

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

**Thursday, March 18, 2021  
7:00 P.M.**

**7:00 p.m. – Public Hearing – School Safety Plan Amendment  
7:05 p.m. - Board of Education Meeting**

**Preliminary Announcements**

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

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

**Pledge of Allegiance**

Recommendation to accept the Claims Auditor's Report for February 2021

Recommendation to accept the minutes from the following meetings:  
February 11, 2021; March 4, 2021

**Board President's Comments**

**Superintendent's Comments**

**Student Delegate's Comments**

**ACTION ITEMS**

**PERSONNEL:**

**ALL PERSONNEL APPOINTMENTS LISTED ARE FUNDED IN THE CURRENT  
BUDGET UNLESS OTHERWISE NOTED**

**P.1.** It is the recommendation of the Superintendent of Schools that the following

resolution be adopted:

**RESOLVED**, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional)**

**P.2.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:

**RESOLVED**, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.2 Classified)**

**P.3 BE IT RESOLVED**, that the Board of Education hereby approves the salary increase for a non-affiliated staff member known to the Board of Education, effective April 6, 2021

**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: Garden City Union Free School District  
Services: Health and Welfare Services for 2 students attending out of district schools for the 2020-2021 school year  
Fees: \$1,100.89 per student  
Total estimated to be \$2,201.78
- (ii) Contractor: Herricks School District  
Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Herricks for 2018-2019  
Fees: Total estimated to be \$10,460.04
- (iii) Contractee: East Williston Union Free School District  
Services One (1) East Williston resident to attend Special programs 2020-21 school year.  
Fees: 10 Month Tuition - \$100,873.00 – Elementary Rate (April 6, 2021 through June 25, 2021)  
Total estimated to be \$32,619.90 (Prorated) (Roslyn to receive)
- (iv) Contractor: Plainview-Old Bethpage Central School District

Services: Health and Welfare Services for 5 students attending out of district schools for the 2020-2021 school year.  
Fees: \$1,107.49 per student  
Total estimated to be \$5,537.45

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

- (v) \*Contractor: Christine Baudin, M.S. CCC-SLP  
Services: AT (Assistive technology) and ACC (Augmentative and alternative communication) services for the 2020-21 school year as specified in the agreement  
Fees: Total Estimated to be ~~\$5,000.00~~ \$10,000.00 (paid via 611 grant)

Recommendation to **amend** the following transfer (vi) which was approved by the Board of Education on November 19, 2020 (item BOE.2):

- (vi) **WHEREAS**, the Board of Education of the Roslyn Union Free School District previously established a repair reserve fund pursuant to General Municipal Law section 6-d; and

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

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

**WHEREAS**, in accordance with the requirements of the provisions of section 6-d of the General Municipal Law, the Roslyn Union Free School District Board of Education conducted a public hearing on November 19, 2020 at 8:00 p.m. for the purpose of discussing the proposed appropriation of a sum not to exceed \$110,000 from the previously established repair

reserve fund for the repair of the Hilltop Academy Roof and Middle School Roof top unit as described above; and

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

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

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

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

| <u>TO BUDGET CODE</u>           |                              | <u>AMOUNT</u>           |
|---------------------------------|------------------------------|-------------------------|
| <del>9950-900-03-9000-303</del> | <del>TFER-CAPITAL-FUND</del> | <del>\$110,000.00</del> |
| 1621-430-08-9000-310            | MAINT CONT SVCES – HS        | \$95,648.36             |
| 1621-443-03-9000-310            | MAINT PROF/TECH SVCES        | \$3,060.00              |
| 1621-450-03-9000-310            | MAINT SUPPLIES – DIST        | \$11,291.64             |
|                                 | <b>Subtotal</b>              | <b>\$110,000.00</b>     |

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

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

| <u>FROM BUDGET CODE</u> |                           | <u>AMOUNT</u>      |
|-------------------------|---------------------------|--------------------|
| 2810-131-03-9000-308    | Secondary Home Instructor | \$10,000.00        |
|                         | <b>Subtotal</b>           | <b>\$10,000.00</b> |

| <u>TO BUDGET CODE</u> |                           | <u>AMOUNT</u>      |
|-----------------------|---------------------------|--------------------|
| 2810-474-08-9000-308  | Contract Home Instruction | \$10,000.00        |
|                       | <b>Subtotal</b>           | <b>\$10,000.00</b> |

REASON FOR TRANSFER REQUEST: To cover costs associated with an increased need for contracted home instruction.

**B.4.** Recommendation to approve **2020-21** general fund appropriation requests:

| <u>FROM BUDGET CODE</u> |                         | <u>AMOUNT</u>     |
|-------------------------|-------------------------|-------------------|
| 1621-430-04-9000-310    | MAINT CONT SVCES - EH   | \$1,435.00        |
| 1621-430-03-9000-310    | MAINT CONT SVCES – DIST | \$ 88.65          |
|                         | <b>Subtotal</b>         | <b>\$1,523.65</b> |

| <u>TO BUDGET CODE</u> |                       | <u>AMOUNT</u>     |
|-----------------------|-----------------------|-------------------|
| 1621-430-08-9000-310  | MAINT CONT SVCES - HS | \$1,523.65        |
|                       | <b>Subtotal</b>       | <b>\$1,523.65</b> |

REASON FOR TRANSFER REQUEST: To cover costs associated with contracted labor in the high school.

**B.5.** Recommendation to approve **2020-21** general fund appropriation requests:

| <u>FROM BUDGET CODE</u> |                        | <u>AMOUNT</u>     |
|-------------------------|------------------------|-------------------|
| 1621-430-06-9000-310    | MAINT CONT SVCES - Hts | \$1,090.12        |
| 1621-430-09-9000-310    | MAINT CONT SVCES – MS  | \$ 412.16         |
|                         | <b>Subtotal</b>        | <b>\$1,502.28</b> |

| <u>TO BUDGET CODE</u> |                         | <u>AMOUNT</u>     |
|-----------------------|-------------------------|-------------------|
| 1621-430-03-9000-310  | MAINT CONT SVCES - DIST | \$1,502.28        |
|                       | <b>Subtotal</b>         | <b>\$1,502.28</b> |

REASON FOR TRANSFER REQUEST: To cover costs associated with installing a mandatory gas collar in a new maintenance vehicle.

