

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

Thursday, December 17, 2015

8:00 p.m.

Roslyn High School – Board Room

7:00 p.m. - Executive Session

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

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition: AP Scholars

Recommendation to accept the Treasurer's Report for the following month(s):
October 2015 and November 2015 (**Attachment T**)

Recommendation to accept the minutes from the following meeting(s):
December 3, 2015

Board President's Comments

Superintendent's Comments

Student Delegate's Comments

Discussion Item(s):

1. High School Presentation

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

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)**
- P.3** Recommendation to approve the Adult Education Instructor Salaries attached as **(Attachment P.3).**
- P.4** Recommendation to increase the Per Diem Substitute Teacher rate of pay from \$115 to \$130 per day, effective January 1, 2016.

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: Commack Union Free School District
Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending Sappo Private School in Commack for the period of 7/1/15 thru 6/30/16
Fees: Total estimated to be - \$20,000

Recommendation to **amend** the following contracts (ii-iii) which were approved by the Board of Education on June 4, 2015 (items B.1(viii & xi)):

- (ii) Contractor: Metro Therapy, Inc.
Services: Occupational & physical therapy, speech pathologists, special educators, and psychologist services for the period of July 1, 2015 to June 30, 2016.
Fees: Total estimated to be \$18,800, an increase of \$10,000

- (iii) Contractor: Nassau Suffolk Services for Autism
 Services: ABA services for the period of July 1, 2015 to June 30, 2016.
 Fees: Total estimated to be \$16,500, an increase of \$4,500

Recommendation to **amend** the following contract (iv) which was approved by the Board of Education on October 8, 2015 (item B.1(iii)):

- (iv) Contractor: Positive Behavior Support Consulting & Psychological Resources, P.C.
 Services: ABA services for the period of July 1, 2015 to June 30, 2016.
 Fees: Total estimated to be \$461,970, an increase of \$144,450
 (This amount has been accounted for in the current 611 grant)

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2850-448-08-6500-801	Field Trip Exp- M. Band	\$4,250.00
2850-430-08-6700-801	Co-Curr Contr. HS	\$6,965.41
Subtotal		\$11,215.41

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
5510-163-03-9000-303	Roslyn Bus Drivers	\$11,215.41
Subtotal		\$11,215.41

REASON FOR TRANSFER REQUEST: RHS field trips to different schools for Marching Band.

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	\$89,616.43
9760-700-03-9000-303	TAN Interest	\$4,583.34
9060-800-03-9000-303	Medical Insurance	\$4,118.31
Subtotal		\$98,318.08

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
9785-600-03-9000-303	Principal	\$93,316.15
9785-700-03-9000-303	Interest	\$5,001.93
Subtotal		\$98,318.08

REASON FOR TRANSFER REQUEST: Transfer appropriated funds between budget codes. Since we budget for the purchase of the 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.

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

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
2850-448-08-6700-801	5510-163-03-9000-303	\$9,939.86
Co-Curr Field Trips	Trans N C Sal Suplm	
	Subtotal	\$9,939.86

REASON FOR TRANSFER REQUEST: RHS field trips to different schools and different groups.

B.5. 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 #
\$644.10	EH Capital Projects	2110-245-04-1405	H14-00014	20
\$300.30	Hts. Capital Projects	2110-245-06-1407	H14-00014	20
\$539.10	HH Capital Projects	2110-245-07-1406	H14-00014	20
\$1,139.09	HS Capital Projects	2110-245-08-1408	H14-00014	20
\$306.00	MS Capital Projects	2110-245-09-1409	H14-00014	20
\$19,487.57	Bus Garage	2110-245-03-1502	H15-00014	15
\$465.00	HS Steam Leak Repairs	2110-245-08-1508	H15-00014	2

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	10
\$6,255.00	EH Capital Project	2110-201-04-1504	H15-00015	10
\$3,000.00	MS Capital Project	2110-201-09-1509	H15-00015	10

B.7. Recommendation by Kevin Carpenter, Assistant to the Superintendent for Operations, to declare as surplus Backpack Blower- ECHO, Model # PB770H, Serial # P02912043681. The motor is seized and in a state of disrepair, non-repairable, and therefore unusable. Item has no value for resale. It will be discarded.

- B.8.** WHEREAS, on April 3, 2014 the Board of Education authorized Roslyn to join with a other public school districts in Nassau County including Carle Place UFSD, Oyster Bay East Norwich CSD, Manhasset UFSD, East Meadow UFSD, East Williston UFSD, Herricks UFSD, Great Neck UFSD, Glen Cove CSD, Locust Valley CSD, Manhasset UFSD, North Shore CSD, Manhasset UFSD, Jericho UFSD, Port Washington UFSD, Syosset CSD and Malverne UFSD to jointly solicit proposals for Special Education Related Services for the 2014-2015 school year (and any renewal period) in accordance with the applicable provisions of General Municipal Law; and

WHEREAS, proposals were sent to 210 service providers (both individuals and firms) and we received on May 15, 2014 proposals from 145 service providers and evaluated them in accordance with the terms of an Inter-Municipal Agreement among the school districts;

NOW THEREFORE BE IT RESOLVED that proposals be accepted from the following vendors for the indicated services; and

BE IT FURTHER RESOLVED that District legal counsel be directed to prepare formal agreements between the district and the indicated providers.

1. Access 7, 6080 Jericho Turnpike, Suite 200, Commack, NY, 11725. Phone: (631) 864-7770 Fax: (631) 864-7773 E-mail: info@access7online.com
Total Estimated to be \$8,000 for the remainder of the 2015-16 school year
 - a. Wilson Certified Reading Teacher services: 40 minute individual sessions, 3x a week, at \$110 per session

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 November 30, 2015 and December 2, 2015.

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 November 12, 2015, November 23, 2015, November 24, 2015, December 1, 2015, December 2, 2015 and December 8, 2015.

BOARD OF EDUCATION

BOE.1 BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby casts its vote to fill One (1) New York State School Boards Association Board of Directors – Area 11 seat effective January 1, 2016 from the candidates so nominated: Jean Fichtl, Michael Jaime, Robert “BA” Schoen and Stephen Witt. **(Attachment BOE.1)**

BOE.2 Recommendation to adopt the 2016-2017 School Calendar. **(Attachment BOE.2)**

BOE.3 Recommendation to conduct the *second reading* of Board of Education Policies 4010, 4112, 4200, 4325, 4326, 4327 and 4331. **(Attachment BOE.3)**

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

ROSLYN PUBLIC SCHOOLS

TREASURER'S REPORT FOR THE MONTH OF OCTOBER 31, 2015

	General Fund	General Fund	General Fund	General Fund	Sch Lunch	Special Aid
	Checking	Merchant Svc	Money Market	MM Gen Recovery	Checking	Checking
	Capital One#1	Capital One#3	Capital One#7	Capital One#8	Capital One#9	Chase#10
	Acct#5706	Acct#8555	Acct#3305	Acct#3990	Acct#5730	Acct#0887
	A200.00	A200.04	A201.04	A201.05	C200.00	F200.00
Book Balance						
Beginning of Month	673,711.95	1,144,638.18	13,120,742.42	1,578,971.23	196,639.34	24,950.77
Receipts/Deposits	2,458,931.29	13,831.00	11,430,976.85	0.00	92,304.47	0.97
Total	3,132,643.24	1,158,469.18	24,551,719.27	1,578,971.23	288,943.81	24,951.74
Disbursements	2,446,880.07	1,100,468.54	10,370,377.22	0.00	113,654.60	22,948.79
Book Balance End of Month	685,763.17	58,000.64	14,181,342.05	1,578,971.23	175,289.21	2,002.95
BANK RECONCILIATION SUMMARY						
Ending balance per bank	1,020,828.50	53,224.64	14,181,342.05	1,578,971.23	196,436.08	17,295.95
Less : Outstanding checks	(335,065.33)	0.00			(25,523.78)	(15,293.00)
Plus : Deposits in Transit		4,776.00			4,376.91	
Bank's Net Balance	685,763.17	58,000.64	14,181,342.05	1,578,971.23	175,289.21	2,002.95

Linda Gillespie

11/23/2015

Date:

ROSLYN PUBLIC SCHOOLS

TREASURER'S REPORT FOR THE MONTH OF OCTOBER 31, 2015

	Capital	Capital	T&A Payroll	T&A Payroll	T&E Fund	T&E Fund	Debt Ser Fund
	Checking	Money Market	Checking	Checking	Checking	Money Market	Money Market
	Capital One	Capital One	Capital One	Capital One	Capital One #16	Capital One #17	Capital One#15
	Acct #1248	Acct # 4333	Acct # 2473	Acct # 2481	Acct#2679	Acct#2687	Acct#5185
	H200.01	H200.04	TA200.05	TA200.06	TE200.00	TE201.00	V201.00
Book Balance Beginning of Month	1,711,162.69	11,750,000.00	152,026.74	1,061,245.16	695.07	196,233.91	9,678,513.36
Receipts/Deposits	0.00	0.00	4,104,822.38	7,435,926.33	225.00	250.00	0.00
Total	1,711,162.69	11,750,000.00	4,256,849.12	8,497,171.49	920.07	196,483.91	9,678,513.36
Disbursements	31,574.04	0.00	4,104,822.38	7,933,968.26	225.00	225.00	0.00
Book Balance End of Month	1,679,588.65	11,750,000.00	152,026.74	563,203.23	695.07	196,258.91	9,678,513.36
BANK RECONCILIATION SUMMARY							
Ending Bank Balance	1,709,497.69	11,750,000.00	316,721.98	879,890.92	1,170.07	196,258.91	9,678,513.36
Less: Outstanding Checks	(29,909.04)		(164,695.24)	(316,687.61)	(475.00)		0.00
Miscellaneous				(0.08)			
Bank's Net Balance	1,679,588.65	11,750,000.00	152,026.74	563,203.23	695.07	196,258.91	9,678,513.36

Page 2

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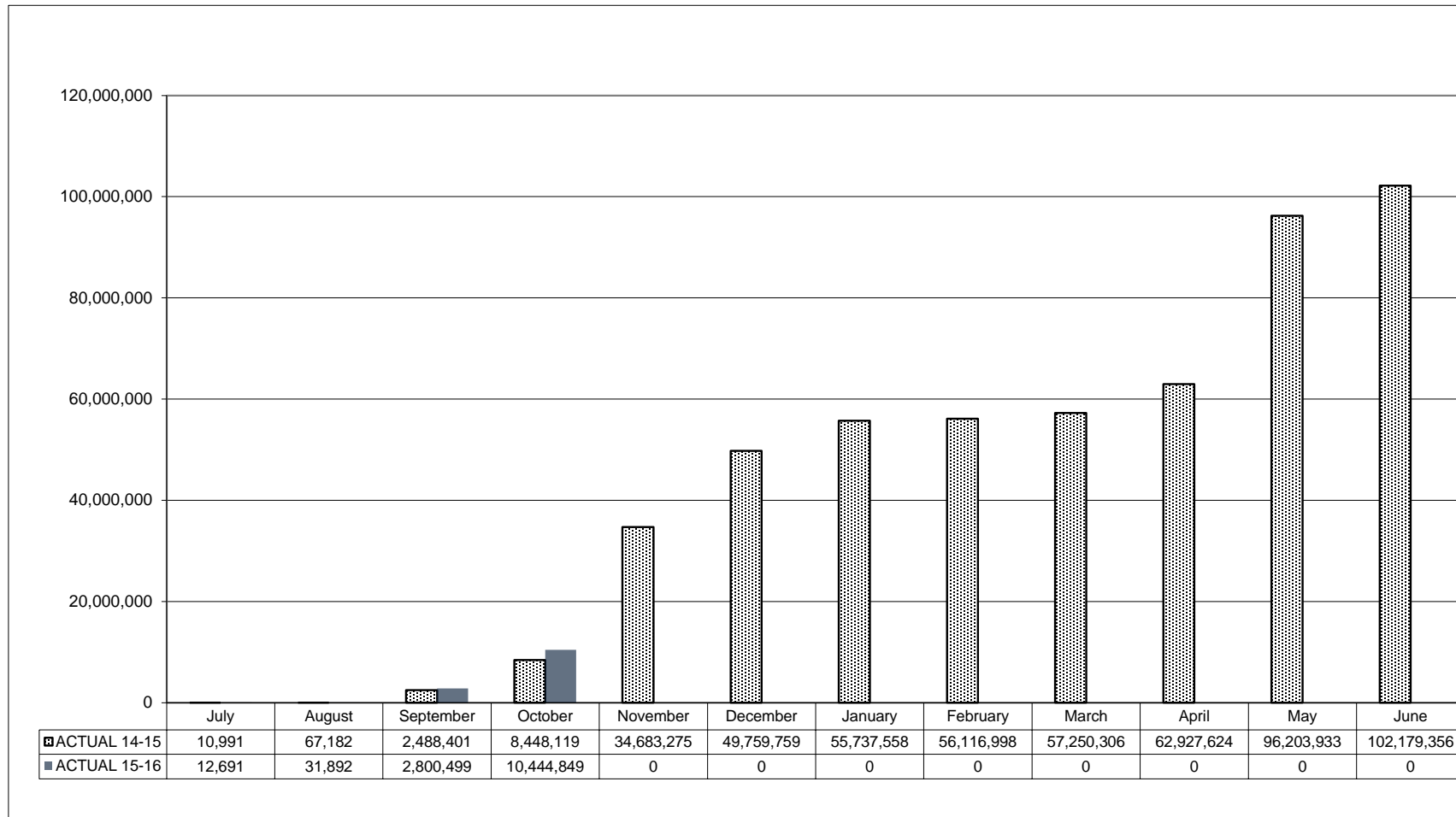
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ROSLYN PUBLIC SCHOOLS
STATEMENT OF GENERAL FUND RECEIPTS
OCTOBER 2015

Attachment T (October)

Revenue Account	Description	Estimated Revenue	Current Month Revenue	Y-T-D Revenue	Y-T-D Receipt to Estimated Revenue %	Anticipated Balance	Excess Revenue
1001.000	Real Property Taxes	87,000,000.00	6,569,582.00	6,569,582.00	7.55%	80,430,418.00	
1081.000	Other Pmts in Lieu of Tax	3,787,507.00	665,664.25	665,664.25	17.58%	3,121,842.75	
1081.001	Other Payments - Boundary Tax						
1085.000	STAR Reimbursement	5,481,169.00				5,481,169.00	
1090.000	Interest and Earnings on Taxes						
1310.001	Day School Tuit- Boundary						
1315.000	Continuing Ed Tuition	300,000.00	48,617.90	87,598.73	29.20%	212,401.27	
1315.001	Continuing Ed Services - Herricks						
1315.002	Continuing Ed Services - East Williston						
1325.000	AP Exams Fee/Charges						
1335.000	Oth Student - Fee/Charges			120.00			120.00
1489.000	Other Charges - Services						
1489.001	Shared Prof. Development						
2230.000	Day School Tuit-Oth Dist. NYS*	1,200,000.00	304,773.30	314,755.49	26.23%	885,244.51	
2232.000	Summer Sch. Tuit-Oth Dist. NYS*		6,862.00	13,724.00			13,724.00
2401.000	Interest and Earnings	120,000.00	7,711.09	27,224.81	22.69%	92,775.19	
2410.000	Rental of Real Property-Individuals**			20,735.87			20,735.87
2412.000	Rental of Real Property-Other**			60.00			60.00
2440.000	Rental of Buses						
2450.000	Commissions						
2620.000	Forfeit of Deposits						
2650.000	Sale Scrap & Excess Material						
2655.000	Minor Sales, Other						
2660.000	Sale of Real Property						
2666.000	Sale of Transportation Equipment			1,000.00			1,000.00
2680.000	Insurance Recoveries - Trans						
2680.001	Insurance Recoveries - Other			3,402.00			3,402.00
2690.000	Other Compensation for Loss		-22.00	3,571.42			3,571.42
2690.005	Recovery of Misappropriated Funds						
2700.000	Reimb of Medicare D Exp						
2701.000	Refund PY Exp-BOCES Aided			(0.20)		0.20	
2702.000	Refund PY Exp-Contracted						
2703.000	Refund PY Exp-Other -Not Transp		11.52	106,901.40			106,901.40
2704.000	Refund PY, Appv Priv						
2705.000	Gifts and Donations						
2705.003	Gifts and Donations Increase Approp			5,050.00			5,050.00
2730.000	MTA Payroll Tax Reimbursement						
2770.000	Other Unclassified Rev	150,000.00	693.00	3,569.38	2.38%	146,430.62	
3060.000	Records Management						
3101 to 4960	State and Federal Aid	5,063,165.00	40,457.20	2,621,889.66	51.78%	2,441,275.34	
5060.000	Retirement System Credits						
5997.000	Applied Reserves	250,000.00				250,000.00	
	TOTAL	103,351,841.00	7,644,350.26	10,444,848.81		93,061,556.88	154,564.69
5999.	Appropriated Fund Balance	500,000.00					
TOTAL		103,851,841.00					

