

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

Thursday, December 11, 2025

6:00 P.M.

Administration Building – Boardroom

Minutes

Meryl W. Ben-Levy, President
Michael Levine, Vice President
Alison Gilbert
Robert Koonin
Leigh Minsky

ALSO PRESENT

Allison Brown	Superintendent
Michael Goldspiel	Assistant Superintendent for Secondary Education
Karina Báez	Assistant Superintendent for Elementary Education
Susan Warren	Assistant Superintendent for Business and Administration
Nancy Carney Jones	District Clerk
Zach Mashaal	Student Delegate

ABSENT

David Dubner
David Seinfeld

Ms. Ben-Levy called the meeting to order at 6:04 pm

6:00 p.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition: Varsity Boys Volleyball – Nassau County Champs

Ms. Ben-Levy welcomed the members of the Boys Varsity Volleyball team.

Dr. Brostowski, Director of K-12 Physical Education, Interscholastic Athletics and Recreation, thanked the Board of Education for supporting the Athletic department

by providing the resources to be able to offer a quality athletic program. He then introduced the members of the team who are the Nassau County champions for both the 24 and 25 season. Dr. Brostowski acknowledged the coaches Mr. Steinmuller and Ms. Plant for the outstanding season. He spoke about the team attending the State Championship in Rochester and the team's work ethic. He also thanked the spectators who attended the games and cheered on the team.

On behalf of the Board of Education, Ms. Ben-Levy presented Certificates of Recognition to the team.

Ms. Ben-Levy requested to take the Personnel section out of order.

Ms. Ben-Levy moved, seconded by Dr. Gilbert carried by a vote of 5-0, (Messrs. Dubner and Seinfeld absent) to move the Personnel section out of order.

Ms. Ben-Levy moved, seconded by Mr. Minsky carried by a vote of 5-0, (Messrs. Dubner and Seinfeld absent) to approve the Personnel section.

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)**
- P.3.** Recommendation to approve the Adult Education Instructor Salaries attached as **(Attachment P.3)**
- P.4.** Recommendation to increase the minimum hourly rate of pay to \$17.00 effective January 1, 2026 to meet NYS minimum wage standards for Nassau County.

Addendum
P.1 Professional

Item	Name	Action	Position/ Replacing	Location	From	To	Tenure Area	Certification/Class /Step/Salary
34	Tyler Buehre	Resignation from Position	Lunch Recreation Specialist	EH		1/4/26 (last day in position)		
35	Tyler Buehre	Part-Time Appointment	.3 FTE	MS	1/5/26	6/30/26		Physical Ed, BA/Step 1**, Per RTA Contract
36	Tyler Buehre	Appointment	Lunch Recreation Specialist (D.Woska)	MS	1/5/26	6/30/26		Per RTA Contract
37	Jake Citarella	Resignation from Position	Teaching Assistant	MS		1/4/26 (last day in position)		
38	Jake Citarella	Appointment	Lunch Recreation Specialist (T.Buehre)	EH	1/5/26	6/30/26		Per RTA Contract
39	Joan Dirr	Substitute Appointment	Per Diem Substitute Teaching Assistant	HS	12/12/25	6/30/26		\$120/day
40	Priscilla Levy	Substitute Appointment	Intramural Activity - Athletics (Dance/ Kickline) Substitute	HS	12/12/25	6/30/26		Per RTA Contract

All extracurricular appointments for the 2025-2026 school year are subject to student interest as well as the Governor's order regarding school closure.

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

Ms. Ben-Levy welcomed Daniel Woska recently appointed as a teacher to the Physical Education Department at the Heights School.

Recommendation to accept the Treasurer's Report for October 2025 (**Attachment T**)

Ms. Ben-Levy moved, seconded by Mr. Minsky carried by a vote of 5-0, (Messrs. Dubner and Seinfeld absent) to accept the Treasurer's Report for October 2025.

Recommendation to accept the Claims Auditor's Quarterly Reports for 4th Quarter 2025 April, May and June and 1st Quarter 2026 July, August and September.
(Attachment CA1)

Raymond Morris, Staff Accountant, Cerini & Associates. LLP, presented a PowerPoint presentation *Roslyn Public Schools Claims Audit Presentation – Quarter 4 2025 through Quarter 1 2026*.