**B.6.** Recommendation to approve **2020-21** general fund appropriation requests:

| <u>FROM BUDGET CODE</u> |                 | <u>AMOUNT</u>      |
|-------------------------|-----------------|--------------------|
| 1620-450-03-8900-310    | COVID Supplies  | \$50,000.00        |
|                         | <b>Subtotal</b> | <b>\$50,000.00</b> |

| <u>TO BUDGET CODE</u> |                  | <u>AMOUNT</u>      |
|-----------------------|------------------|--------------------|
| 1620-450-03-9000-310  | CUST SUPP – DIST | \$50,000.00        |
|                       | <b>Subtotal</b>  | <b>\$50,000.00</b> |

REASON FOR TRANSFER REQUEST: To allow for the purchase of additional custodial supplies district-wide.

**B.7. RESOLVED**, that the General Fund Appropriation Transfers on the attached document be approved. **(Attachment B.7.)**

**B.8.** Recommendation to approve **2020-21** budget increase appropriation requests:

|                          |                          |                    |
|--------------------------|--------------------------|--------------------|
| <u>FROM REVENUE CODE</u> |                          | <u>AMOUNT</u>      |
| 5997.816                 | Appropriated Res - EBALR | \$42,132.48        |
|                          | <b>Subtotal</b>          | <b>\$42,132.48</b> |

|                       |                   |                    |
|-----------------------|-------------------|--------------------|
| <u>TO BUDGET CODE</u> |                   | <u>AMOUNT</u>      |
| 9089-160-03-9000-303  | CLERICAL TERM PAY | \$42,132.48        |
|                       | <b>Subtotal</b>   | <b>\$42,132.48</b> |

REASON FOR TRANSFER REQUEST: To release funds from the Employee Benefit Accrued Liability Reserve, and appropriate these funds to pay for unused vacation time for staff who have resigned in accordance with their Collective Bargaining Agreement.

**B.9.** Recommendation to approve a payment in the amount of \$61,472.85 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 01/31/2021.

**B.10.** Recommendation to approve the following payments to BBS Architects for professional services rendered to the district and reimbursable expenses pertaining to capital improvements at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.]

| Payment  | Location/ Project  | Budget           | PO #S     | Inv # |
|----------|--------------------|------------------|-----------|-------|
| \$105.00 | MS Reimbursables   | 2110-245-09-1909 | H19-00022 | 1     |
| \$17.78  | HH Reimbursables   | 2110-245-07-20HF | H20-00023 | 12    |
| \$655.00 | HS Reimbursables   | 2110-245-08-20HS | H21-00023 | 3     |
| \$19.61  | Hts. Reimbursables | 2110-245-06-20HE | H21-00038 | 1     |

**B.11. WHEREAS**, a number of public school districts in Nassau County wish to jointly solicit proposals, together with the Nassau Board of Cooperative Educational Services (“BOCES”) for pupil transportation services for the 2021-22 school year (and any renewal period) in accordance with the applicable provisions of General Municipal Law;

**WHEREAS**, the public school districts and the BOCES have agreed to form a Cooperative (the “Cooperative”) for this purpose;

**WHEREAS**, the Roslyn School District is desirous of participating in the Cooperative for joint solicitation of proposals for pupil transportation services as authorized by General Municipal Law, Section 119-0 in accordance with the terms and conditions of the Inter-Municipal Cooperative Transportation Agreement attached hereto;

**NOW THEREFORE BE IT RESOLVED**, that the Board of Education authorizes the School District to participate in the Cooperative; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby approves the Inter-Municipal Cooperative Transportation Agreement (Recitals) attached hereto and authorizes the Board President to execute the Agreement on behalf of the Board of Education. **(Attachment B.11.)**

**B.12. WHEREAS**, the Board of Education of the Roslyn Union Free School District desires to embark upon the following capital improvements at the District's facilities: (1) replacement of the lift at the Heights gymnasium; (2) replacement of sidewalks, curbs, paving, drainage and lighting District-wide; (3) renovation of interior space at Hilltop Academy; (4) abatement of hazardous materials District-wide; (5) repair and replace septic systems District-wide; (6) purchase and install generator at the bus garage; (7) renovation of administration building; (8) installation of sound-proofing materials at Roslyn High School; (9) irrigation and site work at Harbor Hills and Heights Elementary School; (10) repair and replace roof systems District-wide; (11) repair and replace fuel tanks and fuel alarms District-wide; (12) upgrade ceiling, lighting, flooring and wall coverings District-wide; (13) replace HVAC systems District-wide; (14) replace plumbing fixtures District-wide; (15) purchase and install furnishings and equipment necessary for renovated libraries and new instructional spaces; (16) renovation of common spaces at District-wide; (17) renovation of interior classrooms District-wide; (18) replace doors, windows and HVAC system at Harbor Hills Elementary School; (19) renovate courtyard at Harbor Hills Elementary School; (20) add new classrooms at East Hills Elementary School and/or other schools as necessary; (21) reconstruct tennis court at Roslyn High School and Roslyn Middle School; (22) replace and install new turf blanket at Roslyn High School; (23) renovate the kitchens at each school except the High School; (24) upgrade security system district wide; (25) repair and replace perimeter fencing District-wide; (hereinafter the "Projects"); and

**WHEREAS**, said capital improvements are subject to classification under the State Environmental Quality Review Act (SEQRA); and

**WHEREAS**, maintenance or repair involving no substantial changes in an existing structure or facility are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(1)); and

**WHEREAS**, replacement, rehabilitation or reconstruction of a structure or a facility, in kind, on the same site, including upgrading buildings to meet building or fire codes, unless such action meets or exceeds any of the thresholds in section 617.4 are classified as Type II Actions under the current Department of Environmental Conservation SEQR Regulations (Section 6 NYCRR 617.5 (c)(2)); and

**WHEREAS**, routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings (Section 6 NYCRR 617.5(c)(10));

**WHEREAS**, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

**WHEREAS**, the Board of Education, as the only involved agency, has examined all information related to the capital improvement projects and has determined that the Projects are classified as Type II Actions pursuant to Section 617.5(c)(1), (2) and (10) of the SEQR Regulations;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby declares that the Projects are Type II Actions, which require no further review under SEQR; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the listed project from the New York State Education Department.

