

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

**Thursday, April 7, 2022**

**7:00 P.M.**

**7:00 p.m. Public Hearing – Repair Reserve – Heights Cafeteria Roof**

**Board of Education Meeting - Immediately following Public Hearing**

Preliminary Announcements

*As authorized by Legislation, signed by Governor Kathy Hochul on September 2, 2021, and as amended and extended, by subsequent Executive Order, this meeting is being held remotely by videoconferencing and the public will not be permitted to attend the meeting in-person. The meeting will be video broadcasted in order to provide the public with the ability to view or listen to the meeting. This meeting will also be recorded and later transcribed in accordance with Chapter 417 of the New York Laws of 2021*

**Pledge of Allegiance**

Recommendation to accept the minutes from the following meeting:  
March 24, 2022

**Board President's Comments**

**Superintendent's Comments**

**Student Delegate's Comments**

**PUBLIC COMMENT 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)**

**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: Seneca Consulting Group, Inc.  
Services: Consulting services for compliance with the Affordable Care Act for the period July 1, 2022 through June 30, 2023  
Fees: Total estimated to be \$20,000.00  
(Agreement is subject to review and approval by District counsel)

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

- (ii) Contractor: Developmental Disabilities Institute  
Services: Instructional services for the 2021-22 school year  
Fees: **611 ARP Grant**  
\$428.00 per student (1 student)  
Total will be \$428.00
- (iii) Contractor: Variety Child Learning Center  
Services: Instructional services for the 2021-22 school year

Fees:           **611 ARP Grant**  
                    \$428.00 per student (3 students)  
                    Total will be \$1,284.00  
                    **619 ARP Grant**  
                    \$291.00 per student (3 students)  
                    Total will be \$873.00

Recommendation to **amend** the following contract (iv) which was approved by the Board of Education on June 24, 2021 (item B.1. (xxii)), amended on November 18, 2021 (item B.1. (iv)), and amended again on January 20, 2022 (item B.1. (v)):

(iv)   \*Contractor: Metro Therapy, Inc.  
      Services: Various services for the 2021-22 school year as specified in the agreement  
      Fees: Total estimated to be ~~\$11,850.00~~ \$21,850.00 (\$1,850.00 for the summer program; ~~\$10,000.00~~ \$20,000.00 for the school year)

Recommendation to **amend** the following contract (v) which was approved by the Board of Education on January 20, 2022 (item B.1. (iv)):

(v)   Contractor: Keeping Your Books  
      Services: Consulting services for District Accountant for 2021-22  
      Fees: Total estimated not to exceed ~~\$10,000.00~~ \$15,000.00  
            (Agreement is subject to review and approval by District counsel)

Recommendation to **amend** the following contract (vi) which was approved by the Board of Education on June 24, 2021 (item B.1. (x)):

(vi)   \*Contractor: Brookville Center for Children’s Services, Inc.  
      Services: Various services for the 2021-22 school year as specified in the agreement  
      Fees: Total estimated to be ~~\$18,000.00~~ \$28,000.00 (\$3,000.00 for summer program; ~~\$15,000.00~~ \$25,000.00 for school year)

(vii) Contractee: Bethpage Union Free School District  
      Services: One (1) Bethpage resident to attend Special programs 2021-22 school year.  
      Fees: 10 Month Tuition - \$ 111,031.00 – Elementary Rate (April 1, 2022 through June 24, 2022)  
            Total estimated to be \$ 33,309.30.00 (Roslyn to receive)  
            Prorated

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

**B.3.** Recommendation to approve **2021-22** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-448-06-9000-601	TCHG FIELD TRIPS HTS	\$7,680.00
2110-448-07-9000-701	TCHG FIELD TRIPS HH	\$3,080.00
	<b>Subtotal</b>	<b>\$10,760.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2850-157-04-6900-401	INTRAMURAL HOURLY	\$10,760.00
	<b>Subtotal</b>	<b>\$10,760.00</b>

REASON FOR TRANSFER REQUEST: To allow for the reimbursement of shared costs associated with home instruction in the elementary schools.

**B.4.** Recommendation to approve **2021-22** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2250-490-03-4700-307	Testing & Translations	\$12,000.00
	<b>Subtotal</b>	<b>\$12,000.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2110-490-03-4700-301	Testing – ELL (Reg Ed)	\$12,000.00
	<b>Subtotal</b>	<b>\$12,000.00</b>

REASON FOR TRANSFER REQUEST: To reallocate funds within the BOCES system to allow for payment from the appropriate budget codes.

**B.5.** Recommendation to approve **2021-22** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
5510-430-03-9000-510	TRANS CONTR	\$20,000.00
5510-210-03-9000-510	TRANS BUSES	\$30,000.00
	<b>Subtotal</b>	<b>\$50,000.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
5510-454-03-9000-510	Trans Fuel	\$50,000.00
	<b>Subtotal</b>	<b>\$50,000.00</b>

REASON FOR TRANSFER REQUEST: To cover an increase in fuel costs for District buses.

**B.6.** Recommendation to approve **2021-22** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1621-446-08-9000-310	MAINT-BUILDING-HS	\$70,000.00
	<b>Subtotal</b>	<b>\$70,000.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1620-425-03-9000-310	ELECTRICITY- DIST	\$50,000.00
1620-424-03-9000-310	NATURAL GAS –DIST	\$20,000.00
<b>Subtotal</b>		<b>\$70,000.00</b>

REASON FOR TRANSFER REQUEST: To cover an increase in utility costs District-wide.

