

**ROSLYN UNION FREE SCHOOL DISTRICT
Meeting of the Board of Education**

Thursday, September 22, 2016

8:00 P.M.

Roslyn High School – Board Room

MINUTES

Meryl W. Ben-Levy, President
Clifford Saffron, Vice President
David Dubner
Adam Haber
Steven Litvack
David Seinfeld
Bruce G. Valauri

ALSO PRESENT

Allison Brown	Superintendent
Joseph C. Dragone	Assistant Superintendent for Business and Administration
Michael Goldspiel	Assistant Superintendent for Secondary Education
Karina Báez	Assistant Superintendent for Primary Education
Nancy Carney Jones	District Clerk
Landon Allen	Student Delegate

ABSENT

7:00 p.m. - Executive Session

Pursuant to Public Officers Law, Section 105, it was duly moved, seconded and carried by a vote of 7-0; that the Board of Education adjourns to Executive Session at 7:00 p.m., to discuss personnel matters.

The Executive Session adjourned at 8:07 p.m. The Board reconvened in Public Session in the Board Room at 8:17 p.m.

8:00 p.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recommendation to accept the Quarterly Claims Audit Report for April, May and June 2016

Ms. Shari Diamond, CIA, Supervisor, IT Consultant, Cerini & Associates, LLP presented an overview of the Audit reports for April – June 2016

Ms. Diamond commented the auditors reviewed 1,091 claims from the General, Trust & Agency, School Lunch, Federal, and Capital Funds. The report showed that 3.12% of the claims were flagged for informational purposes, which included confirming purchase orders and purchase orders increased after their invoice date. Ms. Diamond commented that the business office continues to educate the staff on the district's purchasing policies and practices.

Mr. Dubner moved, seconded by Mr. Haber, carried by a vote of 7-0, to accept the Claims Auditors Reports for April 2016 - June 2016.

Recommendation to accept the Claims Audit Report for August 2016

Mr. Saffron moved, seconded by Mr. Dubner, carried by a vote of 7-0, to accept the Claims Auditors Report for August 2016.

After reviewing the August claims report the board entered into a discussion on the following items: what kind of additional backup is required for a held check, how does an incorrect budget year occur and what is the approval process for increases in purchase orders.

Board President's Comments

Ms. Ben-Levy commented to her fellow board members that she feels so much better being back in school and seeing the students' artwork displayed in the board room. This month's artwork was presented by the High School.

Ms. Ben-Levy announced she would like to make a statement on public service in connection with Mr. Dragone's presentation this evening regarding the financial status of the district.

Ms. Ben-Levy commented on the impact Mr. Cliff Saffron and his public service has had on the financial status of the district. She stated there has been a great deal of public service by many employees, contractors and members of the board in regard to our current financial status but "above all, there has been Cliff Saffron who has been a guiding light and a beacon for financial clarity". Ms. Ben-Levy stated "she could never find words suitable enough that could ever describe his time and public service to our schools, community and our children". She added that every minute of that service has been guided by the love in his heart and nothing else and there are not a lot of people like that on this earth." She stated that "this community owes you a debt that can never be repaid." In addition, she thanked board members Steven Litvack and David Dubner for their participation on the Citizens Audit Advisory

Committee and all members of the board for doing their share. She stated Mr. Saffron has been a leader from his first days on the board through all these years. She thanked Mr. Saffron on behalf of the board and community.

In addition, Ms. Ben-Levy recognized the passing of Nassau County Legislator Judy Jacobs and acknowledged her public service to Roslyn. In her memory and in honor of her legacy, Ms. Ben-Levy requested The House I Live In (That's America to Me) by Frank Sinatra be played at the meeting.

Superintendent's Comments

Ms. Brown commented on the following items:

- Spirit week and homecoming - She announced as part of Spirit Week festivities, the high school students visited the elementary schools to spread school spirit and get everyone excited about attending the homecoming festivities. Prior to the game, retired teacher and football coach, Charlie Trepcos will be honored. Alumni are flying Mr. Trepcos in from Florida to show their appreciation on the positive impact he had on their lives. The State Champion's Bulldog Marching band will perform at halftime.
- District Website - Ms. Brown thanked Jason Lopez and Barry Edelson for their work on the new website. She announced the feedback has been very positive and a website App is in the works.
- College Fair – Ms. Brown reported the college fair held last evening was successful. Ms. Gottesman, Director of Guidance, had made some changes to the format of the fair. Students were assigned to colleges as student ambassadors to greet the college representatives. The feedback from the colleges was very positive

Student Delegate's Comments

Mr. Allen spoke of the great time the students had visiting all the schools today to spread school spirit. He announced the pep rally will be held on the football field tomorrow afternoon. OCC representatives will be on hand Saturday to help with all the homecoming festivities.