**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 February 22, 23 and 25, 2021; March 4 and 5, 2021

**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 February 12, 24 and 26, 2021; March 2, 2021.

**C&I.3** Recommendation to approve the creation of one (1) new High School club for the 2020-2021 school year – STEM Investigations Club – which will exist within the Research Program only and overseen by the Research Coordinator.

**BOARD OF EDUCATION:**



**BOE.1 BE IT RESOLVED** that the Board of Education of the Roslyn Union Free School District hereby authorizes the following proposition to be placed on the ballot of the annual vote:

Proposition No. 3

Shall the Board of Education be authorized to (a) purchase various school buses and vans for use by the District, including related equipment and apparatus, and to expend therefor, including preliminary costs and costs incidental thereto and to the financing thereof, an amount not to exceed the estimated total cost of \$463,282.66; (b) that a tax is hereby voted in the aggregate amount of not to exceed \$463,282.66 to pay such cost, said tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; (c) that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the principal amount of not to exceed \$463,282.66 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable, and (d) that, in lieu of bonds, the District is authorized to enter into one or more installment purchase contracts for the purchase of some or all of said buses and vans, for a term not to exceed five (5) years; and a tax is hereby voted to pay each installment on any such contract.

Note: (If the 2021-22 budget is approved, the funds for the first year of payments would be available in that budget and therefore no additional increase in the tax levy would occur with the passage of this proposition)

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

**WHEREAS**, on August 18, 2020, the Board of Education adopted the Roslyn Union Free School District District-Wide School Safety Plan for the 2020-2021 school year; and

**WHEREAS**, on September 7, 2020, amendments to the Education Law and Labor Law required school districts to include protocols for responding to a declared public health emergency involving a communicable disease in the District-Wide School Safety Plan; and

**WHEREAS**, the Board of Education has amended the District-Wide School Safety Plan for the 2020-2021 school year in accordance with the amendments to Education Law 2801-a; and

**WHEREAS**, the Board of Education has made the amended District-Wide School Safety Plan available for public comment for at least thirty (30) days and held at least one public hearing.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby

adopts the amended Roslyn Union Free School District District-Wide School Safety for the 2020-2021 school year. **(Attachment BOE.2)**

**BOE.3** Recommendation that the Rodney Benson be designated as Chief Election Inspector at a rate of \$16.00 per hour for the 2020-2021 school year:

**BOE.4 BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes and approves an agreement dated March 18, 2021 between a certificated employee of the School District and the Roslyn Union Free School District, such person is known to the Board of Education and such agreement has been reviewed by the Board.

## **Adjournment**

Personnel Action Report  
Professional

P.1  
March 18, 2021

| Item | Name               | Action   | Position/Replacing                         | Location | From    | To                               | Tenure Area | Certification/Class/Step/Salary |
|------|--------------------|--|--|----------|---------|----------------------------------|-------------|---------------------------------|
| 1    | Karen Doherty      | Revise Resignation for the Purposes of Retirement Date | School Media Specialist                    | MS       |         | 4/13/21 (last day of employment) |             |                                 |
| 2    | Juan Mejia         | Rescind Appointment                                    | JV Girls' Soccer II/4                      | HS       | 3/1/21  |                                  |             |                                 |
| 3    | Juan Mejia         | Coach Appointment*                                     | Cross Country IV/4                         | MS       | 3/22/21 | 4/30/21                          |             | Per RTA Contract                |
| 4    | Wilfredo Abrahante | Coach Appointment*                                     | Girls' Tennis IV/4                         | MS       | 3/22/21 | 4/30/21                          |             | Per RTA Contract                |
| 5    | Sarah Resti        | Coach Appointment*                                     | Girls' Tennis IV/4                         | MS       | 3/22/21 | 4/30/21                          |             | Per RTA Contract                |
| 6    | Nicki Stanco       | Resignation  | Girls JV Lacrosse, II / 1                  | HS       | 3/4/21  |                                  |             |                                 |
| 7    | Joseph Capozzi     | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 8    | Soowook Lee        | Appointment  | AP Review (1 session max.)                 | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 9    | Rosaleen Loughran  | Appointment  | AP Review (1 session max.)                 | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 10   | Carolyn Stack      | Appointment  | AP Review (1 session max.)                 | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 11   | Glenn Sherwood     | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 12   | Lawrence Reiff     | Appointment  | AP Review (1 session max.)                 | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 13   | Guy Barnett        | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 14   | Michelle Sellers   | Appointment  | AP Review (1 session max.)                 | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 15   | Brian Ciavarella   | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 16   | Marc Davis         | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 17   | Joseph Dispigno    | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 18   | Vincent Kreyling   | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 19   | Christina Papagni  | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 20   | Laura Wenzel       | Appointment  | AP Review (1 session max.)                 | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 21   | Lisa Daniels       | Appointment  | AP Review (1 session max.)                 | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 22   | Erika Donoghue     | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 23   | Thomas Kundmueller | Appointment  | AP Review (3 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 24   | Sophia Kim         | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 25   | William Coggin     | Appointment  | AP Review (4 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 26   | Ronald Katovitz    | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 27   | Huichee Yeh        | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 28   | Cecily Lawrence    | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 29   | Alejandro Elena    | Appointment  | AP Review (2 sessions max.)                | HS       | 4/12/21 | 6/30/21                          |             | Per RTA Contract                |
| 30   | Robin Stein        | Appointment  | ABA/SC Planning (not to exceed 4 hrs./mo.) | MS       | 3/19/21 | 6/30/21                          |             | Per RTA Contract                |
| 31   | Sylvia Churchill   | Substitute Appointment                                 | Per Diem Substitute Teacher                |          | 3/19/21 | 6/30/21                          |             | Per RTA Contract                |

