor as its own employee or independent contractor in violation of its agreement not to solicit for employment or retention, Lawrence shall pay within five (5) business days following written demand, the greater of \$10,000 or 200% of the individual's gross annualized wages at BookSmart at the time of hiring by Lawrence. This restriction will remain in effect for 12 months after the termination of this agreement. In the event Lawrence violates the provisions of this section 5, its obligations to make payment to BookSmart pursuant to this Section 5 shall remain in effect notwithstanding termination of this agreement.
- Section 6:** **Management's Responsibilities** BookSmart agrees to perform the services as outlined in Section I above. The resulting financial statements and reports will be prepared utilizing the information that is given to us by Lawrence management and the accuracy of such information is the responsibility of Lawrence management. Our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. However, we will inform you of any such matters that come to our attention when rendering the services pursuant to this letter of engagement and any supplements or addenda thereto.
- Section 7:** **Workpapers Requested** In the event that we are requested or authorized by the District or are required by government regulation, subpoena, or other legal process to produce documents or personnel as witnesses with respect to our engagement for the District, the District will, so long as we are not a party to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as for the fees and expenses of our counsel incurred in responding to such requests.
- Section 8:** **Complete Agreement; Amendments; Governing Law** This agreement sets forth the entire understanding of the parties relating to the subject matter hereof and supersedes and cancels any prior communications, understandings and agreements between the parties. This agreement may not be amended or modified except in writing. This agreement shall be governed by and construed in accordance with the laws of the State of New York and any action or proceeding arising from this agreement shall be venued in Suffolk County, New York. Each of BookSmart and Lawrence waives all right to trial by jury in any action, suit, proceeding or counterclaim (whether based upon contract, tort or otherwise) related to or arising out of the engagement of BookSmart, or the performance by BookSmart of the services contemplated by this agreement.



If the foregoing terms meet with your approval, please indicate your acceptance by signing and returning one copy of this letter to us. We look forward to working with Lawrence Union Free School District on this important assignment.

Very truly yours,

BookSmart Accounting
a division of Corporate Accounting Solutions, LLC

By: 
Mario Mejia, CPA
Partner

ACCEPTED:
Lawrence Union Free School District

By: _____
Murray Forman
President, Board of Education

Date: July 10, 2024



CHUBB

TANKSAFE®

**Storage Tank Liability
Insurance Policy**

APPLICATION

Instructions:

- Please type or print clearly.
- Answer **ALL** questions completely, leaving no blanks. If any questions, or part thereof, do not apply, print "N/A" in the space.
- Provide any supporting information on a separate sheet using the Applicant's letterhead and reference the applicable question number.
- Check Yes or No answers.
- This form must be completed, dated and signed by a principal of the Applicant.

Required Attachments:

- Copies of the Applicant's past two (2) years of audited financial statements and annual reports
- Summary of Environmental Site Assessments/Remediation (past, current, planned) ☐ (check if none)
- Storage Tank Inventory – By Location Document (Attachment I)
- Marina Questionnaire (Attachment II) ☐ (check if no marina exposure)

NOTICE TO APPLICANT: THE COVERAGE APPLIED FOR IS SOLELY AS STATED IN THE POLICY AND ANY ENDORSEMENTS ATTACHED THERETO. THE POLICY PROVIDES COVERAGE FOR THIRD-PARTY LIABILITY ON A CLAIMS-MADE AND REPORTED BASIS, WHICH COVERS ONLY CLAIMS FIRST MADE AGAINST THE INSURED AND REPORTED TO THE INSURER, IN WRITING, DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD. THE POLICY ALSO PROVIDES COVERAGE FOR FIRST-PARTY REMEDIATION COSTS ON A DISCOVERED AND REPORTED BASIS, WHICH COVERS ONLY STORAGE TANK INCIDENTS FIRST DISCOVERED AND REPORTED TO THE INSURER, IN WRITING, DURING THE POLICY PERIOD OR ANY APPLICABLE EXTENDED REPORTING PERIOD.

1. Name of Applicant: Lawrence Public Schools

Principal Contact: Anthony Mogilski E-mail Address: Amogilski@lawrence.k12.ny.us

Mailing Address: 2Reilly Road
Cedarhurst, NY 11516

Telephone #: 516-295-7046 Fax #: 516-812-6623

URL: http://Lawrence.org Date Established: _____

The Applicant is: ☐ Corporation ☐ Partnership ☐ Joint Venture ☐ LLC/LLP
☐ Other: School District

Federal Employer Identification Number (FEIN): 11-6000136

2. Details of locations where the insured storage tanks are located:
(Continue on a separate sheet, if necessary.)

Company Name:	Street Address City, State Zip Code:	No. of USTs at this location	No. of ASTs at this location	Known Pre-existing Contamination Present?*	Facility Type**
No. 2 School	1 Donahue Ave. Inwood, NY 11096	1	0	No	School
No. 4 School	87 Wanser Ave. Inwood, NY 11096	1	0	No	School
Middle School	195 Broadway Lawrence, NY 11559	1	0	No	School
High School	2 Reilly Road Cedarhurst, NY 11516	1	0	No	School

- a. *If Yes, please provide details on a separate sheet. Include at a minimum:

- Prior Environmental Site Assessments (including date performed)
- Past, current, planned sampling/remediation, etc.

- b. **Facility Type: - Airport - Automobile/Other Motor Vehicle Facility
 - Convenience Store - Schools/Educational Services Facility
 - Gasoline Service Station - Petroleum Bulk Station/Terminal
 - Marina - Other (If "Other", please describe.)

- a. Please complete the Storage Tank Inventory - By Location form as attached to this application. (If more than one location, please make duplicates of the inventory form and complete a separate form for each location.)

- b. The Applicant's total gross revenues in the last filed tax return, excluding recovered expenses:

\$ _____ [for the period ending: month _____ year _____]

5. The Applicant's estimated gross revenues for the current fiscal year: \$ _____

6. Desired effective date of coverage: 7/1/24

- a. Desired Retroactive Date: ☐ Policy Inception ☐ Other _____
 (In order to obtain retroactive coverage, you must provide copies of all prior policies for the corresponding time period.)

7. Limits of Liability and Deductible requested:

Limits of Liability:		Deductible:
Per Storage Tank Incident:	\$ Per Expiring _____	\$ Per Expiring _____ (per Storage Tank Incident)
Aggregate:	\$ Per Expiring _____	
Aggregate Legal Defense Expense Limit:	\$ Per Expiring _____	

8. Were all of the Applicant's or any other party to the proposed insurance's storage tanks new at the time of installation?

☒ YES ☐ NO

9. Were any of the Applicant's or any other party to the proposed insurance's storage tanks installed more than thirty-one (31) years ago (or more than twenty-five (25) years ago for any storage tanks located in the State of Connecticut)?

☐ YES ☒ NO

10. Are any of the Applicant's or any other party to the proposed insurance's storage tanks located within one (1) mile of a body of water?
(If "Yes", please complete the *Marina Questionnaire* form as attached to this application.) ☒ YES ☐ NO
11. Are any of the Applicant's or any other party to the proposed insurance's facilities located in the State of Florida? ☐ YES ☒ NO
12. Are Single-Walled Storage Tanks (i.e., Bare Steel Tanks, Steel Tanks with Cathodic Protection, STIP $\frac{3}{4}$ Tanks or Tanks operating under ACT 100), with or without any form of tank lining, located at the Applicant's or any other party to the proposed insurance's facilities in the State of Florida? (Only applicable if Question 9. is answered "Yes"). ☒ N/A ☐ YES ☐ NO
13. Within the past five (5) years has the Applicant purchased this type of insurance coverage?
(If "Yes", please provide information regarding any such coverage and all available loss information.) ☒ YES ☐ NO
14. Are there currently, or have there historically been, any hazardous, toxic, or regulated substances stored at any of the locations for which this application for insurance is being made other than these products: Gasoline, Diesel Fuel, Motor Oil, Fuel Oil, or Kerosene? ☐ YES ☒ NO
15. Were any tanks ever removed or closed in placed at the location(s) where the scheduled tanks are currently located?
- a. Will any scheduled storage tank(s) be removed, closed or upgraded at any of the facilities for which coverage is sought under this policy within the next eighteen (18) months? ☐ YES ☒ NO
16. Does the Applicant and any other parties to the proposed insurance maintain a Spill Prevention and Counter Control Plan with regard to any aboveground tanks for which coverage is sought? (If "Yes", please provide a copy of such plan.) ☒ N/A ☐ YES ☐ NO
17. Within the past five (5) years have there been any reportable spills of regulated substances, hazardous waste or any other pollutants, as defined by applicable environmental statutes or regulations, at the facility(ies) where the tanks the Applicant is seeking coverage for are located? ☐ YES ☒ NO
18. Within the past ten (10) years have any repairs or upgrades been performed on any tanks?
- a. Are all underground storage tanks compliant with 1998 regulations? ☒ YES ☐ NO
19. Within the past five (5) years have any claims been made or legal actions (including any regulatory proceedings) been brought against the Applicant or any other party to the proposed insurance? ☐ YES ☒ NO
20. Does the Applicant or any other party to the proposed insurance have knowledge of pollution conditions at any of the proposed covered locations? ☐ YES ☒ NO
21. At the time of signing this application, is the Applicant or any other party to the proposed insurance aware of any circumstances that may reasonably be expected to give rise to a claim against any party to the proposed insurance? ☐ YES ☒ NO
22. Within the last five (5) years before the date of signing this application, has the Applicant, any of its affiliated entities, or any person or entity proposed to be an insured filed or been the subject of any proceeding related to bankruptcy, receivership, and/or insolvency? ☐ YES ☒ NO

23. At the time of signing this application, do the Applicant, any of its affiliated entities, or any person or entity proposed to be an insured either (a) intend to commence or (b) know of any plan or threat to commence any proceeding relating to bankruptcy, receivership, and/or insolvency, whether by or against one or more of them? ☐ YES ☒ NO

If "Yes" to Questions 14. through 20., above, provide a description of the information, claim, or circumstance.

'IT IS UNDERSTOOD AND AGREED THAT IF ANY SUCH CLAIMS EXIST OR ANY SUCH FACTS OR CIRCUMSTANCES EXIST WHICH COULD GIVE RISE TO A CLAIM, THEN THOSE CLAIMS AND ANY OTHER CLAIMS ARISING FROM SUCH FACTS OR CIRCUMSTANCES ARE EXCLUDED FROM THE PROPOSED INSURANCE UNLESS OTHERWISE AFFIRMATIVELY STATED IN THE POLICY.

BY SIGNING THIS APPLICATION, THE APPLICANT WARRANTS TO THE INSURER THAT IT AND THE OTHER PARTIES TO THIS INSURANCE, ALONG WITH ANY FOREIGN SUBSIDIARIES, WILL STRICTLY FOLLOW ANY WATER INTRUSION, MOLD-RELATED, FUNGI-RELATED OR BACTERIA-RELATED OPERATION AND MAINTENANCE PROCEDURES OR PROTOCOLS, INCLUDING ANY WATER INTRUSION, MOLD-RELATED, FUNGI-RELATED OR BACTERIA-RELATED DUE DILIGENCE PROCEDURES OR PROTOCOLS FOR THE ACQUISITION, LEASE, OPERATION, MANAGEMENT OR MAINTENANCE OF ANY PROPERTIES, WHICH WERE PROVIDED TO THE INSURER PRIOR TO THE INCEPTION OF ANY COVERAGE APPLIED FOR HEREIN. THE APPLICANT ACKNOWLEDGES THAT THE INSURER'S AGREEMENT TO PROVIDE MOLD, FUNGI AND/OR LEGIONELLA PNEUMOPHILA COVERAGE AS PART OF THE COVERAGE APPLIED FOR PURSUANT TO THIS APPLICATION IS PREDICATED UPON THE APPLICANT'S AGREEMENT TO PROVIDE THIS WARRANTY.

BY SIGNING THIS APPLICATION, THE APPLICANT WARRANTS TO THE INSURER THAT IT AND THE OTHER PARTIES TO THIS INSURANCE, ALONG WITH ANY FOREIGN SUBSIDIARIES, WILL STRICTLY FOLLOW ANY LEAD-BASED PAINT OR ASBESTOS OPERATION AND MAINTENANCE PROCEDURES OR PROTOCOLS, WHICH WERE PROVIDED TO THE INSURER PRIOR TO THE INCEPTION OF ANY SUCH COVERAGE APPLIED FOR HEREIN. THE APPLICANT ACKNOWLEDGES THAT THE INSURER'S AGREEMENT TO PROVIDE LEAD-BASED PAINT AND/OR ASBESTOS COVERAGE AS PART OF THE COVERAGE APPLIED FOR PURSUANT TO THIS APPLICATION IS PREDICATED UPON THE APPLICANT'S AGREEMENT TO PROVIDE THIS WARRANTY.

BY SIGNING THIS APPLICATION, THE APPLICANT WARRANTS TO THE INSURER THAT ALL STATEMENTS MADE IN THIS APPLICATION, INCLUDING ANY ATTACHMENTS THERETO, ABOUT THE APPLICANT AND ITS OPERATIONS ARE TRUE AND COMPLETE, AND THAT NO MATERIAL FACTS HAVE BEEN MISSTATED IN THIS APPLICATION OR CONCEALED. COMPLETION OF THIS FORM DOES NOT BIND COVERAGE. THE APPLICANT'S ACCEPTANCE OF THE INSURER'S QUOTATION IS REQUIRED BEFORE THE APPLICANT MAY BE BOUND AND A POLICY ISSUED.

NOTICE TO ALABAMA APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON, OR ANY COMBINATION THEREOF.

NOTICE TO ARKANSAS APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

NOTICE TO COLORADO APPLICANTS: IT IS UNLAWFUL TO KNOWINGLY PROVIDE FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES, DENIAL OF INSURANCE, AND CIVIL DAMAGES. ANY INSURANCE COMPANY OR AGENT OF AN INSURANCE COMPANY WHO KNOWINGLY PROVIDES FALSE, INCOMPLETE, OR MISLEADING FACTS OR INFORMATION TO A POLICYHOLDER OR CLAIMANT FOR THE PURPOSE OF DEFRAUDING OR ATTEMPTING TO DEFRAUD THE POLICYHOLDER OR CLAIMANT WITH REGARD TO A SETTLEMENT OR AWARD PAYABLE FROM INSURANCE PROCEEDS SHALL BE

REPORTED TO THE COLORADO DIVISION OF INSURANCE WITHIN THE DEPARTMENT OF REGULATORY AUTHORITIES.

NOTICE TO DISTRICT OF COLUMBIA APPLICANTS: WARNING: IT IS A CRIME TO PROVIDE FALSE OR MISLEADING INFORMATION TO AN INSURER FOR THE PURPOSE OF DEFRAUDING THE INSURER OR ANY OTHER PERSON. PENALTIES INCLUDE IMPRISONMENT AND/OR FINES. IN ADDITION, AN INSURER MAY DENY INSURANCE BENEFITS IF FALSE INFORMATION MATERIALLY RELATED TO A CLAIM WAS PROVIDED BY THE APPLICANT.

NOTICE TO FLORIDA APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO INJURE, DEFRAUD, OR DECEIVE ANY INSURER FILES A STATEMENT OF CLAIM OR AN APPLICATION CONTAINING ANY FALSE, INCOMPLETE, OR MISLEADING INFORMATION IS GUILTY OF A FELONY OF THE THIRD DEGREE.

NOTICE TO HAWAII APPLICANTS: INTENTIONALLY OR KNOWINGLY MISREPRESENTING OR CONCEALING A MATERIAL FACT, OPINION OR INTENTION TO OBTAIN COVERAGE, BENEFITS, RECOVERY OR COMPENSATION WHEN PRESENTING AN APPLICATION FOR THE ISSUANCE OR RENEWAL OF AN INSURANCE POLICY OR WHEN PRESENTING A CLAIM FOR THE PAYMENT OF A LOSS IS A CRIMINAL OFFENSE PUNISHABLE BY FINES OR IMPRISONMENT, OR BOTH.

NOTICE TO KANSAS APPLICANTS: ANY PERSON WHO COMMITS A FRAUDULENT INSURANCE ACT IS GUILTY OF A CRIME AND MAY BE SUBJECT TO RESTITUTION, FINES AND CONFINEMENT IN PRISON. A FRAUDULENT INSURANCE ACT MEANS AN ACT COMMITTED BY ANY PERSON WHO, KNOWINGLY AND WITH INTENT TO DEFRAUD, PRESENTS, CAUSES TO BE PRESENTED OR PREPARES WITH KNOWLEDGE OR BELIEF THAT IT WILL BE PRESENTED TO OR BY AN INSURER, PURPORTED INSURER OR INSURANCE AGENT OR BROKER, ANY WRITTEN, ELECTRONIC, ELECTRONIC IMPULSE, FACSIMILE, MAGNETIC, ORAL, OR TELEPHONIC COMMUNICATION OR STATEMENT AS PART OF, OR IN SUPPORT OF, AN APPLICATION FOR INSURANCE, OR THE RATING OF AN INSURANCE POLICY, OR A CLAIM FOR PAYMENT OR OTHER BENEFIT UNDER AN INSURANCE POLICY, WHICH SUCH PERSON KNOWS TO CONTAIN MATERIALLY FALSE INFORMATION CONCERNING ANY MATERIAL FACT THERETO; OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO

NOTICE TO KENTUCKY APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS, FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME.

NOTICE TO LOUISIANA APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON, OR A DENIAL OF INSURANCE BENEFITS.

NOTICE TO MAINE APPLICANTS: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES OR A DENIAL OF INSURANCE BENEFITS.

NOTICE TO MARYLAND APPLICANTS: ANY PERSON WHO KNOWINGLY OR WILLFULLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR WHO KNOWINGLY OR WILLFULLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

NOTICE TO NEW JERSEY APPLICANTS: ANY PERSON WHO INCLUDES ANY FALSE OR MISLEADING INFORMATION ON AN APPLICATION FOR AN INSURANCE POLICY IS SUBJECT TO CRIMINAL AND CIVIL PENALTIES.

NOTICE TO NEW MEXICO APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE

INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO CIVIL FINES AND CRIMINAL PENALTIES.

NOTICE TO NEW YORK APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME, AND SHALL ALSO BE SUBJECT TO A CIVIL PENALTY NOT TO EXCEED FIVE THOUSAND DOLLARS AND THE STATED VALUE OF THE CLAIM FOR EACH VIOLATION.

NOTICE TO OHIO APPLICANTS: ANY PERSON WHO, WITH INTENT TO DEFRAUD OR KNOWING THAT HE/SHE IS FACILITATING A FRAUD AGAINST AN INSURER, SUBMITS AN APPLICATION OR FILES A CLAIM CONTAINING A FALSE OR DECEPTIVE STATEMENT IS GUILTY OF INSURANCE FRAUD.

NOTICE TO OKLAHOMA APPLICANTS: WARNING: ANY PERSON WHO KNOWINGLY, AND WITH INTENT TO INJURE, DEFRAUD OR DECEIVE ANY INSURER, MAKES ANY CLAIM FOR THE PROCEEDS OF AN INSURANCE POLICY CONTAINING ANY FALSE, INCOMPLETE OR MISLEADING INFORMATION IS GUILTY OF A FELONY.

NOTICE TO OREGON APPLICANTS: ANY PERSON WITH THE INTENT TO KNOWINGLY DEFRAUD MAKES ANY MISSTATEMENTS, MISREPRESENTATIONS, OMISSIONS OR CONCEALMENTS CONCERNING A MATERIAL FACT TO AN INSURANCE COMPANY OR OTHER PERSON IN CONNECTION WITH AN APPLICATION FOR INSURANCE MAY BE GUILTY OF INSURANCE FRAUD AND SUBJECT TO PROSECUTION.

NOTICE TO PENNSYLVANIA APPLICANTS: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

NOTICE TO RHODE ISLAND APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

NOTICE TO TENNESSEE APPLICANTS: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

NOTICE TO VERMONT APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE STATEMENT IN AN APPLICATION FOR INSURANCE MAY BE GUILTY OF A CRIMINAL OFFENSE AND SUBJECT TO PENALTIES UNDER STATE LAW.

NOTICE TO VIRGINIA APPLICANTS: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

NOTICE TO WASHINGTON APPLICANTS: IT IS A CRIME TO KNOWINGLY PROVIDE FALSE, INCOMPLETE OR MISLEADING INFORMATION TO AN INSURANCE COMPANY FOR THE PURPOSE OF DEFRAUDING THE COMPANY. PENALTIES MAY INCLUDE IMPRISONMENT, FINES AND DENIAL OF INSURANCE BENEFITS.

NOTICE TO WEST VIRGINIA APPLICANTS: ANY PERSON WHO KNOWINGLY PRESENTS A FALSE OR FRAUDULENT CLAIM FOR PAYMENT OF A LOSS OR BENEFIT OR KNOWINGLY PRESENTS FALSE INFORMATION IN AN APPLICATION FOR INSURANCE IS GUILTY OF A CRIME AND MAY BE SUBJECT TO FINES AND CONFINEMENT IN PRISON.

NOTICE TO APPLICANTS IN STATES NOT LISTED ABOVE: ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR ANOTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING MATERIALLY FALSE INFORMATION, OR CONCEALS FOR THE PURPOSE OF MISLEADING INFORMATION CONCERNING ANY FACT MATERIAL THERETO, COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS THE PERSON TO CRIMINAL AND CIVIL PENALTIES.

Signature of Authorized Applicant

Murray Forman

Print Name

Board President

Title

July 10, 2024

Date

Signature of Broker/Agent

Print Name

Date

Signed by Licensed Resident Agent
(Where Required By Law)

CONSULTANT SERVICES CONTRACT
(Nursing Services)

This Agreement is entered into by and between the Board of Education of the **Lawrence Public Schools** (hereinafter the "DISTRICT"), and **CLINICAL STAFFING RESOURCES, INC.** (hereinafter "CONSULTANT").

A. TERM

The term of this Agreement shall be School year 2024-2025 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:

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

1. Provision of the full range of nursing staffing services, including but not limited to Registered Nurse Supervisors, Registered Nurses, Licensed Practical Nurses, Certified Nurse Aides, Home Health Attendants, and Personal Care Aides
2. The CONSULTANT shall provide the services set forth in this Agreement to those student(s) referred by the DISTRICT in writing.
3. All services provided by CONSULTANT to students under this Agreement shall be in accordance with each student's Individualized Education Plan (IEP), as it may be modified from time to time. Prompt written notice shall be given by the DISTRICT to the CONSULTANT upon any modification of a student's IEP.
4. 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 Education Department.
5. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, disability, or sponsorship.
6. CONSULTANT 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 DISTRICT pursuant to this Agreement must receive clearance for employment by the NYS DOE prior to the provision of such services.
7. CONSULTANT represents that all services under this Agreement shall be provided by qualified individuals of good character, and in good professional standing. CONSULTANT 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.
8. Upon execution of this Agreement, CONSULTANT 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 CONSULTANT providing services under this Agreement is revoked, terminated, suspended, or otherwise impaired, CONSULTANT shall immediately notify the DISTRICT in accordance with the requirements for all notices pursuant to this Agreement set forth below.

9. DISTRICT reserves the right to reject any of the CONSULTANT'S staff, which the DISTRICT, at its sole discretion, may deem unqualified.
10. CONSULTANT shall observe and comply with all applicable DISTRICT Policies and Regulations while on the grounds of the DISTRICT or providing services pursuant to this Agreement.
11. CONSULTANT shall provide all services pursuant to this Agreement in a competent, professional and timely manner.
12. CONSULTANT will work cooperatively with the Committee on Special Education (CSE), the DISTRICT'S administrative staff and medical staff. The CONSULTANT shall make relevant personnel available to participate in meetings of the DISTRICT's CSE when appropriate, upon reasonable prior notice to the CONSULTANT of such meetings.
13. CONSULTANT 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 and DISTRICT policies and procedures in force during the term of this Agreement. The DISTRICT shall have the right to examine any or all records or accounts maintained and/or created by the CONSULTANT in connection with this Agreement, and upon request shall be entitled to copies of same.
14. 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.
15. 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).
16. CONSULTANT shall attempt to provide substitute coverage in the event of the absence of the regularly scheduled service provider. The services of the substitute provider shall be in accordance with all terms and conditions of this Agreement.
17. In the event that the parent or person in parental relation to a student(s) receiving services pursuant to this Agreement initiates litigation in connection with such services, CONSULTANT shall promptly give written notice of same to the DISTRICT.

C. INSURANCE

Notwithstanding any terms, conditions or provisions, in any other writing between the parties, the consultant hereby agrees to effectuate the naming of the district as an additional insured on the consultant's insurance policies, with the exception of workers' compensation, N.Y. State

disability and professional liability. If the Policy is written on a claims-made basis, the retroactive date must precede the date of the contract.

1. The policy naming the district as an additional insured shall:
 - Be an insurance policy from an A.M. Best rated "secure" insurer, licensed in New York State.
 - State that the organization's coverage shall be primary and non-contributory coverage for the District, its Board, employees and volunteers.
 - The district shall be listed as an additional insured by using endorsement CG2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance.
 - The certificate of insurance must describe the specific services provided by the contractor (e.g., physical therapy, psychological services) that are covered by the commercial general liability policy and the umbrella policy.
 - At the District's request, the contractor shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the contractor will provide a copy of the policy endorsements and forms.
 - The consultant agrees to indemnify the district for any applicable deductibles and self-insured retentions.

4. Required Insurance:
 - **Commercial General Liability Insurance** (General Liability Insurance is required when services are being provided off-premises – such as the consultant's office or clinic_ \$1,000,000 per occurrence/\$2,000,000 aggregate.
 - **Workers' Compensation and N.Y.S. Disability** – Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.

A self-employed person and certain partners and corporate officers are excluded from the definition of "employee" pursuant to Workers' Compensation Law Section 2 (4). As such, individuals in such capacity are excluded from Workers' Compensation Law coverage requirements. A person seeking an exemption must file a CE-200 form with the state. The form may be completed and submitted online:

http://www.web.state.ny.us/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp

- **Professional Errors and Omissions Insurance**
\$1,000,000 per occurrence/\$3,000,000 aggregate for the professional acts of the consultant performed under the contract for the district. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement. Coverage shall remain in effect for two years following the completion of work.
- **Excess Insurance**
\$1,000,000 each occurrence and aggregate. Excess coverage shall be on a follow-form basis. (Higher limits may be required depending on the type and size of the agreement and services.)

- **Performance Bond (Optional)**

If required, these bonds shall be provided by a New York State admitted Surety Company, in good standing. The district shall be named as the obligee, and an original Power of Attorney, Corporate and Surety Acknowledgements must accompany the bond.

5. Consultant acknowledges that failure to obtain such insurance on behalf of the district constitutes a material breach of contract. The consultant is to provide the districts with a certificate of insurance, evidencing the above requirements have been met, prior to the commencement of work or use of facilities. The failure of the district to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the district.
6. The district is a subscriber of the NY School Insurance Reciprocal (NYSIR). The consultant further acknowledges that the procurement of such insurance as required herein is intended to benefit not only the district but also the NYSIR, as the district's insurer.

D. COMPENSATION:

- a. The DISTRICT shall pay CONSULTANT in accordance with the following fee schedule, following the presentation of detailed invoices by CONSULTANT to the DISTRICT:

See attached rate sheet

- b. The CONSULTANT shall submit invoices for payment on a monthly basis. All invoices shall include the services provided, the total hours, the dates that the invoice covers, and the total amount due for the period specified. The DISTRICT shall pay CONSULTANT within thirty (60) days of the DISTRICT's receipt of such invoice.
- 3; In the event that a scheduled session is cancelled by the CONSULTANT, the DISTRICT shall not be billed for that session. If however a scheduled session is not cancelled with a minimum of 10 hours notice by the DISTRICT, the DISTRICT will be billed for that session.
4. The DISTRICT shall give the CONSULTANT notice of any invoice disputes within thirty (30) days of its receipt of the invoice, and reserves the right to withhold payment pending the resolution of the dispute.
5. Neither CONSULTANT nor any of its personnel shall share or accept any fee or gratuity for services provided pursuant to this Agreement except as expressly set forth in this Agreement.

E. MISCELLANEOUS

a. Termination:

- a. Either the CONSULTANT or the 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 CONSULTANT'S failure to comply with any terms or conditions of this Agreement will provide a basis for the DISTRICT to immediately terminate this Agreement without any further liability to CONSULTANT.
- c. 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.

2. Independent Contractor:

- a. 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.
- b. 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 Employee's Retirement System, health or dental insurance, or malpractice insurance, or the like.
- c. DISTRICT, if required by Federal or State requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the Federal Government for all individuals having a gross income exceeding \$600, which thereupon will be reported for income tax purposes.

3. Defense / Indemnification

- a. CONSULTANT 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 CONSULTANT, 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. DISTRICT agrees to defend, indemnify and hold harmless the CONSULTANT, 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

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

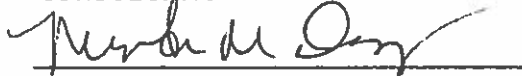
5. No Waiver: The failure of either party to enforce any provision of this Agreement shall not

be construed as a waiver or limitation of that party's right to subsequently enforce all other provisions of this Agreement.

6. **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.
7. **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. Any dispute arising under this Agreement shall be litigated in the Courts of Nassau County, New York.
8. **Venue:** Any dispute arising under this Agreement shall be litigated in the Courts of Suffolk County, New York. **Entire Agreement:** 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. **Amendment:** This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.
10. **Execution:** 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.
11. **Amendment:** This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.
12. **Execution:** 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.

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.

CONSULTANT



Mindi M. Derry

Clinical Staffing Resources, Inc.

Lawrence Union Free School District
DISTRICT

Murray Forman, Board President

July 10, 2024



Rate Sheet 2024-2025 school year
Lawrence UFSD

Registered Nurse		\$75.00 per hour
Registered Nurse	1:1	\$75.00 per hour
Licensed Practical Nurse		\$55.00 per hour
Licensed Practical Nurse	1:1	\$55.00 per hour
Certified Nursing Assistant		\$35.00 per hour
Licensed Para Professional Services		\$35.00 per hour



THIS SERVICE AGREEMENT dated this 5th of July, 2024

BETWEEN:

Lawrence Public Schools
195 Broadway
Lawrence, NY 11559
(the "Customer")

- AND -

Consulting That Makes A Difference, Inc.
1070 Middle Country Road
Suite 7, Box 223
Selden, NY 11784
(the "Service Provider")

Service Agreement

BACKGROUND:

1. The Customer is of the opinion that the Service Provider has the necessary qualifications, experience and abilities to provide services to the Customer.
2. The Service Provider is agreeable to providing such services to the Customer, on the terms and conditions as set out in this Agreement.

IN CONSIDERATION OF the matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:

Engagement and Scope of Services

1. Service Provider shall provide educational consulting services during the 2024-2025 school year. These services may include, but are not limited to, workshops, classroom visitations and team meeting attendance and facilitation.

Term of Agreement

2. The term of this Agreement will begin on the date of this Agreement and will remain in full force and effect from July 1, 2024 until June 30, 2025.

Phone: 631-680-8470
Email: Diane.Ripple@cmdi.us

1070 Middle Country Road
Suite 7, Box 223
Selden, NY 11784



Performance

3. Both parties agree to do everything necessary to ensure that the terms of this Agreement take effect.

Compensation and Payment Schedule

4. See attached "Fees and Services" schedule for full disclosure of all services and fees. SERVICE PROVIDER will submit an invoice for services rendered on a monthly basis, and payment to SERVICE PROVIDER shall be made within thirty days from receipt of invoice from SERVICE PROVIDER.

Cancellation Policy

5. CUSTOMER must notify SERVICE PROVIDER of a cancellation of a scheduled workshop or consultation date in advance of 14 calendar days of scheduled date. If CUSTOMER cancels a scheduled workshop or consultation date within less than 14 calendar days from scheduled date, CUSTOMER agrees to pay for cancelled date in full according to the compensation and payment schedule set forth in this agreement.

Modification of Agreement

6. This Agreement may only be altered, amended, or modified by written assignments signed by all the parties hereto.

Independent Contractor

7. SERVICE PROVIDER acknowledges that she will not hold herself as employees of SCHOOL DISTRICT. SERVICE PROVIDER is retained by SCHOOL DISTRICT only for the purposes and the extent set forth in this Agreement, and her/his relationship to SCHOOL DISTRICT shall, during the periods of her services hereunder, be that of an independent contractor. SERVICE PROVIDER shall not be considered as having employee status and shall not be entitled to participate in any of SCHOOL DISTRICT's workers' compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance, or other similar employee benefit programs. Similarly, SERVICE PROVIDER shall not be considered as having employee status for the purposes of any other rights, privileges or benefits derived from employment by SCHOOL DISTRICT. SERVICE PROVIDER agrees that this Agreement does not confer benefits of any nature whatsoever upon her other than payment for services provided herein. SERVICE PROVIDER shall not assert any claim for additional benefits of any nature, including, but not limited to, unemployment compensation benefits, by reason of the services to be performed pursuant to this Agreement. SERVICE PROVIDER shall not be entitled to assert any claim to entitlements pursuant to any collective bargaining agreement now or hereafter in effect between SCHOOL DISTRICT and its employees.

Phone: 631-680-8470
Email: Diane.Ripple@cmdi.us

1070 Middle Country Road
Suite 7, Box 223
Selden, NY 11784



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

CONSULTING THAT MAKES A DIFFERENCE, INC.

By 
DIANE RIPPLE,
President

LAWRENCE PUBLIC SCHOOLS

By _____ (signature)
Murray Forman _____ (printed name)
Board President _____ (title)
July 10, 2024

Phone: 631-680-8470
Email: Diane.Ripple@cmdi.us

1070 Middle Country Road
Suite 7, Box 223
Selden, NY 11784

www.cmdi.us



June 19, 2024

Board of Education and Management
Lawrence Union Free School District
Administrative Office
2 Reilly Road
Cedarhurst, New York 11516

Dear Members of the Board and Management:

We are pleased to confirm our understanding of the services we are to provide Lawrence Union Free School District (District) for the year ended June 30, 2025.

Audit Scope and Objectives

We will audit the following, which collectively comprise the basic financial statements of the District as of and for the year ended June 30, 2025:

- Financial statements of:
 - the governmental activities
 - each major fund
 - the fiduciary fund
- Related notes to the financial statements

Accounting principles generally accepted in the United States of America (GAAP) provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the District's RSI in accordance with auditing standards generally accepted in the United States of America (GAAS). These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient appropriate evidence to express an opinion or provide any assurance. The following RSI is required by GAAP and will be subjected to certain limited procedures, but will not be audited:

- Management's Discussion and Analysis
- Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and Actual – General Fund
- Schedule of the District's Proportionate Share of the Net Pension Asset/(Liability)
- Schedule of District Pension Contributions
- Schedule of Changes in the District's Total OPEB Liability and Related Ratios

We have also been engaged to report on supplementary information other than RSI that accompanies the District's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with GAAS, and we will provide an opinion on it in relation to the financial statements as a whole, in a separate written report accompanying our auditors report on the financial statements.

- Schedule of Expenditures of Federal Awards

The following other information accompanying the financial statements is requested by the New York State Education Department and will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that information. In connection with our audit of the basic financial statements, we will read the following other information and consider whether a material inconsistency exists between the other information and the basic financial statements, or the other information otherwise appears to be materially misstated. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

- Schedules of Change from Adopted Budget to Final Budget and the Real Property Tax Limit - General Fund
- Schedule of Project Expenditures and Financing Resources – Capital Projects Fund
- Schedule of Net Investment in Capital Assets

If applicable, the following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- Management's Responses to the Schedule of Findings
- Corrective Action Plan

We will also audit the Lawrence Union Free School District's extraclassroom activity funds financial statement, which is reported on the cash basis of accounting.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with GAAP, and report on the fairness of the supplementary information referred to in the third paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance

but is not absolute assurance and, therefore, is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgement of a reasonable user made based on the financial statements. The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- Internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgement and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the District. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits, nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting or misappropriation of assets that comes to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a Single Audit. Our responsibility

as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of certain assets, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will also request written representations from your attorneys as part of the engagement and they may bill you for responding to this inquiry.

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures – Internal Control

We will obtain an understanding of the District and its environment, including the system of internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures – Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the District's compliance with provisions of applicable laws, regulations, contracts and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

The Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with applicable federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the District's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the District's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with accounting principles generally accepted in the United States of America, and for compliance with applicable laws and regulations (including federal statutes), and the provisions of contracts and grant agreements (including awards agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records and related information available to us, and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers); and for the evaluation of whether there are any conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for the 12 months after the financial statement date. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance, (3) additional information that we may request for the purpose of the audit, and (4) unrestricted access to persons within the District from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, grant agreements, and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are

immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the District involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the District received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the District complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan. The summary schedule of prior audit findings should be available for our review upon commencement of our interim audit work.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19 funded expenditures, if applicable) in conformity with the Uniform Guidance. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Other Services

We will prepare the financial statements, including GASB 34 conversion entries, schedule of expenditures of federal awards, and related notes in conformity with accounting principles generally accepted in the United States of America, and the Data Collection Form, based on information provided by you. We will also prepare the extraclassroom activities fund financial statement and related notes in accordance with the cash basis of accounting based on information provided by you. These nonaudit services do not constitute an audit under

Government Auditing Standards and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, including GASB 34 conversion entries, schedule of expenditures of federal awards and related notes, the Data Collection Form, the extraclassroom activities fund financial statement and related notes, and services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities relating to the financial statements (including GASB 34 conversion entries), schedule of expenditures of federal awards and related notes, the Data Collection Form, the extraclassroom activities fund financial statement and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements (including GASB 34 conversion entries), the schedule of expenditures of federal awards and related notes, the Data Collection Form, and the extraclassroom activities fund financial statement and related notes, and that you have reviewed and approved the financial statements (including GASB 34 conversion entries), the schedule of expenditures of federal awards and related notes, the Data Collection Form, and the extraclassroom activities fund financial statement and related notes, prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Engagement Administration, Fees and Other

We understand that your employees will prepare all related parties or other confirmations we request and will locate any documents selected by us for testing.

At the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and the District-prepared corrective action plan) along with the Data Collection Form to the Federal Audit Clearinghouse. We will coordinate with you the electronic submission and certification. The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the District; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of our firm and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the New York State Education Department or New York State Office of the State Comptroller, or their designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under our supervision. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the cognizant agency or pass-through entity. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Michael J. Leone, CPA is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

To ensure that Cullen & Danowski, LLP's independence is not impaired under the AICPA *Code of Professional Conduct*, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fee for these services of \$53,000 is based upon our projection of the time that we will spend on the engagement at our government audit hourly rates. Our invoices for these fees will be rendered as work progresses and are payable upon presentation. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. 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. The fee also includes up to two meetings with either the Board or the Audit Committee. Any additional meetings will be billed at our government audit hourly rates.

We may use the District's name in a list of our clients for marketing purposes.

Reporting

We will issue written reports upon completion of the audit and single audit. Our reports will be addressed to the Board of Education of the Lawrence Union Free School District. Circumstances may arise in which our reports may differ from its expected form and content based on the results of our audit or single audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. The Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

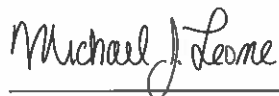
A copy of our most recent external peer review report dated October 29, 2021, accompanies this letter.

Lawrence Union Free School District
For the Year Ended June 30, 2025

We appreciate the opportunity to be of service to the Lawrence Union Free School District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

Cullen & Danowski, LLP
For the Firm:



Michael J. Leone, CPA
Partner

RESPONSE:

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

By: Board of Education

Signature: _____

Name: Murray Forman

Title: Board President

Date: July 10, 2024

By: District Administration

Signature: _____

Name: Jeremy Feder

Title: Assistant Superintendent for Business and Operations

Date: July 10, 2024



**BRIDGES, HORNING
& COMPANY, P.C.**

Certified Public Accountants

Report on the Firm's System of Quality Control

October 29, 2021

To the Partners of Cullen & Danowski, LLP
and the Peer Review Committee of the PICPA

We have reviewed the system of quality control for the accounting and auditing practice of Cullen & Danowski, LLP (the firm) in effect for the year ended December 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act, and audits of employee benefit plans.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Cullen & Danowski, LLP, in effect for the year ended December 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Cullen & Danowski, LLP has received a peer review rating of *pass*.

BRIDGES, HORNING & CO., P.C.

Bridges, Horning & Co. P.C.



SCOPE OF WORK

2024 / 2025 ANNUAL KITCHEN EXHAUST DUCT CLEANING

**For: Lawrence U.F.S.D.
195 Broadway
Lawrence, NY 11559**

Loc: District Wide

Attn: Anthony Mogilski

DATE: March 28, 2024

PROPOSAL NO. 24-0404K

869 SYLVAN AVENUE • BAYPORT, NEW YORK 11705 • 631.665.6400 • FAX 631.665.3376

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COMMERCIAL • RESIDENTIAL • GOVERNMENT • INSTITUTIONS

TRUCK-MOUNTED VACUUMS • ALL WORK GUARANTEED



March 28, 2024

Proposal No. 24-0404K

For: Lawrence U.F.S.D.
195 Broadway
Lawrence, NY 11559

Loc: District Wide

Attn: Anthony Mogilski

RE: 2024 / 2025 ANNUAL KITCHEN EXHAUST DUCT CLEANING

Dear Mr. Mogilski,

Enclosed please find the annual proposal to clean the Kitchen Exhaust Ductwork servicing the facilities specified below. Please find a brief description of Cunningham's cleaning process and equipment. Should you have any further questions please feel free to contact me at any time.

Cunningham is an active certified member of the International Kitchen Exhaust Cleaning Association (IKECA) and the Chimney Safety Institute of America (CSIA). Furthermore, we comply with all the rules and regulations of OSHA and maintain an A+ rating with the Better Business Bureau.

- *IKECA Certified Exhaust Cleaning Specialist Certification*
- *New York City Fire Department Certificate of Fitness: Commercial Kitchen Exhaust System Cleaning Technician*

Our Cleaning Process

Upon initial arrival, we will cover all stoves, fryalators, ovens and burners.

Fans will be tagged and locked on electrical control panel as per OSHA requirements.

The hoods will be chemically cleaned using an "EPA" approved de-greaser. The baffle filters will be removed, washed and reinstalled to there origin. Stainless steel hoods will be polished using an EPA approved polish.

Providing there is access to shafts, we will scrape, scrub, and wipe shaft areas. If there is no existing access you will be notified at the time of our proposal.

Fans and fan housings will be disassembled to gain access for cleaning. We will scrape, scrub and wipe fans and housings. Fans will be reassembled accordingly upon completion.

Although CDC is not responsible for any broken fan belts, we will notify you if these conditions occur.

Proper adhesives will be placed on hoods stating date of cleaning and date of expiration. Adhesives provided are accepted by insurance companies and are to fire code regulations.

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Kitchen area will be left in the same manner upon our arrival.

Cunningham Duct Cleaning Co. will furnish all labor and materials to CHEMICALLY CLEAN ALL HOODS AT THE LOCATIONS SPECIFIED BELOW as per the process described above:

Lawrence High School: Three (3) Hoods Here

THREE (3) Workers @ \$57.00 per hour per Worker for FIVE (5) hours apiece.		\$855.00
Materials Allowance		\$100.00
TOTAL	PER CLEANING LAWRENCE H.S.	\$955.00

Lawrence Middle School:

THREE (3) Workers @ \$57.00 per hour per Worker for FOUR (4) hours apiece.		\$684.00
Materials Allowance		\$100.00
TOTAL	PER CLEANING LAWRENCE M.S.	\$784.00

TOTAL PRICE FOR PROPOSAL NO. 24-0404K
KITCHEN EXHAUST DUCT CLEANING:

TOTAL	LAWRENCE U.F.S.D. PER CLEANING	\$1,739.00
TOTAL	LAWRENCE U.F.S.D. TWO ANNUAL CLEANINGS	\$3,478.00

**** AS PER NASSAU BOCES CONTRACT #23/24 - 023 ****

****KITCHENS ARE RECOMMENDED TO BE CLEANED TWICE PER YEAR****

If you agree to the above terms, please fill out the attached Authorization Form and return to Cunningham.

If you have any questions or need to make any adjustments, please do not hesitate to contact my office.
Thank you very much.

Yours Truly,

Robert M. Cunningham
President

RMC:ds

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AUTHORIZATION TO PROCEED WITH PROJECT

If you would like to proceed with this project, please sign and return to our office for scheduling.

Services will be rendered at a convenient time for you Monday through Saturday.

All applicable insurance requirements will be adhered to.

Terms of Payment: Project is billable upon Written Purchase Order or Signed Authorization only (Projects are C.O.D. otherwise). If billable, payment is due in full within THIRTY (30) days from date of Project Completion. Purchase Order or Signed Authorization must be submitted to our office prior to commencement of work.

APPROVED BY: Murray Forman

TITLE: Board President

SIGNATURE:

COMPANY: Lawrence U.F.S.D.

LOCATION: District Wide

DATE: July 10, 2024

TOTAL PRICE FOR PROPOSAL NO. 24-0404K
KITCHEN EXHAUST DUCT CLEANING:

TOTAL	LAWRENCE U.F.S.D.	\$1,739.00
	PER CLEANING	
TOTAL	LAWRENCE U.F.S.D.	\$3,478.00
	TWO ANNUAL CLEANINGS	

**** AS PER NASSAU BOCES CONTRACT #23/24 - 023 ****

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June 6, 2024

BOILER SUBMITTAL

Prepared For:

East Coast Mechanical

340 Jackson Ave. Bronx, NY 10454

PROJECT NAME

Phase VI

195 Broadway.

Lawrence, NY 11559

Field Fabricated Boilers

200HP Tri-Fuel Boiler

(QTY.03)

- We will connect new tank and pumps to existing system using new pipe, valves, and fittings as needed.
- We will wire new pumps and panel to nearest power source using new wire, conduit, and connectors as needed.
- We will pipe all boiler drains and blowdowns to existing sump pit.
- We will furnish and install (1) 3" insulating jacket onto each boiler shell and rear.
- We will furnish and install new insulation onto all new piping inside boiler room.
- We will furnish and install new 14 gage steel breeching onto new boilers and connect to existing common inside boiler room.
- We will furnish and install (1) Cleveland Draft Regulator with sample line per boiler.
- We will label and tag all new piping.
- We will provide official startup of new equipment and training to building staff.
- We will provide (2) years labor only service contracts on new equipment.
- Warranty on boiler(s): One year on tubes and Fifteen years on vessel (Shell, Tube sheets, Heads, Furnace). Terms and Conditions: Water meters must be installed on boiler direct feed, boiler feed water tank and must be recorded on daily basis to show minimum freshwater make-up being introduced into boiler/boiler system. Water treatment must be performed by a reputable water treatment company and log must be available when requested by East Coast Mechanical. Annual waterside/fireside cleanings must be performed with documentation. Boiler must be properly grounded. Warranty is also subject to an analysis of boiler water and failed material samples tested by an independent certified lab

The price for the above-mentioned work is **ONE MILLION FOUR HUNDRED TEN THOUSAND TWO HUNDRED SEVENTY-FIVE DOLLARS (\$1,410,275.00)** plus applicable taxes.

Print Name: Murray Forman Title: BOE President
 Signature: [Signature] Date: 4/15/24

Electric Mode Option:

- We will furnish and install (1) Master Control Panel with (3) Circuits (180Amps each), and (2) 1960KW 460V electric elements per boiler and wire to new power source inside boiler room. Note: New power source, if required, will be supplied by others.
- We will program master panels as per the Manufacturer's specifications.
- We will set up electrical elements as per the Manufacturer's specifications to perform at maximum efficiency.
- We will provide (8) hours of staff training.

The price for the above-mentioned work is **TWO MILLION SIX HUNDRED SIXTY-TWO THOUSAND ONE HUNDRED TWENTY DOLLARS (\$2,662,120.00)** plus applicable taxes.

Print Name: Murray Forman Title: BOE President
 Signature: [Signature] Date: 4/15/24

340 Jackson Avenue, Bronx, NY 10454

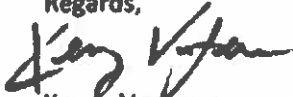
800.645.9155 (toll-free) | 718.402.5107 (o) | 718.402.4336 (f)

As per Anthony - reused
 Not electrical part.
 6/24/24

Notes:

- All pricing based on prevailing wage rates.
- All work to be performed during regular business hours, Monday – Friday, 8am – 4:30pm.
- All filing fees to be paid for by customer directly to agencies.
- East Coast Mechanical is not responsible for the identification, detection, abatement or removal of asbestos or material containing asbestos. In the event asbestos or material containing asbestos is found while performing this work, East Coast Mechanical has the right to stop work and remove its employees until such asbestos or material containing asbestos is abated, encapsulated, or removed and/or it is determined that no hazard exists.
- Any boiler room conditions not meeting Code requirements are excluded from this proposal.
- Any pre-existing violations are excluded from this proposal.
- Any violations issued while work is being performed, not a direct result of East Coast Mechanical's actions, are the responsibility of Ownership, and not East Coast Mechanical.
- If NDT, radiographic and/or ultrasonic testing is required an additional proposal will be provided.
- Any required equipment and/or material not part of the above-mentioned scope of work is excluded and will be considered a change order, if required.
- Final payment will not be delayed if signoff is denied due to violations and/or any conditions not meeting Code requirements that are not a direct involvement of East Coast Mechanical or part of the scope of work listed above.
- Pricing valid for (15) days from date of proposal.
- East Coast Mechanical is not responsible for any typos in this proposal.

Regards,


Kenny VanLeuvan

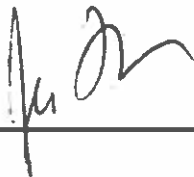
SIGN OFF PAGE

Reviewed With Comments:

AGREED TO THE \$1,410,275.00

WE ARE NOT INSTALLING THE
ELECTRICAL MODE.

APPROVED:



**LAWRENCE PUBLIC SCHOOLS
PURCHASING OFFICE**

MEMO

TO: Dr. Ann Pedersen, Superintendent of Schools

From: Michelle Mastroserio, Deputy Purchasing Agent

Re: BOILER BID FOR LAWRENCE MIDDLE SCHOOL

In accordance with Section 103 of Article 5A of the General Municipal Law, bids were requested for Boiler Bid Replacement at Lawrence Middle School. On March 18, 2024 at 11:00 A.M. The bids were publicly opened and read aloud.

The bids were analyzed in the Purchasing and reviewed by Scott Unger, Director of Facilities. Based upon our review we recommend that this bid be awarded to East Coast Mechanical as the lowest responsible bidders meeting our specifications.

Bids Mailed 1

Responses 1

The awards are as follows:

Vendor	Service(s)	Cost
East Coast Mechanical	Boiler Installation	Various



ATTN: Lawrence Union Free School District
195 Broadway
Lawrence, NY 11559

July 1, 2024

SUBJECT: Steam Zone Valve Replacements (Rev1)

JOB SITE(S): 195 Broadway
Lawrence, NY 11559

East Coast Mechanical shall provide the following equipment and services in accordance with the attached work scope documents and terms and conditions, which form a part of this agreement.

As per our recent service calls, the existing pneumatic steam valves have failed. These valves need to be replaced in order to prevent the building from overheating. We have tried to repair these valves due to lack of parts and age, valves in need of replacement. Therefore, we are pleased to offer the following scope of work for your consideration and approval:

SCOPE OF WORK:

1. We will provide all necessary site protection.
2. We will furnish and install (4) 10-inch steam zone valves, (2) 5-inch steam zone valves, and (1) 3-inch steam zone valves.
3. We will set up all necessary scaffolding and rigging to cut section of piping.
4. We will rig down piping and pneumatic valves.
5. We will furnish and install steam wye strainers.
6. We will furnish and install all necessary piping complete with bypass.
7. We will furnish and install new isolation valves and steam pressure gauges.
8. We will wire valves back to the essential location for existing B.M.S. system to operate and modulate steam valves.
9. We test and check to ensure proper operation.
10. We will remove all work-related debris from the site.
11. All work will be performed during normal working hours (overtime is excluded).

NOTE:

1. The above referenced scope of work will provide significant savings on energy.

EXCLUSIONS:

1. Wiring B.M.S. hook-up and programming.



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PRICING:

TWO HUNDRED NINETY-NINE THOUSAND FIVE HUNDRED AND 00/100 DOLLARS \$299,500.00
+ APPLICABLE TAXES

☒ THIS PROJECT IS TAX EXEMPT ☐ TAX IS INCLUDED IN THE PRICE ☐ TAX WILL BE BILLED SEPARATELY

If this project is exempt or will be classified as a capital improvement, please furnish appropriate certificates

PAYMENT TERMS: Upon acceptance of this proposal by signing below, Lawrence Union Free School District ("The Customer") agrees to terms and conditions on page(s) 2 - 4 which form a part of this agreement. And shall pay East Coast Mechanical Corp. upon completion of the work.

CUSTOMER: Lawrence Union Free School District

SIGNATURE: _____

NAME: Murray Forman

TITLE: Board President

DATE: July 10, 2024

CLARIFICATIONS:

- Any work / labor/ material found to be needed and not specifically included in the scope of work or any issues pertaining to permits / plans / paperwork, asbestos, other existing equipment, or any existing conditions not specifically associated with work described herein are not included and will be considered as extras and will be quoted separately.
- East Coast is not responsible for typographical errors and/or misuse of words in our proposals.
- Pricing is valid for (15) days from the date of this proposal.

EXCLUSIONS / TERMS AND CONDITIONS:

- THIS AGREEMENT REPRESENTS THE ENTIRE AGREEMENT BETWEEN CUSTOMER AND EAST COAST MECHANICAL CONTRACTING CORP FOR THE WORK DESCRIBED HEREIN AND SUPERSEDES ALL PRIOR NEGOTIATIONS, REPRESENTATIONS OR AGREEMENTS BETWEEN THE PARTIES RELATED TO THE WORK DESCRIBED HEREIN.
- IT IS FURTHER AGREED BY AND BETWEEN THE PARTIES THE OWNER AND/OR AGENT SHALL PAY EAST COAST MECHANICAL CONTRACTING CORP FOR THE PERFORMANCE OF THE WORK AND THE FURNISHING OF MATERIALS AS HEREIN SPECIFIED BELOW TO THE TERMS OF THIS AGREEMENT.
- THIS PROPOSAL AND THE PAGES ATTACHED SHALL BECOME AN AGREEMENT UPON SIGNATURE ABOVE BY EAST COAST MECHANICAL CONTRACTING CORP AND CUSTOMER. THE TERMS AND CONDITIONS ARE EXPRESSLY LIMITED TO THE PROVISIONS HEREOF, INCLUDING EAST COAST MECHANICAL CONTRACTING CORP'S GENERAL TERMS AND CONDITIONS ATTACHED HERETO, NOTWITHSTANDING RECEIPT OF, OR ACKNOWLEDGMENT BY, EAST COAST MECHANICAL CONTRACTING CORP OF ANY PURCHASE ORDER, SPECIFICATION, OR OTHER DOCUMENT ISSUED BY CUSTOMER. ANY ADDITIONAL OR DIFFERENT TERMS SET FORTH OR REFERENCED IN CUSTOMER'S PURCHASE ORDER ARE HEREBY OBJECTED TO BY EAST COAST MECHANICAL CONTRACTING CORP AND SHALL BE DEEMED A MATERIAL ALTERATION OF THESE TERMS AND SHALL NOT BE A PART OF ANY RESULTING ORDER.
- IT IS CLEARLY UNDERSTOOD AND AGREED THAT EAST COAST MECHANICAL CONTRACTING CORP SHALL RETAIN A SECURITY INTEREST IN ALL EQUIPMENT AND MATERIALS ENTERED INTO THIS INSTALLATION, WHATEVER MAY BE ITS MODE OF ATTACHMENT TO REALTY OR OTHERWISE, UNTIL ALL PAYMENTS
- EAST COAST MECHANICAL CONTRACTING CORP MAKES NO REPRESENTATION OR WARRANTY, EXPRESS, IMPLIED OR OTHERWISE, REGARDING HAZARDOUS SUBSTANCES OR MOLD. EAST COAST MECHANICAL CONTRACTING CORP CONTRACTING CORP SHALL HAVE NO DUTY, OBLIGATION OR LIABILITY, ALL OF WHICH CUSTOMER EXPRESSLY WAIVES, FOR ANY DAMAGE OR CLAIM, WHETHER KNOWN OR UNKNOWN, INCLUDING BUT NOT LIMITED TO PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, ADVERSE HEALTH EFFECT OR ANY SPECIAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY OR OTHER DAMAGES, REGARDLESS OF WHETHER SUCH DAMAGES MAY BE CAUSED BY OR OTHERWISE ASSOCIATED WITH DEFECTS IN THE SERVICES, IN WHOLE OR IN PART DUE TO OR ARISING FROM ANY INVESTIGATION, TESTING, ANALYSIS, MONITORING, CLEANING, REMOVAL, DISPOSAL, ABATEMENT, REMEDIATION, DECONTAMINATION, REPAIR, REPLACEMENT, RELOCATION, LOSS OF USE OF BUILDING, OR EQUIPMENT AND SYSTEMS, OR PERSONAL INJURY, DEATH OR DISEASE IN ANY WAY ASSOCIATED WITH HAZARDOUS SUBSTANCES OR MOLD.
- IT IS UNDERSTOOD AND AGREED BY AND BETWEEN THE OWNER AND/OR AGENT AND EAST COAST MECHANICAL CONTRACTING CORP THAT CONTRACT DOES NOT INCLUDE THE REMOVAL, HANDLING, DISPOSITION OR ABATEMENT OF ANY ASBESTOS CONTAINING MATERIAL. IT IS FURTHER UNDERSTOOD AND AGREED THAT THE OWNER SHALL BE SOLELY RESPONSIBLE FOR ENGAGING THE SERVICES OF A NEW YORK CITY CERTIFIED "ASBESTOS INVESTIGATOR" TO PERFORM ALL REQUIRED INSPECTIONS. THE OWNER SHALL PAY ANY AND ALL REQUIRED FEES.
- CUSTOMER HAS NOT OBSERVED OR RECEIVED NOTICE FROM ANY SOURCE (FORMAL OR INFORMAL) OF (A) HAZARDOUS SUBSTANCES OR MOLD, EITHER



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SS



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HEREUNDER HAVE BEEN FULLY MADE BY OWNER AND/OR AGENT. IT IS FURTHER UNDERSTOOD AND AGREED THAT EAST COAST MECHANICAL CONTRACTING CORP SHALL BE RESPONSIBLE FOR ANY DELAY OR INABILITY TO PERFORM THE WORK CAUSED BY ANY CONDITION BEYOND ITS' CONTROL. IT IS ALSO AGREED THAT UPON FULL PAYMENT BY OWNER, THAT EAST COAST MECHANICAL CONTRACTING CORP SHALL PROVIDE THE OWNER WITH WRITTEN CONFIRMATION THAT FULL PAYMENT HAS BEEN MADE.

