

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

**Friday, August 28, 2020**

**8:00 A.M.**

**8:00 a.m. - Board of Education Meeting**

Preliminary Announcements

The Roslyn Union Free School District continues to take steps to reduce the potential for exposure to the coronavirus (COVID-19). The District's efforts in this regard are made in furtherance of federal, state, and local mandates to limit any and all public gatherings.

As authorized by Governor Andrew M. Cuomo's Executive Order No. 202.1, issued on March 12, 2020, and as extended by subsequent Executive Orders, this meeting is being held remotely by videoconferencing and the public will not be permitted to attend the meeting in-person. The Board of Education will make a motion setting forth the manner in which the meeting will be conducted and waiving any applicable policies or common practices with respect to the conduct of the meeting. The public participation portion of the meeting will be suspended. The meeting will be video broadcasted in order to provide the public with the ability to view the meeting. This meeting will also be recorded and later transcribed in accordance with Executive Order 202.1, as extended.

**Pledge of Allegiance**

Recommendation to accept the Claims Auditor's Report for July 2020.

**Board President's Comments**

**Superintendent's Comments**

**ACTION ITEMS**

**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** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:

**RESOLVED**, that the Roslyn Board of Education approves the resignation of an Adult Education Instructor attached as **(Attachment P.3)**

### **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).

**The following items [(i) through (x)] are “flow-through” grants that pass through the district special aid fund but have no impact on our general fund budget**

- (i) Contractor: ACDS, Inc.  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**  
\$1,795.00 per student (4 students)  
Total will be \$7,180.00  
**619 Grant**  
\$486.00 per student (4 students)  
Total will be \$1,944.00
- (ii) Contractor: Anderson Center for Autism  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**  
\$1,795.00 per student (1 student)  
Total will be \$1,795.00
- (iii) Contractor: Ascent: A School for Individuals with Autism  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**

- \$1,795.00 per student (1 student)  
Total will be \$1,795.00
- (iv) Contractor: Brookville Center for Children’s Services, Inc.  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**  
\$1,795.00 per student (18 students)  
Total will be \$32,310.00  
**619 Grant**  
\$486.00 per student (14 students)  
Total will be \$6,804.00
- (v) Contractor: Cerebral Palsy Association of Nassau County Inc.  
The Children’s Learning Center  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**  
\$1,795.00 per student (2 students)  
Total will be \$3,590.00
- (vi) Contractor: Developmental Disabilities Institute  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**  
\$1,795.00 per student (1 student)  
Total will be \$1,795.00
- (vii) Contractor: Harmony Heights School  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**  
\$1,795.00 per student (1 student)  
Total will be \$1,795.00
- (viii) Contractor: The Lowell School  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**  
\$1,795.00 per student (1 student)  
Total will be \$1,795.00
- (ix) Contractor: The Summit School  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**  
\$1,795.00 per student (6 students)  
Total will be \$10,770.00
- (x) Contractor: Woodward Children’s Center  
Services: Instructional services for the 2020-21 school year  
Fees: **611 Grant**

\$1,795.00 per student (1 student)  
Total will be \$1,795.00

Recommendation to **amend** the following contract (xi) which was approved by the Board of Education on June 30, 2020 (item B.19.):

- (xi) Amend the Long Island School Nutrition Directors' Association Cooperative Bid so that all references to one vendor, *J. Kings*, are listed as *Sysco Food Services* instead. The company was acquired. **(Attachment B.1.)**

Recommendation to **amend** the following contract (xii) which was approved by the Board of Education on June 30, 2020 (item B.1. (xxix)) and amended first on July 16, 2020 (item B.1. (x)):

- (xii) \*Contractor: PBS Consulting & Psychological Services  
Services: Various services for the period of 7/1/2020 through 6/30/2021 as specified in the agreement  
Fees: Total estimated to be ~~\$276,000.00~~ ~~\$386,100.00~~ ~~\$225,450.00~~  
(paid via 611 grant)

Recommendation to **amend** the following contract (xiii) which was approved by the Board of Education on June 30, 2020 (item B.1. (xiii)):