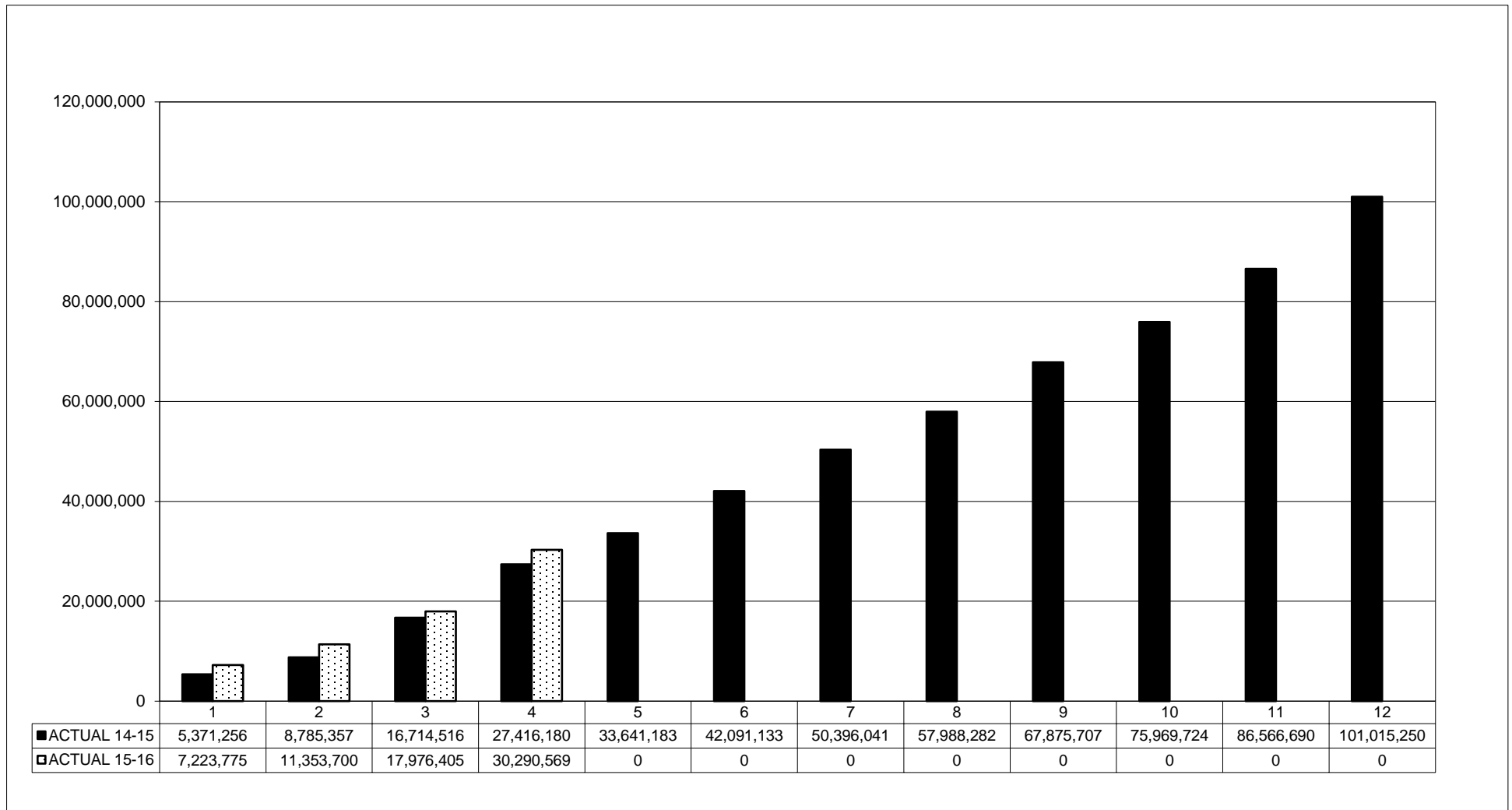
ROSLYN PUBLIC SCHOOLS
 CUMULATIVE CASH RECEIPT BY MONTH - GENERAL FUND
 STATEMENT OF GENERAL FUND RECEIPTS
 OCTOBER 2015



ROSLYN PUBLIC SCHOOLS
SUMMARY STATEMENT OF GENERAL FUND ENCUMBRANCES AND DISBURSEMENTS
OCTOBER 2015

<u>Description</u>	<u>Original</u> <u>Appropriations</u> \$	<u>Appropriation</u> <u>Adjustment</u> \$	<u>Current</u> <u>Appropriations</u> \$	<u>Monthly</u> <u>Expenditures</u> \$	<u>Y-T-D</u> <u>Expenditures</u> \$	<u>Y-T-D</u> <u>Encumbrances</u> \$	<u>Y-T-D Totals to</u> <u>Current</u> <u>Appropriation</u> %	<u>Unencumbered</u> <u>Balance</u> \$
General Support Code 1000	12,914,321.00	329,490.96	13,243,811.96	1,333,255.55	4,178,727.16	7,170,661.95	85.70%	1,894,422.85
Instruction Code 2000	53,054,341.00	209,583.58	53,263,924.58	6,479,279.50	11,225,739.83	36,047,209.35	88.75%	5,990,975.40
Pupil Transportation Code 5000	4,761,598.00	17,182.56	4,778,780.56	400,490.24	1,184,315.24	2,415,220.22	75.32%	1,179,245.10
Recreation Code 7000 to 8000	9,672.00	0.00	9,672.00	917.50	917.50	0.00	9.49%	8,754.50
Undistributed Code 9000	33,111,909.00	27,439.09	33,139,348.09	4,100,221.56	13,700,869.24	16,157,571.38	90.10%	3,280,907.47
TOTAL	103,851,841.00	583,696.19	104,435,537.19	12,314,164.35	30,290,568.97	61,790,662.90	88.17%	12,354,305.32

**ROSLYN PUBLIC SCHOOLS
CUMULATIVE EXPENDITURE BY MONTH - GENERAL FUND
OCTOBER 2015**



MONTHLY COLLATERAL

	<u>CAPITAL ONE</u>	<u>CHASE</u>
GENERAL FUND CHECKING ACCOUNT	1,020,828.50	
GENERAL FUND MERCHANT SERVICES	53,224.64	
GENERAL FUND MONEY MARKET	14,181,342.05	
GENERAL FUND RECOVERY	1,578,971.23	
SCHOOL LUNCH CHECKING	196,436.08	
SPECIAL AID CHECKING		17,295.95
CAPITAL CHECKING	1,709,497.69	
CAPITAL MONEY MARKET	11,750,000.00	
PAYROLL CHECKING	316,721.98	
TRUST AND AGENCY CHECKING	879,890.92	
SCHOLARSHIP CHECKING	1,170.07	
SCHOLARSHIP MONEY MARKET	196,258.91	
DEBT SERVICE MONEY MARKET	9,678,513.36	
TOTAL CASH - END OF MONTH	<u>\$41,562,855</u>	<u>\$17,296</u>
***LESS FDIC INSURANCE	250,000	250,000
AMOUNT TO BE COLLATERALIZED	<u>\$41,312,855</u>	<u>(\$232,704)</u>
COLLATERAL PERCENTAGE	1.05	1.05
COLLATERAL NEEDED	<u>\$43,378,498</u>	<u>(\$244,339)</u>
COLLATERAL HELD	\$43,497,996	\$0
EXCESS COLLATERAL	\$119,497	\$244,339
	OK	OK

Roslyn Public Schools

Budgetary Transfer Report

Fiscal Year: 2016

Current Appropriation - Effective From: 10/01/2015 To: 10/31/2015

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
10/07/2015	005458	HHS to differents schools group taking is All County Music.				
			A2110-448-07-9000-701 R	TCHG FIELD TRIPS HH	-360.85	
			A5510-163-03-9000-303 R	TRANS N C SAL SUPLM		360.85
10/07/2015	005459	MID - to different schools group is All County Music.				
			A2110-448-09-9000-901 R	TCHG FIELD TRIPS MS	-2,106.60	
			A5510-163-03-9000-303 R	TRANS N C SAL SUPLM		2,106.60
10/15/2015	005820	EHS - To different schools group is All County Music.				
			A2110-448-04-9000-401 R	TCHG FIELD TRIPS EH	-352.85	
			A5510-163-03-9000-303 R	TRANS N C SAL SUPLM		352.85
10/15/2015	005821	RHS - To different schools group is All County Music.				
			A2850-448-08-6700-801 R	CO-CURR FIELD TRIPS	-2,262.70	
			A5510-163-03-9000-303 R	TRANS N C SAL SUPLM		2,262.70
10/22/2015	006088	Transfer of budgeted Project Adventure funds to satisfy cost of wall and floor pads in lower gym. BOE approved Item B.5.				
			A2110-200-07-2000-309 R	EQPT HH PHYS ED	-8,025.00	
			A2110-200-09-2000-309 R	EQPT MS PHYS ED	-8,025.00	
			A2110-200-08-2000-309 R	EQPT HS PHYS ED		16,050.00
10/22/2015	006089	The original budget anticipated that the Assistant to Kevin Carpenter would be a certified staff member. He is acually a member of the classified servc. This transfer allows him to be paid out of the appropriated budget code. BOE approved on 10-22-2015 Item B.4.				
			A1620-150-03-9000-303 R	ADMIN SAL	-100,000.00	
			A1620-160-03-9000-303 R	OPER CLERICAL SAL		100,000.00
		Total for Fund A - GENERAL FUND			-121,133.00	121,133.00
Fund: H - CAPITAL FUND						
10/22/2015	006083	To pay balance for the Contractor Services. BOE approved on 10-22-2015 Item B.3.				
			H1620-294-04-1215 R	EH Code Compliance HVAC	-1,300.00	
			H1620-294-06-1216 R	HTS Code Compliance HVAC		1,300.00
10/22/2015	006084	For additional services for Baruti Construction. BOE Approved on 10-22-2015 Item B.3.				
			H1620-293-04-1405 R	GC EH 1-024	-3,600.00	
			H2110-201-04-1405 R	CM EH 1-024		3,600.00
10/22/2015	006085	For additional services for Baruti Construction. BOE Approved on 10-22-2015 Item B.3.				
			H1620-297-06-1407 R	Site HTS 7-023	-2,800.00	
			H2110-201-06-1407 R	CM HTS 7-023		2,800.00
10/22/2015	006086	For Consultant fees on High School Steam Leak repairs. BOE Approved on 10-22-2015 Item B.3.				
			H2110-201-08-1508 R	Const. Management Fees	-6,500.00	
			H2110-245-08-1508 R	Architect and Design Fees		6,500.00
10/22/2015	006087	For additional services for HS HVAC study. BOE Approved on 10-22-2015 Item B.3.				
			H1620-296-08-1408 R	Elec & Fire HS 2-040	-6,500.00	
			H2110-245-08-1408 R	Arch HS 2-040		6,500.00
		Total for Fund H - CAPITAL FUND			-20,700.00	20,700.00

Budgetary Transfer Report

Fiscal Year: 2016

Current Appropriation - Effective From: 10/01/2015 To: 10/31/2015

Total Current Appropriation	141,833.00
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OCTOBER REVENUES	2014-15	2015-16
EH LUNCH	\$11,757.25	\$ 11,196.25
EH BREAKFAST	\$281.00	\$ 200.00
HEIGHTS LUNCH	\$7,990.75	\$ 8,070.00
HEIGHTS BREAKFAST	\$40.75	\$ 162.00
HH LUNCH	\$9,427.50	\$ 9,824.25
HH BREAKFAST	\$162.00	\$ 265.50
HS LUNCH	\$5,453.25	\$ 8,916.00
HS BREAKFAST	\$299.50	\$ 105.75
MS LUNCH	\$7,129.75	\$ 8,950.50
MS BREAKFAST	\$85.00	\$ 70.75
TOTAL FOOD REVENUE	\$42,626.75	\$ 47,761.00
OTHER CAFETERIA SALES	\$-	\$ -
EH LUNCH OTHER	\$3,476.46	\$ 2,618.05
EH BREAKFAST OTHER	\$35.65	\$ 26.66
HEIGHTS LUNCH OTHER	\$1,824.79	\$ 1,632.34
HTS BREAKFAST OTHER	\$67.44	\$ 69.64
HH LUNCH OTHER	\$1,828.22	\$ 1,932.92
HH BREAKFAST OTHER	\$135.13	\$ 103.34
HS LUNCH OTHER	\$22,845.97	\$ 21,344.57
HS BREAKFAST OTHER	\$2,657.36	\$ 2,374.04
MS LUNCH OTHER	\$20,374.31	\$ 19,426.91
MS BREAKFAST OTHER	\$69.63	\$ 30.42
TOTAL A LA CARTE SALES	\$53,314.96	\$ 49,558.89
VENDING SALES	\$2,800.00	\$ 1,996.00
INTEREST AND EARNINGS	\$-	\$ -
STATE AID LUNCH	\$1,385.00	\$ 1,406.00
STATE AID BREAKFAST	\$122.00	\$ 120.00
FED AID LUNCH	\$18,323.00	\$ 17,989.00
FED AID BREAKFAST	\$1,962.00	\$ 2,029.00
TOTAL FED/STATE AID	\$21,792.00	\$ 21,544.00
SURPLUS FOOD RECEIVED	\$5,242.96	\$ 4,693.54

EAST HILLS TOTAL	\$ 15,550.36	\$ 14,040.96
HEIGHTS TOTAL	\$ 9,923.73	\$ 9,933.98
HARBOR HILL TOTAL	\$ 11,552.85	\$ 12,126.01
HIGH SCHOOL TOTAL	\$ 31,256.08	\$ 32,740.36
MIDDLE SCHOOL TOTAL	\$ 27,658.69	\$ 28,478.58
BREAKFAST TOTAL	\$ 3,833.46	\$ 3,408.10
LUNCH TOTAL	\$ 92,108.25	\$ 93,911.79
GRAND TOTAL WITH VENDING	\$ 98,741.71	\$ 99,315.89

