

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

Thursday, November 3, 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
Karina Báez	Assistant Superintendent for Primary Education
Nancy Carney Jones	District Clerk
Landon Allen	Student Delegate

ABSENT

Joseph C. Dragone	Assistant Superintendent for Business and Administration
Michael Goldspiel	Assistant Superintendent for Secondary Education

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 a personnel matter.

The Executive Session adjourned at 8:00 p.m. The Board reconvened in Public Session in the Board Room at 8:11 p.m.

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

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition: Eunice Kim, Semifinalist in the 2016 Siemens Competition
On behalf of the Board of Education, Dr. Andrews, High School principal and Ms. Waxman Ben-Levy presented Ms. Kim with a certificate of recognition for her outstanding achievement as a Siemens Semifinalist. Ms. Kim was one of 498 semi-finalists chosen out of 1,600 projects submitted.

Recommendation to accept the minutes from the following meeting(s):
September 22, 2016
October 6, 2016

Mr. Saffron moved, seconded by Dr. Valauri, carried by a vote of 7-0, to accept the minutes for September 22, 2016 and October 6, 2016

Board President's Comments

No comments.

Superintendent's Comments

Ms. Brown updated the board of the following items:

- The VEDDA Club (Volunteers for the Education of Developmentally Disabled Adults) sponsored a Halloween dance for the High School and Middle School students and students from our neighboring districts. She thanked the VEDDA club for their great job.
- The Middle School sponsored a Halloween dance. Approximately 150 students attended.
- On Wednesday, the Middle School held an unveiling of Noelle Gordon's garden.
- Dr. Stephen Dewey presented "The Effects of Drugs on the Fragile Teenage Brain" to the parents and community on October 25th. The district is planning to have Dr. Dewey return in the spring to speak to our elementary schools and to the seniors going off to college.

Student Delegate's Comments

Mr. Landon, OCC President, stated this year's OCC Halloween costume contest was very successful. In addition, the OCC will be purchasing plaques for the water fountains they donated to the High School and they're in the process of discussing items they would like to donate for the study centers. Upcoming OCC events are the turkey bowl which will be held on November 8th and the annual pie eating contest on November 21st.

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 comments.

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)**

Addendum

P1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification / Class / Step / Salary
32	Roberta Carleton	Probationary Appointment	Teaching Assistant		11/7/16	Prob. Ends 11/6/20	Teaching Asst.	TA Level 1, Grade 3/ Step 1*, per RPA Contract

** Placement subject to verification of education and employment.*

Mr. Saffron moved, seconded by Mr. Litvack, and carried by a vote of 7-0, to approve Agenda Items numbered P.1 – P.2 and Addendum P.1

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: South Huntington Union Free School District
 Services: Health Services for 5 students attending out of district schools for the 2014-2015 school year.
 Fees: \$742.34 per student
 Total estimated to be \$3,711.70
- (ii) Contractor: Mineola Union Free School District
 Services: Health Services for 21 students attending out of district schools for the 2013-2014 school year.
 Cost- \$665.00 per student
 Total estimated to be \$13,965.00
- (iii) Contractee: Roslyn Neighborhood Corporation
 Services: Use of 1 room at Heights for Roslyn After School Program for the period of 7/1/16 thru 6/30/17
 Fees: \$1,242.22 for school year – Roslyn to receive

Recommendation to **amend** the following contracts (iv) which was first approved by the Board of Education on June 16, 2016 (item B.1(xxviii)):

- (iv) Contractor: Metro Therapy, Inc.
 Services: Occupational, physical, and speech therapy, social work, vision, BIS, FBA, BIP Family Training/Autism/PDD Training for the 2016/17 school year. Amended to include the following under “Special Rate Schedule”
 - ii. Home based special education \$50.00 ½ hour
 - iii. Home based speech services \$50.00 ½ hour
 - iv. Attendance at CSE meeting \$40.00 ½ hour
- Fees: Total estimated to be \$28,000, an increase of \$12,000

Recommendation to **amend** the following contracts (v) which was first approved by the Board of Education on August 23, 2016 (item B.1(i)):

- (v) Contractor: Mill Neck Services.
 Services: Sign Language Interpretation Services for the period of July 1, 2016 through June 30, 2017
 Fees: Total estimated to be \$26,499, an increase of \$23,991
 (Agreement is subject to review and approval by district counsel)

B.2. Recommendation to approve general fund expenditure transfer requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-120-07-2100-303	Reading Teacher-HH	\$ 75,250.80
2110-130-08-1200-303	ELA Teacher-HS	\$ 87,658.60
2110-120-09-1200-303	ELA Teacher-MS	\$115,034.00
2110-130-09-1200-303	ELA Teacher-MS	\$ 27,786.60
2250-152-04-2100-303	Wilson Reading Teacher-EH	\$ 35,000.00

Subtotal **\$340,730.00**

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2070-430-03-9000-301	Contract Services-Prof. Devel.	\$145,671.00
2010-450-03-9000-301	Curriculum Supplies	\$ 30,000.00
2110-120-04-2100-303	Reading Teacher-EH	\$165,059.00

Subtotal **\$340,730.00**

REASON FOR TRANSFER REQUEST: To conform with the recommendations received last year during our Title I audit to use Title I funds to support only Title I students.

