

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

**Thursday, November 19, 2020
8:00 P.M.**

MINUTES

The follow participants were present via ZOOM videoconference.

Meryl W. Ben-Levy, President
Clifford Saffron, Vice President
David Dubner
Michael Levine
Steven Litvack
Bruce Valauri

ALSO PRESENT

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

ABSENT

David Seinfeld

7:00 p.m. - Executive Session

Pursuant to Public Officers Law, Section 105, duly moved, seconded, and carried by a vote of 6-0 (Mr. Seinfeld absent); that the Board of Education adjourns to Executive Session at 7:00 p.m., to discuss a litigation issue.

The Executive Session adjourned at 7:27 pm. The Board reconvened in Public Session at 8:02 p.m.

8:00 p.m. – Public Hearing – Repair Reserve Expenditure

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

Public Hearing – Repair Reserve Expenditure

Capital Improvement projects to be funded from the Repair Reserve include: (1) Repair of the Hilltop Academy roof, including the: removal, disposal and replacement of a section of the roof deck to repair roof leaks; supply and installation of necessary materials and supplies to complete the repair including, aluminum siding, gutters, leaders, flashings and fascia board coverings; associated asbestos air monitoring services and testing and sampling analysis; and, (2) Repair of the Middle School Roof Top Unit (RTU), including compressor and coil, together with necessary materials and supplies to complete the repair and provide heat to the glass Cafeteria location and (3) any necessary contingencies related to the aforementioned repairs at a total sum of approximately \$110,000.

- **Public Comment - no comment**

Ms. Ben-Levy closed the public hearing.

The Board reconvened in Public Session at 8:04 p.m.

Board of Education Meeting

Recommendation to accept the minutes from the following meeting:
November 5, 2020.

Ms. Ben-Levy moved, seconded by Mr. Saffron, carried by a vote of 6-0 (Mr. Seinfeld absent) to accept the minutes for November 5, 2020.

Board President's Comments

Ms. Ben-Levy spoke about the upcoming Thanksgiving holiday. She quoted President John F. Kennedy, "We must find the time to stop and thank the people who make a difference in our lives. As we express our gratitude, we must never

forget the highest appreciation is not to utter words, but to live by them.” Ms. Ben-Levy expressed how truly thankful she is for the members of the Board of Education, Ms. Brown and the Administration teams, Ms. Eleanor Russell, and the entire school staff especially for what has been accomplished this year. She expressed her gratitude for the community’s cooperation and support of the district’s efforts to keep the schools safe and open. Ms. Ben-Levy quoted Professor Randy Paush “Showing gratitude is one of the simplest but yet one of the most profound things humans can do for each other” and for the students she quoted Charlie Brown “What if today we were just grateful for everything”. Ms. Ben-Levy stated, “The important part of Thanksgiving are the people who we have in our lives and the people who make our lives worth living. Let us be grateful for them and be grateful that we are together and we will see this all through together.”

Superintendent’s Comments

On behalf of the Administration and staff, Ms. Brown thanked the Board of Education for their service to the district. She wished the community a very Happy Thanksgiving. She spoke of what a privilege it is to serve this community and she expressed three wishes for the community “Let’s stay well, let’s stay safe, and let’s stay open.”

Student Delegate’s Comments

Ms. Pahlevan announced this year due to Covid-19; the OCC was unable to hold their annual pie eating. They are currently working on virtual spirit events to keep the student body connected. On behalf of the OCC, she wished everyone a Happy Thanksgiving and expressed her appreciation for everything the Board of Education has done for the students.

Discussion Items:

1. Presentation of Independent Audit to Board of Education – Jill Sanders, CPA, Cullen & Danowski, LLP

Ms. Sanders met virtually with members of the CAAC (Citizen Audit Advisory Committee) on November 4, 2020 to discuss the auditor’s findings and to review the draft reports. She thanked the members of the Audit committee for their time and effort.

Tonight Ms. Sanders presented an overview of the following reports discussed at the CAAC meeting: Financial Statements and Supplemental Information with Independent Auditor’s Reports, Extraclassroom Activity Funds Financial Statement with Independent Auditor’s Report, Management Letter and AUC260 Compliance Report. The auditors rendered the District an “Unmodified Opinion”, which is the highest level of assurance you can receive. Ms. Sanders stated that the Business Office has “a very good internal control structure” built on checks and balances that support the Board of Education’s policies. Ms. Sanders reminded the Board that the Federal Single Audit Report is due March 31, 2021 and will focus on reviewing Section 611 and 619 programs.