CUM 14-15	CUM 15-16
\$ 21,242.75	\$ 20,015.00
\$ 356.50	\$ 281.50
\$ 13,622.50	\$ 14,173.25
\$ 60.00	\$ 223.75
\$ 16,753.00	\$ 17,565.50
\$ 238.25	\$ 358.75
\$ 9,869.25	\$ 15,729.75
\$ 484.00	\$ 174.75
\$ 13,576.25	\$ 17,087.00
\$ 129.75	\$ 97.50
\$ 76,332.25	\$ 85,706.75
\$ 1,481.50	\$ 1,675.75
\$ 5,940.62	\$ 4,505.51
\$ 59.00	\$ 32.44
\$ 3,207.83	\$ 2,835.01
\$ 116.26	\$ 95.48
\$ 3,195.33	\$ 3,387.05
\$ 251.50	\$ 163.62
\$ 39,238.52	\$ 38,495.33
\$ 4,297.94	\$ 4,108.38
\$ 35,863.68	\$ 34,554.55
\$ 126.88	\$ 69.74
\$ 92,297.56	\$ 88,247.11
\$ 6,400.00	\$ 4,300.00
\$ -	\$ -
\$ 2,513.00	\$ 2,542.73
\$ 199.00	\$ 211.75
\$ 33,791.00	\$ 31,656.68
\$ 3,185.00	\$ 3,467.36
\$ 38,918.00	\$ 37,878.52
\$ 8,233.93	\$ 8,816.15

\$ 27,598.87	\$ 24,834.45
\$ 17,006.59	\$ 17,327.49
\$ 20,438.08	\$ 21,474.92
\$ 53,889.71	\$ 58,508.21
\$ 49,696.56	\$ 51,808.79
\$ 6,120.08	\$ 5,605.91
\$ 162,509.73	\$ 168,347.95
\$ 176,511.31	\$ 179,929.61

ROSLYN PUBLIC SCHOOLS

TREASURER'S REPORT FOR THE MONTH OF NOVEMBER 30, 2015

	General Fund	General Fund	General Fund	General Fund	Sch Lunch	Special Aid
	Checking	Merchant Svc	Money Market	MM Gen Recovery	Checking	Checking
	Capital One#1	Capital One#3	Capital One#7	Capital One#8	Capital One#9	Chase#10
	Acct#5706	Acct#8555	Acct#3305	Acct#3990	Acct#5730	Acct#0887
	A200.00	A200.04	A201.04	A201.05	C200.00	F200.00
Book Balance						
Beginning of Month	685,763.17	58,000.64	14,181,342.05	1,578,971.23	175,289.21	2,002.95
Receipts/Deposits	3,988,080.99	56,464.00	28,495,265.24	0.00	77,242.37	252,249.45
Total	4,673,844.16	114,464.64	42,676,607.29	1,578,971.23	252,531.58	254,252.40
Disbursements	2,196,937.18	956.83	13,554,902.55	0.00	52,057.86	173,681.63
Book Balance End of Month	2,476,906.98	113,507.81	29,121,704.74	1,578,971.23	200,473.72	80,570.77

BANK RECONCILIATION SUMMARY

Ending balance per bank	3,138,421.84	113,507.81	29,121,704.74	1,578,971.23	197,379.97	182,360.00
Less : Outstanding checks	(661,514.86)	0.00			0.00	(101,789.23)
Plus : Deposits in Transit					3,093.75	
Bank's Net Balance	2,476,906.98	113,507.81	29,121,704.74	1,578,971.23	200,473.72	80,570.77

Linda Gillespie

12/11/2015

Date:

ROSLYN PUBLIC SCHOOLS

TREASURER'S REPORT FOR THE MONTH OF NOVEMBER 30, 2015

	Capital	Capital	T&A Payroll	T&A Payroll	T&E Fund	T&E Fund	Debt Ser Fund
	Checking	Money Market	Checking	Checking	Checking	Money Market	Money Market
	Capital One	Capital One	Capital One	Capital One	Capital One #16	Capital One #17	Capital One#15
	Acct #1248	Acct # 4333	Acct # 2473	Acct # 2481	Acct#2679	Acct#2687	Acct#5185
	H200.01	H200.04	TA200.05	TA200.06	TE200.00	TE201.00	V201.00
Book Balance Beginning of Month	1,679,588.65	11,750,000.00	152,026.74	563,203.23	695.07	196,258.91	9,678,513.36
Receipts/Deposits	0.00	0.00	2,687,989.29	4,884,979.33	0.00	100.00	0.00
Total	1,679,588.65	11,750,000.00	2,840,016.03	5,448,182.56	695.07	196,358.91	9,678,513.36
Disbursements	109,375.10	0.00	2,687,989.03	4,694,854.06	0.00	0.00	0.00
Book Balance End of Month	1,570,213.55	11,750,000.00	152,027.00	753,328.50	695.07	196,358.91	9,678,513.36
BANK RECONCILIATION SUMMARY							
Ending Bank Balance	1,600,299.30	11,750,000.00	267,592.75	845,043.35	945.07	196,358.91	9,678,513.36
Less: Outstanding Checks	(30,085.75)		(115,565.75)	(91,714.77)	(250.00)		0.00
Miscellaneous				(0.08)			
Bank's Net Balance	1,570,213.55	11,750,000.00	152,027.00	753,328.50	695.07	196,358.91	9,678,513.36

Page 2

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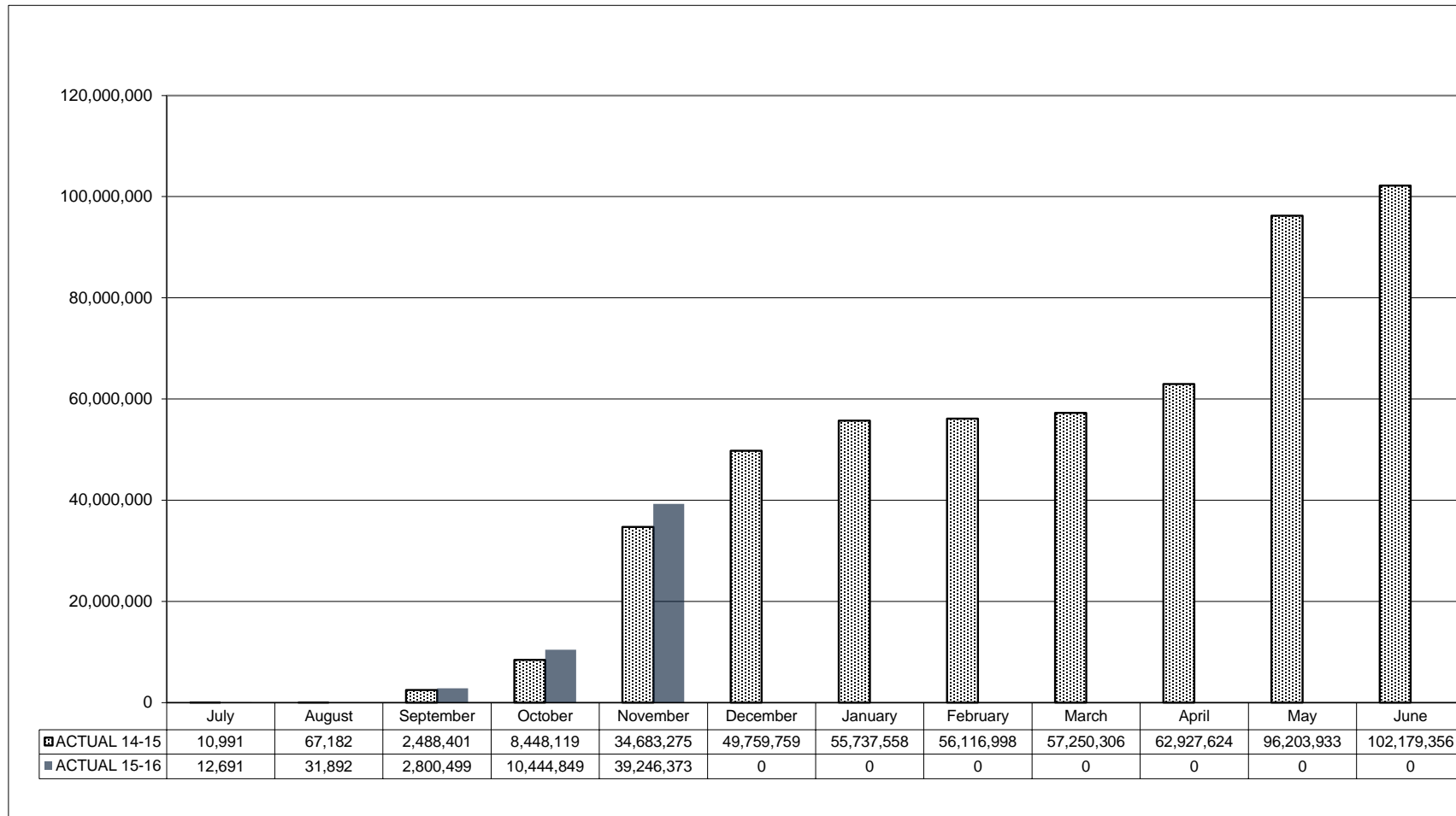
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
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ROSLYN PUBLIC SCHOOLS
STATEMENT OF GENERAL FUND RECEIPTS
NOVEMBER 2015

Attachment T (November)

Revenue Account	Description	Estimated Revenue	Current Month Revenue	Y-T-D Revenue	Y-T-D Receipt to Estimated Revenue %	Anticipated Balance	Excess Revenue
1001.000	Real Property Taxes	87,000,000.00	28,000,000.00	34,569,582.00	39.74%	52,430,418.00	
1081.000	Other Pmts in Lieu of Tax	3,787,507.00	495,265.24	1,160,929.49	30.65%	2,626,577.51	
1081.001	Other Payments - Boundary Tax						
1085.000	STAR Reimbursement	5,481,169.00				5,481,169.00	
1090.000	Interest and Earnings on Taxes						
1310.001	Day School Tuit- Boundary						
1315.000	Continuing Ed Tuition	300,000.00	59,146.56	146,745.29	48.92%	153,254.71	
1315.001	Continuing Ed Services - Herricks						
1315.002	Continuing Ed Services - East Williston						
1325.000	AP Exams Fee/Charges						
1335.000	Oth Student - Fee/Charges			120.00			120.00
1489.000	Other Charges - Services						
1489.001	Shared Prof. Development						
2230.000	Day School Tuit-Oth Dist. NYS*	1,200,000.00	168,118.53	482,874.02	40.24%	717,125.98	
2232.000	Summer Sch. Tuit-Oth Dist. NYS*			13,724.00			13,724.00
2401.000	Interest and Earnings	120,000.00	6,387.63	33,612.44	28.01%	86,387.56	
2410.000	Rental of Real Property-Individuals**		6,728.46	27,464.33			27,464.33
2412.000	Rental of Real Property-Other**			60.00			60.00
2440.000	Rental of Buses		26,648.07	26,648.07			26,648.07
2450.000	Commissions						
2620.000	Forfeit of Deposits						
2650.000	Sale Scrap & Excess Material						
2655.000	Minor Sales, Other						
2660.000	Sale of Real Property						
2666.000	Sale of Transportation Equipment						
2680.000	Insurance Recoveries - Trans			1,000.00			1,000.00
2680.001	Insurance Recoveries - Other		5,250.00	8,652.00			8,652.00
2690.000	Other Compensation for Loss		6,214.22	9,785.64			9,785.64
2690.005	Recovery of Misappropriated Funds						
2700.000	Reimb of Medicare D Exp						
2701.000	Refund PY Exp-BOCES Aided			(0.20)		0.20	
2702.000	Refund PY Exp-Contracted						
2703.000	Refund PY Exp-Other -Not Transp		4,160.12	111,061.52			111,061.52
2704.000	Refund PY, Appv Priv						
2705.000	Gifts and Donations						
2705.003	Gifts and Donations Increase Approp			5,050.00			5,050.00
2730.000	MTA Payroll Tax Reimbursement						
2770.000	Other Unclassified Rev	150,000.00		3,569.38	2.38%	146,430.62	
3060.000	Records Management						
3101 to 4960	State and Federal Aid	5,063,165.00	23,604.95	2,645,494.61	52.25%	2,417,670.39	
5060.000	Retirement System Credits						
5997.000	Applied Reserves	250,000.00				250,000.00	
	TOTAL	103,351,841.00	28,801,523.78	39,246,372.59		64,309,033.97	203,565.56
5999.	Appropriated Fund Balance	500,000.00					
TOTAL		103,851,841.00					

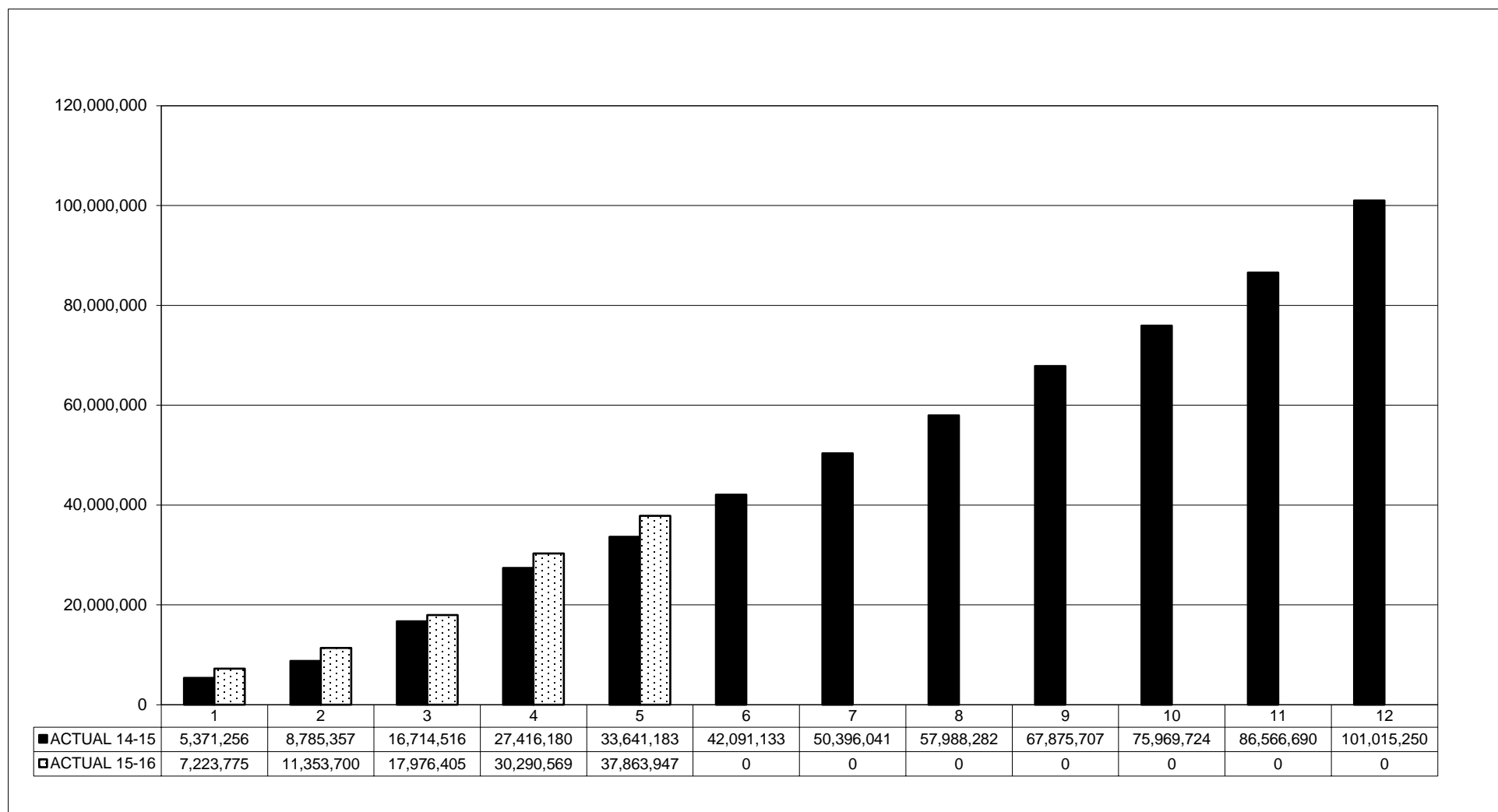
ROSLYN PUBLIC SCHOOLS
 CUMULATIVE CASH RECEIPT BY MONTH - GENERAL FUND
 STATEMENT OF GENERAL FUND RECEIPTS
 NOVEMBER 2015