- B.7.** Recommendation to approve a payment in the amount of \$61,710.03 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 2/28/2022.
- B.8.** 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 #
\$166.34	EH Reimbursables	2110-245-04-22EF	H22-00122	R1

- B.9. RESOLVED** that the Board of Education hereby approves the Inter-Municipal Agreement for the 2022-2023 school year between Roslyn and East Williston UFSD for the transportation of children, subject to approval by counsel, and

**BE IT FURTHER RESOLVED** that the President of the Board of Education be authorized to execute any documents necessary to effectuate said Agreement on behalf of the Board of Education.

- B.10. RESOLVED** that the Board of Education hereby approves the Inter-Municipal Agreement for the 2022-2023 school year between Roslyn and North Shore UFSD for the transportation of children, subject to approval by counsel, and

**BE IT FURTHER RESOLVED** that the President of the Board of Education be authorized to execute any documents necessary to effectuate said Agreement on behalf of the Board of Education.

- B.11. RESOLVED** that the Board of Education hereby approves the Inter-Municipal Agreement for the 2022-2023 school year between Roslyn and Westbury UFSD for the transportation of children, subject to approval by counsel, and

**BE IT FURTHER RESOLVED** that the President of the Board of Education be authorized to execute any documents necessary to effectuate said Agreement on behalf of the Board of Education.

- B.12.** Joint Northwest Transportation Bid with Carle Place UFSD, East Williston UFSD, Glen Cove Schools, Great Neck UFSD, Herricks UFSD, Manhasset UFSD, North Shore Central SD, Port Washington UFSD, Roslyn UFSD and Westbury UFSD

**WHEREAS**, it is the plan of a number of public school districts in Nassau County, New York to bid jointly Transportation Services, and

**WHEREAS**, the Roslyn Union Free School District is desirous of participating with other school districts in Nassau County in the joint bidding of the services mentioned above as authorized by General Municipal Law, Section 119-0 and

**WHEREAS**, the Roslyn Union Free School District wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Boards of Education and making recommendations thereon, therefore

**BE IT RESOLVED**, that the Board of Education of the Roslyn Union Free School District hereby appoints the Business Official or his/her designee to represent it in all matters related above, and

**BE IT FURTHER RESOLVED**, that the Roslyn Union Free School District Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned services, and

**BE IT FURTHER RESOLVED**, that the Roslyn Union Free School District Board of Education agrees to assume its proportionate share of the costs of the cooperative bidding, and

**BE IT FURTHER RESOLVED**, that the Roslyn Union Free School District Board of Education agrees (1) to abide by the majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s) it will conduct all business directly with the successful bidder(s).

- B.13.** Recommendation to accept, pursuant to receipt by Craig Johanson, Roslyn Middle School Principal, a donation from a parent, Mrs. Melissa Shamsian, a \$125.00 voucher to Hicks Nurseries to purchase shrubs for the school in honor of Earth Day.

- B.14.** Recommendation by Dr. Scott Andrews, Roslyn High School Principal, to declare as obsolete the attached item which is no longer of use in the district. It is either

not functioning and cannot be repaired, or has become obsolete. This item may be sold as scrap, put up for auction, or discarded as is deemed appropriate. **(Attachment B.14.)**

**B.15.** Recommendation by Dr. Scott Andrews, Roslyn High School Principal, to declare as obsolete the attached item which is no longer of use in the district. It is either not functioning and cannot be repaired, or has become obsolete. This item may be sold as scrap, put up for auction, or discarded as is deemed appropriate. **(Attachment B.15.)**

**B.16. BE IT RESOLVED**, that the Board of Education authorizes the District to enter into a License Agreement with SCOPE Education Services for the use of District classrooms for an After School Childcare Program; and

**BE IT FURTHER RESOLVED** that the Board of Education authorizes the President of the Board of Education or the Superintendent of Schools to execute this Agreement on behalf of the Board of Education.

(Agreement is subject to review and approval by District counsel)

**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 March 9,15,17,23 and 24,2022.

**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 12,16,18 and 28, 2022 and March 2,3,4,7,8,9,10,18 and 23, 2022.

**C&I.3** Recommendation to approve Cynthia Younker to attend the National School Public Relations Association 2022 Seminar in Chicago, IL from July 16, 2022 through July 21, 2022 at an estimated cost to the district of \$3,155.00.

**C&I.4** Recommendation to approve Susan Warren to attend the ASBO New York Education Summit & Expo in Saratoga Springs, New York from June 5 through 8, 2022 at an estimated cost to the district of \$1,451.46.

**C&I.5** Recommendation to approve Edward Joyce to attend the ASBO New York Education Summit & Expo in Saratoga Springs, New York from June 5 through 8, 2022 at an estimated cost to the district of \$1,433.32.

**C&I.6** Recommendation to approve Winsome Ware to attend the ASBO New York Education Summit & Expo in Saratoga Springs, New York from June 5 through 8, 2022 at an estimated cost to the district of \$1,454.97.