Ms. Ben-Levy requested to take agenda items BOE.4 and BOE.5 out of order due to members of the units being present at the meeting.

Mr. Saffron moved, seconded by Mr. Seinfeld, carried by a vote of 7-0, to take agenda items BOE.4 and BOE.5 out of order.

Ms. Ben-Levy acknowledged and thanked RPA representative, Milta Matamoros and RCRBMA representative Paul Cesarski, Jr.

BOE.4 BE IT RESOLVED that the BOE of the RUFSD hereby approves and ratifies a certain agreement negotiated between the RPA and the School District dated September 15, 2016, relating to the IPG Teacher Assistant Position.

BOE.5 WHEREAS, the 2011-2016 labor agreement between the Board of Education of the Roslyn Union Free School District (hereinafter “District”) and the Roslyn Custodial-Bus Drivers and Maintenance Association (hereinafter “Association”) expires on June 30, 2016;

WHEREAS, representatives of the respective parties have engaged in negotiations for a successor agreement to said expiring labor agreement; and

WHEREAS, the representatives of the District and the Association memorialized their agreement in a Memorandum of Agreement dated August 31, 2016 in the form attached hereto;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District herewith ratifies the Memorandum of Agreement hereinabove referenced and authorizes the expenditure of funds necessary to implement said Agreement; and,

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the Board President and the Superintendent of Schools to incorporate said Memorandum of Agreement into a more formal written agreement and further authorizes the Board President and the Superintendent of Schools to execute said formal written agreement.

Mr. Saffron moved, seconded by Mr. Seinfeld, and carried by a vote of 7-0, to approve Agenda Items BOE.4 and BOE.5

Discussion Item(s):

1. Financial Status – presented by Mr. Joseph Dragone, Assistant Superintendent for Business and Administration.
 - a. State Comptroller Report – The State Comptroller recently completed an audit after a 10 year absence. Mr. Dragone stated “the comptroller had some wonderful things to say about the district.” Mr. Dragone quoted the following from the report. “District officials have put controls in place to ensure that money is collected, recorded and deposited properly.” The comptroller reviewed over \$300,000 in receipts and tested a sampling of 30 receipts totaling \$40,000. The comptroller found all cash receipts were recorded accurately and deposited intact. In addition, Mr. Dragone stated that while the comptroller was here they did a thorough review of all our practices and procedures and found the District is fiscally healthy and our practices are strong.

Mr. Dragone stated that the comptroller looked at the cash receipts because he felt our cash receipt practices were strong and he wanted to report on this so that our practices could be used as a model for other school districts. One issue the comptroller did find was the district needs to start using triplicate press-numbered receipts district wide and deposit money within 10 days.

Mr. Dragone stated that on his first day in 2006, he sat with the comptroller who read 27 different items that were tremendously upsetting to him as a business official. He stated this audit “he can live with”.

Mr. Saffron commented on how serious the district takes their finances and he wanted to commend his colleagues on the board for their true team effort. He spoke of the passion they share “to make sure that every dollar spent is to benefit our children.” He spoke about how fortunate the district is “to have the finest business official in New York State who shares our passion and oversees a very complicated financial operation on a day to day basis.” He thanked Mr. Dragone, his staff, the internal, external and claims auditors for an outstanding job. He stated we are the fiscal model for schools in New York State.

Ms. Ben-Levy thanked Mr. Dragone for his 10 years of service to the district. She commented that she did not know “where the district would be if you didn’t come to Roslyn.”

Mr. Dragone expressed his appreciation to the Board. He stated “the tone at the top is what sets this place apart.” He knows that the board takes their fiduciary responsibilities very seriously. He commented that he has the best business office staff anywhere and thanked Susan Warren, Assistant Administrator for Business

- b. Moody’s Rating – The Moody’s rating continues to be an Aa1, the second highest rating possible. Mr. Dragone quoted the following information from the Moody’s Report:
“The district’s financial position will remain solid given its record of strong management, as evidenced by strong reserve levels across its operating funds (General Fund and Debt Service Fund). Fiscal 2015 ended with an operating surplus of \$1.2 million, bringing the available operating reserves to \$25.7 million, or 25.1% of operating reserves. The operating surplus was mainly attributed to conservative budgeting and expenditure controls. Over the next five years, the district plans to use \$9.6 million in the Debt Service Fund to pay off its remaining outstanding debt service obligations and to continue to maintain level debt service payments.”
- c. Bond Financing – Mr. Dragone announced the district closed today on their first series of bonds totaling \$24.5 million. The bonds are to finance the \$41 million of capital improvements approved by voters in May 2014. The district currently has \$12.5 million in the budget and may only need to borrow \$29 million to do \$41 million worth of work. In 2014, the district anticipated paying an interest rate of 4.5%. Today the district closed on 15 year bonds at an interest rate of 2.017%. Due to the lower interest rate the district’s tax payers will save \$5 million. The district’s favorable interest rate was attributed to the strong Moody’s rating.