5. EAST COAST MECHANICAL CONTRACTING CORP. AND ITS AFFILIATES (COLLECTIVELY, "EAST COAST") SHALL NOT BE RESPONSIBLE FOR CANCELLATION, INCREASED COSTS, OR DELAY IN DELIVERY OR PERFORMANCE UNDER THIS AGREEMENT RESULTING FROM UNFORESEEN CIRCUMSTANCES BEYOND THE CONTROL OF THE PARTIES, THAT WOULD AFFECT, IN WHOLE OR IN PART, EAST COAST OR ITS SUPPLIERS, AT ANY SUPPLIER LEVEL, OR OTHERWISE MAKE PERFORMANCE IN THE DETERMINATION OF EAST COAST INADVISABLE AND/OR COMMERCIALY IMPRACTICAL, INCLUDING, BUT NOT LIMITED TO: ACTS OF GOD; STRIKES, LABOR DISPUTES, OR OTHER INDUSTRIAL DISTURBANCES; SABOTAGE, MACHINERY FAILURES, EQUIPMENT FAILURES, BREAKAGE OR ACCIDENTS TO MACHINERY OR LINES OF PIPE, REPAIRS OR ALTERATIONS TO MACHINERY OR LINES OF PIPE, OR INTERFERENCE IN, OF, OR TO, LINES OF PIPE, OR TRANSMISSION CONDUITS OF ANY TYPE, INCLUDING WATER, SEWAGE, ELECTRIC, INTERNET, ENERGY, OR FUELS; DELAYS IN TRANSPORTATION, INABILITY OR IMPRACTICABILITY IN OBTAINING FUEL, MATERIAL, PARTS, OR ANY OTHER ITEM DEEMED NECESSARY OR DESIRABLE BY EAST COAST TO PERFORM HEREUNDER; WAR; ACTS OF TERRORISM; RIOT; CIVIL DISOBEDIENCE; PANDEMICS; EPIDEMICS OR OTHER ILLNESSES; FLOODS; FIRES; UNUSUALLY SEVERE WEATHER CONDITIONS; GOVERNMENTAL INTERVENTION, ACTIONS, OR OMISSIONS (INCLUDING QUARANTINE AND ISOLATION ORDERS); WHETHER UNDER FEDERAL LAW, STATE LAW, OR LOCAL LAW, RULE, ORDER, OR REGULATION, OR ANY OTHER GOVERNMENTAL (INCLUDING COURT) RESTRAINTS OF ANY KIND, WHETHER VALID OR INVALID; NATIONAL OR REGIONAL EMERGENCY; BANKRUPTCY; ACCIDENTS OR OTHER CONTINGENCIES OR THE EFFECTS OF ANY OF THE FOREGOING. IN ANY SUCH CIRCUMSTANCE DESCRIBED ABOVE, THIS AGREEMENT, AT EAST COAST'S ELECTION, SHALL (I) REMAIN IN EFFECT BUT WITH EAST COAST'S OBLIGATIONS SUSPENDED UNTIL THE CIRCUMSTANCE, AND ALL OF ITS EFFECTS, HAVE ENDED OR (II) BE TERMINATED. UPON FIVE (5) DAYS NOTICE TO THE CUSTOMER, IN WHICH EVENT CUSTOMER SHALL PROMPTLY PAY EAST COAST FOR ALL WORK AND SERVICES FURNISHED BY EAST COAST UP UNTIL THE DATE OF SUCH TERMINATION.
6. THE PARTIES AGREE THAT TITLE TO ALL EQUIPMENT FURNISHED BY EAST COAST MECHANICAL CONTRACTING CORP. HEREUNDER SHALL NOT TRANSFER TO OWNER UNTIL FULL PAYMENT OF ALL MONIES DUE TO EAST COAST MECHANICAL CONTRACTING CORP. IS HEREUNDER FULLY PAID; THAT IN THE EVENT OF ANY DEFAULT BY OWNER HEREUNDER, EAST COAST MECHANICAL CONTRACTING CORP SHALL BE ENTITLED TO REMOVE ALL INSTALLED EQUIPMENT AND OWNER IRREVOCABLY GRANTS EAST COAST MECHANICAL CONTRACTING CORP. PERMISSION TO ENTER THE PREMISES IN WHICH SUCH EQUIPMENT IS INSTALLED FOR THAT PURPOSE; THAT OWNER AGREES THAT THE TIME WITHIN WHICH EAST COAST MECHANICAL CONTRACTING CORP. IS ENTITLED TO FILE A MECHANIC'S LIEN IS EXTENDED UP THROUGH AND UNTIL IT IS FULLY PAID HEREUNDER.
7. THE OWNER AND/OR AGENT AGREES THAT EAST COAST MECHANICAL CONTRACTING CORP IS NOT RESPONSIBLE FOR ANY SERVICE, REPLACEMENTS, ADJUSTMENTS OR REPAIRS TO THE EQUIPMENT WHICH MAY BE REQUIRED AS A RESULT OF ANY MALICIOUS OR WILLFUL DAMAGES, NEGLIGENCE IN MAINTENANCE, FLOOD, FIRE, EXPLOSION OR THEFT. THE OWNER AND/OR AGENT FURTHER AGREES THAT ANY SERVICE, ADJUSTMENTS OR CHANGES MADE TO ANY OF THE EQUIPMENT INSTALLED BY EAST COAST MECHANICAL CONTRACTING CORP. CONTRACTING BY ANY PERSON(S) OTHER THAN AN AUTHORIZED REPRESENTATIVE, WITHOUT THE EXPRESSED WRITTEN PERMISSION OF EAST COAST MECHANICAL CONTRACTING CORP. CONTRACTING, SHALL IMMEDIATELY RELEASE EAST COAST MECHANICAL CONTRACTING CORP. CONTRACTING OF ANY OBLIGATION TO SERVICE, ADJUST, REPAIR OR REPLACE THE EQUIPMENT AS SET FORTH UNDER THE TERMS OF THIS CONTRACT.
8. IN NO EVENT SHALL EAST COAST MECHANICAL CONTRACTING CORP BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE OR EXEMPLARY DAMAGES, WHETHER ARISING OUT OF OR AS A RESULT OF BREACH OF CONTRACT, WARRANTY, TORT (INCLUDING NEGLIGENCE), STRICT LIABILITY, MOLD, MOISTURE, INDOOR AIR QUALITY, OR OTHERWISE, ARISING FROM, RELATING TO, OR CONNECTED WITH THE SERVICES, EQUIPMENT, MATERIALS, OR ANY GOODS PROVIDED HEREUNDER.
9. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, IF A PORTION OF THE SERVICES INVOLVES THE INSTALLATION AND/OR MAINTENANCE OF SYSTEMS ASSOCIATED WITH SECURITY AND/OR THE DETECTION OF AND/OR REDUCTION OF RISK OF LOSS ASSOCIATED WITH FIRE, EAST COAST MECHANICAL CONTRACTING CORP'S TOTAL LIABILITY ARISING OUT OF OR AS A RESULT OF ITS PERFORMANCE UNDER THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF THIS AGREEMENT.
10. NOTWITHSTANDING ANYTHING TO THE CONTRARY HEREIN, IF A PORTION OF THE SERVICES INVOLVES THE INSTALLATION AND/OR MAINTENANCE OF SYSTEMS ASSOCIATED WITH SECURITY AND/OR THE DETECTION OF AND/OR REDUCTION OF RISK OF LOSS ASSOCIATED WITH FIRE, EAST COAST MECHANICAL CONTRACTING CORP'S TOTAL LIABILITY ARISING OUT OF OR AS A RESULT OF ITS PERFORMANCE UNDER THIS AGREEMENT SHALL NOT EXCEED THE AMOUNT OF THIS AGREEMENT.
11. EAST COAST MECHANICAL CONTRACTING CORP IS NOT RESPONSIBLE FOR DETERMINING WHETHER THE COVERED EQUIPMENT OR THE TEMPERATURE, HUMIDITY AND VENTILATION SETTINGS USED BY CUSTOMER, ARE APPROPRIATE FOR CUSTOMER AND THE SITE EXCEPT AS SPECIFICALLY PROVIDED IN AN ATTACHED WORK SCOPE DOCUMENT.
12. CUSTOMER REPRESENTS THAT CUSTOMER HAS NOT RETAINED EAST COAST MECHANICAL CONTRACTING CORP TO DISCOVER, INSPECT, INVESTIGATE, IDENTIFY, PREVENT OR REMEDIATE HAZARDOUS SUBSTANCES OR MOLD OR CONDITIONS CAUSED BY HAZARDOUS SUBSTANCES OR MOLD.
13. CORRECTING VIOLATIONS NOT PART OF THE WORK SHALL BE CONSIDERED AS EXTRA WORK. IF CUSTOMER DECLINES TO CORRECT THE VIOLATION WHICH RESULTS IN PERMITS NOT BEING APPROVED, EAST COAST SHALL CONSIDER BASE WORK COMPLETE.
14. ANY ISSUES PERTAINING TO PERMITS / PLANS / PAPERWORK, ASBESTOS, THE BOILER ROOM, THE OIL TANK, THE CHIMNEY, THE EXISTING EQUIPMENT OR ANY AIRBORNE OR ON OR WITHIN THE WALLS, FLOORS, CEILINGS, HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS, PLUMBING SYSTEMS, STRUCTURE, AND OTHER COMPONENTS OF THE SITE, OR WITHIN FURNITURE, FIXTURES, EQUIPMENT, CONTAINERS OR PIPELINES IN A SITE; OR (B) CONDITIONS THAT, TO CUSTOMER'S KNOWLEDGE, MIGHT CAUSE OR PROMOTE ACCUMULATION, CONCENTRATION, GROWTH OR DISPERSION OF HAZARDOUS SUBSTANCES OR MOLD ON OR WITHIN SUCH LOCATIONS.
21. IF ANY SUCH MATERIALS, SITUATIONS OR CONDITIONS, WHETHER DISCLOSED OR NOT, ARE IN FACT DISCOVERED BY EAST COAST MECHANICAL CONTRACTING CORP. OR OTHERS AND PROVIDE AN UNSAFE CONDITION FOR THE PERFORMANCE OF THE WORK OR SERVICES, THE DISCOVERY OF THE CONDITION SHALL CONSTITUTE A CAUSE BEYOND EAST COAST MECHANICAL CONTRACTING CORP'S REASONABLE CONTROL AND EAST COAST MECHANICAL CONTRACTING CORP. SHALL HAVE THE RIGHT TO CEASE THE WORK OR SERVICES UNTIL THE AREA HAS BEEN MADE SAFE BY CUSTOMER OR CUSTOMER'S REPRESENTATIVE, AT CUSTOMER'S EXPENSE. EAST COAST MECHANICAL CONTRACTING CORP SHALL HAVE THE RIGHT TO TERMINATE THIS AGREEMENT IF CUSTOMER HAS NOT FULLY REMEDIATED THE UNSAFE CONDITION WITHIN SIXTY (60) DAYS OF DISCOVERY.
22. UNLESS OTHERWISE STATED, ALL LABOR AND SERVICES UNDER THIS AGREEMENT WILL BE PERFORMED DURING THE HOURS OF 8:00 A.M. - 4:00 P.M. LOCAL TIME MONDAY THROUGH FRIDAY, EXCLUDING FEDERAL HOLIDAYS. IF FOR ANY REASON CUSTOMER REQUESTS EAST COAST MECHANICAL CONTRACTING CORP TO FURNISH ANY SUCH LABOR OR SERVICES OUTSIDE OF THE HOURS OF 8:00 A.M. - 4:00 P.M. LOCAL TIME MONDAY THROUGH FRIDAY (OR ON FEDERAL HOLIDAYS), ANY OVERTIME OR OTHER ADDITIONAL EXPENSE OCCASIONED THEREBY, SUCH AS REPAIRS OR MATERIAL COSTS NOT INCLUDED IN THIS AGREEMENT, SHALL BE BILLED TO AND PAID BY CUSTOMER.
23. THE WARRANTIES SET FORTH HEREIN ARE EXCLUSIVE, AND EAST COAST MECHANICAL CONTRACTING CORP EXPRESSLY DISCLAIMS AND CUSTOMER EXPRESSLY WAIVES ALL OTHER WARRANTIES, WHETHER WRITTEN OR ORAL, IMPLIED OR STATUTORY, INCLUDING BUT NOT LIMITED TO, ANY WARRANTY OF WORKMANSHIP, CONSTRUCTION, MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, WITH RESPECT TO THE SERVICES, EQUIPMENT, AND MATERIALS PROVIDED HEREUNDER. EAST COAST MECHANICAL CONTRACTING CORP SHALL NOT BE LIABLE FOR ANY PROPERTY DAMAGE, PERSONAL INJURY, LOSS OF INCOME, EMOTIONAL DISTRESS, DEATH, LOSS OF USE, LOSS OF VALUE, ADVERSE HEALTH EFFECT OR ANY SPECIAL, INCIDENTAL, INDIRECT, SPECULATIVE, REMOTE, CONSEQUENTIAL, PUNITIVE, OR EXEMPLARY DAMAGES, ARISING FROM, OR RELATING TO, THIS LIMITED WARRANTY OR ITS BREACH.
24. EAST COAST MECHANICAL CONTRACTING CORP WILL REPLACE OR REPAIR ANY PRODUCT EAST COAST MECHANICAL CONTRACTING CORP PROVIDES UNDER THIS AGREEMENT THAT FAILS WITHIN THE WARRANTY PERIOD (ONE) YEAR BECAUSE OF DEFECTIVE WORKMANSHIP OR MATERIALS, EXCEPT TO THE EXTENT THE FAILURE RESULTS FROM CUSTOMER NEGLIGENCE, OR FROM FIRE, LIGHTNING, WATER DAMAGE, OR ANY OTHER CAUSE BEYOND THE CONTROL OF EAST COAST MECHANICAL CONTRACTING CORP. THIS WARRANTY APPLIES TO ALL PRODUCTS EAST COAST MECHANICAL CONTRACTING CORP PROVIDES UNDER THIS AGREEMENT, WHETHER OR NOT MANUFACTURED BY EAST COAST MECHANICAL CONTRACTING CORP. THE WARRANTY IS EFFECTIVE AS OF THE DATE OF CUSTOMER ACCEPTANCE OF THE PRODUCT OR THE DATE CUSTOMER BEGINS BENEFICIAL USE OF THE PRODUCT, WHICHEVER OCCURS FIRST.
25. IT IS UNDERSTOOD AND AGREED, EXCEPT AS HEREIN PROVIDED OTHERWISE, THAT THIS AGREEMENT INCLUDES THE FURNISHING OF LABOR AND MATERIALS NECESSARY FOR THE INSTALLATION OF EAST COAST MECHANICAL CONTRACTING CORP'S EQUIPMENT, AS HEREIN DESCRIBED, TO THE OWNER'S AND/OR AGENT'S EXISTING APPARATUS WHICH SPECIFICALLY INCLUDES BUT NOT LIMITED THERETO, HVAC EQUIPMENT, THE CHIMNEY, FLUE RADIATORS, STEAM PIPING, RETURN LINE PIPING, WATER PUMPS, STORAGE TANKS, FUEL TANKS, ELECTRIC POWER SUPPLY OR ANY OTHER EXISTING APPARATUS INSIDE OR OUTSIDE THE CONFINES OF THE BOILER ROOM. FURTHERMORE, EAST COAST MECHANICAL CONTRACTING CORP DOES NOT ASSUME ANY RESPONSIBILITY FOR, NOR WARRANT THE EFFECTS OF ANY ACOUSTICAL OR THERMAL CHANGES WHICH MAY OCCUR AS A RESULT OF THE INSTALLATION OF THE NEW EQUIPMENT AS HEREIN SPECIFIED.
26. ANY EXCAVATION AND / OR BACKFILLING OF AN AREA REQUIRED BUT NOT LIMITED TO ACCOMMODATE NEW GAS, UTILITIES, POWER, STEAM, CONDENSATE, HEATING / COOLING MEDIUM, DRAINAGE, SANITARY SERVICES TO THE SITE SHALL BE THE RESPONSIBILITY OF OTHERS.
27. IT IS UNDERSTOOD AND AGREED THAT ANY LOSS OR DAMAGE TO THE GAS/OIL BURNER OR EQUIPMENT DUE TO FIRE, THEFT, FLOOD OR ANY MISHAP, AFTER ITS DELIVERY TO THE PREMISES OF THE OWNER AND/OR AGENT AND WHILE ON THE SAID PROPERTY SHALL BE BORNE AND PAID FOR BY THE OWNER.
28. SHOULD A SECURITY DEPOSIT BE REQUIRED FOR ANY SERVICES INCLUDING BUT NOT LIMITED TO GAS SERVICE TO SITE, OWNER OR AGENT SHALL BE RESPONSIBLE FOR SUBMITTING PAYMENT.
29. THIS CONTRACT IS SUBJECT TO THE APPROVAL OF NATURAL GAS BY THE LOCAL UTILITY COMPANY FOR USAGE BY THE OWNER AT THE REFERENCED LOCATION. ALL CHARGES RELATED TO MAINTAINING THE EXISTING NATURAL GAS DISTRIBUTION SYSTEM OR AS REQUIRED BY THE LOCAL UTILITY COMPANY TO MAINTAIN THE EXISTING SYSTEM ARE EXCLUDED FROM THIS CONTRACT. ALL CHARGES RELATED TO UPGRADING THE EXISTING NATURAL GAS SUPPLY SYSTEM, IF REQUIRED BY THE LOCAL UTILITY COMPANY WILL BE ADDITIONAL.
30. SHOULD BOTTLING BE REQUIRED DURING SWING OVER, BOTTLING COST SHALL BE THE RESPONSIBILITY OF THE SITE.
31. UNLESS SPECIFICALLY STATED HEREIN, WORK ON ANY GAS APPARATUS AND / OR HOUSE PIPING, WORK ON OR CORRECTING ANY CHIMNEY ISSUE, WORK ON OR CORRECTING BOILER ROOM CONDITIONS IS EXCLUDE.
32. SHOULD THE UTILITY COMPANY NOT BE ABLE TO PROVIDE ADEQUATE GAS TO THE SITE AND A GAS BOOSTER IS NECESSARY, THERE WILL BE AN ADDITIONAL CHARGE INCURRED FOR THE INSTALLATION AND COST OF THE GAS BOOSTER.



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EXISTING CONDITIONS WILL BE THE RESPONSIBILITY OF THE OWNER OF THE JOB SITE AND DEALT WITH SEPARATELY.

15. UNLESS SPECIFICALLY INDICATED HEREIN, FILING FEES AND PERMITS ARE EXCLUDED.

16. ANY WORK / LABOR / MATERIAL NOT SPECIFICALLY INCLUDED IN THE SCOPE OF WORK IS EXCLUDED.

17. EAST COAST MECHANICAL CONTRACTING CORP SHALL NOT BE RESPONSIBLE FOR ANY CLAIMS, EXPENSES, DELAYS, OR COSTS RELATED TO OR ARISING FROM A FINE, PERMIT VIOLATION OR ANY INSPECTION COST LEVIED BY A GOVERNMENTAL RELATED ENTITY FOR ANY ITEM (1) NOT INCLUDED IN THE SCOPE OF WORK (2) OWNER DID NOT UNDERTAKE TO REPAIR OR ANY OTHER PORTION OF THE WORK OR PROPERTY, OR (3) ANY OTHER PARTY OF THE BUILDING OR PROPERTY. OWNER SHALL NOT WITHHOLD ANY PAYMENT AS A RESULT OF FAILURE TO CLOSE OUT PERMIT THAT IS NOT OPEN AS A RESULT OF CONTRACTOR'S FAILURE TO PERFORM SCOPE OF WORK. OWNER SHALL PROMPTLY REIMBURSE CONTRACTOR FOR ANY VIOLATION ISSUED ALONG WITH ANY REASONABLE EXPENSE TO ADDRESS A VIOLATION ISSUED FOR ANY MATTER INCLUDED IN (1)-(3) ABOVE.

33. UNLESS SPECIFICALLY STATED HEREIN, WORK ON ANY GAS APPARATUS AND / OR HOUSE PIPING, WORK ON OR CORRECTING ANY CHIMNEY ISSUE, WORK ON OR CORRECTING BOILER ROOM CONDITIONS IS EXCLUDED.

34. WHEN WORKING OFF A "BID SET" OF DRAWINGS, IF THE DOB APPROVED SET OF DRAWINGS DIFFER FROM THE BID SET OF DRAWINGS, ADDITIONAL CHARGES WILL APPLY.

35. ANY THIRD-PARTY INSPECTIONS ARE EXCLUDED, ANY REQUIRED CHANGES RESULTING FROM DIRECTION OF THE INSPECTOR SHALL BE ADDITIONAL.

36. THIS AGREEMENT SHALL BE GOVERNED BY THE LAW OF THE STATE WHERE THE WORK IS TO BE PERFORMED.

37. ANY WORK RELATED TO BUILDING MANAGEMENT SYSTEMS / FIRE ALARMS / CCTV / SECURITY SYSTEMS IS EXCLUDED.

38. GENERAL CONSTRUCTION WORK, CUTTING, PATCHING OR PAINTING OF ANY KIND IS EXCLUDED.

39. TAXES ARE EXCLUDED AND WILL BE BILLED SEPARATELY; TAX EXEMPT OR CAPITAL IMPROVEMENT CERTIFICATES ARE REQUIRED AS APPLICABLE OR CUSTOMER WILL BE RESPONSIBLE FOR TAXES.

40. PAYMENT TERMS ARE NET 30 DAYS FROM DATE OF INVOICE.

Thank you for the opportunity to provide a quote for this work. If there are any questions, concerns or to discuss this project further, please call our offices at your earliest convenience.

Sincerely,

John Knief

John Knief

Director of Operations

East Coast Mechanical Contracting Corp.

T: 718-402-5107 • F: 347-577-5801 • jknief@eastcoastpetro.com

Lawrence Public Schools
Steam Zone Valve Replacement Bid at Lawrence Middle School
July 5, 2024 at 9:00 a.m.

- * Provide all necessary site protection.
- * Furnish and install (4) 10-inch steam zone valves, (2) 5-inch steam zone valves, and (1) 3-inch steam zone valves.
- * Set up all necessary scaffolding and rigging to cut sections of piping.
- * Rig down piping and pneumatic valves.
- * Furnish and install steam wye strainers.
- * Furnish and install all necessary piping complete with bypass.
- * Furnish and install new isolation valves and steam pressure gauges.
- * Wire valves back to the essential location for the existing B.M.S. system to operate and modulate steam valves.
- * Test and check to ensure proper operation.
- * Will remove all work-related debris from the site.
- * All work will be performed during normal working hours (overtime is excluded).
- * Provide all necessary documentation, including, Certificates of Liability, Disability and Workers Compensation.

Pricing/Labor rates:

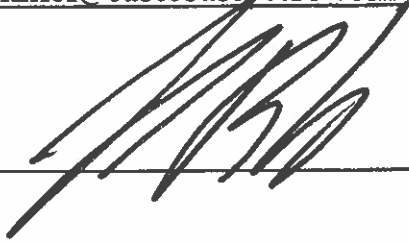
- 2-man crew (Regular Hours): \$432.00 per hour
- 2-man crew (After 4:30pm & Saturdays): \$648.00 per hour
- 2-man crew (Sundays & Holidays): \$864.00 per hour

Company Name East Coast Mechanical Contracting Corp.

Address 340 Jackson Avenue, Bronx, NY 10454

Phone 718-402-5107 Fax 347-577-5801 Email jknief@eastcoastpetro.com

Name John Knief

Signature 

FULL SERVICE CONTRACTING, INC.

COMMERCIAL CONSTRUCTION & MAINTENANCE
510 EAGLE AVE, WEST HEMPSTEAD, NY 11552
PHONE: (516) 485-9005 FAX: (516) 485-9079

Enclosure VIII.E.1.j
Organizational Meeting
July 10, 2024

PROPOSAL

June 10, 2024

Lawrence Middle School
195 Broadway
Lawrence, NY

Please find estimate to supply the following scaffolding materials per Light
Access Scaffolding's proposal dated June 10, 2024

Tower Parts

(10) 5' frames, (2) half frames, (13) X braces, (4) guardrail posts, (4) 5' guardrails, (4) 4'
guardrails, (8) 5' aluminum walk boards

Rolling Storage Racks

(1) Frame rack, (1) board and brace rack

Spanner Kit

(2) Main beams, (2) frame beams, (6) base legs

Accessories

(4) base plates, (6) 800 lbs, locking SW casters, (1) gin pole with rope, pulley, and hook,
(10) 3/8" thumb screws, (10) 1/2" leg locking pins, (28) 3/8" x 2" frame snap pin, (5) 1/2 x 7
T Handle beam bolts, (1) extra caster for rack

	\$ 7,043.00
Mark up 16%	<u>1,126.88</u>
	\$ 8,169.88

Lawrence Union Free School District

Board President

Authorized By _____ Murray Forman Date July 10, 2024

This proposal becomes a binding contract when signed

This must be signed and faxed back to our office

QUOTE TO:

Name George
 Co.
 Addr.
 CSZ 510 eagle
 Phone west Hemstead, NY 11552
 Mobile 5169848889
 Email gcappello@fscny.com

Light Access Scaffolding, LLC
1314 Hoadley St.
Shreveport, LA 71104
1-800-845-0845
Fax: 318-222-0707

June 10, 2024

"The Ultimate Light Bulb Changer"

US Patent 8,640,827

Using this package, your workers can stand 30 feet above the floor.

Quan.	Item	Unit Pr.	Ext Pr.	Unit Wt.	Ext. Wt.
TOWER PARTS:					
10	5-ft. Frame	98.00	980.00	35	350
2	Half Frame	68.00	136.00	23	46
13	X-Brace	24.00	312.00	13	169
4	Guardrail Post (1 short and 1 lon	44.00	176.00	10	40
4	5-ft. Guardrail	24.00	96.00	5	20
4	4-ft. Guardrail	22.00	88.00	4	16
8	5-ft. Alum. Walkboard	129.00	1,032.00	22	176
ROLLING STORAGE RACKS:					
1	Frame Rack	226.00	226.00	95	95
1	Board and Brace Rack	329.00	329.00	145	145
SPANNER KIT:					
2	Main Beam	126.00	252.00	34	68
2	Frame Beam	137.00	274.00	35	70
6	Base Leg	64.00	384.00	14	84
ACCESSORIES:					
0	Stub Base (used outdoors)	58.00	0.00	10	0
4	Base Plate	18.00	72.00	5	20
6	800-lb. Locking Sw. Caster	49.00	294.00	12	72
1	Gin Pole w/ Rope, Pulley, & Hook	97.00	97.00	22	22
0	Leveling Jack (used outdoors)	36.00	0.00	17	0
10	3/8" Thumb Screw	1.00	10.00	0.25	2.5
10	1/2" Leg Locking Pin	4.50	45.00	0.5	5
28	3/8" x 2" Frame Snap Pin	1.50	42.00	0.25	7
5	1/2 x 7 T-Handle Beam Bolts	3.00	15.00	0.5	2.5
1	Extra Caster for Rack		0.00	3	3
		Total:	4,860.00		1,413 lbs.
		9% Steel Market Surcharge	344.00		
		Freight (Only actual freight is billed.)	1839.00		
		Total:	\$7,043.00		

NOTES:

- Terms: Net 10 days.
-
- The Steel Surcharge lets us keep your unit prices low while still keeping up with frequent and substantial raw material fluctuations.
- Freight includes liftgate service unless specified otherwise.
- We accept Visa, MC, and Amex.
- This quote is good for 30 days.

Learn more at: LightBulbScaffold.com

FULL SERVICE CONTRACTING, INC.

COMMERCIAL CONSTRUCTION & MAINTENANCE
510 EAGLE AVE, WEST HEMPSTEAD, NY 11552
PHONE: (516) 485-9005 FAX: (516) 485-9079

Enclosure VIII.E.1.k
Organizational Meeting
July 10, 2024

PROPOSAL

June 10, 2024

Lawrence Middle School
195 Broadway
Lawrence, NY

Please find estimate to supply the following scaffolding materials per Scaffold
Mart's proposal dated June 10, 2024

Supply (1) completed 28' church and stadium scaffolding set

	\$ 5,679.50
Mark up 16%	<u>908.72</u>
	\$ 6,588.22

Lawrence Union Free School District
Murray Forman, Board President

Authorized By _____ Date July 10, 2024

This proposal becomes a binding contract when signed

This must be signed and faxed back to our office



1705 S Evans St
Greenville, NC 27834
(866) 900-0983

Page	Date	Invoice No.
1	06/10/24	208761A

Bill To

George Cappello
Full Service Contracting
WEST HEMPSTEAD, NY 11552
gcappello@fscny.com

Ship To

Customer No.	Sales I.D.	Reference #	Destination Address Type	Terms		
181652	MTB/MTB		Commercial	QUOTATION, EXP 06/17/24		
Doc Creation Date	Bill To Phone Number	Ship To Phone Number	Total Wt.	Zone	# Packages	Ship Via
//			0.0 Lbs		0	FRT

Message:

Thank you for choosing ScaffoldMart.....Please inspect your order upon delivery. Any missing or damaged items MUST be noted on the driver's delivery receipt to file a claim with the carrier.

Qty.	B/O	Shipped	Item #	Description	Unit Price	Disc	Extension
1	0	0	28CSS	28' Church & Stadium Scaffolding	4779.50	--	4779.50
4	0	0	374SPF	Female Safety Pole - SM & Waco	0.00	--	0.00
4	0	0	374SR43	43" Single Safety Rail	0.00	--	0.00
4	0	0	374SR5	5' Single Safety Rail	0.00	--	0.00
4	0	0	378CJ	Casterjack for #6 Tube	0.00	--	0.00
4	0	0	378HDPOLY	8" Heavy Duty Poly Carb Wheel 1 3/8 Stem-#6 Tube	0.00	--	0.00
4	0	0	378SJ	Swivel Jack	0.00	--	0.00
6	0	0	379A5	Walkboard Aluminum 5"	0.00	--	0.00
1	0	0	50R	50ft of Rope	0.00	--	0.00
20	0	0	381SP	Stack Pin for SM & S-Style Frame 9" - 1" Collar - 34mm - #6	0.00	--	0.00
8	0	0	381SPANPL	Span Pin 3.25"	0.00	--	0.00
20	0	0	381SR	Spring Rivet	0.00	--	0.00

2	0	0	CSS43X3BARE	Church & Stadium Scaffolding Frame 43"x3' BARE	0.00	—	0.00
8	0	0	CSS43X5BARE	Church & Stadium Scaffolding Frame 43"x5' BARE	0.00	—	0.00
1	0	0	CSSFR	Church & Stadium Scaffolding Frame Rack	0.00	—	0.00
1	0	0	CSSPR	Church & Stadium Scaffolding Parts Rack	0.00	—	0.00
2	0	0	374SC	Swivel Couple	0.00	—	0.00
8	0	0	CB5X4	Cross Brace 5' x 4'	0.00	—	0.00
2	0	0	CB5X3	Cross Brace 5' x 3'	0.00	—	0.00
1	0	0	CSSAB	Church & Stadium Scaffolding Adj. Base	0.00	—	0.00
12	0	0	SHOR381RP	Shoring Scaffolding Rivet Pin for Stack Pin	0.00	—	0.00
12	0	0	SHOR381CK	Shoring Scaffolding Cotter Key	0.00	—	0.00
1	0	0	HOISTEXTBRACKET	Hoist Extension Bracket	0.00	—	0.00
1	0	0	HOISTSWINGARM	Hoist Triangular Swing Arm	0.00	—	0.00
1	0	0	PULWHEEL	Hoist Pulley Wheel	0.00	—	0.00
20	0	0	381PT	Pig Tail - Half Moon	0.00	—	0.00

MERCHANDISE QUOTATION TOTAL \$ 4779.50

SHIPPING & HANDLING \$ 900.00

QUOTATION TOTAL \$ 5679.50

FULL SERVICE CONTRACTING, INC.

COMMERCIAL CONSTRUCTION & MAINTENANCE
510 EAGLE AVE, WEST HEMPSTEAD, NY 11552
PHONE: (516) 485-9005 FAX: (516) 485-9079

Enclosure VIII.E.1.I
Organizational Meeting
July 10, 2024

PROPOSAL

June 26, 2024

Lawrence Middle School
195 Broadway
Lawrence, NY

Please find estimate for the following work at subject location:

- 12 – 5' 4" wide x 4' 2" high openings.
- Make 1 – 5' 4" bottom horizontal cut and 2 – 4' 2" vertical cuts per opening.
- 1 – Double Window: 1 – 12' 4" wide x 4' 2" high opening.
- Make 1 – 12' 4" bottom horizontal cut and 3 – 4' 2" vertical cuts.
- All cutting through 16" thick exterior concrete foundation wall.
- Cut and drop openings outside for removal by Full-Service Contracting.
- Overcuts in corners are permitted. Openings are at grade level.

	\$26,750.00
Mark Up 16%	<u>4,280.00</u>
	\$31,030.00

Lawrence Union Free School District
Murray Forman, Board President

Authorized By _____ Date July 10, 2024

This proposal becomes a binding contract when signed

This must be signed and faxed back to our office

SPECIAL EDUCATION COUNSEL CONTRACT

AGREEMENT made this 10th day of July, 2024, by and between the BOARD OF EDUCATION OF THE LAWRENCE UNION FREE SCHOOL DISTRICT, hereinafter referred to as the "BOARD" and GUERCIO & GUERCIO, LLP, hereinafter referred to as the "ATTORNEYS":

WHEREAS, the BOARD, at a regular meeting of its Annual Organizational Meeting July 10, 2024, retained GUERCIO & GUERCIO, LLP as the special education attorneys for the School District for the period July 1, 2024 through June 30, 2025, and

WHEREAS, the BOARD and the ATTORNEYS desire to record the terms and conditions of such retainer in contract form,

NOW, THEREFORE, it is agreed as follows:

I. Term: July 1, 2024 through June 30, 2025.

II. Services:

Services shall include, but not be limited to the following:

1. The daily rendering of legal opinions, orally or by memorandum, concerning all matters affecting the administration of school affairs.
2. Conduct correspondence on behalf of the School District where the same has, or may have, legal implications.
3. Writing or approving contracts between the School District and other parties.
4. Provide periodic training to the School District personnel as to special education related topics.

III. Annual Retainer: For the above services, the fee shall be billed monthly at the annual rate of \$43,000.00, for the period July 1, 2024 through June 30, 2025.

IV. Litigation: Separate compensation for litigation services shall be at the rate of \$290.00 per hour for attorneys, \$180.00 per hour for law clerks and \$155.00 per hour for paralegal services. Litigation services include special proceedings including Committee on Special Education meetings, motions, trials and appeals in Court; Commissioner of Education appeals. In the event that a dispute arises between us relating to our fees, you may have the right to arbitration of the dispute pursuant to Part 137 of the Rules of the Chief Administrator of the Courts, a copy of which will be provided to you upon request.

V. Special Counsel: We have a special counsel relationship with the law office of Monteiro & Fishman LLP to provide insurance coverage and bankruptcy services on behalf of the firm. This relationship allows our firm to provide representation in these matters without the need to retain outside counsel at significant higher hourly rates which would ordinarily be seen in bankruptcy and insurance coverage matters. Under this arrangement our hourly rate for services is apportioned 100% to their office. We also have a special counsel relationship with the law office of Sokoloff Stern LLP to provide insurance

defense and trial counsel services on behalf of the firm under a fee sharing agreement by which our standard hourly rate for services is apportioned 70% to their office and 30% to ours. These fee agreements are based upon actual input, participation, and shared responsibility between the firms.

VI. Expenses: The BOARD shall reimburse GUERCIO & GUERCIO, LLP, for "out-of-pocket" expenses incurred in the performance of services as Special Education Counsel. These shall include, but not be limited to travel, long-distance calls, copying, Westlaw research, LexisNexis research, printing, supplies, expressage or deliveries. Nothing hereinabove set forth shall preclude the furnishing of any of the foregoing directly by the District and the non-necessity to procure reimbursement.

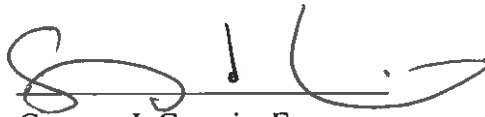
VII. Termination: This contract may be terminated upon thirty (30) days' written notice. In the event of termination prior to the end of the contract, fees would be recalculated pursuant to *quantum merit* (at our hourly rate) in accordance with State law.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be duly executed this
10th day of July, 2024.

LAWRENCE
UNION FREE SCHOOL DISTRICT

BY: _____
Board President
Murray Forman

GUERCIO & GUERCIO, LLP

BY: 
Gregory J. Guercio, Esq.

Food Service Consultant Services

Lawrence Union Free School District

Request for Proposal

2024-25 Academic Year

Submitted by:

Heather M. Bigley

June 28, 2024

HMB CONSULTANTS, LLC

3 Douglas Lane

Voorheesville, New York 12186

Mobile: 702.449.5525

Email: bigleyh@gmail.com

June 28, 2024

Mr. Chanchal Kumar
Assistant Business Administrator
Lawrence Union Free School District
2 Reilly Road
Cedarhurst, New York 11516

Dear Mr. Kumar:

It has been a pleasure working the past several years as your Child Nutrition Program Consultant at the Lawrence Union Free School District.

The attached proposal and quotation are in response to the Request for Proposal and details the services that HMB will perform in its capacity as an independent contractor to provide general consulting services for the 2024-25 school year. After your review, please contact us and we will be happy to answer any questions you may have. Thank you for your consideration of HMB Consultants. We look forward to the possibility of our continued work with the Lawrence Union Free School District.

Sincerely,

Heather M. Bigley

Heather M. Bigley
President

I. INTRODUCTION

HMB Consultants, LLC ("HMB"), in its capacity as an independent contractor of the Lawrence Union Free School District ("District"), proposes to provide consulting services ("Services") to the district related to their Child Nutrition Program.

HMB Consultants is a professional Child Nutrition Consulting firm that specializes in working with School Districts in New York State. HMB Consultants has been operating for over 23 years assisting School Districts from Long Island to the Canadian Border. James Bigley and Heather Bigley, father and daughter team, have over 50 years combined experience in the Child Nutrition sector, and we anticipate no potential conflicts of interest with the Lawrence Union Free School District. If selected, we will forward a Certificate of Insurance that identifies our coverages for this engagement including Professional Errors and Omissions. HMB Consultants has never been barred from doing business with any government entity. Additionally, HMB is not party to any pending or current litigation that would affect its performance.

HMB will provide the services of consultants who have the training, skills, experience, knowledge, and competency in an effort to enable the district to experience a school year with nutritious, appealing, student-acceptable food service as well as a positive financial outcome for the district. HMB will evaluate the performance of the contracted Food Service Management Company ("FSMC").

II. SCOPE OF PROPOSED SERVICES – ONSITE CONSULTING

Menu Evaluation – Analyze menus prepared by the FSMC for variety, quality, and conformity to the contractual requirements, at both the Elementary and Secondary Schools. For example, HMB will ensure all menu requirements are being met at all grade levels, including the many requirements listed in Schedule B of the Bid Specifications. HMB will confirm the "All Foods Sold in Schools" guidelines are followed for a la carte items sold throughout the district, including vending machine sales. We will also ensure that the FSMC meets all USDA guidelines at each level for all meal components.

Nutrient Analysis – In addition to substantively reviewing menus, HMB will also request a periodic nutrient analysis report from the FSMC. If desired, HMB Consultants will monitor the student nutrient consumption for USDA compliance (student nutrient intake (calories, fat, etc.) falls within the weekly permitted range).

Meal Participation – Draft reports (spreadsheet, graphs) that analyze both breakfast and lunch meal participation per individual building and District-wide, comparing the current month to the same month of the previous year, if desired. The spreadsheet will highlight each category of meal participation to include all of your CEP meal totals. This is an excellent tool for the district to identify which buildings need attention in an effort to boost participation.

Labor – Ensure that all staffing positions, wages and benefits are maintained as per the bid specifications and Schedules G1-G3. Additionally, HMB Consultants can provide an analysis of the meals per labor hour, an indicator of the efficiency of staffing.

Wellness or Nutrition Committee Meetings – Obtain from the District and/or FSMC a list of proposed dates for meeting with students, parents, and faculty advisors. We recommend at least two such meetings throughout the school year. HMB will follow up with the FSMC and District on information gleaned

from such meetings and its applicability to enhancing the food service program. HMB is also able to attend these meetings as desired by the district and would attempt to coordinate an on-site day to coincide with a planned meeting. We will share our evaluation of the Child Nutrition Program and how the FSMC has met or exceeded the goals of the committee. HMB will also attend a Student Meeting if requested, where various students are asked for their input on the current food service operation. These meetings can be very production especially at the Middle and High School levels.

Administrative Review – Coordinate with the District and FSMC to prepare for the NYSED Administrative Review that occurs every 5 years. HMB can oversee the preparation of materials required by NYSED: both those the district must submit prior to the Review, and those needed from the District and the FSMC for NYSED's onsite day(s). HMB can also perform an advance onsite observation at the school(s) chosen for review.

Accountability and Auditing – We will audit the financial information provided monthly by the FSMC for accuracy and trends in total conformity to the bid specifications. An audit trail from the POS terminal to the claim form will be performed to evaluate accuracy of FSMC accounting.

Merchandising, Promotions, and Marketing – Evaluate the marketing and merchandising techniques being used by the FSMC, as well as their required monthly promotions. Ensure that proposed promotions and marketing submitted with the contract are in fact being implemented and carried out within the program.

Profit and Loss Statement Analysis – Analyze the FSMC's profit and loss statement in detail to ensure that the contractual guaranteed return financial arrangement stipulated in your current contract will be achieved. Additional monitoring of the FSMC's profit and loss statements as the year progresses will allow the district to potentially make further decisions on promotions, special offerings, etc.

Community Eligibility Provision – Evaluate the data from the periodic Direct Certification Download Process to ensure that you continue to meet the Community Eligibility Provision (CEP) threshold. We will assist with the CEP application prior to the expiration of the CEP Agreement.

Onsite Observation and Review – Onsite visits will allow for a review and evaluation of the Child Nutrition Programs operated by the FSMC within the NYSED Type II Contract. HMB will work with the district to set a schedule compatible to the needs and timeline of the district. HMB will complete the USDA-required on-site annual self-reviews prior to the Feb 1st deadline. HMB will furnish a written summary report to the district within 15 business days after each visit.

Bid Process – When required, we will prepare bid specifications for the NYSED Type II Child Nutrition Contract with the Food Service Management Company and coordinate the bid process with the Districts. The terms of this service may be agreed upon separately from the Agreement.

III. FEE STRUCTURE

HMB will provide 10 days of onsite consultation at the rate of \$13,000.00 for the first year, 2024-25. This rate includes all services outlined above. This fee includes all expenses incurred by HMB Consultants including travel and supplies but does not include costs incurred voluntarily by the district at the recommendation of HMB, such as equipment or other related expenses. Both parties may mutually agree that upon a contract renewal, this fee will be increased by 3.5% each school year or the May CPI-U whichever is greater.

Hourly Rate for any additional services \$175.00/hr.

Fees are payable as billed, upon satisfactory completion of work performed pursuant to the contract entered between HMB and the District.

THANK YOU. YOUR CONSIDERATION IS APPRECIATED.

Lawrence Union Free School District

By: _____
Murray Forman, Board President

Date: July 10, 2024

2 8 0 2 1 5

(SED CODE)

The State Education Department
Transportation Unit, Room 1075 EBA
89 Washington Avenue
Albany, New York 12234

Prior Year
Contract/Extension
E 7 5 2 1 7 7

Check type of Summer Program:
(Separate contract required for each)

- ☒ Special Education
☐ District-operated non-special education
☐ BOCES-operated non-special education

**SUMMER TRANSPORTATION
EXTENSION OF TRANSPORTATION
CONTRACT**

Summer Special Ed -LHS-ESY PROGRAM

Jeremy Feder		Tel: 516 295 7066
Contact Person		Email: jfeder@lawrence.k12.ny.us
Lawrence UFSD#15		
School District/BOCES		
PO Box 477		
Street or P.O. Box		
Lawrence	New York	11516
City	State	Zip Code

Please Check if Applicable:

- ☐ Piggyback Transportation*
☒ Special Education Only
☐ Contract for bus maintenance only
☐ Cost Justification Form- Only for CPI Pass-thrus (see reverse)

Specifications include:

- ☐ District will supply contractor with fuel.
☐ Provision for attendants, escorts or monitors.
☐ Clause for increasing or decreasing service.

WHEREAS a transportation contract agreement was made on July 1st 2024 by and between
Lawrence UFSD#15 (Date)
(Name of School District or BOCES), County of Nassau, N.Y.,
party of the first part and Independent Coach Corp, party of the second part.
(Contractor)

NOW, THEREFORE, pursuant to the provisions of Section 305, subdivision 14 of the Education Law and Section 156.5 of the Regulations of the Commissioner of Education, the parties hereto mutually agree to extend the contract for a period commencing July 1 ST 2024 and ending August 09th 2024.
Mo Day Year Mo Day Year

All of the items of said contract shall remain in full force and effect.

IT IS FURTHER agreed that for services rendered during the period of this extension, the party of the first part shall pay the party of the second part the total annual sum of \$ \$40,000 or
(if lump sum contract)
\$ 40,000 if on a per-bus, per-pupil, per-mile, or other unit cost basis determined as follows
(unit cost) (you must show in detail using prior year figures):

Little village/RMK/Willets/Robert Williams/RMK/CCa/Net Total Anticipated Annual Cost \$40,000

*For a piggyback contract, list the originating school district & contract number _____ # _____.

IN WITNESS WHEREOF, the parties hereto have executed this extension of agreement this 1st day
of July, 2024.

Party of the First Part
(Signature of Trustee or President of Board of Education)

Murray Forman

Party of the Second Part
(Signature of Contractor)

COMPLIANCE CERTIFICATION. I certify that this contract extension has been approved by the Superintendent of Schools in accordance with the provisions of Education Law, section 3625.

Approval Date: 07/01/2024 Filed by: _____
(Date of Superintendent's Approval) (Signature of Superintendent or Designee)

CPI "Pass-Thru". Boards of education may pay a contractor, in excess of the CPI, for the cost of qualifying criminal history and certain driver testing fees. (See subdivision (e) on reverse).

SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT, RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS.

Regulations of the Commissioner of Education

Section 156.5 Annual extensions of transportation contracts.

- (a) Annual extensions of contracts shall be prepared on forms prescribed by the commissioner; such extensions shall be filed with and approved by the commissioner and are subject to all laws, rules and regulations pertaining to the filing of transportation contracts.
- (b) Only contracts awarded in accordance with the competitive bidding requirements of subdivision 14 of section 305 of the Education Law may be extended. (NOTE: Section 305(14) also authorizes extensions of contracts awarded through a request for proposals.)
- (c) Annual extensions of fixed-price contracts, contracts based upon unit rates, such as per-bus, per-pupil or per-mile, and contracts based upon a combination of a fixed price and unit rate may provide for increases in such fixed prices and/or unit rates not to exceed the contractual amount paid in the preceding year by more than the increase in the regional consumer price index for the 12-month period ending on May 31st immediately preceding the commencement of the contract extension.
- (d) Each district proposing to extend a contract shall maintain for a period of six years after expiration or termination of the contract extension or six years after final payment under the contract extension satisfactory evidence of the increase in the cost of the contractor's operation during the 12-month period immediately preceding the month in which the contract terminates. Upon the request of the commissioner, each district shall file such evidence with the commissioner. (NOTE: Contractor must complete a Cost Justification Form whenever there is any increase in the amount paid by the district when extending a contract.)
- (e) Each district proposing to extend a contract in an amount which is in excess of the maximum increase allowed by use of the consumer price index for the N.Y., N.Y., Northeastern, N. J. area, based upon the index for all urban consumers (CPI-U), shall file with the commissioner satisfactory documentation of the actual cost of qualifying criminal history and driver licensing testing fees attributable to special requirements for drivers of school buses pursuant to Article 19 and 19-A of the Vehicle and Traffic Law. (NOTE: In addition, a board of education may agree to an amount in excess of the consumer price index for the actual cost of diagnostic tests, physical performance tests, and drug and alcohol tests. A Cost Justification must be filed with the Department whenever a board of education agrees to pay a contractor in excess of CPI. Where there are no such excess costs, the form is not filed, but is retained in the district.)

Addendums: Please notify the Department by letter when additions are made to a contract extension after it has been filed with the Department. Such additions must be authorized by the contract specifications.

ONLY COMPETITIVELY CONTRACTS MAY BE EXTENDED.



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
Office of School Governance, Policy and Religious & Independent Schools
Room 1075, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract Extension (TCE) / Contract Extension Summer (CES)

Signature Page

Please Select the type of contract you are providing an electronic signature:

Transportation Contract Extension: ☐

Contract Extension Summer: ☒

Contract Extension #:

Contract Type:

	DESCRIPTION	TYPE
Contract Identity	LHS-ESY	

Original Contract Agreement Date:

Contract Extension Agreement Date:

Contract Begin Date:

Contract End Date:

Specifications: District will supply contractor with fuel
Provision for attendants and/or monitors
Clause for increasing or decreasing service
Cost Justification Form- for CPI Pass
Through Expenses

YES	☐	NO	☒
YES	☒	NO	☐
YES	☐	NO	☐
YES	☐	NO	☐

TOTAL ANTICIPATED COST:

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

	Murray Forman, Lawrence UFSD#15, Lawrence, 11559
----------------------	--

Signature of Trustee or President
of the Board of Education

Party of the First Part

	Lori Chimato, President, Independent Coach Corp, Inwood,
----------------------	--

Signature of Contractor

Party of the Second Part

COMPLIANCE CERTIFICATION. I certify that this contract extension has been approved by the Superintendent of Schools in accordance with the provisions of Education Law, section 3625.

Approval Date:

Filed By:

Signature of Superintendent or designee

2 8 0 2 1 5

(SED CODE)

Check type of Summer Program:
(Separate contract required for each)

- ☒ Special Education
☐ District-operated non-special education
☐ BOCES-operated non-special education

The State Education Department
 Transportation Unit, Room 1075 EBA
 89 Washington Avenue
 Albany, New York 12234

**SUMMER TRANSPORTATION
 EXTENSION OF TRANSPORTATION
 CONTRACT**

Enclosure VIII.E.1.p
 Organizational Meeting **Form CES**
 July 10, 2024 **Prior Year**
Contract/Extension
E 7 5 2 1 7 7

Summer Special Ed Schools- See Attachment

Jeremy Feder		Tel: 516 295 7066
Contact Person		Email: jfeder@lawrence.k12.ny.us
Lawrence UFSD#15		
PO Box 477		School District/BOCES
Lawrence		11516
City	State	Zip Code

Please Check if Applicable:

- ☐ Piggyback Transportation*
☒ Special Education Only
☐ Contract for bus maintenance only
☐ Cost Justification Form- Only for CPI Pass-thrus (see reverse)

Specifications include:

- ☐ District will supply contractor with fuel.
☐ Provision for attendants, escorts or monitors.
☐ Clause for increasing or decreasing service.

WHEREAS a transportation contract agreement was made on July 8th 2024 by and between
Lawrence UFSD#15 (Date)
 (Name of School District or BOCES), County of Nassau, N.Y.,
 party of the first part and Independent Coach Corp party of the second part.
 (Contractor)

NOW, THEREFORE, pursuant to the provisions of Section 305, subdivision 14 of the Education Law and Section 156.5 of the Regulations of the Commissioner of Education, the parties hereto mutually agree to extend the contract for a period commencing July 8th 2024 and ending August 16th 2024.
 Mo Day Year Mo Day Year

All of the items of said contract shall remain in full force and effect.

IT IS FURTHER agreed that for services rendered during the period of this extension, the party of the first part shall pay the party of the second part the total annual sum of \$ \$60,000 or
 (if lump sum contract)
 \$ 60,000 if on a per-bus, per-pupil, per-mile, or other unit cost basis determined as follows
 (unit cost) (you must show in detail using prior year figures):

Little village/RMK/Willets/Robert Williams/RMK/CCa/Net Total Anticipated Annual Cost \$60,000

*For a piggyback contract, list the originating school district & contract number _____ # _____.

IN WITNESS WHEREOF, the parties hereto have executed this extension of agreement this 8th day
 of July, 2024.

Party of the First Part
 (Signature of Trustee or President of Board of Education)

Murray Forman

Party of the Second Part

(Signature of Contractor)

COMPLIANCE CERTIFICATION. I certify that this contract extension has been approved by the Superintendent of Schools in accordance with the provisions of Education Law, section 3625.

Approval Date: 07/08/2024

(Date of Superintendent's Approval)

Filed by: _____

(Signature of Superintendent or Designee)

Dr. Ann Pedersen

CPI "Pass-Thru". Boards of education may pay a contractor, in excess of the CPI, for the cost of qualifying criminal history and certain driver testing fees. (See subdivision (e) on reverse).

SUBMIT ORIGINAL TO THE STATE EDUCATION DEPARTMENT, RETAIN A COPY FOR YOUR SCHOOL DISTRICT RECORDS.

08/19

Regulations of the Commissioner of Education

Section 156.5 Annual extensions of transportation contracts.

- (a) Annual extensions of contracts shall be prepared on forms prescribed by the commissioner; such extensions shall be filed with and approved by the commissioner and are subject to all laws, rules and regulations pertaining to the filing of transportation contracts.
- (b) Only contracts awarded in accordance with the competitive bidding requirements of subdivision 14 of section 305 of the Education Law may be extended. (NOTE: Section 305(14) also authorizes extensions of contracts awarded through a request for proposals.)
- (c) Annual extensions of fixed-price contracts, contracts based upon unit rates, such as per-bus, per-pupil or per-mile, and contracts based upon a combination of a fixed price and unit rate may provide for increases in such fixed prices and/or unit rates not to exceed the contractual amount paid in the preceding year by more than the increase in the regional consumer price index for the 12-month period ending on May 31st immediately preceding the commencement of the contract extension.
- (d) Each district proposing to extend a contract shall maintain for a period of six years after expiration or termination of the contract extension or six years after final payment under the contract extension satisfactory evidence of the increase in the cost of the contractor's operation during the 12-month period immediately preceding the month in which the contract terminates. Upon the request of the commissioner, each district shall file such evidence with the commissioner. (NOTE: Contractor must complete a Cost Justification Form whenever there is any increase in the amount paid by the district when extending a contract.)
- (e) Each district proposing to extend a contract in an amount which is in excess of the maximum increase allowed by use of the consumer price index for the N.Y., N.Y., Northeastern, N, J. area, based upon the index for all urban consumers (CPI-U), shall file with the commissioner satisfactory documentation of the actual cost of qualifying criminal history and driver licensing testing fees attributable to special requirements for drivers of school buses pursuant to Article 19 and 19-A of the Vehicle and Traffic Law. (NOTE: In addition, a board of education may agree to an amount in excess of the consumer price index for the actual cost of diagnostic tests, physical performance tests, and drug and alcohol tests. A Cost Justification must be filed with the Department whenever a board of education agrees to pay a contractor in excess of CPI. Where there are no such excess costs, the form is not filed, but is retained in the district.)

Addendums: Please notify the Department by letter when additions are made to a contract extension after it has been filed with the Department. Such additions must be authorized by the contract specifications.

ONLY COMPETITIVELY CONTRACTS MAY BE EXTENDED.

LAWRENCE UNION FREE SCHOOL DISTRICT #15**TRANSPORTATION DEPARTMENT****2024 SUMMER SPECIAL ED TRANSPORTATION****VENDOR: INDEPENDENT COACH****3.9%CPI 2024**

SCHOOL	#HRS	#VANS	2023 VAN COST P/DAY	W/CPI OF 3.9%	2024 VAN COST PER DAY.	
LAWRENCE HS ESY PROGRAM	4	3	\$401.57	\$15.66	\$417.23	
LAWRENCE HS SPECIAL STUDNT	4	1	\$401.57	\$15.66	\$417.23	Didn't start yet
LITTLE VILLAGE	5	1	\$412.57	\$16.09	\$428.66	
RMK@WILLETS/ ROBERT WILLIAMS	5	1	\$451.08	\$17.59	\$468.67	
MARTIN DEPORRES MS AND HS	4	1	\$			Sep contract
CRC/JERUSALEM AVE *PARENT TRANSPORT*	4	1	X	X	X	NO TRANS
CCA NET	4	1	\$440.08	\$17.16	\$457.24	
ROSEMARY KENNEDY/CCA	5	1	\$429.08	\$16.73	\$445.81	

ICC-Summer 2024 -cav



COMMERCIAL

INDUSTRIAL

June 19, 2024

Lawrence Middle School
50 Lawrence Road
Hempstead, NY 11550

ATTN: Tony

**Re: Lawrence Middle School
Estimate #25909**

We herein submit our proposal as per scope of work listed below:

Scope of Work:

Temporary Printing room

- Relocate 13 printers
- Furnish and install 13 twist lock receptacles and plugs
- Furnish and install new temporary panel to feed the printers
- Feed and wire one 3 phase printer
- Furnish and install new circuit breakers and provide all terminations.
- Furnish and install 10 new low voltage CAT6 drops from the existing IDF room.
- Provide CAT6 terminations and punch downs.

Price - \$21,700

Fire Alarm Attic Stock.

- (10) Smokes detectors, (10) Smoke/CO,
- (2) Thermal Sensors 190, (2) CO detectors
- (2) Speaker/Strobes, (2) 4" Addressable monitor modules
- (2) Pull stations

Price - \$7,055



COMMERCIAL

INDUSTRIAL

June 19, 2024

We thank you for the opportunity to submit this proposal.

Very truly yours,
L.E.B. ELECTRIC LTD.

A handwritten signature in black ink, reading "Peter Mikolajuk", is written over a horizontal line.

Peter Mikolajuk
Senior Estimator

If accepted, please sign and return
X_____

Murray Forman, Board President July 10, 2024

*Proposal valid for 30 days from transmittal. All proposals are subject to L.E.B. Electric, Ltd's. Terms & Conditions available upon request.

HEALTH AND WELFARE SERVICES AGREEMENT

This Agreement is entered into this **11th day of June, 2024** by and between the Board of Education of the **LAWRENCE UFSD** (hereinafter "**LAWRENCE**"), having its principal place of business for the purpose of this Agreement at, **P.O. Box 477, Lawrence, NY 11559** and the Board of Education of the **MALVERNE UFSD** (hereinafter "**MALVERNE**"), having its principal place of business for the purpose of this Agreement at 301 Wicks Avenue, Malverne, New York 11565.

WITNESSETH

WHEREAS, **LAWRENCE** is authorized pursuant to Section 912 of the Education Law, to enter into a contract with **MALVERNE** for the purpose of having **MALVERNE** provide health and welfare services to children residing in **LAWRENCE** and attending a non-public school located in **MALVERNE**.

WHEREAS, certain students who are residents of the **LAWRENCE** attending non-public schools located in **MALVERNE**,

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

1. The term of this Agreement shall be from **July 1, 2023 through June 30, 2024** inclusive.
2. **MALVERNE** warrants that the health and welfare services will be provided by licensed health care providers. **MALVERNE** further represents that such services shall be performed by health care providers that are licensed under the laws of the State of New York, including New York State Department of Health and the State Education Department licensing requirements, if applicable. **MALVERNE** further represents that such services will be in accordance with all applicable provisions of Federal, State, and local laws, rules, and regulations, including Section 912 of the Education Law, and the student's IEP, if applicable. **MALVERNE** shall certify that all service providers possess documentation evidencing such license qualifications as required by Federal, State, and local laws, rules, regulations and orders.
3. **MALVERNE** understands and agrees that it will comply and is responsible for complying with all applicable Federal, State, and local laws, rules and regulations with respect to the services provided pursuant to this Agreement.
4. The services provided by **MALVERNE** shall be consistent with the services available to students attending public schools within **MALVERNE**; and may include, but are not limited to:
 - a. all services performed by a physician, physician assistant, dentist, dental hygienist, registered professional nurse, nurse practitioner, school psychologist, school social worker, or school speech therapist,

- b. dental prophylaxis,
- c. vision and hearing screening examinations,
- d. the taking of medical histories and the administration of health screening tests,
- e. the maintenance of cumulative health records, and
- f. the administration of emergency care programs for ill or injured students.

It is expressly understood and agreed between the parties that the services to be provided pursuant to this Agreement shall not include any teaching services.

- 5. In exchange for the provision of health and welfare services pursuant to this Agreement, **LAWRENCE** agrees to pay MALVERNE the sum of **\$731.06 per eligible pupil** for the **2023-2024** school year.
- 6. **LAWRENCE** shall pay MALVERNE within thirty (30) days of **LAWRENCE**'s receipt of a detailed written invoice from MALVERNE. Said invoice shall specify the services provided, dates that the invoice covers, and the total amount due for the period specified.
- 7. If, during the term of this Agreement, a student becomes eligible to receive services pursuant to this Agreement, MALVERNE shall undertake to provide services pursuant to this Agreement, and the amount of compensation owed by **LAWRENCE** shall be prorated accordingly to accurately reflect the period of time services were provided to the student.
- 8. If, during the term of this Agreement, a student ceases to be eligible to receive services pursuant to this Agreement, MALVERNE shall no longer be responsible for providing services to that student pursuant to this Agreement, and the amount of compensation owed by **LAWRENCE** shall be prorated accordingly to accurately reflect the period of time services were provided to the student.
- 9. MALVERNE shall furnish any supplies or equipment necessary to provide the services pursuant to this Agreement to the extent such items are not provided by the non-public school.
- 10. Both parties agree to provide the State access to all relevant records which the State requires to determine either **LAWRENCE**'s or MALVERNE's compliance with applicable Federal, State, or local laws, rules, or regulations with respect to provision of services pursuant to this Agreement. Both parties agree to retain all materials and records relevant to the execution or performance of their obligations pursuant to this Agreement in accordance with the record retention requirements for such materials and records.
- 11. 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.

12. 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).
13. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, disability, or sponsorship.
14. 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:

**Board of Education
Malverne UFSD
301 Wicks Lane
Malverne, NY 11565**

**Board of Education
Lawrence UFSD
195 Broadway
Lawrence, New York, 11559**

15. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
16. 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.
17. 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 provisions(s) eliminated.
18. 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.

19. This Agreement is the complete and exclusive statement of the Agreement between the parties, and supersedes all prior or contemporaneous, oral or written: proposals, understandings, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.
20. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representatives of both parties.
21. It is mutually agreed that this contract shall not become valid and binding upon either party until the contract is approved by the Board of Education of the **LAWRENCE** (district of residence).

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

MALVERNE UFSD

LAWRENCE UFSD



President, Board of Education

President, Board of Education

Laura Avvinti

Print Name

Murray Forman

Print Name

06/11/2024

Date

July 10, 2024

Date

Minerva & D'Agostino, P.C.

*Attorneys and Counsellors at Law
107 South Central Avenue
Valley Stream, New York 11580*

Enclosure VIII.E.1.s
Organizational Meeting
July 10, 2024

*Albert A. D'Agostino
Dominick M. Minerva (1973-2012)
Dominick Minerva*

*Tel 516-872-7400
Fax 516-561-8500*

*Ross M. Gerber
Christopher G. Kirby*

July 1, 2024

Mr. Murray Forman, President, and
Members of the Board of Education of the
Lawrence Union Free School District

Re: Lawrence UFSD/w Minerva & D'Agostino, P.C.
(2024/2025 School Year)

Dear Mr. Forman and Members of the Board:

This is to confirm that this firm (hereinafter, "Firm") proposes that its retention as general counsel and labor counsel for the 2024-2025 school year continue on the following terms:

(a) the Firm shall receive an annual retainer of \$45,000 for its appearances and representation at all regular board of education meetings through the 2024-2025 school year: payments shall be made in response to monthly bills submitted, each in the amount of one twelfth (1/12th) of such annual retainer; and

(b) the Firm shall bill and receive an hourly rate of \$385.00 per hour for legal services rendered during the school year. The hourly rate shall be proportionately prorated to the quarter hour for services rendered in less than a full hour and shall include travel time. Services shall be billed monthly; and

(c) disbursements incurred by the Firm in connection with the services rendered shall be separately identified and presented on each monthly bill and shall be reimbursed separately and in addition to the billed legal services rendered.