Personnel Action Report  
Professional

Item	Name	Action	Position/Replacing	Class	Type	Location	From	To	Tenure Area	Certification/Class/Step/Salary
1	Samantha Santomauro	Resignation	Per Diem Substitute Teacher					3/25/2022 (last day of employment)		
2	AnneMarie Kellan	Probationary Appointment	Teacher (New)			HH/EH	8/30/22	Prob. Ends 8/29/25* (tenure granted in prior District)	Childhood Education	Early Childhood Ed Birth-Gr 2, Childhood Ed Gr 1-6, & Students w/Disabilities Gr. 1-6, BA/Step 1**, Per RTA Contract
3	Liba Bronstein-Schwartz	Probationary Appointment	Teacher (New)			HH/EH	8/30/22	Prob. Ends 8/29/26*	Childhood Education	Childhood Ed Gr 1-6 & Students w/Disabilities Gr 1-6, BA/Step 1**, Per RTA Contract
4	Dara Kaplan	Probationary Appointment	Teacher (New)			HH/EH	8/30/22	Prob. Ends 8/29/26*	Childhood Education	Childhood Ed Gr 1-6 & Students w/Disabilities Gr 1-6, BA/Step 1**, Per RTA Contract
5	Heather Safo	Probationary Appointment	Teacher (H.Blatt)			HTS	8/30/22	Prob. Ends 8/29/25* (tenure granted in prior District)	Special Education	Special Education, BA/Step 1**, Per RTA Contract
6	Milta Matamoros	Revise Appointment Special Ed. 12 Month Program	Seasonal Clerk (not to exceed 140 hours)				7/1/22	9/30/22		\$15.50/hour
7	Ruth Quintero	Revise Appointment Special Ed. 12 Month Program	Seasonal Clerk (not to exceed 30 hours)				7/1/22	9/30/22		\$15.50/hour
8	Lisa Dier	Substitute Appt. Summer Academy	Per Diem Substitute Teacher				6/27/22	7/22/22		\$130/day
9	Jeannine Bravo	Substitute Appt. Summer Academy	Per Diem Substitute Teacher				6/27/22	7/22/22		\$130/day
10	Martin King	Substitute Appt. Summer Academy	Per Diem Substitute Teacher				6/27/22	7/22/22		\$130/day
11	Kristina Giordano	Substitute Appt. Summer Academy	Per Diem Substitute Teacher				6/27/22	7/22/22		\$130/day
12	Kerriann Jannotte	Substitute Appt. Summer Academy & Special Ed 12 Month Program	Per Diem Substitute Teacher				6/27/22	8/12/22		\$130/day
13	Michelle Palmisano	Substitute Appt. Summer Academy & Special Ed 12 Month Program	Per Diem Substitute Teacher				6/27/22	8/12/22		\$130/day
14	Krystin Prastil	Substitute Appt. Summer Academy & Special Ed 12 Month Program	Per Diem Substitute Teacher				6/27/22	8/12/22		\$130/day
15	Lauren Wetherell	Substitute Appt. Summer Academy & Special Ed 12 Month Program	Per Diem Substitute Teacher				6/27/22	8/12/22		\$130/day
16	Bryan Offerman	Substitute Appt. Special Ed 12 Month Program	Per Diem Substitute Teacher				On or About 7/4/2022	8/12/22		\$130/day
17	Karen Pacella	Substitute Appt. Special Ed 12 Month Program	Per Diem Substitute Teacher				On or About 7/4/2022	8/12/22		\$130/day
18	Nicole Rosen	Substitute Appt. Special Ed 12 Month Program	Speech				On or About 7/4/2022	8/12/22		\$130/day
19	Lucy Ancona	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
20	Bridget Baccarella	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
21	Lisa Dier	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
22	Krystina Duva	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
23	Jacqkeshia Garza	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
24	Sarah Hauser	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract

Personnel Action Report  
Professional

P.1  
April 7, 2022

Item	Name	Action	Position/Replacing	Class	Type	Location	From	To	Tenure Area	Certification/Class/Step/Salary
25	Latosha Johnson	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
26	Lori Maller	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
27	Jamal Pilgrim	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
28	Selena Stapler	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
29	Kerry Young	Substitute Appt. Special Ed. 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
30	Samantha Jenkins	Appointment Special Ed 12 Month Program	Paraprofessional				On or About 7/4/2022	8/12/22		Per RPA Contract
31	Colleen Feehan	Substitute Appt. Summer Academy & Special Ed 12 Month Program	Nurse				6/27/2022	8/12/22		Per RTA Contract
32	Sharon Fogel	Substitute Appt. Summer Academy & Special Ed 12 Month Program	Nurse				6/27/2022	8/12/22		Per RTA Contract
33	Ashley Mancilla	Substitute Appt. Summer Academy & Special Ed 12 Month Program	Nurse				6/27/2022	8/12/22		Per RTA Contract
34	Elizabeth Schroeder	Substitute Appt. Summer Academy & Special Ed 12 Month Program	Nurse				6/27/2022	8/12/22		Per RTA Contract

**All extracurricular appointments for the 2021-2022 school year are subject to student interest as well as the Governor's order regarding school closure.**

Summer school assignments are contingent on enrollment/CSE recommendations. It is possible that additional or less support is required based on CSE recommendations/upcoming meetings.