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

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
2850-448-08-6500-801	5510-163-03-9000-303	\$7,159.82
Field Trip Exp.-M. Band	Trans N C Sal Suplm	
	Subtotal	\$7,159.82

REASON FOR TRANSFER REQUEST: To cover the cost of trips to different schools for Marching Band.

B.4. Recommendation to approve a payment in the amount of \$14,058.37 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 9/30/2016.

B.5. 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	17
\$15,000.00	HH Capital Project	2110-201-07-1507	H15-00015	17
\$ 25,000.00	HS Capital Project	2110-201-08-1508	H15-00015	17

B.6. Recommendation to approve the following payments to KG&D Architects for professional services rendered to the district and reimbursable expenses pertaining to capital improvements 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 #S	Inv #
\$14.58	HH Reimbursables	2110-245-07-1406	H14-00014	23

\$19,764.89	Bus Garage	2110-245-03-1502	H15-00014	25
\$4,483.71	EH Prof. Svcs & Reimbs.	2110-245-04-1504	H15-00014	18
\$6,402.94	EH Field & Site Work	2110-245-04-1504	H15-00014	15
\$10,358.37	Hts. Prof. Svcs & Reimbs.	2110-245-06-1506	H15-00014	13
\$15,839.96	HH Prof. Svcs & Reimbs.	2110-245-07-1507	H15-00014	19
\$10,742.77	HS Prof. Svcs & Reimbs.	2110-245-08-1508	H15-00014	20
\$5,070.42	MS Prof. Svcs & Reimbs.	2110-245-09-1509	H15-00014	15
\$10,450.00	Hts. Prof. Svcs.	2110-245-06-1506	H17-00009	1
\$6,572.50	HS Prof. Svcs.	2110-245-08-1508	H17-00009	1
\$9,065.00	MS Prof. Svcs.	2110-245-09-1509	H17-00009	1

B.7. Recommendation to approve pending change orders as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

A. HH Plumbing PCO#1: Ambrosio Proposed Change Order #1 (Harbor Hill) for additional work at an estimated cost of **\$3,000**.

[Plumbing PCO#1 (Harbor Hill) represents the cost to provide additional labor and materials as required for an additional roof drain and associated piping which was not on the original bid documentation that was the basis of the bid that was accepted by the Board of Education.] **(Advisory B.7.a)**

B.8. Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with WHM Plumbing and Heating Contractors in the amount of \$110,153.99 which will increase purchase order H16-00020 in account code H1620.295.03.1602

WHM Plumbing and Heating Contractors (Bus PC-001) for all additional costs required to comply with the requirements of the Nassau County Department of Health in order to contain and filter liquids within the garage work area including floor drains with piping to an onsite subsurface 500 gallon liquid storage tank where the entire system is double-walled with an alarm system. (This was first presented to the Board of Education as a Pending Change Order on October 6, 2016 item B.11.b. A mistake was made in calculating the cost. The actual cost of the work itself will be only \$94,000 but the profit [5%], overhead [10%] and bonds [2%] were left off the estimate. Therefore the actual cost of this change order will be about \$16,000 higher than originally estimated.)

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

CURRICULUM AND INSTRUCTION:

- C&I.1** Recommendation to accept the confidential stipulations of the CPSE 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 October 17, 2016 and October 19, 2016.
- C&I.2** 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 30, 2016, October 5, 2016, October 11, 2016, October 13, 2016, October 14, 2016 and October 21, 2016.
- C&I.3** Recommendation to approve 27 students and 3 chaperones to attend the Wide World of Sports Spring Tennis Training, WDW in Orlando, Florida from February 19 through 24, 2017 at an estimated cost to the district of \$6,015.00. [Total cost of trip: \$48,857.00: Student contribution: \$41,842.00 (85.64%); Fundraising: \$1,000.00 (2.05%); district expenditure: \$6,015.00 (12.31%) *The cost of the district expenditure will be reimbursed by fundraising done by the children.]
[As amended].
- C&I.4** Recommendation to approve 30 students and 5 chaperones to attend the Forensics Tournament at Princeton University in Princeton, New Jersey from December 1, 2016 through December 4, 2016 at an estimated cost the district of \$12,525.79. [Total cost of trip: \$17,672.45: Student contribution: \$4,996.66 (29%); Fundraising: \$150.00 (0.8%); district expenditure: \$12,525.79 (71%)]
- C&I.5** Recommendation to approve Susan Warren to attend the New York State Association of School Personnel Administrators 2016 conference in Cooperstown, New York from October 30 through November 2, 2016 at an estimated cost to the district of ~~\$1,243.00~~. \$1,532.22 [original Board approval item **C&I.4** on August 11, 2016]

Addendum

- C&I.3** Recommendation to approve 27 students and 3 chaperones to attend the Wide World of Sports Spring Tennis Training, WDW in Orlando, Florida from ~~February 19 through 24, 2017~~ **February 18 through 23, 2017** at an estimated cost to the district of \$6,015.00. [Total cost of trip: \$48,857.00: Student contribution: \$41,842.00 (85.64%); Fundraising: \$1,000.00 (2.05%); district expenditure: \$6,015.00 (12.31%) *The cost of the district expenditure will be reimbursed by fundraising done by the children.]