For purposes of clarification, disbursements shall include, but are not limited to travel expenses, telephone communications and copying charges (.25 cents per page or the actual cost of reproduction, whichever is greater), West Law research, Lexis Nexis research, printing, supplies, messenger service and postage and deliveries.

Minerva & D'Agostino, P.C.

Should you have any question regarding the foregoing, please do not hesitate to contact the undersigned.

Please confirm that the foregoing is in accordance with the Firm's continued agreement with the District.

Thank you.

Very truly yours,

MINERVA & D'AGOSTINO P.C.

By: 
ALBERT A. D'AGOSTINO

LAWRENCE PUBLIC SCHOOLS

By: _____

Murray Forman, Board President

Date: July 10, 2024

cc: Dr. Ann Pedersen, Superintendent
Mohinder Bharaj, District Clerk

Ernest Patrick Smith
Lauren M. Agunzo
John K. Hoffman
Darin V. Iacobelli
David M. Tellier
Michael E. Nawrocki



CERTIFIED PUBLIC ACCOUNTANTS & BUSINESS CONSULTANTS

Christopher A. Angotta
P. Dimitris Bantileskas
John M. Spatola

Enclosure VIII.E.1.t
Organizational Meeting
July 10, 2024

June 5, 2024

VIA E-MAIL

Board of Education
Lawrence UFSD
PO Box 477
Lawrence, NY 11559

Dear Board of Education:

We are pleased to confirm our understanding of the terms and conditions of our engagement and the nature and limitations of the services we will provide to the Lawrence Union Free School District (the "District") for the fiscal year ended June 30, 2025.

We will perform an update to the District's annual risk assessment as part of this engagement. Our risk assessment will be in accordance with auditing standards established by the American Institute of Certified Public Accountants and applicable Governmental Auditing Standards issued by the Comptroller General of the United States. Our risk assessment will be performed in accordance with the Agreed-Upon Procedures outlined in the supplement to this letter. The Administration of the District is ultimately responsible for the sufficiency of the procedures to be performed. We will also be testing selected areas as determined by the risk assessment.

Our engagement will not include a detailed examination of all transactions and cannot be relied on to disclose errors, irregularities, or illegal acts, including fraud or defalcations that may exist. However, we will inform you of any such matters that come to our attention.

We direct your attention to the fact that the Administration has the responsibility for the proper recording of the transactions in the accounting records and for preparation of financial statements in conformity with U.S. generally accepted accounting principles.

We anticipate fees for the Risk Assessment to range from \$7,500 to a not to exceed amount of \$9,500. Fees for agreed upon internal audit services beyond the scope of the Risk Assessment will be billed at an hourly rate. The following hourly rates will be applied to both the Risk Assessment and subsequently agreed upon work: Partner \$200, Director/Manager \$175, Supervisor \$150, Senior \$125 and Staff \$110. The annual fee for this engagement is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If 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 for these fees will be rendered on a monthly basis and are payable on presentation.

NAWROCKI SMITH LLP

Page two

Nawrocki Smith, LLP agrees that all information obtained in connection with the services provided for in this Letter of Engagement is deemed confidential information. Nawrocki Smith, its employees, and agents shall not use, publish, discuss or communicate the contents of such information, directly or indirectly, with third parties, except as required under the terms of engagement or as otherwise required by law.

The District reserves the right to terminate this Agreement for any reason whatsoever upon thirty (30) days prior written notice. In the event of such termination, Nawrocki Smith will undertake no additional services for the District, and the District will remain liable for payment of all amounts due for the period through the effective date of such termination.

Nawrocki Smith shall provide Worker's Compensation, automobile, comprehensive general liability and professional liability (Errors and Omission) insurance. As necessary or requested, Nawrocki Smith shall provide the School District with proof of the required insurance coverage. Nawrocki Smith shall deliver insurance policies and certificates to the School District, which will provide at least a 30-day notice of cancellation or amendment. Nawrocki Smith shall maintain professional liability insurance in an amount no less than \$1,000,000, workers compensation in amounts required by law and general liability insurance (Including owned, non-owned and hired motor vehicles) in a single limit amount of no less than \$1,000,000.

Nawrocki Smith will act at all times as an independent contractor hereunder, and nothing contained herein will be construed to create a partnership or joint venture or a relationship of principal and agent or employer and employee between the School District and Nawrocki Smith.

We will be pleased to discuss this letter with you at any time. If the foregoing is in accordance with your understanding, please sign the enclosed copy and return it to us.

We appreciate the opportunity to be of professional service.

Very truly yours,

NAWROCKI SMITH LLP



By: Darin V. Iacobelli, CPA/CFF, CFE

RESPONSE:

This letter correctly sets forth the understanding of the School District.

By: _____
Murray Forman

Title: Board President

Date: July 10, 2024

NAWROCKI SMITH LLP

Page three

SUPPLEMENT TO ENGAGEMENT LETTER AGREED-UPON PROCEDURES

Risk Assessment:

1. Develop an understanding of the critical business processes of the District within each functional area
2. Identify and quantify risks based on the understanding of the business processes and stated business rules
3. Identify whether the controls that are currently in place address such risks and ascertain if they are operating effectively
4. Recommend improvements in internal controls



Enclosure VIII.E.1.u
Organizational Meeting
July 10, 2024

Date 06/10/2024

Lawrence UFSD
2 Reilly Road
Cedarhurst, New York 11516

Re: **New York Schools Insurance Reciprocal (NYSIR)
Property & Casualty Insurance Quotation**

Dear Lawrence UFSD,

As requested, we are very pleased to provide you with a property and casualty insurance proposal from the New York Schools Insurance Reciprocal. In addition to the insurance quotation, we have included supplementary information about NYSIR, its risk management program and some of the valuable support services you will receive as a member of NYSIR. These include capital assets appraisal services conducted by CBIZ Valuation Group, and real time driver management provided by License Monitor.

After your review, please contact myself or your NYSIR representative listed below with any questions you may have. We also invite you to correspond with your colleagues at any of the 345 (and counting) New York Public Schools that currently enjoy the benefits of being a NYSIR member, and hear directly from them about their NYSIR experience.

Thank you for considering the New York Schools Insurance Reciprocal for your insurance and risk management needs. We hope that we will hear affirmatively from you soon as to your decision to allow NYSIR to provide the insurances and services quoted here for the 2024 policy year.

Sincerely,

Frederick S. Black
NYSIR Underwriting Director
cc:

NEW YORK SCHOOLS INSURANCE RECIPROCAL

333 EARLE OVINGTON BOULEVARD | SUITE 905 | UNIONDALE, NEW YORK 11553
1.800.476.9747 | FAX 516.227.2352 | WWW.NYSIR.ORG



INSURANCE PROPOSAL

PREPARED FOR:

Lawrence UFSD

POLICY PERIOD

07/01/2024 to 07/01/2025

NOTE: DESCRIPTIONS OF COVERAGE IN THIS DOCUMENT HAVE BEEN SIMPLIFIED AND ARE SUBJECT TO THE COVERAGE OFFERED AND THE COMPLETE INSURANCE POLICY TERMS AND CONDITIONS. IN THE EVENT OF A DISCREPANCY BETWEEN THIS PROPOSAL AND THE ACTUAL POLICY OF INSURANCE ISSUED INCLUDING SUBSEQUENT POLICY ENDORSEMENTS, THE COMPLETE INSURANCE POLICY SHALL BE THE GOVERNING DOCUMENT.

THIS QUOTATION IS VALID FOR 60 DAYS BUT NOT PAST THE INCEPTION OF THE PROPOSED POLICY TERM.

A WRITTEN REQUEST FOR ANY OF THE QUOTATIONS PROVIDED HERE MUST BE SENT TO, AND ACKNOWLEDGED AND ACCEPTED BY NYSIR, PRIOR TO THE POLICY INCEPTION DATE.

NYSIR Proposal 07/01/2024 to 07/01/2025

COVERAGE FEATURES

Since its formation by member owners in 1989, NYSIR has distinguished itself by expanding the scope of coverage offered to New York State Public Schools. The following are a few of the key improvements.

NYSIR Special School Policy

General Liability Coverage Section

- **Cyber Liability.** NYSIR includes the New York Cyber Suite endorsement. It is designed to provide protection for claims resulting from a data breach and/or computer attack. The endorsement will respond for your covered expenses related for damage to your computer system, notification expenses to affected individuals in the event of a data breach, data restoration and recreation costs and more. In addition, coverage for defense and settlement costs arising from 3rd party claims related to a data breach and or computer attack is included. This coverage is included automatically without a premium charge. There is a \$250,000 aggregate limit of insurance. Defense costs and related claim expenses are included in the limit of insurance.
- **Sexual Misconduct Declaratory Endorsement.** Some insurance company policies may remain silent on coverage for sexual misconduct claims. The courts have ruled that the standard General Liability policy does not offer protection for deliberate acts of sexual misconduct for either the perpetrator or the entity as employer. The court stated that deliberate acts do not meet the definition of an occurrence under the policy, and thus are not covered. Unless an affirmative policy endorsement provides this important protection, a carrier can disclaim coverage. NYSIR declares the coverage intent by providing an affirmative endorsement on the General Liability policy at no extra cost.
- **Worldwide Protection.** The territory description for the NYSIR General Liability and Excess Liability Policies protection is Worldwide, as long as permissible with the laws of the United States of America. NYSIR's worldwide protection does not contain any policy restriction that the suit must be brought in the United States.
- **Expanded Definition of Insured.** The NYSIR policy definition of "Insureds" includes all employees, student teachers, the school board and its members and authorized volunteers.
- **Liability Coverage for District Health Care Service Providers.** Coverage is afforded for bodily injury or personal injury arising out of employees providing or failing to provide professional health care services. This includes nurses, psychologists, physical therapists and others.
- **Broadcasting and Publishing Liability Coverage Enhancement.** Personal and Advertising Injury coverage includes advertising, publishing, broadcasting and telecasting operations or activities sponsored by the Named Insured. There is no exclusion for district operated internet activities.

NYSIR Proposal 07/01/2024 to 07/01/2025

- **Medical Payments.** Medical payments coverage is extended to include "Volunteers" and school board members, when injured while performing duties on behalf of the school district.
- **Watercraft Endorsement.** Automatic general liability coverage for non-motorized watercraft used in district activities such as crew, kayak and sailing clubs.
- **Building Heating, Cooling and Dehumidifying Equipment Exception and a Hostile Fire Exception.** Amends the CGL pollution exclusion to include coverage for "bodily injury" and/or "property damage" under certain circumstances related to building heating cooling and dehumidifying equipment and/or a hostile fire.
- **Limited Pollution Liability.** (Optional coverage at additional cost.) The Limited Pollution Liability Endorsement is intended to protect the district against suits for bodily injury or property damage arising out of exposure to pollutants that have been released from your premises. This coverage does not offer protection for first party clean-up costs associated with pollutants. The form provides a separate \$1,000,000 annual policy Aggregate Limit.

Property Coverage Section

- **Agreed Value Blanket Limit.** The NYSIR property policy provides a blanket limit and agreed value provision. As long as property valuations are kept current, this eliminates any co-insurance penalty being applied on a loss settlement.
- **Replacement Cost.** Both building and business personal property (contents) are valued at the time of loss on a replacement cost basis. There is no depreciation rate applied to the loss, as there would be under a policy based on an actual cash value loss settlement.
- **Covered Property.** Covered property includes all real and business personal property at a schedule location. This includes foundations and other underground property, all out door property including artificial fields, antennae, retaining walls, bridges, fences, walkways and other paved surfaces. There are no sub-limits for property types, no limitations for building glass, no limitations for water damage (other than for the peril of flood) and no exclusion or sublimit for back-up of sewers and drains.
- **Ordinance or Law.** This endorsement is designed to meet ordinance and law requirements imposed after a covered cause of loss. It includes additional coverages for increased costs of construction, demolition and debris removal. Includes costs associated with asbestos clean- up and abatement. There is a combined total limit of insurance for Coverage B and Coverage C of \$5,000,000. This allows the limit of insurance to be applied to either coverage most favorably based on the circumstances of the loss.
- **Pollution Clean-up.** Provides on premises clean-up of pollutants when there is a specified covered cause of loss to district property. The additional limit of insurance under this coverage extension is \$100,000 per policy year. This applies to loss from all covered perils.

NYSIR Proposal 07/01/2024 to 07/01/2025

- **Non-Stacking Deductibles.** Only one deductible will apply per covered loss when a claim involves multiple property coverages. For example, a fire could result in a claim under both the property and the inland marine coverage lines. A formula is utilized which provides the maximum payment to the policyholder.
- **Green Building Loss Settlement Enhancement.** NYSIR will pay up to an additional ten percent (10%) of the direct physical damage loss payment amount up to a maximum of \$75,000 per loss to replace or restore damaged covered property with equipment and/or materials compliant with the most current LEED (Leadership in Energy and Environmental Design), Energy Star or Green Seal standard in effect on the date of the loss. This additional limit of insurance can also be applied towards the cost of services from accredited green building professionals.
- **Violent Events Coverage.** Provides a limit of \$1,000,000 for extra expense reimbursement after a "violent event". Does not require direct damage to insured property to be triggered.

NYSIR Automobile Policy

- **Replacement Cost for Buses.** When a total loss involving a bus that is 10 years old or newer and comprehensive and collision coverage is carried, NYSIR will pay to replace the damaged vehicle with a comparable bus.
- **Single Deductible Endorsement.** In the event of an incident, (vandalism, collision, etc.) involving two or more vehicles listed on the Schedule of Autos, a single deductible will be applied to the loss settlement, not a per vehicle deductible. The only deductible that will apply to the loss will be the largest deductible carried by any one vehicle that is damaged. Comprehensive and collision coverage must be carried at the time of loss.
- **Automobile Deductible Reimbursement.** This coverage extension provides for a deductible reimbursement of up to a \$1,000 maximum limit per occurrence for physical damage to a private passenger vehicle owned by or leased or rented to a Director, Trustee, Administrator, Employee, School Board Member or authorized volunteer of the Named Insured, when the vehicle is being used in the course of their work on behalf of the school district.

NYSIR Proposal 07/01/2024 to 07/01/2025

NYSIR School Board Legal Liability Policy

- **Employment Practices Liability (EPL).** EPL coverage is also included under the NYSIR School Board Legal Liability policy. This coverage addresses allegations of harassment, hostile workplace claims, failure to promote, wrongful dismissal, and breach of employment contract, among others.
- **One Deductible.** The policy deductible is applied only to an indemnity payment. All covered legal expenses are paid from the first dollar. Some School Board insurers apply deductibles for both defense costs and indemnity payments. With approximately 80% of all school board and employment practice liability claims involving only defense costs, this policy benefit will result in significant savings.
- **Expanded Definition of Insured.** The NYSIR policy definition of "Insureds" includes the School Entity, the Board of Education of the School Entity, all present and former members of the Board of Education, and officers, trustees, employees, student teachers and volunteers.

NYSIR Excess Catastrophe Liability Policy

- **Building Heating, Cooling and Dehumidifying Equipment Exception.** Amends the Excess Catastrophe pollution exclusion to provide coverage for "bodily injury" and/or "property damage" under certain circumstances related to building heating cooling and dehumidifying equipment.
- **Limits of insurance are available up to \$15,000,000 per occurrence.** Provides liability coverage limits above the \$1,000,000 per occurrence limit provided by the NYSIR general liability, automobile liability, and school board legal liability policies.

NYSIR Proposal 07/01/2024 to 07/01/2025

CLAIM PHILOSOPHY

WHY NYSIR DISTRICTS LOOK FORWARD TO THEIR DAY IN COURT

Preparation

Long before a liability suit against a school district reaches the courthouse, a large portion of the real work has already been done. NYSIR has a well-established reputation of fighting frivolous lawsuits. Standing behind the defense of each claim is NYSIR's highly effective risk management program and claims team. This includes utilizing legal counsel specializing in school litigation, and supportive preparation and coordination with school personnel. NYSIR assigns law firms to individual districts with an emphasis on the development of attorney-school relationships that help create efficiencies. This relationship is geared to foster an in-depth understanding of school policies and practices, improved communication, and a real commitment to the school staff, students and community.

Setting the Benchmarks

Before the notice of claim is received, preparation begins. Through active participation in NYSIR's Risk Management Program, certificates of insurance are received, reviewed, modified and approved by the NYSIR team. Schools should not bear the burden of insurance responsibilities that should properly be assumed by others. Identification of potential loss and appropriate risk transfer by NYSIR risk management, underwriting and claims personnel has saved loss dollars for subscriber districts over the past twenty years.

NYSIR has demonstrated its ability to stand up for school district rights. A commitment to active litigation of claims has enabled our attorneys to pursue and win landmark cases, establishing precedents not only for New York Schools, but for other entities that serve the public as well. Not all cases need to proceed through lengthy and costly trials. Our highly successful motions to dismiss actions against districts are cited by lawyers throughout the state when faced with similar claims. We are proud to set a beneficial precedent on behalf of New York public schools.

Some ridiculed the concept of spending funds to take a case to court when a settlement might be initially less costly. NYSIR founding members knew that they wanted to do what was right. If a district has met its obligations to ensure health and safety, then signaling a willingness to settle would only increase the frequency of future litigation.

NYSIR Proposal 07/01/2024 to 07/01/2025

RISK MANAGEMENT PROGRAM

The NYSIR Risk Management Program is school specific – designed to address the loss exposures unique to school districts and BOCES. NYSIR subscribers receive the following services at no charge:

- **Annual Inspections.** A risk assessment of the district's facilities, operations and activities is conducted annually for each subscriber. A report listing practical suggestions for improving subscriber safety and loss control measures is then generated.
- **Special Inspections**
Additional visits to evaluate specific areas (e.g. school security, threat assessments, playground equipment, gymnasiums, fire or life safety situations, athletic exposures, etc.) are scheduled as requested by subscribers.
- **Certificate of Insurance/Contract/Bid Specifications Review**
NYSIR Risk Management helps subscribers reduce the costs of claims by assisting subscribers transfer risk through the use of insurance certificates and indemnification language. These transfers typically involve users of facilities, contractors and transportation companies.
- **Enhanced Risk Transfer Program**
Subscribers benefit from our Enhanced Risk Transfer Program. NYSIR risk management staff will handle the transactions for use of facility and transportation documents until the certificate process is completed - either in compliance with your specifications or NYSIR's standard recommendations.
- **In-District Training**
NYSIR Risk Management staff conducts customized training at subscribers' locations. Popular sessions include playground and cafeteria monitor training, custodial training, risk management for administrators and fire and life safety.
- **Attendance at Subscriber Safety and Security Committees**
NYSIR Risk Management staff attends school safety committees throughout New York State, providing technical assistance, training and resource materials.
- **Risk Management Advisory Services**
Subscribers have unlimited access to NYSIR Risk Management Staff to answer questions or conduct research concerning physical hazards, district activities, procedures, school security, employment practices, transportation, etc.

NYSIR Proposal 07/01/2024 to 07/01/2025

- **NYSIR Regional Seminars**

NYSIR sponsors regional seminars throughout New York State to address current trends and legal issues that create potential loss exposures for public school districts and BOCES.

Topics include:

- Playground Safety
- Athletic Risk Management
- School Security
- Employment Practices Liability
- Social Media Liability
- IT Exposures and Liability
- Sports Management
- Science and Lab Safety
- Risk Transfer
- Boiler and Electrical Safety
- Bullying Prevention

- **NYSIR Web Site**

Subscribers have access to enhanced risk management, safety materials, presentations, sample forms (waivers and releases, permission slips and insurance requirements) and other programs from the "Subscribers Only" portion of the NYSIR website: www.nysir.org

- **Informative Publications**

Subscribers receive "Subscriber only" copies of NYSIR subscriber publications, alerts and bulletins.



TERRORISM INSURANCE DISCLOSURE NOTICE

COMPANY: THE NEW YORK SCHOOLS INSURANCE RECIPROCAL COVERAGE FOR ACTS OF TERRORISM IS INCLUDED IN YOUR ENCLOSED INSURANCE PROPOSAL. YOU SHOULD KNOW THAT, UNDER YOUR PROPOSAL ENCLOSED HEREIN, ANY LOSSES CAUSED BY CERTIFIED ACTS OF TERRORISM WOULD BE PARTIALLY REIMBURSED BY THE UNITED STATES UNDER A FORMULA ESTABLISHED BY THE TERRORISM RISK INSURANCE PROGRAM REAUTHORIZATION ACT OF 2019. UNDER THIS FORMULA, THE UNITED STATES WOULD PAY 80% OF COVERED TERRORISM LOSSES EXCEEDING THE STATUTORILY ESTABLISHED DEDUCTIBLE PAID BY THE INSURANCE COMPANY PROVIDING THE COVERAGE. THE TERRORISM RISK INSURANCE ACT AS AMENDED CONTAINS A \$100 BILLION CAP THAT LIMITS U.S. GOVERNMENT REIMBURSEMENT AS WELL AS INSURERS LIABILITY FOR LOSSES RESULTING FROM CERTIFIED ACTS OF TERRORISM WHEN THE AMOUNT OF SUCH LOSSES EXCEEDS \$100 BILLION IN ANY ONE CALENDAR YEAR. IF THE AGGREGATE INSURED LOSSES FOR ALL INSURERS EXCEEDS \$100 BILLION, YOUR COVERAGE MAY BE REDUCED.

THE PORTION OF YOUR PROPOSED ANNUAL PREMIUM ATTRIBUTABLE TO COVERAGE FOR ACTS OF TERRORISM IS \$0.

NYSIR Proposal 07/01/2024 to 07/01/2025

Other Quotation Notes and Disclaimer

This quotation may vary from the coverage requested. You must review this proposal and all the related documents included with it carefully.

At the time of this proposal, NYSIR was rated by A.M. Best as "A-", Financial Class size VIII. An "A-" rating is assigned to insurance companies that have, in the opinion of A.M. Best, an excellent ability to meet their ongoing insurance obligations.

Employee Benefits coverage provided under the General Liability section of the Special School Policy and the School Board Legal Liability policy are written on a claims made basis. There is no coverage for claims arising out of incidents, occurrences or alleged wrongful act(s) which took place prior to the retroactive date stated in each policy. Each policy covers only claims actually made against the Insured and reported to the Company while the policy remains in effect. All coverage under each ceases upon the termination of the policy, except for the automatic basic extended reporting period coverage, unless the Insured purchases supplemental extended reporting period coverage. The length of the automatic basic extended reporting period is ninety (90) days.

New York Cyber Suite defense and related claim expense costs are included in the limit of insurance.

A Named Storm 1% Percentage Deductible is applicable to all property policies in Nassau, Suffolk and Westchester counties.

Descriptions of coverage in this and other proposal documents have been simplified and are subject to the coverage offered and the complete policy terms and conditions. In the event of a discrepancy between this proposal and the actual policies of insurance issued including subsequent policy endorsements, the complete policy(ies) shall be the governing document. Policy forms are available upon request.

This quotation is valid for 60 days but not past the inception date of the proposed policy term.

A written request for binding any coverage quoted here must be sent to, and acknowledged and accepted by NYSIR, prior to the policy inception date.

The complete policy terms, conditions and exclusionary provisions, as well as the facts of any allegation that could lay raise to a claim under any policy would need to be evaluated in their entirety as respects any coverage determination in an actual claim situation. None of this material amends, or otherwise affects, any provisions or coverage of any insurance policy issued by the New York Schools Insurance Reciprocal. Availability of coverage referenced in this document can depend on underwriting qualifications and state regulations.



A.M Best ratings of the companies quoted

Comprehensive General Liability

New York Schools Insurance Reciprocal, 333 Earle Ovington Blvd., Uniondale, N.Y. 11553
A- (Excellent) VIII

Fire and Related Perils

New York Schools Insurance Reciprocal, 333 Earle Ovington Blvd., Uniondale, N.Y. 11553
A- (Excellent) VIII

Inland Marine

New York Schools Insurance Reciprocal, 333 Earle Ovington Blvd., Uniondale, N.Y. 11553
A- (Excellent) VIII

Boiler and Machinery

New York Schools Insurance Reciprocal, 333 Earle Ovington Blvd., Uniondale, N.Y. 11553
A- (Excellent) VIII

Comprehensive Automobile Liability and Physical Damage

New York Schools Insurance Reciprocal, 333 Earle Ovington Blvd., Uniondale, N.Y. 11553
A- (Excellent) VIII

School Board Legal Liability

New York Schools Insurance Reciprocal, 333 Earle Ovington Blvd., Uniondale, N.Y. 11553
A- (Excellent) VIII

Excess Catastrophe Liability

New York Schools Insurance Reciprocal, 333 Earle Ovington Blvd., Uniondale, N.Y. 11553
A- (Excellent) VIII

Optional Coverage

Commercial Crime

Travelers Insurance Company, 1 Park Place, Suite 301, Albany, NY 12205
A++ (Excellent) XV

NYSIR Summary of Insurance Limits

Policies and Coverage	Limit Per Occurrence	Aggregate Limit	Deductible
Commercial Property			
Building & Contents (Total Insured Value)	\$210,758,864		\$5,000
Extra Expense (Including Loss of Income)	See Notes		See Notes
Ordinance or Law (Coverage A)	See Notes		
Ordinance or Law (Combined Coverage Limit B&C)	\$5,000,000		
Pollution Cleanup and Removal	\$100,000	\$100,000	
Property in Transit	\$100,000		
Exterior Signs	\$50,000		\$250
Valuable Papers	\$50,000		
Accounts Receivable	\$50,000		
Primary Flood Coverage	\$25,000	\$25,000	\$250
Backup of Sewers & Drains	Included		
Earthquake	Excluded	Excluded	
Excess Flood	Excluded	Excluded	
Schools Inland Marine			
A/V Equipment	\$125,000		\$250
Contractors Equipment	\$137,695		\$250
Musical Instruments	\$1,499,910		\$250
EDP Equipment (Incl. Software)	\$752,789		\$250
Mobile Equipment	\$31,030		\$250
Fine Arts	\$29,600		\$250
Other (Standard)	\$37,910		\$250
Rented/Leased Equipment	\$2,852,503		\$250
Boiler & Machinery			
Equipment Breakdown (See Notes)	\$100,000,000		\$1,000
Combined Loss of Income & Extra Expense	\$5,000,000		
Computer Equipment	Included		
Data Restoration	\$1,000,000		
Spoilage	\$1,000,000		
Service Interruption	\$1,000,000		24 Hours
Commercial General Liability			
Bodily Injury / Property Damage	\$1,000,000	\$3,000,000	\$0
Products Completed Operations	\$1,000,000	\$1,000,000	
Personal Injury & Advertising Injury	\$1,000,000	\$3,000,000	
Fire Damage Legal Liability	\$1,000,000	\$1,000,000	
Medical Expense - Per Person	\$10,000		
Employee Benefits Liability	\$1,000,000	\$3,000,000	\$1,000
New York Cyber Suite Coverage	\$1,000,000	\$1,000,000	\$10,000
Limited Pollution Liability Extension	\$1,000,000	\$1,000,000	
PTA/PTO Liability			
Student Professional Liability			

NYSIR Summary of Insurance Limits

Policies and Coverage	Limit Per Occurrence	Aggregate Limit	Deductible
School Business Automobile Policy			
Combined Bodily Injury / Property Damage Liability	\$1,000,000		
Personal Injury Protection	\$50,000		
OBEL	0		
Medical Payments	\$5,000		
Supplementary Uninsured Motorists	\$50,000		
Garage Liability	\$1,000,000		
Garagekeepers Liability	\$80,000		
Non-Ownership Liability	\$1,000,000		
Hired Auto Liability	\$1,000,000		
Comprehensive Coverage	Per Schedule		Per Schedule
Collision Coverage	Per Schedule		Per Schedule
Full Glass Coverage (Private Passenger Vehicles)	Per Schedule		Per Schedule
Rental Reimbursement	Per Schedule		Per Schedule
Towing (Per Disablement)	Per Schedule		Per Schedule
Hired Autos Physical Damage	\$40,000		\$250
School Board Legal Liability Policy (See Notes)	\$1,000,000	\$3,000,000	\$2,500
Education Excess Catastrophe Liability Policy	\$15,000,000	\$30,000,000	

Quote Notes and Additional Information

Extra Expense including Loss of Income: The Limit Per Occurrence is the actual loss sustained within policy limit or applicable sublimits.

Extra Expense Deductible: No waiting period.

Ordinance or Law Coverage A limit: 110% of the applicable building limit.

Optional Earthquake and Excess Flood Coverage: Any available National Flood Insurance Program (NFIP) limits will be applied as the deductible for any location in a flood zone designated as any "A" and/or any "V" in accordance with the Federal Emergency Management Agency (FEMA) Flood Insurance Rating Map (FIRM) applicable at the time of loss. **Earthquake and Excess Flood Coverage is not available from NYSIR in Nassau, Suffolk and Westchester Counties.**

Electrical Generating Equipment: Deductible is \$5,000.

School Board Legal Liability includes Employment Practices Liability. Deductible does not apply to claim expenses.

Employee Benefits Liability and New York Cyber Suite coverage provided under the General Liability section of the Special School Policy and the School Board Legal Liability policy are written on a claims made basis. There is no coverage for claims arising out of incidents, occurrences or alleged wrongful act(s) which took place prior to the retroactive date stated in each policy. Each policy covers only claims actually made against the Insured and reported to the Company while the policy remains in effect. All coverage under each ceases upon the termination of the policy, except for the automatic basic extended reporting period coverage, unless the Insured purchases supplemental extended reporting period coverage. The length of the automatic basic extended reporting period is ninety (90) days. New York Cyber Suite covered defense costs and expenses are included in the limit of insurance.

The Named Storm Percentage Deductible applies to covered loss or damage caused directly or indirectly by a "Named Storm". This Deductible applies to each occurrence of a "Named Storm". "Named Storm" means a windstorm including related storm surge and flooding that has been named by the National Oceanic and Atmospheric Administration (NOAA) National Hurricane Center and is classified by the NOAA as a tropical storm or stronger while impacting the State of New York.

NOTE: DESCRIPTIONS OF COVERAGE IN THIS PROPOSAL HAVE BEEN SIMPLIFIED AND ARE SUBJECT TO THE COVERAGE OFFERED AND THE COMPLETE INSURANCE POLICY TERMS AND CONDITIONS. IN THE EVENT OF A DISCREPANCY BETWEEN THIS PROPOSAL AND THE ACTUAL POLICIES OF INSURANCE ISSUED, THE INSURANCE POLICIES SHALL BE THE GOVERNING DOCUMENTS.

NYSIR Premium Summary			
Policies and Coverage	Effective Date	Expiration Date	Premium
Special School Package Policy	07/01/2024	07/01/2025	
Commercial Property			
Fire & Allied Lines			\$378,351
Earthquake & Excess Flood			\$0
Inland Marine			\$7,475
Boiler & Machinery			\$11,709
General Liability			\$154,492
Commercial Automobile	07/01/2024	07/01/2025	\$15,614
School Board Legal Liability	07/01/2024	07/01/2025	\$59,485
Excess Catastrophe Liability	07/01/2024	07/01/2025	\$67,927
TOTAL NYSIR PREMIUM			\$695,053
TOTAL SUBSCRIBER PREMIUM			\$695,053
MVR FEES			\$90

THIS IS NOT AN INVOICE



**Re: New York Schools Insurance Reciprocal
A Cooperative Effort**

As you look ahead to the 2024 school year, we want to tell you of our commitment to our Subscribers in providing cost effective insurance and risk management services. Perhaps some of this information would be valuable to your Board of Education as you work with them on your fiscal plan.

A brief background

The New York Schools Insurance Reciprocal (NYSIR) was formed in 1989 to provide Property and Casualty insurance for eligible New York State Public Schools. It began as a response to insurance market conditions that saw insurance carriers dramatically increase rates and/or reduce coverage and limits of insurance. In some cases, they exited this class of business in New York entirely. Various carriers continued to enter and exit the market over the years, depending on company and shareholder revenue goals. NYSIR has been solely focused on New York public schools continuously since its inception.

What is NYSIR?

NYSIR is a not-for-profit insurance company owned by its members-New York Public School Districts. Its Board of Directors is made up of school business leaders like yourselves. NYSIR is a New York State licensed and filed insurance company. That means the NYSIR rates and policy forms must be approved by New York State each time any changes are made. The New York State Department of Financial Services staff is very rigorous in their review and approval process. They consider everything from actuarial methods, losses and loss trends, industry data vs. company data, impact of rate changes on specific risk classes, etc., to ensure that the rates charged are fair and equitably balanced with exposure and loss history. The New York State Department of Financial Services also conducts triennial audits of NYSIR, as it does for every insurance carrier filed to do business in New York State. The results of those audits have always been positive.

What about NYSIR's claims service and payment?

The true test of any insurance company for customer satisfaction is its claim handling and expense and indemnity payments made on behalf of their policyholders. NYSIR has handled over 15,000 claims for its members in the past five years alone. Since 1989, to our knowledge, no NYSIR member has left NYSIR because of dissatisfaction with how a claim was resolved. Speaking to NYSIR's claims paying ability, we have paid individual Subscriber claims in excess of 19 million dollars (fire damage) and single event claims (storm damage) involving multiple Subscribers, of nearly 40 million dollars. Cumulatively, NYSIR has paid and/or reserved over one billion dollars in indemnity, defense and claims investigation expenses since 1989.

Is NYSIR the right choice for your district?

As you evaluate your insurance options for the coming fiscal year, please take a few minutes to review the enclosures about NYSIR and the related benefits it provides that supplement its policy terms, claims service and secure financial standing. In addition to NYSIR paying for a CBIZ Asset Valuation appraisal and the License Monitor Services available to your Transportation Director, there is a section about policy coverages developed specifically for schools. You should know that many of these policy enhancements came about as a direct result of discussions with Subscribers about how better to serve them. This is another advantage of participating as a member and owner of NYSIR. We continue to welcome any and all of your suggestions.

Moving Forward

The Reciprocal has grown from 54 owner Subscribers in 1989 to its current membership of 345. It includes public schools in nearly 50 counties across the state. Our mission and focus remains the same as it has always been; to provide a stable, continuous and financially secure insurance market for qualifying New York State public schools. Thank you for considering the New York Schools Insurance Reciprocal for your insurance and risk management needs.

Lawrence UFSD
2 Reilly Road
Cedarhurst, NY 11516



Policy Number: SSP LA 001

Effective Date: 07/01/2024

Expiration Date: 07/01/2025

NYSIR SCHEDULE OF VEHICLES

Seq.#	Vehicle Key	Class	Year	Make	Model	VIN	Full Glass	Rent Reimb	Tow Labo	Cost New	Comp Ded.	Coll Ded.	Annual Premium
Garage Location: 1 1: 2 Reilly Road, Cedarhurst, NY													
1	1	07906	1991	FORD	TRACTOR	A415487	No	No	No	\$4,500			\$395
2	2	01499	2009	FORD	E250 Van	1FTNE24WX9DA37550	No	No	No	\$15,789	250	500	\$1,763
3	3	01499	2009	FORD	E250 Van	1FTNE24W39DA37549	No	No	No	\$15,789	250	500	\$1,763
4	4	01479	2009	Dodge	Ram Dump Truck	3D6WH46T59G528583	No	No	No	\$25,301	250	500	\$1,708
5	5	01499	2015	Ford	F250 W/Plow	1FTBF2B65FEB55613	No	No	No	\$31,301	250	500	\$1,888
6	6	21479	2016	Chevy	Truck	1GB3KYCG8GF223302	No	No	No	\$50,889	250	500	\$1,892
7	7	21499	2017	Chevy	Pickup	1GC3KYCG7HZ381562	No	No	No	\$38,374	250	500	\$1,922
8	8	07398	2018	CHEVY	TRAVERSE	1GNEVGKW1JJ133029	Yes	Yes	Yes	\$32,194	200	500	\$1,644
9	9	01499	2018	Chevy	Silverado P/U	1GC0KUEG0JZ175384	No	No	No	\$38,294	250	500	\$1,888

New York Schools Insurance Reciprocal SCHEDULE OF INLAND MARINE

Please sign and date the form.

Signature of District Administrator:

Murray Forman, Board President

Date: July 10, 2024

Category	Item	Coverage Limit	Deductible
A/V Equipment		\$125,000	\$250
Contractors Equipment		\$137,695	\$250
Musical Instruments		\$1,499,910	\$250
EDP Equipment (Incl. Software)		\$752,789	\$250
Mobile Equipment		\$31,030	\$250
Fine Arts	Sculpture	\$29,600	\$250
Other (Standard)	12 AED's plus accesories	\$37,910	\$250
Rented/Leased Equipment		\$2,852,503	\$250

Total Annual Premium: \$7,475

New York Schools Insurance Reciprocal STATEMENT OF VALUES

Murray Forman, Board President

Please sign and date the form.

Signature of District Administrator: _____

Date: July 10, 2024

Location	Building	Address	Building Value	Contents Value	
1	1	Lawrence High School	2 Reilly Road Lawrence, New York 11516	\$82,523,126	\$2,230,331
1	2	Lawrence High School Shed #1	2 Reilly Road Lawrence, New York 11516	\$5,983	\$7,710
1	3	Refreshment Stand	2 Reilly Road Lawrence, New York 11516	\$7,286	\$7,507
1	4	Grandstand W/ Press Box	2 Reilly Road Lawrence, New York 11516	\$230,175	\$20,644
1	5	Metal Storage	2 Reilly Road Lawrence, New York 11516	\$30,138	\$10,157
1	6	Security Booth #1	2 Reilly Road Lawrence, New York 11516	\$3,753	\$16,725
1	7	Security Booth #2	2 Reilly Road Lawrence, New York 11516	\$3,753	\$16,725
1	8	Turf Field	2 Reilly Road Lawrence, New York 11516	\$1,860,504	\$0
2	1	Lawrence Middle School	195 Broadway Lawrence, New York 11559	\$85,504,039	\$5,424,861
2	2	Maintenance	195 Broadway Lawrence, New York 11559	\$78,602	\$105,760
3	1	School #2	1 Donahue Avenue Inwood, New York 11550	\$29,073,676	\$780,500
3	2	School # 2 - Shed #1	1 Donahue Avenue Inwood, New York 11550	\$25,170	\$4,028
4	1	School #4	53 Wanser Avenue Inwood, New York 11793	\$25,058,683	\$592,274
4	2	School #4 - Shed #1	53 Wanser Avenue Inwood, New York 11793	\$7,176	\$2,098
4	3	School #4 Shed #3	53 Wanser Avenue Inwood, New York 11793	\$10,929	\$3,753
6	1	Dwelling	21 Henry Street Inwood, New York 11096	\$530,450	\$0
Totals			\$224,953,443	\$9,223,073	
			TIV @ 90%	\$210,758,864	

Pupil Benefits Plan, Inc.

101 Dutch Meadows Lane, Glenville, New York 12302
(518)377-5144* (800) 393-3301* fax (518)377-3291
EMAIL TO: Elaine@pupilbenefits.com

Enclosure VIII.E.1.v
Organizational Meeting
July 10, 2024

Student Accident Coverage Request [2024-2025]

please check box

Rate Per Student

☐

COVERAGE R
100% Usual & Customary
No deductible

\$6.75

LAWRENCE

School District

Dr. Ann Pedersen

**Superintendent or
Business Manager**

July 10, 2024

Date

SIGNATURE

Coverage effective July 1, [2024]- June 30, [2025].

**Please complete this blanket coverage request and return to
Pupil Benefits Plan before June 1, [2024].**

Your total enrollment will be requested as of September 1st.

280 N, Midland Ave.
Building M, Postal Unit 220
Saddle Brook, NJ 07663

Bill To:

Lawrence Union Free School District
2 Reilly Rd
Cedarhurst, NY 11516
Anthony Mogilski

Enclosure VIII.E.1.w
Organizational Meeting
July 10, 2024

Proposal

Proposal Date: 6/10/2024

Proposal #: 97861

Ship To

Lawrence Public Schools
2nd & 3rd Floor Rooms Below
195 Broadway
Lawrence, NY 11595
Attn: Anthony Mogilski

PO #	Project	Terms	Due Date	REP
		Net 21 Days	7/1/2024	MP{

Description	Qty.	Unit of Meas.	Rate	Total
Tarkett State Contract -PC69412			0.00	0.00
Room 254, 252, 250, 232, 340, 342, 344, 346			0.00	0.00
The following proposal is to supply and install VCT in the location referenced above. Prior to installation, skim coat subfloor to prepare for new installation. Furniture to be handled by Lawrence Public School District personnel prior to installation. Price is inclusive of prevailing wage daytime hours, Monday - Friday 8am-4pm.			0.00	0.00
Subfloor Prep materials	6,950	sf	1.98	13,761.00
Subfloor Prep Labor skimcoat	6,950	sf	0.53	3,683.50
Install VCT	7,380	sf	3.59	26,494.20
Lawrence Union Free School District Murray Forman, Board President July 10, 2024 H2324 293 21 7012				

Total \$43,938.70

This proposal expires (30) days from the date of issue. This proposal excludes removal of existing flooring, floor prep, plywood, furniture handling, attic stock, labor, moisture testing and/or remediation, alterations or changes of any kind to the site, changes or upgrades of proposed material or off hours work unless otherwise stated on the proposal. Unless otherwise stated, installation is guaranteed for (1) year from the date of installation. Materials will only be held in RFS warehouse for 30 day. After 30 days you will receive a materials only invoice and arrangements for deliver will be made.

Phone:

201-796-0006

Web Site

www.rfsccommercial.com

STATE CONTRACTS- NY:
Shaw Sourcewell -080819-SII
Shaw State Contract- PC69411
Tarkett State Contract -PC69412
Tarkett - Sourcewell - 080819-TFU

AFFORDABLE CARE ACT ADMINISTRATION AGREEMENT

AGREEMENT (the "Agreement") made as of this 10th day of July, 2024 by Seneca Risk Consulting Group, LLC., a Delaware Limited Liability Company having an office located at 960 Wheeler Road #5367 Hauppauge NY 11788 (hereinafter referred to as "ADMINISTRATOR") and Lawrence Union Free School District, having its administrative offices at 2 Reilly Road Cedarhurst NY 11516, (hereinafter referred to as "DISTRICT").

WHEREAS, ADMINISTRATOR, an employee benefits Administrator, provides professional fee-based benefits consulting and administrative services and;

WHEREAS, DISTRICT desires to retain ADMINISTRATOR to provide consulting and Affordable Care Act administration and ADMINISTRATOR is capable and willing to provide the services to DISTRICT.

NOW, THEREFORE, in consideration of the mutual covenants and undertakings herein agreed, and for other good and valuable consideration, the parties agree as follows:

(1) Appointment as ADMINISTRATOR. DISTRICT hereby engages and appoints ADMINISTRATOR to provide employee benefit consulting services and to act as DISTRICT's authorized agent (an authorized agent is a person or firm that, with the payor's authorization, transmits specific information and/or Affordable Care Act ("ACA") return documents to the Internal Revenue Service ("IRS") on behalf of the payor and may match name/TIN combinations). ADMINISTRATOR agrees to provide DISTRICT with the services set forth in Exhibit A.

(2) ADMINISTRATOR'S Duties. ADMINISTRATOR agrees that:

- I. It will use its best efforts to provide services meeting or exceeding the highest standards of the industry to assist the EMPLOYER to comply with U.S. Codes §4980H and §6055 and §6056 of the Patient Protection and Affordable Care Act, Pub. L. No. 111-148 (2010) (PPACA), as amended by the Health Care and Education Reconciliation Act, Pub. L. No. 111-152 (2010) (HCERA) Section 1513(d) of the PPACA, Pub. L. No. 111-148, § 1513(d), and to provide those services delineated in Exhibit A attached hereto, as well as all other duties referenced in this Agreement and attached exhibits or other attachments, and support the objectives of DISTRICT on behalf of DISTRICT;
- II. It has no authorization whatsoever from DISTRICT to alter, modify or change any of the terms, rates and/or conditions contained in any of DISTRICT's documents, proposals or contracts, nor does it have authorization to change, alter or discharge participation in DISTRICT's benefit programs, and/or to incur any indebtedness on behalf of DISTRICT;
- III. It will not circumvent, or attempt to circumvent, DISTRICT in DISTRICT's relationship with, other third-party administrators, underwriters, vendors, insurance carriers and like organizations, regardless of whether or not DISTRICT has a written contract with such third-party administrators, underwriters, vendors, insurance carriers or like organizations.
- IV. It will provide comprehensive tracking of employee hours of service to determine "Full-Time" "Part-Time" status based on the DISTRICT's adoption of the IRS Safe Harbors per IRS Notices 2012-58, 2012-17, 2011-36, 2011-73. "Measurement Period Report"
- V. It will prepare and provide to the DISTRICT written Measurement Period Reports four (4) times per fiscal year on a quarterly basis.
- VI. It will prepare and provide the DISTRICT with DRAFT IRS Forms 1095C and 1095B for individuals required to receive one based on §6056 and §6055, and per the District's adoption of the IRS Safe Harbors pursuant to IRS Notices 2012-58, 2012-17, 2011-36, 2011-73
- VII. It will as be needed and/or requested by DISTRICT, revise DRAFT IRS Forms 1095C and 1095B and provide the revised forms to the district.
- VIII. After DISTRICT has provided written approval of the DRAFT IRS Forms 1095C and 1095B, ADMINISTRATOR will provide final forms for the DISTRICT for the DISTRICT'S production, or if DISTRICT requests, in writing, that ADMINISTRATOR distribute the final approved forms, the ADMINISTRATOR will appropriately send and file the forms on behalf of the DISTRICT

- IX. It will prepare and provide the DISTRICT with Draft IRS Forms 1094C and 1094B and thereafter, as needed and/or requested by DISTRICT, revise the forms and provide the revised forms to the DISTRICT
- X. After District has provided written approval for the IRS Forms 1094C and 1094B, ADMINISTRATOR will efile forms IRS Forms 1094C, 1094B all forms 1095C and 1095B through the IRS Affordable Care Act Information Returns Program (AIR) using ADMINISTRATOR's AIR Transmitter Control Code (TCC)

(3) DISTRICT's Duties. DISTRICT agrees:

- I. To provide to ADMINISTRATOR current data, reports, work history, contribution rates, plan documents related charges and the terms and conditions of DISTRICT's agreements with group health plans offered to its employees and providers of benefit services as requested and needed by ADMINISTRATOR to perform its services, and to respond in a timely manner to requests for information submitted by the ADMINISTRATOR;
- II. It will not circumvent, or attempt to circumvent, ADMINISTRATOR in ADMINISTRATOR's relationship with ADMINISTRATOR's own clients, other third-party administrators, underwriters, vendors, insurance carriers and like organizations, regardless of whether or not ADMINISTRATOR has a written contract with such third-party administrators, underwriters, vendors or insurance carriers.
- III. To provide and maintain an accurate list of individuals who are eligible to receive Form 1095C or 1095C (Employee List) to include the following fields:
 - a. Employee Number
 - b. Social Security Number
 - c. Last Name
 - d. First Name
 - e. Original Date of Hire
 - f. Termination or Retirement Date
 - g. Rehire Date (if applicable)
 - h. Current Address (Street, City, State & Zip Code)
 - i. Employee Group (As listed in payroll system)
 - j. Employee Primary Position (As listed in payroll system)
- IV. Provide and maintain an accurate report of employee contribution requirements towards single coverage as required under §6056
- V. Provide and maintain an accurate report of employee groups and positions offered Minimum Essential Health Care coverage as required under §6056
- VI. Provide and maintain an accurate report of employee groups and positions that are considered "Variable Hour" employees as defined in IRS Safe Harbors per IRS Notices 2012-58, 2012-17, 2011-36, 2011-73
- VII. Provide and maintain an accurate report of employee groups and positions that are considered "Non-Variable Hour" employees as defined in IRS Safe Harbors per IRS Notices 2012-58, 2012-17, 2011-36, 2011-73
- VIII. Provide and maintain and accurate report of all individuals covered under its self-insured health plan (NYSHIP ACA Enrollment Infor Report) to include the following fields:
 - a. Social Security Number as required under §6055
 - b. Last Name
 - c. First Name
 - d. Month of Coverage as required under §6055
 - e. Current Address (Street, City, State & Zip Code)
 - f. Employee Group (Retiree, Active, Other)
 - g. Medicare Primary Indicator
- IX. Errors; Review of Data. All Services provided hereunder will be based upon information provided to ADMINISTRATOR by DISTRICT. DISTRICT will promptly review all documents and reports produced by ADMINISTRATOR and provided or made available to DISTRICT by ADMINISTRATOR and District will promptly notify ADMINISTRATOR of any error or omission or discrepancy with DISTRICT's records and will provide corrected data DISTRICT agrees and acknowledges that it must review and approve the District Measurement Period Report, prior to ADMINISTRATOR producing any Draft or Final IRS Forms. The obligation of the DISTRICT to review and approve documents and reports in no way limits the

- ADMINISTRATOR'S responsibility to provide accurate analysis and produce accurate documents and reports (based on the documentation provided by the DISTRICT)
- X. DISTRICT agrees and acknowledges that it has the responsibility to train its employees and staff regarding and Board Resolutions pertaining to the Affordable Care Act, including Board Resolutions adopting IRS Safe Harbors per IRS Notices 2012-58, 2012-17, 2011-36, 2011-73.
 - XI. DISTRICT agrees and acknowledges that it has the responsibility to train its employees and staff regarding the IRS reporting requirement under sections §4980, §6055 & §6056
 - XII. DISTRICT agrees and acknowledges that it has the responsibility provide ADMINISTRATOR accurate and correct information, and DISTRICT is responsible to correct any incorrect data that it provided to ADMINISTRATOR
 - XIII. Records. ADMINISTRATOR does not serve as DISTRICT's record keeper and DISTRICT will be responsible for retaining copies of all documentation received from or provided to ADMINISTRATOR in connection with this Agreement to the extent required by DISTRICT or applicable law.

(4) Payments to ADMINISTRATOR. DISTRICT will pay ADMINISTRATOR 11672.5. in addition, DISTRICT will pay ADMINISTRATOR \$.77 + Postage per form to print and mail IRS forms. With respect to the \$11,672.50 fee the first payment of \$3,890.83 is due upon full execution of this Agreement, or July 1st 2024, whichever occurs last. The second payment of \$3,890.83 is due within 30 calendar days of DISTRICT'S receipt of the initial draft of the 1095 forms. The final payment of \$3,890.83 plus printing and mailing fees is due after ADMINISTRATOR's completion of all services required by this Agreement. ADMINISTRATOR must submit a final invoice (form and substance satisfactory to DISTRICT) to DISTRICT. DISTRICT will make final payment within 30 calendar days of its receipt, review, and approval of invoice. In addition, upon written authorization from the DISTRICT to ADMINISTRATOR, the DISTRICT will pay ADMINISTRATOR \$275 per hour for services associated with the correction or errors contained in the documents provided to ADMINISTRATOR by the DISTRICT (including, but not limited to, incorrect date of hire, missing or incorrect termination of retirement dates, incorrect or missing social security numbers, and incorrect or missing coverage dates in health plan, or any data anomalies that were not addressed prior to the transmission of the 1095 forms). ADMINISTRATOR must submit invoices (form and substances satisfactory to DISTRICT) monthly for these correction services. DISTRICT will make payment within 30 calendar days of its receipt, review, and approval of an invoice.

- a. Compliance with Individual State Reporting Requirements. Should DISTRICT require ADMINISTRATOR to process individual state reporting requirements, ADMINISTRATOR will provide individual state reporting for a flat fee of \$650 per filing.

(5) Term and Termination.

- I. The term of this Agreement will begin on the date of signing this Agreement and continue until the date upon which this Agreement or the Business Associate Agreement attached hereto as Exhibit B is terminated, June 30, 2025, or upon the completion of the services by ADMINISTRATOR pursuant to this Agreement, whichever is earlier.
- II. Upon termination by either party pursuant to Paragraph 5 (I.) of this Agreement prior to ADMINISTRATOR's completion of the services set forth in this Agreement, ADMINISTRATOR will only be entitled to retain monies paid by DISTRICT for the value of services performed and delivered by ADMINISTRATOR prior to the date of termination.
- III. In the event of termination for any reason, ADMINISTRATOR will return to DISTRICT, within 10 calendar days of the effective date of the termination, all DISTRICT's property and data that is in the possession of ADMINISTRATOR including, but not limited to, payroll history, employee listing and other compensation information and data on hand, and/or other confidential materials which may have been furnished by DISTRICT and entrusted to ADMINISTRATOR by reason of this Agreement. If information has been provided to ADMINISTRATOR in electronic form, ADMINISTRATOR will commit to DISTRICT that such information will be deleted from ADMINISTRATOR's electronic storage media. If requested by DISTRICT, ADMINISTRATOR will provide a certificate of destruction.
- IV. In the event of termination for any reason, all reports, and Services due to DISTRICT must be completed by ADMINISTRATOR and delivered to DISTRICT within thirty calendar days of the termination date.
- V. This Agreement may be terminated by DISTRICT "for cause" upon the occurrence of any of the following events:

- a. Immediately upon DISTRICT delivering written notice to ADMINISTRATOR of a breach by ADMINISTRATOR of any of the policies, rules and regulations of DISTRICT relating to the health or safety of students or DISTRICT employees;
- b. Immediately upon ADMINISTRATOR's breach of its obligations to provide the insurance coverage set forth in Paragraph 18;
- c. Immediately upon ADMINISTRATOR's breach of any of ADMINISTRATOR's obligations pursuant to, or violation of, any applicable State or federal law or regulation; or
- d. Fifteen calendar days after ADMINISTRATOR has received written notice from DISTRICT that ADMINISTRATOR has breached any of ADMINISTRATOR's other obligations hereunder unless, within the 15 calendar day period ADMINISTRATOR cures the breach to DISTRICT's satisfaction.

Upon termination of this Agreement "for cause," ADMINISTRATOR is not entitled to any further payments hereunder.

- VI. This Agreement is automatically terminated upon ADMINISTRATOR's filing of a voluntary petition in bankruptcy or making an assignment for the benefit of creditors, or upon other action taken or suffered, voluntarily or involuntarily, pursuant to any federal or state law for the benefit of insolvents, and upon the filing of an involuntary petition in bankruptcy against ADMINISTRATOR which is not dismissed within 60 calendar days of filing. ADMINISTRATOR is not entitled to any further payments hereunder and if the termination occurs prior to ADMINISTRATOR's completion of the services set forth in this Agreement, ADMINISTRATOR will only be entitled to retain monies already paid by DISTRICT for the value of services actually performed and delivered by ADMINISTRATOR prior to the date of termination.

(6) Property of ADMINISTRATOR.

- I. To the extent permitted by law and except as otherwise provided herein, DISTRICT shall take reasonable steps necessary to hold in confidence and protect all trade secrets, which may include, but are not limited to, reports, documentation, techniques, products, ideas, concepts, output, and reports related to the Programs and Services of ADMINISTRATOR, from disclosure to any person, firm, corporation or other entity as allowed by law without ADMINISTRATOR's consent. DISTRICT shall ensure that all agents and any other persons with authorized access to any part of such confidential information be aware of and will observe and perform this non-disclosure covenant.

(7) Property of DISTRICT.

- I. Except as otherwise provided herein, ADMINISTRATOR will take all steps necessary to hold in confidence and protect all personal information and data, manuals, documentation, techniques, products, ideas, concepts, output, pricing, and reports related to the Programs and Services of DISTRICT, from disclosure to any person, firm, corporation, or other entity without DISTRICT's written consent, provided same shall not otherwise be available. ADMINISTRATOR shall ensure that all agents and any other persons with authorized access to any part of such confidential information be aware of and will observe and perform this non-disclosure covenant.
- II. All of the undertakings and obligations of ADMINISTRATOR hereto relating to confidentiality and non-disclosure, whether contained in this Paragraph or elsewhere in this Agreement, will survive the termination or expiration of this Agreement.

(8) Expenses. ADMINISTRATOR will pay all expenses incurred in connection with the performance of ADMINISTRATOR's duties hereunder including, but not limited to, automobile and/or travel expenses.

(9) Completion Dates and Approvals: To ensure the IRS forms are produced and distributed in a timely manner to comply with the IRS Requirements.

- a) Recipient returns (1095) need to be mailed no later than March 2nd 2025, DISTRICT's final approval of the forms required by close of business February 15th, 2025.
- b) The required date for E-filing is March 31, 2023. DISTRICT's approval of the final data must be given to us no later than March 15, 2025.
- c) To produce DRAFT Recipient Returns for DISTRICT's review and approval, Final approval of DISTRICT's Measurement Period Report, Employee List and Healthcare Enrollment file is due by January 2nd, 2025.

(10) Independent Contractor. ADMINISTRATOR is retained by DISTRICT only for the purposes and to the extent set forth in this Agreement. ADMINISTRATOR's relation to DISTRICT is solely that of an independent contractor during the period of ADMINISTRATOR's retention and delivery of Services hereunder.

Neither ADMINISTRATOR nor any of its employees, shareholders, partners, members, officers, directors, agents, or assigns will be eligible for employee benefits or contributions thereto from DISTRICT relative to this Agreement including, but not limited to, social security, New York State Worker's Compensation, unemployment insurance, New York State Retirement System benefits, health or dental insurance, or malpractice insurance. Regarding employees of ADMINISTRATOR, ADMINISTRATOR alone will be responsible for their work, personal conduct, direction, compensation, and for payment of all employment and other taxes in relation thereto.

(11) Assignment. This Agreement may not be assigned or otherwise transferred by either party without the express written consent of the other.

(12) Entire Agreement. This Agreement contains the entire agreement between the parties with respect to the subject matter thereof and supersedes all other agreements, understandings and representations, written or oral, by and between the parties.

(13) Modification. This Agreement may not be changed orally, but only by an agreement in writing signed by both parties. Any waiver of any term, condition or provision of this Agreement will not constitute a waiver of any other term, condition, or provision, nor will a waiver of any breach of any term, condition or provision constitute a waiver of any subsequent or succeeding breach.

(14) Governing Law, Choice of Forum and Waiver of Jury Trial. This Agreement is subject to, governed by, enforced according to, and construed according to the laws of the State of New York, without regard to the conflicts of law's provisions thereof. Any dispute arising under this Agreement will be litigated in a New York State Court in Suffolk County, New York. The parties each waive trial by jury in any action concerning this Agreement.

(15) Headings. The headings or captions in this Agreement are for convenience and reference only and do not in any way modify, interpret, or construe the intent of the parties or affect any of the provisions of this Agreement.

(16) HIPAA. ADMINISTRATOR is and will remain in compliance with the privacy and security requirements of the Health Insurance Portability and Accountability Act. The parties have executed a Business Associate Agreement (attached hereto as Exhibit B).

(17) Indemnification. To the fullest extent permitted by law, ADMINISTRATOR indemnifies and will defend (with counsel selected by DISTRICT) and hold harmless DISTRICT, its employees, agents, representatives and members of the Board of Education, from any and all liabilities, losses, costs, damages, and expenses (including, but not limited to, reasonable attorneys' fees and disbursements) arising from any claims, disputes, or causes of action of whatever nature arising, in whole or in part, from the performance of ADMINISTRATOR's Services hereunder, or the action of, or the failure to act by ADMINISTRATOR, ADMINISTRATOR's representatives or employees, or anyone for whose acts ADMINISTRATOR may be liable.

In the event that any legal proceeding is instituted or any claim or demand with respect to the foregoing is asserted by any person in respect of which indemnification may be sought from ADMINISTRATOR pursuant to the provisions of this Paragraph 17, DISTRICT will promptly notify ADMINISTRATOR of such suit, claim or demand, and give ADMINISTRATOR an opportunity to defend and settle same without any cost to DISTRICT, and will extend reasonable cooperation to ADMINISTRATOR in connection with such defense, which will be at the expense of ADMINISTRATOR. If ADMINISTRATOR fails to defend the same within 30 calendar days of receipt of notice, DISTRICT will be entitled to assume the defense thereof, and ADMINISTRATOR will be liable to repay DISTRICT for all its expenses reasonably incurred in connection with the defense (including reasonable attorneys' fees, disbursements, expert witness fees and settlement payments).

To the fullest extent permitted by law, DISTRICT indemnifies and will defend and hold harmless ADMINISTRATOR, its employees, agents, and representatives from any and all liabilities, losses, costs, damages, and expenses (including, but not limited to, reasonable attorneys' fees and disbursements) arising from any claims, disputes, or causes of action of whatever nature arising from the action of, or the failure to act by DISTRICT, DISTRICT's representatives or employees, or anyone for whose acts DISTRICT may be liable.

All the provisions of this Paragraph will survive the expiration or sooner termination of this Agreement.