- (xiii) \*Contractor: Extraordinary Pediatrics, P.C.  
Services: Various services for the 2020-21 school year as specified in the agreement  
Fees: Total estimated to be ~~\$372,000.00~~ ~~\$512,000.00~~ (\$22,000.00 for the summer program; ~~\$350,000.00~~ ~~\$490,000.00~~ for the school year with \$140,000.00 of the \$490,000.00 being paid via a 611 grant)

**B.2.** Recommendation to approve Capital Fund Appropriation Transfer Requests **(Attachment B.2.)**

**B.3.** Recommendation to approve **2020-21** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1620-450-09-9000-310	CUST SUPPLY - MS	\$51,506.53
1620-450-07-9000-310	CUST SUPPLY – HH	\$9,171.45
	<b>Subtotal</b>	<b>\$60,677.98</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1620-450-03-8900-310	COVID Supplies	\$60,677.98
	<b>Subtotal</b>	<b>\$60,677.98</b>

REASON FOR TRANSFER REQUEST: To cover costs associated with COVID-19, specifically the renting of additional tents to facilitate social distancing during

Physical Education classes at Harbor Hill, trash receptacles for classroom lunches, alcohol wipes, face masks, additional signage and stickers, and BioShield cleaner.

**B.4.** Recommendation to approve **2020-21** budget increase appropriation requests:

<u>FROM REVENUE CODE</u>		<u>AMOUNT</u>
5997.815	Appropriated Reserve UI	\$80,000.00
	<b>Subtotal</b>	<b>\$80,000.00</b>
 <u>TO BUDGET CODE</u>		 <u>AMOUNT</u>
9050-800-03-9000-312	UNEMPLOY ADM	\$80,000.00
	<b>Subtotal</b>	<b>\$80,000.00</b>

REASON FOR TRANSFER REQUEST: To release funds from the Unemployment Insurance Reserve, and appropriate these funds to pay anticipated claims resulting from the COVID-19 pandemic.

**B.5. WHEREAS**, the School District participated in a cooperative bid for home to school student transportation for private, parochial and special education schools/programs with the Carle Place Union Free School District, East Williston Union Free School District, Glen Cove City School District, Great Neck Public Schools, North Shore Central School District, Port Washington Union Free School District, and Westbury Union Free School District;

**WHEREAS**, on or about August 24, 2020 sealed bids were opened and evaluated;

**WHEREAS**, upon review of the bids received, the District Administration recommends award of the routes specified in Attachment B.5 to WE Transport as the lowest responsible bidder for those routes; and

**BE IT RESOLVED** that the Board of Education awards the Home to School Transportation contract for private, parochial and special education schools/programs for UCP Roosevelt, and Western Suffolk BOCES James E. Allen School to WE Transport, as the lowest responsible bidder, at the rates set forth in Attachment B.5 for the 2020-2021 school year.

**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 Home to School Transportation contract with WE Transport for private, parochial and special education schools/programs on behalf of the Board of Education. **(Attachment B.5.)**

**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 August 12, 2020.

**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 August 4, 7 and 12, 2020.

**BOARD OF EDUCATION:**

**BOE.1 BE IT RESOLVED**, that the Board of Education of the Roslyn Union Free School District hereby ratifies and approves a certain Agreement dated August 12, 2020 between the School District, the Roslyn Educational Secretaries Association; and

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

**BOE.2 WHEREAS**, the Board of Education has reviewed with District Administration Policy 4528 Acceptable Use – Remote Learning;

**WHEREAS**, the Board of Education wishes to adopt 4528 Acceptable Use – Remote Learning and implement the policy effective immediately; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby suspends Policy 2510 (Formulation, Adoption and Amendment of Policies) for the purpose of adopting 4528 Acceptable Use – Remote Learning; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby adopts 4528 Acceptable Use – Remote Learning effective immediately. **(Attachment BOE.2)**

**BOE.3** Recommendation to approve Meryl Waxman Ben-Levy, Steven Litvack, David Dubner and Michael Levine to attend the virtual two-half day NYSSBA 2020 Annual Pre-Convention School Law Seminar October 21 and October 22, 2020 at a cost not to exceed \$520.00.