Mr. Saffron moved, seconded by Dr. Valauri, carried by a vote of 7-0, to approve Agenda Items numbered C&I.1 – C&I.2, C&I.3 (as amended), C&I.4 C&I.5

BOARD OF EDUCATION:

BOE.1 Recommendation to approve the attendance of Meryl Waxman Ben-Levy and Steven Litvack at the *2016 School Law Conference* to be held on Friday, December 9, 2016 presented by the Nassau and Suffolk Academies of Law and the Education Law Committees of the Nassau and Suffolk County Bar Associations at a cost not to exceed \$500.00.

BOE.2 **WHEREAS**, on May 17, 2016, the Roslyn Union Free School District conducted its annual budget vote and election; and

WHEREAS, the District Clerk is currently in possession of the unused, defective, and void ballots resulting from such election; and

WHEREAS, Education Law Section 2034(6) provides for the destruction of such ballots when a period of six (6) months from the date of the annual budget vote and election has elapsed; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District orders the destruction of all unused, defective, and void ballots resulting from the May 17, 2016 election.

BOE.3 Recommendation to conduct the *third* reading of Board of Education Policies 6410 Authorized Signatures, 6415 Wire Transfers, 6420 Online Banking, 6550 Extracurricular Activity Funds and 6600 Fiscal Accounting and Reporting. **(Attachment BOE.3)**

BOE.4 **BE IT RESOLVED** that the Board of Education of the Roslyn Public Schools hereby ***abolishes the following policies:***

- Policy 6410 Authorized Signatures
- Policy 6600 Fiscal Accounting and Reporting

and hereby ***adopts the following policies in their place:***

- Policy 6410 Authorized Signatures
- Policy 6415 Wire Transfers
- Policy 6420 Online Banking
- Policy 6550 Extracurricular Activity Funds
- Policy 6600 Fiscal Accounting and Reporting

BOE.5 Recommendation to conduct the *first* reading of Board of Education Policies 6650 Claims Auditor, 6660 Independent/External Auditor and 6670 Petty Cash/Petty Cash Accounts. **(Attachment BOE.5)**

Addendum

BOE.6 **WHEREAS**, an application was made to Section VIII of the New York State Public High School Athletic Association to consolidate and combine the Roslyn UFSD

Varsity Fencing Team with the East Williston UFSD Varsity Fencing Team for the 2016-2017 winter season;

WHEREAS, the Roslyn UFSD was notified that Section VIII approved said application;

WHEREAS, the District Administration recommends that the Board of Education approve the consolidation of the Roslyn UFSD Varsity Fencing Team with the East Williston UFSD Varsity Fencing Team;

WHEREAS, the Board of Education has determined that it is in the best interest of the Roslyn UFSD to combine the Roslyn UFSD Varsity Fencing Team with the East Williston UFSD Varsity Fencing Team;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby authorizes the Roslyn UFSD to enter into an Agreement with East Williston UFSD in connection with the consolidation of the Roslyn UFSD Varsity Fencing Team with the East Williston UFSD Varsity Fencing Team, subject to the terms and conditions of an Agreement to be prepared by District counsel;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute said Agreement on behalf of the Board of Education.

BOE.7 WHEREAS, an application was made to Section VIII of the New York State Public High School Athletic Association to consolidate and combine the Roslyn UFSD Varsity Boys' Swimming Team with the Port Washington UFSD Varsity Boys' Swimming Team for the 2016-2017 winter season;

WHEREAS, the Roslyn UFSD was notified that Section VIII approved said application;

WHEREAS, the District Administration recommends that the Board of Education approve the consolidation of the Roslyn UFSD Boys' Varsity Swimming Team with the Port Washington UFSD Varsity Boys' Swimming Team;

WHEREAS, the Board of Education has determined that it is in the best interest of the Roslyn UFSD to combine the Roslyn UFSD Varsity Boys' Swimming Team with the Port Washington UFSD Varsity Boys' Swimming Team;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby authorizes the Roslyn UFSD to enter into an Agreement with the Port Washington UFSD in connection with the consolidation of the Roslyn UFSD Varsity Boys' Swimming Team with the Port Washington UFSD Varsity Swimming Team, subject to the terms and conditions of an Agreement to be prepared by District counsel;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute said Agreement on behalf of the Board of Education.

Mr. Saffron moved, seconded by Dr. Valauri, and carried by a vote of 7-0, to approve Agenda Item BOE.1- BOE.5, Addenda BOE.6 – BOE.7

Public Comments #2

No public comments.

Adjournment

**There being no further business to come before the Board of Education
Mr. Saffron moved, seconded by Mr. Seinfeld, and carried by a vote of 7-0, to adjourn at 8:27 p.m.**

Respectfully submitted,

Nancy Carney Jones

**Nancy Carney Jones
District Clerk**