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

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

Personnel Action Report  
Classified

P.2  
April 7, 2022

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Shakira Henry	Rescind Appointment	Monitor (S.Cabral)	Non-Comp	P/T	HH	On or about 2/7/22*			\$16.51/hour
2	Robert Harrison	Resignation	Bus Driver PT			BUS		3/24/2022 (last day of employment)		
3	Damiana Zapata	Resignation for the Purposes of Retirement	Cook Manager			EH		4/29/2022 (last day of employment)		
4	Edwige Destina	Resignation from Position	Cleaner/Bus Driver			MS/BUS		On or about 04/07/2022*		
5	Edwige Destina	Resignation from Position	Monitor Security			DW		On or about 04/07/2022*		
6	Edwige Destina	Probationary Appointment	Security Aide (A.Adiniji)	Labor	Prob	District	On or about 04/08/2022*			Grade 3/Step 7, Per RCBDMA Contract
7	Douglas Graham	Appointment	Motor Repair Supervisor, Temporary		Temp	BUS	On or about 04/08/2022*			Hourly rate of \$42.24

\* Pending Civil Service Approval

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

**Human Resources**

**Adult Education -Driver's Education Instructor– April 26, 2022, May 2, 2022 and May 17, 2022 --4:45-6:15 p.m.**

EMPL#	LAST NAME	FIRST NAME	\$ PER HOUR	HOURS	\$ TOTAL	COURSE NAME
3276	Kaufman	Diane	70.00	4.50	315.00	Driver's Education Safety Course

Item	Transfer Dollar Amount	From Code	Previous Appropriation	Revised Appropriation	To Code	Previous Appropriation	Revised Appropriation
1	\$ 144,166.78	H1620 000 03 1295 Reallocated 2011-12 Funds	\$ 146,709.38	\$ 2,542.60	H1620 000 03 22BU Unalloc Budget 21/22	\$ 1,755,207.90	\$ 1,899,374.68
For: Allowing for reallocation of funds from prior year authorization							
2	\$ 79,347.07	H1620 000 03 1898 Unalloc Budget 17/18	\$ 176,492.29	\$ 97,145.22	H1620 000 03 22BU Unalloc Budget 21/22	\$ 1,899,374.68	\$ 1,978,721.75
For: Allowing for reallocation of funds from prior year authorization							
3	\$ 774.35	H1620 000 03 1998 Unalloc Budget 18/19	\$ 774.35	\$ -	H1620 000 03 22BU Unalloc Budget 21/22	\$ 1,978,721.75	\$ 1,979,496.10
For: Allowing for reallocation of funds from prior year authorization							
4	\$ 337,012.76	H1620 000 03 21BU Unalloc Budget 20/21	\$ 1,140,424.46	\$ 803,411.70	H1620 000 03 22BU Unalloc Budget 21/22	\$ 1,979,496.10	\$ 2,316,508.86
For: Allowing for reallocation of funds from prior year authorization							
5	\$ 38,699.04	H1620 000 03 21BU Unalloc Budget 20/21	\$ 803,411.70	\$ 764,712.66	H1620 000 03 22BU Unalloc Budget 21/22	\$ 2,316,508.86	\$ 2,355,207.90
For: Allowing for reallocation of funds from prior year authorization							
6	\$ 116,798.54	H1620 000 03 1698 Unalloc Budget 15/16	\$ 116,798.54	\$ -	H1620 000 03 22EF Unalloc Budget EH Fields	\$ 0.00	\$ 116,798.54
For: Allowing for reallocation of funds from prior year authorization							
7	\$ 450,201.46	H1620 000 03 21BU Unalloc Budget 20/21	\$ 764,712.66	\$ 314,511.20	H1620 000 03 22EF Unalloc Budget EH Fields	\$ 116,798.54	\$ 567,000.00
For: Allowing for reallocation of funds from prior year authorization							
8	\$ 683,000.00	H1620 000 03 22BU Unalloc Budget 21/22	\$ 2,355,207.90	\$ 1,672,207.90	H1620 000 03 22EF Unalloc Budget EH Fields	\$ 567,000.00	\$ 1,250,000.00
For: Allowing for reallocation of funds from prior year authorization							
9	\$ 47,500.00	H1620 000 03 22EF Unalloc Budget EH Fields	\$ 1,250,000.00	\$ 1,202,500.00	H2110 245 04 22EF Architect Fees EH Fields	\$ 0.00	\$ 47,500.00
For: EH Fields Reconstruction - Architect Fees							
10	\$ 37,055.72	H1620 000 03 22EF	\$ 1,202,500.00	\$ 1,165,444.28	H2110 246 04 22EF	\$ 4,073.00	\$ 41,128.72

Item	Transfer Dollar Amount	From Code	Previous Appropriation	Revised Appropriation	To Code	Previous Appropriation	Revised Appropriation
		Unalloc Budget EH Fields			Enviro Testing EH Fields		
For:		EH Soil testing and interior abatement/testing					
11	\$ 1,165,444.28	H1620 000 03 22EF	\$ 1,165,444.28	\$ -	H1620 293 04 22EF	\$0.00	\$1,165,444.28
		Unalloc Budget EH Fields			Gen Const. EH Fields		
For:		EH Fields Reconstruction					
12	\$ 100,000.00	H1620 000 03 21BU	\$ 314,511.20	\$ 214,511.20	H1620 293 03 22CO	\$3,571.97	\$103,571.97
		Unalloc Budget 20/21			Central Office GC		
For:		BOE Room - CO					
13	\$ 2,460.00	H1620 000 03 21BU	\$ 214,511.20	\$ 212,051.20	H2110 246 03 22CO	\$0.00	\$2,460.00
		Unalloc Budget 20/21			Central Office Enviro		
For:		BOE Room asbestos testing - CO					
14	\$ 15,000.00	H1620 000 03 21BU	\$ 212,051.20	\$ 197,051.20	H1620 293 04 22EF	\$1,165,444.28	\$1,180,444.28
		Unalloc Budget 20/21			Gen Const. EH Fields		
For:		EH Flooring (3 classrooms)					
15	\$ 134,607.96	H1620 000 03 21BU	\$ 197,051.20	\$ 62,443.24	H1620 000 03 22BL	\$0.00	\$134,607.96
		Unalloc Budget 20/21			Unalloc Budget Bloomberg		
For:		Allowing for reallocation of funds from prior year authorization					
16	\$ 34,607.96	H1620 000 03 22BL	\$ 134,607.96	\$ 100,000.00	H1620 246 08 22BL	\$0.00	\$34,607.96
		Unalloc Budget Bloomberg			Bloomberg HS Enviro		
For:		Abatement and testing - HS					
17	\$ 100,000.00	H1620 000 03 22BL	\$ 100,000.00	\$ -	H1620 293 08 22BL	\$0.00	\$100,000.00
		Unalloc Budget Bloomberg			Bloomberg HS GC		
For:		General Construction - HS					