**NOTE: All appointments are subject to Federal, State and local conditions due to COVID-19.**

Personnel Action Report  
Classified

P.2  
March 18, 2021

| Item | Name           | Action                                     | Position / Replacing   | Class | Type of Appt | Location | From                 | To                               | Certification Class / Step Salary |
|------|----------------|--|------------------------|-------|--------------|----------|----------------------|----------------------------------|-----------------------------------|
| 1    | Angela Dunne   | Resignation for the Purposes of Retirement | Administrative Officer |       |              | Admin    |                      | 4/30/21 (last day of employment) |                                   |
| 2    | Tricia Mercier | Substitute Appointment                     | Per Diem Substitute RN |       |              |          | On or about 3/22/21* |                                  | \$240/day                         |

**NOTE: All appointments are subject to Federal, State and local conditions due to COVID-19.**

| Item              | Transfer Dollar<br>Amount | From Code                                       | Previous<br>Balance | Revised<br>Balance | To Code                                       | Previous<br>Balance | Revised<br>Balance |
|-------------------|---------------------------|---|---------------------|--------------------|---|---------------------|--------------------|
| 1                 | \$ 2,000.00               | H1620 000 03 20CR<br>Unallocated Cap R<br>19/20 | \$ 3,010,956.22     | \$ 3,008,956.22    | H2110 245 06 20HE<br>ARCHITECT<br>HTS 007-027 | \$ -                | \$ 2,000.00        |
| For: HTS ELEVATOR |                           |   |                     |                    |   |                     |                    |

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

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

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

**ROSLYN UNION FREE SCHOOL DISTRICT**  
**P.O. BOX 367**  
**ROSLYN, NEW YORK 11576**

**APPROPRIATION TRANSFER REQUEST**

**TO:** Suzanne Basilicato, Accountant C/O Joseph Dragone, Asst Supt Business

**FROM:** Joseph Dragone

**SCHOOL/DEPT.** Business Office

**DATE:** 3/11/21

**FISCAL YEAR:** 2020-21

REQUEST FOR TRANSFER OF APPROPRIATED FUNDS BETWEEN BUDGET CODES.

| <u>FROM BUDGET CODE</u><br>Budget Code | Current<br>Budget | Available<br>Balance | Alpha description | <u>AMOUNT*</u><br>transfer <b>out</b> |
|--|-------------------|----------------------|-------------------|---------------------------------------|
| See attached pages                     |                   |                      |                   |                                       |

| <u>TO BUDGET CODE</u><br>Budget Code | Current<br>Budget | Available<br>Balance | Alpha description | <u>AMOUNT*</u><br>transfer <b>in</b> |
|--------------------------------------|-------------------|----------------------|-------------------|--------------------------------------|
| See attached pages                   |                   |                      |                   |                                      |

REASON FOR TRANSFER REQUEST: We have reassigned teaching staff from special areas such as music and technology to the elementary classroom due to the pandemic. We also had a number of transfers resulting in differences in salaries by location. In addition, we are anticipating a significant increase in expense for legal services during 2020-21. The attached transfers are designed to bring the budget into compliance at the ST-3 level.

ADMINISTRATOR'S SIGNATURE: \_\_\_\_\_

PRINT NAME: Joseph C. Dragone

DATE: 3/11/21

SUPERINTENDENT'S SIGNATURE: \_\_\_\_\_

PRINT NAME: Allison Brown

DATE: \_\_\_\_\_

\* DATE APPROVED BY BOE (if over \$10,000): \_\_\_\_\_

\* This will be presented to the BOE if the total transfers to either code have reached the \$10,000 threshold.

FOR OFFICE USE ONLY:

BT# \_\_\_\_\_ POSTED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

## From

| Budget Account       | Description             | CurrentAppropriation | AvailableBalance | Transfer    |
|----------------------|-------------------------|----------------------|------------------|-------------|
| 1311-160-03-9000-303 | ACCTG NON-INST          | 358,613.00           | 70,639.00        | -66,000.00  |
| 1621-162-03-9000-303 | MAINT SAL- DW           | 928,498.00           | 106,435.18       | -25,000.00  |
| 2020-150-08-9000-303 | SUPVSN ADMIN- HS        | 708,083.00           | 20,740.27        | -20,000.00  |
| 2020-150-09-9000-303 | SUPVSN ADMIN- MS        | 530,994.00           | 16,293.00        | -15,000.00  |
| 2110-120-04-1100-303 | TCHR SAL- EH TECH       | 114,904.00           | 114,904.00       | -114,904.00 |
| 2110-120-04-1900-303 | TCHR SAL EH MUSIC       | 186,541.00           | 41,927.00        | -41,900.00  |
| 2110-120-04-2100-303 | TCHR SAL EH READING     | 133,774.00           | 54,134.00        | -32,000.00  |
| 2110-120-04-2200-303 | TCHR SAL SCI EH         | 45,287.00            | 45,287.00        | -45,287.00  |
| 2110-120-04-4400-303 | TCHG SAL PSEN/ AIS      | 76,386.00            | 61,300.00        | -51,000.00  |
| 2110-120-04-4500-303 | TCHR SAL- EH G&T        | 38,681.00            | 38,681.00        | -38,681.00  |
| 2110-120-06-1100-303 | TCHR SAL- HGTS TECH     | 28,726.00            | 28,726.00        | -28,726.00  |
| 2110-120-06-1300-303 | TCHR SAL HGTS ENL       | 129,957.00           | 58,042.00        | -58,042.00  |
| 2110-120-06-2000-303 | TCHR SAL HGTS PHYS ED   | 207,714.00           | 4,669.92         | -4,208.00   |
| 2110-120-06-2100-303 | TCHR SAL HGTS READING   | 77,913.00            | 53,486.72        | -53,000.00  |
| 2110-120-06-2200-303 | TCHR SAL SCI HGTS       | 28,826.00            | 28,826.00        | -28,826.00  |
| 2110-120-06-4400-303 | TCHG SAL PSEN/ AIS      | 101,604.00           | 80,401.44        | -80,000.00  |
| 2110-120-07-1100-303 | TCHR SAL- HH TECH       | 17,020.00            | 17,020.00        | -17,020.00  |
| 2110-120-07-1900-303 | TCHR SAL HH MUSIC       | 155,201.00           | 26,306.00        | -26,306.00  |
| 2110-120-07-2100-303 | TCHR SAL HH READING     | 246,097.00           | 12,397.28        | -12,390.00  |
| 2110-120-07-2200-303 | TCHR SAL SCI HH         | 15,304.00            | 15,304.00        | -15,304.00  |
| 2110-120-07-4500-303 | TCHR SAL- HH G&T        | 38,681.00            | 38,681.00        | -38,681.00  |
| 2110-120-09-1800-303 | TCHR SAL MS MATH        | 165,012.00           | 39,829.60        | -39,829.00  |
| 2110-121-03-9000-303 | TCHR SAL ELEM ADDL      | 195,000.00           | 190,731.25       | -100,000.00 |
| 2110-128-06-0900-303 | Tchg Asst Elem          | 325,540.00           | 99,020.00        | -99,000.00  |
| 2110-128-07-9000-303 | Tchg Asst Elem          | 28,034.00            | 28,034.00        | -28,034.00  |
| 2110-129-03-9000-303 | Tchg Asst Elem Supp     | 209,377.00           | 152,537.21       | -75,000.00  |
| 2110-130-08-2700-303 | TCHR SAL HS BUSINESS ED | 327,325.00           | 57,143.00        | -25,000.00  |
| 2110-130-09-2000-303 | TCHR SAL MS PHYS ED     | 412,122.00           | 10,688.54        | -10,688.00  |
| 2110-130-09-2100-303 | TCHR SAL MS READING     | 142,839.00           | 1,337.79         | -500.00     |
| 2110-130-09-2200-303 | TCHR SAL- MS SCIENCE    | 840,537.00           | 60,182.66        | -60,000.00  |
| 2110-130-09-2600-303 | TCHR SAL- MS WRLD LANG  | 756,578.00           | 18,363.93        | -10,000.00  |
| 2110-131-03-9000-303 | TCHR SAL- SEC ADD'L     | 165,000.00           | 154,112.28       | -100,000.00 |
| 2110-138-08-1100-303 | Tchg Asst Secondary     | 42,714.00            | 42,714.00        | -42,714.00  |
| 2110-138-08-9000-303 | Tchg Asst Secondary     | 27,208.00            | 27,208.00        | -27,000.00  |
| 2110-138-09-9000-303 | Tchg Asst Secondary     | 138,215.00           | 99,271.00        | -99,000.00  |
| 2110-139-03-9000-303 | Tchg Asst Sec SUPPL     | 120,000.00           | 90,137.11        | -50,500.00  |
| 2250-158-04-9000-303 | SP ED TCHR ASST SAL- EH | 593,815.00           | 84,806.63        | -35,600.00  |
| 2810-150-03-9000-303 | GUID ADMIN SAL          | 170,171.00           | 63,907.07        | -4,000.00   |
| 2810-152-08-9000-303 | GUIDANCE HS SAL         | 965,651.00           | 6,906.00         | -6,906.00   |
| 2820-152-03-9000-303 | PSYCH SVCES DIST        | 137,784.00           | 61,691.59        | -60,000.00  |
| 2825-152-07-9000-303 | Social Worker Salary    | 83,785.00            | 38,959.99        | -15,000.00  |
| 9020-800-03-9000-303 | TCHR RET SYSTEM         | 4,690,991.00         | 506,101.66       | -225,200.00 |
| 9060-800-03-9000-303 | MEDICAL INS ADM         | 13,323,054.56        | 2,816,899.31     | -218,000.00 |