(18) Required Insurance. ADMINISTRATOR will obtain and keep in full force and effect during the term of this Agreement, at ADMINISTRATOR's sole cost and expense, the following insurance:

- **Commercial General Liability Insurance:** \$1,000,000 per occurrence/ \$2,000,000 aggregate (must include coverage for sexual misconduct).
- **Workers' Compensation and N.Y.S. Disability:** Statutory Workers' Compensation, Employers' Liability and N.Y.S. Disability Benefits Insurance for all employees. Proof of coverage must be on the approved specific form, as required by the New York State Workers' Compensation Board. ACORD certificates are not acceptable.
A self-employed person and certain partners and corporate officers are excluded from the definition of "employee" pursuant to Workers' Compensation Law Section 2(4). As such, individuals in such capacity are excluded from Workers' Compensation Law coverage requirements. A person seeking an exemption must file a CE-200 form with the State. The form may be completed and submitted directly online to the Workers Compensation Board: http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp
- **Professional Errors and Omissions Insurance:** \$2,000,000 per occurrence/ \$2,000,000 aggregate for the professional acts of ADMINISTRATOR performed under this Agreement for DISTRICT. If written on a "claims-made" basis, the retroactive date must pre-date the inception of this Agreement. Coverage must remain in effect for two calendar years following the completion of work.
- **Fidelity Bond:** For dishonest acts of ADMINISTRATOR's employees with coverage for computer fraud and fund transfer including client coverage.
- **Excess Insurance:** \$2,000,000 each occurrence and aggregate. Excess coverage must be on a follow-form basis.

Notwithstanding any terms, conditions, or provisions, in any other writing between the parties, ADMINISTRATOR hereby agrees to effectuate the naming of DISTRICT as an additional insured on ADMINISTRATOR's insurance policies, except for workers' compensation, N.Y. State disability and professional liability. Each policy naming DISTRICT as an additional insured must:

- Be an insurance policy from an A.M. Best rated "secure" or better insurer, licensed in New York State.
- State that ADMINISTRATOR's coverage is primary and non-contributory coverage for DISTRICT, its Board, employees, and volunteers.

DISTRICT must be listed as an additional insured by using endorsement CG 2026 or its equivalent. The decision to accept an alternative endorsement rest solely with DISTRICT. A completed copy of the endorsement must be attached to the certificate of insurance and the certificate must state that the endorsement is being used. The certificate of insurance must describe the specific services provided by ADMINISTRATOR (e.g., physical therapy, psychological services) that are covered by the commercial general liability policy and the umbrella policy. At DISTRICT's request, ADMINISTRATOR will provide a copy of the declarations page of its liability and umbrella policies with a list of endorsements and forms. If so requested, ADMINISTRATOR will provide a copy of the policy endorsements and forms.

ADMINISTRATOR hereby indemnifies DISTRICT for any applicable deductibles and self-insured retentions, all of which are the sole responsibility of ADMINISTRATOR, to the extent not covered by the applicable policy.

If a policy is written on a "claims-made" basis, the retroactive date must pre-date the inception of this Agreement.

ADMINISTRATOR acknowledges that failure to obtain the foregoing insurance on behalf of DISTRICT constitutes a material breach of contract. ADMINISTRATOR must provide DISTRICT with proof satisfactory to DISTRICT that the above requirements have been met, prior to the commencement of work or use of DISTRICT facilities. The failure of DISTRICT to object to the contents of the certificate or the absence of same will not be deemed a waiver of all rights held by DISTRICT. Upon request, ADMINISTRATOR will provide DISTRICT with a copy of ADMINISTRATOR's applicable insurance policies including any endorsements, modifications, or exclusions thereto.

DISTRICT is a member/owner of the New York Schools Insurance Reciprocal ("NYSIR"). ADMINISTRATOR acknowledges that the procurement of that insurance as required herein is intended to benefit not only DISTRICT, but also NYSIR as DISTRICT's insurer.

(19) Required Records. ADMINISTRATOR will provide services and maintain records, logs, and reports in accordance with all applicable laws, regulations and requirements of the New York State Education Department, the New York State Department of Labor and District policies and procedures in force during the term of this Agreement. ADMINISTRATOR must provide District with a copy of any reports, tests, evaluations, or observations that are prepared in connection with the Services provided by ADMINISTRATOR under this Agreement.

(20) Review of Records. District will have the right to examine any or all records or accounts maintained by ADMINISTRATOR in connection with this Agreement.

(21) District's Authority. ADMINISTRATOR represents and warrants that ADMINISTRATOR will observe and comply with the policies, rules, and regulations of the DISTRICT including, but not limited to, District Code of Conduct (Collectively, the "Policies") and will cause ADMINISTRATOR's employees to do the same. ADMINISTRATOR acknowledges that ADMINISTRATOR has reviewed and is familiar with the Policies. ADMINISTRATOR will carry out the orders, directions and policies conveyed by the district from time to time either orally or in writing, provided however, that the ADMINISTRATOR will determine the manner of carrying out ADMINISTRATOR's professional duties hereunder consistent with ADMINISTRATOR's status as an independent contractor.

(22) Safeguarding Information. Neither ADMINISTRATOR nor District will use or disclose any information concerning the Services pursuant this Agreement for any purpose which is prohibited by Federal and State statutes and/or regulations."

(23) Notices. Any notices required or permitted to be given pursuant to the terms of this Agreement must be in writing and either personally delivered or sent by nationally recognized overnight carrier to the parties at the following addresses:

To ADMINISTRATOR:

Seneca Risk Consulting Group, LLC
960-Wheeler Road
Suite 5367
Hauppauge, New York 11780

To DISTRICT:

Lawrence Union Free School District
2 Reilly Road
Cedarhurst NY 11516
Attention: Mr. Chanchal Kumar

(24) Waiver. Any waiver of any term, condition or provision of this Agreement will not constitute a waiver of any other term, condition, or provision, nor will a waiver of any breach of any term, condition or provision constitute a waiver of any subsequent or succeeding breach.

(25) Third-Party Beneficiaries. There are no third-party beneficiaries of or in this Agreement.

(26) Negotiated Agreement. This is a negotiated Agreement. It will not be construed against any party by reason of this Agreement being prepared by that party's attorney. Each party warrants that it/he/she has full power

to execute, deliver and perform this Agreement and has taken all actions required by law, organizational documents or otherwise to authorize the execution and delivery of this Agreement.

(27) Iran Divestment Act of 2012. By signing this Agreement, each person and each person signing on behalf of any other party certifies, and in the case of a joint bid or partnership each party thereto certifies as to its/his/her own organization, under penalty of perjury, that to the best of its/his/her knowledge and belief that each person is not on the list created pursuant New York State Finance Law § 165-a(3)(b).

(28) Confidentiality of Records and Data Security and Privacy. ADMINISTRATOR must comply with all District policies and State, federal, and local laws, regulations, rules, and requirements related to the confidentiality of records and data security and privacy.

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

Lawrence Union Free School District

SENECA RISK CONSULTING GROUP, LLC

By:

By:

Name: Murray Forman

Name: Daniel C. Opinante

Title: President

Title: Board President
July 10, 2024

Date: March 7, 2024

EXHIBIT A

Affordable Care Act Employer Compliance Proposal and Scope of Work

SPECIFICATION OF SERVICES

ADMINISTRATOR will assist DISTRICT with meeting the DISTRICT's "Employer Mandate" obligations and reporting requirements pursuant to the ACA by:

- Identifying in writing DISTRICT's employees (both full-time and variable-hour employees) for whom DISTRICT may be liable for a Section 4980H penalty if affordable, minimum essential coverage providing minimum value is not offered.
- Identifying which type of minimum essential coverage would be deemed "affordable" under ACA for its full-time eligible employees (applying, for example, the "Form W-2" safe harbor);
- Offering strategies and helping DISTRICT apply the "Look-Back/Stability Period Safe Harbor" Measurement Method (a.k.a. "Look-Back Measurement Method") under the ACA to new and ongoing employees of DISTRICT.
- Identifying and accounting for any applicable employment break periods and/or periods of special unpaid leave for each DISTRICT employee who is evaluated using the Look-Back Measurement Method.
- Identifying in writing which DISTRICT employees must be treated as a new, ongoing, variable-hour, full-time, part-time and/or seasonal employees under ACA for purposes of applying the Look-Back Measurement Method and for determining those employees for whom the district may be liable for a Section 4980H penalty if affordable, minimum essential coverage providing minimum value is not offered;
- Reviewing collective bargaining agreements ("CBAs"), individual employment contracts, Board of Education resolutions, letters of understanding and any other documentation setting forth terms and conditions of employment and helping DISTRICT determine how each affects DISTRICT's obligations under ACA;
- Providing DISTRICT with a written penalty analysis for: (1) failing to offer minimum essential coverage as required by ACA; (2) offering minimum essential coverage that does not provide minimum value; (3) providing minimum essential coverage that is not "affordable" under ACA standards; and (4) providing coverage that does not satisfy the non-discrimination rule under ACA; and
- Assisting and supporting DISTRICT with audits, inquiries and/or investigations conducted by the Federal oversight agencies including, but not limited to, a response to any notices of a potential Section 4980H penalty;
- Preparing and electronically filing/sending Internal Revenue Code Section 6056 reports as DISTRICT's authorized agent including, but not limited to:
 - Using a secure method of delivery to import applicable DISTRICT data furnished by DISTRICT;
 - Drafting IRS Forms 1094-C and 1095-C;
 - On or before February 15th 2025 sending completed 1095-B and 1095-C forms to DISTRICT for DISTRICT's review and written approval (DISTRICT's written approval must be received by 5:00 p.m. on February 15th 2025);

- Upon receipt of DISTRICT's written approval, furnishing all full-time employees with a copy of IRS Form 1095-C on or before March 2nd 2025;
 - Upon receipt of DISTRICT's written approval, electronically filing 1094-C and 1095-C forms with IRS on or before March 31st 2025; and
 - Providing the District with confirmation of IRS acceptance of the forms.
-
- Calculating the hours of service performed by each employee on a weekly and monthly basis including, but not limited to, regular workday, overtime, paid leave time, special unpaid leave time and stipends (each calculation will accurately reflect the hours of service for a particular week or month, even if the time is not entered into District's payroll system until after that week or month has concluded);
 - Calculating the average hours of service performed by each employee during the initial or standard measurement period;
 - Helping DISTRICT:
 - Determine the relevant "plan years"
 - Identify, establish and apply the most beneficial measurement periods (e.g., 3-12 months, etc.) including, if recommended, different measurement periods for different categories of employees, for:
 - Initial Measurement Periods;
 - Standard Measurement Periods;
 - Stability Periods; and
 - Administrative Periods;
 - Analyzing and advising in writing whether DISTRICT's currently offered health insurance plans are "affordable" based on ACA requirements and offering options for alternate health insurance plans that comply with ACA;
 - Analyzing and advising in writing which is the best "safe harbor" option under ACA for calculating the affordability of health insurance coverage in accordance with each eligible DISTRICT employees' income.
 - Providing written assurances that current DISTRICT health insurance offerings meet the ACA standards for "minimum essential coverage";
 - Analyzing and advising DISTRICT in writing to determine what, when and how many notices required by ACA must be provided to its employees and providing the required notices to the employees.
 - Providing DISTRICT with a clear understanding of the New York State Health Insurance Exchange and its implications for DISTRICT and DISTRICT employees, if any.
 - Ensuring that new and existing employees of DISTRICT are treated correctly and consistently with respect to ACA requirements.
 - Developing strategies for timely enrolling in a DISTRICT health insurance plan those employees who meet the applicable legal threshold for average hours worked during the relevant period of time and, as a result, for whom DISTRICT may be liable for a Section 4980H penalty if affordable, minimum essential coverage providing minimum value is not offered;
 - Revising compliance procedures as the Federal Government makes ongoing changes and adjustments to the ACA; and

- Providing DISTRICT with a reference manual (a "Compliance Report") that documents all the advice, analysis, calculations, recommendations, procedures, and protocol that relate to this Agreement.

EXHIBIT B
DATA REQUIREMENTS NVISION / FINANCE MANAGER

AFTER CHECKS PRINTED – PAYROLL EARNINGS REGISTER

- CODE
- DESCRIPTION
- EMPLOYEE NUMBER
- RATE UNITS
- CHECK DATE
- AMOUNT
- LIMIT
- FTD AMOUNT
- YTD AMOUNT
- REMAINING
- RET SYS

COMPLETE EMPLOYEE PERSONNEL FILE REPORT (ALL EMPLOYEES, ACTIVE, IN-ACTIVE, TERMINATED, RETIRES, ECT)

- EMPLOYEE NUMBER
- SOCIAL SECURITY NUMBER
- EMPLOYEE NAME
- LAST NAME
- FIRST NAME
- ORIGINAL HIRE DATE
- REHIRE DATE
- TERMINATION DATE
- ADDRESS
- ADDRESS 2
- CITY
- STATE
- ZIP
- EMPLOYEE GROUP (NVISION)
- PRIMARY EMPLOYEE POSITION (NVISION)
- PRIMARY EMPLOYEE TYPE (FINANCE MANAGER)

CONTRACT AND RATE REPORT (FISCAL YEAR)

- EMPLOYEE NUMBER
- EMPLOYEE NAME
- EMPLOYEE TYPE
- LEVEL
- STEP
- METHOD
- CHECKS
- BASE CONTRACT
- FTE%
- FTE AMOUNT
- ENTITLE
- PER-PAY
- DAILY
- HOURLY
- START DATE
- END DATE

EXHIBIT C
ACA Compliance Timeline Fiscal Year 2024-2025

September 15th 2024¹³

Data Request to Include:

- After Checks Printed Payroll Register
- Complete Employee Personnel File Report
- Contract and Rate Report

Goal:

- Update Term Dates for employee who termed prior to September 15th
- Update Employee single contribution percentage that may have changed in July

November 15th, 2024

Data Request to Include:

- After Checks Printed Payroll Register
- Complete Employee Personnel File Report
- Contract and Rate Report

Goal:

- Update Term Dates for employee who termed prior to November 15th
- Update Employee single contribution percentage that may have changed

Milestone:

- Complete Measurement Period Report for 11/1/2021 – 10/31/2022
- Start of Administrative Period to identify and offer individuals coverage.

January 5th, 2025

Data Request to Include:

- After Checks Printed Payroll Register
- Complete Employee Personnel File Report
- Contract and Rate Report
- Health Plan Enrollment Report for Calendar year 2024

Goal:

- Update Term Dates for employee who termed prior to December 31st
- Provide Draft 1095C & 1095B for Lawrence Union Free School District to review and approve.

February 15th, 2025-

Final Form Approval Due

March 1st 2025¹⁴-

Forms Distributed to individuals

March 31st, 2025-

IRS AIR Filing Due

¹³ After first payroll of hourly employees in the 2024-2025 fiscal year

¹⁴ May change per the IRS



Binder Issued to:

Mr. Nicholas Manes
Triad Group
400 Jordan Road
Troy, NY 12180

Coverage is bound as follows:

Insurance Carrier: Midwest Employers Casualty Company
Coverage: Specific Excess Workers' Compensation Insurance

Insured: Lawrence Union Free School District
Mailing Address: 195 Broadway
Lawrence, NY 11559

Policy No.: EWC009710 Effective Date: 07/01/24
Covered State(s): New York Expiration Date: 07/01/25

Coverages, Retentions and Limits:

Coverage A Workers' Compensation Limit:	Statutory	Self-Insured Retention (SIR):	\$1,100,000
Coverage B Employers Liability Limit:	\$1,000,000	Aggregate Retention:	N/A
Aggregate Excess Limit:	N/A	Cash Flow Retention:	N/A

Premium Rate (per \$100 payroll):	\$0.2326	Estimated Term Payroll:	\$34,268,060
Term Deposit Premium:	\$79,708	Estimated Manual Premium:	\$169,643
Term Policy Minimum Premium:	\$71,737	Terrorism Surcharge*:	\$2,391

*Terrorism surcharge is included in deposit premium

Special Terms and Conditions:
Terrorism charge(s) are included in the rate(s) and premium(s) indicated above.

Coverage includes the following endorsement(s):

CMB-11	Amendment to Schedule Item 1
CMB-199	Policyholder Disclosure Notice of Terrorism Insurance
ISI-254-EXC	Aircraft Exclusion
ISI-260	Authorized Volunteers
ISI-261	Voluntary Compensation
CMB-NY	New York
CMB-NY-ACK	New York Acknowledgement
CMB-NY-NOT	Notice to Policyholder
CMB-NY-NOT-SXS	Notice to Policyholder

This binder is effective at 12:01am on the 1st day of July, 2024 standard time at your address indicated above and is subject to all terms and conditions stated in the policy. If not cancelled, the binder will be replaced by the policy.

Date: 06/24/24

Authorized Representative:


Deborah A. Moller (Vice President)

This binder includes only a general description of coverage. For a detailed description of the terms and conditions of the policy, please refer to the actual policy form.

Name of Insurer: Midwest Employers Casualty Company

Policy Number: EWC009710

Effective Date: 07/01/2024

Expiration Date: 07/01/2025

Insured: Lawrence Union Free School District

Response required on the following items:

Form	Description
Fraud Warning Supplement	Sign and Return
CMB-NY-ACK Endorsement	Sign and Return

Insurer: Midwest Employers Casualty Company

Policy Number: EWC009710

Effective Date: 07/01/2024

1. Name of Applicant: Lawrence Union Free School District
2. Address: P.O. Box, 477, Lawrence, New York 11559

Fraud Warning Statements

Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects that person to criminal and civil penalties (In Oregon, the aforementioned actions may constitute a fraudulent insurance act which may be a crime and may subject the person to penalties). (In New York, the civil penalty is not to exceed five thousand dollars (\$5,000) and the stated value of the claim for each such violation). (Not applicable in AL, AR, AZ, CO, DC, FL, KS, LA, ME, MD, MN, NM, OK, RI, TN, VA, VT, WA AND WV).

Applicable in AL, AR, AZ, DC, LA, MD, NM, RI AND WV: Any person who knowingly (or willfully in MD) presents a false or fraudulent claim for payment of a loss or benefit or who knowingly (or willfully in MD) presents false information in an application for insurance is guilty of a crime and may be subject to fines or confinement in prison.

Applicable in Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company, penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado Division of Insurance within the department of regulatory agencies.

Applicable in Florida and Oklahoma: Any person who knowingly and with intent to injure, defraud, or deceive any insurer files a statement of claim or an application containing any false, incomplete, or misleading information is guilty of a felony (In FL, a person is guilty of a felony of the third degree).

Applicable in Kansas: Any person who, knowingly and with intent to defraud, presents, causes to be presented or prepares with knowledge or belief that it will be presented to or by an insurer, purported insurer, broker or any agent thereof, any written statement as part of, or in support of, an application for the issuance of, or the rating of an insurance policy for personal or commercial insurance, or a claim for payment or other benefit pursuant to an insurance policy for commercial or personal insurance which such person knows to contain materially false information concerning any fact material thereto; or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act.

Applicable in Maine, Tennessee, Virginia and Washington: It is a crime to knowingly provide false, incomplete or misleading information to an insurance company for the purpose of defrauding the company. Penalties may include imprisonment, fines or a denial of insurance benefits.

Applicable in Utah: Any person who knowingly presents false or fraudulent underwriting information, files or causes to be filed a false or fraudulent claim for disability compensation or medical benefits, or submits a false or fraudulent report or billing for health care fees or other professional services is guilty of a crime and may be subject to fines and confinement in state prison.

THE UNDERSIGNED IS AN AUTHORIZED REPRESENTATIVE OF THE APPLICANT AND REPRESENTS THAT REASONABLE INQUIRY HAS BEEN MADE TO OBTAIN THE ANSWERS TO QUESTIONS ON THIS APPLICATION. HE/SHE REPRESENTS THAT THE ANSWERS ARE TRUE CORRECT AND COMPLETE TO THE BEST OF HIS/HER KNOWLEDGE.

July 10, 2024

Date

Applicant's Signature

Title

Murray Forman

Print Applicant's Name

Board President

Print Applicant's Title

Endorsement Effective: 07/01/2024
Policy No.: EWC009710
Named Insured: [Lawrence Union Free School District](#)

New York Endorsement

This endorsement applies only to the coverage provided by this policy because New York is named in Item 3 of the Schedule Page.

I. NEW YORK ENDORSEMENT ACKNOWLEDGEMENT

You acknowledge that:

1. Claim expenses are a part of the Loss.
2. The Limits of Liability contained in this Policy shall be reduced and may be completely exhausted by claim costs, and to the extent that Limits of Liability are exceeded, we shall not be liable for claim costs or for the amount of any judgment or settlement in excess of the Limits of Liability shown in the Schedule Page.
3. Legal defense costs may be subject to the Retentions shown in the Schedule Page.

ACKNOWLEDGED BY INSURED

By: _____
Name: [Murray Forman](#)
Title: [Board President](#)
[July 10, 2024](#)

Countersigned

MIDWEST EMPLOYERS CASUALTY COMPANY

Authorized Representative



Secretary



President

This endorsement forms part of the Policy to which attached, effective on the inception date of the Policy unless otherwise stated herein. All other terms and conditions of the Policy remain unchanged.



www.usmedicalstaffing.com

HEALTHCARE AGREEMENT

This supplemental healthcare personnel Agreement [hereinafter "Agreement"], dated July 10, 2024 made and entered between the Lawrence Union Free School District ("Client"), and US Medical Staffing, LLC (hereinafter "Agency").

WHEREAS, Client operates a medical District requiring Supplemental Staff.

WHEREAS, The Agency is a staffing company with the ability to provide supplemental Healthcare personnel [hereinafter "Supplemental Staff"] for the purpose of providing health services to students of District; and

1. Term: This Agreement shall commence when signed by both authorized representatives of the District and The Agency shall continue for the 24-25 school year.
2. Standard of Performance: In performing its obligations under this Agreement, The Agency shall act in good faith and with reasonable diligence. District and The Agency agree and acknowledge that their mutual goal is for District to provide quality health care to students of District in a professional, efficient and economic manner and that District has entered into this Agreement with The Agency for the purpose of providing such health care to its students.

Purpose of Agreement:

This Agreement is entered into in order to provide District with supplemental staffing of healthcare professionals commensurate with District's need for said services. The Agency shall use its best efforts to provide healthcare professionals to furnish sufficient full and part-time Supplemental Staff to District. All Supplemental Staff engaged under this Agreement shall render their services to the District pursuant to the instruction and direction of District's administration to whom they shall report. All Supplemental Staff shall be subject to all applicable policies and procedures of District.

3. Obligations of The Agency
 - a. The Agency agrees that it shall ensure that all Supplemental Staff provided to District are fully familiar with District's policies, District's job description, District's protocols and established standards of care. However, any onsite orientation

of Supplemental Staff shall be the District's responsibility.

- b. The Agency shall insure that all Supplemental Staff are appropriately licensed or certified and registered to practice as a healthcare professional.
- c. The Agency shall ensure that all Supplemental Staff have complied with the Immigration Reform and Control Act of 1986. The Agency shall provide the District with satisfactory evidence of such compliance for each healthcare professional.
- d. The Agency hereby warrants and represents that it has performed a reasonable and prudent background investigation and maintains NYSED fingerprint clearance of all Supplemental Staff, including requiring that each applicant disclose any conviction, whether criminal or any other offence, in their initial employment application.

4. The Agency Compliance: The Agency further warrants and represents that Supplemental Staff provided to District hereunder shall be oriented as set forth herein and has been advised of the pertinent conditions of this agreement and has agreed to be bound thereby.

5. Payment:

- a. District agrees to compensate The Agency in the amount based upon the attached Addendum A. The Agency has 4 hour shift minimum.
- b. Payment due under this Agreement shall be made to The Agency within 90 days after receipt of valid invoice from The Agency by District. If payment is made more than 90 days after receipt, a late fee of 5% of the total amount will be charged. If payment is made within 90 days after receipt, a discount of 0.5% will be granted.
- c. Payment for orientation time for Supplemental Staff shall be paid by the District.
- d. A signature on The Agency's time slip by any employee of the District affirms acceptance by the District of the hours worked. Further, the signed time slip serves as a binding contract requiring the District to pay all fees due to The Agency based on the hours indicated.
- e. District agrees that all Supplemental Staff working on all District recognized holidays would receive overtime pay rates (time and a half).
- f. The Agency incurs substantial recruiting, screening, administrative and marketing expenses in connection with employees assigned by The Agency to that District. District agrees that if District hires any of The Agency employee without agreement from The Agency, District will pay a conversion fee equal to 40% of that employee's annual salary, if employee is hired within 180 days of last date of scheduled employment through The Agency.

- g. The District agrees that our employees working at that District cannot be permitted to work at their District by converting to another agency's payroll unless agreed to by The Agency
 - h. The District agrees to pay The Agency the four (4) hours of work when the District cancels a work order in less than two (2) hours prior to the start of the shift assignment.
- 6. District Approval: The selection and employment or retention of any Supplemental Staff to provide services here under, shall be at all times subject to the approval of the District.
- 7. Records:

The Agency agrees that all Supplemental Staff will maintain individual student charts in accordance with Federal, State, and Local law. The Agency specifically acknowledges that all student charts and medical records are the property of The District. The District shall make available to Supplemental Staff under this agreement, for review and inspection, upon reasonable request, individual student treatment records necessary for the proper evaluation and treatment of only those students who require supplies and/or services prescribed by a licensed physician. The Agency agrees that all Supplemental Staff shall maintain the confidentiality of such medical records in accordance with applicable law (HIPAA).
- 8. Involuntary/Voluntary Termination: This Agreement may be terminated by either party with or without cause, by giving thirty (90) days written notice of its intention to withdraw from this Agreement.
- 9. Independent Contractors:
 - a. The Agency and District's relationship during the term of this Agreement shall be that of an independent contractor, and the amounts being paid hereunder shall not be subject to withholding taxes or other employment taxes as required both with respect to compensation paid by an employer to an employee.
 - b. Neither party is authorized or permitted to act as an agent or employee of the other.
- 10. Reciprocal Insurance and Indemnification:
 - a. The Agency and District agree to indemnify, defend, and hold each other harmless, including their officers, directors, employees and agents, from and against any and all liabilities, losses, damages, claims, causes of action and expenses (including reasonable attorney's fees), arising out of breach of this agreement. This indemnification shall apply regardless of whether the claim in question is asserted after the termination of this Agreement.

- b. The Agency covenants and represents that throughout the term of this Agreement it will maintain, at its sole cost, a professional liability occurrence insurance policy with coverage amounts not less than \$1,000,000 per occurrence and \$3,000,000 in the aggregate covering of all Supplemental Staff provided to District. The premiums with respect to such malpractice insurance shall be paid by The Agency. The Agency's policy and such insurance shall require thirty (30) days prior written notice to the District in the event of termination, cancellation, or a material change in any such policy. The Agency shall provide District with a current and valid Certificate of Insurance, which evidences such insurance coverage prior to the Effective Date of this Agreement and within ten (10) days to any renewal or extension thereof. In addition, The Agency shall provide The District with proof of workman's compensation insurance for all Supplemental Staff.

11. Miscellaneous:

- a. Choice of Laws: This Agreement is made and entered into in the state District is located and shall be governed and constructed in accordance with the laws of this state without giving effect to the principles of conflicts of laws.
- b. Compliance: District agrees that it shall ensure that it abides by all accepted professional standards, accreditation and all applicable Federal, State, or Local laws and administrative regulations.
- c. Responsibility for Service: Notwithstanding any other provision in this Agreement, District remains responsible for ensuring that any service provided pursuant to this Agreement complies with all pertinent provisions of Federal, State, and Local statutes, rules, and regulations.
- d. Anti-Discrimination: Both parties to this Agreement agree to comply with the Title VI of the Civil Rights Act of 1964 and with Section 504 of the Rehabilitation Act.
- f. Amendment: This Agreement shall not be changed, modified or amended except by a written Agreement signed by the parties hereto, and this Agreement may not be discharged except by performance in accordance with its terms or as otherwise provided herein.
- g. Counterparts: This Agreement may be executed in counterparts each of which shall be deemed an original but all of which shall constitute one and the same instrument.

12. Entire Agreement: This Agreement constitutes the entire Agreement between them with respect to the subject matter hereof and supersedes any and all other Agreements, either oral or in writing, between the parties hereto with respect to the subject matter thereof.

IN WITNESS WHEREOF, District and The Agency have hereunto caused this Agreement to be executed as by law provided, the day and year first above written.

By **Lawrence Union Free School District**

By **US MEDICAL STAFFING**

Name Murray Forman

Name _____

Signature _____

Signature _____

Title Board President

Title _____

Date July 10, 2024

Date:



Pricing Information

Prepared for Lawrence UFSD
*2024 - 2025 School Year

RN	\$ 65.00	per hour Office/Field Trip Nurse
RN	\$ 69.00	per hour 1:1 transportation/skilled nursing service
RN	\$ N/A	per hour Enhanced nursing services/medically fragile student
LPN	\$ 48.00	per hour Office/Field Trip Nurse
LPN	\$ 55.00	per hour 1:1 skilled nursing service
LPN	\$ N/A	per hour Enhanced nursing services/medically fragile student
CNA	\$ 40.00	per hour
Paraprofessional	\$ 38.00	per hour
Teacher's Aides	\$	per hour

Client:

Agency:

Signature: _____

Signature: Ashley Haeseker

Date: July 10, 2024

Date: 06/11/2024

Printed Name: Murray Forman

Printed Name: Ashley Haeseker

Title/Position: Board President

Title/Position: Business Developer

LAWRENCE UNION-FREE SCHOOL DISTRICT

Ann Pedersen, Ed.D.
Superintendent of Schools

Jeremy Feder
Assistant Superintendent
Business & Operations



Enclosure VIII.E.1.aa
Organizational Meeting
July 10, 2024

June 25, 2024

Ms. Shirley Warren

Dear Ms. Warren:

This letter should confirm our offer and your acceptance to a position as a Reading Consultant for the Lawrence Public Schools effective July 1, 2024 – June 30, 2025.

As a Reading Consultant you will be responsible for carrying out the functions and responsibilities of the needs for this position, as designated by the Superintendent of Schools.

The salary for this position will be \$450.00 per diem, not to exceed \$27,000. This appointment has no additional benefits or compensations, and may be terminated at any time by either party.

This appointment will be presented to the Board of Education for formal approval at its next scheduled meeting.

Congratulations, I know you will continue to find working in our schools both professionally and personally rewarding.

Sincerely,

Ann Pedersen, Ed.D.
Superintendent of Schools

Lawrence Union Free School District

Murray Forman, Board President
July 10, 2024

Ap/jb

cc: Payroll, Attendance, Human Resources

Accepted and Agreed

Name
Date



**WHITE
GLOVE**

89 Bartlett Street
Brooklyn, NY 11206
Phone: (718) 828-2666
Fax: (718) 782-1538
www.whiteglovehomecare.com

This services agreement ("Agreement") is entered into on this 10th day of July, 2024 by and between **LAWRENCE UNION FREE SCHOOL DISTRICT** ("District"), and **WHITE GLOVE COMMUNITY CARE, INC.** ("White Glove"), a licensed home care services agency ("LHCSA") licensed pursuant to Article 36 of the New York State Public Health Law.

Purpose:

NOW, THEREFORE, in consideration of the mutual agreements, undertakings, representations and warranties hereinafter set forth, the parties hereby agree as follows:

1. Services to be Provided by White Glove:

Upon the request of District, White Glove shall provide Personnel qualified to provide Health Care Services. All personnel shall have current and valid New York State licenses/registrations and meet the requirements imposed by law or regulation by the State of New York for the practice of and provision of relevant services.

2. Duties and Obligations of White Glove

- a. White Glove shall screen all Personnel in accordance with Federal, State, and local statutes, rules, and regulations including assessing credential requirements for levels of skill, background, experience, and education, and NYSED Fingerprint clearance.
- b. White glove shall maintain and make available to District upon request, documented evidence of the satisfaction of personnel requirements for all assigned Personnel.
- c. White Glove shall assess staff competency for performing the tasks that may be assigned in a Student's plan of care upon hire and prior to their initial assignment by means of cognitive testing and observation. Paraprofessional's competency will be assessed by successful hands on demonstration of required skills prior to or during an initial service visit.
- d. White Glove will provide orientation to personnel regarding relevant home health regulations and as requested the District's policies and procedures made available to White Glove.
- e. White Glove shall ensure compliance with the home health professional and paraprofessional annual education requirements.
- f. White Glove will be responsible for ensuring that all services are rendered in accordance with all pertinent provisions of federal, state, and local statutes, rules, and regulations. Notwithstanding the foregoing, this provision shall not serve nor be construed in any manner to limit, eliminate, amend or modify

District's obligations contained in this Agreement.

- g. White Glove will verify Personnel attendance by having them call in to clock in and out on an online timesheet management system. White Glove shall provide documentation of timesheets to District upon request. The District requires (as indicated in the RFP) timesheets completed by the employee including their name and signature, the location and name of student (if applicable) and the signature of the supervisor. The hard copy time sheet must contain the name of the employee, the school to which they were assigned, the name of the student (if applicable) to which they were assigned and must be signed by the employee and a supervisor. The hard copy time sheet must contain the name of the employee, the school to which they were assigned, the name of the student (if applicable) to which they were assigned and must be signed by the employee and a supervisor.
- h. Throughout the Term of this Agreement, White Glove shall maintain general liability insurance and professional liability insurance on an occurrence basis, each in the amounts of at least One Million (\$1,000,000) Dollars per occurrence and Three Million (\$3,000,000) Dollars in the annual aggregate.
- i. White Glove shall ensure the quality of all services provided. The White Glove Quality Improvement Program monitors verbal and documented reports obtained from Personnel and Students involving unanticipated events which include errors in care or services provided, unanticipated deaths of Students assigned to Personnel, and injuries and safety hazards related to care and services provided. As appropriate, White Glove will notify the District of investigative outcomes and corrective measures taken in accordance with White Glove policies and procedures.
- j. White Glove shall ensure adherence to the Plan of Care or service Provisions established by District.
- k. White Glove will maintain a confidential file in accordance with applicable requirements of New York Public Health law for documented reports of unexpected incidents for purposes of QI Program tracking, monitoring, corrective action and prevention.
- l. Upon learning of any Student complaint or of the possibility that an incident has taken place, involving risk of harm to any Student, White Glove shall immediately report such complaint or incident to District.

3. Indemnification

a) District agrees to indemnify, defend and hold harmless White Glove, including, as applicable, its officers, directors, employees and agents, from and against any and all liabilities, losses, damages claims, causes of action and expenses (including reasonable attorneys' fees), whenever arising or incurred, that are caused or asserted to have been caused, directly or indirectly, by or as a result of the acts or omissions of District and/or District's breach of this Agreement. The indemnification provided under this paragraph 4(a) shall supplement and not supersede or replace any protection or rights that may be afforded to either party under any insurance policies maintained by either party that provide coverage for an act that may serve as a basis for a claim of indemnification hereunder. The indemnification provided under this paragraph shall survive the termination of this Agreement.

b) White Glove agrees to indemnify, defend and hold harmless District, including, as applicable, its officers, directors, employees and agents, from and against any and all liabilities, losses, damages claims, causes of action and expenses (including reasonable attorneys' fees), whenever arising or incurred, that are caused or asserted to have been caused, directly or indirectly, by or as a result of the acts or omissions of White Glove and/or White Glove's breach of this Agreement. The indemnification provided under this paragraph 4(b) shall supplement and not supersede or replace any protection or rights that may be afforded to either party under any insurance policies maintained by either party that provide coverage for an act that may serve as a basis for a claim of indemnification hereunder. The District will require a copy of the insurance coverage statement. The indemnification provided under this paragraph shall survive the termination of this Agreement.

4. Independent Contractor Relationship

White Glove's relationship to District during the term of this Agreement shall be that of an independent contractor, and the amounts being paid hereunder shall not be subject to withholding taxes or other employment taxes as required with respect to compensation paid by an employer to an employee. All Personnel assigned by White Glove to provide Services to District are at all times employees of White Glove and are not independent or subcontracting parties of the District. White Glove shall be responsible for compensating Personnel and for withholding all amounts required by Federal, State and local tax laws to be withheld from such compensation. In addition, White Glove shall be responsible for paying social security, unemployment insurance, workers compensation and disability insurance for all Personnel in accordance with applicable laws.

5. Confidentiality.

White Glove acknowledges that Personnel will be privy to private and confidential medical information during the course of their placement at District. District acknowledges that all Personnel shall be designated as a member of the District workforce, as such designation is defined by the Health Insurance Portability and Accountability Act of 1996 ("HIPAA") and solely for the purposes of compliance therewith. In so doing, District agrees to train such Personnel in order to comply with the requirements of applicable law and regulation, including but not limited to, HIPAA, relating to the use or disclosure of Protected Health Information.

6. Compensation and Financial Terms

- a. District shall be responsible for processing all billing to Medicare, Medicaid, insurance and third party payers for all Students. White Glove shall not be responsible for billing or submitting claims for Services to any third party.
- b. On a weekly basis, White Glove shall submit to District a detailed schedule and invoice specifying the Personnel who provided Services during the prior Week, including any relevant Student records and timesheets indicating information required in Item 2 g. District shall remit all payments to White Glove within sixty (60) days of receipt of said invoice.
- c. Base Rate. District shall compensate White Glove for all Personnel services provided in accordance with the following pay scale:

Feeding Therapy	\$150.00/30 min visit
Occupational Therapy Evaluation	\$300.00/per Eval
Occupational Therapy Services	\$119.00/per 30 min session
Occupational Therapy Services	\$150.00/per 45 min session
Occupational Therapy Group Session	\$60.00 per child/ per 30 min session
Physical Therapy Evaluation	\$300.00/per Eval
Physical Therapy Services	\$119.00/per 30 min session
Physical Therapy Services	\$150.00/per 45 min session
Physical Therapy Group Session	\$60.00 per child/ per 30 min session
Speech Evaluation	\$300.00/per Eval
Speech/Language Services	\$119.00/per 30 min session
Speech/Language Services	\$150.00/per 45 min session
Speech Group Session	\$60.00 per child/ per 30 min session
PT/OT/Speech General therapy, annual reporting, consultation, and meetings	\$175.00/ per hour
PTA	60.90 p/ 30 min session
COTA	60.90 p/ 30 min session
RN (Registered Nurse)	\$80.00/hr.
LPN (License Practical Nurse)	\$70.00/hr.
Health Aide	\$35.00/hr.
Transportation RN	\$99.00/hr.
Transportation LPN	\$99.00/hr.

7. Termination

- a. Term of Agreement: This Agreement is effective July 1, 2024, through June 30, 2025.
- b. Without Cause Termination. Either party may terminate this Agreement, without cause, at any time by giving written notice to the other party at least thirty (30) days in advance of the termination date specified in such notice.
- c. Automatic Termination. This Agreement shall be terminated upon the occurrence of any of the following:
 - i. the inability or failure of District to perform its obligations under this Agreement, provided such inability or failure remains uncorrected for a period of ten (10) days after receipt by the other party of written notice to cure such inability or failure;
 - ii. Either party's failure to maintain the required insurance as specified in herein;
 - iii. The suspension, revocation, termination, probation, restriction, expiration or surrender of either party's approval and/or licensure required to provide services in New York.

8. Non Solicitation

- a. District agrees that neither it, nor any of its directors, officers or employees shall, directly or indirectly, both during the provision of services by Personnel hereunder and for a period of one (1) year following the completion of any services provided by Personnel:
 - i. hire, solicit, contact, or entice away, or attempt to hire, contact, solicit or entice away from White Glove any Personnel providing services to District, whether directly or indirectly, by personal communication or by written communication (not including mass media, such as radio or newspapers), or by making or causing or facilitating the making of contact by, through or on behalf of another entity; and/or
 - ii. Take any action whatsoever that disturbs, or could reasonably be expected to disturb, the existing employment relationship of White Glove with any of its Personnel.
- b. In the event of a breach of the aforementioned paragraphs, 9(a)(i) and/or (ii) and notwithstanding the terms and conditions of this Agreement, the District agrees to pay to White Glove within ten (10) days of said breach of this Agreement in accordance such section hereof, an amount equal to ten thousand dollars (\$10,000) per each Personnel member that is, or are, the subject of the breach, as liquidated damages. This Section for liquidated and agreed-upon damages between the parties hereto is a *bona fide* provision for such damages and is not a penalty. The parties hereto acknowledge and agree that White Glove, having agreed to provide Personnel to District pursuant to the terms and conditions of this Agreement, and in reliance thereof, in the event of a breach of the aforementioned provisions, 9(a)(i) and/or (ii) shall have sustained damages which will be substantial and not capable of determination and, as such, the liquidated and agreed-upon damages incorporated in this Agreement is a provision beneficial to all of the parties hereto.

9. Miscellaneous

- a. Neither party to this Agreement shall be responsible for consequential or special damages in connection with the services provided pursuant to this Agreement.
- b. White Glove agrees that if applicable, to the extent and for the time required by federal regulations, 42 CFR Part 420, subpart D entitled "Access to Books, Documents and Records of Subcontractors," which requires that service contracts valued at ten thousand dollars (\$10,000) or more over a twelve (12) month period between health care providers and subcontractors which were entered into or renewed after December 5, 1980, must include a clause which provides that the subcontractor or related organizations which perform any of the services provided, comply with requests by the Controller General, the Secretary of the Department of Health and Human Services and duly authorized representatives for access to the contract, books, documents and records which are necessary to verify the cost and provision of the services provided until four (4) years after the expiration of the services pursuant to such contract, each party shall maintain such books and records and shall

comply with such requests.

- c. Governing Law. This Agreement shall be governed by, and construed in accordance with, the laws of the State of New York, without giving effect to its conflicts of law provisions.
- d. Assignment. Neither party hereto shall assign this Agreement or delegate its obligations hereunder without the prior written consent of the other party hereto in each instance. Notwithstanding, the foregoing, all covenants, conditions, and obligations contained herein shall be binding upon, and shall inure to the benefit of, the permitted successors and assigns of White Glove and District.
- e. Notices. All notices and other communications under or in connection with this Agreement shall be given in writing and shall be deemed to have been given or made: if by hand, immediately upon delivery; if by telex, telecopier or similar electronic device, two hours after sending; if by Federal Express, Express Mail or any other overnight service, the first business day after dispatch; or if mailed by certified mail return receipt requested, two (2) business days after delivery or return of the notice to sender marked "unclaimed". All notices shall be delivered or mailed to the parties at the following address (or to such other address as either party shall designate by notice in accordance with the provisions to this paragraph):

If to White Glove:

White Glove Community Care, Inc.
89 Bartlett Street
Brooklyn, New York 11206
Attn : Rosa Beck

If to District:

Lawrence Public Schools
2 Reilly Road
Cedarhurst, New York 11516
Attn: Human Resources

- f. Modification. This Agreement shall not be modified or amended except by a written document executed by both parties.
- g. Authorization. Each party acknowledges that the execution of this Agreement and all other documents of even date has been duly authorized.
- h. Counterparts. For the convenience of the parties hereto, this Agreement may be executed in counterparts and all such counterparts shall together constitute the same agreement.
- i. Entire Agreement. This Agreement contains the entire Agreement between White Glove and District with respect to the subject hereof. White Glove and District expressly agree that there are no promises, agreements, conditions, undertakings, warranties, or representations, oral or written, expressed or implied between them, other than as set forth herein.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement effective the day, month and year first above written.

Signed by:

WHITE GLOVE COMMUNITY CARE, INC.:

Signature _____

Print Name _____

Title _____ Date _____

LAWRENCE UNION FREE SCHOOL DISTRICT:

Signature _____

Print Name Murray Forman _____

Title Board President _____ Date July 10, 2024 _____



Office for Prekindergarten through Grade 12 Education
Child Nutrition Program Administration
89 Washington Avenue, Room 375 EBA, Albany, NY 12234
(518) 473-8781 Fax (518) 473-0018
www.cn.nysed.gov

Enclosure VIII.E.1.cc
Organizational Meeting
July 10, 2024

School Food Authority (SFA) Required Checklist
2024-2025 Extension of Food Service Contract

Extension Year: ☒ 2 ☐ 3 ☐ 4 ☐ 5

SFA: Lawrence Union Free School District

LEA Code: 280215030000

SFA Business Official: Jeremy Feder

Telephone Number: 516.295.7053

NOTE: Use this required checklist to ensure that all documents you submit are complete (no blanks). If an incomplete document is received and or completed in pencil, it will be returned to the SFA and the SFA may be placed on reimbursement hold. *This Checklist and Extension must be completed and signed by an authorized SFA Representative*

SECTION 1 (ORIGINAL CONTRACT INFORMATION)

- ☐ Original agreement date; SFA name; county; FSMC name
- ☐ Commencing and ending dates (month/day/year; must agree with original contract)
- ☐ Original Per Meal Bid Price
- ☐ Guaranteed Return

SECTION 2 (2024-2025 EXTENSION INFORMATION)

- ☐ Commencing and ending dates (month/day; must agree with original contract)
- ☐ Appropriate month's Consumer Price Index (CPI-U) applied to previous bid year's price
- ☐ Current Per Meal Bid Price
- ☐ Annual Per meal price
- ☐ Guaranteed Return
- ☐ Summer Food Service Program
- ☐ Date agreement signed
- ☐ Signature of BOE President/Executive Director and FSMC Authorized Signatory; Sign in Blue Ink
- ☐ Debarment Option Form ☐ A or ☒ B *
- ☐ Completed Lobbying Certificate
- ☐ Completed Disclosure of Lobbying Activities Form (if required)

Email one original COMPLETE extension of contract to CN@nysed.gov.

Print Name: Jeremy Feder

Title: Assistant Superintendent for Business

Signature: _____

Telephone Number: 516.295.7053

MUST BE SIGNED IN BLUE INK ONLY

SED APPROVED BY:	
Date	NYSED Official

NYSED Docutrax

2024-2025 EXTENSION OF CONTRACT FOR SCHOOL FOOD SERVICE MANAGEMENT SECTION I

INSTRUCTIONS

This section represents a restatement of information from the original Agreement.

Any district that bids under Option A should report the annual return to the district guaranteed by the FSMC in the space provided. Fill in all blanks with required information or N/A if not applicable. NO BLANKS!

An original agreement* having been made on August 14, 2023 by and between Lawrence Union Free School District
Month Day Year School Food Authority

in the County of Nassau, New York, party of the first part, and Whitsons Nutrition, LLC party
Food Service Company

of the second part, under and pursuant to the provisions of Section 1709, subdivision 22 of Education Law and Section 210.16, Part

7 of the Consolidated Federal Regulations for the period commencing on 07/01/23 and ending on 06/30/24.
Month Day Year Month Day Year

TYPE II ONLY

Enter the per meal bid price

Breakfast		Lunch		Snack		Dinner	
Per Meal Rate	2.7320	Per Meal Rate	3.5823	Per Meal Rate	0.9800	Per Meal Rate	0.0000

Jails or RCCI's (Per Person Per Day)

Enter the costs per person, per day.

Per Person Per Day Bid Price	
------------------------------	--

GUARANTEED RETURN: If contract was bid under Option A the party of the second part shall pay the party of the first part an annual amount of \$ 200,000.00 (Not subject to CPI-U increase).

SECTION II

Following the provision of Section 305, subdivision 14 of Education Law and Section 114.2 of the Regulations

of the Commissioner of Education and Section 210.16, Part 7 of the Consolidated Federal Regulations, the

parties hereto mutually agree to extend the agreement for a period of one year commencing on 07/01/24
Month Day Year

and ending on 06/30/25 with the first day of food service being 09/05/24.
Month Day Year Month Day Year

This section should be completed by the School Food Authority entering into a contract extension and refers to the upcoming school year, 2024-2025. The percentage increase must be based on the Consumer Price Index for Urban (CPI-U) consumers in the New York-Northeastern New Jersey Area. The CPI-U for the 12-month period immediately preceding the month in which the contract ends must be used. (Education law 305.)

It is further agreed that the (CPI-U) percentage of increase in cost, if any, for services rendered during the one year period of this extension will be 3.90. Find current CPI-U at https://www.bls.gov/regions/new-york-new-jersey/news-release/consumerpriceindex_newyorkarea.htm

The party of the first part shall pay the party of the second part:

TYPE II

Enter prior year per meal rate. (Prior per meal rate * ((CPI-U/100)+1)) = Total Current Year Rate

Breakfast	Prior Year	This Year
Per Meal Rate	\$ 2.7320	\$ 2.8385

Lunch	Prior Year	This Year
Per Meal Rate	\$ 3.5823	\$ 3.7220

Snack	Prior Year	This Year
Per Meal Rate	\$ 0.9800	\$ 1.0182

Dinner	Prior Year	This Year
Per Meal Rate	\$ 0.0000	\$ 0.0000

TYPE II - Jails or RCCI's ONLY (Per Person Per Day)

Enter the prior per meal rate. (Prior Per Meal Rate * ((CPI-U /100)+1)) = Current Per Meal Rate

	Prior Year	This Year
Administrative Fee Per Person		\$ 0.0000

A la Carte Conversion Factor

2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
\$3.93	\$4.03	\$4.21	\$4.52	\$4.77

GUARANTEED RETURN: \$ 200,000.00 (must agree with page 2 or original contract, if applicable

Does your SFA participate in the Summer FoodService Program? ☐ Yes ☒ No

The extension has been determined as follows:

- (1) The costs herein shall not exceed the contracted cost of the preceding year by more than the percentage increase of the Consumer Price Index for Urban consumers for New York-Northern New Jersey.
- (2) The SFA and FSMC agree to follow the required food based menu plan, standards and timeline established by USDA. (Guidance Attached to Extension)
- (3) All of the items of said agreement shall remain in full force and effect.

In witness whereof, the parties hereto have executed this extension of agreement.			
Original Signature Must be Provided by Both Parties (BLUE INK ONLY)			
	July 10, 2024		7/3/24
Party of the First Part - Board of Education President/Executive Director	Date	Party of the Second Part - FSMC Authorized Signatory	Date

Murray Forman

DEBARMENT OPTION A - SFA

(Name and Title)

checked the excluded parties list system on

<https://sam.gov/content/home> and this prospective contractor

(Name of Contractor)

was not on the list as being suspended, debarred or disqualified.

Original Signature - SFA Representative

Date

Please Note the Following Regarding Debarment Option A or Debarment Option B:

Although we have included a list of the FSMC's that have not been debarred (with an asterisk) as a part of our annual FSMC web posting, it was based on our office checking on the Excluded Parties List System (EPLS) website as of February 2024. However, since by the time you go out to bid or extend, circumstances regarding the FSMC's debarment status may have changed, it is your responsibility to check the list before submitting your contract or extension to SED for approval.

Therefore, either:

The SFA must look on the EPLS website and complete the Debarment Option A form to be submitted with the Contract/Extension packet.

OR

The FSMC must complete the Debarment Option B form to be submitted with the Contract/Extension packet.

Please note: only the Debarment Option A or Debarment Option B form needs to be submitted with your contract or extension - do not submit both forms.

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT

Required for FSMC's not listed on the 2024-25 Management Company Listing.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person in which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available in the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

FORM 7

DEBARMENT OPTION B

Certification Regarding Debarment, Suspension, Ineligibility
and Voluntary Exclusion - Lower Tier Covered Transactions

SFAs are required to ensure that all sub-contractors and sub-grantees are neither excluded nor disqualified under the suspension and debarment rules found at 2 CFR 200.212 by doing any one of the following:

- Checking the Excluded Parties List found at the System for Award Management www.SAM.gov;
- Collecting a certification that the entity is neither excluded nor disqualified. Since a Federal certification form is no longer available, the grantee or sub-grantee electing this method must devise its own;
- Including a clause to this effect in the sub-grant agreement and in any procurement contract expected to equal or exceed \$25,000, awarded by the grantee or a sub-grantee under its grant or sub-grant;
- Sub-grantee and contractors must obtain a DUNS Number. All Federal Government awards are required to have a DUNS number. To obtain a DUNS number, contact Dun and Bradstreet at 1-800-368-5868 or visit their website at <https://www.dnb.com/duns-number.html>. There is no charge for a DUNS number. The DUNS number serves as a means of tracking and identifying applications for Federal assistance and is required on all applications for Federal assistance.

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension. 2 CFR 200.212 Suspension and Debarment. The regulations were published as Part III of the December 26, 2013, Federal Register (pages 78590-78691). Copies of the regulations may be obtained by contacting the Department of Agriculture agency with which this transaction originated.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON NEXT PAGE)

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Whitsons Nutrition, LLC

Organization Name

PR/Award Number or Project Name

Beth Bunster, CFO

Name and Title(s) of Authorized Representative(s)



Signature (Blue Ink Only)

7/3/24

Date

Instructions for Form 7

INSTRUCTIONS FOR CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS

DEBARMENT OPTION B

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and /or debarment.

REQUIRED CERTIFICATION REGARDING LOBBYING

Applicable to Grants, Subgrants, Cooperative Agreements, and Contracts Exceeding \$100,000 in Federal Funds

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by section 1352, Title 31, U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

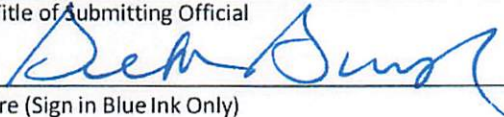
- (1) No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a Federal contract, the making of a Federal grant, the making of a Federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying", in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding \$100,000 in Federal funds at all appropriate tiers and that all subrecipients shall certify and disclose accordingly.

Whitsons Nutrition, LLC; 1800 Motor Parkway, Islandia, NY 11749

Name/Address of Organization

Beth Bunster, CFO

Name/Title of Submitting Official



Signature (Sign in Blue Ink Only)

7/3/24

Date

FORM 7B

DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

1. Type of Federal Action: ☐ a. contract ☐ b. grant ☐ c. cooperative agreement ☐ d. loan ☐ e. loan guarantee ☐ f. loan insurance		2. Status of Federal Action: ☐ a. bid/offer/applications ☐ b. initial award ☐ c. post-award		3. Report Type: ☐ a. initial filing ☐ b. material change for Material Change only: year _____ quarter _____ date of last report _____	
4. Name and address of Reporting Entity: ☐ Prime ☐ Subawardee Tier _____ if known: Congressional District, if known: _____			5. If Reporting Entity in #4 is Subawardee, Enter Name and Address of Prime: Congressional District, if known: _____		
6. Federal Department/Agency:			7. Federal Program Name/Description: CFDA Number, if applicable: _____		
8. Federal Action Number, if known:			9. Award Amount, if known: \$ _____		
10.a. Name and Address of Lobbying Entity (if individual, last name, first name, MI): _____			b. Individuals Performing Services (including address if different from #10a.) (last name, first name, MI): _____		
11. Amount of Payment (check all that apply): \$ _____ ☐ actual ☐ planned			13. Type of Payment (check all that apply): ☐ a. retainer ☐ b. one-time fee ☐ c. commission ☐ d. contingent fee ☐ e. deferred ☐ f. other; specify: _____		
12. Form of Payment (check all that apply): ☐ a. cash ☐ b. in-kind; specify: _____ nature _____ value _____					
14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s), employee(s), or Member(s) contacted, for Payment indicated in Item 11: 					
15. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty not less than 10,000 and not more than \$100,000 for each such failure.			Signature: <u>Beth Bunster</u> (Sign in Blue Ink only) Print Name: Beth Bunster Title: CFO Telephone #: 631-424-2700 Date: 7/3/24		
Federal Use Only:			Authorized for Local Reproduction Standard Form - LLL		

FLOOD INSURANCE APPLICATION SUMMARY



Enclosure VIII.E.1.dd
Organizational Meeting
July 10, 2024

Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

POLICY INFORMATION

Policy Number	31115259523500	Application Date	05/23/2024
Policy Period	07/01/2024 to 07/01/2025	Waiting Period	Standard - 30 Day Wait
Agency Number	732875	Premium paid by	Insured
Agency	WRIGHT NATIONAL FLOOD INS SVCS NYSIR	Insured Name	LAWRENCE UFSD
Agency Address	PO BOX 33007 ST PETERSBURG, FL 33733-8007	Property Address	87 WANSER AVE INWOOD , NY 11096-2307
Agent Phone	855.937.3566	Premium Due By	06/01/2024

RATING INFORMATION

Community Program Type	Regular	Building Occupancy	Non-Residential Building
Community Name	HEMPSTEAD, TOWN OF	Foundation Type	Slab on Grade
Current Community Number	360467	Date of Construction	01/01/1910
Current Map Panel Suffix	0301 G	Replacement Cost	\$22,566,000
Map Date	09/11/2009	Principal/Primary Residence	No
Rate Category	Rating Engine	SFIP Form	General Property

COVERAGE / PREMIUM INFORMATION

Coverage	Limits	Deductible	Premium
Building	\$500,000	\$1,250	\$750
Contents	\$500,000	\$1,250	\$447

PAYMENT INFORMATION

Payment Method	Check	Premium Subtotal	\$1,220
Name of Check Holder	Insured	Fees	+ \$517
Check #	TBD	Discounts	- \$0
Check Date	05/23/2024	TOTAL AMOUNT DUE	= \$1,737
Check Owner Signature		PREMIUM DUE DATE	
Amount	\$ 1737.00	We must <i>receive</i> premium in full by 06/01/2024 to keep the policy period as shown in the Policy Information section above.	

NOTES

NO COVERAGE EXISTS UNTIL PAYMENT OF TOTAL PREMIUM IS RECEIVED AND THE WAITING PERIOD HAS EXPIRED.

Notice: This policy is not subject to cancellation for reasons other than those set forth in the National Flood Insurance Program rules and regulations. In matters involving billing disputes, cancellation is not available other than for billing processing error or fraud.

REQUIRED DOCUMENTATION CHECKLIST (additional items, not indicated below, may be required)

• Payment by Check • Cost valuation / appraisal including cost of foundation

Submit this Application Summary with the documents indicated above by using the File Upload option on the website. Items may also be submitted by mailing to the address or faxing to the number indicated at the top of this letter. Faxed photographs are not acceptable per NFIP guidelines regarding photograph clarity. If the payment method is ACH, EFT or Credit Card and no documents are required, then this form and application that follows are for the agency's records.

This policy is issued by Wright National Flood Insurance Company

31115259523500 - 20240523181910 - 1,737.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

POLICY INFORMATION

Policy Number	31115259523500	Policy Period	07/01/2024 to 07/01/2025
Bill To Renewal	Insured	Waiting Period	Standard - 30 Day Wait

AGENT/PRODUCER INFORMATION

Agency	WRIGHT NATIONAL FLOOD INS SVCS NYSIR
Agency Address	PO BOX 33007
City, State, Zip	ST PETERSBURG, FL 33733-8007
Agent Phone	855.937.3566
Agency Number	732875

POLICYHOLDER INFORMATION

Insured Name	LAWRENCE UFSD
Property Address	87 WANSER AVE INWOOD , NY 11096-2307
Email Address	
Mailing Address	87 WANSER AVE INWOOD , NY 11096-2307

COMMUNITY INFORMATION

Community Name	HEMPSTEAD, TOWN OF	Zone Determination	Yes
Community Program Type	Regular	Certificate #	1439807859
Current Community Number	360467	Determination #	PWS00000000002467616
Current Map Panel Suffix	0301 G	Map Date	09/11/2009
Current Flood Zone	X		

BUILDING LOCATION

County or Parrish	NASSAU	Leased Federal Land	No
Latitude	40.615881	CBRS/OPA	No
Longitude	-73.741120		

BUILDING INFORMATION

Building Occupancy	Non-Residential Building	Original Construction Date	01/01/1910
Building Description	Other (Non-Residential)	Number of Units in Building	1
Building Purpose	Non-Residential	Course of Construction	No
Residential Use Percentage	0%	Walled & Roofed	Yes
Building Square Footage	67900 sq. ft.	Over Water	Not Over Water
Number of Floors	3	Machinery and Equipment Discount	No
Construction Type	Frame	Elevators	Yes
Foundation Type	Slab on Grade	Principal/Primary Residence	No
Building Flood Proofed	No	Percentage of Residency	50% or Less
		Replacement Cost	\$22,566,000
		Additions and Extensions	Includes Additions/Extensions
		Rental Property	No
		Tenant Building Coverage	Not Applicable

BUILDING ELEVATION INFORMATION

First Floor Height Used	1.1
Method to Determine First Floor Height	Tool

This policy is issued by Wright National Flood Insurance Company

31115259523500 - 20240523181910 - 1,737.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

COVERAGE INFORMATION				DISCOUNTS	
Coverage	Limits	Deductible	Premium	Prior Newly Mapped Lapse	No
Building	\$500,000	\$1,250	\$750	Newly Mapped Eligible	No
Contents	\$500,000	\$1,250	\$447	Prior Pre-FIRM Lapse	No

PREMIUM INFORMATION			
Building Premium	+		\$750
Contents Premium	+		\$447
Increased Cost of Compliance (ICC) Premium	+		\$23
Mitigation Discount	-		\$0
Community Rating System Discount	-		\$0
FULL RISK PREMIUM	=		\$1,220
STATUTORY DISCOUNTS			
Annual Increase Cap	-		\$0
Pre-FIRM Discount	-		\$0
Newly Mapped Discount	-		\$0
Other Statutory Discounts	-		\$0
ADJUSTED PREMIUM	=		\$1,220
Reserve Fund Assessment	+		\$220
HFIAA Surcharge	+		\$250
Federal Policy Fee	+		\$47
Probation Surcharge	+		\$0
TOTAL AMOUNT DUE	=		\$1,737

IMPORTANT DISCLOSURE REGARDING YOUR DEDUCTIBLE OPTION

A variety of deductible options are available for your flood insurance policy. Effective April 1, 2015, the National Flood Insurance Program is introducing a new deductible option of \$10,000 for policies covering 1-4 family residential properties.

A deductible is a fixed amount or percentage of any loss covered by insurance which is borne by the insured prior to the insurer's liability. Choosing the amount of your deductible is an important decision.