Item	Transfer Dollar Amount	From Code	Previous Appropriation	Revised Appropriation	To Code	Previous Appropriation	Revised Appropriation
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**APPROVED:**            **Susan Warren** \_\_\_\_\_ **DATE:** \_\_\_\_\_


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

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

# ROSLYN HIGH SCHOOL

## Memorandum

TO: Susan Warren   
Assistant Superintendent for Business

FROM: Scott Andrews   
Principal

DATE: March 24, 2022

RE: Vision Machine for Discard

---

The Health Office has received a new vision machine because the old one was no longer working. This was confirmed by Hopkins which is the agency that conducts the annual evaluation of our machinery. The specific machine that will be discarded is a Titmusi400 Vision machine.

We would like to get the Board of Education's approval to dispose of this machine.

Thank you.

SA:nc



## Michael Betts

---

**From:** Elizabeth Schroeder  
**Sent:** Thursday, March 24, 2022 11:08 AM  
**To:** Susan Warren  
**Cc:** Nancy Cranmer  
**Subject:** RE: Vision Testing Machine

New machine was purchased and delivered earlier this month.

Asset tag number for existing machine is: 20080615

Please let me know if there is anything else you need.

*Beth Schroeder, RN  
School Nurse  
Roslyn High School  
475 Round Hill Road  
Roslyn, New York 11576*

*v: (516) 801-5110  
f: (516) 801-5111*

CONFIDENTIALITY NOTICE: This message and any attachments are solely for the intended recipient and may contain confidential information which is, or may be, legally privileged or otherwise protected by law from further disclosure. If you are not the intended recipient, any disclosure, copying, use or distribution of the information included in this email and any attachments is prohibited. If you have received this communication in error, please notify the sender via email, telephone or fax and immediately and permanently delete any copies of this email and any attachments.


**From:** Susan Warren <swarren@roslynschools.org>  
**Sent:** Thursday, March 24, 2022 11:01 AM  
**To:** Nancy Cranmer <ncranmer@roslynschools.org>  
**Cc:** Elizabeth Schroeder <eschroeder@roslynschools.org>; Michael Betts <mbetts@roslynschools.org>; Edward Joyce <ejoyce@roslynschools.org>  
**Subject:** RE: Vision Testing Machine


Can you please give us the asset tag number etc on this in the memo so that we can identify the item.  
Was the new machine purchased or donated?

**From:** Nancy Cranmer <ncranmer@roslynschools.org>  
**Sent:** Thursday, March 24, 2022 9:44 AM  
**To:** Susan Warren <swarren@roslynschools.org>  
**Cc:** Elizabeth Schroeder <eschroeder@roslynschools.org>  
**Subject:** Vision Testing Machine

# ROSLYN HIGH SCHOOL

## Memorandum

TO: Susan Warren   
Assistant Superintendent for Business

FROM: Scott Andrews   
Principal

DATE: March 29, 2022

RE: Blood Pressure Meter for Discard

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The Health Office would like to discard their Digital Blood Pressure Meter which is no longer working (ID #598347). The date of the last date of calibration was July 2014. They have multiple other meters that are used regularly.

We are requesting the approval of the Board of Education to dispose of this machine.

Thank you.

SA:nc

cc: Elizabeth Schroeder

<b>Entity Name</b>	ROSLYN UFSD	 <b>SAMS</b> NEW YORK STATE EDUCATION DEPARTMENT STATE AID MANAGEMENT SYSTEM	
<b>BEDS Code</b>	280403		
<b>Claim Year</b>	2021-2022 <input type="button" value="SET VALUES"/>		

Welcome Susan Warren (School Entity User)    CORE    04/04/2022 03:32 PM    Home | Issue Reporting | Help | Logout

Entity Info | Forms | Claim Verifications | Activity Log | Reports

You Have Selected the 'Official' Data Area.

[Print Legacy](#) | [Print Form](#) | [Print Blank](#) | [Print Text Only](#)

District Name: ROSLYN UFSD  
 Contact Person: SUSAN WARREN

District Code: 280403  
 Telephone: (516) 801-5036  
 Tel Extension:

Form Saved Successfully on 04/04/2022 03:32:56 PM

**Property Tax Report Card**

\*\*\*\*Please use Chrome or Firefox browsers when entering the Business Portal to complete the PTRC. Internet Explorer is NOT recommended.\*\*\*\*

Note: Some data elements of the Property Tax Report Card have been revised or renamed to more closely follow the Property Tax Cap calculations districts complete on the Office of the State Comptroller website. Please see the Help text above for definitions. Additional guidance on the Property Tax Levy Limit is available on the Office of Educational Management Services website: <http://www.p12.nysed.gov/mgtsevr/propertytax/taxcap/>.