Mr. Saffron, CAAC Chairperson acknowledged the efforts of the Business Office, Ms.

Sanders and her team who performed an audit under difficult circumstances during the pandemic. He also acknowledged the members of the CAAC who are community volunteers and thanked them for “their “efforts, their time, their experience, their expertise and their feedback are invaluable to us.”

Ms. Ben-Levy thanked Messrs. Dubner, Litvack and Saffron for their years of service as part of the Citizens Audit Advisory Committee.

Ms. Ben-Levy made a motion to adopt the agenda as a consent agenda.

Ms. Ben-Levy moved, Mr. Saffron seconded and carried by a vote of 6-0, (Mr. Seinfeld absent) to move as a consent agenda.

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.** **RESOLVED**, for operational and/or budgetary reasons, one (1) Typist Clerk position in the District’s organizational structure is hereby abolished effective November 20, 2020. Given that one Typist Clerk position is presently vacant, no incumbent Typist Clerks are affected by the said abolition.
- P.4** **RESOLVED**, for operational and/or budgetary reasons, one (1) 10 Month Senior Stenographer (Part Time) position in the District’s organizational structure is hereby abolished effective November 20, 2020. Given that one 10 Month Senior Stenographer (Part Time) position is presently vacant, no incumbent 10 Month Senior Stenographers (Part Time) are affected by the said abolition.
- P.5.** Recommendation to increase the hourly rate of pay to \$14.00 effective December 1, 2020 for the following positions: Substitute Food Service Worker and Security Monitor.

Addendum

P.1 Professional

Item	Name	Action	Position/ Replacing	Location	From	To	Tenure Area	Certification /Class /Step/Salary
8	Erica Gindi	Substitute Appointment	Per Diem Substitute Teaching Assistant		11/30/20	6/1/21		\$100/day

P.2. Classified

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
3	Eileen Roach	Probationary Appointment	Account Clerk (D. Milazzo)	Comp	Prob	MS	On or about 11/27/20*		Grade 8A/Step 1, Per RESA Contract

**Pending Civil Service
Approval*

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: Westbury Union Free School District
Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Westbury for the 2020-21 school year
Fees: Total estimated to be \$15,000.00

The following item [(ii)] is a “flow-through” grant that passes through the district special aid fund but has no impact on our general fund budget

- (ii) Contractor: Mid-Island Therapy Associates, LLC d/b/a All About Kids
Services: Instructional services for the 2020-21 school year
Fees: **611 Grant**
\$1,795.00 per student (1 student)
\$598.00 per student Related Services (10 students)
Total will be \$7,775.00
619 Grant
\$486.00 per student (1 student)
\$162.00 per student Related Services (10 students)
Total will be \$2,106.00

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

B.3. Recommendation to approve the following payments 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 #
\$499.00	HS Reimbursables	2110-245-08-20HS	H21-00023	1

B.4. 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 #
\$37.48	Hts. Reimbursables	2110-201-06-20HT	H19-00033	HGT #2 EXP
\$11.23	HH Reimbursables	2110-201-07-20HH	H19-00033	HH #2 EXP
\$13.24	HS Reimbursables	2110-201-08-1908	H19-00033	HS #2 EXP
\$26.45	HH Reimbursables	2110-201-07-20HF	H21-00017	HH #2 EXP
\$4,063.00	HH Prof. Srvcs.	2110-201-07-20HF	H21-00017	HH - 7
\$40.01	HS Reimbursables	2110-201-08-20HL	H21-00019	HS #2 EXP
\$1,987.00	HS Prof, Srvcs.	2110-201-08-20HL	H21-00019	HS - 7

B.5. 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.

MS Doors PCO #1: P&M Doors Proposed Change Order #1 (Middle School) in order to replace glass transoms at interior vestibules and provide & install solid panels to match new exterior frames at an estimated cost of \$4,844.

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.

HH Fields PCO #2: Gatz Proposed Change Order #2 (Harbor Hill) in order to proceed with testing and install wick drainage to correct the drainage system in the disturbed areas. Total cost estimated to be \$53,062.97 of which \$17,156.87 will be covered by the remaining funds in an allowance and the balance (\$35,906.10) will be an increase to the contract amount.