Although a higher deductible will lower the premium you pay, it most likely will reduce your claim payment(s) in the event of a covered loss, as the out-of-pocket expenses for repairs will be borne by you to the extent of the deductible selected. The deductible(s) you have chosen will apply separately to Building Property and Personal Property claims. If your mortgage lender is requiring this policy, it is important that you discuss higher deductible options with your lender before electing a deductible amount, as it may require a limited deductible.

By signing this application, I acknowledge the above *Important Disclosure Regarding Your Deductible Options* has been provided to all named insureds listed on the Flood Insurance Application.

INFORMATION AFFIRMATION

I understand that my building coverage is lower than the replacement cost of my structure. Initials: _____

The above statements are correct to the best of my knowledge. I understand that any false statements may be punishable by fine or imprisonment under applicable federal law.

This application is non-binding and subject to review and approval by the company. Full amount of premium must accompany this application for issuance. Please retain a signed copy in your files for audit purposes, and submit the item(s) indicated in the Required Documentation Checklist section of the Flood Application Summary.

Carefully review the application being provided for accuracy. Price and terms associated with this application are subject to underwriting review and may not be available if FEMA rates change. **Please refer to the policy for complete terms, conditions, and exclusions.** Please refer to www.ambest.com for rating, financial size category and additional information on the insurance carrier shown on this application.

Murray Forman, Board President

July 10, 2024

Print Name of Insured

Signature of Insured

Date

Print Name of Agent/Broker

Signature of Agent/Broker

Date

This policy is issued by Wright National Flood Insurance Company

31115259523500 - 20240523181910 - 1,737.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

LEGAL INFORMATION

Non-Discrimination

No person or organization shall be excluded from participation in, denied the benefits of, or subjected to discrimination under the Program authorized by the Act, on the grounds of race, color, creed, sex, age or national origin.

Privacy Act

The information requested is necessary to process your application for flood insurance. The authority to collect the information is Title 42, U.S. Code, Section 4001 to 4028. It is voluntary on your part to furnish the information. It will not be disclosed outside the Federal Emergency Management Agency except to the servicing office acting as the government's fiscal agent, to routine users, to your agent and any lender named on your policy.

This policy is issued by Wright National Flood Insurance Company

31115259523500 - 20240523181910 - 1,737.00

FLOOD INSURANCE APPLICATION SUMMARY



Enclosure VIII.E.1.ee
Organizational Meeting
July 10, 2024

Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

POLICY INFORMATION

Policy Number	31115259522500	Application Date	05/23/2024
Policy Period	07/01/2024 to 07/01/2025	Waiting Period	Standard - 30 Day Wait
Agency Number	732875	Premium paid by	Insured
Agency	WRIGHT NATIONAL FLOOD INS SVCS NYSIR	Insured Name	LAWRENCE UFSD
Agency Address	PO BOX 33007 ST PETERSBURG, FL 33733-8007	Property Address	2 REILLY RD CEDARHURST, NY 11516-1002
Agent Phone	855.937.3566	Premium Due By	06/01/2024

RATING INFORMATION

Community Program Type	Regular	Building Occupancy	Non-Residential Building
Community Name	CEDARHURST, VILLAGE OF	Foundation Type	Slab on Grade
Current Community Number	360460	Date of Construction	01/01/1958
Current Map Panel Suffix	0213 G	Replacement Cost	\$74,141,000
Map Date	09/11/2009	Principal/Primary Residence	No
Rate Category	Rating Engine	SFIP Form	General Property

COVERAGE / PREMIUM INFORMATION

Coverage	Limits	Deductible	Premium
Building	\$500,000	\$1,250	\$4,396
Contents	\$500,000	\$1,250	\$2,672

PAYMENT INFORMATION

Payment Method	Check	Premium Subtotal	\$7,143
Name of Check Holder	Insured	Fees	+ \$1,521
Check #	TBD	Discounts	- \$344
Check Date	05/23/2024	TOTAL AMOUNT DUE	= \$8,320
Check Owner Signature		PREMIUM DUE DATE	
Amount	\$ 8320.00	We must <i>receive</i> premium in full by 06/01/2024 to keep the policy period as shown in the Policy Information section above.	

NOTES

NO COVERAGE EXISTS UNTIL PAYMENT OF TOTAL PREMIUM IS RECEIVED AND THE WAITING PERIOD HAS EXPIRED.

Notice: This policy is not subject to cancellation for reasons other than those set forth in the National Flood Insurance Program rules and regulations. In matters involving billing disputes, cancellation is not available other than for billing processing error or fraud.

REQUIRED DOCUMENTATION CHECKLIST (additional items, not indicated below, may be required)

• Payment by Check • Cost valuation / appraisal including cost of foundation

Submit this Application Summary with the documents indicated above by using the File Upload option on the website. Items may also be submitted by mailing to the address or faxing to the number indicated at the top of this letter. Faxed photographs are not acceptable per NFIP guidelines regarding photograph clarity. If the payment method is ACH, EFT or Credit Card and no documents are required, then this form and application that follows are for the agency's records.

This policy is issued by Wright National Flood Insurance Company

31115259522500 - 20240523181245 - 8,320.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

POLICY INFORMATION

Policy Number	31115259522500	Policy Period	07/01/2024 to 07/01/2025
Bill To Renewal	Insured	Waiting Period	Standard - 30 Day Wait

AGENT/PRODUCER INFORMATION

Agency	WRIGHT NATIONAL FLOOD INS SVCS NYSIR
Agency Address	PO BOX 33007
City, State, Zip	ST PETERSBURG, FL 33733-8007
Agent Phone	855.937.3566
Agency Number	732875

POLICYHOLDER INFORMATION

Insured Name	LAWRENCE UFSD
Property Address	2 REILLY RD CEDARHURST, NY 11516-1002
Email Address	
Mailing Address	2 REILLY RD CEDARHURST, NY 11516-1002

COMMUNITY INFORMATION

Community Name	CEDARHURST, VILLAGE OF	Zone Determination	Yes
Community Program Type	Regular	Certificate #	1439807799
Current Community Number	360460	Determination #	PWS00000000002467613
Current Map Panel Suffix	0213 G	Map Date	09/11/2009
Current Flood Zone			

BUILDING LOCATION

County or Parrish	NASSAU	Leased Federal Land	No
Latitude	40.631125	CBRS/OPA	No
Longitude	-73.734638		

BUILDING INFORMATION

Building Occupancy	Non-Residential Building	Original Construction Date	01/01/1958
Building Description	Other (Non-Residential)	Number of Units in Building	1
Building Purpose	Non-Residential	Course of Construction	No
Residential Use Percentage	0%	Walled & Roofed	Yes
Building Square Footage	220500 sq. ft.	Over Water	Not Over Water
Number of Floors	3	Machinery and Equipment Discount	Yes
Construction Type	Frame	Elevators	Yes
Foundation Type	Slab on Grade	Principal/Primary Residence	No
Building Flood Proofed	No	Percentage of Residency	50% or Less
		Replacement Cost	\$74,141,000
		Additions and Extensions	Includes Additions/Extensions
		Rental Property	No
		Tenant Building Coverage	Not Applicable

BUILDING ELEVATION INFORMATION

First Floor Height Used	1.1
Method to Determine First Floor Height	Tool

This policy is issued by Wright National Flood Insurance Company

31115259522500 - 20240523181245 - 8,320.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

COVERAGE INFORMATION				DISCOUNTS	
Coverage	Limits	Deductible	Premium	Prior Newly Mapped Lapse	No
Building	\$500,000	\$1,250	\$4,396	Newly Mapped Eligible	No
Contents	\$500,000	\$1,250	\$2,672	Prior Pre-FIRM Lapse	No

PREMIUM INFORMATION			
Building Premium	+		\$4,396
Contents Premium	+		\$2,672
Increased Cost of Compliance (ICC) Premium	+		\$75
Mitigation Discount	-		\$344
Community Rating System Discount	-		\$0
FULL RISK PREMIUM	=		\$6,799
STATUTORY DISCOUNTS			
Annual Increase Cap	-		\$0
Pre-FIRM Discount	-		\$0
Newly Mapped Discount	-		\$0
Other Statutory Discounts	-		\$0
ADJUSTED PREMIUM	=		\$6,799
Reserve Fund Assessment	+		\$1,224
HFIAA Surcharge	+		\$250
Federal Policy Fee	+		\$47
Probation Surcharge	+		\$0
TOTAL AMOUNT DUE	=		\$8,320

IMPORTANT DISCLOSURE REGARDING YOUR DEDUCTIBLE OPTION

A variety of deductible options are available for your flood insurance policy. Effective April 1, 2015, the National Flood Insurance Program is introducing a new deductible option of \$10,000 for policies covering 1-4 family residential properties.

A deductible is a fixed amount or percentage of any loss covered by insurance which is borne by the insured prior to the insurer's liability. Choosing the amount of your deductible is an important decision.

Although a higher deductible will lower the premium you pay, it most likely will reduce your claim payment(s) in the event of a covered loss, as the out-of-pocket expenses for repairs will be borne by you to the extent of the deductible selected. The deductible(s) you have chosen will apply separately to Building Property and Personal Property claims. If your mortgage lender is requiring this policy, it is important that you discuss higher deductible options with your lender before electing a deductible amount, as it may require a limited deductible.

By signing this application, I acknowledge the above *Important Disclosure Regarding Your Deductible Options* has been provided to all named insureds listed on the Flood Insurance Application.

INFORMATION AFFIRMATION

I understand that my building coverage is lower than the replacement cost of my structure. Initials: _____

The above statements are correct to the best of my knowledge. I understand that any false statements may be punishable by fine or imprisonment under applicable federal law.

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Murray Forman, Board President

July 10, 2024

Print Name of Insured

Signature of Insured

Date

Print Name of Agent/Broker

Signature of Agent/Broker

Date

This policy is issued by Wright National Flood Insurance Company

31115259522500 - 20240523181245 - 8,320.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

LEGAL INFORMATION

Non-Discrimination

No person or organization shall be excluded from participation in, denied the benefits of, or subjected to discrimination under the Program authorized by the Act, on the grounds of race, color, creed, sex, age or national origin.

Privacy Act

The information requested is necessary to process your application for flood insurance. The authority to collect the information is Title 42, U.S. Code, Section 4001 to 4028. It is voluntary on your part to furnish the information. It will not be disclosed outside the Federal Emergency Management Agency except to the servicing office acting as the government's fiscal agent, to routine users, to your agent and any lender named on your policy.

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31115259522500 - 20240523181245 - 8,320.00

FLOOD INSURANCE APPLICATION SUMMARY



Enclosure VIII.E.1.ff
Organizational Meeting
July 10, 2024

Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

POLICY INFORMATION

Policy Number	31115259522700	Application Date	05/23/2024
Policy Period	07/01/2024 to 07/01/2025	Waiting Period	Standard - 30 Day Wait
Agency Number	732875	Premium paid by	Insured
Agency	WRIGHT NATIONAL FLOOD INS SVCS NYSIR	Insured Name	LAWRENCE UFSD
Agency Address	PO BOX 33007 ST PETERSBURG, FL 33733-8007	Property Address	195 BROADWAY LAWRENCE , NY 11559-1732
Agent Phone	855.937.3566	Premium Due By	06/01/2024

RATING INFORMATION

Community Program Type	Regular	Building Occupancy	Non-Residential Building
Community Name	LAWRENCE, VILLAGE OF	Foundation Type	Slab on Grade
Current Community Number	360476	Date of Construction	01/01/1936
Current Map Panel Suffix	0301 G	Replacement Cost	\$76,768,000
Map Date	09/11/2009	Principal/Primary Residence	No
Rate Category	Rating Engine	SFIP Form	General Property

COVERAGE / PREMIUM INFORMATION

Coverage	Limits	Deductible	Premium
Building	\$500,000	\$1,250	\$1,761
Contents	\$500,000	\$1,250	\$1,068

PAYMENT INFORMATION

Payment Method	Check	Premium Subtotal	\$2,883
Name of Check Holder	Insured	Fees	+ \$816
Check #	TBD	Discounts	- \$0
Check Date	05/23/2024	TOTAL AMOUNT DUE	= \$3,699
Check Owner Signature		PREMIUM DUE DATE	
Amount	\$ 3699.00	We must <i>receive</i> premium in full by 06/01/2024 to keep the policy period as shown in the Policy Information section above.	

NOTES

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This policy is issued by Wright National Flood Insurance Company

31115259522700 - 20240523181504 - 3,699.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

POLICY INFORMATION

Policy Number	31115259522700	Policy Period	07/01/2024 to 07/01/2025
Bill To Renewal	Insured	Waiting Period	Standard - 30 Day Wait

AGENT/PRODUCER INFORMATION

Agency	WRIGHT NATIONAL FLOOD INS SVCS NYSIR
Agency Address	PO BOX 33007
City, State, Zip	ST PETERSBURG, FL 33733-8007
Agent Phone	855.937.3566
Agency Number	732875

POLICYHOLDER INFORMATION

Insured Name	LAWRENCE UFSD
Property Address	195 BROADWAY LAWRENCE , NY 11559-1732
Email Address	
Mailing Address	195 BROADWAY LAWRENCE , NY 11559-1732

COMMUNITY INFORMATION

Community Name	LAWRENCE, VILLAGE OF	Zone Determination	Yes
Community Program Type	Regular	Certificate #	1439807818
Current Community Number	360476	Determination #	PWS00000000002467614
Current Map Panel Suffix	0301 G	Map Date	09/11/2009
Current Flood Zone	X		

BUILDING LOCATION

County or Parrish	NASSAU	Leased Federal Land	No
Latitude	40.609585	CBRS/OPA	No
Longitude	-73.735196		

BUILDING INFORMATION

Building Occupancy	Non-Residential Building	Original Construction Date	01/01/1936
Building Description	Other (Non-Residential)	Number of Units in Building	1
Building Purpose	Non-Residential	Course of Construction	No
Residential Use Percentage	0%	Walled & Roofed	Yes
Building Square Footage	229500 sq. ft.	Over Water	Not Over Water
Number of Floors	3	Machinery and Equipment Discount	No
Construction Type	Frame	Elevators	Yes
Foundation Type	Slab on Grade	Principal/Primary Residence	No
Building Flood Proofed	No	Percentage of Residency	50% or Less
		Replacement Cost	\$76,768,000
		Additions and Extensions	Includes Additions/Extensions
		Rental Property	No
		Tenant Building Coverage	Not Applicable

BUILDING ELEVATION INFORMATION

First Floor Height Used	1.1
Method to Determine First Floor Height	Tool

This policy is issued by Wright National Flood Insurance Company

31115259522700 - 20240523181504 - 3,699.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

COVERAGE INFORMATION				DISCOUNTS	
Coverage	Limits	Deductible	Premium	Prior Newly Mapped Lapse	No
Building	\$500,000	\$1,250	\$1,761	Newly Mapped Eligible	No
Contents	\$500,000	\$1,250	\$1,068	Prior Pre-FIRM Lapse	No

PREMIUM INFORMATION			
Building Premium	+		\$1,761
Contents Premium	+		\$1,068
Increased Cost of Compliance (ICC) Premium	+		\$54
Mitigation Discount	-		\$0
Community Rating System Discount	-		\$0
FULL RISK PREMIUM	=		\$2,883
STATUTORY DISCOUNTS			
Annual Increase Cap	-		\$0
Pre-FIRM Discount	-		\$0
Newly Mapped Discount	-		\$0
Other Statutory Discounts	-		\$0
ADJUSTED PREMIUM	=		\$2,883
Reserve Fund Assessment	+		\$519
HFIAA Surcharge	+		\$250
Federal Policy Fee	+		\$47
Probation Surcharge	+		\$0
TOTAL AMOUNT DUE	=		\$3,699

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Murray Forman, Board President

July 10, 2024

Print Name of Insured

Signature of Insured

Date

Print Name of Agent/Broker

Signature of Agent/Broker

Date

This policy is issued by Wright National Flood Insurance Company

31115259522700 - 20240523181504 - 3,699.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION

Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

LEGAL INFORMATION**Non-Discrimination**

No person or organization shall be excluded from participation in, denied the benefits of, or subjected to discrimination under the Program authorized by the Act, on the grounds of race, color, creed, sex, age or national origin.

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The information requested is necessary to process your application for flood insurance. The authority to collect the information is Title 42, U.S. Code, Section 4001 to 4028. It is voluntary on your part to furnish the information. It will not be disclosed outside the Federal Emergency Management Agency except to the servicing office acting as the government's fiscal agent, to routine users, to your agent and any lender named on your policy.

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31115259522700 - 20240523181504 - 3,699.00

FLOOD INSURANCE APPLICATION SUMMARY



Enclosure VIII.E.1.gg
Organizational Meeting
July 10, 2024

Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

POLICY INFORMATION

Policy Number	31115259523000	Application Date	05/23/2024
Policy Period	07/01/2024 to 07/01/2025	Waiting Period	Standard - 30 Day Wait
Agency Number	732875	Premium paid by	Insured
Agency	WRIGHT NATIONAL FLOOD INS SVCS	Insured Name	LAWRENCE UFSD
	NYSIR	Property Address	1 DONAHUE AVE
Agency Address	PO BOX 33007		INWOOD , NY 11096-1215
	ST PETERSBURG, FL 33733-8007	Premium Due By	06/01/2024
Agent Phone	855.937.3566		

RATING INFORMATION

Community Program Type	Regular	Building Occupancy	Non-Residential Building
Community Name	HEMPSTEAD, TOWN OF	Foundation Type	Slab on Grade
Current Community Number	360467	Date of Construction	01/01/1920
Current Map Panel Suffix	0301 G	Replacement Cost	\$26,137,000
Map Date	09/11/2009	Principal/Primary Residence	No
Rate Category	Rating Engine	SFIP Form	General Property

COVERAGE / PREMIUM INFORMATION

Coverage	Limits	Deductible	Premium
Building	\$500,000	\$1,250	\$662
Contents	\$500,000	\$1,250	\$393

PAYMENT INFORMATION

Payment Method	Check	Premium Subtotal	\$1,075
Name of Check Holder	Insured	Fees	+ \$483
Check #	TBD	Discounts	- \$44
Check Date	05/23/2024	TOTAL AMOUNT DUE	= \$1,514
Check Owner Signature		PREMIUM DUE DATE	
Amount	\$ 1514.00	We must <i>receive</i> premium in full by 06/01/2024 to keep the policy period as shown in the Policy Information section above.	

NOTES

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31115259523000 - 20240523181711 - 1,514.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



Wright National Flood Insurance Company
A Stock Company
PO Box 33003
St. Petersburg, FL, 33733
Office: 800.820.3242
Fax: 800.850.3299

POLICY INFORMATION

Policy Number	31115259523000	Policy Period	07/01/2024 to 07/01/2025
Bill To Renewal	Insured	Waiting Period	Standard - 30 Day Wait

AGENT/PRODUCER INFORMATION

Agency	WRIGHT NATIONAL FLOOD INS SVCS NYSIR
Agency Address	PO BOX 33007
City, State, Zip	ST PETERSBURG, FL 33733-8007
Agent Phone	855.937.3566
Agency Number	732875

POLICYHOLDER INFORMATION

Insured Name	LAWRENCE UFSD
Property Address	1 DONAHUE AVE INWOOD , NY 11096-1215
Email Address	
Mailing Address	1 DONAHUE AVE INWOOD , NY 11096-1215

COMMUNITY INFORMATION

Community Name	HEMPSTEAD, TOWN OF	Zone Determination	Yes
Community Program Type	Regular	Certificate #	1439807833
Current Community Number	360467	Determination #	PWS00000000002467615
Current Map Panel Suffix	0301 G	Map Date	09/11/2009
Current Flood Zone	X		

BUILDING LOCATION

County or Parrish	NASSAU	Leased Federal Land	No
Latitude	40.618244	CBRS/OPA	No
Longitude	-73.748245		

BUILDING INFORMATION

Building Occupancy	Non-Residential Building	Original Construction Date	01/01/1920
Building Description	Other (Non-Residential)	Number of Units in Building	1
Building Purpose	Non-Residential	Course of Construction	No
Residential Use Percentage	0%	Walled & Roofed	Yes
Building Square Footage	78700 sq. ft.	Over Water	Not Over Water
Number of Floors	3	Machinery and Equipment Discount	Yes
Construction Type	Frame	Elevators	Yes
Foundation Type	Slab on Grade	Principal/Primary Residence	No
Building Flood Proofed	No	Percentage of Residency	50% or Less
		Replacement Cost	\$26,137,000
		Additions and Extensions	Includes Additions/Extensions
		Rental Property	No
		Tenant Building Coverage	Not Applicable

BUILDING ELEVATION INFORMATION

First Floor Height Used	1.1
Method to Determine First Floor Height	Tool

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31115259523000 - 20240523181711 - 1,514.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



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St. Petersburg, FL, 33733
Office: 800.820.3242
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COVERAGE INFORMATION				DISCOUNTS	
Coverage	Limits	Deductible	Premium	Prior Newly Mapped Lapse	No
Building	\$500,000	\$1,250	\$662	Newly Mapped Eligible	No
Contents	\$500,000	\$1,250	\$393	Prior Pre-FIRM Lapse	No

PREMIUM INFORMATION			
Building Premium	+		\$662
Contents Premium	+		\$393
Increased Cost of Compliance (ICC) Premium	+		\$20
Mitigation Discount	-		\$44
Community Rating System Discount	-		\$0
FULL RISK PREMIUM	=		\$1,031
STATUTORY DISCOUNTS			
Annual Increase Cap	-		\$0
Pre-FIRM Discount	-		\$0
Newly Mapped Discount	-		\$0
Other Statutory Discounts	-		\$0
ADJUSTED PREMIUM	=		\$1,031
Reserve Fund Assessment	+		\$186
HFIAA Surcharge	+		\$250
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<u>Murray Forman, Board President</u>	_____	<u>July 10, 2024</u>
Print Name of Insured	Signature of Insured	Date
_____	_____	_____
Print Name of Agent/Broker	Signature of Agent/Broker	Date

This policy is issued by Wright National Flood Insurance Company

31115259523000 - 20240523181711 - 1,514.00

RISK RATING 2.0 FLOOD INSURANCE APPLICATION



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A Stock Company
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St. Petersburg, FL, 33733
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Fax: 800.850.3299

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The information requested is necessary to process your application for flood insurance. The authority to collect the information is Title 42, U.S. Code, Section 4001 to 4028. It is voluntary on your part to furnish the information. It will not be disclosed outside the Federal Emergency Management Agency except to the servicing office acting as the government's fiscal agent, to routine users, to your agent and any lender named on your policy.

This policy is issued by Wright National Flood Insurance Company

31115259523000 - 20240523181711 - 1,514.00

Via Xerox Equipment Relocation Information

Phone: 1-800-979-7356

Fax: 1-866-448-3044

Email: ViaXerox@Xerox.com



Thank you for choosing Via Xerox to move your equipment. Please read this cover sheet as it provides important information regarding your move.

Important: The Agreement attached to this cover page must be signed, dated and emailed or faxed back to your Via Xerox Specialist before they can process your move request. There is no need to return this cover page as it is for informational purposes only.

Please email the signed move agreement to ViaXerox@Xerox.com or fax to 1-866-448-3044, for Via Xerox to begin processing your move request. Expedited move services may be available at an additional cost.

We ask for a minimum of five business days to process your move request. If you are moving a production system, please allow for additional time as the equipment may require a repack kit to be delivered and a technician to deservice prior to the move date. If you have any questions regarding the service requirements of your machine, please ask your Via Xerox Specialist.

If your machine requires a technician to disassemble and/or reassemble your equipment, charges will be billed separately from the move. The service charges are based on the time a technician requires to disassemble and/or reassemble the equipment at current time and material rates. Please note that the carrier is not responsible for networking and/or IT services. Should you require this type of service, please call Xerox service directly at 1-800-821-2797 and ask to speak with an analyst or contact the IT department within your organization. If you have any questions regarding a service invoice, please contact the Xerox Customer Business Center 1-888-339-7887.

Site Checks are available at an additional cost and help to ensure that your equipment meets space requirements upon delivery. A notation of your intent to schedule or waive the site check requirement is required on the move agreement in the fields provided or within your organizations purchase order.

Appointments are available dependent on your location at an additional charge. If you require a specific time, the carrier will make every attempt to meet that timeframe, however the appointment charge is still valid if they arrive within an hour of the requested time.

Stairs, if involved are an additional cost. Please ensure to inform your Via Xerox Specialist if there will be stairs so that it can be included in the price quote and a stair crawler arranged by the carrier.

Wait Time is billed by the carrier in 15 min increments. If the carrier is required to wait more than 15 mins for a contact, access to the building, complete security training, etc then there would be a charge from the carrier per 15 mins of wait time.

Please review the attached agreement noting the purchase order requirement by your organization. If your organization requires a purchase order the box will be checked yes. If this is checked yes, then Xerox is required by your organization to obtain a purchase order number. Should you choose to waive the purchase order requirement, please initial the agreement in the space provided. If you're unsure about this requirement, please contact your accounts payable department.

**** Cancelled move requests that have been processed and scheduled may be subject to a minimum \$100 cancellation fee. Please notify your Via Xerox representative as soon as possible once the decision to cancel is final.**



Xerox Equipment SMA – EQUIPMENT MOVE & RELOCATION AGREEMENT – MOVE # 974821

Quote Date: 06/12/2024

PHONE: 1-800-979-7356

EMAIL: ViaXerox@Xerox.com

FAX: 1-866-448-3044

Quote valid for 30 days

The following terms and conditions of this agreement apply to all Customers requested moves/relocations of Xerox Equipment "the Equipment" covered by a current Xerox service contract. Via Xerox cannot begin scheduling your move/relocation process until we receive a copy of this signed Contract.

If paying by purchase order, please provide a copy to us along with the signed Agreement. (PO# _____)
Invoice requires Purchase Order? YES ☐ NO ☒ If YES is checked and you wish to waive this requirement for this move, please initial here: _____
Do you require the Billing Address updated to match the Delivery Address? YES ☐ NO ☐
Do you require a Site Check at the delivery address (additional charges apply)? YES ☐ NO ☐

Product Description: DPS144	Serial #: TB7006362
REMOVAL INFO	DELIVERY INFO
Company Name: LAWRENCE PUBLIC SCHO OL	Company Name: LAWRENCE PUBLIC SCHO OL
Address: 195 BROADWAY	Address: 195 BROADWAY
Room#/Floor/ Dept: ROOM 107	Room#/Floor/ Dept: ROOM 107
City/St/Zip: LAWRENCE / NY / 11559	City/St/Zip: LAWRENCE / NY / 11559
Contact Name: ANGELA CUSACK	Contact Name: ANGELA CUSACK
Contact Phone #: 5162957072	Contact Phone #: 5162957072
Contact Email: PRINTSHOP@LAWRENCE.ORG	Contact Email: PRINTSHOP@LAWRENCE.ORG

CHARGES: Customer shall be responsible for all move/relocation charges actually incurred by Xerox, consisting of (a) the transportation cost and (b) the service cost; which together include, but are not limited to, cartage, disassembly and reassembly charges, additional rigging charges, storage, stairs, wait time, appointments, signed order cancellation, and any required parts and labor. The estimated transportation cost is set forth below. The service cost is comprised of all Xerox Customer Service Engineer labor associated with required removal and reinstallation of the Equipment and will be billed separately to Customer at current Xerox time and materials labor rates. The estimated transportation cost below and the service cost do not include, and Customer shall be responsible for, any applicable federal, state, municipal, or other governmental taxes, duties, excise taxes, or tariffs.

CUSTOMER SALE OF EQUIPMENT: For Equipment relocations pursuant to Customer sales, Customer shall provide Xerox with a bill of sale or other documentation approved by Xerox prior to any move activity.

FORCE MAJEURE: If either party is prevented from fulfilling its obligations hereunder as a result of government actions, regulations, fires, strikes, accidents, war, terrorism or other causes beyond the reasonable control of either party, both parties obligations shall be suspended for a reasonable time during which such conditions exist.

TERMINATION: Either party may terminate this Agreement in the event of a material breach by the other party of the terms hereof if such material breach has not been cured within thirty (30) days of written notice of such breach. In the event Customer terminates this Agreement or cancels the service provided hereunder, Customer shall be responsible for any carrier charges incurred by Xerox as a result of such termination or cancellation.

LIMITATION OF LIABILITY: In the event of Equipment loss or damage, Xerox's sole obligation shall be to repair such Equipment or replace, in its discretion and at its option, such Equipment with equipment of an equivalent configuration. Failure by Customer to give notice of any claim (whether discovered or undiscovered) within ten (10) days from the delivery date shall constitute a waiver by Customer of all claims with respect to such Equipment. The remedy provided herein is Customer's sole and exclusive remedy with

respect to such Equipment, and Customer hereby waives direct, consequential, incidental, indirect or special damages.

DISPUTE RESOLUTION: Any claim or dispute which the parties are unable to resolve informally shall be settled by arbitration administered by the American Arbitration Association, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any monetary awards resulting from the arbitration shall be limited in accordance with the provisions of this Agreement, shall be limited to a specific compensatory sum (as opposed to any equitable relief), and may not be appealed.

GOVERNING LAW: This Agreement shall be governed by New York law without regard to its conflict of law principles.

ENTIRE AGREEMENT: This Agreement is the complete agreement of the parties and supersedes all prior written and oral agreements regarding the Services, including any preprinted terms on Customers purchase order, which shall be void and of no force and effect. Xerox may accept this Agreement either by its authorized signature or by commencing performance. Xerox may retain a reproduction (e.g. electronic image, photocopy, fax copy) of this Agreement and of Customers purchase order, each of which shall be considered an equivalent of the original document. All the changes to this Agreement must be made in writing signed by both parties. This Agreement may not be assigned by Customer without the prior written consent of Xerox.

PAYMENTS: Customer agrees to pay Xerox all sums due under each invoice via check, Electronic Funds Transfer or direct debit from Customer's bank account within thirty (30) days after the invoice date. Restrictive covenants submitted for or with payment to indicate that it is in full satisfaction of an invoice will not operate as an accord and satisfaction to reduce Customer's payment obligations if it is not, in fact, full payment. For any payment not received by Xerox within ten (10) days after the due date, Xerox may charge, and Customer agrees to pay, a late charge of the greater of \$25 or five percent (5.0%) of the amount overdue (not to exceed the maximum amount permitted by applicable law) as reasonable collection costs.

ESTIMATED RELOCATION COST*: \$1116

ESTIMATED SERVICE COST*: \$3640

REQUESTED REMOVAL DATE**: 06/26/2024

ESTIMATED DELIVERY DATE**: 06/26/2024

* This non-binding estimate is for planning purposes only. Customer is responsible for all costs incurred by Xerox pursuant to the "Charges" Section above.

** Xerox will use reasonable efforts to meet the requested move date, but shall have no liability in the event the requested move date is not met.

CUSTOMER

Signature: _____ Date: July 10, 2024

Murray Forman, Board President
Lawrence Union Free School District

XEROX CORPORATION

Signature: _____ Date: _____

Via Xerox Equipment Relocation Information

Phone: 1-800-979-7356

Fax: 1-866-448-3044

Email: ViaXerox@Xerox.com



Thank you for choosing Via Xerox to move your equipment. Please read this cover sheet as it provides important information regarding your move.

Important: The Agreement attached to this cover page must be signed, dated and emailed or faxed back to your Via Xerox Specialist before they can process your move request. There is no need to return this cover page as it is for informational purposes only.

Please email the signed move agreement to ViaXerox@Xerox.com or fax to 1-866-448-3044, for Via Xerox to begin processing your move request. Expedited move services may be available at an additional cost.

We ask for a minimum of five business days to process your move request. If you are moving a production system, please allow for additional time as the equipment may require a repack kit to be delivered and a technician to deservice prior to the move date. If you have any questions regarding the service requirements of your machine, please ask your Via Xerox Specialist.

If your machine requires a technician to disassemble and/or reassemble your equipment, charges will be billed separately from the move. The service charges are based on the time a technician requires to disassemble and/or reassemble the equipment at current time and material rates. Please note that the carrier is not responsible for networking and/or IT services. Should you require this type of service, please call Xerox service directly at 1-800-821-2797 and ask to speak with an analyst or contact the IT department within your organization. If you have any questions regarding a service invoice, please contact the Xerox Customer Business Center 1-888-339-7887.

Site Checks are available at an additional cost and help to ensure that your equipment meets space requirements upon delivery. A notation of your intent to schedule or waive the site check requirement is required on the move agreement in the fields provided or within your organizations purchase order.

Appointments are available dependent on your location at an additional charge. If you require a specific time, the carrier will make every attempt to meet that timeframe, however the appointment charge is still valid if they arrive within an hour of the requested time.

Stairs, if involved are an additional cost. Please ensure to inform your Via Xerox Specialist if there will be stairs so that it can be included in the price quote and a stair crawler arranged by the carrier.

Wait Time is billed by the carrier in 15 min increments. If the carrier is required to wait more than 15 mins for a contact, access to the building, complete security training, etc then there would be a charge from the carrier per 15 mins of wait time.

Please review the attached agreement noting the purchase order requirement by your organization. If your organization requires a purchase order the box will be checked yes. If this is checked yes, then Xerox is required by your organization to obtain a purchase order number. Should you choose to waive the purchase order requirement, please initial the agreement in the space provided. If you're unsure about this requirement, please contact your accounts payable department.

**** Cancelled move requests that have been processed and scheduled may be subject to a minimum \$100 cancellation fee. Please notify your Via Xerox representative as soon as possible once the decision to cancel is final.**



Xerox Equipment SMA – EQUIPMENT MOVE & RELOCATION AGREEMENT – MOVE # 974824

Quote Date: 06/12/2024

PHONE: 1-800-979-7356

EMAIL: ViaXerox@Xerox.com

FAX: 1-866-448-3044

Quote valid for 30days

The following terms and conditions of this agreement apply to all Customers requested moves/relocations of Xerox Equipment "the Equipment" covered by a current Xerox service contract. Via Xerox cannot begin scheduling your move/relocation process until we receive a copy of this signed Contract.

If paying by purchase order, please provide a copy to us along with the signed Agreement. (PO# _____)
Invoice requires Purchase Order? YES ☐ NO ☒ If YES is checked and you wish to waive this requirement for this move, please initial here: _____
Do you require the Billing Address updated to match the Delivery Address? YES ☐ NO ☐
Do you require a Site Check at the delivery address (additional charges apply)? YES ☐ NO ☐

Product Description: B9136	Serial #: ECQ673302
REMOVAL INFO	DELIVERY INFO
Company Name: LAWRENCE PUBLIC SCHO OL	Company Name: LAWRENCE PUBLIC SCHO OL
Address: 195 BROADWAY	Address: 195 BROADWAY
Room#/Floor/ Dept: ROOM 107	Room#/Floor/ Dept: ROOM 107
City/ST/Zip: LAWRENCE / NY / 11559	City/ST/Zip: LAWRENCE / NY / 11559
Contact Name: ANGELA CUSACK	Contact Name: ANGELA CUSACK
Contact Phone #: 5162957072	Contact Phone #: 5162957072
Contact Email: PRINTSHOP@LAWRENCE.ORG	Contact Email: PRINTSHOP@LAWRENCE.ORG

CHARGES: Customer shall be responsible for all move/relocation charges actually incurred by Xerox, consisting of (a) the transportation cost and (b) the service cost; which together include, but are not limited to, cartage, disassembly and reassembly charges, additional rigging charges, storage, stairs, wait time, appointments, signed order cancellation, and any required parts and labor. The estimated transportation cost is set forth below. The service cost is comprised of all Xerox Customer Service Engineer labor associated with required removal and reinstallation of the Equipment and will be billed separately to Customer at current Xerox time and materials labor rates. The estimated transportation cost below and the service cost do not include, and Customer shall be responsible for, any applicable federal, state, municipal, or other governmental taxes, duties, excise taxes, or tariffs.

CUSTOMER SALE OF EQUIPMENT: For Equipment relocations pursuant to Customer sales, Customer shall provide Xerox with a bill of sale or other documentation approved by Xerox prior to any move activity.

FORCE MAJEURE: If either party is prevented from fulfilling its obligations hereunder as a result of government actions, regulations, fires, strikes, accidents, war, terrorism or other causes beyond the reasonable control of either party, both parties obligations shall be suspended for a reasonable time during which such conditions exist.

TERMINATION: Either party may terminate this Agreement in the event of a material breach by the other party of the terms hereof. If such material breach has not been cured within thirty (30) days of written notice of such breach. In the event Customer terminates this Agreement or cancels the service provided hereunder, Customer shall be responsible for any carrier charges incurred by Xerox as a result of such termination or cancellation.

LIMITATION OF LIABILITY: In the event of Equipment loss or damage, Xerox's sole obligation shall be to repair such Equipment or replace, in its discretion and at its option, such Equipment with equipment of an equivalent configuration. Failure by Customer to give notice of any claim (whether discovered or undiscovered) within ten (10) days from the delivery date shall constitute a waiver by Customer of all claims with respect to such Equipment. The remedy provided herein is Customer's sole and exclusive remedy with

respect to such Equipment, and Customer hereby waives direct, consequential, incidental, indirect or special damages.

DISPUTE RESOLUTION: Any claim or dispute which the parties are unable to resolve informally shall be settled by arbitration administered by the American Arbitration Association, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any monetary awards resulting from the arbitration shall be limited in accordance with the provisions of this Agreement, shall be limited to a specific compensatory sum (as opposed to any equitable relief), and may not be appealed.

GOVERNING LAW: This Agreement shall be governed by New York law without regard to its conflict of law principles.

ENTIRE AGREEMENT: This Agreement is the complete agreement of the parties and supersedes all prior written and oral agreements regarding the Services, including any preprinted terms on Customers purchase order, which shall be void and of no force and effect. Xerox may accept this Agreement either by its authorized signature or by commencing performance. Xerox may retain a reproduction (e.g. electronic image, photocopy, fax copy) of this Agreement and of Customers purchase order, each of which shall be considered an equivalent of the original document. All the changes to this Agreement must be made in writing signed by both parties. This Agreement may not be assigned by Customer without the prior written consent of Xerox.

PAYMENTS: Customer agrees to pay Xerox all sums due under each invoice via check, Electronic Funds Transfer or direct debit from Customer's bank account within thirty (30) days after the invoice date. Restrictive covenants submitted for or with payment to indicate that it is in full satisfaction of an invoice will not operate as an accord and satisfaction to reduce Customer's payment obligations if it is not, in fact, full payment. For any payment not received by Xerox within ten (10) days after the due date, Xerox may charge, and Customer agrees to pay, a late charge of the greater of \$25 or five percent (5.0%) of the amount overdue (not to exceed the maximum amount permitted by applicable law) as reasonable collection costs.

ESTIMATED RELOCATION COST*: \$846

ESTIMATED SERVICE COST*: \$0

REQUESTED REMOVAL DATE**: 06/26/2024

ESTIMATED DELIVERY DATE**: 06/26/2024

* This non-binding estimate is for planning purposes only. Customer is responsible for all costs incurred by Xerox pursuant to the "Charges" Section above.

** Xerox will use reasonable efforts to meet the requested move date, but shall have no liability in the event the requested move date is not met.

CUSTOMER

Signature: _____ Date: July 10, 2024

Murray Forman, Board President
Lawrence Union Free School District

XEROX CORPORATION

Signature: _____ Date: _____

Via Xerox Equipment Relocation Information

Phone: 1-800-979-7356

Fax: 1-866-448-3044

Email: ViaXerox@Xerox.com



Thank you for choosing Via Xerox to move your equipment. Please read this cover sheet as it provides important information regarding your move.

Important: The Agreement attached to this cover page must be signed, dated and emailed or faxed back to your Via Xerox Specialist before they can process your move request. There is no need to return this cover page as it is for informational purposes only.

Please email the signed move agreement to ViaXerox@Xerox.com or fax to 1-866-448-3044, for Via Xerox to begin processing your move request. Expedited move services may be available at an additional cost.

We ask for a minimum of five business days to process your move request. If you are moving a production system, please allow for additional time as the equipment may require a repack kit to be delivered and a technician to deservice prior to the move date. If you have any questions regarding the service requirements of your machine, please ask your Via Xerox Specialist.

If your machine requires a technician to disassemble and/or reassemble your equipment, charges will be billed separately from the move. The service charges are based on the time a technician requires to disassemble and/or reassemble the equipment at current time and material rates. Please note that the carrier is not responsible for networking and/or IT services. Should you require this type of service, please call Xerox service directly at 1-800-821-2797 and ask to speak with an analyst or contact the IT department within your organization. If you have any questions regarding a service invoice, please contact the Xerox Customer Business Center 1-888-339-7887.

Site Checks are available at an additional cost and help to ensure that your equipment meets space requirements upon delivery. A notation of your intent to schedule or waive the site check requirement is required on the move agreement in the fields provided or within your organizations purchase order.

Appointments are available dependent on your location at an additional charge. If you require a specific time, the carrier will make every attempt to meet that timeframe, however the appointment charge is still valid if they arrive within an hour of the requested time.

Stairs, if involved are an additional cost. Please ensure to inform your Via Xerox Specialist if there will be stairs so that it can be included in the price quote and a stair crawler arranged by the carrier.

Wait Time is billed by the carrier in 15 min increments. If the carrier is required to wait more than 15 mins for a contact, access to the building, complete security training, etc then there would be a charge from the carrier per 15 mins of wait time.

Please review the attached agreement noting the purchase order requirement by your organization. If your organization requires a purchase order the box will be checked yes. If this is checked yes, then Xerox is required by your organization to obtain a purchase order number. Should you choose to waive the purchase order requirement, please initial the agreement in the space provided. If you're unsure about this requirement, please contact your accounts payable department.

**** Cancelled move requests that have been processed and scheduled may be subject to a minimum \$100 cancellation fee. Please notify your Via Xerox representative as soon as possible once the decision to cancel is final.**



Xerox Equipment SMA – EQUIPMENT MOVE & RELOCATION AGREEMENT – MOVE # 974829

Quote Date: 06/12/2024

PHONE: 1-800-979-7356

EMAIL: ViaXerox@Xerox.com

FAX: 1-866-448-3044

Quote valid for 30 days

The following terms and conditions of this agreement apply to all Customers requested moves/relocations of Xerox Equipment "the Equipment" covered by a current Xerox service contract. Via Xerox cannot begin scheduling your move/relocation process until we receive a copy of this signed Contract.

If paying by purchase order, please provide a copy to us along with the signed Agreement. (PO# _____)
Invoice requires Purchase Order? YES ☐ NO ☒ If YES is checked and you wish to waive this requirement for this move, please initial here: _____
Do you require the Billing Address updated to match the Delivery Address? YES ☐ NO ☐
Do you require a Site Check at the delivery address (additional charges apply)? YES ☐ NO ☐

Product Description: B9125	Serial #: ECQ673370
REMOVAL INFO	DELIVERY INFO
Company Name: LAWRENCE PUBLIC SCHO OL	Company Name: LAWRENCE PUBLIC SCHO OL
Address: 195 BROADWAY	Address: 195 BROADWAY
Room#/Floor/ Dept: ROOM 107	Room#/Floor/ Dept: ROOM 107
City/St/Zip: LAWRENCE / NY / 11559	City/St/Zip: LAWRENCE / NY / 11559
Contact Name: ANGELA CUSACK	Contact Name: ANGELA CUSACK
Contact Phone #: 5162957072	Contact Phone #: 5162957072
Contact Email: PRINTSHOP@LAWRENCE.ORG	Contact Email: PRINTSHOP@LAWRENCE.ORG

CHARGES: Customer shall be responsible for all move/relocation charges actually incurred by Xerox, consisting of (a) the transportation cost and (b) the service cost; which together include, but are not limited to, cartage, disassembly and reassembly charges, additional rigging charges, storage, stairs, wait time, appointments, signed order cancellation, and any required parts and labor. The estimated transportation cost is set forth below. The service cost is comprised of all Xerox Customer Service Engineer labor associated with required removal and reinstallation of the Equipment and will be billed separately to Customer at current Xerox time and materials labor rates. The estimated transportation cost below and the service cost do not include, and Customer shall be responsible for, any applicable federal, state, municipal, or other governmental taxes, duties, excise taxes, or tariffs.

CUSTOMER SALE OF EQUIPMENT: For Equipment relocations pursuant to Customer sales, Customer shall provide Xerox with a bill of sale or other documentation approved by Xerox prior to any move activity.

FORCE MAJEURE: If either party is prevented from fulfilling its obligations hereunder as a result of government actions, regulations, fires, strikes, accidents, war, terrorism or other causes beyond the reasonable control of either party, both parties obligations shall be suspended for a reasonable time during which such conditions exist.

TERMINATION: Either party may terminate this Agreement in the event of a material breach by the other party of the terms hereof if such material breach has not been cured within thirty (30) days of written notice of such breach. In the event Customer terminates this Agreement or cancels the service provided hereunder, Customer shall be responsible for any carrier charges incurred by Xerox as a result of such termination or cancellation.

LIMITATION OF LIABILITY: In the event of Equipment loss or damage, Xerox's sole obligation shall be to repair such Equipment or replace, in its discretion and at its option, such Equipment with equipment of an equivalent configuration. Failure by Customer to give notice of any claim (whether discovered or undiscovered) within ten (10) days from the delivery date shall constitute a waiver by Customer of all claims with respect to such Equipment. The remedy provided herein is Customer's sole and exclusive remedy with

respect to such Equipment, and Customer hereby waives direct, consequential, incidental, indirect or special damages.

DISPUTE RESOLUTION: Any claim or dispute which the parties are unable to resolve informally shall be settled by arbitration administered by the American Arbitration Association, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any monetary awards resulting from the arbitration shall be limited in accordance with the provisions of this Agreement, shall be limited to a specific compensatory sum (as opposed to any equitable relief), and may not be appealed.

GOVERNING LAW: This Agreement shall be governed by New York law without regard to its conflict of law principles.

ENTIRE AGREEMENT: This Agreement is the complete agreement of the parties and supersedes all prior written and oral agreements regarding the Services, including any preprinted terms on Customers purchase order, which shall be void and of no force and effect. Xerox may accept this Agreement either by its authorized signature or by commencing performance. Xerox may retain a reproduction (e.g. electronic image, photocopy, fax copy) of this Agreement and of Customers purchase order, each of which shall be considered an equivalent of the original document. All the changes to this Agreement must be made in writing signed by both parties. This Agreement may not be assigned by Customer without the prior written consent of Xerox.

PAYMENTS: Customer agrees to pay Xerox all sums due under each invoice via check, Electronic Funds Transfer or direct debit from Customer's bank account within thirty (30) days after the invoice date. Restrictive covenants submitted for or with payment to indicate that it is in full satisfaction of an invoice will not operate as an accord and satisfaction to reduce Customer's payment obligations if it is not, in fact, full payment. For any payment not received by Xerox within ten (10) days after the due date, Xerox may charge, and Customer agrees to pay, a late charge of the greater of \$25 or five percent (5.0%) of the amount overdue (not to exceed the maximum amount permitted by applicable law) as reasonable collection costs.

ESTIMATED RELOCATION COST*: \$880

ESTIMATED SERVICE COST*: \$0

REQUESTED REMOVAL DATE**: 06/26/2024

ESTIMATED DELIVERY DATE**: 06/26/2024

* This non-binding estimate is for planning purposes only. Customer is responsible for all costs incurred by Xerox pursuant to the "Charges" Section above.

** Xerox will use reasonable efforts to meet the requested move date, but shall have no liability in the event the requested move date is not met.

CUSTOMER

Signature: _____ Date: July 10, 2024

Murray Forman, Board President
Lawrence Union Free School District

XEROX CORPORATION

Signature: _____ Date: _____

Via Xerox Equipment Relocation Information

Phone: 1-800-979-7356

Fax: 1-866-448-3044

Email: ViaXerox@Xerox.com



Thank you for choosing Via Xerox to move your equipment. Please read this cover sheet as it provides important information regarding your move.

Important: The Agreement attached to this cover page must be signed, dated and emailed or faxed back to your Via Xerox Specialist before they can process your move request. There is no need to return this cover page as it is for informational purposes only.

Please email the signed move agreement to ViaXerox@Xerox.com or fax to 1-866-448-3044, for Via Xerox to begin processing your move request. Expedited move services may be available at an additional cost.

We ask for a minimum of five business days to process your move request. If you are moving a production system, please allow for additional time as the equipment may require a repack kit to be delivered and a technician to deservice prior to the move date. If you have any questions regarding the service requirements of your machine, please ask your Via Xerox Specialist.

If your machine requires a technician to disassemble and/or reassemble your equipment, charges will be billed separately from the move. The service charges are based on the time a technician requires to disassemble and/or reassemble the equipment at current time and material rates. Please note that the carrier is not responsible for networking and/or IT services. Should you require this type of service, please call Xerox service directly at 1-800-821-2797 and ask to speak with an analyst or contact the IT department within your organization. If you have any questions regarding a service invoice, please contact the Xerox Customer Business Center 1-888-339-7887.

Site Checks are available at an additional cost and help to ensure that your equipment meets space requirements upon delivery. A notation of your intent to schedule or waive the site check requirement is required on the move agreement in the fields provided or within your organizations purchase order.

Appointments are available dependent on your location at an additional charge. If you require a specific time, the carrier will make every attempt to meet that timeframe, however the appointment charge is still valid if they arrive within an hour of the requested time.

Stairs, if involved are an additional cost. Please ensure to inform your Via Xerox Specialist if there will be stairs so that it can be included in the price quote and a stair crawler arranged by the carrier.

Wait Time is billed by the carrier in 15 min increments. If the carrier is required to wait more than 15 mins for a contact, access to the building, complete security training, etc then there would be a charge from the carrier per 15 mins of wait time.

Please review the attached agreement noting the purchase order requirement by your organization. If your organization requires a purchase order the box will be checked yes. If this is checked yes, then Xerox is required by your organization to obtain a purchase order number. Should you choose to waive the purchase order requirement, please initial the agreement in the space provided. If you're unsure about this requirement, please contact your accounts payable department.

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Xerox Equipment SMA – EQUIPMENT MOVE & RELOCATION AGREEMENT – MOVE # 974831

Quote Date: 06/12/2024

PHONE: 1-800-979-7356

EMAIL: ViaXerox@Xerox.com

FAX: 1-866-448-3044

Quote valid for 30 days

The following terms and conditions of this agreement apply to all Customers requested moves/relocations of Xerox Equipment "the Equipment" covered by a current Xerox service contract. Via Xerox cannot begin scheduling your move/relocation process until we receive a copy of this signed Contract.

If paying by purchase order, please provide a copy to us along with the signed Agreement. (PO# _____)
Invoice requires Purchase Order? YES ☐ NO ☒ If YES is checked and you wish to waive this requirement for this move, please initial here: _____
Do you require the Billing Address updated to match the Delivery Address? YES ☐ NO ☐
Do you require a Site Check at the delivery address (additional charges apply)? YES ☐ NO ☐

Product Description: B9136	Serial #: ECQ673251
REMOVAL INFO	DELIVERY INFO
Company Name: LAWRENCE PUBLIC SCHO OL	Company Name: LAWRENCE PUBLIC SCHO OL
Address: 195 BROADWAY	Address: 195 BROADWAY
Room#/Floor/ Dept: ROOM 107	Room#/Floor/ Dept: ROOM 107
City/SV/Zip: LAWRENCE / NY / 11559	City/SV/Zip: LAWRENCE / NY / 11559
Contact Name: ANGELA CUSACK	Contact Name: ANGELA CUSACK
Contact Phone #: 5162957072	Contact Phone #: 5162957072
Contact Email: PRINTSHOP@LAWRENCE.ORG	Contact Email: PRINTSHOP@LAWRENCE.ORG

CHARGES: Customer shall be responsible for all move/relocation charges actually incurred by Xerox, consisting of (a) the transportation cost and (b) the service cost; which together include, but are not limited to, cartage, disassembly and reassembly charges, additional rigging charges, storage, stairs, wait time, appointments, signed order cancellation, and any required parts and labor. The estimated transportation cost is set forth below. The service cost is comprised of all Xerox Customer Service Engineer labor associated with required removal and reinstallation of the Equipment and will be billed separately to Customer at current Xerox time and materials labor rates. The estimated transportation cost below and the service cost do not include, and Customer shall be responsible for, any applicable federal, state, municipal, or other governmental taxes, duties, excise taxes, or tariffs.

CUSTOMER SALE OF EQUIPMENT: For Equipment relocations pursuant to Customer sales, Customer shall provide Xerox with a bill of sale or other documentation approved by Xerox prior to any move activity.

FORCE MAJEURE: If either party is prevented from fulfilling its obligations hereunder as a result of government actions, regulations, fires, strikes, accidents, war, terrorism or other causes beyond the reasonable control of either party, both parties obligations shall be suspended for a reasonable time during which such conditions exist.

TERMINATION: Either party may terminate this Agreement in the event of a material breach by the other party of the terms hereof if such material breach has not been cured within thirty (30) days of written notice of such breach. In the event Customer terminates this Agreement or cancels the service provided hereunder, Customer shall be responsible for any carrier charges incurred by Xerox as a result of such termination or cancellation.

LIMITATION OF LIABILITY: In the event of Equipment loss or damage, Xerox's sole obligation shall be to repair such Equipment or replace, in its discretion and at its option, such Equipment with equipment of an equivalent configuration. Failure by Customer to give notice of any claim (whether discovered or undiscovered) within ten (10) days from the delivery date shall constitute a waiver by Customer of all claims with respect to such Equipment. The remedy provided herein is Customer's sole and exclusive remedy with

respect to such Equipment, and Customer hereby waives direct, consequential, incidental, indirect or special damages.

DISPUTE RESOLUTION: Any claim or dispute which the parties are unable to resolve informally shall be settled by arbitration administered by the American Arbitration Association, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any monetary awards resulting from the arbitration shall be limited in accordance with the provisions of this Agreement, shall be limited to a specific compensatory sum (as opposed to any equitable relief), and may not be appealed.

GOVERNING LAW: This Agreement shall be governed by New York law without regard to its conflict of law principles.

ENTIRE AGREEMENT: This Agreement is the complete agreement of the parties and supersedes all prior written and oral agreements regarding the Services, including any preprinted terms on Customers purchase order, which shall be void and of no force and effect. Xerox may accept this Agreement either by its authorized signature or by commencing performance. Xerox may retain a reproduction (e.g. electronic image, photocopy, fax copy) of this Agreement and of Customers purchase order, each of which shall be considered an equivalent of the original document. All the changes to this Agreement must be made in writing signed by both parties. This Agreement may not be assigned by Customer without the prior written consent of Xerox.

PAYMENTS: Customer agrees to pay Xerox all sums due under each invoice via check, Electronic Funds Transfer or direct debit from Customer's bank account within thirty (30) days after the invoice date. Restrictive covenants submitted for or with payment to indicate that it is in full satisfaction of an invoice will not operate as an accord and satisfaction to reduce Customer's payment obligations if it is not, in fact, full payment. For any payment not received by Xerox within ten (10) days after the due date, Xerox may charge, and Customer agrees to pay, a late charge of the greater of \$25 or five percent (5.0%) of the amount overdue (not to exceed the maximum amount permitted by applicable law) as reasonable collection costs.

ESTIMATED RELOCATION COST*: \$714

ESTIMATED SERVICE COST*: \$0

REQUESTED REMOVAL DATE**: 06/26/2024

ESTIMATED DELIVERY DATE**: 06/26/2024

* This non-binding estimate is for planning purposes only. Customer is responsible for all costs incurred by Xerox pursuant to the "Charges" Section above.

** Xerox will use reasonable efforts to meet the requested move date, but shall have no liability in the event the requested move date is not met.

CUSTOMER

Signature: _____ Date: July 10, 2024

Murray Forman, Board President
Lawrence Union Free School District

XEROX CORPORATION

Signature: _____ Date: _____

Via Xerox Equipment Relocation Information

Phone: 1-800-979-7356

Fax: 1-866-448-3044

Email: ViaXerox@Xerox.com



Thank you for choosing Via Xerox to move your equipment. Please read this cover sheet as it provides important information regarding your move.

Important: The Agreement attached to this cover page must be signed, dated and emailed or faxed back to your Via Xerox Specialist before they can process your move request. There is no need to return this cover page as it is for informational purposes only.

Please email the signed move agreement to ViaXerox@Xerox.com or fax to 1-866-448-3044, for Via Xerox to begin processing your move request. Expedited move services may be available at an additional cost.

We ask for a minimum of five business days to process your move request. If you are moving a production system, please allow for additional time as the equipment may require a repack kit to be delivered and a technician to deservice prior to the move date. If you have any questions regarding the service requirements of your machine, please ask your Via Xerox Specialist.

If your machine requires a technician to disassemble and/or reassemble your equipment, charges will be billed separately from the move. The service charges are based on the time a technician requires to disassemble and/or reassemble the equipment at current time and material rates. Please note that the carrier is not responsible for networking and/or IT services. Should you require this type of service, please call Xerox service directly at 1-800-821-2797 and ask to speak with an analyst or contact the IT department within your organization. If you have any questions regarding a service invoice, please contact the Xerox Customer Business Center 1-888-339-7887.

Site Checks are available at an additional cost and help to ensure that your equipment meets space requirements upon delivery. A notation of your intent to schedule or waive the site check requirement is required on the move agreement in the fields provided or within your organizations purchase order.

Appointments are available dependent on your location at an additional charge. If you require a specific time, the carrier will make every attempt to meet that timeframe, however the appointment charge is still valid if they arrive within an hour of the requested time.

Stairs, if involved are an additional cost. Please ensure to inform your Via Xerox Specialist if there will be stairs so that it can be included in the price quote and a stair crawler arranged by the carrier.

Wait Time is billed by the carrier in 15 min increments. If the carrier is required to wait more than 15 mins for a contact, access to the building, complete security training, etc then there would be a charge from the carrier per 15 mins of wait time.

Please review the attached agreement noting the purchase order requirement by your organization. If your organization requires a purchase order the box will be checked yes. If this is checked yes, then Xerox is required by your organization to obtain a purchase order number. Should you choose to waive the purchase order requirement, please initial the agreement in the space provided. If you're unsure about this requirement, please contact your accounts payable department.

**** Cancelled move requests that have been processed and scheduled may be subject to a minimum \$100 cancellation fee. Please notify your Via Xerox representative as soon as possible once the decision to cancel is final.**



Xerox Equipment SMA – EQUIPMENT MOVE & RELOCATION AGREEMENT – MOVE # 974833

Quote Date: 06/12/2024

PHONE: 1-800-979-7356

EMAIL: ViaXerox@Xerox.com

FAX: 1-866-448-3044

Quote valid for 30 days

The following terms and conditions of this agreement apply to all Customers requested moves/relocations of Xerox Equipment "the Equipment" covered by a current Xerox service contract. Via Xerox cannot begin scheduling your move/relocation process until we receive a copy of this signed Contract.

If paying by purchase order, please provide a copy to us along with the signed Agreement. (PO# _____)
Invoice requires Purchase Order? YES ☐ NO ☒ If YES is checked and you wish to waive this requirement for this move, please initial here: _____
Do you require the Billing Address updated to match the Delivery Address? YES ☐ NO ☐
Do you require a Site Check at the delivery address (additional charges apply)? YES ☐ NO ☐

Product Description: B9136	Serial #: ECQ669879
REMOVAL INFO	DELIVERY INFO
Company Name: LAWRENCE PUBLIC SCHO OL	Company Name: LAWRENCE PUBLIC SCHO OL
Address: 195 BROADWAY	Address: 195 BROADWAY
Room#/Floor/ Dept: ROOM 107	Room#/Floor/ Dept: ROOM 107
City/St/Zip: LAWRENCE / NY / 11559	City/St/Zip: LAWRENCE / NY / 11559
Contact Name: ANGELA CUSACK	Contact Name: ANGELA CUSACK
Contact Phone #: 5162957072	Contact Phone #: 5162957072
Contact Email: PRINTSHOP@LAWRENCE.ORG	Contact Email: PRINTSHOP@LAWRENCE.ORG

CHARGES: Customer shall be responsible for all move/relocation charges actually incurred by Xerox, consisting of (a) the transportation cost and (b) the service cost; which together include, but are not limited to, cartage, disassembly and reassembly charges, additional rigging charges, storage, stairs, wait time, appointments, signed order cancellation, and any required parts and labor. The estimated transportation cost is set forth below. The service cost is comprised of all Xerox Customer Service Engineer labor associated with required removal and reinstallation of the Equipment and will be billed separately to Customer at current Xerox time and materials labor rates. The estimated transportation cost below and the service cost do not include, and Customer shall be responsible for, any applicable federal, state, municipal, or other governmental taxes, duties, excise taxes, or tariffs.

CUSTOMER SALE OF EQUIPMENT: For Equipment relocations pursuant to Customer sales, Customer shall provide Xerox with a bill of sale or other documentation approved by Xerox prior to any move activity.

FORCE MAJEURE: If either party is prevented from fulfilling its obligations hereunder as a result of government actions, regulations, fires, strikes, accidents, war, terrorism or other causes beyond the reasonable control of either party, both parties obligations shall be suspended for a reasonable time during which such conditions exist.

TERMINATION: Either party may terminate this Agreement in the event of a material breach by the other party of the terms hereof if such material breach has not been cured within thirty (30) days of written notice of such breach. In the event Customer terminates this Agreement or cancels the service provided hereunder, Customer shall be responsible for any carrier charges incurred by Xerox as a result of such termination or cancellation.