Please also submit an electronic version (PDF or Word) of your school district's 2022-23 Budget Notice to: emscmgts@nysed.gov. This will enable us to help correct any formula or data entry discrepancy quickly.

Notice: The Enacted Budget allows school districts to establish a reserve fund for NYS Teachers' Retirement System Contributions, effective immediately. This reserve, if applicable, should be reported in the Schedule of Reserves under 'Other Reserve' and with a description that says: "To fund employer retirement contributions to the New York State Teachers' Retirement System (TRS.)"

Form Due - April 25, 2022

Form Preparer Name: SUSAN WARREN  
 Preparer's Telephone Number: 516-801-5020

Shaded Fields Will Calculate	Budgeted 2021-22 (A)	Proposed Budget 2022-23 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	118,663,250	122,145,193	2.93 %
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	98,696,329	101,148,675	
B. Tax Levy to Support Library Debt, if Applicable	0	0	
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>	0	0	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	0	0	
E. Total Proposed School Year Tax Levy (A+B+C-D)	98,696,329	101,148,675	2.48 %
F. Permissible Exclusions to the School Tax Levy Limit	3,995,411	3,659,811	
G. School Tax Levy Limit, Excluding Levy for Permissible Exclusions <sup>3</sup>	95,160,755	98,683,373	
H. Total Proposed Tax Levy for School Purposes, Excluding Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	94,700,918	97,488,864	
I. Difference: (G-H);(negative value requires 60.0% voter approval) <sup>2</sup>	459,837	1,194,509	3.69 %
Public School Enrollment	3,197	3,315	
Consumer Price Index			4.7 %

<sup>1</sup> Include any prior year reserve for excess tax levy, including interest.

<sup>2</sup> Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

<sup>3</sup> For 2022-23, includes any carryover from 2021-22 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest.

	Actual 2021-22 (D)	Estimated 2022-23 (E)
Adjusted Restricted Fund Balance	27,908,325	28,000,000
Assigned Appropriated Fund Balance	700,000	700,000
Adjusted Unrestricted Fund Balance	4,723,771	4,850,000
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	3.98 %	3.97 %

Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/22 Actual Balance	6/30/22 Estimated Ending Balance	Intended Use of the Reserve in the 2022-23 School Year
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April 7, 2022

Roslyn Public Schools

Agenda

Page 19

Note: Be sure to click on the Save button at the bottom after each additional Reserve you add under Capital, Property Loss, Liability, or Other Reserve.

Capital + (add) - (delete)	2015 RESERVE	For the cost of any object or purpose for which bonds may be issued.	2,141,792	2,142,000	2,139,117 plan to move to capital fund
Capital + (add) - (delete)	2020 RESERVE	For the cost of any object or purpose for which bonds may be issued.	3,645,506	3,646,000	0
Capital + (add) - (delete)	2017 RESERVE	For the cost of any object or purpose for which bonds may be issued.	11,319,916	11,323,000	2,314,574 plan to move to capital fund
Repair	REPAIR	For the cost of repairs to capital improvements or equipment.	1,016,975	805,000	0
Workers Compensation	WORKERS COMP	For self-insured Workers Compensation and benefits.	58,717	59,000	0
Unemployment Insurance	UNEMPLOYMENT	For reimbursement to the State Unemployment Insurance Fund.	541,223	542,000	0
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			
Mandatory Reserve for Debt Service		For proceeds from the sale of district capital assets or improvement, restricted to debt service.			
Insurance		For liability, casualty, and other types of uninsured losses.			
Property Loss + (add)		To cover property loss.			
Liability + (add)		To cover incurred liability claims.			
Tax Certiorari		For tax certiorari settlements.			
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.			
Employee Benefit Accrued Liability	EBALR	For accrued 'employee benefits' due to employees upon termination of service.	82,234	83,000	0
Retirement Contribution	ERS	For employer retirement contributions to the State and Local Employees' Retirement System.	7,484,657	7,487,000	1,800,000 to reduce tax levy
Reserve for Uncollected Taxes		For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.			
Single Other Reserve + (add)	NYS TRS	Employer Contribution to NYS TRS	1,732,309	1,733,000	466,553 to reduce tax levy

\* NYSED Reserve Guidance: [http://www.p12.nysed.gov/mgt/serv/accounting/docs/reserve\\_funds.pdf](http://www.p12.nysed.gov/mgt/serv/accounting/docs/reserve_funds.pdf)

OSC Reserve Guidance: <http://osc.state.ny.us/localgov/pubs/listacctg.htm#reservecfunds>

\*\*Provide a brief, but specific, statement of the planned use and appropriation for the reserve in SY 2022-23. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.

# ROSLYN UNION FREE SCHOOL DISTRICT

## PUBLIC USE OF SCHOOL FACILITIES

## BOARD OF EDUCATION POLICY 1500

---

The Board of Education authorizes the Superintendent of Schools, or the Superintendent's designee, to permit the use of school facilities by school groups or organizations which meet established criteria.

The Superintendent shall submit applications for facilities use from other responsible groups to the Board for authorization to place them on the approved list as facilities users.

The Board's guidelines for approval of such organizations shall be consistent with §414 of the Education Law and with such other criteria as set forth in this policy.

