



Riverhead Charter School
3685 Middle Country Road
Calverton, NY 11933
Phone (631) 369-5800
Elementary Fax (631) 369-6687
Middle School Fax (631) 727-7191
Administration Bldg. Fax (631) 727-7193
www.riverheadcharterschool.org

Board of Trustees

David Edwards, Board President
Aimee LoMonaco, Vice President
Maria Cintron, Treasurer
Natasha Jeffries, Secretary
Zenobia Hartfield, Trustee

Superintendent
Dr. Raymond Ankrum

Chief of Schools
Dr. Patrick McKinney

ES Principals
Samantha Camillery
& Taylor Henninger

MS Principal
Katherine Gang

HS Principal
Shalyse Jones

Chief Finance Officer
Nicola Graham



Riverhead Charter School
Freedom of Information Law (FOIL) Policy

This policy sets forth procedures designed to enable Riverhead Charter School (RCS) to comply with the New York State Freedom of Information Law (FOIL), Article 6 of the New York Public Officers Law. Any person may request access to records maintained by RCS in accordance with FOIL.

Records Access Officer (RAO):

Diana Salcedo Gomez
Board Clerk & Assistant Administrative Officer
Email: dsalcedogomez@rcsli.org

Public Access to Records: RCS will provide access to authorized parties in accordance with FOIL.

Request Procedure:

1. Requests must be submitted in writing via email or mail to the RAO.
2. Upon receipt of a request, RCS will respond within five (5) business days by:
 - Providing access to the records,
 - Denying the request in writing, or
 - Acknowledging receipt and providing an approximate date for decision.
3. Requests may be extended under FOIL Section 89(3) if additional time is needed due to the nature or volume of records. In such cases, the RAO will provide written notice stating the reason for the delay and a new expected response date.
4. All requests must include a clear description of the records sought so that RCS can accurately and efficiently respond.



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Public Notice / Inspection Locations:

Records are available at:

Administrative Office

Riverhead Charter School
3685 Middle Country Road Calverton, NY 11933

For guidance on making a FOIL request or understanding your rights under NY FOIL, please visit the New York State Committee on Open Government: <https://www.dos.ny.gov/coog/>

Appeals Process: If access is denied, the requester may appeal in writing within thirty (30) days to:

Board of Trustees
Riverhead Charter School
3685 Middle Country Road
Calverton, NY 11933
Email: dsalcedogomez@rcsli.org

The Board of Trustees will respond in writing within ten (10) business days of receipt of the appeal, providing either:

- Full access to the requested records, or
- A written explanation for further denial.

A copy of the appeal and the Board's determination will be forwarded to the [New York State Committee on Open Government](#) as required by law. If access is still denied, the requester may seek judicial review under Article 78 of the Civil Practice Law and Rules.

Exemptions: RCS may deny access to records or portions thereof in accordance with the New York State Freedom of Information Law, Public Officers Law §87(2), including but not limited to records that:

- Are specifically exempted from disclosure by law,
- Constitute an unwarranted invasion of personal privacy,
- Would impair contract awards or collective bargaining,
- Are trade secrets or commercially sensitive information,
- Are compiled for law enforcement purposes that would interfere with investigations, judicial proceedings, or fair trial rights,



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- Could endanger life or safety,
- Include certain inter/intra-agency materials or audits,
- Include examination questions prior to administration,
- Would jeopardize information technology security.

Recordkeeping Requirements: RCS shall maintain:

- Final votes of each trustee in every proceeding,
- Names, titles, addresses, and salaries of all officers and employees,
- A current, detailed subject matter list of all records.

The subject matter list shall be maintained by the Records Access Officer and made available for public inspection and on the school's website.

Fees: RCS may charge fees for copying or certifying records as allowed by NYS law. Fees shall comply fully with FOIL, Article 6, Section 87(1)(c)(i-iv).

Policy Review: This policy will be reviewed and updated periodically to ensure compliance with New York State law.

Last Updated: March 23, 2026.