LIMITATION OF LIABILITY: In the event of Equipment loss or damage, Xerox's sole obligation shall be to repair such Equipment or replace, in its discretion and at its option, such Equipment with equipment of an equivalent configuration. Failure by Customer to give notice of any claim (whether discovered or undiscovered) within ten (10) days from the delivery date shall constitute a waiver by Customer of all claims with respect to such Equipment. The remedy provided herein is Customer's sole and exclusive remedy with

respect to such Equipment, and Customer hereby waives direct, consequential, incidental, indirect or special damages.

DISPUTE RESOLUTION: Any claim or dispute which the parties are unable to resolve informally shall be settled by arbitration administered by the American Arbitration Association, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any monetary awards resulting from the arbitration shall be limited in accordance with the provisions of this Agreement, shall be limited to a specific compensatory sum (as opposed to any equitable relief), and may not be appealed.

GOVERNING LAW: This Agreement shall be governed by New York law without regard to its conflict of law principles.

ENTIRE AGREEMENT: This Agreement is the complete agreement of the parties and supersedes all prior written and oral agreements regarding the Services, including any preprinted terms on Customers purchase order, which shall be void and of no force and effect. Xerox may accept this Agreement either by its authorized signature or by commencing performance. Xerox may retain a reproduction (e.g. electronic image, photocopy, fax copy) of this Agreement and of Customers purchase order, each of which shall be considered an equivalent of the original document. All the changes to this Agreement must be made in writing signed by both parties. This Agreement may not be assigned by Customer without the prior written consent of Xerox.

PAYMENTS: Customer agrees to pay Xerox all sums due under each invoice via check, Electronic Funds Transfer or direct debit from Customer's bank account within thirty (30) days after the invoice date. Restrictive covenants submitted for or with payment to indicate that it is in full satisfaction of an invoice will not operate as an accord and satisfaction to reduce Customer's payment obligations if it is not, in fact, full payment. For any payment not received by Xerox within ten (10) days after the due date, Xerox may charge, and Customer agrees to pay, a late charge of the greater of \$25 or five percent (5.0%) of the amount overdue (not to exceed the maximum amount permitted by applicable law) as reasonable collection costs.

ESTIMATED RELOCATION COST*: \$1115

ESTIMATED SERVICE COST*: \$0

REQUESTED REMOVAL DATE**: 06/26/2024

ESTIMATED DELIVERY DATE**: 06/26/2024

* This non-binding estimate is for planning purposes only. Customer is responsible for all costs incurred by Xerox pursuant to the "Charges" Section above.

** Xerox will use reasonable efforts to meet the requested move date, but shall have no liability in the event the requested move date is not met.

CUSTOMER

Signature: _____ Date: July 10, 2024

XEROX CORPORATION

Signature: _____ Date: _____

Murray Forman, Board President
Lawrence Union Free School District

Via Xerox Equipment Relocation Information

Phone: 1-800-979-7356

Fax: 1-866-448-3044

Email: ViaXerox@Xerox.com



Thank you for choosing Via Xerox to move your equipment. Please read this cover sheet as it provides important information regarding your move.

Important: The Agreement attached to this cover page must be signed, dated and emailed or faxed back to your Via Xerox Specialist before they can process your move request. There is no need to return this cover page as it is for informational purposes only.

Please email the signed move agreement to ViaXerox@Xerox.com or fax to 1-866-448-3044, for Via Xerox to begin processing your move request. Expedited move services may be available at an additional cost.

We ask for a minimum of five business days to process your move request. If you are moving a production system, please allow for additional time as the equipment may require a repack kit to be delivered and a technician to deservice prior to the move date. If you have any questions regarding the service requirements of your machine, please ask your Via Xerox Specialist.

If your machine requires a technician to disassemble and/or reassemble your equipment, charges will be billed separately from the move. The service charges are based on the time a technician requires to disassemble and/or reassemble the equipment at current time and material rates. Please note that the carrier is not responsible for networking and/or IT services. Should you require this type of service, please call Xerox service directly at 1-800-821-2797 and ask to speak with an analyst or contact the IT department within your organization. If you have any questions regarding a service invoice, please contact the Xerox Customer Business Center 1-888-339-7887.

Site Checks are available at an additional cost and help to ensure that your equipment meets space requirements upon delivery. A notation of your intent to schedule or waive the site check requirement is required on the move agreement in the fields provided or within your organizations purchase order.

Appointments are available dependent on your location at an additional charge. If you require a specific time, the carrier will make every attempt to meet that timeframe, however the appointment charge is still valid if they arrive within an hour of the requested time.

Stairs, if involved are an additional cost. Please ensure to inform your Via Xerox Specialist if there will be stairs so that it can be included in the price quote and a stair crawler arranged by the carrier.

Wait Time is billed by the carrier in 15 min increments. If the carrier is required to wait more than 15 mins for a contact, access to the building, complete security training, etc then there would be a charge from the carrier per 15 mins of wait time.

Please review the attached agreement noting the purchase order requirement by your organization. If your organization requires a purchase order the box will be checked yes. If this is checked yes, then Xerox is required by your organization to obtain a purchase order number. Should you choose to waive the purchase order requirement, please initial the agreement in the space provided. If you're unsure about this requirement, please contact your accounts payable department.

**** Canceled move requests that have been processed and scheduled may be subject to a minimum \$100 cancellation fee. Please notify your Via Xerox representative as soon as possible once the decision to cancel is final.**



Xerox Equipment SMA – EQUIPMENT MOVE & RELOCATION AGREEMENT – MOVE # 974835

Quote Date: 06/12/2024

PHONE: 1-800-979-7356

EMAIL: ViaXerox@Xerox.com

FAX: 1-866-448-3044

Quote valid for 30 days

The following terms and conditions of this agreement apply to all Customers requested moves/relocations of Xerox Equipment "the Equipment" covered by a current Xerox service contract. Via Xerox cannot begin scheduling your move/relocation process until we receive a copy of this signed Contract.

If paying by purchase order, please provide a copy to us along with the signed Agreement. (PO# _____)
Invoice requires Purchase Order? YES ☐ NO ☒ If YES is checked and you wish to waive this requirement for this move, please initial here: _____
Do you require the Billing Address updated to match the Delivery Address? YES ☐ NO ☐
Do you require a Site Check at the delivery address (additional charges apply)? YES ☐ NO ☐

Product Description: B9125	Serial #: ECQ670398
REMOVAL INFO	DELIVERY INFO
Company Name: LAWRENCE PUBLIC SCHO	Company Name: LAWRENCE PUBLIC SCHO
Address: 195 BROADWAY	Address: 195 BROADWAY
Room#/Floor/ Dept: ROOM 107	Room#/Floor/ Dept: ROOM 107
City/ST/Zip: LAWRENCE / NY / 11559	City/ST/Zip: LAWRENCE / NY / 11559
Contact Name: ANGELA CUSACK	Contact Name: ANGELA CUSACK
Contact Phone #: 5162957072	Contact Phone #: 5162957072
Contact Email: PRINTSHOP@LAWRENCE.ORG	Contact Email: PRINTSHOP@LAWRENCE.ORG

CHARGES: Customer shall be responsible for all move/relocation charges actually incurred by Xerox, consisting of (a) the transportation cost and (b) the service cost; which together include, but are not limited to, cartage, disassembly and reassembly charges, additional rigging charges, storage, stairs, wait time, appointments, signed order cancellation, and any required parts and labor. The estimated transportation cost is set forth below. The service cost is comprised of all Xerox Customer Service Engineer labor associated with required removal and reinstallation of the Equipment and will be billed separately to Customer at current Xerox time and materials labor rates. The estimated transportation cost below and the service cost do not include, and Customer shall be responsible for, any applicable federal, state, municipal, or other governmental taxes, duties, excise taxes, or tariffs.

CUSTOMER SALE OF EQUIPMENT: For Equipment relocations pursuant to Customer sales, Customer shall provide Xerox with a bill of sale or other documentation approved by Xerox prior to any move activity.

FORCE MAJEURE: If either party is prevented from fulfilling its obligations hereunder as a result of government actions, regulations, fires, strikes, accidents, war, terrorism or other causes beyond the reasonable control of either party, both parties obligations shall be suspended for a reasonable time during which such conditions exist.

TERMINATION: Either party may terminate this Agreement in the event of a material breach by the other party of the terms hereof if such material breach has not been cured within thirty (30) days of written notice of such breach. In the event Customer terminates this Agreement or cancels the service provided hereunder, Customer shall be responsible for any carrier charges incurred by Xerox as a result of such termination or cancellation.

LIMITATION OF LIABILITY: In the event of Equipment loss or damage, Xerox's sole obligation shall be to repair such Equipment or replace, in its discretion and at its option, such Equipment with equipment of an equivalent configuration. Failure by Customer to give notice of any claim (whether discovered or undiscovered) within ten (10) days from the delivery date shall constitute a waiver by Customer of all claims with respect to such Equipment. The remedy provided herein is Customer's sole and exclusive remedy with

respect to such Equipment, and Customer hereby waives direct, consequential, incidental, indirect or special damages.

DISPUTE RESOLUTION: Any claim or dispute which the parties are unable to resolve informally shall be settled by arbitration administered by the American Arbitration Association, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. Any monetary awards resulting from the arbitration shall be limited in accordance with the provisions of this Agreement, shall be limited to a specific compensatory sum (as opposed to any equitable relief), and may not be appealed.

GOVERNING LAW: This Agreement shall be governed by New York law without regard to its conflict of law principles.

ENTIRE AGREEMENT: This Agreement is the complete agreement of the parties and supersedes all prior written and oral agreements regarding the Services, including any preprinted terms on Customers purchase order, which shall be void and of no force and effect. Xerox may accept this Agreement either by its authorized signature or by commencing performance. Xerox may retain a reproduction (e.g. electronic image, photocopy, fax copy) of this Agreement and of Customers purchase order, each of which shall be considered an equivalent of the original document. All the changes to this Agreement must be made in writing signed by both parties. This Agreement may not be assigned by Customer without the prior written consent of Xerox.

PAYMENTS: Customer agrees to pay Xerox all sums due under each invoice via check, Electronic Funds Transfer or direct debit from Customer's bank account within thirty (30) days after the invoice date. Restrictive covenants submitted for or with payment to indicate that it is in full satisfaction of an invoice will not operate as an accord and satisfaction to reduce Customer's payment obligations if it is not, in fact, full payment. For any payment not received by Xerox within ten (10) days after the due date, Xerox may charge, and Customer agrees to pay, a late charge of the greater of \$25 or five percent (5.0%) of the amount overdue (not to exceed the maximum amount permitted by applicable law) as reasonable collection costs.

ESTIMATED RELOCATION COST*: \$714

ESTIMATED SERVICE COST*: \$0

REQUESTED REMOVAL DATE**: 06/26/2024

ESTIMATED DELIVERY DATE**: 06/26/2024

* This non-binding estimate is for planning purposes only. Customer is responsible for all costs incurred by Xerox pursuant to the "Charges" Section above.

** Xerox will use reasonable efforts to meet the requested move date, but shall have no liability in the event the requested move date is not met.

CUSTOMER

Signature: _____ Date: July 10, 2024

XEROX CORPORATION

Signature: _____ Date: _____

Murray Forman, Board President
Lawrence Union Free School District

INSTRUCTIONAL SERVICES AGREEMENT

Enclosure VIII.E.2.a
Organizational Meeting
July 10, 2024

THIS AGREEMENT made this 24th day of May 2024, in the County of Nassau, State of New York, between **Brookville Center for Children's Services, Inc.** School Age Programs (9000, 9001, 9020 and 9021), 189 Wheatley Road, Brookville, New York, and Lawrence UFSD, Cedarhurst, NY 11516.

The school district is authorized by law, under Section 4402(2)(b) to contract with institutions within the State of New York for instruction of handicapped children in those situations where the District is unable to provide for the education of handicapped children in special classes in the public schools, and

WHEREAS, Brookville Center for Children's Services, Inc. is a non-public institution operating special classes for handicapped children,

NOW, THEREFORE, the parties mutually agree as follows:

FIRST: Brookville Center for Children's Services, Inc. agrees to provide instructional services to students specified by the district in accordance with their IEP for the period July 1, 2024 to June 30, 2025, and the services are to be provided by teachers and/or related service professionals possessing appropriate qualifications and certifications, and will submit reports of services rendered.

SECOND: Lawrence UFSD shall pay to Brookville Center for Children's Services, Inc., for each pupil, the tuition rate set by the State Education Department upon submission of an invoice with documentation of the student's continued enrollment in the program. If the tuition rates for this school year are not available at the beginning of that school year, Lawrence UFSD shall pay the rates applicable to the previous school year until the new rates are set, at which time the parties shall adjust tuition payments so that Lawrence UFSD will have paid in accordance with the rates applicable to that current school year.

This Agreement, and the obligation of Lawrence UFSD to make payment hereunder, shall terminate upon withdrawal of the student by Lawrence UFSD for any reason whatsoever or termination of the approval of Brookville Center for Children's Services, Inc. by the Commissioner of Education.

Upon any termination, Lawrence UFSD shall pay to Brookville Center for Children's Services, Inc. the pro-rata portion of the monthly tuition for that part of the month when services were furnished prior to termination.

THIRD: Brookville Center for Children's Services, Inc. shall accord the school district the following:

- a. Right to visit the school.
- b. Pupil attendance reports with reasons for absence beyond 3 days.
- c. Pupil progress reports.
- d. Right to examine accounting records as they pertain to tuition costs.

FOURTH: Brookville Center for Children's Services, Inc. agrees to defend, indemnify and hold harmless Lawrence UFSD and its agents, officers, trustees, employees and attorneys from and against all claims, damages, losses and expenses, including but not only limited to attorney's fees, arising out of or resulting from the performance of this agreement.

FIFTH: Brookville Center for Children's Services, Inc. shall be responsible for compliance with the requirements of Project SAVE and the SAFE SCHOOL ACTS, with respect to any person providing services by Brookville Center for Children's Services, Inc. under the terms of this agreement. All persons providing services by or through Brookville Center for Children's Services, Inc. under the terms of this agreement shall have received appropriate fingerprinting clearance as required by law, prior to providing services to the above named student (s). Appropriate written proof of such clearance shall be provided to Lawrence UFSD prior to such person (s) providing services to the student.

IN WITNESS WHEREOF, the parties hereto have executed this agreement.

BOARD OF EDUCATION OF
Lawrence UFSD - *Murray Forman - President*

DATE: July 10, 2024

By: _____
Murray Forman, Board President
Brookville Center for Children's Services, Inc.
Federal ID # 73-1662897

DATE: 5/24/24

By: *Stanford J. Perry*
Stanford J. Perry, Chief Executive Officer

This agreement is entered into this First day of July 2024 by and between the Board of Education of Lawrence Union Free School District (Lawrence) and Nicole Hadassa Bobker Social Security No. --- -- [REDACTED] herein called the Independent Contractor (Consultant).

Whereas Lawrence Public Schools has a need for the professional services of an individual with the particular training, ability, knowledge, experience and/or expertise possessed by the Consultant, Lawrence Public Schools hereby agrees to pay \$42.00 individual, \$51.00 group per half hour session, \$42.00 for report writing per student to the Consultant for the performance of said services during the period from July 2024, through June 2025 or at the discretion of the Board of Education. Generally, these payable-consulting services will include, but will not be limited, to the following: Speech/Language therapy services, treatment sessions, evaluations, consultations, meetings and screenings.

In performing the above services, it is understood that:

1. The Consultant will be engaged as an Independent Contractor, and therefore, solely responsible for the payment of federal and state income taxes applicable to this agreement.
2. The Consultant will not be eligible for any benefits relative to this contract for social security, New York State worker's compensation, unemployment insurance, New York State Employee's Retirement System, etc.
3. The Consultant will submit claim forms to the project coordinator on a monthly basis to be countersigned that will not exceed the total contract price for the services rendered, payment shall be made by Lawrence within 60 days provided that Medicaid session notes are properly provided to the District of approval of each claim form.
4. If payment to the Consultant is to be charged against federal or state funds, the Consultant will certify that he/she is not currently employed by the federal government and the amount charged does not exceed the normal charge for the type of service rendered.
5. Lawrence, in accordance with federal and state requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the federal government for all individuals having gross income exceeding \$600, which thereupon will be reported for income tax purposes.
6. Each party shall have the right to terminate this agreement upon thirty (30) days written notice to the other party.
7. This contract and any amendments to this contract will not be in effect until approved by the Board of Education and the Office of Personnel or the authorized signatory of the Lawrence Union Free School District and accompanied by a valid purchase order.
8. Providers must work the school calendar days of the school in which they provide the service.
9. The Consultant must be certified by the New York State Department of Education and hold a current certification in the area that they are providing service.
10. The Consultant must have been fingerprinted and approved to provide services.

11. The Consultant must comply with requests from their Lawrence School District supervisor, or his/her designee, for attending CSE meetings either by telephone or in person a maximum of four (4) CSE without fee compensation.
12. The Consultant must provide progress reports at the same time interval as general education students receive report cards.
13. The Consultant, upon request from their Lawrence School District supervisor, or his/her designee, draft, review and update IEP goals.
14. The Consultant must maintain the confidentiality of students' personally identifiable information.
15. The Consultant must notify the Lawrence School District supervisor, or his/her designee, on the days of occurrence when students are unavailable to be provided services.
16. The Consultant must deliver to the Lawrence School District supervisor or his/her designee, copies of all reports, progress notes, charts or other documentation relative to the provision of services to the students.
17. The Consultant must provide appropriate services consistent with the recommendations contained in the students IEP.
18. The Consultant must notify the Lawrence School District supervisor, or his/her designee, if there are any noteworthy changed circumstances including, but not limited to: the student's goals, functioning and schedule.
19. The Consultant must maintain communication with the Lawrence School District to keep them apprised of student performance.
20. The Consultant must comply with all State, federal and local requirements in the discharge of their duties.
21. The Consultant must agree to attend one, one hour weekly meeting, without fee compensation. Failure to attend can result in possible termination.
22. The Consultant will agree to attend CSE meetings and/or evaluated a student at a rate of \$41.00 per ½ session.
23. The Consultant must obtain an NPI number and submit all necessary Medicaid documentation without compensation.
24. The Consultant represents and warrants that it, nor its employees or contractors, are not excluded for 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 the Consultant, or one of the employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

If Consultant is an Employment Agency, the Consultant 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 consultant 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 Services Office of the Inspector General's List 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 Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event.

Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant

Consultant Signature – Nicole Hadassa Bobker

Date

Superintendent – Dr. Ann Pedersen

July 10, 2024

Date

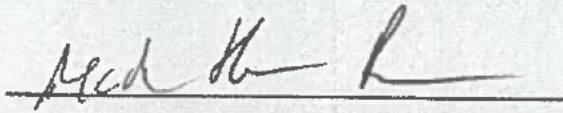
BOE President – Murray Forman

July 10, 2024

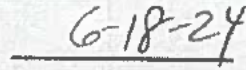
Date

In the event an excluded party is discovered the Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event

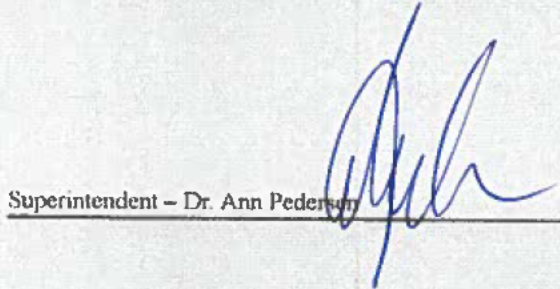
Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant



Consultant Signature – Nicole Hadassa Bobker



Date

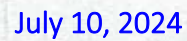


Superintendent – Dr. Ann Pedersen



Date

BOE President – Murray Forman



Date

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE OF HEALTH
AND
THE SERVICE PROVIDERS UNDER THE CONTRACT WITH THE SCHOOL DISTRICT
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID
SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)**

Based upon a request by the school district to participate in the New York State Medicaid SSHSP Program under Title XIX of the Social Security Act

Nicole Hadassa Bobker

(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider.
 - 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: _____

Address: _____

City: _____

NY

Zip: 11559

Date Signed: _____

6-18-24

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Nicole Hadassa Bobker

Name of the Outside Contracted Provider

By this reassignment, the above-named outside contracted provider of services agrees:

- 1 to reassign all Medicaid reimbursements to you school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP).
- 2 to accept as payment in full the contracted reimbursement rates for covered services.

3 to comply with all the rules and policies as described in your contract with the school district, and

4 to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Health Services Program (SSHSP)

02-20-24

(Date)



(Outside Contract Service Provider's Signature)

Lawrence Union Free School District

School District (under contract with): List additional ones on back of this form)

Suzanne Crane

This agreement is entered into this **First day of July 2024** by and between the Board of Education of Lawrence Union Free School District (Lawrence) and **Suzanne Crane** Social Security No. **---** herein called the Independent Contractor (Consultant).

Whereas Lawrence Public Schools has a need for the professional services of an individual with the particular training, ability, knowledge, experience and/or expertise possessed by the Consultant, Lawrence Public Schools hereby agrees to pay **\$42.00 individual, \$51.00 group per half hour session, \$42.00 for report writing per student** to the Consultant for the performance of said services during the period from **July 2024**, through **June 2025** or at the discretion of the Board of Education. Generally, these payable-consulting services will include, but will not be limited to the following: **Physical therapy services, treatment sessions, evaluations, consultations, meetings and screenings.**

In performing the above services, it is understood that:

1. The Consultant will be engaged as an Independent Contractor, and therefore, solely responsible for the payment of federal and state income taxes applicable to this agreement.
2. The Consultant will not be eligible for any benefits relative to this contract for social security, New York State worker's compensation, unemployment insurance, New York State Employee's Retirement System, etc.
3. The Consultant will submit claim forms to the project coordinator on a **monthly** basis to be countersigned that will not exceed the total contract price for the services rendered, payment shall be made by Lawrence within 60 days provided that Medicaid session notes are properly provided to the District of approval of each claim form.
4. If payment to the Consultant is to be charged against federal or state funds, the Consultant will certify that he/she is not currently employed by the federal government and the amount charged does not exceed the normal charge for the type of service rendered.
5. Lawrence, in accordance with federal and state requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the federal government for all individuals having gross income exceeding \$600, which thereupon will be reported for income tax purposes.
6. Each party shall have the right to terminate this agreement upon thirty (30) days written notice to the other party.
7. This contract and any amendments to this contract will not be in effect until approved by the Board of Education and the Office of Personnel or the authorized signatory of the Lawrence Union Free School District and accompanied by a valid purchase order.
8. Providers must work the school calendar days of the school in which they provide the service. The provider must take a half hour (1/2) break after six (6) hours and work no more than sixteen (16) sessions in one day.
9. The Consultant must be certified by the New York State Department of Education and hold a current certification in the area that they are providing service.
10. The Consultant must have been fingerprinted and approved to provide services.

11. The Consultant must comply with requests from their Lawrence School District supervisor, or his/her designee, for attending CSE meetings either by telephone or in person a maximum of four (4) CSE without fee compensation.
12. The Consultant must provide progress reports at the same time interval as general education students receive report cards.
13. The Consultant, upon request from their Lawrence School District supervisor, or his/her designee, draft, review and update IEP goals.
14. The Consultant must maintain the confidentiality of students' personally identifiable information.
15. The Consultant must notify the Lawrence School District supervisor, or his/her designee, on the day of occurrence when students are unavailable to be provided services.
16. The Consultant must deliver to the Lawrence School District supervisor or his/her designee, copies of all reports, progress notes, charts or other documentation relative to the provision of services to the students.
17. The Consultant must provide appropriate services consistent with the recommendations contained in the students IEP.
18. The Consultant must notify the Lawrence School District supervisor, or his/her designee, if there are any noteworthy changed circumstances including, but not limited to: the student's goals, functioning and schedule.
19. The Consultant must maintain communication with the Lawrence School District to keep them apprised of student performance.
20. The Consultant must comply with all State, federal and local requirements in the discharge of their duties.
21. The Consultant must agree to attend one monthly meeting, without fee compensation. Failure to attend may result in possible termination.
22. The Consultant represents and warrants that it, nor its employees or contractors, are not excluded for 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 the Consultant, or one of the employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

If Consultant is an Employment Agency, the Consultant 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.

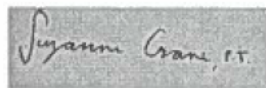
The consultant further represents and warrants it will, at a minimum, check monthly all of its employees and subcontractors against:

- The General Services Administration's Federal Excluded Party List System (or any successor system)

- The United States Department of Health and Human Services Office of the Inspector General's List 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 Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event.

Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.



Consultant Signature – Suzanne Crane

6/19/24

Date

Superintendent – Dr. Ann Pedersen

6/25/24

Date

BOE President – Murray Forman

July 10, 2024

Date

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE OF HEALTH
AND
THE SERVICE PROVIDERS UNDER THE CONTRACT WITH THE SCHOOL DISTRICT
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID
SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)**

Based upon a request by the school district to participate in the New York State Medicaid SSHSP Program under Title XIX of the Social Security Act

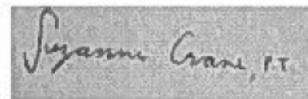
Suzanne Crane

(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any Information regarding any Medicaid claims reassigned by the Provider.
 - 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: _____



Address: _____

City: _____

State: **NY**

Zip: **11598**

Date Signed: **6/19/2024**

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Suzanne Crane

Name of the Outside Contracted Provider

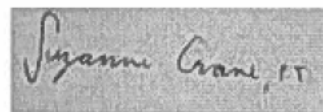
By this reassignment, the above-named outside contracted provider of services agrees:

- 1 to reassign all Medicaid reimbursements to you school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),
- 2 to accept as payment in full the contracted reimbursement rates for covered services,
- 3 to comply with all the rules and policies as described in your contract with the school district, and
- 4 to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Health Services Program (SSHSP)

6/19/2024

(Date)



(Outside Contract Service Provider's Signature)

Lawrence Union Free School District

School District (under contract with): List additional ones on back of this form.)

Esti Eisig



This agreement is entered into this **First day of July 2024** by and between the Board of Education of Lawrence Union Free School District (Lawrence) and **Esti Eisig** Social Security No. ---  herein called the Independent Contractor (Consultant).

Whereas Lawrence Public Schools has a need for the professional services of an individual with the particular training, ability, knowledge, experience and/or expertise possessed by the Consultant, Lawrence Public Schools hereby agrees to pay **\$42.00 individual, \$51.00 group per half hour session, \$42.00 for report writing per student** to the Consultant for the performance of said services during the period from **July 2024**, through **June 2025** or at the discretion of the Board of Education. Generally, these payable-consulting services will include, but will not be limited to the following: **Occupational therapy services, treatment sessions, evaluations, consultations, meetings and screenings.**

In performing the above services, it is understood that:

1. The Consultant will be engaged as an Independent Contractor, and therefore, solely responsible for the payment of federal and state income taxes applicable to this agreement.
2. The Consultant will not be eligible for any benefits relative to this contract for social security, New York State worker's compensation, unemployment insurance, New York State Employee's Retirement System, etc.
3. The Consultant will submit claim forms to the project coordinator on a **monthly** basis (by the 10th of the following month) to be countersigned that will not exceed the total contract price for the services rendered, payment shall be made by Lawrence within 60 days of approval of each claim form.
4. If payment to the Consultant is to be charged against federal or state funds, the Consultant will certify that he/she is not currently employed by the federal government and the amount charged does not exceed the normal charge for the type of service rendered.
5. Lawrence, in accordance with federal and state requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the federal government for all individuals having gross income exceeding \$600, which thereupon will be reported for income tax purposes.
6. Each party shall have the right to terminate this agreement upon thirty (30) days written notice to the other party.
7. This contract and any amendments to this contract will not be in effect until approved by the Board of Education and the Office of Personnel or the authorized signatory of the Lawrence Union Free School District and accompanied by a valid purchase order.
8. Providers must work the school calendar days of the school in which they provide the service. The provider must take a half hour (1/2) break after six (6) hours and work no more than sixteen (16) sessions in one day.
9. The Consultant must be certified by the New York State Department of Education and hold a current certification in the area that they are providing service.

10. The Consultant must have been fingerprinted and approved to provide services.
11. The Consultant must comply with requests from their Lawrence School District supervisor, or his/her designee, for attending CSE meetings either by telephone or in person a maximum of four (4) CSE without fee compensation.
12. The Consultant must provide progress reports at the same time interval as general education students receive report cards.
13. The Consultant, upon request from their Lawrence School District supervisor, or his/her designee, draft, review and update IEP goals.
14. The Consultant must maintain the confidentiality of students' personally identifiable information.
15. The Consultant must notify the Lawrence School District supervisor, or his/her designee, on the days of occurrence when students are unavailable to be provided services.
16. The Consultant must deliver to the Lawrence School District supervisor or his/her designee, copies of all reports, progress notes, charts or other documentation relative to the provision of services to the students.
17. The Consultant must provide appropriate services consistent with the recommendations contained in the students IEP.
18. The Consultant must notify the Lawrence School District supervisor, or his/her designee, if there are any noteworthy changed circumstances including, but not limited to: the student's goals, functioning and schedule.
19. The Consultant must maintain communication with the Lawrence School District to keep them apprised of student performance.
20. The Consultant must comply with all State, federal and local requirements in the discharge of their duties.
21. The Consultant must agree to attend one monthly meeting, without fee compensation. Failure to attend may result in possible termination.
22. The Consultant represents and warrants that it, nor its employees or contractors, are not excluded for 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 the Consultant, or one of the employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

If Consultant is an Employment Agency, the Consultant 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 consultant 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 Services Office of the Inspector General's List 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 Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event.

Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

Esti Eisig

Consultant Signature - Esti Eisig

6/13/24

Date

[Signature]

Superintendent - Dr. Ann Pedersen

6/25/24

Date

Board President - Murray Forman

Date July 10, 2024

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE OF HEALTH
AND
THE SERVICE PROVIDERS UNDER THE CONTRACT WITH THE SCHOOL DISTRICT
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID
SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)**

Based upon a request by the school district to participate in the New York State Medicaid
SSHSP Program under Title XIX of the Social Security Act

Esti Eisig

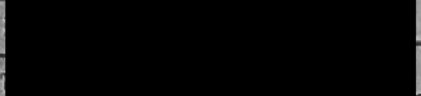
(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider.
 - 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: Esti Eisig

Address: 

City: 

State: NY

Zip: 11559

Date Signed: 6/13/24

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Esti Eisig

Name of the Outside Contracted Provider

By this reassignment, the above-named outside contracted provider of services agrees:

1 to reassign all Medicaid reimbursements to you school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),

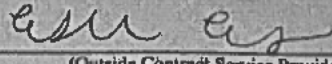
2 to accept as payment in full the contracted reimbursement rates for covered services,

3 to comply with all the rules and policies as described in your contract with the school district, and

4 to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from obtaining reimbursement for Medicaid eligible services rendered outside of the scope of the School Health Services Program (SSHSP)

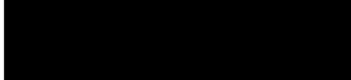
6/13/24
(Date)


(Outside Contract Service Provider's Signature)

Lawrence Union Free School District

School District (under contract with: List additional ones on back of this form.)

Dena Goldblatt



This agreement is entered into this First day of July 2024 by and between the Board of Education of Lawrence Union Free School District (Lawrence) and Dena Goldblatt Social Security No. -- --  herein called the Independent Contractor (Consultant).

Whereas Lawrence Public Schools has a need for the professional services of an individual with the particular training, ability, knowledge, experience and/or expertise possessed by the Consultant, Lawrence Public Schools hereby agrees to pay \$42.00 individual, \$51.00 group per half hour session, \$42.00 for report writing per student to the Consultant for the performance of said services during the period from July 2024, through June 2025 or at the discretion of the Board of Education. Generally, these payable-consulting services will include, but will not be limited to the following: Speech/Language therapy services, treatment sessions, evaluations, consultations, meetings and screenings.

In performing the above services, it is understood that:

1. The Consultant will be engaged as an Independent Contractor, and therefore, solely responsible for the payment of federal and state income taxes applicable to this agreement.
2. The Consultant will not be eligible for any benefits relative to this contract for social security, New York State worker's compensation, unemployment insurance, New York State Employee's Retirement System, etc.
3. The Consultant will submit claim forms to the project coordinator on a monthly basis to be countersigned that will not exceed the total contract price for the services rendered, payment shall be made by Lawrence within 60 days provided that Medicaid session notes are properly provided to the District of approval of each claim form.
4. If payment to the Consultant is to be charged against federal or state funds, the Consultant will certify that he/she is not currently employed by the federal government and the amount charged does not exceed the normal charge for the type of service rendered.
5. Lawrence, in accordance with federal and state requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the federal government for all individuals having gross income exceeding \$600, which thereupon will be reported for income tax purposes.
6. Each party shall have the right to terminate this agreement upon thirty (30) days written notice to the other party.
7. This contract and any amendments to this contract will not be in effect until approved by the Board of Education and the Office of Personnel or the authorized signatory of the Lawrence Union Free School District and accompanied by a valid purchase order.
8. Providers must work the school calendar days of the school in which they provide the service.
9. The Consultant must be certified by the New York State Department of Education and hold a current certification in the area that they are providing service.
10. The Consultant must have been fingerprinted and approved to provide services.
11. The Consultant must comply with requests from their Lawrence School District supervisor, or his/her

designee, for attending CSE meetings either by telephone or in person a maximum of four (4) CSE without fee compensation.

12. The Consultant must provide progress reports at the same time interval as general education students receive report cards.
13. The Consultant, upon request from their Lawrence School District supervisor, or his/her designee, draft, review and update IEP goals.
14. The Consultant must maintain the confidentiality of students' personally identifiable information.
15. The Consultant must notify the Lawrence School District supervisor, or his/her designee, on the days of occurrence when students are unavailable to be provided services.
16. The Consultant must deliver to the Lawrence School District supervisor or his/her designee, copies of all reports, progress notes, charts or other documentation relative to the provision of services to the students.
17. The Consultant must provide appropriate services consistent with the recommendations contained in the students IEP.
18. The Consultant must notify the Lawrence School District supervisor, or his/her designee, if there are any noteworthy changed circumstances including, but not limited to: the student's goals, functioning and schedule.
19. The Consultant must maintain communication with the Lawrence School District to keep them apprised of student performance.
20. The Consultant must comply with all State, federal and local requirements in the discharge of their duties.
21. The Consultant must agree to attend one, one hour weekly meeting, without fee compensation. Failure to attend can result in possible termination.
22. The Consultant will agree to attend CSE meetings and/or evaluated a student at a rate of \$41.00 per ½ session.
23. The Consultant must obtain an NPI number and submit all necessary Medicaid documentation without compensation.
24. The Consultant represents and warrants that it, nor its employees or contractors, are not excluded for 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 the Consultant, or one of the employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

If Consultant is an Employment Agency, the Consultant 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 consultant 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 Services Office of the Inspector General's List 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 Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event.

Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant

Dena Goldblatt

6/21/24

Consultant Signature – Dena Goldblatt

Date

Dr. Ann Pedersen

6/25/24
Date

Superintendent – Dr. Ann Pedersen

July 10, 2024

BOE President – Murray Forman

Date

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE OF HEALTH
AND
THE SERVICE PROVIDERS UNDER THE CONTRACT WITH THE SCHOOL DISTRICT
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID
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Based upon a request by the school district to participate in the New York State Medicaid SSHSP Program under Title XIX of the Social Security Act

Dena Goldblatt

(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any Information regarding any Medicaid claims reassigned by the Provider.
 - 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: _____

Dena Goldblatt

Address: _____

City: _____

State: NY

Zip: 11598

Date Signed: 6/21/2024

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Dena Goldblatt

Name of the Outside Contracted Provider

By this reassignment, the above-named outside contracted provider of services agrees:

- 1 to reassign all Medicaid reimbursements to you school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),
- 2 to accept as payment in full the contracted reimbursement rates for covered services,
- 3 to comply with all the rules and policies as described in your contract with the school district, and
- 4 to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Health Services Program (SSHSP)

6/21/24
(Date)

Dena Goldblatt
(Outside Contract Service Provider's Signature)

Lawrence Union Free School District

School District (under contract with): List additional ones on back of this form.)

FEEDING THERAPY SERVICES

This agreement is entered into this 1st day of July, 2024 by and between the Board of Education of Lawrence Union Free School District ("Board") and Nicole Guttman, SLP PC
EIN# [REDACTED] hereinafter called the Independent Contractor (Consultant).

CONSULTANT SERVICES Board engages the services of Consultant to provide special education instructional services to be performed by Consultant for the term set forth below.

TERM The term of this Agreement shall commence on July 1st, 2024 and shall continue thereafter on a day-to-day basis until such time as either or both parties act to terminate the Agreement pursuant to the terms hereinafter set forth or until June 30th, 2025 whichever is sooner. In the event that either party elects to terminate this Agreement, the party so electing shall immediately notify the other party of the decision to terminate this Agreement but in no event shall either party terminate this Agreement without sending such notice by no later than thirty (30) days prior to the date of termination. The Consultant agrees to send such notice to the Board of Education at 195 Broadway, Lawrence, NY 11559. The Board of Education agrees to send such notice to the Consultant. All notices pursuant to this paragraph shall be by certified mail, return receipt requested.

DUTIES During the period of this Agreement, Consultant shall devote his/her best efforts to the Board on those occasions when performing its services for the Board.

Consultant will be engaged as an independent contractor and be solely responsible for the payment of all federal and state income taxes applicable to this Agreement.

Consultant shall not be eligible for any employee benefits whatsoever to this Agreement including, but not limited to, social security, New York State Worker's Compensation, unemployment insurance, New York State Employee's Retirement, health or dental insurance or malpractice or the like.

Consultant represents that he/she is qualified to provide the service as indicated above and will not substitute any other person unless agreed to by the District for the provision of said services.

Consultant agrees to defend, indemnify and hold harmless the District, its officers, directors, agents or employees against all claims, cost, damages and expenses, including attorney's fees, judgments, fines and amounts arising from any willful act, omission, error of negligence of the Consultant in relation to the performance of this Agreement.

Consultant shall perform all services under this Agreement in accordance with all applicable Federal, State and Local laws, rules and regulations, as well as any policy guidance from the New York State Education Department.

Consultant shall provide conscientious, competent and diligent services throughout the term of this Agreement.

Consultant shall work cooperatively with the District's administrative staff and shall work directly under the administrative supervision of the Superintendent or his designee.

Consultant shall provide services and maintain and submit adequate and specific time records demonstrating hours worked and services provided prior to payment for services.

Consultant shall observe and comply with all District Policies and Regulations while on the grounds of the District and/or while providing services as indicted pursuant to this Agreement.

Consultant shall perform background checks and fingerprinting and comply with all provisions of the Safe Schools Against Violence Act, "SAVE". Consultant shall provide the District with appropriate proof of clearance for employment by the New York State Education Department.

PLACE OF EMPLOYMENT It is understood and agreed that the Consultant shall perform her services at such places as the Board shall designate.

TIME REQUIREMENTS

Whenever Consultant undertakes to perform services for the Board; he/she shall devote the required amount of time necessary to properly accomplish the performance of those services. In addition to providing special education instructional services, Consultant may be required to attend meetings, including, but not limited to Committee on Special Education meetings and will make herself available for such further services as required during the term of this Agreement. Any time provided by Consultant for these types of additional activities is included in her compensation at the rate set forth above.

COMPENSATION Effective July 1st 2024 and continuing throughout the period of this Agreement, the Board agrees to pay the Consultant hourly rate of **\$80.00 per half hour and \$125.00 to attend meetings**. The Consultant shall be required to work each day the private school is open. The Consultant shall not receive the daily rate of pay for any absences. Payment shall be made by Lawrence within 60 days provided that Medicaid session notes are properly provided to the District of approval of each claim form.

PAYMENT SCHEDULE The Consultant will submit claim forms to the Deputy Superintendent or her designee on a **monthly (submitted by the 10th day of the following month)** basis to be countersigned by the District designee. The monthly payment will not exceed the total contract price for the services rendered; payment shall be made by Lawrence within 60 days of approval of each claim form.

CERTIFICATION AND LICENSURE Consultant shall furnish to the Board prior to executing this Agreement, and shall maintain throughout the term of this Agreement, a valid and appropriate certificate as defined by the Regulations of the Commissioner of Education for Consultant to provide special education services in the State of New York as well as any license as is required by the State of New York.

Consultant represents that she is of good character, and is in good professional standing, and she possesses current and valid certification necessary to perform the services under this Agreement. Consultant represents that she has not in the past been charged with any criminal or professional misconduct or incompetence.

In the event that the certification of Consultant is revoked, terminated, suspended or otherwise questioned, or if any litigation becomes pending against Consultant, she shall immediately notify the District. The District, at its sole discretion, may terminate the Agreement in the event that the District finds the Consultant unsuitable on the aforementioned circumstances.

INSURANCE Consultant at its sole expense, shall procure and maintain such policies of comprehensive general liability, malpractice and other insurance as shall be necessary to insure the Consultant and the District and the Board of Education 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 (\$1,000,000.00) Dollars in the event of injury or death to one person, and Three Million (\$3,000,000.00) Dollars in the event of injury or death to more than one person as the result of the same incident. The insurance is to be underwritten by a licensed New York State insurer with a minimum Bests rating of A-Minus. There should be a thirty (30) day written notice to the District in the event of cancellation or non-renewal. Upon the execution of this Agreement, the Consultant will provide the District with a copy of said policies and a Certificate of Insurance, naming the District and the Board of Education as additional insured and requiring at least 30 days' prior written notice of cancellation or non-renewal of such policy.

TERMINATION OF AGREEMENT In addition to the provision in the section of this Agreement captioned **TERM**; this Agreement may also be terminated upon thirty (30) days prior written notice of the Board and Consultant.

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 the basis for the District to immediately terminate this Agreement without further liability to Consultant.

RELATIONSHIP BETWEEN PARTIES Consultant is engaged by the Board only for the purpose and to the extent set forth in this Agreement and its relation to the Board shall, during the period of her engagement and service hereunder, be that of an independent contractor, and Consultant shall be free to dispose of such portion of her entire time, energy and skill as Consultant is not obligated to devote hereunder to the Board as Consultant sees fit and to such persons, firms or organizations as Consultant deems advisable. Consultant shall not be considered under this provision of this Agreement, or otherwise, as having an employee status or as being entitled to participate in any plans, arrangements or collective bargaining agreements by the Board pertaining to, or in connection with any salary, term or condition of employment, health insurance, workers compensation insurance of unemployment insurance or similar benefits as provided for regular employees. The work contemplated herein must meet the approval of the Superintendent of Schools or his designee and shall be subject to the general right of the Superintendent of Schools of inspection and supervision to secure the satisfactory completion thereof. Consultant is not to be considered an agent or employee of the Board of any purpose and Consultant is not entitled to any benefits that the Board provides to employees. Consultant will be solely and entirely responsible for her acts during the performance of this Agreement. The work and services provided for herein shall be performed by Consultant, and no other person shall be engaged upon such work or services.

ENTIRE AGREEMENT This Agreement incorporates the full and complete understandings of the parties and includes all of the terms and conditions agreed to by them regarding the employment of Consultant. Any oral promises or representations which might have been made by either party to the other which are not included in this Agreement, shall be considered to have no force or effect.

This Agreement is not assignable or transferable.

This Agreement may not be changed orally; all changes must be in writing and signed by an authorized representative of both parties.

CONSTRUCTION This Agreement shall be construed and interpreted in accordance with the laws of the State of New York.

SAVINGS CLAUSE If any provision of this Agreement shall be found to be contrary to either Federal or State law, then such provision shall not be deemed valid and subsisting but the remainder of this Agreement not so effected shall remain in full force and effect.

WHEREAS, the Board of Education has approved the terms and conditions of this Agreement, and has authorized the President of the Board and Superintendent of Schools to execute the Agreement in its behalf, and

WHEREAS, Consultant has approved the terms and conditions of this Agreement,

IN WITNESS WHEREOF, the parties hereto have set their hands and seals to this Agreement effective on the day and year first above written.

Nicole Guttman SLP PC: Nicole Guttman

Date: 6/11/24

Superintendent
Dr. Ann Pedersen: Ann Pedersen

Date: 6/14/24

BOE President
Murray Forman: _____

Date: July 10, 2024

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE OF HEALTH
AND
THE SERVICE PROVIDERS UNDER THE CONTRACT WITH THE SCHOOL DISTRICT
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID
SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)**

Based upon a request by the school district to participate in the New York State Medicaid SSHSP Program under Title XIX of the Social Security Act

Nicole Guttman SLP PC
(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients *receiving* assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary ~~of the~~ United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider.
 - 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: Nicole Guttman

Address:

City:

State: NY

Zip: 11563

Date Signed: 6/11/24

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Nicole Guttman SLP PC

Name of the Outside Contracted Provider

By this reassignment, the above-named outside contracted provider of services agrees:

- 1 to reassign all Medicaid reimbursements to you school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),
- 2 to accept as payment in full the contracted reimbursement rates for covered services,
- 3 to comply with all the rules and policies as described in your contract with the school district, and
- 4 to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Health Services Program (SSHSP)

6/11/24

(Date)

Nicole Guttman

(Outside Contract Service Provider's Signature)

Lawrence Union Free School District

School District (under contract with): List additional ones on back of this form.)

Client # 517935

MEMORANDUM OF INSURANCE

Date Issued 05/11/2024

Producer

AMBA
In CA dba Assn Member Benefits & Insurance Agency
P.O. Box 14554
Des Moines, IA 50306
1-800-375-2764

This memorandum is issued as a matter of information only and confers no rights upon the holder. This memorandum does not amend, extend or alter the coverages afforded by the Certificate listed below.

Insured

Nicole Guttman


Company Affording Coverage
Liberty Insurance Underwriters Inc.

This is to certify that the Certificate listed below has been issued to the insured named above for the policy period indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this memorandum may be issued or may pertain, the insurance afforded by the Certificate described herein is subject to all the terms, exclusions and conditions of such Certificate. The limits shown may have been reduced by paid claims.

The Memorandum of Insurance and verification of payment are your evidence of coverage. No coverage is afforded unless the premium is successfully paid in full.

Type of Insurance	Certificate Number	Effective Date	Expiration Date	Limits	
Professional Liability SpeechLangH SE Speech Language Pathologist	AHY-615229013	06/03/2024	06/03/2025	Per Incident/ Occurrence	\$1,000,000
				Annual Aggregate	\$3,000,000

PROOF OF INSURANCE

Memorandum Holder:

PROOF OF COVERAGE ONLY

Should the above describe Certificate be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the Memorandum Holder named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative
Stephen Miller

Stephen Miller

Garyn Handler



This agreement is entered into this First day of July 2024 by and between the Board of Education of Lawrence Union Free School District (Lawrence) and Garyn Handler Social Security No. ---  herein called the Independent Contractor (Consultant).

Whereas Lawrence Public Schools has a need for the professional services of an individual with the particular training, ability, knowledge, experience and/or expertise possessed by the Consultant, Lawrence Public Schools hereby agrees to pay \$42.00 individual, \$51.00 group per half hour session, \$42.00 for report writing per student to the Consultant for the performance of said services during the period from July 2024, through June 2025 or at the discretion of the Board of Education. Generally, these payable-consulting services will include, but will not be limited to the following: Physical therapy services, treatment sessions, evaluations, consultations, meetings and screenings.

In performing the above services, it is understood that:

1. The Consultant will be engaged as an Independent Contractor, and therefore, solely responsible for the payment of federal and state income taxes applicable to this agreement.
2. The Consultant will not be eligible for any benefits relative to this contract for social security, New York State worker's compensation, unemployment insurance, New York State Employee's Retirement System, etc.
3. The Consultant will submit claim forms to the project coordinator on a monthly basis to be countersigned that will not exceed the total contract price for the services rendered, payment shall be made by Lawrence within 60 days provided that Medicaid session notes are properly provided to the District of approval of each claim form.
4. If payment to the Consultant is to be charged against federal or state funds, the Consultant will certify that he/she is not currently employed by the federal government and the amount charged does not exceed the normal charge for the type of service rendered.
5. Lawrence, in accordance with federal and state requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the federal government for all individuals having gross income exceeding \$600, which thereupon will be reported for income tax purposes.
6. Each party shall have the right to terminate this agreement upon thirty (30) days written notice to the other party.
7. This contract and any amendments to this contract will not be in effect until approved by the Board of Education and the Office of Personnel or the authorized signatory of the Lawrence Union Free School District and accompanied by a valid purchase order.
8. Providers must work the school calendar days of the school in which they provide the service. The provider must take a half hour (1/2) break after six (6) hours and work no more than sixteen (16) sessions in one day.
9. The Consultant must be certified by the New York State Department of Education and hold a current certification in the area that they are providing service.

10. The Consultant must have been fingerprinted and approved to provide services.
11. The Consultant must comply with requests from their Lawrence School District supervisor, or his/her designee, for attending CSE meetings either by telephone or in person a maximum of four (4) CSE without fee compensation.
12. The Consultant must provide progress reports at the same time interval as general education students receive report cards.
13. The Consultant, upon request from their Lawrence School District supervisor, or his/her designee, draft, review and update IEP goals.
14. The Consultant must maintain the confidentiality of students' personally identifiable information.
15. The Consultant must notify the Lawrence School District supervisor, or his/her designee, on the days of occurrence when students are unavailable to be provided services.
16. The Consultant must deliver to the Lawrence School District supervisor or his/her designee, copies of all reports, progress notes, charts or other documentation relative to the provision of services to the students.
17. The Consultant must provide appropriate services consistent with the recommendations contained in the students IEP.
18. The Consultant must notify the Lawrence School District supervisor, or his/her designee, if there are any noteworthy changed circumstances including, but not limited to: the student's goals, functioning and schedule.
19. The Consultant must maintain communication with the Lawrence School District to keep them apprised of student performance.
20. The Consultant must comply with all State, federal and local requirements in the discharge of their duties.
21. The Consultant must agree to attend one monthly meeting, without fee compensation. Failure to attend may result in possible termination.
22. The Consultant represents and warrants that it, nor its employees or contractors, are not excluded for 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 the Consultant, or one of the employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

- (d) If Consultant is an Employment Agency, the Consultant 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 consultant further represents and warrants it will, at a minimum, check monthly all of it 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 Services Office of the Inspector General's List 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 Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event.

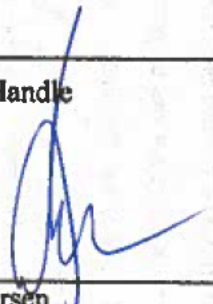
Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.



Consultant Signature – Garyn Handle

6/7/24

Date



Superintendent – Dr. Ann Pedersen

6/25/24

Date

BOE President – Murray Forman

July 10, 2024

Date

MANHASSET UFSD
200 MEMORIAL PLACE
MANHASSET, NY 11030

SPECIAL EDUCATION SERVICES CONTRACT
FOR PARENTALLY-PLACED NON-PUBLIC SCHOOL STUDENTS

This Agreement is entered into as of this 1st day of July, 2023 by and between the Board of Education of the *Lawrence Union Free School District* (hereinafter the "DISTRICT OF RESIDENCE"), having its principal place of business for the purpose of this Agreement at *195 Broadway, Lawrence, NY 11559*, and the Board of Education of the Manhasset Union Free School District (hereinafter the "DISTRICT OF LOCATION"), having its principal place of business for the purpose of this Agreement at 200 Memorial Place, Manhasset, NY 11030.

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 within the boundary of 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, 2023* through *June 30, 2024* inclusive, unless terminated earlier as provided for in this Agreement. The DISTRICT OF LOCATION is under no obligation to renew this Agreement upon its expiration
- 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.
 - b. The services provided by the DISTRICT OF LOCATION to students under this Agreement shall be in accordance with each student's IESP, as it may be modified from time to time.

2. The DISTRICT OF LOCATION represents and warrants that services to students under this Agreement shall be provided in accordance with applicable law, rules and regulations, as well as established policy guidance from the New York State Education Department.
3. The DISTRICT OF RESIDENCE shall assist the DISTRICT OF LOCATION in obtaining all necessary releases, prescriptions, or other legal documents that are necessary for the DISTRICT OF LOCATION to provide services pursuant to this Agreement and to render full reports concerning the education and progress of the student(s).
4. The DISTRICT OF RESIDENCE shall request and obtain written consent from parents or guardians of each student covered by this Agreement to the release of personally identifiable information concerning the child to the DISTRICT OF LOCATION
5. In the event that the parent or person in parental relation to a student receiving services pursuant to this Agreement files a request for an impartial hearing or administrative complaint or initiates litigation against either party in connection with such services, that party shall promptly give written notice of same to the other party.
6. The DISTRICT OF RESIDENCE shall be responsible for providing all students listed in Schedule A of the Agreement with transportation to and from school.

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 100% of the actual cost of services that may be charged for each student listed in Schedule "A" pursuant to this Agreement and the IESP attached as Schedule "B" in accordance with Education Law and the Regulations or Rules of the Commissioner of Education, hereinafter referred to as the "Actual Cost of Services."

"Actual Cost of Services" shall mean costs of services, evaluation, and administration of the Committee on Special Education, not to exceed the actual cost to the DISTRICT OF LOCATION of providing such services, after deducting any costs paid with federal or state funds and/or insurance proceeds. The DISTRICT OF LOCATION may only recover the "Actual Cost of Services" directly from the DISTRICT OF RESIDENCE if the DISTRICT OF RESIDENCE has obtained written parental consent to the release of personally identifiable information concerning the child to the DISTRICT OF LOCATION. If parental consent is not obtained, the DISTRICT OF LOCATION shall submit a claim for the costs of said services to the Commissioner of Education.

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.

DISTRICT OF RESIDENCE

DISTRICT OF LOCATION

Signature - *Murray Forman*
President Board of Education
Lawrence Union Free School District

Signature
President Board of Education
Manhasset Union Free School District

Printed Name: *Murray Forman*

Date: July 10, 2024

Printed Name: _____

Date: _____

Roberta Rosen

This agreement is entered into this **First day of July 2024** by and between the Board of Education of Lawrence Union Free School District (Lawrence) and **Roberta Rosen** Social Security No. --- -- [REDACTED] herein called the Independent Contractor (Consultant).

Whereas Lawrence Public Schools has a need for the professional services of an individual with the particular training, ability, knowledge, experience and/or expertise possessed by the Consultant, Lawrence Public Schools hereby agrees to pay **\$42.00 individual, \$51.00 group per half hour session, \$42.00 for report writing per student** to the Consultant for the performance of said services during the period from **July 2024**, through **June 2025** or at the discretion of the Board of Education. Generally, these payable-consulting services will include, but will not be limited, to the following: **Occupational therapy services, treatment sessions, evaluations, consultations, meetings and screenings.**

In performing the above services, it is understood that:

1. The Consultant will be engaged as an Independent Contractor, and therefore, solely responsible for the payment of federal and state income taxes applicable to this agreement.
2. The Consultant will not be eligible for any benefits relative to this contract for social security, New York State worker's compensation, unemployment insurance, New York State Employee's Retirement System, etc.
3. The Consultant will submit claim forms to the project coordinator on a **monthly** basis (by the 10th of the following month) to be countersigned that will not exceed the total contract price for the services rendered, payment shall be made by Lawrence within 60 days of approval of each claim form.
4. If payment to the Consultant is to be charged against federal or state funds, the Consultant will certify that he/she is not currently employed by the federal government and the amount charged does not exceed the normal charge for the type of service rendered.
5. Lawrence, in accordance with federal and state requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the federal government for all individuals having gross income exceeding \$600, which thereupon will be reported for income tax purposes.
6. Each party shall have the right to terminate this agreement upon thirty (30) days written notice to the other party.
7. This contract and any amendments to this contract will not be in effect until approved by the Board of Education and the Office of Personnel or the authorized signatory of the Lawrence Union Free School District and accompanied by a valid purchase order.
8. Providers must work the school calendar days of the school in which they provide the service. The provider must take a half hour (1/2) break after six (6) hours and work no more than sixteen (16) sessions in one day.
9. The Consultant must be certified by the New York State Department of Education and hold a current certification in the area that they are providing service.

10. The Consultant must have been fingerprinted and approved to provide services.
11. The Consultant must comply with requests from their Lawrence School District supervisor, or his/her designee, for attending CSE meetings either by telephone or in person a maximum of four (4) CSE without fee compensation.
12. The Consultant must provide progress reports at the same time interval as general education students receive report cards.
13. The Consultant, upon request from their Lawrence School District supervisor, or his/her designee, draft, review and update IEP goals.
14. The Consultant must maintain the confidentiality of students' personally identifiable information.
15. The Consultant must notify the Lawrence School District supervisor, or his/her designee, on the days of occurrence when students are unavailable to be provided services.
16. The Consultant must deliver to the Lawrence School District supervisor or his/her designee, copies of all reports, progress notes, charts or other documentation relative to the provision of services to the students.
17. The Consultant must provide appropriate services consistent with the recommendations contained in the students IEP.
18. The Consultant must notify the Lawrence School District supervisor, or his/her designee, if there are any noteworthy changed circumstances including, but not limited to: the student's goals, functioning and schedule.
19. The Consultant must maintain communication with the Lawrence School District to keep them apprised of student performance.
20. The Consultant must comply with all State, federal and local requirements in the discharge of their duties.
21. The Consultant must agree to attend one monthly meeting, without fee compensation. Failure to attend may result in possible termination.
22. The Consultant represents and warrants that it, nor its employees or contractors, are not excluded for 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 the Consultant, or one of the employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

If Consultant is an Employment Agency, the Consultant 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 consultant 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 Services Office of the Inspector General's List 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 Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event.

Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

Robert Rosen, OTD, OTR/L
Consultant Signature – Roberta Rosen

June 17, 2024
Date

[Signature]
Superintendent – Dr. Ann Pedersen

6/25/24
Date

Board President – Murray Forman

July 10, 2024
Date

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE OF HEALTH
AND
THE SERVICE PROVIDERS UNDER THE CONTRACT WITH THE SCHOOL DISTRICT
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID
SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)**

Based upon a request by the school district to participate in the New York State Medicaid SSHSP Program under Title XIX of the Social Security Act

Roberta Rosen

(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider.
 - 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: _____

Roberta Rosen, OTD, OTR/L

Address: _____

City: _____

State: NY

Zip: 11691

Date Signed: _____

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Roberta Rosen

Name of the Outside Contracted Provider

By this reassignment, the above-named outside contracted provider of services agrees:

- 1 to reassign all Medicaid reimbursements to you school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),
- 2 to accept as payment in full the contracted reimbursement rates for covered services,
- 3 to comply with all the rules and policies as described in your contract with the school district, and
- 4 to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Health Services Program (SSHSP)

Danielle Solomon

This agreement is entered into this First day of July 2024 by and between the Board of Education of Lawrence Union Free School District (Lawrence) and Danielle Solomon Social Security No. --- herein called the Independent Contractor (Consultant).

Whereas Lawrence Public Schools has a need for the professional services of an individual with the particular training, ability, knowledge, experience and/or expertise possessed by the Consultant, Lawrence Public Schools hereby agrees to pay \$42.00 individual, \$51.00 group per half hour session, \$42.00 for report writing per student to the Consultant for the performance of said services during the period from July 2024, through June 2025 or at the discretion of the Board of Education. Generally, these payable-consulting services will include, but will not be limited to the following: Occupational therapy services, treatment sessions, evaluations, consultations, meetings and screenings.

In performing the above services, it is understood that:

1. The Consultant will be engaged as an Independent Contractor, and therefore, solely responsible for the payment of federal and state income taxes applicable to this agreement.
2. The Consultant will not be eligible for any benefits relative to this contract for social security, New York State worker's compensation, unemployment insurance, New York State Employee's Retirement System, etc.
3. The Consultant will submit claim forms to the project coordinator on a monthly basis to be countersigned that will not exceed the total contract price for the services rendered, payment shall be made by Lawrence within 60 days provided that Medicaid session notes are properly provided to the District of approval of each claim form.
4. If payment to the Consultant is to be charged against federal or state funds, the Consultant will certify that he/she is not currently employed by the federal government and the amount charged does not exceed the normal charge for the type of service rendered.
5. Lawrence, in accordance with federal and state requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the federal government for all individuals having gross income exceeding \$600, which thereupon will be reported for income tax purposes.
6. Each party shall have the right to terminate this agreement upon thirty (30) days written notice to the other party.
7. This contract and any amendments to this contract will not be in effect until approved by the Board of Education and the Office of Personnel or the authorized signatory of the Lawrence Union Free School District and accompanied by a valid purchase order.
8. Providers must work the school calendar days of the school in which they provide the service. The provider must take a half hour (1/2) break after six (6) hours and work no more than sixteen (16) sessions in one day.
9. The Consultant must be certified by the New York State Department of Education and hold a current certification in the area that they are providing service.