Mr. Morris reviewed the 4th Quarter of the 24-25 school year. The auditors reviewed 1,755 claims with overall issue rate of .17%. The issues with these claims were for Confirming Purchase orders and Confirming Purchase orders signed by the District. Mr. Morris presented a 12-month summary – the Auditors reviewed 5,714 payments with a .19% issue rate for confirming purchase orders and confirming purchase orders signed by the District.

Mr. Morris then presented the 1st Quarter of the 25-26 school year. The auditors have reviewed 1007 payments with 3 issues with Confirming purchase orders.

Mr. Morris spoke of how low the incident rate is within the District and the numbers reflect the exceptional internal controls of the District.

Ms. Ben-Levy moved, seconded by Mr. Minsky carried by a vote of 5-0, (Messrs. Dubner and Seinfeld absent), to accept the Claims Auditor's Quarterly Reports for 4th Quarter 2025 April, May and June and 1st Quarter 2026 July, August and September.

Recommendation to accept the Claims Auditor's Report for October 2025

Ms. Ben-Levy moved, seconded by Mr. Minsky carried by a vote of 5-0, (Messrs. Dubner and Seinfeld absent), to accept the Claims Auditor's Report for October 2025.

Recommendation to accept the minutes from the following meeting:
November 20, 2025

Ms. Ben-Levy moved, seconded by Mr. Minsky carried by a vote of 5-0, (Messrs. Dubner and Seinfeld absent), to accept the minutes for November 20, 2025.

Board President's Comments

Ms. Ben-Levy commented on the phenomenal recent winter concerts and praised the district's outstanding fall sports athletes. She also acknowledged Mr. Goldspiel's recent Instagram posts highlighting students' wonderful achievements. Ms. Ben-Levy expressed how proud she is to serve as President of the Board of Education that oversees the District.

Superintendent's Comments

Ms. Brown commented on how outstanding the High School and East Hills concerts have been. Harbor Hill and the Middle School concerts will be next week. She shared with the Board, the AP Art Class painted the festive holiday windows at Delacies.

Ms. Brown also had the privileged of attending the World Language Honor Society last night. She complimented the World Language Honor Society staff advisors and Mr. Zach Maashal for their leadership at the event. She wished everyone a Happy and Healthy Holiday and New Year.

Student Delegate's Comments

Mr. Maashal updated the Board of the following High School activities:
He spoke of the incredible High School Winter concert.

The Boys Varsity volleyball team win the county Championship.

The OCC Blood Drive had a great turnout

The OCC worked with Dr. Brostowski and Dr. Lazarus to have a new AED installed in the North Gym Hallway.

OCC held their Annual candy cane grams to kick off the holiday season.

He thanked Ms. Brown for attending the last OCC meeting and for listening to their concerns.

Mr. Mashaal wished everyone a happy holiday.

Ms. Ben-Levy thanked Mr. Mashaal for his leadership of the student body.

Ms. Ben-Levy spoke about how important music is in a student's life and how proud she is to part of a school district that cares so deeply about music. She wished everyone a Happy and healthy holiday.

Discussion Item(s): Portrait of a Graduate

Mr. Goldspiel, Assistant Superintendent for Secondary Education, presented an overview of a *Portrait of a Graduate*.

The Portrait of a Graduate introduced by the New York State Board of Regents in November 2024 is a guiding framework designed for educators and policymakers, to ensure students are well prepared for their futures. The framework defines what it means to be a high school graduate in New York State outlining essential skills and knowledge that include critical thinking, collaboration, communication and other competencies necessary for success. The Portrait of a Graduate will become a state requirement for students entering the 9th grade in 2029-2030 school year. Additional guidance for the implementation of this program is expected to be released by the New York State Education Department by the summer of 2027. The Chair people of the committee are Mr. Goldspiel, Karina Baez, Assistant Superintendent for Elementary Education and Tanya Baptiste, Director of Guidance and Counseling K-12.

There are six attributes the New York State Education Department has outlined for a Graduate in this initiative to be: Academically prepared, Reflective and Future focused, Creative Innovators, Effective Communicators, Culturally responsive and Global Citizens.

Mr. Goldspiel said the charge of the committee is to review and identify what the district is currently doing and look for future opportunities.

Currently, the district has 99% of our students attend college. 96% matriculate to four-year colleges compared to the New York State average of 55% and the National average of 45%.