- d. Tax Rate Calculations – Mr. Dragone presented an update of the revenue projections. Due to an increase of \$200K in unanticipated revenue the 2016-2017 budget lines items have been updated. For this budget the Fund Balance will be increase by \$200K and the Applied Reserves will be decreased by \$200K. The net effect of this change on the budget is zero. This will allow the district to maintain the unapplied fund balance under the 4% cap.

PUBLIC COMMENT #1 Limited to Agenda Items ONLY

(Will be limited to ½ hour, no more than 2 minutes per speaker).

Though not required by law, the Roslyn Board of Education invites public comment during its meetings. Citizens will be recognized by the presiding officer. Please state your name and address before speaking and direct all comments to the Board. This is not a time for citizen to citizen exchanges. We ask that comments not include the names of students or staff members, and comments are not permitted with respect to confidential matters. Please also be reminded that Board meetings are designed by law to facilitate the school district's business and provide for public Board deliberations. Thank you

No public comment.

ACTION ITEMS

Action may be taken for each individual resolution or by the titled subgroups. Bracketed information following resolutions is not part of the Board's official action and does not become part of the official record.

PERSONNEL:

ALL PERSONNEL APPOINTMENTS LISTED ARE FUNDED IN THE CURRENT BUDGET UNLESS OTHERWISE NOTED

- P.1.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:
RESOLVED, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional)**
- P.2.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:
RESOLVED, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.2 Classified)**

Mr. Dubner moved, seconded by Dr. Valauri, and carried by a vote of 7-0, to approve Agenda Items numbered P.1 – P.2

BUSINESS/FINANCE:

ALL ITEMS ON THE BUSINESS/FINANCE PORTION OF THE AGENDA ARE WITHIN THE BUDGET UNLESS OTHERWISE SPECIFIED

B.1. Recommendation to approve the following contract and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid).

- (i) Contractor: Manhasset Union Free School District
 Services: Health Services for 11 students attending out of district schools for the 2015/2016 school year.
 Cost- \$973.28 per student
 Total estimated to be \$10,706.08
- (ii) Contractor: Little Flower Union Free School District
 Services: Educational/ Residential services for one student for the period of September 14, 2016 to June 30, 2017
 \$48,472 – 10 month tuition
 \$1,332 – 10 month Dormitory Authority
 Total estimated to be \$49,804
 (Agreements are subject to review and approval by district counsel)

Recommendation to **amend** the following contract (iii) which was approved by the Board of Education on July 7, 2016 (item 14):

- (iii) Recommendation that the firm of Nawrocki Smith LLP be engaged as Internal Auditors for the 2016-2017 school year at a fee not to exceed ~~\$48,040~~ \$55,540 (an *increase* of \$7,500 to include internal auditing services) subject to the terms and conditions of an agreement to be approved by District Counsel. The Board of Education hereby authorizes the President of the Board of Education to execute said agreement on behalf of the Board of Education.

B.2. Recommendation to approve Capital Fund Budget appropriation transfer requests as per **Attachment B.2.**

B.3. Recommendation to approve general fund expenditure transfer requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
5510-210-03-9000-510	Transportation Buses	\$221,594.46
Subtotal		\$221,594.46
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
9785-600-03-9000-303	Principal	\$162,651.61
9785-700-03-9000-303	Interest	\$ 9,220.63
9760-700-03-9000-303	Interest	\$ 49,722.22
Subtotal		\$221,594.46

REASON FOR TRANSFER REQUEST: Transfer appropriated funds between budget codes. We budget for the purchase of buses under 5510.210 to make transparent our intentions, but now we have entered into a lease purchase agreement with U.S. Bancorp to finance this purchase over 5 years, in anticipation of BOE approval on 9/22/16. Also transferring funds necessary to make interest payment on the 9/24/15 BAN.

B.4. Recommendation to approve general fund appropriation transfer requests:

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
5510-210-03-9000-510	5510-456-03-9000-510	\$15,000.00
Trans Buses	Trans Automotive Parts	
	Subtotal	\$15,000.00

REASON FOR TRANSFER REQUEST: To cover the cost to repair bus #84.

B.5. Recommendation to approve a payment in the amount of \$13,593.88 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 8/31/2016.

B.6. Recommendation to approve the following payments to Park East Construction Corporation for construction management services and reimbursements rendered to the district pertaining to various projects at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.]