**To**

| Budget Account       | Description               | CurrentAppropriation | AvailableBalance | Transfer   |
|----------------------|---------------------------|----------------------|------------------|------------|
| 1040-160-03-9000-303 | DIST CLK SAL              | 73,002.00            | -3,858.00        | 4,000.00   |
| 1325-160-03-9000-303 | TREASURER NON-INST        | 29,586.00            | -65,414.00       | 66,000.00  |
| 1345-160-03-9000-303 | PURCH NON-INST            | 106,636.00           | -34,007.76       | 35,000.00  |
| 1420-442-03-9000-303 | LEGAL SVCES               | 425,000.00           | 0.00             | 225,000.00 |
| 1620-163-03-9000-303 | CUSTOD SAL SUPLM          | 450,000.00           | -145,808.62      | 150,000.00 |
| 1621-163-03-9000-303 | MAINT SAL ADDL            | 250,000.00           | -24,636.37       | 25,000.00  |
| 2020-150-04-9000-303 | SUPVSN ADMIN- EH          | 337,468.00           | -38,387.73       | 40,000.00  |
| 2110-110-06-0900-303 | TCHR SAL- KG              | 1,421,494.00         | -4,213.00        | 5,000.00   |
| 2110-111-06-0900-303 | TCHR SAL- KG ADD'L        | 1,500.00             | -1,314.00        | 2,000.00   |
| 2110-120-04-2000-303 | TCHR SAL EH PHYS ED       | 206,238.00           | -70,483.28       | 70,681.00  |
| 2110-120-04-9000-303 | TCHR SAL EH               | 2,650,049.00         | -452,261.32      | 452,262.00 |
| 2110-120-07-2000-303 | TCHR SAL HH PHYS ED       | 247,448.00           | -50,722.23       | 50,000.00  |
| 2110-120-07-9000-303 | TCHR SAL HH               | 2,894,709.00         | -454,231.50      | 454,295.00 |
| 2110-130-08-1000-303 | TCHR SAL HS ART           | 360,556.00           | -35,389.39       | 36,000.00  |
| 2110-130-08-1200-303 | TCHR SAL- HS ENG          | 1,265,031.00         | -2,464.50        | 2,500.00   |
| 2110-130-08-1800-303 | TCHR SAL- HS MATH         | 1,258,506.00         | -51,467.30       | 51,714.00  |
| 2110-130-08-2000-303 | TCHR SAL HS PHYS ED       | 486,263.00           | -2,996.52        | 3,000.00   |
| 2110-130-08-2200-303 | TCHR SAL- HS SCIENCE      | 1,647,345.00         | -26,672.12       | 27,000.00  |
| 2110-130-08-2600-303 | TCHR SAL- HS WRLD LANG    | 1,024,509.00         | -22,654.21       | 23,000.00  |
| 2110-130-08-6100-303 | TCHR SAL- RESEARCH PGM    | 58,732.00            | -8,934.36        | 9,000.00   |
| 2110-130-08-6600-303 | TCHR SAL- ALTERN PROG     | 344,559.00           | -2,462.62        | 2,500.00   |
| 2110-130-09-1200-303 | TCHR SAL- MS ENG          | 739,103.00           | -15,588.51       | 16,000.00  |
| 2110-130-09-1400-303 | TCHR SAL MS HLTH ED       | 141,946.00           | -16,585.60       | 18,000.00  |
| 2110-130-09-1500-303 | TCHR SAL MS H & CAREER    | 208,720.00           | -10,386.60       | 10,688.00  |
| 2110-130-09-1600-303 | TCHR SAL - MS TECH        | 156,196.00           | -8,586.36        | 10,000.00  |
| 2110-130-09-1800-303 | TCHR SAL- MS MATH         | 727,158.00           | -123,183.32      | 125,000.00 |
| 2110-130-09-2700-303 | TCHR SAL MS BUSINESS ED   | 0.00                 | -30,726.88       | 31,000.00  |
| 2110-130-09-3000-303 | TCHR SAL- 21st Cent       | 293,166.00           | -68,883.03       | 60,000.00  |
| 2250-160-03-9000-303 | SPECIAL ED- CLERICAL SAL  | 318,096.00           | -5,181.17        | 6,000.00   |
| 2250-167-03-9000-303 | PARAS SAL SUPLM           | 0.00                 | -7,812.79        | 12,000.00  |
| 2610-152-09-9000-303 | LIB CONTR SAL MS          | 81,776.00            | -2,477.24        | 2,500.00   |
| 2610-166-09-9000-303 | PARAS SAL MS              | 40,340.00            | -40.00           | 100.00     |
| 2630-158-08-9000-303 | TCHR ASST SAL HS          | 0.00                 | -12,817.48       | 13,000.00  |
| 2810-152-09-9000-303 | GUIDANCE MS SAL           | 342,616.00           | -6,906.00        | 6,906.00   |
| 2810-160-08-9000-303 | GUID NON-INST HS          | 204,961.00           | -2,311.00        | 3,000.00   |
| 2810-160-09-9000-303 | GUID NON- INST MS         | 77,437.00            | -530.00          | 1,000.00   |
| 2820-152-08-9000-303 | PSYCH SVCES HS            | 147,656.00           | -44,514.00       | 45,000.00  |
| 2820-152-09-9000-303 | PSYCH SVCES MS            | 210,441.00           | -13,829.39       | 15,000.00  |
| 2820-153-03-9000-303 | PSYCH SVCES CERT SUPLM    | 5,000.00             | -18,854.00       | 20,000.00  |
| 2855-160-03-6800-303 | CLERICAL SAL- ATHLETICS   | 55,128.00            | -12,821.20       | 15,000.00  |
| 9075-800-03-9000-303 | Union Welfare Trust Benef | 842,625.00           | -40.00           | 100.00     |



This Agreement made this \_\_ day of \_\_\_\_\_, 2021 by, between and among the Nassau Board of Cooperative Educational Services (“BOCES”) and the following school district: \_\_\_\_\_ (hereinafter collectively referred to as the “Participating School Districts and individually referred to as a “Participating School District”).

### RECITALS

**WHEREAS**, the Participating School Districts are required to provide transportation to their respective students;

**WHEREAS**, such pupil transportation is provided by each Participating School District at its individual cost and expense;

**WHEREAS**, the Participating School Districts, together with BOCES, have determined that it would be in their best financial interests to procure pupil transportation services on a cooperative basis;

**WHEREAS**, the Participating School Districts and BOCES desire to enter into an inter-municipal cooperative agreement pursuant to New York General Municipal Law (“GML”) section 119-o for the purpose of seeking proposals for pupil transportation services on behalf of the Participating School Districts; and

**WHEREAS**, the Participating School Districts and BOCES are ready and willing to enter into an inter-municipal cooperation agreement for such purposes.

**NOW THEREFORE**, in consideration of the mutual covenants herein, the parties hereto agree as follows:

1. Pursuant to General Municipal Law section 119-o, each Participating School District and BOCES agrees to join together for the purpose of forming a Cooperative (hereinafter

referred to as the “Cooperative”) for purposes of securing pupil transportation services in accordance with applicable law.

