

# Rochdale Early Advantage Charter School (REACS)

Main- 122-05 Smith Street Jamaica, New York 11434  
Annex- 110-51 Guy R Brewer Blvd. Jamaica, New York 11433  
Dr. Lillian Hamer, Chairperson of the School Board

Phone (718) 978-0075/Fax (718)978-0110  
Phone (718) 291-2302/Fax (718)291-4560  
Dr. Calvin Rice, Chief Executive Officer



**Ms. Sylvia Fairclough-Leslie, School Leader**

**Purpose ~ Passion ~ Proficiency**

## FOIL POLICY: PUBLIC NOTICE YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law, which took effect on January 1, 1978, gives you the right of access to many public records.

Rochdale Early Advantage Charter School has adopted regulations governing when, where, and how you can see public records. The regulations can be seen at all places where records are kept.

According to these regulations, records can be seen and copied at:

122-05 Smith Street, (Corner of Baisley Blvd.) Jamaica, NY 11434

Tel: 718-978-0075

The following officials will help you to exercise your right to access:

Agency officials who have in the past been authorized to make records available.

Records Access Officer(s):

Sylvia Fairclough-Leslie, School Leader

122-05 Smith Street, (Corner of Baisley Blvd.) Jamaica, NY 11434

Tel: 718-978-0075

SFaircloughLeslie@reacschool.com

If you are denied access to a record, you may appeal to the following person(s) or body:

Dr. Calvin Rice, CEO

122-05 Smith Street, (Corner of Baisley Blvd.) Jamaica, NY 11434

Tel: 718-978-0075

c.rice@reacschool.com

[Click here](#) for information about the Freedom of Information Law and the Committee on pen

### **LIST OF RECORDS BY SUBJECT MATTER**

#### **AUDIT**

1. Audits

- a. Fiscal
- b. Non-fiscal
2. Annual report of audit by independent public accountant
3. Financial disclosure

### **BOARD OF TRUSTEES**

1. Agenda
2. Minutes of board meetings
3. Notices of annual meetings
4. Policies
5. Recordings, public meetings
6. Resolutions

### **BUDGET**

1. Budget
  - a. Annual

### **BUILDINGS & GROUNDS**

1. Annual fire inspection reports of school facilities
2. Fire safety report
3. Insurance
  - a. Policies
4. Logs
  - a. Accidents and illnesses
  - b. Equipment maintenance
  - c. Facility maintenance and repair
  - d. Legal
5. Long-range plan for educational facilities
6. Property damage report
7. Safety drill
8. Safety inspection
9. School safety, plans and records
10. Security
11. Vandalism reports
12. Videotapes
13. Visitor's register

### **COMMUNICATION**

1. Bulletins
2. Calendars
3. Code of Conduct
4. Code of Ethics
5. Correspondence
6. Homepage or Website Publications
7. Internet
  - a. Services and use
8. Lists

- a. Mailing lists
- b. Special Education services
- 9. Manuals
  - a. Policies
  - b. Procedures
- 10. Newsletters

## **CURRICULUM**

- a. Curriculum
- b. Program
- 2. After-school activities
- 3. ESL programs
- 4. Extra-curricular activities
  - a. Athletics
  - b. Clubs (parent-sponsored)
  - c. Field trips
  - d. Student organizations
- 5. Home Instruction
- 6. Lesson plans
- 7. Literacy programs
- 8. Parent-Teacher organizations
- 9. Physical Education program
- 10. Program admission applications
- 11. Program files
- 12. Program plans
- 13. Progress reports
- 14. Special Education services

## **EDUCATIONAL DATA**

- 1. Basic Educational Data System (BEDS)
- 2. Data Administration
- 3. Data Documentation
- 4. School Report Card
- 5. Student Information Systems

## **EQUIPMENT/INVENTORY**

- 1. Report of fixed assets inventory

## **FINANCE**

- 1. Accounting records
- 2. Annual financial and statistical reports
- 3. Applications for federal grants and claims for reimbursements when such applications are granted
- 4. Appropriation and expenditure reports
- 5. Assessment (tax)
  - a. Exemption records
  - b. Grievances

6. Bids
  - a. Capital construction
7. Billing records
8. Bonds and Notes
  - a. Proof of posting
  - b. Surety bonds, public officials
9. Capital Facilities Plan
10. Cash disbursements ledger
11. Cash receipts
12. Cash transactions
13. Check register
14. Encumbrances
15. Expenditure ledger
16. General journal
17. General ledger and revenue ledger
18. Paid bills, including invoices or claims, purchase order copies, receiving information, requisitions, packing slips, and other pertinent data appropriate for payment
19. Past-due accounts
20. Purchase orders
21. Purchase requisitions
22. Reimbursements, claims
23. State aid reimbursement/reports
24. Transfer of funds register
25. Warranties and guaranties

## **FUNDING**

1. Awards, grants and gifts
2. Fundraising
3. Gifts and prizes awarded to students
4. Scholarships and awards
5. State Aid funding

## **INSURANCE**

1. Policies
2. Liability

## **LEGAL**

1. Americans with Disabilities Act
  - a. Compliance Records
2. Child abuse and maltreatment reports
3. Contracts
  - a. Capital Construction
  - b. Public Employees
4. Court Orders
5. Freedom of Information Law requests
- 6.

## **PAYROLL AND PERSONNEL**

1. Administrative organizational chart
2. Affirmative action investigations
3. Insurance
  - a. Unemployment
  - b. Workers' Compensation
4. Organization chart
5. Professional Development Plan
6. Substitute teacher registry
7. Work schedules
8. Workers' Compensation

## **RECORDS**

1. Attendance plans
2. Job classification records
3. Job postings
4. Meeting files
5. Reports
  - a. Accident
  - b. Administrative
  - c. Annual
  - d. Budget
  - e. Fire safety inspection
  - f. Fiscal
  - g. Health
  - h. Safety
  - i. Special Education
  - j. Statistical
  - k. Student data
  - l. Teacher resource and computer training center
  - m. Theft

## **TESTING**

1. Achievement tests
2. Examinations
  - a. Regents
  - b. Student

## **TRAINING**

1. Defibrillator
2. Teacher Resource and Computer Training Centers
  - a. Certification records

## **MISCELLANEOUS**

1. Correspondence
2. Planning studies
3. Registers

PLEASE NOTE: Records will be made available for public inspection and/or copying, except that we may **deny** access to records or portions thereof that:

- are specifically exempted from disclosure by state or federal statute;
- if disclosed, would constitute an unwarranted invasion of personal privacy;
- if disclosed, would impair present or imminent contract awards or other negotiations;
- are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise;
- are compiled for law enforcement purposes and which, if disclosed, would:
  - o interfere with law enforcement investigations or judicial proceedings;
  - o deprive a person of a right to a fair trial or impartial adjudication;
  - o identify a confidential source or disclose confidential information relating to a criminal investigation; or
  - o reveal criminal investigative techniques or procedures, except routine techniques and procedures;
- if disclosed, could endanger the life or safety of any person;
- are inter-agency or intra-agency materials which are not:
  - o statistical or factual tabulations or data;
  - o instructions to staff that affect the public;
  - o final agency policy or determinations;
  - o external audits, including but not limited to audits performed by the comptroller and the federal government; or
- are examination questions or answers which are requested prior to the final administration of such questions;
- if disclosed, would jeopardize an agency's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.