Payment	Location/Project	Budget	PO #	Inv #
\$ 5,000.00	DW Capital Project	2110-201-03-1502	H15-00015	16
\$12,000.00	EH Capital Project	2110-201-04-1504	H15-00015	16
\$ 7,500.00	HH Capital Project	2110-201-07-1507	H15-00015	16
\$20,000.00	HS Capital Project	2110-201-08-1508	H15-00015	16
\$10,416.00	MS Capital Project	2110-201-09-1509	H15-00015	16

B.7. WHEREAS, It is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2016-17 school year.

WHEREAS, ROSLYN DISTRICT, is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and,

WHEREAS, ROSLYN DISTRICT, wishes to appoint a committee to assume the responsibility for drafting of specification, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, that the BOARD OF EDUCATION of ROSLYN DISTRICT, hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above, and,

BE IT FURTHER RESOLVED, that ROSLYN DISTRICT'S Board of Education authorized the above-mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities, and,

BE IT FURTHER RESOLVED, that ROSLYN DISTRICT'S Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

BE IT FURTHER RESOLVED, that ROSLYN DISTRICT'S Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

- B.8.** Recommendation by Scott Andrews, High School Principal, to declare the attached list of televisions and VCR's to be surplus and obsolete, as they are no longer operational or upgradeable and have no value **(Attachment B.8)**.

Addendum

- B.9** BE IT RESOLVED that the Board of Education hereby authorizes an Amendment to the Inter-municipal Agreement between the District and Westbury Union Free School District for transportation services subject to the terms and conditions of an Amendment to be approved by District counsel;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said Amendment on behalf of the Board of Education.
(Amended from Agenda Item B.5 on July 19, 2016)

Mr. Saffron moved, seconded by Dr. Valauri, and carried by a vote of 7-0, to approve Agenda Items numbered B.1- B.8 addendum B.9

Mr. Litvack questioned agenda item B.4. Why the cost was so high? Mr. Dragone will research.

CURRICULUM AND INSTRUCTION:

- C&I.1** Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on September 6, 2016, September 9, 2016, and September 14, 2016.

C&I.2 Recommendation to approve Joseph Dragone to attend the NYSASBO Governmental Relations Committee and School Finance Forum in Albany, New York from October 17 through 18, 2016 at an estimated cost to the district of \$0.

C&I.3 Recommendation to approve Elizabeth Brown to attend the New York State School Counselors Association Annual Conference in Tarrytown, New York from November 17 through 19, 2016 at an estimated cost to the district of \$781.57.

C&I.4 Recommendation to approve the contract between Educational Vistas, Inc. and the Roslyn School District for the purchase of NYS Assessment Scoring at an estimated cost to the district of \$34,899.00, subject to the terms and conditions of an agreement between the parties to be approved by District counsel and to execute the necessary documents to effectuate said Agreement.

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 7-0, to approve Agenda Items numbered C&I.1 – C&I.4

Ms. Ben-Levy requested to move agenda items BOE.4 and BOE.5 out of order. These items were approved before the discussion items.

BOARD OF EDUCATION:

BOE.1 Recommendation to conduct the *second* reading of Board of Education Policies 6010 Fiscal Controls, Policy 6100 Annual Budget and 6140 Budget Transfers. **(Attachment BOE.1)**

BOE.2 Recommendation to conduct the *first* reading of Board of Education Policies 6220 Federal Funds, 6410 Authorized Signatures and 6415 Wire Transfers. **(Attachment BOE.2)**

BOE.3 **WHEREAS**, the Roslyn School District has an approved Annual Professional Performance Review (“APPR”) Plan in place, effective for the 2016-2017 school year;

WHEREAS, the District seeks to submit an Undue Burden Independent Evaluator Hardship Waiver application to the State Education Department since compliance with the independent evaluator requirement would create an undue burden on the District.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby approves the submission of the Undue Burden Independent Evaluator Hardship Waiver application to the State Education Department.

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Superintendent of Schools and the Board President to execute such application on behalf of the District.

Addendum

BOE.6 Recommendation to approve Allison Brown's attendance at the New York State Council of School Superintendents (NYSCOSS) 2016 Fall Leadership Summit in Saratoga Springs, NY from September 24 through September 26 ~~26~~ **27**, 2016 at an estimated cost to the district of \$1,475.32 ~~\$1,475.32~~ **\$1,728.32. (*Amended from Agenda Item BOE.3 on August 11, 2016*)**

Mr. Saffron moved, seconded by Dr. Valauri, and carried by a vote of 7-0, to approve Agenda Item BOE.1 - BOE.3 and Addendum BOE.6

Agenda items BOE.3 and BOE.4 were approved at the beginning of the meeting prior to the discussion items.

Public Comments #2

No public comment.

Adjournment

There being no further business to come before the Board of Education Dr. Valauri moved, seconded by Mr. Dubner, and carried by a vote of 7-0, to adjourn at 9:10 p.m.

Respectfully submitted,

Nancy Carney Jones

Nancy Carney Jones
District Clerk