- B.7.** The Superintendent recommends that the Board of Education adopt the following calendar for the May 2021 Budget Vote. **(Attachment B.7.)**
- B.8.** Recommendation to accept, pursuant to receipt by Barbara Schwartz, Director of Pupil Personnel Services, a gift from the Roslyn SEPTA, in the total amount of \$2,500.00 to be appropriated to 2250.450.03.9000.307 for the purpose of purchasing Special Education supplies district-wide, with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy. **(Attachment 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 26 and 28, 2020 and November 5, 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 September 8 and 14, 2020; October 9, 15, 19, 26, 27 and 28, 2020; November 2 and 4, 2020.

BOARD OF EDUCATION:

- BOE.1 RESOLVED**, upon the recommendation of the Citizens Audit Advisory Committee, that the Board of Education of the Roslyn Union Free School District accepts the External Audit Report for the 2019-2020 school year submitted by Cullen Danowski, LLP.
- BOE.2 WHEREAS**, the Board of Education of the Roslyn Union Free School District previously established a repair reserve fund pursuant to General Municipal Law section 6-d; and

WHEREAS, District Administration has recommended an expenditure from the repair reserve fund in an amount not to exceed \$110,000 for the purpose of (1) repairs to the Hilltop Academy Roof (including the: removal, disposal and replacement of a section of the roof deck to repair roof leaks; supply and installation of necessary materials and supplies to complete the repair including, aluminum siding, gutters, leaders, flashings and fascia board coverings; associated asbestos abatement; and, asbestos air monitoring services and testing and sampling analysis) and (2) repairs to the Middle School Roof Top Unit (RTU) (including compressor and coil, together with necessary materials and supplies to complete the repair and provide heat to the glass Cafeteria location) and any necessary contingencies related to the aforementioned repairs; and

WHEREAS, the Board of Education determined that it is in the best interest of the School District to appropriate funds in an amount not to exceed \$110,000 for such repair of the Hilltop Academy Roof and Middle School Roof Top Unit; and

WHEREAS, in accordance with the requirements of the provisions of section 6-d of the General Municipal Law, the Roslyn Union Free School District Board of Education conducted a public hearing on November 19, 2020 at 8:00 p.m. for the purpose of discussing the proposed appropriation of a sum not to exceed \$110,000 from the previously established repair reserve fund for the repair of the Hilltop Academy Roof and Middle School Roof top unit as described above; and

WHEREAS, there were no objections to the expenditure from the repair reserve fund for the repair;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby authorizes the expenditure of \$110,000 from the previously established repair reserve fund for the purpose of (1) repairs to the Hilltop Academy Roof (including the: removal, disposal and replacement of a section of the roof deck to repair roof leaks; supply and installation of necessary materials and supplies to complete the repair including, aluminum siding, gutters, leaders, flashings and fascia board coverings; associated asbestos abatement; and, asbestos air monitoring services and testing and sampling analysis) and (2) repairs to the Middle School Roof Top Unit (RTU) (including compressor and coil, together with necessary materials and supplies to complete the repair and provide heat to the glass Cafeteria location) and any necessary contingencies related to the aforementioned repairs: and

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the following budget increase appropriations necessary to effectuate the expenditure from the repair reserve fund:

<u>FROM REVENUE CODE</u>		<u>AMOUNT</u>
5997.000	Appropriated Reserve	\$110,000.00
	Subtotal	\$110,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
9950-900-03-9000-303	TFER-CAPITAL FUND	\$110,000.00
	Subtotal	\$110,000.00

BOE.3 WHEREAS, the Board of Education has reviewed with District Administration Policy 8625 Student, Teacher and Principal Data Privacy and Security:

WHEREAS, the Board of Education wishes to adopt Policy 8625 Student, Teacher and Principal Data Privacy and Security 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 Policy 8625 Student, Teacher and Principal Data Privacy and Security; and

BE IT FURTHER RESOLVED, that the Board of Education hereby adopts Policy 8625 Student, Teacher and Principal Data Privacy and Security effective immediately. **(Attachment BOE.3)**

Ms. Ben-Levy moved, Mr. Saffron seconded and carried by a vote of 6-0 (Mr. Seinfeld absent), to accept the Personnel Agenda items P.1- P.5, Addenda P.1 and P.2, Business/Finance Agenda Items B.1 – B.8, C&I.1 – C&I.2 and BOE.1 – BOE.3 as a consent agenda.

Adjournment

There being no further business to come before the Board of Education, Ms. Ben-Levy made a motion to adjourn, seconded by Mr. Saffron, carried by a vote of 6-0 (Mr. Seinfeld absent) to adjourn at 8:29 p.m.

Respectfully submitted,
Nancy Carney Jones
Nancy Carney Jones
District Clerk