ROSLYN PUBLIC SCHOOLS
SUMMARY STATEMENT OF GENERAL FUND ENCUMBRANCES AND DISBURSEMENTS
NOVEMBER 2015

<u>Description</u>	<u>Original</u> <u>Appropriations</u> \$	<u>Appropriation</u> <u>Adjustment</u> \$	<u>Current</u> <u>Appropriations</u> \$	<u>Monthly</u> <u>Expenditures</u> \$	<u>Y-T-D</u> <u>Expenditures</u> \$	<u>Y-T-D</u> <u>Encumbrances</u> \$	<u>Y-T-D Totals to</u> <u>Current</u> <u>Appropriation</u> %	<u>Unencumbered</u> <u>Balance</u> \$
General Support Code 1000	12,914,321.00	331,525.96	13,245,846.96	864,964.49	5,043,691.65	6,490,281.03	87.08%	1,711,874.28
Instruction Code 2000	53,054,341.00	207,548.58	53,261,889.58	4,282,780.84	15,508,520.67	32,133,935.56	89.45%	5,619,433.35
Pupil Transportation Code 5000	4,761,598.00	17,182.56	4,778,780.56	292,123.77	1,476,439.01	2,170,582.42	76.32%	1,131,759.13
Recreation Code 7000 to 8000	9,672.00	0.00	9,672.00	1,053.50	1,971.00	0.00	20.38%	7,701.00
Undistributed Code 9000	33,111,909.00	27,439.09	33,139,348.09	2,132,455.15	15,833,324.39	14,107,553.98	90.35%	3,198,469.72
TOTAL	103,851,841.00	583,696.19	104,435,537.19	7,573,377.75	37,863,946.72	54,902,352.99	88.83%	11,669,237.48

**ROSLYN PUBLIC SCHOOLS
CUMULATIVE EXPENDITURE BY MONTH - GENERAL FUND
NOVEMBER 2015**



MONTHLY COLLATERAL

	<u>CAPITAL ONE</u>	<u>CHASE</u>
GENERAL FUND CHECKING ACCOUNT	3,138,421.84	
GENERAL FUND MERCHANT SERVICES	113,507.81	
GENERAL FUND MONEY MARKET	29,121,704.74	
GENERAL FUND RECOVERY	1,578,971.23	
SCHOOL LUNCH CHECKING	197,379.97	
SPECIAL AID CHECKING		182,360.00
CAPITAL CHECKING	1,600,299.30	
CAPITAL MONEY MARKET	11,750,000.00	
PAYROLL CHECKING	267,592.75	
TRUST AND AGENCY CHECKING	845,043.35	
SCHOLARSHIP CHECKING	945.07	
SCHOLARSHIP MONEY MARKET	196,358.91	
DEBT SERVICE MONEY MARKET	9,678,513.36	
TOTAL CASH - END OF MONTH	<u>\$58,488,738</u>	<u>\$182,360</u>
***LESS FDIC INSURANCE	250,000	250,000
AMOUNT TO BE COLLATERALIZED	<u>\$58,238,738</u>	<u>(\$67,640)</u>
COLLATERAL PERCENTAGE	1.05	1.05
COLLATERAL NEEDED	<u>\$61,150,675</u>	<u>(\$71,022)</u>
COLLATERAL HELD	\$61,403,228	\$0
EXCESS COLLATERAL	\$252,553	\$71,022
	OK	OK

Roslyn Public Schools

Budgetary Transfer Report

Fiscal Year: 2016

Current Appropriation - Effective From: 11/01/2015 To: 11/30/2015

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
11/04/2015	006362	We had additional membership costs due to joining organizations related to Human Resources that we did not budget for last year.				
			A2010-450-03-9000-301 R	CURRIC SUPPLIES	-137.00	
			A2010-433-03-9000-301 R	CURRIC MEMB DUE		137.00
11/05/2015	006364	To cover cost of English Literacy Alternative Program (ELAP) for one student CoSer 425.429.				
			A2110-490-08-5400-308 R	BOCES OCC ED	-7,448.00	
			A2110-490-08-5300-308 R	BOCES ALT ED		7,448.00
11/05/2015	006389	Allocation needed for PD for Syntax - Boces Bill (\$79.11) CoSer (\$670.21) \$1,322.35 Contract PR				
			A2110-490-08-5200-308 R	BOCES TEENAGE PREGNANCY	-2,035.00	
			A1420-490-03-9000-303 R	Legal - BOCES		2,035.00
11/19/2015	007006	Additional Allocation Needed for Summer School - Boces Bill \$58,316.93 CoSer 443.510 BOE Approved on 11/19/2015, Item B2.				
			A2110-490-08-5200-308 R	BOCES TEENAGE PREGNANCY	-13,754.93	
			A2330-490-08-5500-308 R	BOCES SUMMER SCH		13,754.93
11/19/2015	007007	High School Phys Ed Equipment to be purchased in place of East Hills Equipment. BOE approved on 11/19/2015 Item B.6.				
			A2110-200-04-2000-309 R	EQPT EH PHYS ED	-7,417.50	
			A2110-200-08-2000-309 R	EQPT HS PHYS ED		7,417.50
11/20/2015	007018	The non-elective deferral of compensation specitied in employment agreements has increased from las year. BOE Approved on 11/19/2105. Item B.7.				
			A9060-800-03-9000-303 R	MEDICAL INS ADM	-1,500.00	
			A9080-800-03-9000-303 R	BENEFITS NON CASH ANNUITY		1,500.00
		Total for Fund A - GENERAL FUND			-32,292.43	32,292.43

Budgetary Transfer Report

Fiscal Year: 2016

Current Appropriation - Effective From: 11/01/2015 To: 11/30/2015

Total Current Appropriation	32,292.43
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NOVEMBER REVENUES	2014-15	2015-16
EH LUNCH	\$ 7,510.75	\$ 7,413.00
EH BREAKFAST	\$ 184.50	\$ 125.50
HEIGHTS LUNCH	\$ 5,306.75	\$ 5,442.75
HEIGHTS BREAKFAST	\$ 24.75	\$ 93.25
HH LUNCH	\$ 5,983.50	\$ 6,844.50
HH BREAKFAST	\$ 263.75	\$ 225.00
HS LUNCH	\$ 3,801.75	\$ 7,352.50
HS BREAKFAST	\$ 275.75	\$ 147.25
MS LUNCH	\$ 4,998.00	\$ 6,939.00
MS BREAKFAST	\$ 52.50	\$ 33.75
TOTAL FOOD REVENUE	\$ 28,402.00	\$ 34,616.50
	\$ -	
OTHER CAFETERIA SALES	\$ 2,373.50	\$ -
	\$ -	
EH LUNCH OTHER	\$ 2,890.66	\$ 1,737.15
EH BREAKFAST OTHER	\$ 12.56	\$ 35.45
HEIGHTS LUNCH OTHER	\$ 1,076.96	\$ 992.93
HTS BREAKFAST OTHER	\$ 32.34	\$ 50.32
HH LUNCH OTHER	\$ 1,261.36	\$ 1,307.20
HH BREAKFAST OTHER	\$ 92.33	\$ 134.40
HS LUNCH OTHER	\$ 16,549.71	\$ 17,140.34
HS BREAKFAST OTHER	\$ 2,260.55	\$ 2,051.93
MS LUNCH OTHER	\$ 15,370.97	\$ 16,194.51
MS BREAKFAST OTHER	\$ 47.35	\$ 31.60
TOTAL A LA CARTE SALES	\$ 39,594.79	\$ 39,675.83
VENDING SALES	\$ 2,100.00	\$ 1,291.00
INTEREST AND EARNINGS	\$ -	\$ -
STATE AID LUNCH	\$ 943.00	\$ 1,042.25
STATE AID BREAKFAST	\$ 109.00	\$ 106.27
FED AID LUNCH	\$ 13,179.00	\$ 14,353.32
FED AID BREAKFAST	\$ 1,750.00	\$ 1,828.64
TOTAL FED/STATE AID	\$ 15,981.00	\$ 17,330.48
SURPLUS FOOD RECEIVED	\$ 3,406.16	\$ 4,471.55

EAST HILLS TOTAL	\$ 10,598.47	\$ 9,311.10
HEIGHTS TOTAL	\$ 6,440.80	\$ 6,579.25
HARBOR HILL TOTAL	\$ 7,600.94	\$ 8,511.10
HIGH SCHOOL TOTAL	\$ 22,887.76	\$ 26,692.02
MIDDLE SCHOOL TOTAL	\$ 20,468.82	\$ 23,198.86
BREAKFAST TOTAL	\$ 3,246.38	\$ 2,928.45
LUNCH TOTAL	\$ 64,750.41	\$ 71,363.88
GRAND TOTAL WITH VENDING	\$ 72,470.29	\$ 75,583.33

CUM 14-15	CUM 15-16
\$ 28,753.50	\$ 27,428.00
\$ 541.00	\$ 407.00
\$ 18,929.25	\$ 19,616.00
\$ 84.75	\$ 317.00
\$ 22,736.50	\$ 24,410.00
\$ 502.00	\$ 583.75
\$ 13,671.00	\$ 23,082.25
\$ 759.75	\$ 322.00
\$ 18,574.25	\$ 24,026.00
\$ 182.25	\$ 131.25
\$ 104,734.25	\$ 120,323.25
\$ -	
\$ 3,855.00	\$ 1,675.75
\$ -	
\$ 8,831.28	\$ 6,242.66
\$ 71.56	\$ 67.89
\$ 4,284.79	\$ 3,827.94
\$ 148.60	\$ 145.80
\$ 4,456.69	\$ 4,694.25
\$ 343.83	\$ 298.02
\$ 55,788.23	\$ 55,635.67
\$ 6,558.49	\$ 6,160.31
\$ 51,234.65	\$ 50,749.06
\$ 174.23	\$ 101.34
\$ 131,892.35	\$ 127,922.94
\$ 8,500.00	\$ 5,591.00
\$ -	\$ -
\$ 3,456.00	\$ 3,584.98
\$ 308.00	\$ 318.02
\$ 46,970.00	\$ 46,010.00
\$ 4,935.00	\$ 5,296.00
\$ 54,899.00	\$ 55,209.00
\$ 11,640.09	\$ 13,287.70

\$ 38,197.34	\$ 34,145.55
\$ 23,447.39	\$ 23,906.74
\$ 28,039.02	\$ 29,986.02
\$ 76,777.47	\$ 85,200.23
\$ 70,165.38	\$ 75,007.65
\$ 9,366.46	\$ 8,534.36
\$ 227,260.14	\$ 239,711.83
\$ 248,981.60	\$ 255,512.94

Personnel Action Report
Professional

P.1
December 17, 2015

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification / Class / Step / Salary
1	Lucy Ancona	Tenure Appointment	Teaching Assistant		1/25/16		Teaching Assistant	
2	Karen Renny	Appointment	After School Instruction & Intramural Activity Substitute	EH	12/21/15	6/30/16		Per RTA Contract, \$70/hour & \$56/hour
3	Jie Qian	Appointment	After School Instruction - Foreign Language	HH	2/8/16	6/30/16		Per RTA Contract, \$70/hour
4	Diana Zabaleta Grasso	Appointment	After School Instruction - PACT	EH	12/18/15	6/30/16		Per RTA Contract, \$70/hour
5	Danielle Porcelli	Probationary Appointment	Teaching Assistant (1:1 position)	HTS	12/18/15	12/17/19 (last day of probation)	Teaching Assistant	Speech & Language Disabilities (prof), Level 3/Step 1, per RPA Contract, Per RPA Contract
6	Sergio DiBenedetto	Coach Appointment	Bowling III/4	MS	1/19/16	3/23/16		Per RTA Contract
7	Joseph Dispigno	Coach Appointment	Wrestling VII/4	MS	1/19/16	3/23/16		Per RTA Contract
8	Kathleen Dwyer	Coach Appointment	Girls' Basketball I/3	MS	1/19/16	3/23/16		Per RTA Contract
9	Sean Lynch	Coach Appointment	Bowling III/4	MS	1/19/16	3/23/16		Per RTA Contract
10	Matthew Maidof	Coach Appointment	Girls' Basketball I/1	MS	1/19/16	3/23/16		Per RTA Contract
11	Andrew Marlow	Coach Appointment	Wrestling VII/4	MS	1/19/16	3/23/16		Per RTA Contract
12	Jacqueline Stone Martin	Coach Appointment	Boys' Volleyball II/1	MS	1/19/16	3/23/16		Per RTA Contract
13	Bryan Patterson	Coach Appointment	Boys' Volleyball II/2	MS	1/19/16	3/23/16		Per RTA Contract
14	Laura Wenzel	Revise Appointment	Regents Review (not to exceed 3 sessions)	HS	12/21/15	6/30/16		Per RTA Contract
15	Samantha DiBella	Appointment	Home Instruction Tutor		12/21/15	6/30/16		\$60/hour

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Thomas Lomino	Resignation for the Purposes of Retirement	Maintainer			Maint		12/30/15 (last day of employment)		
2	Douglas Martinez	Revise Appointment	P/T Cleaner (E. Lopez Sanchez)		p/t	HTS	11/20/15			\$12.25/hour
3	Marni Weiss	Appointment	Monitor (S. Salgado)	Non-Comp	p/t	EH	12/7/15			\$14.66/hour

**Roslyn Public Schools
Roslyn, NY 11576**

Adult Education Instructors

Winter 2016 - Start 1/4/2016 – End 2/29/2016

Last Name	First Name	Total Salary	Course Name
Brown	Christopher	363.00	Oil & Acrylic Painting – H
Cafiero	Linda	329.55	Yoga
Romeo	Barbara	301.75	Interval Training I
Romeo	Barbara	362.10	Interval Training II
Romeo	Barbara	362.10	Interval Training III
Sanders	Carin	219.70	Non-Impact Aerobics
Sanders	Carin	263.64	Stretch & Tone
Sanders	Carin	263.64	Tai Chi I, Beginner
Sanders	Carin	164.78	Tai Chi II, Intermediate
Sanders	Carin	197.75	Core & Balance
Tzochev	Kiril	363.00	Watercolor
Wasserman	Renee	247.50	French, Beginner
Wasserman	Renee	247.50	French, Intermediate
Wasserman	Renee	247.50	Italian, Beginner



TO: Area 11 District Clerks

The election for Area 11 Director is now taking place. Click here - <https://www.surveymonkey.com/r/area11-election> – to access the electronic ballot. We have four candidates –

Jean Fichtl from Franklin Square School Board
 Michael Jaime from Elmont School Board
 Robert “BA” Schoen from Nassau BOCES
 Stephen Witt from Nassau BOCES and Hewlett-Woodmere School Board.