At the end of each school year, the Superintendent shall provide the Board of Education with a list of all facility users for that year.

The District Administration is further authorized to establish rates for the use of school facilities as set forth in this policy.

**The Board of Education further authorizes that the rules governing this policy and the fees associated with the use of facilities shall be waived during the Thanksgiving holiday weekend (Thursday, Friday and Saturday). First preference will be given to permit holders; however, the fields will be open to all.**

:FPB

Adopted: 12/1989

Revised: 07/2011

# ROSLYN UNION FREE SCHOOL DISTRICT

## PUBLIC USE OF SCHOOL FACILITIES

## BOARD OF EDUCATION POLICY 1500 -R

---

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### CLASSIFICATION OF GROUPS

#### Class I

- a. Organizations with direct school connections, such as parent-teacher organizations, classes, clubs, employee associations, committees of the Board of Education, etc.
- b. Organizations of a semi-educational nature, such as Boy Scouts, Girl Scouts, Little League, Booster Basketball, etc.

#### Class II

Organizations with a social, civic, recreational or entertainment purpose, such as service and charitable organizations, civic associations and adult sports groups.

#### Class III

- a. Nassau County Board of Elections
- b. Governmental entities or officials, such as federal, state, town or village governments or officials, for the purpose of holding political and non-political meetings, forums or hearings.

### FEE SCHEDULE

The Superintendent of Schools shall implement a fee schedule based upon an organization's classification:

1. Classification                      Fee



1A	None
1B	No room fee on school days; field use fee, if applicable
II	Room fee or field use fee, if applicable
IIIA	County-determined fee
IIIB	No room fee on school days

2. Room Fees

Room fees shall be charged to Class IB, Class II and Class IIIB organizations on weekends, holidays and any other days when school is not in regular session.

3. Custodial and Security Costs

Facilities users shall be charged at prevailing rates for any custodial or security services that are in addition to any such services provided by the school district as part of its regular course of business. Custodial costs for Class IIIA (Nassau County Board of Elections) shall be county-determined.

4. Cafeteria Costs

Any use of a cafeteria that also includes use of the kitchen requires, by law, the presence of cafeteria staff, whose services will be billed at prevailing rates.

REGULATIONS FOR FACILITIES USE

1. Priority for all facility space shall be determined as follows:
  - a. Regular school activities, including classes, clubs, teams, etc.
  - b. Adult Continuing Education Program activities
  - c. Approved non-school groups, assigned in the order in which their applications are received, with preference given to organizations whose participants are predominantly Roslyn School District residents.

NOTE: Permits are not issued to for-profit entities.

2. Time of occupancy shall terminate at 10:45 p.m. unless the user's permit indicates that prior arrangements have been made for payment of added custodial overtime costs.
3. Applications for use of school facilities must be submitted at least 10 days before the anticipated use. Fees set according to the schedule enumerated in this policy must be paid at the time the application is approved, or, for multiple uses on a single permit, within one week of the first use. Failure to pay fees on time will result in revocation of permit and or withholding of approval of future permits.
4. Notification to cancel activity for which space has been reserved must be made by the applicant at least 3 business days in advance. Any actual costs incurred by the district due to cancellation with 3 business day notice will be billed to the organization. Late cancellation or schedule changes will not result in reduced fees. In the event of cancellation by the district, notice will be given as far in advance as possible. The Board reserves the right to make such cancellation at any time without liability therefore.
5. Any activity carried on in school facilities shall be according to New York State Law and in conformity with village and Town Ordinances and

school district policies and regulations. No meeting shall be held in a school building:

- a. for the purpose of advancing any doctrines or theory subversive to the State of New York or the United States of America.
  - b. For the purpose of advocating social or political violence or which is of a nature likely to incite such violence.
6. The Board of Education, because of its responsibility for protecting the school district's buildings and property, may restrict use of space within buildings and grounds to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When schools are closed due to inclement weather, scheduled community use shall be automatically cancelled.
  7. Smoking is not permitted in school buildings or on school grounds. Alcoholic beverages may not be brought to or consumed in school building or on school grounds. Commercial products or promotional materials may be exhibited or displayed with the prior consent of the Superintendent of Schools or his/her designee, but only for the period of time covered by the permit application.
  8. No food or drink (other than water in bottles or other closed containers) is permitted in gymnasiums at any time. Chairs and tables may not be placed on gym floors or other playing surfaces. No pets are permitted anywhere on school grounds or in school buildings.
  9. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators and for making provision to handle anticipated crowds. Underage participants must be properly supervised at all times. Improper conduct, vandalism or other misuse of school property may result in the revocation of the permit. The cost of repairing damage caused by such misuse will be charged to the applicant.
  10. Admission charges for activities held in school facilities shall be made only for educational and/or charitable purposes. Activities must be open to the public. Non-school groups sponsoring or presenting programs for which admission is charged are required to file a copy of the Statement to the Collector of Internal Revenue with the Superintendent. The Board of Education will not be liable for the payment of any taxes due on admission charges.
  11. Arrangements for audio/visual or any other equipment is solely the responsibility of the applicant. The school district does not loan the use of equipment for non-school related activities.

#### PERMIT PROCEDURES

1. All permits for the use of school facilities shall be restricted to responsible organizations or adult individuals under the provisions outlined in this policy. Applicants must satisfy the issuing officer that they represent responsible local organizations, that they will guarantee orderly behavior and that they will underwrite any damage due to their use of the premise. The school district reserves the right to request rosters of participants in the activities of applicants to verify that they are organizations whose



participants are predominately Roslyn School District residents and thereby eligible for preferential consideration over other organizations.