2. The Participating School Districts hereby authorize the Nassau BOCES to act as “Lead Participant” of the Cooperative for purposes of facilitating and coordinating: (1) the writing and preparation of the transportation specifications for pupil transportation services; (2) receipt of proposals; and (3) providing the place for the opening of sealed proposals.

3. The Participating School Districts and BOCES agree to cooperatively prepare, review and analyze the transportation specifications and proposal submissions received by the Cooperative for pupil transportation services.

4. Each Participating School District/BOCES shall separately advertise the bid/request for proposal in the official newspaper(s) of the School District. In the event that any Participating School District/BOCES shares the same official newspaper(s) with other Participating School District(s), they may collectively advertise in those official newspaper(s) in an effort to reduce the costs of advertising.

5. Each Participating School District/BOCES shall be responsible for awarding and extending the pupil transportation service contract(s) by resolution of its Board at a public meeting.

6. This Agreement shall commence on September 1, 2021 and terminate on June 30, 2022 and may be renewed annually upon the adoption of a resolution by the Board of each Participating School District and the BOCES.

7. The Agreement is to be approved and executed by all Participating School Districts and BOCES and submitted immediately upon execution with the required resolution attached hereto.

8. This Agreement may not be altered, changed, added to, deleted from or modified except through the mutual written consent of the parties.

9. This Agreement may be executed in counterparts, each of which shall be deemed an original, but which together shall constitute a single instrument.

10. The undersigned representatives of the Participating School Districts and BOCES hereby represent and warrant that they have the full legal rights, power and authority to enter into this Agreement on behalf of the respective school districts and bind the same with respect to the obligations and terms contained herein. This Agreement shall not become binding until approved by each Participating School District by resolution at a duly convened public meeting.

11. The undersigned agrees that any route submitted to the Nassau County Consortium will not be bid in any other consortium or bid on your own concurrently.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
PRESIDENT, NASSAU BOARD OF  
COOPERATIVE EDUCATIONAL  
SERVICES

Date: \_\_\_\_\_

By: \_\_\_\_\_  
PRESIDENT, BOARD OF EDUCATION  
\_\_\_\_\_ SCHOOL DISTRICT

In response to Chapter 168 of the laws of 2020 signed into law on 7/7/20 which requires Roslyn Public Schools to adopt a continuation of operations plan in the event that the governor declares a public health emergency involving a communicable disease, this draft language is being presented to you to review and make recommendations. Plans must be submitted to the State by 4/1/21.

**Corresponding Sections of the District Wide Safety Plan adopted by the Roslyn UFSD on August 18, 2020 is amended as follows:**

**Pandemic Planning**

- The District will procure appropriate personal protective equipment (PPE) for essential employees and contractors by way of State, County and Local contracts for best pricing and availability. Such PPE will consist of safety masks, gloves, hand sanitizers and paper goods as needed. The District will have enough on hand to provide each essential employee with (2) units per shift for a period of 6 months. The District will provide Cleaners with disinfectant and equipment to clean all high contact areas and surfaces. Inventory will be supplemented as materials are distributed to maintain an ample supply. All materials are stored in a locked, climate-controlled warehouse to prevent degradation and will be accessible for immediate distribution should the need arise. Access will be limited to three members of the Maintenance Department.
- In the event of a declared emergency which requires that we provide housing to essential employees in order to contain the spread of the communicable disease, we will be working with local hotels, motels and school dormitories as necessary. The District has been and is continuing to work closely with the Nassau County Department of Health, the local Police and Fire Departments and the Office of Emergency Management. We also contract with an outside vendor, Covert Investigations, giving us 24/7 access to a Security Director and the Principal who are both retired law enforcement officers. They have become the main liaison between the District and these agencies. We will take advantage of these relationships to streamline the housing process. As time permits, depending on the urgency of the situation, we will contact Union Heads to discuss the plans for their members' housing.

**Prevention/Mitigation**

- In order to minimize the possibility of an employee coming to work with COVID-19, we utilize a self-screening program that denies entry when any one of four questions is answered in the positive. If an employee cannot answer each question negatively, the program will not provide them with an Entry Pass. Without that pass available to show to the designated staff member at each building, they will not be allowed to enter. Most often, we are receiving emails from employees who are aware that they will not be able to pass the self-screening questionnaire prior to

their completion of the questions. Once we receive the email, it is followed up with a phone call or email from Human Resources to get more details. We do not anticipate that anyone would come into the building knowingly having tested positive or they would not get the Entry Pass upon answering the questionnaire. However, if a staff member or contractor tests positive or shows symptoms after they are already in one of the buildings, they are immediately ushered out of the building and cannot return until cleared by a health care provider in accordance with the Nassau County Department of Health guidelines. Any area they may have been in will be thoroughly cleaned and disinfected by a Cleaner wearing the proper PPE. The same process will be used to clean any shared equipment they may have touched.

- In order for our faculty and staff to remain up to date on safety protocols, the District provides annual training regarding current health and safety standards based on the CDC and NYS Department of Health guidelines. Open and constant communication is maintained with the Nassau County Health Department and local hospitals as well. The District has been and is continuing to follow the protocol set forth in Federal, State and Local law with respect to sick leave and health information privacy.
- We do not anticipate that anyone would come into the building knowingly having tested positive or they would not get the Entry Pass upon answering the questionnaire. However, if a student tests positive or shows symptoms, each building in the District has an Isolation Room that the individual will be required to stay in until a parent or guardian takes the child home. Any area they may have been in will be thoroughly cleaned and disinfected by a Cleaner wearing the proper PPE. The same process will be used to clean any shared equipment they may have touched.

Please reference our existing District Reopening Plan via the link below to review the proper protocols already in place for the District.