Each member district can only select one candidate. Please make your selection, fill out the name and district section, and submit the ballot. The deadline for submission is 5 p.m. on Monday, January 4.

If you have any questions, please contact Mary Metheny, Executive Assistant, at mary.metheny@nyssba.org or 800-342-3360.

cc: Area 11 Board Presidents and Superintendents

You received this message because you are subscribed to e-mail communications sent from the New York State School Boards Association (NYSSBA). If you do not wish to receive "NYSSBA News" e-mail communications from the Association in the future, please [click here](#).

If you do not wish to receive any further e-mail communications from the Association [click here](#) to be permanently removed from all e-mail lists. Please allow up to 10 business days for this request to be processed.

The New York State School Boards Association
 24 Century Hill Drive, Suite 200 Latham, New York 12110-2125
 Connect with NYSSBA



1720



Area 11 Members -

During the recent Annual Business meeting on Tuesday, October 20, Susan Bergtraum was elected to the position of President effective January 1, 2016, creating a vacancy for the position of Area 11 Director on the NYSSBA Board of Directors. The Area 11 Director term will run from January 1, 2016 to December 31, 2017.

According to NYSSBA Bylaw 8, nominations of persons to be directors shall be in writing and endorsed by at least five member boards from the nomination area. Emails or faxes will suffice.

Nominations will be received in the Association office by 5 p.m. on Wednesday, December 2. If only one individual has been nominated (i.e. received the required minimum of five nominations), that individual will be deemed the elected area representative, and will take office on January 1. If more than one individual has been properly nominated, a ballot will be electronically sent to all member boards in Area 11 by Friday, December 4. Ballots must be filled out and returned electronically by 5 p.m. on Monday, January 4, 2016, when the ballots will be counted and the winner announced.

Nominations should be sent, on district letterhead, to:

New York State School Boards Association
Attn. Mary Metheny
24 Century Hill Drive, Ste. 200
Latham, NY 12110

You can also fax (518-783-0211) or email (mary.metheny@nyssba.org) your nomination.

If you have any questions about the nomination process or the duties of a director, please contact Mary at mary.metheny@nyssba.org or 800-342-3360.

You received this message because you are subscribed to e-mail communications sent from the New York State School Boards Association (NYSSBA). If you do not wish to receive "NYSSBA News" e-mail communications from the Association in the future, please [click here](#).

If you do not wish to receive any further e-mail communications from the Association [click here](#) to be permanently removed from all e-mail lists. Please allow up to 10 business days for this request to be processed.

The New York State School Boards Association
24 Century Hill Drive, Suite 200 Latham, New York 12110-2125
Connect with NYSSBA

Jean Fichtl
184 Jefferson Street
Franklin Square, NY 11010
(H) 516-354-6488 (C) 516-567-1879

November 3, 2015

Dear District Clerk,

I would be most appreciative if you would distribute the enclosed letter to your Board of Education members. The enclosed is in reference to nominations for the New York State School Boards Association Area 11 Director. Nominations are due on or before December 2, 2015 at 5:00 p.m. Should your Board nominate me, the resolution of nomination should be on District letterhead, signed by the Board President, Superintendent or District/Board Clerk, and may be submitted in three ways as follows:

By mail to:
Mary Metheny, Executive Assistant
NYSSBA
24 Century Hill Drive
Suite 200
Latham, NY 12110

Scanned and email to:
mary.metheny@nyssba.org

Or faxed to:
518-783-0211

If you have any questions, please call me at 516-354-6488, or you can call Mary Metheny at NYSSBA at 518-783-3709.

Thank you for your assistance.

Sincerely,

Jean Fichtl

Jean Fichtl
184 Jefferson Street
Franklin Square, NY 11010
(H) 516-354-6488 (C) 516-567-1879

November 3, 2015

Dear Colleagues,

I write to ask for your support and nomination as I seek to run for the seat on the New York State School Boards Association Board of Directors as your Area 11 Director.

I have served proudly as a school board member since 1996 for the Franklin Square UFSD, as well as the Sewanhaka Central High School District Board of Education since 1997. Throughout my tenure on these boards, I have served as president of the Sewanhaka CHSD for seven years. Additionally, I have served on numerous committees.

I have worked diligently to build relationships within our boards and with local colleagues, administrators, staff, community members and local legislators. I have served on the BOCES Budget Committee and Gender Equity Committee. I have been the voting delegate for the Sewanhaka CHSD for many years and have a long history of attending and participating in National School Boards conferences, NYS School Boards conventions and law conferences, as well as the annual Capital Conference in Albany.

My experience over the past two decades includes working to obtain much needed resources for our students while advocating for meaningful education reforms and mandate relief. The issues we face today are multi-faceted and my experience, commitment and long history of advocacy will help to give Long Island a strong voice in Albany.

I would like the opportunity to continue the great work Ms. Bergtraum has done making Long Island's voice heard and our needs better understood. I will continue to advocate for local control where we are best suited to determine and meet the needs of the children within our communities. Additionally, I will continue to fight for equity with regard to resources for our districts.

I would greatly appreciate if your Board would place my name in nomination for Area 11 Director at your next meeting. Nominations are due by December 2, 2015.

Thank you for your consideration and support. Please feel free to contact me with any questions.

Sincerely,

Jean Fichtl

Jean Fichtl
184 Jefferson Street
Franklin Square NY 11010
(H) 516-354-6488 (C) 516-567-1879

EXPERIENCE	Franklin Square School District	Franklin Square, NY
	<ul style="list-style-type: none"> Served as Board of Education Trustee Member of the Franklin Square Board of Education Audit Committee Member of the Franklin Square School Board Strategic Planning Committee Member of the Franklin Square Board of Education Budget Advisory Committee Member of the Franklin Square Board of Education Facilities Expansion Committee Successfully passed \$14 million bond referendum for facilities upgrade Assisted in the search process for hiring Superintendents and Assistant Superintendents Original member of the Advisory Council for the Drug Free Schools and Community Act 	7/1996 - Present
	Sewanhaka Central High School District	Floral Park, NY
	<ul style="list-style-type: none"> Served as Board of Education Trustee Served as President of the Sewanhaka Central High School District Board of Education Member of the Nutritional Committee Member of the Shared Decision Making Committee Member of the Five Year Strategic Planning Committee Member of the Audit Committee Sewanhaka Central High School District awarded the New York State Excelsior Award Sewanhaka Central High School District awarded the National Blue Ribbon District of Excellence Voting member for the Sewanhaka Central High School District at several New York State School Board Association Conferences Attended New York State School Board Conventions and Law Conferences Attended the New York State Leadership Network in Albany, New York Attended the New York State Capital Conference annually Successfully passed \$89 million bond referendum for facilities upgrade Attended National School Board Conference, 2002, 2005, 2012 - 2015 	7/1997 – Present 7/2006 – 7/2013
	Nassau BOCES	
	<ul style="list-style-type: none"> Served on Nassau BOCES Budget Advisory Committee Served on Nassau BOCES Gender Equity Committee Served as representative for Nassau BOCES for the New York State School Board Association Everett R. Dwyer Distinguished Service Award, 2013, 2015 	

Awards and Achievements

- New York State School Board Association Excellence Award, 2010, 2012, 2014
- New York State School Board Association Lifetime Achievement Award, 2015
- Awarded the Jeanne Kirkpatrick Women of Distinction Award, 2007
- National PTA Lifetime Achievement Award, 1997
- Nominated for the Everett R. Dwyer Distinguished Service Award, 2014

MICHAEL A JAIME – CANDIDATE FOR AREA 11 DIRECTOR

Tuesday, November 03, 2015

Dear Dedicated School Colleagues:

As you may well know, our Area 11 Director Susan Bergtraum was recently elected President to the New York State School Board Association. This means as of January 1st the position for Area 11 Director will become vacant.

I am contacting you to seek the nomination from your board to become the next representative for Nassau county school board members. I believe that every Child and School Board Member needs a champion, and I believe I am positioned to represent those interests that we on Long Island value! ***"Local Control"***

Why should your Board consider me as a viable candidate?

I am in my 9th year of service to my community and school district, and have served as the Board President for the past 5 consecutive years. Additionally, I have served on my Central High School Board for three years in which I was instrumental in garnering community support for a bond-referendum to refurbish our buildings across four communities. I am proud that amidst the imposed tax-cap my district has worked diligently with each bargaining unit to avoid lay-offs and program cuts.

I am a highly engaged Board member and currently serve on the N-SSBA Executive Legislative Committee and the NYSSBA Board as a non-voting liaison member to the New York State Black Caucus of Schools Members, whereby I have developed a working relationship with all of the area directors across the state.

Personally, I have over 30 years of professional experience in corporate finance, risk, and compliance. Recently, I started my own Management Consulting firm leveraging my experience and contacts in the banking industry thereby providing a more flexible work-life balance.

I have three children whom continue to benefit from public elementary and secondary education on Long Island.

I have mentored two New York City high school students to help them bridge the achievement gap and path the way to college.

I am one of the founding members of the Elmont Dads' Service Club that links significant parental/familiar male role models in the community with students

Nominations should be sent, on district letterhead, to:
New York State School Boards Association
Attn. Mary Metheny
24 Century Hill Drive, Ste. 200
Latham, NY 12110

You can also fax ([518-783-0211](tel:518-783-0211)) or email (mary.metheny@nyssba.org) your nomination.

MICHAEL A JAIME – CANDIDATE FOR AREA 11 DIRECTOR

to engage in community service activities to provide pay-it-forward opportunities for the students.

As I mentioned “Every Child and Board Member deserves a Champion” I believe that I have cultivated the right relationships across the state to serve as your next Area Director, and when I am elected I will champion our specific issues and concerns with the passion that each one of us exhibits back in our communities.

I thank you in advance for you support!!

Best Regards,

Michael A. Jaime

Elmont Union Free School District

Board President

mjaime@elmontschools.org

Excerpt from Mary Metheny of NYSSBA outlining the process for selecting the new Area Director:

According to NYSSBA Bylaw 8, nominations of persons to be directors shall be in writing and endorsed by at least five member boards from the nomination area. Emails or faxes will suffice.

Nominations will be received in the Association office by 5 p.m. on Wednesday, December 2. If only one individual has been nominated (i.e. received the required minimum of five nominations), that individual will be deemed the elected area representative, and will take office on January 1. If more than one individual has been properly nominated, a ballot will be electronically sent to all member boards in Area 11 by Friday, December 4. Ballots must be filled out and returned electronically by 5 p.m. on Monday, January 4, 2016, when the ballots will be counted and the winner announced.

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MICHAEL A JAIME – CANDIDATE FOR AREA 11 DIRECTOR

Thursday, December 10, 2015

Dear Dedicated School Colleagues:

As you may well know, our Area 11 Director Susan Bergtraum was recently elected President to the New York State School Board Association. This means as of January 1st the position for Area 11 Director will become vacant. Your district clerk should have received an electronic ballot from Mary Metheny at NYSSBA (mary.metheny@nyssba.org)

I am contacting you to seek your board's vote (deadline January 4th) to become the next representative for Nassau county school board members. I believe that every Child and School Board Member needs a champion, and I believe I am positioned to represent those interests that we on Long Island value! **"Local Control"**

Why should your Board consider me as a viable candidate?

I am in my 9th year of service to my community and school district, and have served as the Board President for the past 5 consecutive years. Additionally, I have served on my Central High School Board for three years in which I was instrumental in garnering community support for a bond-referendum to refurbish our buildings across four communities. I am proud that amidst the imposed tax-cap my district has worked diligently with each bargaining unit to avoid lay-offs and program cuts.

I am a highly engaged Board member and currently serve on the N-SSBA Executive Legislative Committee and the NYSSBA Board as a non-voting liaison member to the New York State Black Caucus of Schools Members, whereby I have developed a working relationship with all of the area directors across the state.

Personally, I have over 30 years of professional experience in corporate finance, risk, and compliance. Recently, I started my own Management Consulting firm leveraging my experience and contacts in the banking industry thereby providing a more flexible work-life balance.

I have three children whom continue to benefit from public elementary and secondary education on Long Island.

I have mentored two New York City high school students to help them bridge the achievement gap and path the way to college through the www.imentor.org program.

I am one of the founding members of the Elmont Dads' Service Club that links significant parental/familiar male role models in the community with students

MICHAEL A JAIME – CANDIDATE FOR AREA 11 DIRECTOR

to engage in community service activities to provide pay-it-forward opportunities for the students.

As I mentioned “Every Child and Board Member deserves a Champion” I believe that I have cultivated the right relationships across the state to serve as your next Area Director, and when I am elected I will champion our specific issues and concerns with the passion that each one of us exhibits back in our communities.

I thank you in advance for you support!!

Best Regards,

Michael A. Jaime

Michael A. Jaime

Elmont Union Free School District

Board President

mjaime@elmontschools.org

Robert “BA” Schoen

969 Hayes Street, Baldwin, NY 11510
516.242.2190 baschoen@optonline.net

November 2, 2015

Dear Colleagues,

As you know, Susan Bergtraum, currently our New York State School Boards Association Area 11 Director was recently elected President of the Association. This means, as of January 1 the position of Area Director will be vacant.

I would like to fill that vacancy and I ask your help to do so.

Won't you please consider nominating me for the position?

Recently you may have received an email from Mary Metheny of NYSSBA outlining the process for selecting the new Area Director. I include below an excerpt:

According to NYSSBA Bylaw 8, nominations of persons to be directors shall be in writing and endorsed by at least five member boards from the nomination area. Emails or faxes will suffice. Nominations will be received in the Association office by 5 p.m. on Wednesday, December 2. If only one individual has been nominated (i.e. received the required minimum of five nominations), that individual will be deemed the elected area representative, and will take office on January 1. If more than one individual has been properly nominated, a ballot will be electronically sent to all member boards in Area 11 by Friday, December 4. Ballots must be filled out and returned electronically by 5 p.m. on Monday, January 4, 2016, when the ballots will be counted and the winner announced.

Nominations should be sent, on district letterhead, to:

New York State School Boards Association

Attn. Mary Metheny

24 Century Hill Drive, Ste. 200

Latham, NY 12110

You can also fax ([518-783-0211](tel:518-783-0211)) or email (mary.metheny@nyssba.org) your nomination.

Why should your Board nominate and (hopefully) vote for me?

I am in my 20th year of School Board Service and have been actively engaged in advocacy for all of that time. I have served on the Board of R.E.F.I.T. for 15 years and served three terms as President. I was asked to serve as a NYSSBA “Ambassador” a program where I spoke to various civic groups (Churches, Service Clubs, Chambers of Commerce) about Public Education. I received the Nassau Suffolk School Board association Distinguished Service Award. The citation says, among other things that I am: “An articulate and effective spokesman on behalf of Public Education” and a “Courageous Defender of Educational Causes under Political Attack”.

When I am the Area Director I will bring our issues and our concerns, our reality to the table; in our organization and in the halls of government.

I am actively retired from regular employment and have the time, the energy and the passion for the cause that Public Education in Nassau County deserves.

Thank you for your support!

B.A. Schoen

*Stephen B. Witt
105 Finucane place
Woodmere, New York 11598*

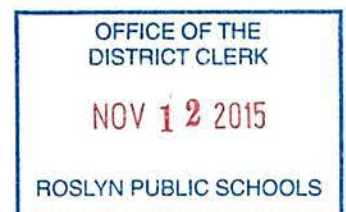
Memo: November 9, 2015
To: District Clerk, Roslyn UFSD
From: Stephen Witt
Subject: NYSSBA Area 11 Director

I am a candidate for the position of NYSSBA Area 11 Director for Nassau County which is being vacated by Susan Bergtraum to become President of NYSSBA.