**Adjournment**

Item	Name	Action	Position/Replacing	Location	From	To	Tenure Area	Certification/Class/Step/Salary
1	Raymie Tand	Revise Probationary Date (tenure granted in prior District)	Art (M. Delledera)		8/31/20	Probation Ends 8/30/23*	Art	
2	Norell Agusti	Probationary Appointment	World Languages (I. Walsh)	MS	8/31/20	Probation Ends 8/30/24*	World Languages	Spanish Gr. 7-12, MA/Step 1**, Per RTA Contract
3	Angela Barbieri	Probationary Appointment	Teaching Assistant (L. Mohlenhoff)	HS	8/31/20	Probation Ends 8/30/24	Teaching Assistant	TA Level 1, Grade 1/Step 1**, Per RPA Contract
4	Bari Prince	Revise Part-Time Appointment	.8 FTE (was .5)	HH	8/31/20	6/30/21		Childhood Ed & SWD Gr 1-6, MA/Step 2, Per RTA Contract, prorated
5	Claudia Addeo	Substitute Appointment	Regular Substitute/Leave Replacement (B. Prince)	HTS	8/31/20	6/30/21		Childhood Ed Gr 1-6, Grade 3/Step 1, Per RPA Contract
6	Landon Allen	Substitute Appointment	Per Diem Substitute Teaching Assistant		9/1/20	6/30/21		TA Level 1, \$100/day
7	Amanda Kenigsberg	Resignation	Teaching Assistant	HS		8/20/20 (last day of employment)		
8	Ellen Litman	Resignation	Teaching Assistant	HH		8/26/20 (last day of employment)		
9	Madelyn Arden	Resignation	Per Diem Substitute Teacher			8/20/20 (last day of employment)		
10	Jennifer DiPietro	Rescind Appointment	Teacher Mentor			7/1/20		
11	Paula Spatz	Rescind Appointment	Per Diem Substitute Teacher			8/31/20		

\*This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years.

\*\*All extracurricular appointments for the 2020-2021 school year are subject to the Governor's order regarding school closure.

Personnel Action Report  
Classified

P.2  
August 28, 2020

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Mary Pagonis	Appointment	Monitor (L.Borrero)	Non-comp	P/T	EH	8/31/20*		\$16.19/hour
2	Dennis Griffin	Resignation	Security Aide, Hourly					8/1/20 (last day of employment)	
3	Pamela Durlacher	Resignation	Monitor			HH		8/20/20 (last day of employment)	
4	Dorothy Milazzo	Resignation	Sr. Stenographer 10 months & Clerical Substitute					10/15/20 (last day of employment)	
5	Mark Stapler	Resignation	Monitor			HH		8/26/20 (last day of employment)	

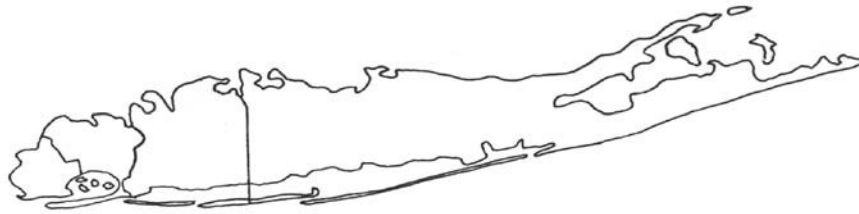
*\*Pending Civil Service Approval*



Personnel Action Report  
Classified

P.3  
August 28, 2020

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	David Alexander	Resignation	Adult Education Instructor					8/24/20 (last day of employment)	



**LONG ISLAND SCHOOL NUTRITION DIRECTORS ASSOCIATION**

**To All LISNDA Members,**

**J Kings has been purchased by Sysco Food Services. As a group we have decided to move forward with Sysco as one of our suppliers for the 2020-2021 SY. They have proven to be a reliable supplier for us. If there are any questions on this matter please feel free to contact me. Thank you.**