10. The Consultant must have been fingerprinted and approved to provide services.
11. The Consultant must comply with requests from their Lawrence School District supervisor, or his/her designee, for attending CSE meetings either by telephone or in person a maximum of four (4) CSE without fee compensation.
12. The Consultant must provide progress reports at the same time interval as general education students receive report cards.
13. The Consultant, upon request from their Lawrence School District supervisor, or his/her designee, draft, review and update IEP goals.
14. The Consultant must maintain the confidentiality of students' personally identifiable information.
15. The Consultant must notify the Lawrence School District supervisor, or his/her designee, on the days of occurrence when students are unavailable to be provided services.
16. The Consultant must deliver to the Lawrence School District supervisor or his/her designee, copies of all reports, progress notes, charts or other documentation relative to the provision of services to the students.
17. The Consultant must provide appropriate services consistent with the recommendations contained in the students IEP.
18. The Consultant must notify the Lawrence School District supervisor, or his/her designee, if there are any noteworthy changed circumstances including, but not limited to: the student's goals, functioning and schedule.
19. The Consultant must maintain communication with the Lawrence School District to keep them apprised of student performance.
20. The Consultant must comply with all State, federal and local requirements in the discharge of their duties.
21. The Consultant must agree to attend one monthly meeting, without fee compensation. Failure to attend may result in possible termination.
22. The Consultant represents and warrants that it, nor its employees or contractors, are not excluded for 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 the Consultant, or one of the employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

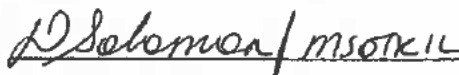
If Consultant is an Employment Agency, the Consultant represents and warrants that its employees and contractors are not excluded from participation in a "federal health care program" as defined in 42 U.S.C. § 1320a-7b(f) or debarred from participation in any federal or other program.

The consultant 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 Services Office of the Inspector General's List 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.

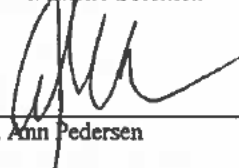
In the event an excluded party is discovered the Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event.

Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.



Consultant Signature – Danielle Solomon

6/3/24
Date



Superintendent – Dr. Ann Pedersen

6/11/24
Date

BOE President – Murray Forman

July 10, 2024
Date

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE OF HEALTH
AND
THE SERVICE PROVIDERS UNDER THE CONTRACT WITH THE SCHOOL DISTRICT
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID
SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)**

Based upon a request by the school district to participate in the New York State Medicaid SSHSP Program under Title XIX of the Social Security Act

Danielle Solomon

(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider.
 - 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature:

D. Solomon msotkic

Address:

City:

T

State: NY

Zip: 11510

Date Signed: 6/3/24

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Danielle Solomon

Name of the Outside Contracted Provider

By this reassignment, the above-named outside contracted provider of services agrees:

- 1 to reassign all Medicaid reimbursements to you school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),
- 2 to accept as payment in full the contracted reimbursement rates for covered services,
- 3 to comply with all the rules and policies as described in your contract with the school district, and
- 4 to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Health Services Program (SSHSP)

6/3/24
(Date)

Danielle Solomon M.D.
(Outside Contract Service Provider's Signature)

Lawrence Union Free School District

School District (under contract with): List additional ones on back of this form.)

Miriam Tempelman Corp.



This agreement is entered into this First day of July 2024 by and between the Board of Education of Lawrence Union Free School District (Lawrence) and Miriam Tempelman EIN# [REDACTED] herein called the Independent Contractor (Consultant).

Whereas Lawrence Public Schools has a need for the professional services of an individual with the particular training, ability, knowledge, experience and/or expertise possessed by the Consultant, Lawrence Public Schools hereby agrees to pay \$42.00 individual, \$51.00 group per half hour session, \$42.00 for report writing per student to the Consultant for the performance of said services during the period from July 2024, through June 2025 or at the discretion of the Board of Education. Generally, these payable-consulting services will include, but will not be limited to the following: Occupational therapy services, treatment sessions, evaluations, consultations, meetings and screenings.

In performing the above services, it is understood that:

1. The Consultant will be engaged as an Independent Contractor, and therefore, solely responsible for the payment of federal and state income taxes applicable to this agreement.
2. The Consultant will not be eligible for any benefits relative to this contract for social security, New York State worker's compensation, unemployment insurance, New York State Employee's Retirement System, etc.
3. The Consultant will submit claim forms to the project coordinator on a monthly basis (by the 10th of the following month) to be countersigned that will not exceed the total contract price for the services rendered, payment shall be made by Lawrence within 60 days of approval of each claim form.
4. If payment to the Consultant is to be charged against federal or state funds, the Consultant will certify that he/she is not currently employed by the federal government and the amount charged does not exceed the normal charge for the type of service rendered.
5. Lawrence, in accordance with federal and state requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the federal government for all individuals having gross income exceeding \$600, which thereupon will be reported for income tax purposes.
6. Each party shall have the right to terminate this agreement upon thirty (30) days written notice to the other party.
7. This contract and any amendments to this contract will not be in effect until approved by the Board of Education and the Office of Personnel or the authorized signatory of the Lawrence Union Free School District and accompanied by a valid purchase order.
8. Providers must work the school calendar days of the school in which they provide the service. The provider must take a half hour (1/2) break after six (6) hours and work no more than sixteen (16) sessions in one day.
9. The Consultant must be certified by the New York State Department of Education and hold a current certification in the area that they are providing service.

10. The Consultant must have been fingerprinted and approved to provide services.
11. The Consultant must comply with requests from their Lawrence School District supervisor, or his/her designee, for attending CSE meetings either by telephone or in person a maximum of four (4) CSE without fee compensation.
12. The Consultant must provide progress reports at the same time interval as general education students receive report cards.
13. The Consultant, upon request from their Lawrence School District supervisor, or his/her designee, draft, review and update IEP goals.
14. The Consultant must maintain the confidentiality of students' personally identifiable information.
15. The Consultant must notify the Lawrence School District supervisor, or his/her designee, on the days of occurrence when students are unavailable to be provided services.
16. The Consultant must deliver to the Lawrence School District supervisor or his/her designee, copies of all reports, progress notes, charts or other documentation relative to the provision of services to the students.
17. The Consultant must provide appropriate services consistent with the recommendations contained in the students IEP.
18. The Consultant must notify the Lawrence School District supervisor, or his/her designee, if there are any noteworthy changed circumstances including, but not limited to: the student's goals, functioning and schedule.
19. The Consultant must maintain communication with the Lawrence School District to keep them apprised of student performance.
20. The Consultant must comply with all State, federal and local requirements in the discharge of their duties.
21. The Consultant must agree to attend one monthly meeting, without fee compensation. Failure to attend may result in possible termination.
22. The Consultant represents and warrants that it, nor its employees or contractors, are not excluded for 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 the Consultant, or one of the employees or contractors, is excluded from participation, or becomes otherwise ineligible to participate in any such program during the Term, Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event. Upon the occurrence of such event, whether or not such notice is given to the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.

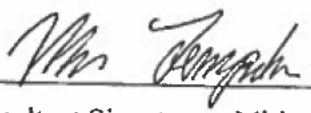
If Consultant is an Employment Agency, the Consultant represents and warrants that its employees and contractors are not excluded from participation in a "federal health care program" as defined in 42 U.S.C. § 1320a-7b(f) or debarred from participation in any federal or other program.

The consultant 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 Services Office of the Inspector General's List 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 Consultant will notify the Lawrence Public Schools in writing within three (3) days after such event.

Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.



Consultant Signature – Miriam Tempelman

6/18/2024

Date



Superintendent – Dr. Ann Pedersen

6/25/24

Date

Board President – Murray Forman

July 10, 2024

Date

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE OF HEALTH
AND
THE SERVICE PROVIDERS UNDER THE CONTRACT WITH THE SCHOOL DISTRICT
WHICH IS ENROLLED IN THE NEW YORK STATE MEDICAID
SCHOOL SUPPORTIVE HEALTH SERVICES PROGRAM (SSHSP)**

Based upon a request by the school district to participate in the New York State Medicaid
SSHSP Program under Title XIX of the Social Security Act

Miriam Tempelman

(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any Information regarding any Medicaid claims reassigned by the Provider.
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- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: _____

Address: _____

City: _____

State: NY

Zip: 11559

Te _____

Date Signed: 6/18/2024

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Miriam Tempelman

Name of the Outside Contracted Provider

By this reassignment, the above-named outside contracted provider of services agrees:

- 1 to reassign all Medicaid reimbursements to you school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),
- 2 to accept as payment in full the contracted reimbursement rates for covered services,
- 3 to comply with all the rules and policies as described in your contract with the school district, and
- 4 to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Health Services Program (SSHSP)

6/18/2024
(Date)


(Outside Contract Service Provider's Signature)

Lawrence Union Free School District

School District (under contract with); List additional ones on back of this form.)

Lily Weichholz



This agreement is entered into this First day of July 2024 by and between the Board of Education of Lawrence Union Free School District (Lawrence) and Lily Weichholz Social Security No. --- -- -  herein called the Independent Contractor (Consultant).

Whereas Lawrence Public Schools has a need for the professional services of an individual with the particular training, ability, knowledge, experience and/or expertise possessed by the Consultant, Lawrence Public Schools hereby agrees to pay \$42.00 individual, \$51.00 group per half hour session, \$42.00 for report writing per student to the Consultant for the performance of said services during the period from July 2024, through June 2025 or at the discretion of the Board of Education. Generally, these payable-consulting services will include, but will not be limited to the following: Occupational therapy services, treatment sessions, evaluations, consultations, meetings and screenings.

In performing the above services, it is understood that:

1. The Consultant will be engaged as an Independent Contractor, and therefore, solely responsible for the payment of federal and state income taxes applicable to this agreement.
2. The Consultant will not be eligible for any benefits relative to this contract for social security, New York State worker's compensation, unemployment insurance, New York State Employee's Retirement System, etc.
3. The Consultant will submit claim forms to the project coordinator on a monthly basis to be countersigned that will not exceed the total contract price for the services rendered, payment shall be made by Lawrence within 60 days provided that Medicaid session notes are properly provided to the District of approval of each claim form.
4. If payment to the Consultant is to be charged against federal or state funds, the Consultant will certify that he/she is not currently employed by the federal government and the amount charged does not exceed the normal charge for the type of service rendered.
5. Lawrence, in accordance with federal and state requirements, will submit a Form 1099 and IT 2102.1 respectively at year-end to the federal government for all individuals having gross income exceeding \$600, which thereupon will be reported for income tax purposes.
6. Each party shall have the right to terminate this agreement upon thirty (30) days written notice to the other party.
7. This contract and any amendments to this contract will not be in effect until approved by the Board of Education and the Office of Personnel or the authorized signatory of the Lawrence Union Free School District and accompanied by a valid purchase order.
8. Providers must work the school calendar days of the school in which they provide the service. The provider must take a half hour (1/2) break after six (6) hours and work no more than sixteen (16) sessions in one day.
9. The Consultant must be certified by the New York State Department of Education and hold a current certification in the area that they are providing service.

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19. The Consultant must maintain communication with the Lawrence School District to keep them apprised of student performance.
20. The Consultant must comply with all State, federal and local requirements in the discharge of their duties.
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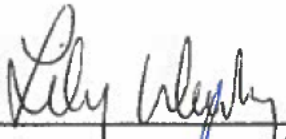
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- The United States Department of Health and Human Services Office of the Inspector General's List of Excluded Individuals and Entities or any successor list,
- The New York State Department of Health's Office of the Medicaid Inspector General's list of Restricted, Terminated or Excluded Individuals or Entities.

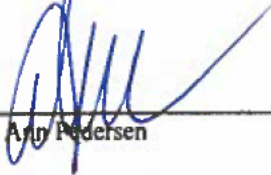
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Upon the occurrence of such event, whether or not such notice is given the Consultant, the Lawrence Public Schools reserves the right to immediately cease contracting with the Consultant.



Consultant Signature – Lily Weichholz

6/14/24
Date



Superintendent – Dr. Amy Pedersen

6/25/24
Date

BOE President – Murray Forman

July 10, 2024
Date

**PROVIDER AGREEMENT
BETWEEN THE NEW YORK STATE OF HEALTH
AND
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Based upon a request by the school district to participate in the New York State Medicaid SSHSP Program under Title XIX of the Social Security Act

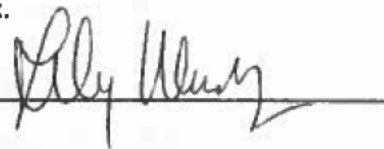
Lily Weichholz

(Organization/Contracted Provider's Name)

will hereinafter be called the (outside contracted) Provider, agrees as follows to:

- A)
- 1) Keep any record necessary to disclose the extent of services the Provider furnishes to recipients receiving assistance under the New York State Plan for Medicaid Assistance.
 - 2) On request, furnish the New York State Department of Health, or its designee and the Secretary of the United States Department of Health and Human Services, and the New York State Medicaid Fraud Control Unit any information maintained under paragraph (A)(1), and any information regarding any Medicaid claims reassigned by the Provider.
 - 3) Comply with the disclosure requirements specified in 42 CFR Part 455, Subpart B.
- B) Comply with Title VI of the Civil Rights Act of 1964, Section 504 of the Federal Rehabilitation Act of 1973, and all other State and Federal statutory and constitutional non-discrimination provisions which prohibit discrimination on the basis of race, color, national origin, handicap, age, sex, religion and/or marital status.
- C) Abide by all applicable Federal and State laws and regulations, including the Social Security Act, the New York State Social Services Law, Part 42 of the Code of Federal Regulations and Title 18 of the Codes, Rules and Regulations of the State of New York.

(Outside Contract) Provider's Authorized Signature: _____



Address: _____

City: _____

State: NY

Zip: 11598

Date Signed: 6/18/24

Please list the School District(s) under contract with on the back of this form.

STATEMENT OF REASSIGNMENT

Lily Welchholz

Name of the Outside Contracted Provider

By this reassignment, the above-named outside contracted provider of services agrees:

- 1 to reassign all Medicaid reimbursements to you school district that you contracted with for providing medical services billed under the School Supportive Health Services Program (SSHSP),
- 2 to accept as payment in full the contracted reimbursement rates for covered services,
- 3 to comply with all the rules and policies as described in your contract with the school district, and
- 4 to agree not to bill Medicaid directly for any services that the school district will bill for under the SSHSP program.

NOTE: Nothing in this "Agreement of Reassignment" would prohibit a Medicaid practitioner from claiming reimbursement for Medicaid eligible services rendered outside of the scope of the School Health Services Program (SSHSP)

6/14/24

(Date)

Lily Welchholz

(Outside Contract Service Provider's Signature)

Lawrence Union Free School District

School District (under contract with): List additional ones on back of this form.)

Enclosure VIII.G.1
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2240634

Page 1 of 1

DATE: 10/27/2023
VENDOR #: 2849
REQUISITION #: 9777

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:

EGL Drainage Solutions & Repairs
PMB 414
5507 NESCONSET HWY STE 10
MOUNT SINAI, NY 11766

SHIP TO:

Lawrence Public School-Facilities
195 Broadway
Lawrence, NY 11559

Attn: Scott Unger

Other: MS Phase 5 Middle School

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	MS Phase 5 Project	12,710.6400			12,710.64
	** Change Order: Increase PO				250.00
	** Change Order: Cancel PO				-249.98
Total:					12,710.66

INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY 11559
- A separate TAX FREE invoice set must be submitted for each order
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt
- Purchase Order Number and Location Number must appear on all documents relating to this order

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL WAY BILL BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Enclosure VIII.G.2
Organizational Meeting
July 10, 2024

PURCHASE ORDER
LAWRENCE UNION FREE SCHOOL DISTRICT
2 Reilly Road
Cedarhurst New York 11516
516-295-7064

2240278

Page 1 of 1

DATE: 8/18/2023
VENDOR #: 3258
REQUISITION #: 9410

VENDOR PHONE:
VENDOR FAX:

REQUESTOR: Bonziglia, Linda

ORDER TO:

L.E.B. Electric Inc.
21 Seabro Avenue
Amityville, NY 11701

SHIP TO:

Lawrence Public School-Facilities
195 Broadway
Lawrence, NY 11559

Attn: Scott Unger

Other: Phase 5 Project

PRICE INCREASE OR INCREASES IN SHIPPING COST IN EXCESS OF \$25
OVER TOTAL P.O. MUST RECEIVE PRIOR SCHOOL DISTRICT APPROVAL.

This is a governmental purchase order which may be accepted in lieu of exemption
certificate for sales tax purposes. FEDERAL TAX I.D. # 11-6000136

Order Quantity	Item Description	Unit Cost	Discount	Shipping	Extended Cost
1.00 EA	Re: Lawrence Phase 5 (June) Scope: As per approved LEB Est #24943 REV Contract Amount=\$360,000.00 This invoice=\$57,000.00 Balance to be billed=\$303,000.00	360,000.0000			360,000.00
Total:					360,000.00

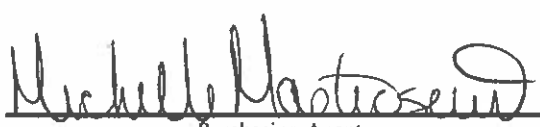
INSTRUCTIONS TO VENDOR

- DO NOT overship or substitute without prior School District Approval.
- Send all invoices in duplicate to: LAWRENCE UFSD, PO BOX 477, LAWRENCE, NY, 11559
- A separate TAX FREE invoice set must be submitted for each order.
- Claims for Freight Charges must be accompanied by receipted Freight Bill or Postal Receipt.
- Purchase Order Number and Location Number must appear on all documents relating to this order.

TO EXPEDITE PAYMENT PLEASE ATTACH ANY OF THE FOLLOWING TO YOUR SPECIFIC INVOICE:

- SIGNED DELIVERY RECEIPT
- INSURANCE(RECEIPT / NUMBER)
- AIR BILL, WAY BILL, BILL OF LADING

I CERTIFY THAT THE ABOVE GOODS AND/OR SERVICES HAVE BEEN RECEIVED IN GOOD ORDER


Purchasing Agent

Lawrence Public Schools Professional Staff Resignations

<u>Name</u>	<u>Position</u>	<u>Date Effective</u>	<u>Date Submitted</u>
Berkley, Skylar	LES/Music Teacher	6/28/2024	6/14/2024
Brandow, Katelynn	HS/English Teacher	6/28/2024	6/14/2024
Dalton, Kenneth	HS/Special Ed Teacher	8/10/2024	6/28/2024
Demarco, Gabriella	LES/Special Ed Teacher	7/3/2024	7/3/2024
Kleeman, William	#2/Music Teacher	8/1/2024	6/14/2024

Date Approved: _____

Signature: _____

District Clerk

Lawrence Public Schools
Civil Service
Resignations

<u>Name</u>	<u>Position</u>	<u>Date Effective</u>	<u>Date Submitted</u>
Mucciacciaro, Joanne	Teacher Aide	6/26/2024	6/24/2024
Teagle, Rosalee	Monitor	6/26/2024	6/24/2024

Date Approved: _____ Signature: _____
District Clerk

Lawrence Public Schools Schedule of Professional Appointments

<u>Name</u>	<u>School/Assign.</u>	<u>Type of Appt.</u>	<u>Effective Date</u>	<u>Tenure Date</u>	<u>Cert. Status</u>	<u>Salary/Step</u>
Bruh-Mann, Tami	LPS/Special Ed Teacher	Probationary	9/03/2024	9/03/2027	Professional	\$67,752 (Step 3 of the Master's 2024/2025 LTA Salary Schedule)
Crispyn, Donald	LHS/.4 Physical Ed Teacher	.4 Part-time	9/03/2024	N/A	Initial	\$26,282 (Step 2 of the Master's 2024/2025 LTA Salary Schedule)
Frank, Miriam	Music Teacher	.8 Part-time	9/03/2024	N/A	Professional	\$59,654.40 (Step 4 of the Master's 2024/2024 LTA Salary Schedule)
English, Rena	Social Worker	.8 Part-time	9/03/2024	N/A	Initial	\$54,201.60 (Step 3 of the Master's 2024/2025 LTA Salary Schedule)
Guarrera, Gabrielle	ECC/Special Ed Teacher	Probationary	9/03/2024	9/03/2028	Initial	\$65,705 ((Step 2 of the Master's 2024/2025 LTA Salary Schedule)
Lohwasser, Victoria	LHS/English Teacher	Probationary	9/03/2024	9/03/2028	Initial	\$59,354 (Step 1 if the Master's 2024/2025 LTA Salary Schedule)
Lopez, Jacklyn	LMS/Art Teacher	Probationary	9/03/2024	9/03/2028	Initial	\$65,705 (Step 2 of the Master's 2024/2025 LTA Salary Schedule)

Lawrence Public Schools Schedule of Professional Appointments

<u>Name</u>	<u>School/Assign.</u>	<u>Type of Appt.</u>	<u>Effective Date</u>	<u>Tenure Date</u>	<u>Cert. Status</u>	<u>Salary/Step</u>
Meadows, Kristina	TBD/Special Ed Teacher	Probationary	9/03/2024	9/03/2028	Professional	\$65,705 (Step 2 of the Master's 2024/2025 LTA Salary Schedule)
VanRaalte, Polly	ECC/.4 Reading Teacher	.4 Part-time	9/03/2024	N/A	Professional	\$30,572 (Step 2 of the Doctorate schedule of the 2024-2025 LTA Salary Schedule)

Date Approved: _____

Signature: _____
District Clerk

Lawrence Public Schools

Civil Service

Change of Status

<u>Name</u>	<u>Position</u>	<u>Status Change</u>	<u>Date Effective</u>	<u>Salary</u>
Blau, Lori	Admin. Asst.	Step 9 on B to Step 8 on A	7/1/2024	\$68,970
Brown, Jessica	Typist-Clerk	Step 8 on B to Step 9 on A	7/1/2024	\$56,912
Gonzalez, Christian	Typist-Clerk	Step 4 to Step 7	7/1/2024	\$43,583
Mastroserio, Michelle	Admin. Asst.	Step 10 on B to Step 9 on A	7/1/2024	\$70,841

Date Approved: _____

Signature: _____
District Clerk

Lawrence Public Schools
Civil Service
Approved Substitutes

School Monitors

Teacher Aides

Cleaners

Typist-Clerk

Carcamo-Santana, Amalia
Charmant, Rijkaard
DePaz, Maria
Glenn, James
Hines, Andrea
Orellana-Ramirez, Reina
Perez-Erazo, Helen
Salmeron, Sarah

School Nurse

Date Approved: _____

Signature: _____
District Clerk

Lawrence Public Schools
Extra Compensation Schedule for Professional Staff

<u>School</u>	<u>Activity</u>	<u>Amount</u>
<u>ECC</u>		
Pistorio, Karina	Jump Start Program – Summer	\$88.00*
<u>LPS</u>		
Appleman, Lara	Jump Start Program - Summer	\$88.00*
Pagnotta, Cheryl	Jump Start Program - Summer	\$88.00*
<u>LES</u>		
Mena, Marianela	Jump Start Program - Summer	\$88.00*
Palermo, Jennifer	Jump Start Program - Summer	\$88.00*

*per hour

Date Approved: _____

Signature: _____
District Clerk

<u>EXTRA COMPENSATION SCHEDULE</u>		
NAME	ACTIVITY	AMOUNT
HIGH SCHOOL SPORTS		
Mavrik, Malik	Varsity Football	\$8,242.00
Land, Akym	Assistant Varsity Football	\$5,404.00
Amaya, Daniel	Assistant Varsity Football	\$5,404.00
Manara, David	Assistant Varsity Football	\$5,404.00
TBD	JV Football	\$5,590.00
TBD	Assistant JV Football	\$4,603.00
TBD	Assistant JV Football	\$4,603.00
Patterson, Brandon	Equipment Manager	\$4,296.00
Wood, Sophie	Varsity & JV Cheerleading (Fall)	\$3,219.00
Klein, George	Boys Varsity Volleyball	\$6,618.00
Lagasse, Gerard	Boys Varsity Soccer	\$6,618.00
Mannhart, Craig	Boys JV Soccer	\$4,321.00
Walker, Hugh	Girls Varsity Soccer	\$6,618.00
Yochai, Kim	Girls Varsity Tennis Coach	\$4,342.00
McQuillan, Bud	Varsity Cross Country	\$3,792.00
Lichenstein, David	JV Cross Country	\$2,498.00
Butler, Christolia	Girls Varsity Volleyball	\$6,618.00
Crispyn, Donald	Girls JV Volleyball	\$4,321.00
DeMarzo, Christopher	Boys Varsity Basketball	\$8,236.00
Crispyn, Donald	Boys JV Basketball	\$5,456.00
Mannhart, Craig	Girls Varsity Basketball	\$8,236.00
Frier, Dov	Girls JV Basketball	\$5,456.00
Amaya, Daniel	Varsity Wrestling	\$8,236.00
Amaya, Jairo	JV Wrestling	\$5,404.00
McQuillan, Bud	Indoor Track	\$5,241.00
Lichenstein, David	Assistant Indoor Track	\$3,456.00
Spinelli Sr., Michael	Boys Varsity Bowling	\$3,792.00
Lagasse, Gerard	Girls Varsity Bowling	\$3,792.00
Mannhart, Craig	Varsity Softball	\$6,618.00
Crispyn, Donald	JV Softball	\$4,321.00
TBD	JV Baseball	\$4,321.00

HIGH SCHOOL	ACTIVITY	AMOUNT
Spinelli, Michael Sr.	JV Girls Soccer	\$4,321.00
Ziff, David	Varsity Baseball	\$6,618.00
McQuillan, Bud	Boys Varsity Track	\$7,290.00
Lichenstein, David	Assist. Boys Varsity Track	\$4,321.00
Calvo, David	Girls Varsity Track	\$7,290.00
Walker, Hugh	Girls Varsity Track Assistant	\$4,321.00
Yochai, Kim	Boys Varsity Tennis Coach	\$4,342.00
Leary, Patrick	Girls JV & V Badminton	\$3,792.00
Leary, Patrick	Unified Basketball	\$3,717.00
Ravo, Richard	Athletic Trainer	\$29,259.70
DeMarzo, Christopher	Varsity Lacrosse	\$6,618.00
Spinelli, Michael Sr.	Varsity Lacrosse Assistant	\$4,321.00
 MIDDLE SCHOOL		
Hue, Taylor	7/8 Football	\$4,180.00
TBD	Assistant 7/8 Football	\$3,357.00
TBD	Assistant 7/8 Football	\$3,357.00
Johnson, Arn	7/8 Boys Soccer	\$3,356.00
Hernandez, David	7/8 Girls Soccer	\$3,357.00
Donnelly, Cheri	7/8 Cross Country	\$3,397.00
Hernandez, David	7/8 Boys Basketball	\$4,180.00
Hernandez, David	7/8 Girls Basketball	\$4,180.00
Proctor, Edward	7/8 Wrestling	\$4,180.00
Johnson, Arn	Assistant 7/8 Wrestling	\$3,357.00
Klein, George	7/8 Girls Volleyball	\$3,357.00
Klein, George	7/8 Boys Volleyball	\$3,357.00
Callahan, Jeremiah	7/8 Baseball	\$3,356.00
Hernandez, David	7/8 Softball	\$3,357.00
Donnelly, Cheri	7/8 Boys Track	\$3,397.00
TBD	7/8 Girls Track	\$3,491.00
Donnelly, Cheri	Girls Equipment Manager	\$4,314.00

Date _____

District Clerk Signature _____

Lawrence Public Schools
Civil Service
Extra Compensation Schedule for Extended School Year
and
Student Summer Workers

<u>Name</u>	<u>Activity</u>	<u>School</u>	<u>Amount</u>
Garcia, Claudia	Sub Teacher Aide	ECC	\$17.00 per hour
Kaur, Hardip	Sub Teacher Aide	High School	\$17.00 per hour
Alexander, Micah	Summer Worker	District	\$16.00 per hour
Daily, Ja'Nay	Summer Worker	District	\$16.00 per hour
Karram, Eyad	Summer Worker	District	\$16.00 per hour
Rowe, Gabrielle	Summer Worker	District	\$16.00 per hour
Taveras, Justin	Summer Worker	District	\$16.00 per hour
Thomas, Ayden	Summer Worker	District	\$16.00 per hour
Thompson, Chelsea	Summer Worker	District	\$16.00 per hour
Young, Nahmire	Summer Worker	District	\$16.00 per hour

Date Approved: _____

Signature: _____

District Clerk

Lawrence School District Districtwide School Safety Plan



This Districtwide School Safety Plan template has been developed by Nassau BOCES for the exclusive use of Nassau County School Districts participating in the Nassau BOCES Health & Safety Training and Information Service. This guidance document was written to assist school districts in their compliance efforts to meet the requirements of the Safe Schools Against Violence in Education Act (SAVE) and related legislation. This Plan should be customized as necessary to reflect individual school district's specific endeavors to achieve a safe school environment. This is a general overarching document that can be shared with the public and should be posted on the school district website by October 1st of each school year, as required by law. Parts of the Plan which may include names, contacts and personal information can be redacted for posting purposes. This Plan can also serve as an educational tool to help in-district personnel and the public to understand the requirements of the SAVE legislation. This contrasts to the Building-level Emergency Response Plan which details specific emergency response procedures, and as such, is a confidential document which cannot be shared with the public, cannot be foiled and is protected under law. This Plan includes proposed amendments to Section 155.17 of the Commissioner of Education Regulations effective July 31, 2024 and July 1, 2025. If the proposals change or are removed, this Plan, which is a living document, will be revised at that time. This update is being provided now to assist school districts in meeting the September 1st deadline for school board approval.

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Lawrence School District

Districtwide School Safety Plan

Policy Statement

The **Districtwide School Safety Plan** (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17 and Education Law 2801-a) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses prevention, mitigation, protection, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings.

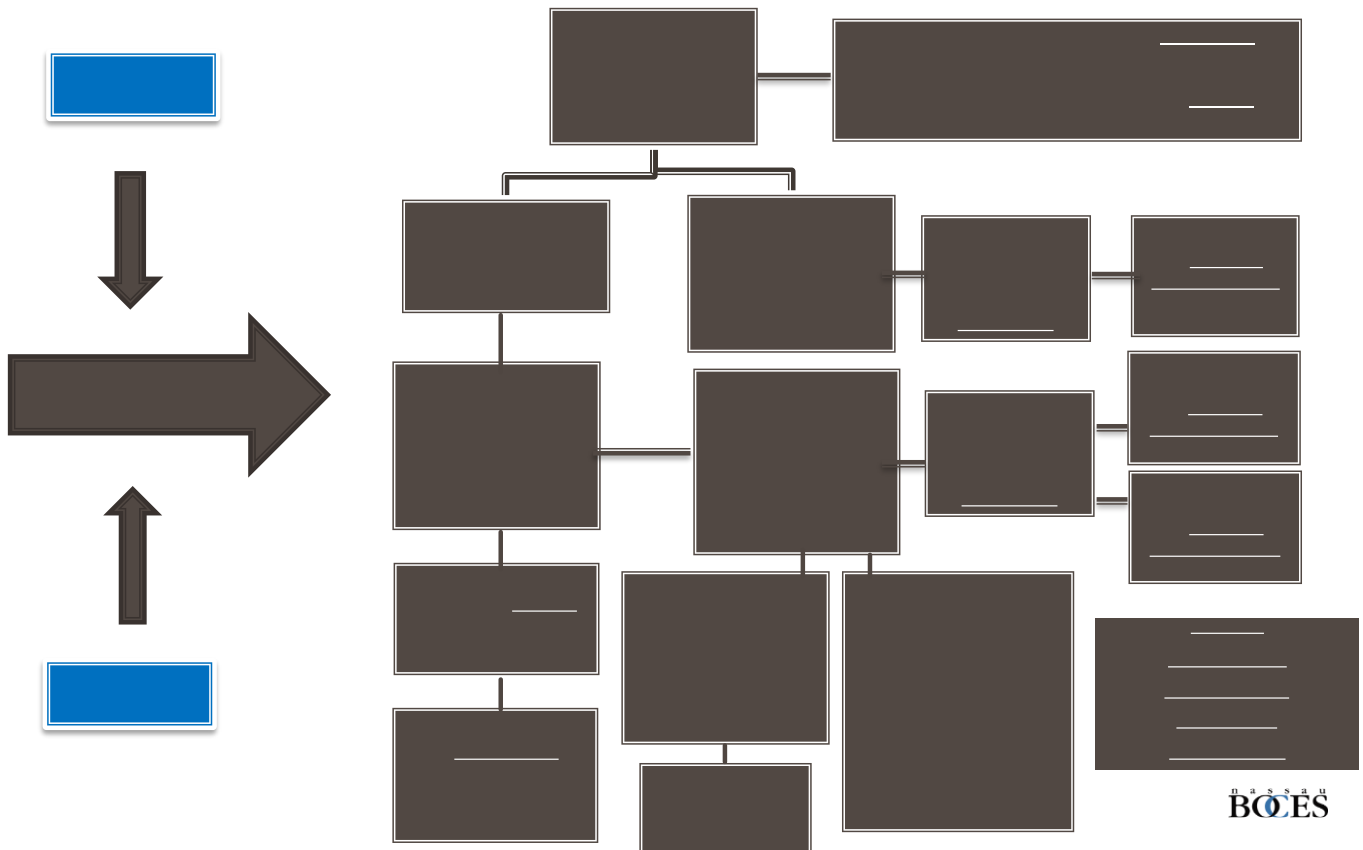
The Board of Education has appointed, under the direction of the Superintendent of Schools, a **Districtwide School Safety Team** to develop, implement and maintain all provisions of the Plan. This Plan incorporates all **Building-Level Emergency Response Plans** that have been developed by the **Building-Level Emergency Response Planning Teams** appointed by the **Building Principals**. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the school building **Emergency Response Team**. Upon activation of the school building **Emergency Response Team** the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. If activation of the **Building-Level Emergency Response Plan** results in the closing of a school building the Superintendent or designee will notify the Commissioner of Education and the Nassau BOCES District Superintendent. The BOCES Health & Safety Office will assist in development of protocols for accessing these services.

The **Districtwide School Safety Team** reviewed and approved the Districtwide School Safety Plan. The **Districtwide School Safety Plan** was made available for **public comment 30 days prior to its adoption** and provided for participation of the entire school community. By **September 1st of each school year**, the District-Wide and Building-Level Plans are formally **adopted by the School Board after at least one public hearing**. As required by law, the **Districtwide School Safety Plan is posted on the school district website by October 1st of each school year** and will be reviewed annually by the Districtwide School Safety Team **by September 1st of each school year**. **Building-Level Emergency Response Plans will be updated by September 1st of each school year** by the **Building-level Emergency Response Planning Team** and filed with both State and Local Police **by October 1st of each school year**.

Compliance Checklist	Date Achieved
Board of Education Appoints Districtwide School Safety Team	6/10/24
Districtwide School Safety Team reviews/approves Districtwide School Safety Plan	5/9/24
Lawrence High School Building-Level ERPT approves Building-Level ERP/Enters in Portal	10/01/24
Lawrence Middle School Building-Level ERPT approves Building-Level ERP/Enters in Portal	10/01/24
Lawrence Early Childhood Center Building-Level ERPT approves Building-Level ERP/Enters in Portal	10/01/24
Lawrence Elementary School at Broadway Building-Level ERPT approves Building-Level ERP/Enters in Portal	10/01/24
Lawrence Primary School Building-Level ERPT approves Building-Level ERP/Enters in Portal	10/01/24
School Board has at least one public hearing on District-Wide School Safety Plan	6/10/24
School Board establishes 30-day public comment period	6/10/24 – 7/9/24
School Board adopts District-Wide School Safety Plan & Building-Level Emergency Response Plans	7/9/24
District-Wide School Safety Plan posted on website. The URL is (www.Lawrence.org)	6/10/24
All Building-Level Emergency Response Plans filed with local police	10/1/24
Written information on emergency procedures provided to all staff and students by October 1 st	10/1/24
Certify that all staff have been trained by 9/15 on the Building-level Emergency Response Plan including components on violence prevention and mental health.	9/15/24

The school district refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against. A copy of the District-Wide School Safety Plan is also available upon request at central administration in the office of the Superintendent of Schools. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the **Building-Level Emergency Response Plan will remain confidential and not be subject to disclosure**. This will ensure safety at the building-level and reduce potential for planned sabotage.

Regulatory Requirements Overview



Elements of the District-wide School Safety Plan: Compliance Checklist

Policies and procedures for:

- ☐ responding to implied or direct threats of violence by students, teachers, other school personnel and visitors to the school, including threats by students against themselves (including suicide) CR155.17(c)(1)(i)
- ☐ responding to acts of violence by students, teachers, other school personnel and visitors to the school, including consideration of zero-tolerance policies for school violence CR155.17(c)(1)(ii)
- ☐ contacting appropriate law enforcement officials in the event of a violent incident CR155.17(c)(1)(iv)
- ☐ contacting parents, guardians, or persons in parental relation to the students of the district in the event of a violent incident or an early dismissal CR155.17(c)(1)(ix)
- ☐ contacting parents, guardians, or persons in parental relation to an individual student of the district in the event of an implied or direct threat of violence by such student against themselves (including suicide) CR155.17(c)(1)(x)
- ☐ the dissemination of informative materials regarding the early detection of potentially violent behaviors, including but not limited to the identification of family, community and environmental factors to teachers, administrators, parents and other persons in parental relation to students of the school district or board, students and other persons deemed appropriate to receive such information CR155.17(c)(1)(xii)

Prevention and intervention strategies, such as:

- ☐ collaborative arrangements with State and local law enforcement officials, designed to ensure that school safety officers and other security personnel are adequately trained, including being trained to de-escalate potentially violent situations, and are effectively and fairly recruited CR155.17(c)(1)(iii)
- ☐ nonviolent conflict resolution training programs CR155.17(c)(1)(iii)
- ☐ peer mediation programs and youth courts CR155.17(c)(1)(iii)
- ☐ extended day and other school safety programs CR155.17(c)(1)(iii)

Arrangements and/or Procedures during emergencies for:

- ☐ description of the arrangements for obtaining assistance during emergencies from emergency services organizations and local governmental agencies* CR155.17(c)(1)(v)
- ☐ the procedures for obtaining advice and assistance from local government officials, including the county or city officials responsible for implementation of article 2-B of the Executive Law* CR155.17(c)(1)(vi)
- ☐ the identification of district resources which may be available for use during an emergency* CR155.17(c)(1)(vii)
- ☐ description of procedures to coordinate the use of school district resources and manpower during emergencies, including identification of the officials authorized to make decisions and of the staff members assigned to provide assistance during emergencies* CR155.17(c)(1)(viii)
- ☐ a system for informing all educational agencies within such school district of a disaster* CR155.17(c)(1)(xviii)
- ☐ The identification of appropriate responses to emergencies, including protocols for responding to bomb threats, hostage-takings, intrusions and kidnappings CR155.17(c)(1)(xv)

Policies and Procedures relating to school building security, including, where appropriate:

The use of school safety or security officers and/or school resource officers:

- ☐ Beginning with the 2019-20 school year, and every school year thereafter, every school shall define the areas of responsibility of school personnel, security personnel and law enforcement in response to student misconduct that violates the code of conduct. A school district or charter school that employs, contracts with, or otherwise retains law enforcement or public or private security personnel, including school resource officers, shall establish a written contract or memorandum of understanding that is developed with stakeholder input, including, but not limited to, parents, students, school administrators, teachers, collective bargaining units, parent and student organizations and community members, as well as probation officers, prosecutors, defense counsels and courts that are familiar with school discipline. Such written contract or memorandum of understanding shall define the relationship between a school district or charter school, school personnel, students, visitors, law enforcement, and public or private security personnel. Such contract or memorandum of understanding shall be consistent with the code of conduct, define law enforcement or security personnel's roles, responsibilities and involvement within a school and clearly delegate the role of school discipline to the school administration. Such written contract or memorandum of understanding shall be incorporated into and published as part of the district safety plan CR155.17(c)(1)(xi)(a)
- ☐ security devices or procedures CR155.17(c)(1)(xi)(b)
- ☐ **Procedures for review and the conduct of drills and other exercises** to test components of the emergency response plan, including the use of tabletop exercises, in coordination with local and county emergency responders and preparedness officials CR155.17(c)(1)(xiv)
- ☐ **Strategies for improving communication** among students and between students and staff and reporting of potentially violent incidents, such as the establishment of youth-run programs, peer mediation, conflict resolution, creating a forum or designating a mentor for students concerned with bullying or violence and establishing anonymous reporting mechanisms for school violence CR155.17(c)(1)(xvi)
- ☐ A **description of the duties of hall monitors** and any other school safety personnel CR155.17(c)(1)(xvii)
- ☐ A **description of the training** required of all personnel acting in a school security capacity CR155.17(c)(1)(xvii)
- ☐ A **description of the hiring and screening process** for all personnel acting in a school security capacity CR155.17(c)(1)(xvii)
- ☐ Protocols for **responding to state disaster emergencies involving public health**; districts must adopt a continuation of operations plan in the event the governor declares a public health emergency involving communicable disease; Due April 1, 2021
- ☐ The designation of the superintendent, or superintendent's designee, as the district chief emergency officer whose duties shall include, but not be limited to: **(a)** coordination of the communication between school staff, law enforcement, and other first responders; **(b)** lead the efforts of the district-wide school safety team in the completion and yearly update of the district-wide school safety plan and the coordination of the district-wide plan with the building-level emergency response plans; **(c)**

ensure staff understanding of the district-wide school safety plan; **(d)** ensure the completion and yearly update of building-level emergency response plans for each school building; **(e)** assist in the selection of security related technology and development of procedures for the use of such technology; **(f)** coordinate appropriate safety, security, and emergency training for district and school staff, including required training in the emergency response plan; **(g)** ensure the conduct of required evacuation and lock-down drills in all district buildings as required by Education Law section 807; and **(h)** ensure the completion and yearly update of building-level emergency response plans by the dates designated by the commissioner. CR155.17(c)(1)(xix)

Policies and procedures for annual multi-hazard school safety training for staff and students providing that the district must:

- ☐ certify to the commissioner that all staff have undergone annual training by September 15, 2016 and each subsequent September 15th thereafter on the building-level emergency response plan which must include components on violence prevention and mental health, provided further that new employees hired after the start of the school year shall receive such training within 30 days of hire or as part of the district's existing new hire training program, whichever is sooner. CR155.17(c)(1)(xiii)

The district-wide safety plan must be available for public comment at least 30 days prior to its adoption. CR155.17(3)(i)

- ☐ Such district-wide plans may be **adopted by the school board only after at least one public hearing** that provides for the participation of school personnel, parents, students and any other interested parties. CR155.17(3)(i)
- ☐ Each district shall **submit its district-wide safety plan** and all amendments to such plan to the commissioner, in a manner prescribed by the commissioner, within 30 days after its adoption. Commencing with the 2019-2020 school year, such district-wide plans must be submitted no later than October 1, 2019, and each subsequent October 1st thereafter. CR155.17(3)(i)

Public Health Emergencies – Communicable Disease

Effective April 1, 2021, Labor Law §27-c, amends Labor Law §27-1 and adds a new provision to Education Law §2801-a. Labor Law §27-c requires public employers to develop operation plans in the event of certain declared public health emergencies. Education Law §2801-a requires school districts to develop plans consistent with the new Labor Law requirement. The new law requires public employers to prepare a plan for the continuation of operations in the event that the Governor declares a public health emergency involving a communicable disease. **Educational institutions must prepare plans consistent with Labor Law §27-c as part of their school safety plans pursuant to newly added subsection (2)(m) of Education Law §2801-a.** The Plan must include the following at a minimum:

- 1) A list and description of positions and titles considered essential with justification for that determination.
- 2) The specific protocols that will be followed to enable non-essential employees and contractors to telecommute.
- 3) A description of how the employer will, to the extent possible, stagger work shifts of essential employees and contractors to reduce workplace and public transportation overcrowding.
- 4) Protocols to be implemented to secure personal protective equipment (PPE) sufficient to supply essential workers with 2 pieces of each PPE device needed for each work shift for at least six months. This must include a plan for storage of such equipment to prevent degradation and permit immediate access in the event of an emergency declaration.
- 5) Protocols to prevent spread in the workplace in the event an employee or contractor is exposed, exhibits symptoms, or tests positive for the relevant communicable disease. Such protocols must include disinfection of the individual's work area and common areas. It must also address the policy on available leave with respect to testing, treatment, isolation or quarantine.
- 6) Protocols for documenting precise hours and work locations of essential workers for purposes of aiding in tracking the disease and identifying exposed workers in order to facilitate the provision of any benefits that may be available to them on that basis.
- 7) Protocols for coordinating with the locality to identify sites for emergency housing for essential employees to contain the spread of the disease, to the extent applicable to the needs of the workplace.

Details on this Plan are included in Appendix D (Communicable Disease - Pandemic Plan).

Remote Instruction Due to Emergency Conditions

Effective July 27, 2022, Commissioner of Education Regulations 100.1, 155.17, and 175.5 have been amended to address remote instruction and its delivery under emergency conditions. If a school district would otherwise close due to an emergency, including but not limited to, extraordinary adverse weather conditions, impairment of heating facilities, insufficiency of water supply, shortage of fuel, destruction of a school building, or a communicable disease outbreak, the school district may remain in session and provide remote instruction. Commencing with the 2023-2024 school year district-wide school safety plans shall include plans for the provision of remote instruction during any emergency school closure to include the following:

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction.
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity.
3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction.
4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.
5. A description of how special education and related services will be provided to students with disabilities and preschool students with disabilities, as applicable, in accordance with their individualized education programs to ensure the continued provision of a free appropriate public education.
6. For school districts that receive foundation aid, the estimated number of instructional hours the school district intends to claim for State aid purposes for each day spent in remote instruction due to emergency conditions pursuant to section 175.5.

Beginning in the 2022-2023 school year, each chief executive officer shall report to the Commissioner, no later than June 30 of each school year, on a form and format prescribed by the Commissioner, the results of the survey on student access to computing devices and access to internet connectivity

Our Remote Instruction Plan and Student Access Survey can be found in Appendix E.

ssa's

Effective June 23, 2022, Education Law 2801-a is amended to require schools to consider installation of Silent Panic Alarms in any school when reviewing and amending school safety plans. A Panic Alarm system is a silent security signal generated by the manual activation of a device intended to signal a life-threatening or emergency situation requiring a response from local law enforcement.

The District-wide School Safety Team discussed the issue of Silent Panic Alarms at their meeting on November 3, 2022__ (Currently, May 9, 2024). It was agreed that the Nassau County RAVE system installed and tested annually in our district meets this need.

School District Chief Emergency Officer

The **Superintendent of Schools is the Chief Emergency Officer** and through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders.
- Assistance in the selection of security related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.
- Assurance that all school district staff understands the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed.

Superintendent of Schools:

Address: Dr. Ann Pedersen

Contact # (516) 295-7030

Districtwide School Safety Team

The District-Wide School Safety Team was **appointed by the School District Board of Education** and will always include the representation noted below at a minimum **(Specific information not included for posting purposes)**. The major function of the District-Wide School Safety Team is to create the District-Wide School Safety Plan. The Team will meet routinely and will meet in the 2024-25 school year on **(5/9/24. Minutes will be kept for each meeting and attendance documented (see Appendix B.**

- Dr. Ann Pedersen, Superintendent
- Jeremy Feder, Assistant Superintendent for Business and Operations
- Anthony Mogilski, Supervisor of School Facilities & Operations
- Catherine Santora, Administrative Assistant
- Kathleen Graham, Principal, Lawrence Early Childhood Center at #4 School
- Dr. Kristen McLoughlin, Principal, School #2 Lawrence Primary School
- Willis Perry, Interim Principal, Lawrence Elementary School
- Willis Perry, Principal, Middle School
- Dr. Jennifer Lagnado-Papp, Principal, High School
- Patricia Almonaitis, Site Supervisor, Lawrence Early Childhood Center at #4 School
- Susan Brooks, School Nurse
- Rachel Kreiss, Martina Iuliano, LTA
- Student Representative (Optional)
- Parent Representative – Based on parent availability
- Law Enforcement Representative-POP Unit
- Others including Bus Drivers and Monitors- Jeremy Feder, Chanchal Kumar, Transportation

Responsibilities of the Districtwide School Safety Team

The Districtwide School Safety Team will be responsible to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the Districtwide School Safety Plan to determine its success in violence prevention. Some of the teams' primary responsibilities will include:

- 1) **Annual multi-hazard school safety training will be completed by September 15th** including training programs for students and staff in **violence prevention and mental health** which may be included in existing professional development. New employees will receive training **within 30 days of hire**. Annual staff training on safety and emergency procedures will include information regarding the purpose and procedures of the behavioral assessment team.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
- 4) Communicating the Plan to **students and staff and providing written information** about emergency procedures by **October 1st** of each school year. **See Appendix A**
- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (School Safety and Educational Climate (SSEC) including DASA and VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- 6) Making recommendations necessary for change.
- 7) Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide School Safety Team Sub-Committee or Building-Level Emergency Response Planning Team.
- 8) Recommending improved security measures based on school building inspection results.
- 9) Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- 10) Reviewing survey results and recommending actions that are necessary.

Building-Level Emergency Response Planning Team

The Building-Level Emergency Response Planning Team is **appointed by the School Building Principal**. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. This team, at a minimum will include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Bus Drivers and Bus Monitors
- Community Members
- Law Enforcement
- Fire Officials
- Others

The **Building-Level Emergency Response Planning Team** is responsible for selecting the following:

- **Emergency Response Team** (Core group of actual responders not to be confused with the Building-Level Emergency Response Planning Team which is a larger team for the purposes of planning and monitoring) which has the following representation:
 - School Personnel
 - Law Enforcement Officials
 - Fire Officials
 - Emergency Response Agencies
- **Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:
 - Appropriate School Personnel
 - Medical Personnel
 - Mental Health Counselors
 - School Health Personnel
 - Others (Psychologists, Social Workers, etc.)

Prevention and Intervention Strategies/Risk Reduction

Program Initiatives in the School District include: (These are examples – fill-in your own)

1. Students Against Destructive Decisions
2. Social Skills Groups
3. Individual & Group Counseling
4. Behavioral Intervention Plans
5. Mentoring Programs
6. Summer School
7. Lions Quest
8. Attendance Social Work Outreach
9. PBIS- Positive Intervention
10. Family Outreach
11. ENL (English as a New Language)
12. Suite 360
13. Extra Help
14. Student Outreach
15. School Breakfast Program

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the District-Wide School Safety Team and the Building-Level Emergency Response Planning Team, at a minimum, the following methods may be used:

- Trauma-informed Emergency Dismissal Drill (at a time not to occur more than 15 minutes earlier than normal dismissal time) to test communication and transportation. **Parents to be notified at least one-week prior to drill.**
- Trauma-informed live drills including shelter/shelter-in-place, hold/hold-in-place, evacuate/evacuation, lockdown, and secure lockout.
- Trauma-informed live drills for specific responses (hostage taking, bomb-threat, etc.)
- Trauma-informed Situational Drills
- Tabletop exercises may be used as a training resource for staff.
- Emergency Response Team exercises
- Building pre-clearance searches

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. Each school district shall practice emergency response procedures (**evacuation, lockdown, and emergency dismissal drills**) under its District-wide School Safety Plan and each of its Building-Level Emergency Response Plans. **Procedures and timeframes for notification of parents** or persons in parental relation regarding drills and other emergency response training(s) that include students will be developed. Drills conducted during the school day with students present shall be conducted in a **trauma-informed, developmentally, and age-appropriate manner** and shall not include props, actors, or simulations or other tactics to mimic a school shooting or other act of violence or emergency. **At the time drills are conducted, students and staff shall be informed that the activities being conducted are a drill.** Full-scale exercises shall not be conducted on a regular school day and such exercises will not include students without the written consent form parents or persons in parental relation. Drills shall be completed on **different days of the week** and during **different times of the school day**. Drills shall occur **after annual training in emergency procedures** has been **provided to students and staff**.

Education Law Section 807 requires eight (8) evacuation and four (4) lockdown drills to be completed in each school building every school year. De-briefings will occur after every drill or actual event.

*** Persons in charge of after school events and programs will inform all attendees of building emergency procedures, including evacuation routes, prior to the beginning of the event.**

Emergency Drills (Minimum Every School Year):

EDUCATION LAW 807

- **12 Drills Total Required for School Year**
 - **4 Lockdowns and 8 Evacuations**
 - **4 of the evacuation drills through secondary means of egress**
 - **1 drill during lunch or assembly unless instruction is provided during lunch or assembly**
- **2 Additional Drills Required during Summer School (1 during first week)**

September

October

8 Drills by December 31st

November

December

January

February

4 Drills for

March

Remainder of

April

School Year

May

June

July

August

2 Additional Drills During Summer School

Implementation of School Security

School safety personnel will help carry out the District-Wide School Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under the Regulation.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level Emergency Response Planning Team after review of school building procedures and practices, emergency response plan, code of conduct, security surveys/audits, and building-level climate surveys. Based on these findings we have implemented the following security measures:

- Entrance and hall monitors.
- Visitors to the building will be questioned prior to entry into the building as to their business and if they have an appointment. If there is any question the building principal will be consulted. If this has been confirmed they will be admitted.
- Visitor badge/sign-in procedures – we utilize a visitor badge system. Upon entry into the building the visitor must show photo identification; then receives a badge with their name and identification on it as well as a picture of the individual. Anyone in the building without a badge would be immediately questioned by building staff.
- Security Monitoring Camera System.
- A designated School District Security Director
- On-going security review with the BOCES Health & Safety Coordinator, and the District Security Director.
- We will employ any other methods deemed necessary and constantly review our current practices.

Vital Educational Agency Information

Each Building-Level Emergency Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

Early Detection of Potentially Violent Behavior (Information & Training)

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention and mental health (on-line training may be utilized). Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies (**See Appendix C**). Training will be conducted by in-house staff, local agencies or others as deemed appropriate. New employees will receive training within 30 days of hire. **Annual multi-hazard school safety training for staff and students on the Building-Level Emergency Response Plan will be completed by September 15th of each school year** and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- Dissemination of the New York State Office of Mental Health one-page handout *What Every Teacher Needs to Know – Recognizing Suicide Risk in Students* and review of the “FACTS” warning signs.
- The district will utilize any resources available for violence prevention and mental health training including those found at the following websites:
<http://www.p12.nysed.gov/ssd/documents/MentalHealthResourcesforEducators.pdf>
<http://www.p12.nysed.gov/ssd/documents/SVPIRequiredComponents.pdf>.
- A description of the school district’s Violence Prevention Program and Safety Plan.
- A description of the roles and responsibilities of the Building-Level Emergency Response Planning Team.
- The building level Incident Command System including the roles and responsibilities of designated staff.
- The Building-Level Emergency Response Plan procedures for implementing the following emergency response terms: shelter/shelter-in-place; hold/hold-in-place; evacuate/evacuation; secure lockout and lockdown.
- Procedures for conducting drills as noted in the section above on **Training, Drills, and Exercises**.
- District and building policies, procedures, and programs related to safety including those which include components on violence prevention and mental health also noted above.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Student training will include post-drill or actual event review by classroom teachers.

Other methods for informing parents and students include:

- Resolving Conflicts Creatively Program (RCCP)
- School social worker outreach
- School counselor involvement
- SEL
- Anger Management programs
- Mailings to parents on violence prevention and early recognition
- Global Compliance Network

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our District-Wide School Safety Plan.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level Emergency Response Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- Peninsula Blvd.
- J.F. Kennedy Airport

- Shopping mall
- Flood zone and canals

Responses to Violence

(Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)

All incidents of violence, whether-or-not, physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented through the **School Safety and Educational Climate (SSEC) Summary Data Collection Form as part of the Dignity for All Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR)**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team or Threat Assessment Team for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with the Police Department and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level School Safety Teams.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Police Department – 911 will always be utilized as the first emergency contact method.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per the Building-Level Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

Investigation:

After the incident has occurred the appropriate Building-Level Emergency Response Team/Threat Assessment Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred.
- Record information.
- Identify contributing causes.
- Recommend corrective action.
- Encourage appropriate follow-up.
- Consider changes in controls, policy and procedures.

Follow-up:

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The District-Wide School Safety Team is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members. The **Code of Conduct was updated** and made available and posted on our website.

Emergency Response Protocols Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Planning Teams. These individuals and appropriate means of contact are documented in the Building-Level Emergency Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Emergency Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team. The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School	Phone
Lawrence High School	516-295-8005
Lawrence Middle School	516-295-7000
Lawrence Early Childhood Center #4	516-295-6400
Lawrence Elementary School at Broadway	516-812-6121
Lawrence Primary School #2	516-295-6200

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or other mass notification system (Student Management System and Apptegy). However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses are included in each Building-Level Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building-Level Emergency Response Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Bomb Threats:

All school district administrators have familiarized themselves with the **Bomb Threat Standards outlined in the Building-Level Emergency Response Plan** so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The **FBI Bomb Threat Call Checklist** will be available at phone reception areas.

Hostage Taking:

The Building-Level Emergency Response Plan for **Missing/Abducted/Kidnapped Student** procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

Intrusions:

The Building-Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification.
- **If the situation escalates, plain language** will be utilized to notify all building occupants to lockdown according to pre-defined procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Unidentified Visitor:

- The first person becoming aware of an Unidentified Visitor to the school building will approach the Visitor to determine the nature of their presence and ask them for identification. This will also be reported to the principal's office.
- If no acceptable purpose can be ascertained, ask the individual(s) to leave. Ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law. And that if they do not leave Law Enforcement will be notified.
- If the situation escalates, an Automated Lockdown procedure will be put into effect.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services in a unified command manner.

Kidnapping or Missing Student:

The Building-Level Emergency Response Plan procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.

- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent, he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence Including Suicide Threats (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System.
- Use of staff trained in de-escalation techniques.
- Inform building Principal.
- Determine level of threat with Superintendent (Activate Threat Assessment Team).
- Contact law enforcement agency, if necessary.
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary.

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System.
- Determine the level of threat.
- If necessary, isolate the immediate area through a Hold-In-Place.
- Inform building Principal/Superintendent.
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency.
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures.

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3
Lawrence High School	Dr. J. Lagnado-Papp	K. Stanley	A. Schiavo
Lawrence Middle School	W. Perry	D. Rivellese	J. Capogna
Lawrence Early Childhood Center #4	K. Graham	A. Buttafuoco	P. Almonaitis
Lawrence Elementary School at Broadway	W. Perry (Interim)	N. DiFilippi	H. Moise
Lawrence Primary School #2	Dr. K. Mcloughlin	M. Sacco	H. Myjer

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Local Police Department, Nassau County Office of Emergency (Commissioner), Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the Building-Level Emergency Response Plans.

District Resources Use and Coordination

Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

Protective Action Options

Building-Level Emergency Response Plans, which are confidential, address the following response actions as determined by the nature of the emergency. Specific response actions are explained in detail in each building plan:

- **School Cancellation** (Conditions warrant making a decision not to open schools)
- **Emergency Dismissal Drill** (Conditions warrant returning students to their homes)
- **Evacuate/Evacuation** (Conditions in the building are unsafe warranting relocation)
- **Shelter/Shelter-In-Place** (Conditions warrant movement to a safe place in the building)
 - **Shelter/Shelter-In-Place (weather related)**
 - **Shelter/Shelter-In-Place (Generic/Non-specific Bomb Threat)**
 - **Shelter/Shelter-In-Place (Specific Bomb Threat)**
- **Hold/Hold-In-Place** (Conditions warrant isolation of a specific area of the building – usually short-term)
- **Lockdown** (The most serious situation for a school – a threat is in or immediately around the building)
- **Secure Lockout** (A threat exists outside the school building or in the vicinity)

National Terrorism Advisory System (NTAS)

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Bulletin:

Describes current developments or general trends regarding threats of terrorism.

Elevated Threat Alert:

Warns of a credible terrorism threat against the United States.

Imminent Threat Alert:

Warns of a credible, specific, and impending terrorism threat against the United States.

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The ***If You See Something, Say Something™*** campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Recovery – School District Support for Buildings

The Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- School Business Official
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

Disaster Mental Health Services

The **Building-Level Emergency Response Planning Team** will designate the **Post-Incident Response Team** in each school building to respond in crisis situations and help provide disaster mental health services as outlined in our **Building-Level Emergency Response Plan**. Depending on the scope of the situation, the Nassau County Office of Emergency Management and Department of Mental Health may be contacted to help coordinate a County or State-Wide effort.

Threat Assessment

Threat Assessment is a fact-based investigative and analytical approach that:

- Focuses on what a particular student is doing and saying; and
- Not on whether the student "looks like" those who have attacked schools in the past.
- Threat assessment emphasizes the importance of such behavior and communications for identifying, evaluating, and reducing the risk posed by a student who may be thinking about or planning for a school-based attack.

The Six Principles of Threat Assessment:

1. Targeted violence is the end result of an understandable, and oftentimes discernible, process of thinking and behavior.
2. Targeted violence stems from an interaction between the individual, the situation, the setting, and the target.
3. An investigative, skeptical, inquisitive mindset is critical to successful threat assessment.
4. Effective threat assessment is based upon facts, rather than characteristics or traits.
5. Threat assessment is guided by an integrated systems approach.
6. The central question in a threat assessment inquiry is whether a student poses a threat, not whether a student made a threat.