I am a Board Member of Hewlett-Woodmere School District and Nassau BOCES.

Please forward the attached letter and resume to your Board of Education members.
Thank you,

Steve Witt



Stephen B. Witt
105 Finucane Place
Woodmere, New York 11598

Dear Board Colleagues,

I am running for the Area 11 Director of NYSSBA (to replace Susan Bergtraum, President Elect) and to ask you to nominate me and subsequently vote for me. As you will see from the attached resume, I am on the **Hewlett-Woodmere Board of Education** having first been elected to that board in 1984 and **Nassau BOCES** since 1996 and was named President in July 2009. I was on the Board of Directors of the New York State School Boards Association for two years (NYSSBA) and had to resign due to my wife's health who subsequently passed away. While on the NYSSBA I was responsible for changing its workshops from Albany to regional locations. I was on the Investment Advisory Committee and continue to remain on it due to my financial background. I think that by remaining on a local component Board, it gives me a better appreciation of the many issues we all face with Albany and Washington DC. I believe my experience will help NYSSBA continue to find new and improved ways to service your district and to better represent you in Albany. The one thing I can guarantee is that as long as I am your Area Director representing your school district, I will never be complacent. Rather I take it as a sign that our component districts want to be partners with NYSSBA in our shared mission of improving the quality and cost effectiveness of educational services to Nassau County's residents. I intend to pursue our efforts to build Education of the Future because Nassau's economy, students, and needs are changing and not always consistent with the SED and State legislators and to improve internal efficiencies and focus on innovative programs that will bolster the effectiveness of your district and will leverage economies of scale to achieve savings for schools and other public entities through shared services.

I would appreciate your support in nominating me by December 2nd and subsequently vote for me on January 4th to replace Susan's open seat as your Area 11 Director and the opportunity to work with you in these very onerous times.

Sincerely yours,

Steve

Stephen B. Witt
Enclosure:

Because I Care About All Our Children

Hewlett-Woodmere and BOCES Board

Stephen B. Witt

Stephen Witt has been a Nassau BOCES Board member since 1996 and was named President in July 2009. He has served as President, Vice President and Treasurer of the Nassau-Suffolk School Boards Association and was the recipient of its Everett R. Dyer Award in 2009 as the state's outstanding board member. He continues to serve on its Executive, Legislation, and Finance Committees.



Witt is also a member of the Hewlett-Woodmere School Board, serving most recently since July of 2003 and was named Vice President in July 2009. He had previously been on the Hewlett-Woodmere School Board from 1984-1996, where he served in the capacity of both member and vice president. He has been awarded that district's Distinguished Service Award and the 2009 Town of Hempstead Make a Difference Award.

In 1997, the Governor of New York appointed him as the school-board representative to the STAR Cash Flow Commission. In 2008, the New York State Commissioner of Education appointed Witt to represent school board members on the Integrated Algebra Measurement Commission. He also has served on the Commissioner's Advisory Council, the Long Island Educational Coalition, and the Long Island Association's Regional Advisory Board.

He was on the Board of Directors of the New York State School Boards Association (NYSSBA) and has served on many of its ad-hoc committees, including the Committee on Alternative Means of Funding, the Resolutions Committee, Task Force on Dues Structure and the Teacher Quality Task Force. Witt is presently on the Investment Advisory Committee, and was an Ambassador for NYSSBA representing Nassau County School Districts. He formerly served as a member of the State and Federal Legislative Network and has authored three articles for *On Board*, the NYSSBA Journal, titled "How to Prepare an Effective Budget," "A Modest Teacher Appraisal Proposal," and "The Case for Extracurricular Activities." Witt has been awarded the NYSSBA Distinguished Service Award. He was named the 2009 recipient of the Everett R. Dyer Award for Distinguished School Board Service by the NYSSBA.

Witt received the Nassau BOCES "Education Partner" award in May 2009 for his contributions to the students in Nassau County, the Tri-M Honor Society Honorary Lifetime Membership Award, the Lifetime PTA Membership Award, and the U.S. President's Volunteer Service Award presented by the President's Council on Service and Civic Participation. He holds a B.S. in accounting and an M.B.A. He is a retired executive of J.P. Morgan and Citigroup. In addition, he coaches football, basketball and lacrosse at Hewlett High School and is a member of Peninsula Kiwanis where he serves as the Liaison to Hewlett High School's Key Club and received the Kiwanis Pediatric Trauma Center Foundation Fellow award for his work with children.

ROSLYN PUBLIC SCHOOLS **2016-2017 School Calendar**

August (1)					September (21)					October (17)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				①	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	23	24	25	26	27	28
29	30	31			26	27	28	29	30	31				

November (18)					December (17)					January (20)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
	1	2	3	4				1	2	2	3	4	5	6
7	8	9	10	11	5	6	7	8	9	9	10	11	12	13
14	15	16	17	18	12	13	14	15	16	16	17	18	19	20
21	22	23	24	25	19	20	21	22	23	23	24	25	26	27
28	29	30			26	27	28	29	30	30	31			





February (15)					March (23)					April (13)				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3			1	2	3	3	4	5	6	7
6	7	8	9	10	6	7	8	9	10	10	11	12	13	14
13	14	15	16	17	13	14	15	16	17	17	18	19	20	21
20	21	22	23	24	20	21	22	23	24	24	25	26	27	28
27	28				27	28	29	30	31					

May (20)					June (17)					July				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
1	2	3	4	5				1	2	3	4	5	6	7
8	9	10	11	12	5	6	7	8	9	10	11	12	13	14
15	16	17	18	19	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	19	20	21	22	②	24	25	26	27	28
29	30	31			26	27	28	29	30	31				

August 31 - Superintendent's Conference Day
 September 1 - First Day of School for Students
 September 5 - Schools Closed - Labor Day
 October 3-4 - Schools Closed- Rosh Hashanah
 October 10 - Schools Closed - Columbus Day
 October 12 - Schools Closed - Yom Kippur
 November 11 - Schools Closed- Veterans Day
 November 23 - 25 - Schools Closed- Thanksgiving Recess
 December 26 - January 2 - Schools Closed - Holiday Recess
 January 16 - Schools Closed - MLK Day
 February 20 - 24 Schools Closed - Winter Recess
 April 10-18 - Schools Closed Spring Recess
 May 26 & May 30 - Snow Make-up Days
 May 29- Schools Closed - Memorial Day
 June 23 - Last Day of School

Instructional Days:

August	0
September	21
October	17
November	18
December	17
January	20
February	15
March	23
April	13
May	20
June	17
Total Days	181

-  = Superintendent's Conference Day - No School for Students
-  = No School
-  = Indicates First and Last Days of School for Students
-  = Weather Contingency Days (5/26 = Day 2, 5/30 = Day 1)

181 Days of Instruction + 1 Supt's Conference Day + 2 Snow Make-up Days

DRAFT 12/14/2015

Roslyn UFSD

Policies Ready for 2nd Reading

Thursday, December 17, 2015

POLICY 4010

Equivalence in Instructional Staff and Materials

2nd READ OF REVISED POLICY

Policies Being Replaced	Policy 4010 –Equivalence in Instructional Staff and Materials
Reason for Revision	Updating substance of policy to align with current law

In accordance with the federal No Child Left Behind Act, the Board of Education directs that services in Title I schools and programs, when taken as a whole, shall be substantially comparable to services in schools and programs that do not receive Title I funds. This includes curriculum materials, instructional supplies, and personnel (teachers, administrators, and other personnel).

The Superintendent of Schools shall follow the New York State Education Department guidelines in determining such equivalence on an annual basis, and shall report to the Board of Education, upon request, on the status of School District schools with regard to equivalence. The School District shall maintain records, updated biannually, documenting this equivalence.

The Superintendent of Schools or his/her designee shall develop administrative regulations concerning the requirements of this policy, which regulations will include procedures for complaints concerning the School District's implementation of this equivalence requirement.

Cross-ref: 4200 Curriculum Management

Ref: 20 USC §6321(c) (No Child Left Behind Act of 2001)

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

Policy #4010

**EQUIVALENCE IN INSTRUCTIONAL
STAFF AND MATERIALS**

In accordance with Federal regulations, the Roslyn Union Free School District Board of Education will ensure equality in educational opportunity among District schools for teachers, administrators, and auxiliary personnel, and in the provision of curricular materials and instructional supplies. The Superintendent of Schools shall follow the State Education Department guidelines in determining such equivalence.

:FPB

Adopted: 12/1989

Revised: 11/1994

Revised: 5/2000

Ref: 34 CFR §200.43(c)(1)(i) (ESEA Chapter 1
Program in Local Educational Agencies)
State Education Department, Office of
School Improvement Grants Management
and Compliance, Consolidated Application
and Applicant's Guide and Instructions for
Consolidated Application 4325, Remedial
Instruction

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

EXHIBIT #4010-E

**EQUIVALENCE IN INSTRUCTIONAL
STAFF AND MATERIALS**

District Code ☐☐☐☐☐☐

Comparability Report Form

(Refer to instructions before completing - - Duplicate as necessary)

Item 1.

The District is applying for an EXEMPTION - - Districts with less than 1,000 students OR with only one building per grade span grouping should check here: ☐

If your District is exempt from the Comparability requirement, Items 2 through 10 DO NOT have to be completed.

Item 2.

Exclusion of Special State and Locally Funded Programs (check box for all programs that apply): The LEA has excluded:

- ☐ STATE compensatory funded programs (PCEN/PSEN).
- ☐ Special LOCALLY FUNDED programs designed to meet the educational needs of educationally deprived children. (The LEA must submit copies of the local law and implementing rules, regulations, and guidelines to State Education Department in order for the SED to make an ADVANCE DETERMINATION prior to exclusion as required under Section 1201(d)(1)(b) of Chapter (1).
- ☐ Programs of bilingual education for children of limited English proficiency.
- ☐ Special education programs for handicapped children.

EXHIBIT #4010-E

Page 2

Item 3. (a) Grade Span: All Buildings _____ to _____.		
(b) Non-project School buildings	(c) # Pupils Enrolled	(d) Total Staff FTE
Item 4. TOTALS # Non-project School Bldgs. _____	(c) _____	(d) _____

Item 5. Divide the total pupils enrolled, (Item 4(c),
by the total STAFF (FTE, Item 4(d)) = _____

Item 6. Multiply Item 5, _____ by 110% = _____

Item 7.	(b) Grade Span: All buildings _____ to _____.			
(a) Project School Buildings	(c) # Pupils Enrolled	(d) Total Staff FTE	(e) Pupil/ Staff Ratio	(f) Grade Span of Project Bldg.
				____ to ____
				____ to ____
				____ to ____
				____ to ____
				____ to ____
				____ to ____

Page 3

EXHIBIT #4010-E

IMPORTANT: If any project school building's pupil-staff ratio in column (e) exceeds the pupil-staff ratio reported in Item 6, the building is NOT comparable.

Items 8 and 9 only have to be completed if all buildings within a grade span grouping are Chapter 1 Project School Buildings.

Item 8. TOTALS # Project School Bldgs. _____	(c) _____	(d) _____	(e) _____
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Item 9. Divide the total pupils enrolled, Item 8(c), by the total FTE, Item 8(d) = _____

and multiply by 110% which = _____

No one Project School Building's pupil-staff ratio in column (e) within the grouping can exceed this amount.

Item 10. Check the appropriate box.

- ☐ Original Submission
Submitted as part of the Comprehensive
Compensatory Education Program plan for school
year _____
- ☐ Revised Submission
Based on substantial changes as of BEDS day,
October, _____
- ☐ Revised Submission
Based on substantial changes after BEDS day.
Resources were reallocated to achieve comparability
on _____

POLICY 4112

School Calendar and School Day

2nd READ OF REVISED POLICY

Policies Being Replaced	Policy 4110 – School Calendar Policy 4112 – School Day
Reason for Revision	Updating substance of policy to reflect current practice

The Board of Education will adopt a calendar for the ensuing school year prior to the annual reorganization meeting. The Superintendent of Schools will submit a proposed calendar to the Board of Education which meets state requirements and honors any applicable provision of collective bargaining agreements in place.

The Superintendent of Schools shall determine annually the length of the school day for School District students, based on such factors as program offerings, number of vehicles available for transporting students on an economical and efficient basis, student building assignments, total student population, school facilities, and collective bargaining agreements. The school day shall include at least the minimum hours of instruction required by the regulations of the Commissioner of Education.

Cross-ref:

Ref:

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4110

SCHOOL CALENDAR

The Board of Education will adopt a calendar for the ensuing school year prior to the annual reorganization meeting. The Superintendent of Schools will submit a proposed calendar to the Board which meets state requirements and honors any applicable provision of collective bargaining agreements in force.

The Superintendent shall arrange for a committee composed of representatives of major constituencies to advise him/her. Primary consideration will be given to the continuity of instruction. The Superintendent will make his/her recommendation to the Board not later than the April Board meeting.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4112

SCHOOL DAY

The length of the school day shall be determined by considering the following factors:

1. Student needs at each level,
2. After-school activities,
3. Economical and efficient school bus transportation,
4. Recommendations and guidelines of New York State Education Department, and
5. Collective bargaining agreements.

:FPB

Adopted: 12/1989

Ref: 8 NYCRR §175.5

POLICY 4200

Curriculum Management

2nd READ OF REVISED POLICY

Policies being Replaced	<p>4240 – Curriculum Guides and Course Outline</p> <p>4310 – Basic Instructional Program</p> <p>4315 – Health Education</p> <p>4316 – Physical Education</p> <p>4317 – Teaching About Drugs, Alcohol, Tobacco</p> <p>4318 – Driver Education</p> <p>4334 – Advanced College Placement</p> <p>4724 – Testing in the Secondary Schools</p> <p>4342 – High School Equivalency Program</p>
Reason for Revision	<p>(1) Consolidation of existing policy statements into one policy</p> <p>(2) Updating substance of policy to align with current law</p>

The Board of Education recognizes its responsibility for the development, assessment and improvement of the educational program of its schools. To this end, the Board of Education is committed to establishing and maintaining a coordinated curriculum management process that:

- Defines how the School District's curriculum is developed and approved.
- Ensures that the curriculum is taught and tested.
- Provides for the ongoing review and evaluation of the curriculum.

For purposes of this policy, "curriculum" means a series of planned instruction that is coordinated, articulated and implemented to result in achievement of specific knowledge and skills, and application of such knowledge and skills by all students.

Curriculum Development

The Board of Education views a centralized curriculum articulated among and between grade levels as essential to an effective instructional program designed to meet the learning standards established by the state and the Board of Education.

The Superintendent of Schools, in coordination with the Assistant Superintendent for Curriculum and Instruction, shall be responsible for the development of a written curriculum designed to meet student needs. He/she may establish procedures for curriculum development that provides for the effective participation of administrators and teaching staff.

The curriculum shall:

- Comply with state mandates and learning standards regarding course offerings and essential knowledge and skills.
- Be consistent with the goals of the Board of Education.
- Reflect current research, best practices and technological advancements within each discipline.
- Focus on the content standards of each discipline and ensure that what students learn is rigorous, challenging and represents the most important learning for students.
- Provide sufficient flexibility to meet individual student needs at each stage of development.
- Promote congruence among the written, taught and assessed content.

Curriculum development shall be guided by research-based programs and assessment data concerning the needs, interests, aptitudes and ranges of abilities of the students.