2. Each applicant must provide the district with an insurance certificate naming the district as an additional insured, carrying a minimum of \$1,000,000 coverage.
3. The district administration shall make available applications for use of school facilities. An applicant who signs a permit application thereby agrees to abide by these regulations and procedures and all other applicable laws and district policies.

:FPZ

Adopted: 12/1989

Revised: 11/2004

11/2010

07/2011

**ROOMS - \$ per hour**

Cafeterias.....	\$ 45
Auditoriums	
High School, Middle School.....	\$115
East Hills.....	\$ 75
Libraries, HS Commons, Conference Rooms...	\$ 45
Classrooms.....	\$ 30
Gymnasiums	
HS, MS, EH & HH.....	\$ 75
Heights.....	\$ 55

**CUSTODIAL AND SECURITY CHARGES**

**\$75** per staff member per hour for any custodial or security services that are in addition to any such services provided by the school district as part of its regular course of business. Minimum charge is 3 hours, including 1/2 hour before and 1/2 hour after use.

**FIELDS**

**League (youth):**

All schools..... \$150  
 A single per diem field use fee of \$150 is charged for use of multiple fields by one organization at one location, up to eight hours for each weekend day or holiday

**League (adult):**

All schools..... \$150  
 A field use fee of \$150 is charged for each day of play, up to eight hours

**Non-League (adult):**

A \$75 permit fee will be assessed for each permit application

**Synthetic Turf Field at RHS**

\$85/hour regular use \$150/hour for tournaments.

*Revised 11/4/10*

**USERS OF SCHOOL FACILITIES BY CLASSIFICATION  
(Effective May 2021)**

**CLASS IA - NO CHARGE**

*Organizations with direct school connections:*

Bulldog Boosters  
Dr. Martin Luther King, Jr. Scholarship Committee  
Foundation for Roslyn's Educational Advancement and Development (R.E.A.D.)  
Friends of Royal Crown Players  
Friends of Spotlight  
Parent Associations (CCPA, RHS, RMS, EH, HH, HTS, SEPTA, KPA)  
Marching Band Fans  
Nassau BOCES  
Roslyn Employee Associations  
    Roslyn Administrators & Supervisors Association  
    Roslyn Custodial, Bus Drivers and Maintenance Association  
    Roslyn Educational Secretaries Association  
    Roslyn Food Service Association  
    Roslyn Paraprofessional Association  
    Roslyn Teachers Association (RTA)  
    Retired RTA  
Roslyn High School Scholarship Fund Committee  
Senior Party Parents

**CLASS IB - NO ROOM FEE; FIELDS USE FEE; CUSTODIAL CHARGE, IF APPLICABLE**

*Organizations of a semi-educational nature:*

Albertson Soccer  
Archangel Michael Greek Orthodox Church & School  
Concerned Citizens for Roslyn Youth  
Roslyn Booster Basketball Club  
Boy Scouts  
Girl Scouts  
Long Island Bridge for Youth  
Long Island Chess Nuts  
Long Island Flag Football Inc.  
Roslyn Little League  
Sid Jacobson JCC  
Roslyn Flag Football League  
Roslyn Lacrosse Club  
Roslyn FC Soccer  
**Team Siege Baseball**

**CLASS II - APPLICATION FEE, ROOM FEE, FIELD USE FEE AND/OR CUSTODIAL CHARGE, AS APPLICABLE**

*Organizations with a social, civic, recreational or entertainment purpose, such as service and charitable organizations, civic associations, summer programs and adult sports groups:*

- Canterbury Woods Civic Association
- Chabad of Roslyn Summer Program
- East Hills Men's Softball
- E Joy Community Resource Center
- Friends of the Bryant Library
- Greenvale Civic Association
- Nassau Zone New York State Association for Health, Physical Education, Recreation and Dance (NYSAHPERD)
- Roslyn Bulldogs/Stan Musial League
- Roslyn Chamber of Commerce
- Roslyn Graduates Bulldogs Softball
- Roslyn Heights Civic Association
- Roslyn Men's Softball
- Roslyn Soccer Opponents
- Roslyn Women's Softball
- Supportersize Foundation
- Temple Beth Shalom Day Camp
- Temple Sinai
- Unified Civic Association

**CLASS IIIA - COUNTY-DETERMINED FEE**

- Nassau County Board of Elections

**CLASS IIIB - NO CHARGE**

*Governmental entities or officials, such as federal, state, town or village governments or officials, for the purpose of holding political and non-political meetings, forums or hearings:*

- Bryant Library
- Roslyn Highlands Fire Dept.
- Roslyn Rescue Fire Dept.
- Nassau County
- New York State
- Town of North Hempstead
- Roslyn Water District
- Village of East Hills
- Village of Flower Hill
- Village of Roslyn
- Village of Roslyn Estates
- Village of Roslyn Harbor

Adopted: November 18, 2004

Revised: 2/2005, 3/2005, 3/2007, 6/2007, 7/2009, 7/2011, 2/2012, 8/2012,  
1/2013, 2/2013, 6/2013, 8/2013, 9/2013, 10/2013, 1/2014, 6/2015

3/2016, 7/2016, 11/2016, 6/2017, 3/2018, 6/2019, 7/2019  
3/2021, 5/2021, 3/2022