<https://sites.google.com/roslynschools.org/reopenroslyn/message-from-the-superintendent>

### **Preparedness**

- The following titles are considered Essential Employees. They would need to be in District, even during a state-ordered reduction of in-person workforce, in order to keep the District running smoothly:
  - **Assistant Payroll Supervisor/Account Clerk/ District Clerk/Treasurer (Administration Office)** – in order to issue live paychecks on a bi-weekly basis as based upon the needs of the department.
  - **Food Service Workers/Cook Managers/Assistant Cook Managers/Food Service Manager (High School)** – in order to prepare meals as required, particularly for Free and Reduced families in the District, whenever

mandated by law during Remote Learning as based upon the needs of the department.

- o **Bus Drivers (Bus Garage)** - in order to deliver essential food and equipment to students, families, and staff members as based upon the needs of the department.

- o **Assistant to the Superintendent for Administration and Special Projects (District-wide)** - essential for daily District-wide operations and the coordination of the Maintenance and Custodial Department as based upon the needs of the department

- o **Cleaners/Custodians/Head Custodians/Maintainers (District-wide)** - in order to continuously maintain, clean and disinfect the buildings not only to eliminate the possibility of transmission within the building but also in preparation for the eventual return to In-District learning as based upon the needs of the department.

- o **Senior Account Clerks/Account Clerks/Administrative Assistants/Secretarial Staff/Assistant Administrator for Business (Administration Building)**– in order to maintain purchasing of supplies, services, and capital projects along with payment for them. There will be a weekly schedule in place, with each essential employee required to work 1-2 days a week as based upon the needs of the department.

- o **Human Resources - Administrative Assistant and Administrative Officer (Administration Building)** - in order to process any essential personnel documents. There will be a weekly schedule in place, with each of the employees required to come in one day per week as based upon the needs of the department.

- o **Assistant to the Superintendent for Technology and Security (District wide)** - will be available on an “as needed” basis whenever technological issues require physical interaction with the data center and cannot be done remotely.

- o **Administrators (District wide)** - will be available on an as needed basis.

- o **Security Aides (District wide)** will be rotated between our seven (7) buildings, meeting minimum manning requirements.

- o **Security Consultant (District wide)** will be available on an “as needed” basis.

- In order to enable essential and non-essential employees and contractors to telecommute, the District has assigned a laptop to all teachers, students, and key staff members. We also provide remote desktop capability for key employees that require business critical software to facilitate the district's operation. Everyone also has the ability to use our remote apps portal to access their documents from either a Mac or a PC. In addition, all staff and faculty have access to Zoom, Exchange

Email, and the Google Suite for collaboration and video conferencing. In order to further facilitate operations, the Technology Department has the ability to remotely call forward any district phone line to the appropriate employee's home or cell phone.

#### Resources for Staff and Faculty

<https://www.roslynschools.org/domain/29>

<https://mpassi00.wixsite.com/rpsdigitaltechnology>

In order to make sure all Roslyn students are able to be taught remotely, the District has provided each of them with a device. Chromebooks have been provided for everyone in Kindergarten through 10th grade, while 11th and 12th graders have iPads. Families who need access to high-speed internet are able to get that through wireless hotspots provided to families by the district. Student data privacy and security will be maintained at all times, assuring compliance with Federal and State laws related to student technology use, including NY Education Law 2-d and Part 121 of the Commissioner's Regulations. We will also provide ongoing professional development for staff and faculty on designing effective remote/online learning experiences and best practices for instruction in remote/online settings. In order to see the district's reopening plans as they pertain to technology, please click on the link below:

• <https://sites.google.com/roslynschools.org/reopenroslyn/technology-and-connectivity>

#### **Response**

- In order to reduce overcrowding on public transportation and within the buildings, the District will limit occupancy to meet or fall beneath the maximum allowable by state or local guidance. Work schedules will be staggered to reduce capacity as necessary. In situations where all students are being taught remotely, the employees who have been identified as essential workers will never be put in situations where their presence will cause occupancy to exceed the limits set by the governing authorities during a declared emergency. For specific scheduling, please refer to the title descriptions in the section above. Additionally, no outside visitors will be admitted to a building without due cause and without scheduling an appointment in advance. Essential visitors who do have appointments will be subject to existing District health screening protocols.
- In order to aid in the tracking of the disease and identify the population of exposed employees and contractors in order to facilitate the provision of benefits which may be available to them, we have a self-screening program that denies entry when any one of four questions concerning COVID-19 is answered in the positive. Each employee must show that they passed all four criteria or the program does not provide them with an Entry Pass. No employee is permitted in the buildings without showing the Entry Pass to a designated staff member assigned for that building.

- In most circumstances, we are receiving emails from employees who are aware that they will not be able to pass the self-screening questionnaire prior to their completion of the questions. Once we receive the email, it is followed up with a phone call or email from Human Resources to get more details.
- In order to track the absences and provision of benefits, it is then determined which category of the EPSFLA or Expanded FMLA the employee falls into and it is logged onto a spreadsheet by that category. The days of absence are tracked for pay as well as to insure that the individual does not exceed the limit of allowable COVID absences pursuant to law, without drawing on their sick bank.
- If someone is identified as COVID-19 positive, our Security Consultant (a Johns Hopkins certified Contact Tracer) does preliminary contact tracing and in conjunction with the Nassau County Department of Health, identifies any close contacts. The District follows the protocol of the Nassau County Department of Health as per the attached document for Contact Tracing. Written correspondence and phone calls will be made to those impacted by this to identify them as close contacts. If a student or staff member testing positive is in a contained classroom, and a determination is made that there are close contacts, the classroom students and staff will be required to quarantine and learn remotely during the quarantine period. If the positive student or staff member is not learning in a contained area and concerns of too many close contacts are identified, the school building will close down for a time period to be determined by the District in conjunction with the Nassau County Department of Health.
- During the pandemic we do not allow contractors into the buildings unless it is after hours/building not occupied. This minimizes the need for tracking of contractors. In any event, when a classroom or building is closed down, the Custodial and Cleaning staff will do a deep cleaning in the building and designated areas.

Dated: February 1, 2021