Innovation

The Board of Education encourages educationally innovative programs that indicate promise of practical long-range improvements in the educational program. This may take the form of pilot courses, cooperative teaching projects, or other new ideas. Such programs shall align with the School District's educational mission and curriculum requirements set forth in the law and regulations. After the Board of Education receives and reviews a written report containing adequate evidence that the program is effective and feasible, the Board of Education may then decide to make such innovative programs available to all students who can benefit from them as rapidly as resources will permit.

Curriculum Implementation

Implementation of the curriculum rests primarily with the teaching staff. In carrying out this responsibility, the teaching staff shall work to ensure continuity between the written, taught and tested curriculum. The Building Principal shall be responsible for the management of the implementation of the aligned curriculum at the building level. He/she shall carry out this management function through activities including analyzing student assessment data; making classroom observations of teachers; and providing opportunities for teachers to discuss and share ideas and strategies.

Curriculum Review

The Board of Education recognizes the need for and the value of a systematic, ongoing program of curriculum evaluation that includes collecting and analyzing data about student achievement. All aspects of the curriculum shall be subject to critical analysis in an attempt to improve students' learning and growth. Such a program is essential to evaluate program effectiveness in each content area and to assess resource allocation.

The Superintendent of Schools or his/her designee shall develop guidelines to evaluate the instructional program to ensure its continued effectiveness. Evaluation of the instructional program may be accomplished by standardized testing and teacher-constructed tests, curriculum committees, research and staff input.

Cross-ref: 4010 Equivalence in Instructional Staff and Materials
 4321 *et seq.* as appropriate
 4410 Guidance Program

Ref: Education Law §§1709(3)

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4240

CURRICULUM GUIDES AND COURSE OUTLINE

Curriculum Guides will be reviewed annually to incorporate courses offered during the school year. Information regarding these publications may be obtained through the office of the Assistant Superintendent for Curriculum and Instruction.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4310

BASIC INSTRUCTIONAL PROGRAM

The basic instructional program shall include all those courses of instruction required by the Education Law, the Rules of the Board of Regents and Regulations of the Commissioner of Education as well as such other courses and programs as the Board of Education shall determine to be beneficial to the students of the District and within the District budget.

:FPB

Adopted: 12/1989

Ref: Education Law §§801; 802; 803; 804; 804-a; 806;
808; 3204
8 NYCRR §§100.1 et seq.
8 NYCRR §§107.1; 135.4(c)

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4315

HEALTH EDUCATION

The District's health education curriculum is designed to accomplish three basic aims:

1. To develop wholesome health skills and practices,
2. To encourage sound health attitudes,
3. To acquire up-to-date and scientific health knowledge.

:FPB

Adopted: 12/1989

Ref: Education Law §§804; 804-a
8 NYCRR §§135.3; 135.6

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4316

PHYSICAL EDUCATION

The District's physical education staff will work together with administrators to develop a physical education program that develops each student's flexibility, agility, coordination, strength and endurance incorporating a progression of skills and activities from the simple to the more complex.

This program must be flexible enough to accept each student with his/her own pattern of growth and development and include activities that assure both individual and group development throughout the student's school years. Provisions shall be made for students who require a special or adaptive physical education program.

At the discretion of the physical education teacher or the school nurse, a student may be exempted from physical activity for one day. No extension will be given unless a written statement is presented from a doctor.

:FPB

Adopted: 12/1989

Ref: Education Law §803
8 NYCRR §§100.2; 135.4

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4317

TEACHING ABOUT DRUGS, ALCOHOL, TOBACCO

Introduction

The Board of Education views with grave concern the serious implications of alcohol, drug, and tobacco use by people, specifically young people, all over the United States and especially in the School District. In keeping with its primary responsibility, the education of youth, the Board directs the professional staff of the District to continue to investigate the causes of students involvement with drugs, tobacco and alcohol, and to develop suitable preventive measures however and whenever feasible.

The Board and the professional staff shall continue to seek ways to educate students and school staff of the District about the dangers of the illegal use of drugs and the abuse of alcohol and tobacco. Instruction will include sessions about the causes and effects of drug, alcohol and tobacco abuse, especially in young people. In addition, all high school students will receive instruction on the dangers of driving while under the influence of alcohol and/or drugs.

The following objectives must be realized if the goal of eliminating drug, tobacco and alcohol abuse is to be achieved:

1. students will be taught about the problem of substance abuse and its causes;
2. they will understand the nature of legal and illegal drugs and tobacco;
3. they will be encouraged to develop a set of values and behavioral insights which will give them a deeper understanding of themselves and society;

POLICY #4317

Page 2

4. they will be encouraged to identify the variety of alternate forms of behavior, other than drug or alcohol abuse and tobacco use, which are available to satisfy their needs; and
5. they will be encouraged to make constructive decisions concerning the use of drugs, alcohol, and tobacco.

Accordingly, the following prohibitions shall apply throughout the Roslyn School District buildings and grounds: No person may use, possess, sell or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events, except drugs as prescribed by a physician. The terms "alcohol or other substances" shall be construed throughout this policy to refer to the use of all substances including, but not limited to, alcohol, tobacco, and other harmful and illegal drugs. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.

Additionally, the following persons shall be prohibited from entering school grounds or school-sponsored events: any person exhibiting behavior, conduct, or personal or physical characteristics indicative of having used or consumed alcohol or other abusive substances.

Philosophy

The District will use the following principles as guides for the development of its substance use/abuse prevention efforts and for any disciplinary measures related to alcohol and other substances:

- Alcohol, tobacco, and other substance use/abuse is preventable and treatable.

- Alcohol and other substance use/abuse inhibits the District from carrying out its central mission of educating students.
- The Board of Education, the administration, and all school staff should be role models for students.
- While the District can and must assume a leadership role in alcohol, tobacco, and other substance use/abuse prevention, this goal will be accomplished only through coordinated, collaborative efforts with parents, students, staff, and the community as a whole.

Primary Prevention

The intent of primary prevention programming is to prevent the onset of alcohol, tobacco, and other substance use by students. The components of this programming shall include:

1. A sequential K-12 prevention curriculum that provides for:
 - Accurate and age-appropriate developmentally based information about alcohol, tobacco, and other substances, including the physical, psychological, and social consequences of their use/abuse. The curriculum will provide materials that will convey to students that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful.
 - Information about the relationship of alcohol and other substance use/abuse to other health-compromising issues such as AIDS, teenage pregnancy, eating disorders, child abuse, suicide, and dropping out of school.

POLICY #4317

Page 4

- Helping students develop appropriate life skills to resist the use of alcohol and other substances and to promote healthy life styles.
 - Helping students identify personal risk factors for alcohol and other substance use/abuse and the steps needed for risk reduction.
 - Helping students develop a positive self-concept.
 - Helping students identify when they are under stress and how to manage or reduce stress through non-chemical means.
 - Instruction regarding the dangers of driving while under the influence of alcohol or drugs.
2. Training school staff, parents and guardians to use the information and skills necessary to reinforce the components of this policy in the home, school and community.
 3. Community education about the issues of alcohol, tobacco, and other substance use/abuse as a basis for providing a consistent message to district youth.
 4. Positive alternatives to alcohol and other substance use/abuse, such as peer leadership programs, service projects, and recreational and extra-curricular activities. Such activities will be planned collaboratively by students, school staff, parents, community members, and agencies.

Intervention

The intent of intervention programming is to eliminate any existing use/abuse of alcohol and other substances, and to identify and provide supportive services to kindergarten through 12th grade students at high risk for such use/abuse. The components of such programming shall include:

1. Providing alcohol and other substance use/abuse assessment and counseling services for students.
2. Developing a referral process between District schools and community providers.
3. Identifying and referring students to appropriate agencies when their use/abuse of alcohol and/or other substances requires counseling and/or treatment.
4. Providing appropriate services to students in or returning from treatment to assure that the school environment supports the process of recovery initiated in the treatment program.
5. Providing individual, group, and family counseling targeted at students at high risk for alcohol and/or other substance use/abuse.
6. Educating parents on when and how to access the District's intervention services and providing information about any available drug and alcohol counseling and rehabilitation programs to students.

The Board of Education recognizes that the problems of alcohol and other substance use/abuse are not limited to the students population but affect every segment of society.

POLICY #4317

Page 6

The Board will encourage appropriate and confidential prevention, intervention, assessment, referral, support, and follow-up services for District staff who seek assistance with alcohol and other substance use/abuse related problems, emotional problems, mental illness, and other human problems. District staff will be informed as to the services they may receive and encouraged to seek such help voluntarily.

While the Board in no way condones the abuse of illegal or harmful substances, it is in the interest of student and staff health that a climate be created in the schools so that individuals with problems may seek to receive help without fear of reprisal.

The District recognizes that it has no right to intervene unless employees' personal problems adversely affect their job performance. When unsatisfactory performance does occur, the District's supervisory personnel will encourage employees to manage and move toward a resolution of their problems.

Disciplinary Measures

Disciplinary measures for students found to have used or to be using, in possession of, selling, or distributing alcohol and/or other substances and for students possessing drug paraphernalia are outlined in the District's policy on Student Rights and Responsibilities. Similar disciplinary measures for District staff are addressed in Education Law 1711(5)(e), 2508(5), 3020-a, and 913.

Students who are disciplined for any of these infractions will be mandated to the intervention services established by this policy, or, in the case of District staff, will be referred to the appropriate supervisory personnel.

Staff Development

The Board recognizes that if the administrative, instructional, and non-instructional staff are to be responsible for understanding, implementing and modeling this policy, they must be trained about the components of an effective alcohol and other substance prevention program. Staff training will be an ongoing process including the following:

1. For all staff:
 - a. an understanding of why individuals use and abuse alcohol and other substances;
 - b. their role in implementing this policy, including how to identify students who exhibit high risk behaviors or who are using/abusing alcohol and other substances, and how to refer these students to the appropriate services established by this policy;
 - c. awareness of personal risk factors for alcohol and other substance use/abuse so that they may identify personal use/abuse problems and seek assistance; and
 - d. awareness of the special needs of students returning from treatment.
2. Additionally for teachers: the knowledge and skills necessary to implement the District's K-12 alcohol and other substance prevention curriculum.
3. For intervention staff: appropriate staff training for those identified to carry out the intervention function to assure that their assessment, individual, group, and family counseling and referral skills support the needs of high-risk, using, and abusing youth.

POLICY #4317

Page 8

4. For prevention staff: appropriate staff training to assure that they have the necessary knowledge and skills to support the application of prevention concepts through programming targeted at the school, home, and community.

Implementation, Dissemination, and Monitoring

The Board of Education charges the Superintendent to collaborate with District staff, parents, students, community members, organizations, and agencies, including alcohol and other substance abuse service providers, in developing the specific programs and strategies necessary to implement this policy.

Upon adoption, copies of this policy will be distributed to and reviewed with all District staff, students, and parents annually and will be disseminated to the community.

The Superintendent is responsible for providing the Board with an annual review of this policy, the programs and strategies implementing it, and his/her recommendations for revisions in the policy.

Pursuant to Section 805(3) of the Education Law, the Superintendent shall file with the Commissioner of Education, annually, an affidavit that he has made a thorough investigation as to the facts and that to the best of his knowledge, information and belief, all of the provisions of Section 804 have been complied with in the Roslyn Union Free School District.

:FPB

Adopted: 8/1990

Revised: 10/1991

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4318

DRIVER EDUCATION

A student must be at least 16 years of age to register with the High School Assistant Principal for the Driver Education course. Parental permission is required for registration in the class. In addition, each student must obtain a valid Learner's Permit within one week of the start of the Driver Education class.

Preference will be given to seniors, according to age. If additional enrollments are possible, juniors will be selected, oldest first.

Absences must be made up in order to comply with the minimum number of hours required by New York State.

:FPB

Adopted: 12/1989

Revised: 1/2002

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4334

ADVANCED COLLEGE PLACEMENT

Courses shall be offered for advanced college placement (AP credit) in various areas at the high school level.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4724

TESTING IN THE SECONDARY SCHOOLS

1. Purposes of Testing

The following are generally accepted reasons for the preparation, administration, correction, return, and review of tests.

- a. Concentrates learning
- b. Evaluates curriculum and teaching strategies
- c. Measures student mastery of skills and content and the ability to synthesize, organize, and generalize
- d. Provides for application of learning
- e. Prepares students for other tests
(Ours is a testing society.)

2. Kinds of Tests

Tests vary by type and duration. These are essay, short answer (of various kinds), and oral. Some are used to measure achievement. Others are used for diagnostic purposes. Some are standardized; others are uniform or individually applicable. Some are norm referenced, while others are criterion based. Tests may be short or long, with varying degrees of challenge for students.

3. Principles

Testing is an aspect of maintaining curriculum integrity. Tests should be corrected, graded, returned to students, and reviewed as soon as is practicable and within the time frame guidelines established by the Superintendent.

POLICY #4724

Page 2

Generally, they should be kept by students for further study.

A master corrected and completed copy of all unit tests and mid-term exams will be on file in the department office for the entire school year.

4. Summary

Sometimes explainable circumstances may necessitate a modification of the return-review practice. A log will be maintained noting circumstances which necessitate a modification of the time frame for return of test or the requirement for student retention.

:FPB

Adopted: 12/1989

Revised: 4/1991

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4342

HIGH SCHOOL EQUIVALENCY PROGRAM

The Roslyn School District shall provide free courses in High School Equivalency and English as a Second Language, as part of the Adult Continuing Education Program.

:FPB

Adopted: 12/1989

POLICY 4325

Academic Intervention Services

2nd READ OF REVISED POLICY

Policies Being Replaced	Policy 4325 –Remedial Instruction
Reason for Revision	Updating substance of policy to align with current law

The Board of Education is committed to providing academic intervention services to students at risk of not meeting the state learning standards. Such services may include additional instruction supplementing the instruction provided in the general curriculum and/or student support services such as guidance, counseling, attendance and study skills needed to support improved academic performance.

Eligibility for academic intervention services will be determined based on a student's performance on state assessment exams and/or in accordance with the uniformly applied procedures that have been developed and adopted by the School District. Eligible students will receive services consistent with law, regulations, and School District policy and will commence no later than the beginning of the semester following a determination that a student is eligible for such services.

Parental Notification and Involvement

Notification on Commencement of Services. The Building Principal will notify the parents/guardians of a student determined to be in need of academic intervention services, in writing, upon the commencement of such services. Such notification will include:

- A summary of the academic intervention services to be provided; and
- The reason the student needs such services.

Notification on Ending of Services. The Principal will notify the parent/guardian in writing when academic intervention services are no longer needed. Such notification will include:

- The criteria for ending services; and
- The performance levels obtained on School District selected assessments, if appropriate.

In addition, the School District will provide for ongoing communication with parents, which must include opportunities to consult with teachers and other professional staff on the student's progress. All parental notifications and communications will be provided in English and translated, when appropriate, into the native language or mode of communication of the parents.

Description and Review of Academic Intervention Services

The Superintendent of Schools, in consultation with each Building Principal, shall maintain a description of academic intervention and/or student support services for each school. This description will include any variations in services in schools within the School District and will specifically delineate:

- the School District-wide procedures used to determine the need for academic intervention services;
- the academic intervention instructional and/or support services to be provided;
- whether instructional services and/or support services are offered during the regular school day or during an extended school day or year; and
- the criteria for ending services, including, if appropriate, performance levels that students must obtain on School District-selected assessments.

Every five (5) years the Superintendent of Schools, in coordination and conjunction with the Building Principals, shall review and revise the description of academic intervention services based on student performance results.