**Sincerely,**

**Keith Filosa  
LISNDA President Elect  
99 Greeley Avenue  
Sayville NY 11782  
(631) 244-6558**

**Roslyn Union Free School District Capital Budget  
APPROPRIATION TRANSFERS**

**Attachment B.2.**

Item	Transfer Dollar Amount	From Code	Previous Balance	Revised Balance	To Code	Previous Balance	Revised Balance
1	\$40,000.00	H 1620-000-03-20CR Capital Reserve 19/20	\$ 4,025,277.28	\$ 3,985,277.28	H 2110-200-07-20HY Eqpt and Supplies HH Special A/C Project	\$ -	\$ 40,000.00
For: HH Classroom Split Unit A/C for Classrooms 25/27/29/31/33/40/42/44							

**APPROVED:**            **Joseph C. Dragone** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVED:**            **Allison Brown** \_\_\_\_\_ **DATE** \_\_\_\_\_

**APPROVED:**            \_\_\_\_\_ **Item #:** \_\_\_\_\_

**2020 - 2021**  
**COOPERATIVE TRANSPORTATION BIDS**  
**PRIVATE, PAROCHIAL AND SPECIAL TRANSPORTATION**  
Cooperative Bid with Carle Place, East Williston, Glen Cove, Great Neck,  
North Shore, Port Washington, Roslyn and Westbury Schools Districts.

Bid Advertised August 12, 2020  
 Bid Opened August 24-2020  
 Number of invitation to bid mailed 8  
 Number of bids received 1

Recommendation: That award based on low cost satisfactorily meeting specifications be made to the following companies:

**SCHOOL YEAR 2020 – 2021**

COMPANY	STUDENTS	PER CHILD PER MONTH	PER MONTH MONITOR	VAN PRICE	VAN W/C /MONTH	COST P/YEAR
<b>WE TRANSPORT</b>						
U C P Roosevelt	3	3,000.00	3,000.00	8,250.00	8,550.00	115,500.00
Boces- Western Suffolk James Allen	2	6,000.00	3,000.00	9,200.00	0	122,000.00
<b>TOTAL COST WE TRANSPORT</b>						<b>237,500.00</b>

## ROSLYN UNION FREE SCHOOL DISTRICT

## ACCEPTABLE USE - REMOTE LEARNING

Policy 4528

**I. OVERVIEW**

From time to time, schools may be closed as a result of social unrest, act of God, public health emergency, epidemic, pandemic, weather conditions, or regulations or restrictions imposed by any government or governmental agency, but may, pursuant to governmental action, be required to provide remote learning opportunities for students.

In accordance with guidance from the NYS Department of Education (NYSED), the School District (the "District") may implement alternate remote instruction in the event of a prolonged school closure or student absence (the "Continuity of Learning Plan").

To facilitate the Continuity of Learning Plan, the School District has authorized its faculty and administration to utilize online learning platforms. These platforms are useful educational tools and provide opportunities for personal connection between teachers and students. Through these platforms, teachers will continue to maximize opportunities to engage students and to interact with them through technology.

**II. USE OF ONLINE LEARNING PLATFORMS**

The privacy and confidentiality of all participants is important.

Parents/guardians or any other third party must remember that online learning is for students and they should not be observing virtual platforms while their child is engaged in a remote learning session. Unless a younger elementary student is in need of technical assistance, parents/guardians should not interrupt learning. If a parent/guardian has a question for their child's teacher, they should send an email to the teacher outside the online learning session; the teacher will respond to the parent/guardian during school hours.

In addition to the policies noted above and other existing District policies, the following rules of conduct apply while the Continuity of Learning Plan is in effect, as well as other times when students and teachers may be engaged in remote learning. **Violation of the following rules will result in appropriate disciplinary action.**

All individuals, including students, their parents/guardians or any other third party, and their family members, are prohibited from:

1. Recording, taking photos or taking a screenshot(s) of a videoconference session or any content presented in any form during the remote learning session.
2. Altering a videoconference session or any content presented during remote learning.

