



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

Records Subject Matter List

(Prepared in Accordance with N.Y. Public Officers Law §87(3)(c))

Effective Date: March 2026

FOIL Officer: Diana M. Salcedo (dsalcedogomez@rcsli.org)

School Address: 3685 Middle Country Road, Calverton, NY 11933

Website: <https://riverheadcharterschool.org>

1. Board of Trustees Records

- Meeting agendas and calendars
- Board meeting minutes (all available years)
- Board resolutions and policy actions
- Membership lists and contact information
- Public comment guidelines and related correspondence
- Materials related to board elections or recruitment

2. Governance & Policy Documents

- Charter agreement and authorizer documents
- School bylaws and governance policies
- FOIL, FERPA, and privacy compliance policies
- Conflict of interest policies
- Complaint and grievance handling policies
- Document retention and disposal policies (if applicable)



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3. Financial & Budget Records

- Annual budgets and revisions
- Audited financial statements
- NYSED Annual Reports
- Grant and funding records
- Vendor contracts and procurement documentation
- IRS Form 990 filings (when available)

4. Academic & Student Records (Aggregate / Non-Identifying)

- Curriculum guides and program descriptions
- Standardized testing data (aggregate)
- Enrollment data and grade spans
- Disaggregated performance summaries
- Attendance and achievement trends (aggregate)
- Annual academic reports

Note: Individual student records are protected under state and federal privacy laws (FERPA).

5. Personnel & Staffing

- Job descriptions and postings
- Salary scales and pay schedules (aggregate or policy level)
- Organizational staffing charts
- Professional development policies (non-identifying)
- Collective bargaining agreements or employment policy documents
- Benefits policy summaries (when available)

6. Operations & Facilities

- School calendar and daily schedules
- Facility lease and maintenance records
- Safety and emergency preparedness plans
- Transportation contracts or service records
- Health and safety guidelines
- Safety inspection and audit reports (when available)



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7. Communications & Public Information

- Press releases and public notices
- Newsletters and parent communications
- Public speeches or presentations by administrators
- Website content (non-restricted)
- FOIL request logs and responses

8. Legal & Compliance

- FOIL requests and responses
- External audit reports and legal compliance reviews
- Contracts and memoranda of understanding with external agencies
- Correspondence regarding regulatory compliance

9. Miscellaneous Public Records

- Photographs or media used in school promotion
- Public survey or research results
- Documents supporting community engagement
- Annual reports or strategic planning documents beyond audits

Notes for Users:

This list reflects categories of records maintained by Riverhead Charter School. Individual records may be obtained via FOIL request unless exempted by law. Records containing personally identifiable information about students or certain staff are protected under applicable privacy laws.