Please see the following documents and **Appendix F** for further Threat Assessment guidance:

Enhancing School Safety Using a Threat Assessment Model; United States Secret Service, 2018. [Enhancing School Safety Using a Threat Assessment Model \(cisa.gov\)](#)

Averting Targeted School Violence; United States Secret Service, 2021. [USSS Averting Targeted School Violence.2021.03.pdf \(secretsservice.gov\)](#)

Please see Appendix F – Threat Assessment Guidance

Multi-Disciplinary Behavioral Assessment Team

Nassau County Threat Advisory Committee (NASTAC)

1. The Nassau County Threat Advisory Committee (NASTAC) is comprised of select representatives from Participating Member Agencies (PMA). The NASTAC acts as a central clearinghouse of information flow specific to situations, herein referred to as Threat Cases (TC), where the risk of violence is assessed to be imminent and/or a cluster of risk factors and warning behaviors commonly associated with elevated risks for targeted violence are present.
2. NASTAC assists PMA's with the development of balanced intervention and a case management strategy for TC's presented to the committee. The NASTAC acts solely as an advisory group. NASTAC cannot mandate PMA's implement or act on suggested intervention and case management strategies. NASTAC does not dictate policy or procedural change within PMA's other than requirements set forth in this PMA agreement.
3. Members of the NASTAC do not act in the capacity of traditional law enforcement taskforce members who have dual responsibilities to follow policies and procedures of the task force sponsoring agency and their own agency. The NASTAC member shall maintain the standard protocols and interests of its agency and follow all rules and regulations set forth by its agency. For example, members shall comply with matters of confidentiality and sharing of sensitive information in accordance with its agency policies and any applicable laws.
4. NASTAC serves as a resource for the community to improve targeted violence threat response protocols by providing multidisciplinary expert advice and seamless sharing of threat information across systems. NASTAC uses a multidisciplinary restorative approach to prevent acts of targeted violence that balances the safety needs of the public with the health and wellness needs of the person at-risk for committing an act of targeted violence.

***If a school district or building-level Behavioral Assessment Team exists it should be described here:**

Each building has a team comprised of administrators, psychologists, social workers, and guidance counselors (where applicable) who will identify concerns, gather information, and assess risks. They will develop and implement plans that support the student (and family when possible). These plans will be communicated with the individuals who work with the student. Plans will be evaluated and amended as the team deems necessary. Teams will communicate across buildings as students advance within the District to ensure the student receives uninterrupted support.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. Forms, resources, and training materials have been developed for this purpose and can be obtained on the **Nassau Schools Emergency Planning Consortium Website** at:

www.nassauschoolemergency.org under the **Safety Plans** tab.

APPENDIX A

Parents/Students/Staff Annual Notification

Lawrence School District

The **Lawrence School District** has always been serious about being prepared for emergencies. Each year, the District-wide School Safety Plan and Building-level Emergency Response Plans are reviewed and updated to meet New York State regulations. Students and staff are trained on our emergency procedures annually by September 15th of each school year. The plans address an enormous range of issues, from dealing with the onset of a crisis situation, to addressing the psychological and emotional needs of students and adults in its aftermath.

When an emergency occurs, the first and foremost concern of every staff member is the safety of the children in our care. This guide provides a brief description of how the school district will manage an emergency and how **Lawrence School District** parents can support those vital efforts.

GENERAL INFORMATION:

The **Lawrence School District** has established a **District-Wide School Safety Plan (which is posted on our website at www.lawrence.org)** and a **Building-Level Emergency Response Plan** for each School Building in the District. **The Building-Level Emergency Response Plan is a confidential document which cannot be shared with the public.** Each of these plans is coordinated with police, fire, and other officials in the county and state-wide agencies.

WHAT ARE THE SCHOOL SECURITY PROCEDURES?

All doors that lead to the outside are locked when school is in session. In order to enter the building, the parent/visitor may only enter through the main entrance and must obtain a visitor's pass. Any unauthorized person on school property will be reported to the school Principal or designee. Unauthorized persons will be asked to leave. School personnel are required to wear photo ID badges for identification purposes. Children are instructed to look for these ID badges. Visitors are required to wear a temporary badge which indicates an individual is an authorized visitor.

HOW WILL THE SCHOOL RESPOND TO AN EMERGENCY?

The Superintendent of Schools or Designee may implement one of the following emergency response procedures:

1. **Emergency Dismissal:** Returns students to their homes and family as quickly as possible. Schools maintain the names and contact numbers of family/guardians, and identify students with special needs. **No student will be released to an empty home.**
2. **Shelter/Shelter-In-Place:** Keeps students and staff in their buildings in a secure location when it is safer to stay inside than go out. Generally, sheltering is for a short time until it is safe to either evacuate to another building, or to send students home. However, the District is prepared to shelter students as long as necessary. This option may even be utilized during a bomb threat if specific procedures are followed.
3. **Hold/Hold-In-Place:** This action is meant to restrict movement of students and staff within the building while responding to short-term emergencies. Some examples could be a medical emergency or deescalating a situation.
4. **Evacuate/Evacuation:** Requires all building occupants to leave the building and go to a pre-determined, safe location outside of the school building. Evacuation could mean going outside to the evacuation site until the danger has passed. It could also mean going to the evacuation site with the intention to be **transferred** to another location. Circumstances in which this could happen would include severe weather outside, or a very dangerous hazard that requires students to be out of the area of the school. Evacuation locations are not given out to the general public for safety reasons. However, if students are transferred to another location, parents/guardians will be notified as soon as students are settled and safe.
5. **Secure Lockout:** A lockout is a procedure which allows the school to continue with a normal day inside the building, but locks out any unauthorized persons into the building. A situation which could warrant this would be a dangerous person or threat in the community or area. **Students will not be released to parents/guardians when a lockout is in progress.**
6. **Lockdown:** A lockdown of the building requires all students and staff to remain in the room that they are in, lock all doors and stay out of sight. Students and staff that are in the hallway are to go to the nearest classroom. The presence of an intruder is one reason to invoke this type of response. The only way a lockdown can end is by emergency responders physically releasing all locations that are locked down. **Students will not be released to parents/guardians when a lockdown is in progress.**

T K

- Criminal offenses such as bomb threats, kidnapping or violent behavior.
- Natural hazards such as severe weather, earthquake, air quality.
- Environmental hazards, for example, exposure to hazardous materials, fire, explosions or plane crash.
- Medical emergencies including serious contagious disease, accident or illness of a student or staff member.

T'S**S?****ARE THERE EMERGENCY PLANNING DRILLS?**

Yes, New York State regulations require school districts to test their emergency plans in each school building through exercises and drills. All exercises and drills are conducted in a **trauma-informed, developmentally and age-appropriate manner**. Parents will be informed of drills or emergency response training that involves students. For an **emergency dismissal drill**, parents/guardians will be **informed of the drill at least one week in advance**, without specific details, to ensure safety. At the time of the drill **students and staff shall be informed that the activities being conducted are a drill**.

SHOULD I PICK UP MY CHILD AT SCHOOL DURING AN EMERGENCY?

Not unless directed to do so. While every parent's natural instinct in an emergency is to go to the school to protect his/her own child, it is important to realize that doing so may significantly affect the District's ability to respond to the situation. For example, cars driving up to the building will restrict access by emergency vehicles that are responding to the emergency, or school buses that are loading children to evacuate them or take them home. The building's staff will be actively working to ensure the safety of all students. It may seem logical that every student taken home by a parent reduces the responsibility of the staff, but in a fast-moving situation that requires a great deal of careful coordination and communication, it makes the critical task of keeping track of students more difficult.

HOW WILL PARENTS/GUARDIANS AND STUDENTS BE REUNITED?

In the event of an emergency, the school district has a specific Parent-Student Reunification Plan. An area will be designated for parents to pick up students. Photo identification must be shown in order for a student to be brought to the reunification area.

WHAT PROVISIONS ARE MADE FOR STUDENTS WITH DISABILITIES?

Every school building has a plan of action to evacuate any student with special needs.

WHERE CAN I GET INFORMATION DURING AN EMERGENCY?

Chances are that you will have difficulty reaching the school by phone when you try. The school will be making every effort to contact you through the calling/texting system and our website. The schools have every child's emergency contact information that they have readily available for emergencies. TV News 12 and local media will also be utilized if necessary.

WHAT CAN I DO TO PLAN AHEAD?

The two most important things you can do are:

1. **Make sure your child's sc** **-to-date emergency contact information.**
2. **Review with your child any alternative arrangements you have made in case an emergency prevents you from being home.**

PRINCIPAL CONTACTS:

School Building	Telephone #
Early Childhood Center at # 4 School, Kindergarten Office	(516) 812-7555
Early Childhood Center at # 4 School, Pre-K Office	(516) 295-6400
Lawrence Primary at # 2 School	(516) 295-6200
Lawrence Elementary School	(516) 812-6121
Lawrence Middle School	(516) 295-7000
Lawrence High School	(516) 295-8005

Lawrence Union Free School District, 195 Broadway. Lawrence, NY 11559

Superintendent, Dr. Ann Pedersen, Ed.D.

APPENDIX B

Districtwide School Safety Team Meeting Minutes and Attendance

Lawrence School District
Districtwide School Safety Team Meeting Attendance and Minutes

September 10, 2024

ON FILE
Required Attendance

Representatives	Name	Absent/Present
School Board Member		
Teacher Representative		
Administrator		
Parent/Teacher Organization		
School Safety Personnel		
Bus Drivers & Bus Monitors		
Student (Optional)		

Additional Attendance

Organization or School	Name	Title
High School		
Middle School		
Elementary		
Elementary		
Elementary		
Elementary		
Elementary		
Others:		

Agenda

1. Districtwide Safety Plan Review
2. Incident Review
3. Principal Reports
4. Status of Exercises/Drills
5. Training

Minutes

APPENDIX C

Suicide Prevention & Mental Health Resources

What Every Teacher Needs to Know: Recognizing Suicide Risks in Students (see example on next page)
(<https://www.preventsuicideny.org/wp-content/uploads/2020/05/SPCNY-Teachers-Brochure.pdf>)

A Guide to Suicide Prevention in New York Schools
(<https://www.preventsuicideny.org/wp-content/uploads/2019/08/SchoolsSuicidePreventionGuide.pdf>)

School Mental Health Resource Training Center
(<https://www.mentalhealthdnys.org/>)

Suicide Prevention: Classroom Talking Points
(<https://www.preventsuicideny.org/wp-content/uploads/2020/05/SP-in-the-Classrooms-Bleed-File.pdf>)

National Alliance on Mental Illness in New York State
(<https://www.naminys.org/>)

NYS Education Department and NYS Center for School Safety Training module to meet the requirements for annual safety plan training to be completed by September 15th as required by the SAVE legislation can be viewed at:

[Annual Safety Login | nyscfss.org](https://nyscfss.org)

IF YOU NOTICE ANY OF THESE WARNING SIGNS, TAKE ACTION!

Signs that a student may be at risk include the following F-A-C-T-S:

- **FEELINGS** like expressing hopelessness about the future, seeming sad and unhappy, being anxious and worried, or getting angry and aggressive.
- **ACTIONS** like withdrawing from activities or friendships, doing risky, dangerous things like drinking & driving, or researching ways to die online.
- **CHANGES** in the normal mood and behavior of your student. In some ways, this may be what is easiest for you to notice. If you observe changes that concern you, reach out to others in the student's life (i.e., parents, teachers, friends, religious leaders, etc.) to see if they've also noticed changes.
- **THREATS** are sometimes direct like "I'd rather be dead". They can also be vague like "I just don't care about anything anymore."
- **SITUATIONS** are events that can serve as triggers for the suicidal behavior. These can include things like getting into trouble at home or school or with the law, experiencing some type of loss or facing a life change that may be too overwhelming for the student to deal with on their own.

SUICIDE IS PREVENTABLE.

By taking time to notice and reach out to someone you feel is at risk, **you** can be the beginning of a positive solution.



Office of
Mental Health

WHAT EVERY TEACHER NEEDS TO KNOW:

Recognizing Suicide Risk in Students



CRISIS TEXT LINE |

Text "START" to 741-741



www.PreventSuicideNY.org

YOUR ROLE AS A TEACHER IS CRITICAL

Does teaching seem to get harder every year?
Are there more requirements, more testing, and less time for you to think—let alone plan?

Are you expected to take more responsibilities for your students, even when they are more challenging and when some of them may be at-risk for suicide?

Did you know that according to national data:

Almost 30% of 9th through 12th grade students have felt so sad or helpless during the course of an academic year that they couldn't do the things they normally do?

Or that there has been a dramatic rise in the suicide attempt rate for 10 to 14 year olds?

Or that suicide is the 2nd leading cause of death for youth in New York State?



Who are these kids?

They're sitting in your classrooms every day.

Although your job is to teach them, not diagnose them, there are ways that can help you better identify these struggling students and get them to someone who is trained to make a more complete assessment of their needs. Students who are thinking about suicide are not concentrating on school work; they are often preoccupied with problems that seem overwhelming and unsolvable.

Your role in this process is critical but very limited and is often the first step in getting students the help they need.

So how do you accomplish this?

By doing what you do best—simply paying attention to your students and knowing where to send them in your school if you notice anything that concerns you.

The majority of those students who are thinking about suicide show direct or indirect warning signs. These are things that reflect a change in the student's behavior, attitude or feelings from as little as two weeks ago.

Some common warning signs are listed on the back panel of this brochure. If you see any of these, your responsibility is to get that student to the appropriate resources in your building.

Remember, your job isn't to figure out what the problem is— it's simply to get this student help.

Be sure to follow up with that resource person to ensure action is being taken and check in with the student to see how things are going. If you continue to be concerned, let that resource person know.

Suicide risk doesn't immediately disappear once an intervention is made, so keep your eyes open!

Noticing and referring potentially at-risk students are only the beginning of the suicide prevention equation. Equally important is your role in encouraging students to seek help if they have a problem and to turn to a trusted adult for support.

Help-seeking is called a protective factor, the kind of thing that can buffer us from life stressors.

The single most important protective factor for youth is a relationship with one trusted adult. As you know too well, many of your students may not have very supportive situations outside of school, so their trusted adult is often someone in their school community.

What does it take to be a trusted adult to a student?

Here's how students describe it:

- Making time to talk, even if your schedule is tight
- Taking my concerns seriously, no matter how trivial they seem
- Not telling me "it will be better tomorrow"
- LISTENING! Recognizing you probably can't fix what I'm worried about but just listening to me talk about it can help
- Being honest if you think you have to tell someone else about my problem
- Taking action when it's necessary
- Remembering what we talked about and asking me about it later

When you review this list, you'll probably find that these are the same things you look for in someone to whom you turn for help— it's no different! While simply listening to a student talk about suicide can be very difficult, remember, it's the first step in the process.

That critical next step is getting that student to the resources in your school that can offer more help!

APPENDIX D

Communicable Disease - Pandemic Plan

Lawrence School District
2801-a (2)(m) Districtwide Safety Plan:
Protocols for a State Disaster Emergency Involving a Communicable Disease

On September 7, 2020, Governor Cuomo signed into law Chapter 168 of the Laws of 2020, as amended by Chapter 30 of the Laws of 2021 that requires public employers, including public school districts, to adopt a continuation of operations plan in the event that the governor declares a state disaster emergency involving a communicable disease. The legislation (S.8617-B/ A.10832) amends subdivision 2 of [section 2801-a of New York Education Law](#) to require that District Safety Plans include protocols for responding to a state disaster emergency involving a communicable disease that are “substantially consistent” with the provisions of section 27-c of the Labor Law. As a result of this change, the Board of Regents adopted amendments to Commissioner’s Regulation §155.17 in April 2021, that were that were made permanent at the July 2021 meeting of the Board of Regents.¹

Pursuant to the amendments to New York Education Law §2801-a and Commissioner’s Regulation §155.17, the district-wide school safety team should incorporate required continuation of operations components in the District-wide School Safety Plan. Amendments to the District-wide School Safety Plan must be made available for public comment at least thirty (30) days prior to adoption and may be adopted by the school board (or governing body) only after at least one (1) public hearing that provides for the participation of school personnel, parents, students, and any other interested parties.

a.) A list and description of the types of positions considered essential in the event of a state-ordered reduction of in-person workforce as a result of a state disaster emergencies involving public health. Such designation may be changed at any time in the sole discretion of the employer.

Consider whether cafeteria, transportation and/or other staff may be necessary for meal preparation and delivery to homes; check-ins with students and technology delivery systems; staff providing mental health or technology services; business staff for continued operations, and other staff providing services to students.

<u>Essential Position Type</u>
See below:

¹ See April 2021 Regents Meeting Agenda Item: Proposed Amendment to §155.17 of the Regulations of the Commissioner of Education Relating to District-wide School Safety Plans at: <https://www.regents.nysed.gov/common/regents/files/421p12a1.pdf> and July 2021 Regents Meeting Item: Proposed Amendment to §155.17 of the Regulations of the Commissioner of Education Relating to District-wide School Safety Plans at: <https://www.regents.nysed.gov/common/regents/files/721brca9.pdf>

District Wide Essential Employee Determination

Title	Description	Justification	Work Shift	Protocol
Administrators	Oversees buildings/departments within the District	Oversees buildings/departments within the District	As needed with staggered schedules where necessary	Notifies the Superintendent & Facilities Director of need to be in the building. Signs log in each room they enter. Wears PPE & maintains social distance.
Human Resources	Maintains all records for staff within the District	Access and update files, time logs, attendance, etc.	Staggered schedules based on density and need of access	Notifies the Superintendent & Facilities Director of need to be in the building. Signs log in each room they enter. Wears PPE & maintains social distance.
Payroll Department	Performs all payroll functions	Update, record, and issue payments	Staggered schedules based on density and need of access	Notifies the Superintendent & Facilities Director of need to be in the building. Signs log in each room they enter. Wears PPE & maintains social distance.
Business Department	Pays bills, payroll for contracted workers, etc.	Ensures continuity of payments and operations	Staggered schedules based on density and need of access	Notifies the Superintendent & Facilities Director of need to be in the building. Signs log in each room they enter. Wears PPE & maintains social distance.
Facilities Department	Maintains HVAC, heating systems and ensures continuity of operations	Monitors building facilities for maintenance and repair	Varied	Signs building logs upon entry. Wears PPE & maintains social distance.

Contracted Essential Employee Determination

Title	Description	Justification	Work Shift	Protocol
Vendor	EGL Plumbing	Plumbing and heating repairs	As needed	Wears PPE & maintains social distance.
Vendor	Comfort Kool HVAC	Air conditioning and refrigeration repairs	As needed	Wears PPE & maintains social distance.
Vendor	LEB Electric	Electrical repairs	As needed	Wears PPE & maintains social distance.
Vendor	Johnson Controls	Fire alarm repairs	As needed	Wears PPE & maintains social distance.
Vendor	EnviroScience Consultants, Inc.	Environmental testing and monitoring	As needed	Wears PPE & maintains social distance.
Vendor	Intrallogic Solutions	Security and monitoring system repairs	As needed	Wears PPE & maintains social distance.
Vendor	Digital Provisions	Security and monitoring system repairs	As needed	Wears PPE & maintains social distance.
Vendor	Parkway Exterminating	Pest Control	As needed	Wears PPE & maintains social distance.
Vendor	Allied Universal Security Services	Secure perimeter	As needed	Wears PPE & maintains social distance.
Vendor	Whitson's	Provide food services	As needed	Wears PPE & maintains social distance.
Vendor	East Coast	Plumbing and Heating Repairs	As needed	Wears PPE and maintains social distance.

b.) A description of protocols the employer will follow for non-essential employees to telecommute including, but not limited to, facilitating or requesting the procurement, distribution, downloading and installation of any needed technology, including software, data, and the transferring of office phone lines to work or personal cell phones as practicable or applicable to the workplace, and may include devices.

Telecommuting Protocol: Technology

Technology & Connectivity for Students - Mandatory Requirements:

- All students and teachers are assigned Chromebooks at the beginning of the year or at the time they enroll within the district;
- Any family who notifies the school of a need for internet access at home is issued a T-Mobile Hotspot provided by the District; and

Mobile Devices Delivery:

Technology offers schools and districts increased options for continuing learning during extended closures. Technology can be leveraged in different ways to meet local needs, including but not limited to:

- Communication (e-mail, phone, online conferencing, social media)
- Teacher/student and student/student interaction (office hours, check-ins, peer collaboration)
- Instruction (video/audio recordings of instruction, instructional materials, synchronous distance learning, asynchronous online courses)
- Learning Materials and Content (digital content, online learning activities)
- Additional Technology Devices Assessments:
 - Identify students' technology needs to include adaptive technologies
 - Use GoGuardian Fleet procedures to assign and check out all mobile devices
 - If a shutdown happens abruptly, plan a pick-up time and location, and arrange to deliver devices to those who cannot pick them up.

c.) A description of how the employer will, to the extent possible, stagger work shifts of essential employees to reduce overcrowding on public transportation systems and at worksites.

Work shift Modification(s)

See Work Shift

Depending on the exact nature of the communicable disease and its impact, the district is prepared to enact numerous strategies to reduce traffic congestion and maintain social distancing requirements in order to minimize building occupancy. The following will be considered:

- Limiting building occupancy to 25%, 50% or 75% of capacity or the maximum allowable by State or Local guidance.
- Forming employee work shift cohorts to limit potential contacts.
- Limit employee travel within the building.
- Limit restroom usage to specific work areas.
- Stagger arrival and dismissal times.
- Alternate work-days or work weeks.
- Implement a four-day work week.
- Limit or eliminate visitors to the building.

The school district will utilize these base strategies and expand upon them as necessary in order to address any public health emergency.

d.) A description of the protocol the employer will implement, in order to procure the appropriate Personal Protective Equipment (PPE) for essential employees, based upon the various tasks and needs of such employees in a quantity sufficient to provide personal protective equipment to each essential employee during any given work shift. Such description shall also include a plan for storage of such equipment, to prevent degradation and permit immediate access, in the event of an emergency declaration.

Personal Protective Equipment (PPE) Protocol

PPE & Face Covering Availability:

- The school district will provide employees with an acceptable face covering at no-cost to the employee and have an adequate supply of coverings in case of replacement.
- Cloth face coverings are meant to protect other people in case the wearer is unknowingly infected.
- Cloth face coverings are not surgical masks, respirators, or personal protective equipment.
- Information should be provided to staff and students on proper use, removal, and washing of cloth face coverings.
- Procurement, other than some very basic preliminary purchases will be done on a consolidated basis to ensure that the Agency is getting the most for its PPE dollars.
- We have encouraged all staff to utilize their own personal face coverings but have secured and will provide PPE for any employee requesting such protection. Specialized PPE (N95s, face shields, gowns, gloves, etc.) may be required for specific work tasks and will be provided as deemed necessary. Those individuals that are required to wear N-95 respirators will be fit-tested and medically screened prior to use to assure they are physically able to do so. Parents will also be encouraged to provide face coverings for students however, face coverings will be provided for any student that cannot provide their own.

Plan for Storage/Access

PPE Supply Management

- The Facilities Department is working with programs to determine the overall PPE needs of the Agency. Centralized purchasing will be used when possible.

Disposable Face Covering Supplies

Group	Quantity per 100 per Group	12 Week Supply 100% Attendance	12 Week Supply 50% Attendance	12 Week Supply 25% Attendance	Assumptions
Students	100 Masks per Week	1200	600	300	1 Disposable Mask per Week per Student (supplements parent provided)
Teachers/Staff	500	6000	3000	1500	5 Disposable Masks per Week per Teacher
Nurse/Health Staff	1000	12,000	6000	3000	10 Disposable Masks per Week per School Nurse

PPE for High Intensity Contact with Students

Item	1 Week Supply for 1 Staff	12 Week Supply	Assumptions
Disposable Nitrile Gloves	10	120	10 per Week per Staff
Disposable Gowns	10	120	10 per Week per Staff
Eye Protection	2	n/a	2 Re-usable per Staff
Face Shields	2	n/a	2 Re-usable per Staff
Waste Disposal Medium	1	n/a	1 Unit per Staff Total
N-95 Respirators*	10	120	10 per Week per Staff

e.) A description of the protocol, in the event an employee is exposed to a known case of the communicable disease that is the subject of the state disaster emergency, exhibits symptoms of such disease, or tests positive for such disease in order to prevent the spread or contraction of such disease in the workplace. Include actions to be taken to immediately and thoroughly disinfect the work area of any employee known or suspected to be infected with the communicable disease as well as any common area surface and shared equipment, and employer policy on available leave to receive testing, treatment, isolation, or quarantine.

Consider disinfection protocols, substitute workers, testing and tracing.

Employee Exposure Protocol

We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Nassau County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.

- The District-wide Command Center will be at the Office of the Superintendent with the alternate at the Office of the Assistant Superintendent and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

○ Dr. Ann Pedersen	Superintendent	516-295-7030
○ Jeremy Feder	Assistant Superintendent for Business	516-295-7066
○ Scott Unger	Director of Facilities	516-295-7045

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed both the IS 100 (Introduction to Incident Command) IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available on-line through the Nassau Schools Emergency Planning Consortium Website at www.nassauschoolemergency.org or FEMA website. We are also recommending that all District-wide School Safety Team members, administrators, principals, nurses and others take the Johns Hopkins University COVID-19 Contact Tracing Course which is offered free-of-charge at <https://www.coursera.org/learn/covid-19-contact-tracing>.

- The school district has designated a Health/Safety coordinator (administrator), for each of its schools, whose responsibilities include continuous compliance with all aspects of the school's reopening plan, as well as any phased-in reopening activities necessary to allow for operational issues to be resolved before activities return to normal or "new normal" levels. The coordinators shall be the main contact upon the identification of positive COVID-19 cases and are responsible for subsequent communication. Coordinators shall be responsible for answering questions from students, faculty, staff, and parents or legal guardians of students regarding the COVID-19 public health emergency and plans implemented by the school.

<i>Lawrence High School</i>	<i>Dr. Lagnado-Papp, Principal</i>	<i>516-295-8005</i>
<i>Lawrence Middle School</i>	<i>Mr. Perry, Principal</i>	<i>516-295-7000</i>
<i>Lawrence Early Childhood Center #4</i>	<i>Mrs. Graham, Principal</i>	<i>516-812-7555</i>
<i>Lawrence Elementary School at Broadway</i>	<i>Mr. Perry, Interim Principal</i>	<i>516-812-6121</i>
<i>Lawrence Primary School #2</i>	<i>Dr. Panzarella, Principal</i>	<i>516-295-6200</i>

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include; websites; school postings; general mailings; e-mails; special presentations; phones and cell phones, texting; reverse 911 systems, and the public media. A school district Public Information Officer (PIO) (**Superintendent**) has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. The District utilizes our Apptegy app and website with text and voice message capabilities. We have tested/exercised our communication systems on 11/30/2020.

- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision-making authority for the district (**Superintendent, Assistant Superintendent**). Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand-held radios (utilized by facilities, building administrators, and security), cell phones (all staff), e-mail (all staff), district automated phone notification system (all staff).
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas. Recognizing the need for job cross-training, we have trained individuals with the following job titles (Secretary to the Superintendent and Administrative Assistant for Human Resources) in Spring 2020. We have also established the ability to maintain these essential functions off-site from remote locations as follows: individuals determined to need off-site remote access will be issued a District computer with Virtual Private Network access. Off-site function was tested in Spring 2020.
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Desktops will be misted with the provided disinfectant and left to dry. All teachers have access to approved disinfectant, paper towels, and hand sanitizer. Training for teachers on this process was provided in September 2020. *At no time will products not approved by the school district be utilized.*
 - Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Human Resources Office has provided cross-training of staff to ensure essential functions in Spring 2020. The Secretary to the Superintendent and Administrative Assistant for Human Resources have been trained. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work-day such as alternate or reduced work hours, working from home, etc.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include:
 - On-line instruction; on-line resources; on-line textbooks
 - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods in Spring 2020.

- The District's reopening plan can be found at
 - English Version:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/842976/LAWRENCE_ONWARD.pdf
 - Spanish Version:
https://core-docs.s3.amazonaws.com/documents/asset/uploaded_file/842977/HACIA_ADELANTE_CON_LAWRENCE.pdf

CDC and NYSDOH Recommendations:

- Closing off areas used by a sick person and not using these areas until after cleaning and disinfection has occurred;
- Opening outside doors and windows to increase air circulation in the area.
- Clean and disinfect all areas used by the person suspected or confirmed to be sick, such as offices, classrooms, bathrooms, lockers, and common areas.
- Once the area has been appropriately cleaned and disinfected it can be reopened for use.
- Individuals can return to the area and resume school activities immediately after cleaning and disinfection.

Notifications:

To protect themselves and others and stop the spread of communicable disease in the household and community, schools should notify through either group or individual level contact tracing affected school staff, students, and their parents/guardians whenever an individual either:

1. Was in the same room as an infected individual and so was exposed or potentially exposed (i.e., in the same classroom as an infected individual for longer than 1 minutes), if schools are employing "group level contact tracing," or
2. Was identified as being exposed because they were a close contact of an infected individual if schools are employing "individual level contact tracing."

Note: Group contract tracing, (e.g., classroom, school bus), in #1 above, is expected to alleviate the need for most classic ("individual") contact tracing in schools. Criterion #2 above should be used if the school is conducting individual-level contact tracing to reduce the number of students affected by masking/testing and in some situations where there might have been exposures outside the classroom setting, such as non-classroom-based extracurricular activities.

Disinfecting:

Disinfecting kills germs on surfaces or objects by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

- Cleaning and disinfection requirements from the Centers for Disease Control and Prevention (CDC) and the Department of Health will be adhered to.
- The cleaning and disinfection of all buildings takes place nightly. Custodial logs will be maintained (when necessary) that include the date, time and scope of cleaning and disinfection. Cleaning and disinfection frequency will be identified for each facility type and responsibilities will be assigned.
- Approved alcohol-based hand sanitizer stations will be provided and maintained for areas where handwashing is not feasible.
- Regular cleaning and disinfection of facilities and more frequent cleaning and disinfection for high-risk areas used by many individuals and for frequently touched surfaces, including desks and cafeteria tables will be conducted.
- Regular cleaning and disinfection of restrooms will be performed.
- Cleaning and disinfection of exposed areas will be performed in the event an individual is confirmed to have COVID-19, with such cleaning and disinfection to include, at a minimum, all heavy transit areas and high-touch surfaces.
- Although cleaning and disinfection is primarily a custodial responsibility, all teachers have been provided with approved disinfectant and paper towels.

Upon request, Facilities Services will provide CDC approved disinfecting solutions for additional on the spot disinfecting. This should be done daily or between use as much as possible. Examples of frequently touched areas in schools may include:

- Buttons on vending machines and elevators.
- Classroom desks and chairs.
- Door handles and push plates.
- Handles on equipment (e.g., athletic equipment).
- Kitchen and bathroom faucets.
- Light switches.
- Lunchroom tables and chairs.
- Related Services Spaces.
- Shared computer or piano keyboards and mice.
- Shared desktops.
- Shared telephones.

Hand Sanitizing:

- Hand sanitizer dispensers will be located and installed in approved locations.
- Lawrence School District ensures that all existing and new alcohol-based hand-rub dispensers, installed in any location, are in accordance with the Fire Code of New York State (FCNYS) 2020 Section 5705.5.

Trash removal:

- Trash will be removed daily.
- Garbage cans or process for collecting trash during lunch periods in classrooms will be increased where necessary.

Alternate Cleaning Methods:

- The effectiveness of such as ultrasonic waves, high intensity UV radiation, and LED blue light, against the virus that causes COVID-19 has not been fully established.
- In most cases, [fogging, fumigation, and wide-area or electrostatic spraying](#) are not recommended as primary methods of surface disinfection and have several safety risks to consider, unless specified as a method of application on the product label.

Employer Policy on Available Leave to Receive Testing, Treatment, Isolation, or Quarantine**Staff Absenteeism**

- Instructional staff will call into the Absence Management System when they are absent due to illness. Substitutes will be provided as necessary and as requested.
- The instructional departments will develop a plan to monitor absenteeism of staff, cross-train staff, and create a roster of trained back-up staff.
- Local health departments (LHD) will assess conditions and tailor guidance to their jurisdiction. A LHD may implement masking requirements that are more restrictive than the state. LHDs and school districts and private schools may consult and collaborate on masking and testing decisions. Some school districts cross county boundaries. Schools should follow the guidance of the LHD for the county in which the school building is located.

f.) A protocol for documenting hours and work locations, including off-site visits, for essential employees. Such protocol shall be designed only to aid in tracking of the disease and to identify the population of exposed employees, to facilitate the provision of any benefits which may be available to certain employees and contractors on that basis.

Consider daily symptom checks, absences, and supervisor notification.

Hours and Work Locations Protocol

It is recognized that as the work environment changes to adapt to the emergency situation and typical work schedules are modified it can become more difficult to track employees especially if they conduct work off site or in numerous locations. The ability to identify these individuals will be extremely important if contact tracing is necessary during a communicable disease crisis.

See Work Shift and Protocols

g.) A protocol for how the public employer will work with such employer's locality to identify sites for emergency housing for essential employees in order to further contain the spread of the communicable disease that is the subject of the declared emergency, to the extent applicable to the needs of the workplace.

Emergency Housing Protocol

Emergency housing for essential workers is not considered to be generally required for school employees as opposed to healthcare workers and other critical care employees. However, we have canvassed local hotels/motels so we may be prepared for an unanticipated need and should be able to access the following if necessary:

1. Five Towns Inn (516-371-2600)
2. Allegria Hotel (516-889-1300)
3. Hotel Mint JFK Airport (718-327-4000)
4. TWA Hotel (212-806-9000)
5. Hampton Inn & Suites Rockville Centre (516-599-1700)
6. Long Beach Hotel (516-544-4444)

Nassau County School Districts have also established school building shelter sites across the County in cooperation with the Nassau County Office of Emergency Management which may be utilized in the event of any emergency situation. If deemed necessary, school districts will work closely with Office of Emergency Management to determine housing options.

h.) Other requirements determined by the department of health such as contact tracing or testing, social distancing, hand hygiene and disinfectant, or mask wearing.

Department of Health Requirements

We will work closely with the Nassau County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by administrators, principals, school nurses for reporting communicable disease, including Coronavirus, Influenza, etc., and communicating with the Health Department:

- Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Nassau County Department of Health, Bureau of Infectious Diseases, 240 Old Country Road, Mineola, N.Y. 11501.

- Public Health Consultation and Immediate Reporting: 516-227-9639
- *Coronavirus Hotline: 888-364-3065*
- *Fax: 516-227-9669*
- *Weekend/After-hours Consultation and Reporting: 516-742-6154*

- The Nassau County Department of Health will monitor County-wide cases of communicable disease and inform school districts as to appropriate actions.

- The **Superintendent** will help coordinate our Pandemic planning and response effort. This person will work closely with the District-Wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district Medical Director and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Assistant Superintendent of Human Resources, Business Official, Facility Director, Food Service Director, Transportation Coordinator, Public Information Officer and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.

- The District-Wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* was reviewed on (5/9/24) for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.

- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.

- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

Date draft was presented to employee representative(s): 5/9/24

Date finalized: 5/23/24

Location of publication: www.lawrence.org

Definitions included in the legislation are provided below.

Essential worker: *is required to be physically present at a work site to perform his or her job. **Such designation may be changed at any time in the sole discretion of the employer.***

Non-essential worker: *is not required to be physically present at a work site to perform his or her job. **Such designation may be changed at any time in the sole discretion of the employer.***

Personal protective equipment: *all equipment worn to minimize exposure to hazards, including gloves, masks, face shields, foot and eye protection, protective hearing devices, respirators, hard hats, and disposable gowns and aprons.*

Communicable disease: *an illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual [or via an animal, vector or the inanimate environment to a susceptible animal or human host].*

Retaliatory action: *the discharge, suspension, demotion, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.*

- We will utilize the Centers for Disease Control (CDC) School District (K-12) Pandemic Influenza Planning Checklist below as a guide and basic information for planning and responding to any potential Pandemic.

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST



Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Completed	In Progress	Not Started	
☐	☐	☐	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
☐	☐	☐	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
☐	☐	☐	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
☐	☐	☐	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
☐	☐	☐	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
☐	☐	☐	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
☐	☐	☐	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
☐	☐	☐	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
☐	☐	☐	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
☐	☐	☐	Participate in exercises of the community's pandemic plan.
☐	☐	☐	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
☐	☐	☐	Implement an exercise/drill to test your pandemic plan and revise it periodically.
☐	☐	☐	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
☐	☐	☐	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
☐	☐	☐	Develop alternative procedures to assure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closures.
☐	☐	☐	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
☐	☐	☐	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
☐	☐	☐	Provide sufficient and accessible infection prevention supplies, such as soap, alcohol-based/waterless hand hygiene products (containing at least 60% alcohol), tissues, and receptacles for their disposal.
☐	☐	☐	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
☐	☐	☐	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
☐	☐	☐	Establish policies for transporting ill students.
☐	☐	☐	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
☐	☐	☐	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
☐	☐	☐	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
☐	☐	☐	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
☐	☐	☐	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
☐	☐	☐	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
☐	☐	☐	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
☐	☐	☐	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
☐	☐	☐	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
☐	☐	☐	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
☐	☐	☐	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.



APPENDIX E

Remote Instruction Plan & Student Access Survey

1. Lawrence Public Schools are 1 to 1 device schools. All students and staff are assigned Chromebooks upon enrollment in a public school or on their first day of employment in one of the public schools.
2. To ensure all students have access to internet connectivity, the district will survey the families annually to determine need. Based on the results of the survey and requests made to building administration, the district will supply Hotspots in conjunction with Nassau BOCES agreement with T-Mobile.
3. Based on New York State Education Department's mandated instructional time, teachers will be assigned synchronous and asynchronous block schedules. Instruction will occur as appropriate and aligned to the New York State Education Department regulations. Instruction will occur via GoogleMeet and Google Classroom. All public school students and staff have individual Google Accounts assigned and managed by the district.
4. N/A – One to one devices are provided and hotspots are distributed as needed to students enrolled in Lawrence Public Schools.
5. Special education and related services will continue to be provided to students, as applicable. The Pupil Personnel Services Department secretaries and providers will coordinate with the families of affected students to offer virtual services as mandated on the student's Individualized Education Plan.
6. The district intends to claim all hours it is entitled to based on the length of time for which the remote instruction occurs.

2023-2024 Digital Equity Survey Results

Number of Responses 611

Did the school district issue your child a dedicated school or district-owned device for their use during the school year?

¿El distrito escolar le entregó a su hijo un dispositivo exclusivo propiedad de la escuela o del distrito para su uso durante el año escolar?

Yes / Sí	587
No	19
No Response / Sin respuesta	5

What is the device your child uses most often to complete learning activities away from school? (This can be a school-provided devices or another device, whichever the student is most often using to complete their schoolwork.)

¿Cuál es el dispositivo que su hijo usa con más frecuencia para completar actividades de aprendizaje fuera de la escuela? (Esto puede ser un dispositivo provisto por la escuela u otro dispositivo, cualquiera que el estudiante use con más frecuencia para completar su trabajo escolar).

Chromebook	400
Desktop Computer / Computadora de Escritorio	88
Laptop / Computadora Portátil	73
Tablet / Tableta	21
Smartphone	8
No Device / Sin dispositivo	20
No Response / Sin respuesta	1

Who is the provider of the primary learning device identified in question 2? (This can be a school-provided devices or another device, whichever the student is most often using to complete their schoolwork.)

¿Quién es el proveedor del dispositivo de aprendizaje principal identificado en la pregunta 2? (Esto puede ser un dispositivo provisto por la escuela u otro dispositivo, cualquiera que el estudiante use con más frecuencia para completar su trabajo escolar).

School / Escuela	536
Personal / Privado	57
No Device / Sin dispositivo	15
No Response / Sin respuesta	3

Is the primary learning device shared with anyone else in the household?
 ¿Se comparte el dispositivo de aprendizaje principal con alguien más en el hogar?

Yes / Sí	23
No	564
No Device / Sin dispositivo	19
No Response / Sin respuesta	5

Is the primary learning device sufficient for your child to fully participate in all learning activities away from school?
 ¿El dispositivo de aprendizaje principal es suficiente para que su hijo participe plenamente en todas las actividades de aprendizaje fuera de la escuela?

Yes / Sí	555
No	45
No Response / Sin respuesta	11

Is your child able to access the internet in their primary place of residence?
 ¿Su hijo puede acceder a Internet en su lugar de residencia principal?

Yes / Sí	580
No	26
No Response / Sin respuesta	5

What is the primary type of internet service used in your child's primary place of residence?
 ¿Cuál es el tipo principal de servicio de Internet que se usa en el lugar de residencia principal de su hijo?

Cellular / Celular	41
Community WiFi / Wifi comunitario	41
DSL	4
Mobile Hotspot / Hotspot móvil	10
Residential Broadband / Banda Ancha Residencial	451
Other / Otra	47
None / Ninguno	12
No Response / Sin respuesta	5

In their primary residence, can your child complete the full range of learning activities, including video streaming and assignment upload, without interruptions caused by slow or poor internet performance?
 En su residencia principal, ¿puede su hijo completar la gama completa de actividades de aprendizaje, incluida la transmisión de videos y la carga de tareas, sin interrupciones causadas por un rendimiento lento o deficiente de Internet?

Yes / Sí	562
No	44
No Response / Sin respuesta	5

What, if any, is the primary barrier to having sufficient and reliable internet access in your child's primary place of residence?
 ¿Cuál es la principal barrera, si la hay, para tener acceso a Internet suficiente y confiable en el lugar de residencia principal de su hijo?

None / Ninguna	324
Cost / Costo	155
Availability / Disponibilidad	91
Other / Otra	29
No Response / Sin respuesta	12

APPENDIX F

Threat Assessment Guidance

**U.S. Department of Homeland Security
United States Secret Service
Creating a Comprehensive Targeted Violence Prevention Plan**

The July 2018 report from the United States Secret Service highlights the many factors necessary for creating a school violence prevention plan including physical security, emergency management and violence prevention through a threat assessment process. The basis of this document focuses on violence prevention by the creation of a Comprehensive Targeted Violence Prevention Plan. Components of the Plan include the following:

1. Forming a Multidisciplinary Threat Assessment Team
2. Identifying Behaviors of Concern
3. Establishing Central Reporting Mechanisms
4. Defining the Threshold for Law Enforcement Intervention
5. Establish Threat Assessment Procedures
6. Develop Risk Management Options
7. Promoting Safe School Climates
8. Providing Training to Stakeholders

New York State has been a leader and National model for violence prevention in schools through the creation of the SAVE (Safe Schools Against Violence in Education) legislation in 2000 along with more recent revisions and guidance on the law reflecting lessons learned from violent incidents across the Country. The following information compares the recommendations from the U.S. Secret Service with existing requirements and guidelines in New York State.

U. S. Secret Service Recommendations	NYS Requirements & Guidelines
Step 1: Threat Assessment Team a. District-wide or School Building Team b. Variety of Disciplines c. Specific Designated Leader d. Protocols and Procedures e. Meet on a Regular Basis	The SAVE legislation requires school districts to have a District-wide School Safety Team; Building-level Emergency Response Planning Team; Emergency Response Team and Post-Incident Response Team. There is cross-sectional representation of the school community with specific leadership. Teams are encouraged to meet at least 4 times annually and many meet monthly.
Step 2: Define Prohibited & Concerning Behaviors a. Threatening or Violent Actions; Weapons; Bullying/Harassment; Criminal Behavior. b. Performance Decline; Absenteeism; Withdrawal/Isolation; Change in Behavior or Appearance; Drug/Alcohol Use; Depression or other Emotional/Mental Health Symptoms. c. Threshold for Intervention Should be Low. d. Identify Other Concerning Statements or Actions.	The SAVE legislation also has requirements for recognizing, reporting and documenting threatening and violent actions through School Safety and the Educational Climate (SSEC) provisions. This consists of the Dignity for all Students Act (DASA) and Violent and Disruptive Incident Reporting (VADIR) which includes Homicide; Sexual Offense; Assault; Weapons Possession; Discrimination, Harassment, and Bullying; Bomb Threats; False Alarms; and Use, Possession and Sale of Drugs and Alcohol. The mandated Code of Conduct sets the Standard.
Step 3: Create a Central Reporting Mechanism a. Establish One or More Reporting Mechanisms (on-line, email, phone, etc.) b. Promote and Provide Training on Reporting System. Make sure everyone knows their roles. c. Establish monitoring and response protocols. d. Establish anonymous reporting procedures. e. Act quickly, appropriately and maintain confidentiality.	Reporting systems exist and anonymous reporting is encouraged. In New York State schools are encouraged to adopt the concept " If You See Something, Say Something. " There are existing requirements for reporting of child abuse in the home along with training for mandated reporters. Additional requirements exist for reporting of suspected child abuse within the educational setting. Timeframes are established for reporting.
Step 4: Threshold for Law Enforcement a. Weapons, threats, physical violence, safety of individual. b. Importance of law enforcement representation on team.	The SAVE legislation requires representation of law enforcement on the Building-level Emergency Response Planning Team. School districts are encouraged to report weapons, threats, physical violence, and anything concerning the safety of an individual to law enforcement.
Step 5: Establish Threat Assessment Procedures a. Standardized Incident Form. b. Consider different sources of information.	School districts use standardized incident reporting forms which become the basis for the annual School Safety and the Educational Climate (SSEC) Summary Form. Emergency response procedures are

c. Examine online social media, desks, lockers. d. Examine academic, disciplinary, law enforcement and other formal records. e. Establish rapport with student and guardian. f. Evaluate the behavior in the context of age and social/emotional development. g. Investigate Themes: Motives; Communications, Inappropriate Interests; Weapons Access; Stressors; Emotional or Developmental Issues; Desperation or Despair; Violence as an Option; Concerned Others; Capacity to Carry Out an Attack; Planning; Consistency; Protective Factors.	required to be shared with parents, students and staff by October 1st of each school year.
Step 6: Develop Risk Management Options a. Individualized Management Plan. b. Need for Monitoring or Guidance. c. Available Resources. d. Removal and its impact on monitoring and maintaining connection. e. Notify law enforcement immediately if student is thinking about or planning to engage in violence. f. Address the safety of any potential targets. g. Create a situation that is less prone to violence. h. Remove or redirect the student's motive. i. Reduce the effect of stressors.	Addressed in the SAVE legislation and required to be defined in the Building-Level Emergency Response Plan.
Step 7: Create/Promote Safe School Climate a. Build culture of safety, respect, trust and social/emotional support. b. Encourage teachers/staff to build positive, trusting relationships with students. c. Break down "codes of silence." d. Help students feel connected to the school community and classmates. e. Identify clubs or teams at school. f. Support Positive Behavioral Interventions and Supports (PBIS) programs. g. Encourage student involvement.	The Dignity for all Students Act (DASA) promotes a safe school climate through requirements for Dignity Act Coordinators in school buildings. DASA Coordinators are required to complete specific training in order to fulfill their responsibilities.
Step 8: Conduct Training for all Stakeholders a. School safety is everyone's responsibility. b. All employees require training. c. Students need training on the threat assessment process, reporting process, breaking the code-of-silence and confidentiality. d. Parents need training on their role in the threat assessment process. e. Law enforcement can provide training and should also be aware of the threat assessment process.	Training is required on many different levels. Teacher/Administrator certification requires 2-hours of training for both Child Abuse and Violence Prevention. Annual school safety training for all students and staff is required to be completed by September 15th of every school year. Parents are made aware of their role by providing them with a copy of the Code of Conduct and summary of Emergency Response Procedures. School districts works closely with law enforcement to provide training and establish procedures.



Nassau BOCES Health & Safety Training and Information Service (2024)



UNITED STATES SECRET SERVICE ENHANCING SCHOOL SAFETY USING A THREAT ASSESSMENT MODEL

An Operational Guide for Preventing Targeted School Violence

National Threat Assessment Center
July 2018

U.S. SECRET SERVICE SCHOOL SAFETY RESEARCH

Over the last 20 years, the U.S. Secret Service National Threat Assessment Center (NTAC) has conducted research, training, and consultation on threat assessment and the prevention of various forms of targeted violence. Following the tragedy at Columbine High School in April 1999, the Secret Service partnered with the Department of Education on two studies related to school safety. Published in 2002, the *Safe School Initiative (SSI)* examined 37 incidents of targeted violence that occurred at elementary and secondary schools to analyze the thinking and behavior of students who commit these attacks. The report, and accompanying guide, served as the impetus for establishing threat assessment programs in schools. In 2008, the agencies released the Bystander Study, a report that explored a key SSI finding that prior to most attacks, other students knew of the attackers' plans, yet most did not report it to an adult. The report highlighted the importance of creating safe school climates in which students are empowered to share their concerns. Since then, NTAC has continued to provide and update training to schools, law enforcement, and others on threat assessment and prevention practices.

U.S. SECRET SERVICE'S LATEST INITIATIVE REGARDING SCHOOL SAFETY

The tragic events of the February 14, 2018 shooting at Marjory Stoneman Douglas High School in Parkland, Florida, and the May 18, 2018 shooting at Santa Fe High School in Santa Fe, Texas, demonstrated the ongoing need to provide leadership in preventing future school attacks. As such, the U.S. Secret Service, along with many of our partners, have redoubled our efforts and are poised to continue enhancing school safety. As part of these efforts, NTAC created an operational guide that provides actionable steps that schools can take to develop comprehensive targeted violence prevention plans for conducting threat assessments in schools. The guide, titled *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, is available on the U.S. Secret Service website. A condensed overview is outlined on the following page.

KEY CONSIDERATIONS

- In conjunction with physical security and emergency management, a threat assessment process is an effective component to ensuring the safety and security of our nation's schools.
- Threat assessment procedures recognize that students engage in a continuum of concerning behaviors, the vast majority of which will be non-threatening and non-violent, but may still require intervention.
- The threshold for intervention should be relatively low so that schools can identify students in distress before their behavior escalates to the level of eliciting concerns about safety.
- Everyone has a role to play in preventing school violence and creating safe school climates. Students should feel empowered to come forward without fear of reprisal. Faculty and staff should take all incoming reports seriously, and assess any information regarding concerning behavior or statements.

Additional Resources: The full guide provides information and links to additional resources that can help schools create threat assessment teams, establish reporting mechanisms, train stakeholders, and promote safe school climates.

CREATING A TARGETED VIOLENCE PREVENTION PLAN

The goal of a threat assessment is to identify students of concern, assess their risk for engaging in violence or other harmful activities, and identify intervention strategies to manage that risk. This process begins with establishing a comprehensive targeted violence prevention plan that requires schools to:

Step 1: Establish a multidisciplinary threat assessment team of school personnel including faculty, staff, administrators, coaches, and available school resource officers who will direct, manage, and document the threat assessment process.

Step 2: Define behaviors, including those that are prohibited and should trigger immediate intervention (e.g., threats, violent acts, and weapons on campus) and other concerning behaviors that require a threat assessment.

Step 3: Establish and provide training on a central reporting system such as an online form on the school website, email address, phone number, smartphone application, or other mechanisms. Ensure that it provides anonymity to those reporting concerns and is monitored by personnel who will follow-up on all reports.

Step 4: Determine the threshold for law enforcement intervention, especially if there is a safety risk.

Step 5: Establish threat assessment procedures that include practices for maintaining documentation, identifying sources of information, reviewing records, and conducting interviews. Procedures should include the following investigative themes to guide the assessment process:

- **Motive:** What motivated the student to engage in the behavior of concern? What is the student trying to solve?
- **Communications:** Have there been concerning, unusual, threatening, or violent communications? Are there communications about thoughts of suicide, hopelessness, or information relevant to the other investigative themes?
- **Inappropriate Interests:** Does the student have inappropriate interests in weapons, school attacks or attackers, mass attacks, other violence? Is there a fixation on an issue or a person?
- **Weapons Access:** Is there access to weapons? Is there evidence of manufactured explosives or incendiary devices?
- **Stressors:** Have there been any recent setbacks, losses, or challenges? How is the student coping with stressors?
- **Emotional and Developmental Issues:** Is the student dealing with mental health issues or developmental disabilities? Is the student's behavior a product of those issues? What resources does the student need?
- **Desperation or Despair:** Has the student felt hopeless, desperate, or like they are out of options?
- **Violence as an Option:** Does the student think that violence is a way to solve a problem? Have they in the past?
- **Concerned Others:** Has the student's behavior elicited concern? Was the concern related to safety?
- **Capacity:** Is the student organized enough to plan and execute an attack? Does the student have the resources?
- **Planning:** Has the student initiated an attack plan, researched tactics, selected targets, or practiced with a weapon?
- **Consistency:** Are the student's statements consistent with his or her actions or what others observe? If not, why?
- **Protective Factors:** Are there positive and prosocial influences in the student's life? Does the student have a positive and trusting relationship with an adult at school? Does the student feel emotionally connected to other students?

Step 6: Develop risk management options to enact once an assessment is complete. Create individualized management plans to mitigate identified risks. Notify law enforcement immediately if the student is thinking about an attack, ensure the safety of potential targets, create a situation less prone to violence, redirect the student's motive, and reduce the effect of stressors.

Step 7: Create and promote a safe school climate built on a culture of safety, respect, trust, and emotional support. Encourage communication, intervene in conflicts and bullying, and empower students to share their concerns.

Step 8: Provide training for all stakeholders, including school personnel, students, parents, and law enforcement.

UNITED STATES SECRET SERVICE

Eleven Questions to Guide Data Collection in a Threat Assessment Inquiry

DOE and United States Secret Service Threat Assessment Guide

<i>Star areas of concern</i>	<i>Eleven Key Areas</i>
1.	What are the student's motive(s) and goals?
	What motivated the student to make the statement or take the actions that caused him/her to come to attention?
	Does the situation or circumstance that led to these statements or actions still exist?
	Does the student have a major grievance or grudge? Against whom?
	What efforts have been made to resolve the problem and what has been the result? Does the potential attacker feel that any part of the problem is resolved or see any alternatives?
2.	Has the student shown inappropriate interest in any of the following?
	School attacks or attackers; weapons (including recent acquisition of any relevant weapon); incidents of mass violence (terrorism, workplace violence, mass murders). Ask about Columbine, Santana, etc.

Diana Browning-Wright, Discipline/Behavior Trainings, 2003

2-3

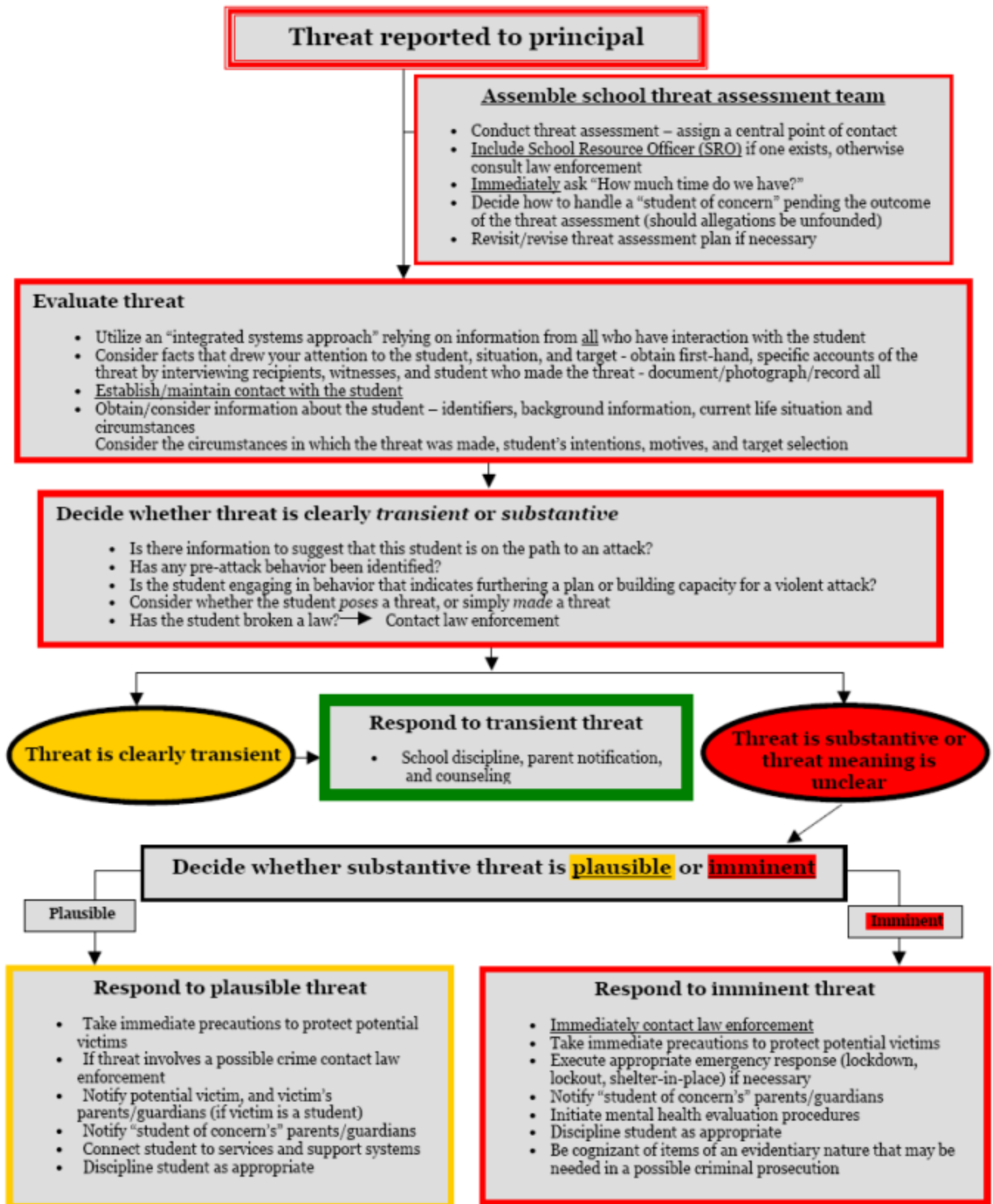
3.	Have there been any communications suggesting ideas or intent to attack?
	What if anything has the student communicated to someone else (targets, friends, other students, teachers, family, others) or written in a diary, journal, or Web Site concerning his/her ideas and/or intentions?
	Have friends been alerted or “warned away”?
4.	Has the student engaged in attack-related behaviors? These behaviors might include:
	Developing an attack idea or plan
	Making efforts to acquire or practice with weapons
	Casing or checking out, possible sites and areas for an attack
	Rehearsing attacks or ambushes
5.	Is the student's conversation and "story" consistent with his or her actions?
	Does information from collateral interviews and from the student's own behavior confirm or dispute what the student says is going on?

6.	Does the student have the capacity to carry out an act of targeted violence?
	How organized is the student's thinking and behavior?
	Does the student have the means; e.g., access to a weapon, to carry out an attack?
7.	Is the student experiencing hopelessness, desperation and/or despair?
	Is there information to suggest that the student is experiencing desperation and/or despair?
	Has the student experienced a recent failure, loss and/or loss of status?
	Is the student known to be having difficulty coping with a stressful event?
	Is the student now, or has the student ever been, suicidal or "accident-prone"?
	Has the student engaged in behavior that suggests that he or she has considered ending their life?

8.	Does the student have a trusting relationship with at least one responsible adult?
	Does the student have at least one relationship with an adult where the student feels that he or she can confide in the adult and believes that the adult will listen without judging or jumping to conclusions? (Students with trusting relationships with adults may be directed away from violence and despair and toward hope.)
	Is the student emotionally connected to—or disconnected from—other students?
	Has the student previously come to someone's attention or raised concern in a way that suggested he or she needs intervention or supportive services?
9.	Are other people concerned about the student's potential for violence?
	Are those who know the student concerned that he or she might take action based on violent ideas or plans?
	Are those who know the student concerned about a specific target?
	Have those who know the student witnessed recent changes or escalations in mood and behavior?

10.	What circumstances might affect the likelihood of an attack?
	What factors in the student's life and/or environment might increase or decrease the likelihood that the student will attempt to mount an attack at school?
	What is the response of other persons who know about the student's ideas or plan to mount an attack? (Do those who know about the student's ideas actively discourage the student from acting violently, encourage the student to attack, deny the possibility of violence, passively collude with an attack, etc.?)
11.	Does the student see violence as an acceptable—or desirable—or the only—way to solve problems?
	Does the setting around the student (friends, fellow students, parents, teachers, adults) explicitly or implicitly support or endorse violence as a way of resolving problems or disputes?
	Has the student been "dared" by others to engage in an act of violence?

New York State Police Threat Assessment Model, (2007)



A2

LAWRENCE UNION-FREE SCHOOL DISTRICT

Ann Pedersen, Ed.D.
Superintendent of Schools

Jeremy Feder
Assistant Superintendent
Business & Operations



Enclosure X.D
Organizational Meeting
July 10, 2024

July 3, 2024

Dear Mr. Mogilski:

This letter agreement amends the previous terms and conditions of your employment.

Upon approval by the Board of Education, you will receive a payout for twelve (12) vacation days accrued as of the 2023-2024 school year.

You understand, acknowledge and agree that such payout constitutes a one-time, non-precedential payment and that thereafter, payout for vacation days will be in accordance with the previous terms and conditions of your employment.

In all other respects the terms and provisions of your employment and any written agreements related thereto are ratified and reaffirmed.

If these terms meet with your approval, please sign the original of this letter and return it to me.

Very truly yours,

Dr. Ann Pedersen
Superintendent of Schools

Anthony Mogilski

7/5/24
Date

Cc: Payroll, Attendance, Health Insurance, Personnel File

September 2024						
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July 2025						
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August 2025						
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09/02/2024 – Labor Day			11/05/2024 – Election Day/SDD			01/29/2025 – Lunar New Year		
09/03 & 09/04/2024 – SDD			11/11/2024 – Vetarans Day			02/17 → 02/21/2025 – Winter Break		
09/05/2024 – First Day of School			11/27 → 11/29/2024 – Thanksgiving			04/14 → 04/21/2025 – Spring Break		
10/03 & 10/04/2024 – Rosh Hashanah			12/23/2024 → 01/01/2025 – Holiday Break			05/26/2025 –Memorial Day		
10/14/2024 – Columbus Day			01/20/2025 – Martin Luther King Jr. Day			06/19/2025 – Junteenth		
						06/27/2025 – Last Day of School		