The committee's future meetings will focus on "Excellence. Elevated". Review the required attributes with a focus on the district's current activities and courses and identify extracurricular activities and field trips that support student success.

PUBLIC COMMENT Limited to Agenda Items ONLY

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

Though not required by law, the Roslyn Board of Education invites public comment during its meetings. Please fill out an index card with your name, address and comment topic. Citizens will be recognized by the presiding officer. Please 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 comment.

Ms. Ben-Levy made a motion to move the agenda and agenda addendum as a consent agenda, seconded by Mr. Minsky, carried by a vote of 5-0, (Messrs. Dubner and Seinfeld absent).

Ms. Ben-Levy made a motion to move each and every item on the consent agenda and agenda addendum by unanimous consent, seconded by Mr. Minsky, carried by a vote of 5-0, (Messrs. Dubner and Seinfeld absent).

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: The Personnel section was approved earlier in the meeting.

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 contracts 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: North Shore School District
 Services: District of Location Special Education Services for IEP service requirements for 3 students residing in Roslyn attending private school in North Shore for the 2025-26 school year
 Fees: Total estimated to be \$50,000.00

Recommendation to **amend** the following contract (ii) which was approved by the Board of Education on May 20, 2025 (item B.1. (xv)) and previously amended on August 14, 2025 (item B.1. (ii)):

- (ii) *Contractor: PBS Consulting & Psychological Services
 Services: Special Ed ABA Services for the summer and school year 2025-26 as specified in the agreement
 Fees: Total estimated to be ~~\$671,700.00~~ \$719,700.00 (\$60,000.00 for summer program; ~~\$611,700.00~~ \$659,700.00 for school year, *with \$611,700.00 of that being paid via 611 grant*)

B.2. Recommendation to approve Capital Budget Appropriation Transfers as per attached. **(Attachment B.2.)**

B.3. Recommendation to approve a payment in the amount of \$15,695.06, to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 10/31/2025.

B.4. Recommendation to approve the following payment(s) to BBS 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 #
\$5,282.80	HH Prof. Svcs.	2110-245-07-24OT	H24-00071	P12
\$24.63	HS Reimbursables	2110-245-08-24HS	H24-00132	R19
\$5,584.46	EH Prof. Svcs.	2110-245-04-25OT	H25-00011	P11
\$10,046.56	HS Prof. Svcs.	2110-245-08-25OT	H25-00042	P11
\$195.61	MS Reimbursables	2110-245-09-26OT	H26-00055	R04
\$15.60	Hts. Reimbursables	2110-245-06-26OT	H26-00056	R04

B.5. Recommendation to approve the following payment(s) 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 #
\$9,605.00	HS Prof. Svcs.	1620-293-08-24HS	H25-00068	7 RHS PH2

- B.6.** Recommendation to approve a pending change order 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 construction manager 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.

Site Reconstruction Phase II at Roslyn High School General Construction #15, PCO #15: Laser Industries, Inc. Proposed Change Order #15 in order to allow for the exchange of a 40' flagpole for the design-specified 50' version. The total cost will be \$3,433.50, which will be deducted as a credit from the project architects on their existing purchase order.

- B.7.** Recommendation to approve a credit change order as indicated below. This change order will decrease the contract with WHM Plumbing & Heating Contractors, Inc. in the amount of \$6,351.27 and therefore decrease purchase order H25-00066 in account code H-1620-293-08-24HS.

WHM Plumbing & Heating Contractors, Inc. (HS PC-001) represents a credit in the amount of \$6,351.27. This change order allows for the return of the balance of our Plumbing Construction Allowance not used during project completion as well as a credit for the cost of a water valve omitted from the original job scope. The bid award was presented to the Board of Education for approval as item B.15 on the agenda addendum of 12/12/24.