Cross-ref: 4200 Curriculum Management
 4321 *et seq.* as appropriate
 4750 Promotion and Retention of Students

Ref: 8 NYCRR §§100.1(g); 100.2(r), (ee); 100.4(b)(2), (c)(5)

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4325

REMEDIAL INSTRUCTION

The Roslyn Union Free School District Board of Education, in its commitment to providing an educational program which meets individual student needs, recognizes the importance of remedial instruction. The Board therefore directs the Superintendent of Schools to oversee the development, maintenance and evaluation of a remedial instruction program. The program will specifically address the needs of students who must be provided remedial instruction as a result of test scores on state required tests (in compliance with the Regulations of the Commissioner).

To determine student eligibility for such a program, the Superintendent or his/her designee shall design appropriate student assessment procedures. Assessment shall be a collaborative effort involving parents, regular classroom teachers, guidance and special education personnel. Referrals may be initiated by Building Principals and/or classroom teachers, based in part on low student scores on state competency tests, but also taking into consideration a broad range of student needs.

Individual assessments shall attempt to gauge a student's need for emotional and/or physical health services, and seek to determine whether his or her academic performance has a basis in a physical or emotional handicapping condition. Student learning style and level of proficiency in speaking, reading and writing English must also be assessed. If the latter is a factor, instruction in English as a second language and/or bilingual instruction shall be provided prior to any determination regarding the need for further specialized instruction. All transfer students and new entrants shall be screened to determine their need for remedial instruction.

POLICY #4325

Page 2

If a student is eligible for remedial instruction, he/she shall be assigned to a teacher trained in remedial programs, or (on the secondary level) certified in remedial instruction. In-service training in remedial methods and programs shall be provided to all teachers periodically.

The actual instruction shall vary in approach. Meetings with trained faculty shall be scheduled during the school day, but all faculty members should be available after school hours to provide a period of help, instruction and make-up work, as provided for in the teachers' collective bargaining agreement. Teachers shall coordinate remedial instruction with the student's regular class work and homework load. Teachers are encouraged to involve parents, community volunteers, teacher aids/assistants and student peers whenever possible.

:FPB

Adopted: 12/1989

Revised: 11/1994

Ref: 8 NYCCR §§100.1(g); 100.2(r); 100.3(b);
100.4(d)(e)

Cross-Ref: 4200, Curriculum Development
4326, Limited English Proficiency Instruction
4720, Testing Programs

POLICY 4326

Instruction of English Language Learners (formerly titled “Limited English Proficiency Instruction”)

2nd READ OF REVISED POLICY

Policies being Replaced	<p>4326 – Limited English Proficiency Instruction</p> <p>4326.1 – English As A Second Language</p>
Reason for Revision	<p>(1) Consolidation of existing policy statements into one policy</p> <p>(2) Updating substance of policy to align with current law</p>

The Board of Education believes that students who, by reason of foreign birth or ancestry, have limited English proficiency, will be more effective learners of both the language and the curriculum if they receive instruction in both their native language and English. The School District will, therefore, make every effort to provide students with an appropriate program of transitional bilingual education or free-standing English as a second language program.

Pursuant to this policy and the regulations of the Commissioner of Education, the Superintendent of Schools is directed to develop appropriate administrative regulations such that ELL students are:

1. diagnostically screened for limited English proficiency, in accordance with Part 117 and 154 of the Commissioner's Regulations. Those students who according to their scores are identified as English Language Learners will be annually evaluated. Included in the evaluation shall be each student's performance in content areas to measure academic progress;
2. have access to appropriate instructional and support services, including guidance programs;
3. have equal opportunities to participate in all school programs and extracurricular activities as non-English Language Learner students; and
4. provided with the appropriate educational strategies to facilitate his/her acquisition and development of English Language skills and to enable him/her to meet the standards of education of the state and the school district.

The Superintendent of Schools and/or the Building Principal shall be responsible for ensuring that the Commissioner is provided with all information required under the Commissioner's Regulations and that the School District provides appropriate school-related information to the parents of English Language Learners students in English, or when necessary, in the language they best understand.

Ref: Education Law §3204
 Bilingual Education Act of 1974, §§701 et seq., 20 U.S.C. §§880b et seq.
 Equal Educational Opportunities Act of 1974, §§201 et seq., 20 U.S.C. §§1701 et seq.
 8 NYCRR §§80.9; 80.10; 117; 154 et seq.

Adoption date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4326

LIMITED ENGLISH PROFICIENCY INSTRUCTION

The Board of Education believes that students who, by reason of foreign birth or ancestry, have limited English proficiency will be more effective learners of both the language and the curriculum if they receive instruction in both their native language and English.

The District will therefore make every effort to ensure that limited English proficient (LEP) students are provided with an appropriate program of transitional bilingual education or free-standing English as a Second Language program. Pursuant to this policy and the regulations of the Commissioner of Education, the Superintendent is directed to develop appropriate administrative regulations to ensure that LEP students are:

1. diagnostically screened for limited English proficiency, in accordance with Part 117 of the Commissioner's Regulations. Those students who according to their scores are identified as LEP will be annually evaluated. Included in the evaluation shall be each student's performance in content areas to measure academic progress;
2. assured of access to appropriate instructional and support services, including guidance programs; and
3. assured of having equal opportunities to participate in all school programs and extracurricular activities as non-LEP students.

POLICY #4326

Page 2

The Superintendent of Schools shall be responsible for ensuring that the Commissioner is provided with all information required under the Commissioner's Regulations and that the district provides appropriate school-related information to the parents of LEP students in English, or when necessary, in the language they understand. In addition, the Superintendent shall ensure that all teachers employed for any bilingual and/or ESL program are properly certified in accordance with the Commissioner's Regulations.

:FPB

Adopted: 12/1989

Revised: 12/1990

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #4326-R

LIMITED ENGLISH PROFICIENCY INSTRUCTION

In attempting to ensure that students who are limited English proficient (LEP) receive appropriate schooling in English and curriculum areas, the school district shall:

1. in accordance with Part 117 of the Commissioner's Regulations, diagnostically screen every new entrant to the schools to determine whether they are possibly LEP* in accordance with subdivision 2-a of section 3204 of the Education Law. It will also be determined through such screening whether the student is of foreign birth or ancestry and comes from a home where a language other than English is spoken as determined by the results of a home language questionnaire and an informal interview in English;
2. ensure that students diagnostically determined to be LEP are annually evaluated. Such evaluation will include evaluation of each student's performance in content areas to measure the student's progress;
3. ensure that all LEP students have access to appropriate instructional and support services, including guidance programs;
4. ensure that all LEP students have equal opportunities to participate in all school programs and extracurricular activities as non-LEP students;

* A student who by reason of foreign birth or ancestry, speaks a language other than English, and scores at or below the fortieth percentile on an English language instrument approved by the Commissioner, is to be classified as "LEP."

REGULATION #4326-R

Page 2

5. annually provide the Commissioner with the following documents, in the form and by the dates prescribed by the Commissioner:
 - a. a copy of the Board of Education's policy;
 - b. a report by building of students initially identified and annually evaluated as being LEP in the preceding school year;
 - c. a report by building of the number of teachers and support personnel providing services to LEP students;
 - d. a description by building of the curricular and extracurricular services provided to LEP students; and
 - e. results of the annual evaluation of LEP students, including test data and any additional data required by the Commissioner.

The District will also distribute to the parents, or other persons in parental relation to LEP students, school-related information in English or when necessary, the language they understand, and refer LEP students who are suspected of having a handicapping condition to the Committee on Special Education.

The District shall submit to the State Education Department by September 1st of each year a comprehensive plan to meet the educational needs of such students. Such plan shall include:

1. the criteria used to place LEP students in appropriate transitional bilingual or free-standing ESL programs;
2. a proposed budget for the operation of the state-aided program;
3. a description of the nature and scope of the bilingual and/or ESL services currently available to LEP students;

4. an evaluation plan in the format specified by the State Education Department;
5. a description of procedures for the program's management, including: staff selection, parental notification, coordination of funds, training, and program planning;
6. an assurance that all regulations and laws governing programs for LEP students will be followed;
7. a description of the support services provided to LEP students;
8. a description of the transitional services provided to LEP students; and
9. a description of the in-service training plan for all school personnel.

Should a significant number of LEP students with the same native language at the same grade level all attend the same school building in the district, such students shall be provided with a free-standing English as a Second Language (ESL) program. Such program shall be composed of:

1. instruction which emphasizes listening, speaking, reading, writing, and communicating skills in English; and
2. course content area instruction using ESL methods.

Such program need not provide a native language arts component designed to develop skills in the native language.

Additional Concerns

The District reserves the right to contract with a Board of Cooperative Educational Services (BOCES) or another School District to provide bilingual and/or ESL programs.

REGULATION #4326-R

Page 4

The District shall notify, in English or in the appropriate native language, the parent(s) or guardian(s) of a student designated as LEP of the student's placement in a transitional ESL program. Should a parent wish to withdraw his/her child from a transitional bilingual program, the parent(s)/guardian(s) shall meet with the Building Principal and Supervisor of Bilingual Education.

Support Services

The District shall provide appropriate support services to students who are participating in either transitional bilingual or free-standing ESL programs in order for such students to achieve and maintain a satisfactory level of academic performance. Such services may include, but shall not be limited to, individual counseling, group counseling, home visits, and parental counseling. If appropriate, such services shall be provided in the first language of the students and the student's parent(s)/guardian(s).

Transitional Services

The district shall ensure a transition for former LEP students who are transferring from a bilingual or free-standing ESL program into an English mainstream program. Transitional services shall be provided for the first year after such students are placed in the English mainstream instructional program.

In-Service Training

The District shall provide in-service training to all personnel providing instruction or other services to LEP students in order to enhance staff appreciation for such students' native languages and cultures, and staff ability to provide appropriate instructional and support services.

Services to LEP Students with Handicapping Conditions

If a student's score on an English language assessment instrument approved by the Commissioner is the result of a handicapping condition, the student shall be provided special education programs and services in accordance with the individualized education program (IEP) developed for this student. Such student shall also be eligible for all services described above, if such services are recommended in his/her IEP.

Appropriate District personnel shall meet at least twice a year with all parents of LEP students to discuss the students' needs and progress.

:FPB

Adopted: 12/1989

Revised: 12/1990

POLICY 4327

Homebound Instruction

2nd READ OF REVISED POLICY

Policies Being Replaced	Policy 4327 –Homebound Instruction
Reason for Revision	Updating substance of policy to align with current law and practice

Homebound instruction is a service provided to students who are unable to attend school due to medical, emotional or disciplinary problems. Secondary students receive instruction for two (2) hours per day and elementary students receive one (1) hour per day. Students receive credit for their work while on homebound instruction.

The School District makes provisions for homebound instruction upon referral from the Medical Director, the Director of Pupil Personnel and Special Education and/or the Guidance Department following the guidelines established by the Superintendent of Schools or his/her designee for placing a student on homebound instruction. Medical documentation, in the form set forth in School District procedure, for a request for homebound instruction and return to the school setting must accompany the request for homebound instruction and should be addressed to the Building Principal.

Cross-ref: 4200 Curriculum Management
4321 *et seq.* as appropriate
5300 Code of Conduct

Ref: Education Law §§1709(24); 4401 *et seq.*
8 NYCRR §175.21

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4327

HOMEBOUND/HOURLY INSTRUCTION

A doctor's note stating the reason for absence and the anticipated length of absence (usually longer than 20 days) must accompany the application for homebound instruction. Inquiries should be addressed to the Building Principal regarding the eligibility for instruction at home of students recuperating from extended illness or accidents.

Homebound instruction shall be provided to all students residing in the Roslyn School District upon application of the parent or guardian. Parents are encouraged to seek homebound instruction as soon as it appears that the child will be absent at least 20 days. If a student has an infectious disease, instruction will be provided as soon as the physician indicates that the student is no longer contagious.

Once homebound instruction has been approved and a schedule set up, students will receive a minimum 2 hours of instruction per week for each required course. Elementary students will receive five hours of instruction weekly. Every effort is made to secure the student's classroom teacher for the homebound assignment but this is not always possible. Students identified as handicapped by the Committee on Special Education (CSE) may be eligible for home instruction with fewer than 20 days anticipated absence if deemed appropriate by the CSE.

Each student's regular education and special education case will be evaluated on its own merits.

POLICY #4327

Page 2

In order to secure readmittance, the homebound student must bring the nurse a doctor's note authorizing the return to school.

:FPB

Adopted: 12/1989

Revised: 7/1990

Ref: Education Law §1709(24); 4401 et seq.
8 NYCRR 200.4(e)

POLICY 4331

Summer School

2nd READ OF REVISED POLICY

Policies Being Replaced	Policy 4331 –Summer School
Reason for Revision	Updating substance of policy to reflect current practice

Funding of summer school programs is contingent upon Board of Education approval, except for students with disabilities who require such services as provided in their Individualized Education Plans.

Elementary and secondary summer school programs may include remedial, enrichment and accelerated educational experiences. Recreational courses will be provided in accordance with student interest and the resources of the School District. Summer programs may be provided either directly by the School District, or by contract with another school district or BOCES, as appropriate and as permitted by law.

Tuition will not be charged for resident students to attend summer schools. However, any fees which are normally charged during the regular school year may be charged during summer school. The School District may not provide transportation to students participating in summer school programs, except for students with disabilities who require transportation as part of their Individualized Education Plan.

Cross-ref: 4750 Promotion and Retention of Students

Ref: Education Law §3622-a(6)
8 NYCRR §§110 et seq.

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4331

SUMMER SCHOOL

Summer education and recreation programs are offered to all District children whether or not they attend public school. The program includes playground and playschool activities in younger grades; instruction and more formal recreation in intermediate grades, and evening youth center.

The high school offers courses for make-up or grade improvement. Operation of the summer program is subject to inclusion in the budget approved by voters.

:FPB

Adopted: 12/1989

Revised: 5/1990

**ROSLYN PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING**

AGENDA ADDENDUM

Thursday, December 17, 2015

PERSONNEL

P.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Certification / Class / Step / Salary
16	Bryan Offermann	Appointment	Home Instruction Tutor		12/18/15	6/30/16	\$60/hour

P.2

Classified

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
Delete #3									

BOARD OF EDUCATION

BOE.4 WHEREAS, the Board of Education engaged the services of special counsel, Farrell Fritz, P.C. in connection with a matter captioned *Roslyn Union Free School District v. Jaspan Schlesinger Hoffman, LLP, et. al.* venued in Nassau County Supreme Court and bearing Index Number 17083/2005;

WHEREAS, the retainer letter agreements between the Board of Education and Farrell Fritz, P.C. dated August 31, 2004 and November 23, 2005, as amended by the retainer letter agreement dated March 1, 2006, required Board authorization for the engagement of professionals by Farrell Fritz, P.C.;

WHEREAS, Farrell Fritz, P.C. has informed the Board of Education that the services of a professional insurance expert is necessary in connection with this litigation;

NOW THEREFORE, BE IT RESOLVED THAT the Board of Education hereby authorizes special counsel, Farrell Fritz, to engage the services of an insurance expert in connection with the matter captioned *Roslyn Union Free School District v. Jaspan Schlesinger Hoffman, LLP, et. al.* venued in Nassau County Supreme Court and bearing Index Number 17083/2005;

BE IT FURTHER RESOLVED THAT the fees associated with said expert professional services shall be processed in accordance with the Fees, Expenses and Billing Practices set forth in the retainer letter agreements between the Board of Education and Farrell Fritz, P.C. dated August 31, 2004 and November 23, 2005, as amended by the retainer letter agreement dated March 1, 2006.