*-DRAFT NEW POLICY-*

## ROSLYN UNION FREE SCHOOL DISTRICT

## ACCEPTABLE USE - REMOTE LEARNING

Policy 4528

3. Sharing, posting, or otherwise distributing, in any manner, either physically or electronically, via email, text or social media (such as Twitter, Snapchat, Instagram, Facebook, Tik Tok, etc.) any videoconference session, any part of a videoconference session, or any altered content, whether they have created or have received the recorded or altered content.
4. Using the remote learning platforms for any purposes other than their intended use as directed by their teacher.
5. Sharing any links, ID numbers, passwords or invitations to a school videoconference session with anyone.
6. In the remote learning environment, students are to behave at all times as if they were at school. Inappropriate behavior that will not be tolerated includes, but is not limited to:
  - o Making inappropriate faces, gestures or comments
  - o Displaying an inappropriate virtual background or profile picture
  - o Projecting or displaying an inappropriate image
  - o Bullying or cyberbullying of other students or the teacher.
7. Complying in all respects with the Code of Conduct (Policy 5300).

The teacher may stop the video feed of any participant at any time, in his/her sole discretion.

In the unlikely event that inappropriate behavior occurs during any online learning session, the teacher will promptly end that session and promptly notify his/her Building Principal to investigate and follow up accordingly with the student(s) and their parent(s)/guardian(s). The student(s) shall be subject to disciplinary consequences in accordance with the Code of Conduct (Policy 5300).

### III. RULES OF ETIQUETTE and PROCEDURES

General rules of etiquette that students should follow when participating in an online learning session include the following:

1. To enable the students to fully participate in their learning activities, students should be seated at a desk or table and set up their workspace in a quiet place that is free from distraction (such as siblings, pets, television, food, drinks, etc.). Pencil and paper or an electronic device to take notes (iPad, laptop) should be on hand to use, as needed.

## ROSLYN UNION FREE SCHOOL DISTRICT

## ACCEPTABLE USE - REMOTE LEARNING

Policy 4528

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2. To avoid disruptions in access to the online learning session, students should ensure that the batteries of their devices are charged, or that they are plugged in to power.
3. Students should not have out or should not use any other electronic devices, such as cell phones or video game consoles, which might distract from learning. Only devices that are used for instruction or to view the remote learning session should be used.
4. Students should consider using headphones or earbuds while engaging with audio or video content, as it will help them focus on learning and not be distracted.
5. An online learning session should be regarded just like being in school. Students should maintain respect in speaking, in writing, and in appearance. Students must dress appropriately.
6. Students should aim to arrive early to their online learning session, usually three to five (3 to 5) minutes before the scheduled start of an online learning session. This will enable the teacher to take attendance and to promptly begin the online learning session. Once the online learning session has started, the teacher has the sole discretion to prohibit late entry by locking the "room".
7. Students must log on using their first and last name for each learning session so that the teacher can identify and see each student before allowing them into the session.
8. Where applicable, students will be admitted to the "waiting room" and their teacher then will individually admit students into the online learning session.
9. Students should be entering the online learning session with their microphones on "mute". If a student would like to speak, has a question or something relevant to contribute to the session, they should raise their hand, and the teacher will unmute them or allow the student to unmute themselves.
10. Unless otherwise instructed by their teacher, students must keep the video feature on at all times. Students should not change their virtual

*-DRAFT NEW POLICY-*

## ROSLYN UNION FREE SCHOOL DISTRICT

## ACCEPTABLE USE - REMOTE LEARNING

Policy 4528

background during an online learning session, as changing it is distracting to other students.

11. At the teacher's discretion, the chat feature may be enabled for students to use to ask questions. When utilizing the chat feature, students must be considerate and polite, and should utilize proper spelling and grammar.
12. If technical assistance is needed, teachers or students should contact the School District's administrative offices.

<b><u>Cross-Ref:</u></b>	0100	Equal Opportunity
	0110	Sexual Harassment - Policy
	0115	Dignity for All Students Act
	4526	Computer Network and Internet Access Use Acceptable Use
	4526.1	Internet Safety
	5300	Code of Conduct

**Adoption Date:**