- B.8.** Extraclassroom Activity Treasurer Reports (**Attachment B.8.**)
High School, October 2025
Middle School, October 2025

- B.9.** Recommendation by Thomas Szajkowski, Assistant to the Superintendent for Administration and Special Projects, to declare the attached vehicle surplus. It is beyond its useful life and cannot be repaired. This vehicle will either be put up for auction or sold as scrap. (**Attachment B.9.**)

- B.10.** Recommendation by Thomas Szajkowski, Assistant to the Superintendent for Administration and Special Projects, to declare as surplus the attached item which is broken beyond repair and no longer of use in the district. It is recommended that the item be discarded. (**Attachment B.10.**)

B.11. Recommendation by Jason Lopez, Assistant to the Superintendent for Technology & Security Infrastructure (Information Technology Specialist III), to declare as surplus the attached items which are no longer operational or upgradable and/or have outlived their useful life and the district will follow the procedures to properly dispose of these surplus items. **(Attachment B.11.)**

B.12. Recommendation by Dawn Piteo, School Lunch Manager, to declare as obsolete the attached items which are no longer of use in the district. They are no functioning and cannot be repaired. They may be sold as scrap, put up for auction, or discarded as is deemed appropriate. **(Attachment B.12.)**

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 30, 2025, November 13, 17, and 19, 2025.

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 October 22, 23, 24, 27, 28, 29, 31, 2025, November 5, 7, 12, 13, 14, 17, 18, 19, 20, 21 and 24, 2025.

C&I.3 Recommendation to approve 2 coaches and 4 students from the Boys Varsity Wrestling team to attend the Eastern States Wrestling Classic 2026 in Half Moon, New York from January 8, 2026 through January 10, 2026 at an estimated cost to the district not to exceed \$2,733.34.

Addendum

C&I.4 Recommendation to approve Frank Mauriello to attend the NYS Field Band Conference Meeting in Syracuse, New York from January 20, 2026 through January 21, 2026 at an estimated cost to the district not to exceed \$912.57.

C&I.5 Recommendation to approve 2 coaches and 3 students from the Girls Wrestling Team to attend the Eastern States Wrestling Classic 2026 in Half Moon, New York from January 10, 2026 through January 11, 2026 at an estimated cost of \$1,828.25.

BOARD OF EDUCATION:

BOE.1 BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District hereby approves the Memorandum of Agreement between the District and Nassau County Board of Elections; and,

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 Memorandum of Agreement on behalf of the Board of Education.

BOE.2 WHEREAS, Education Law 2801-a and the Commissioner's Regulation 155.17 require that districts develop and implement a District-Wide School Safety Plan and Building-Level Emergency Response Plan; and

WHEREAS, The Board of Education is required to adopt a District-Wide School Safety Plan and Building-Level Emergency Response Plan,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby adopts the amended Roslyn Union Free School District District-Wide School Safety for the 2025-2026 school year. **(Attachment BOE.2)** and Building-Level Emergency Response Plan.

BOE.3 WHEREAS the Board of Education received a Management Letter from our independent auditor, PKF O'Connor Davis and

WHEREAS the recommendations in that Management Letter have been studied by administration and a "Corrective Action Plan" shared with the Audit Committee, upon the recommendation of the Chairman of the Citizens' Audit Advisory Committee, the committee having reviewed and recommended Management's draft response,

NOW THEREFORE BE IT RESOLVED, that the Board of Education approves and authorizes the submission of the said draft letter reviewed as its official response and

BE IT FURTHER RESOLVED that the President of the Board of Education be authorized to sign the letter on behalf of the district.

Addendum

BOE.4 BE IT RESOLVED, that the Board of Education hereby approves a Settlement Agreement and Release in connection with a due process complaint in Case #651928, a copy of which has been provided to and reviewed by the members of the Board of Education.

BE IT FURTHER RESOLVED, that the President of the Board of Education is authorized to execute said agreement on behalf of the Board.

BOE.5 BE IT RESOLVED that the Board of Education hereby approves The Petition Affidavit and Petition of the Roslyn Union Free School District ("School District") to be submitted to the Nassau County Department of Assessment for the exemption of property taxes for the real property ("Petition") purchased by the School District located at 8 Harbor Park Drive, Port Washington New York (Section 6, Block 58, Lot 101) (the "Property"), which purchase was approved by the voters of the School District at a Special Meeting of the School District held on October 16, 2025;

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 the Petition, and to take such further action as may be necessary in furtherance of securing such exemption of real property taxes for said Property, on behalf of the Board of Education.

Public Comments #2

No comment.

Adjournment

There being no further business to come before the Board of Education, Ms. Ben-Levy moved, seconded by Mr. Minsky, carried by a vote of 5-0 (Messrs. Dubner and Seinfeld absent), to adjourn at 6:39 p.m.

Respectfully submitted,

Nancy Carney Jones
Nancy Carney Jones
District Clerk