

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

**Wednesday, July 13, 2022**

**Roslyn High School – Auditorium**

**Immediately following the Re-Organization Meeting**

Recommendation to accept the Claims Auditor’s Quarterly Reports for January, February and March 2022.

Recommendation to accept the minutes from the following meeting:  
June 23, 2022

**Board President’s Comments**

**Superintendent’s Comments**

**PUBLIC COMMENT Limited to Agenda Items ONLY**

(Will be limited to ½ hour, no more than 2 minutes per speaker. One speaker per topic).

Though not required by law, the Roslyn Board of Education invites public comment during its meetings. Please fill out an index card with your name, address and comment topic. Citizens will be recognized by the presiding officer. Please 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 BE IT RESOLVED** that the Board of Education hereby approves the Sixth Amendment to the Superintendent’s contract between the Board of Education and Superintendent of Schools, Allison Brown, and

**BE IT FURTHER RESOLVED** that the Board of Education authorizes the Board President to execute said Sixth Amendment on behalf of the Board of Education.

**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: New Hyde Park – Garden City Park Union Free School District  
 Services: Health and Welfare Services for 1 student attending out of district schools for the 2021-22 school year.  
 Fees: \$1,307.98 per student  
 Total estimated to be \$1,307.98

(ii) Contractor: Long Island Jewish Medical Center\*  
 Services: School Doctor at Football Games  
 August 1, 2022 – June 30, 2023  
 Fees: Total Estimated to be \$2,400  
*\*This contract for the 2022-2023 school year is subject to the Governor’s order regarding New York State school closure.*

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

**B.3.** Recommendation to approve **2022-23** special aid fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-447-2255	CONSULTANTS-ARPA MK	\$102,850.00
	<b>Subtotal</b>	<b>\$102,850.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2110-490-2255	BOCES – ARPA	\$102,850.00
	<b>Subtotal</b>	<b>\$102,850.00</b>

REASON FOR TRANSFER REQUEST: To cover the cost of an agreement with Northwell Health as available through BOCES.

**B.4.** Recommendation to approve **2022-23** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-490-08-9000-801	BOCES PROGS OTHER	\$10,258.33
	<b>Subtotal</b>	<b>\$10,258.33</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2110-450-08-2200-801	TCHG SUP HS SCIENCE	\$10,258.33
	<b>Subtotal</b>	<b>\$10,258.33</b>

REASON FOR TRANSFER REQUEST: To allow for the purchase of supplies available through Ed-Data instead of BOCES.

- B.5.** Recommendation to approve a payment in the amount of \$41,550.09 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 5/31/2022.
- B.6.** Recommendation to set the standard mileage rate for the business use of employee-owned vehicles at 62.5 cents per mile (IRS rate) effective July 1, 2022 through December 31, 2022 in accordance with IRS announcement 2022-13 and Board of Education Policy. [This is an increase from the previously set 2022 rate of 58.5 cents per mile] **(Attachment B.6.)**
- B.7.** Recommendation by Jason Lopez, Assistant to the Superintendent for Technology & Security Infrastructure (Information Technology Specialist III), to declare as surplus the attached items which are no longer viable and cannot be used in the District. These items will be exchanged for credit which will be used toward the purchase of compatible items. **(Attachment B.7.)**
- B.8.** Recommendation by Dr. Scott Andrews, High School Principal, to declare the following textbooks to be discarded due to their being outdated and obsolete. **(Attachment B.8.)**
- B.9.** Recommendation by Jason Lopez, Assistant to the Superintendent for Technology & Security Infrastructure (Information Technology Specialist III), to declare as surplus the attached items which are no longer operational or upgradable and have outlived their useful life. These items may be sold as scrap, put up for auction, or discarded as is deemed appropriate. **(Attachment B.9.)**
- B.10.** Recommendation by Craig Johanson, Middle School Principal, to declare as obsolete the attached item which is no longer of use in the district. It is not functioning and cannot be repaired. This item should be either sold as scrap, put up for auction, or discarded as is deemed more appropriate. **(Attachment B.10.)**
- B.11.** Recommendation by Thomas Szajkowski, Assistant to the Superintendent for Administration and Special Projects, to declare as obsolete the attached items which are no longer of use in the district. They are either not functioning and cannot

be repaired, or have become obsolete. These items may be sold as scrap, put up for auction, or discarded as is deemed appropriate. **(Attachment B.11.)**

**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 June 2, 13, 14 and 28, 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 March 10,14,17,29,31, April 25,27,28,29, May 5,9,11,12,16,17,20,23,25,26, June 1,2,3,6,7,8,9,10,13,15,16,17,22 and 30, 2022.

**BOARD OF EDUCATION:**

**BOE.1** BE IT RESOLVED that the 2022-2023 Board of Education goals are hereby adopted.

**BOE.2 WHEREAS**, the Roslyn UFSD (“District”) issued a Request for Proposals for the provision of athletic training services for the 2022-2023 school year on June 3, 2022 (the “RFP”); and

**WHEREAS**, the District received one proposal in response to the RFP on June 17, 2022; and

**WHEREAS**, based upon the District Administration’s review and evaluation of said proposal, the District Administration recommends that the Board of Education award the contract for the provision of athletic training services to Professional Athletic Training Services, PLLC for the 2022-2023 school year;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Education hereby awards the contract for the provision of athletic training services to Professional Athletic Training Services, PLLC for the 2022-2023 school year;

**BE IT FURTHER RESOLVED** that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said contract between the District and Professional Athletic Training Services, PLLC on behalf of the Board of Education, subject to the terms and conditions of an agreement to be prepared by District counsel.

**BOE.3** [The appointments of the members of the Board of Registration expire thirty days following the date of the annual budget vote.]

- a) Recommendation that four members of the Board of Registration be paid at a rate of \$16.00 per hour for the 2022-2023 school year:
- |               |                 |
|---------------|-----------------|
| Diane Glasco  | Sharon Margolin |
| Ruth Quintero | Shirley Carter  |

**BOE.4** Recommendation to approve Alison Gilbert to attend the Live Virtual NYSSBA 2022 Summer Law Conference to be held on July 28 and July 29, 2022 at a cost not to exceed \$200.00.

**BOE.5** WHEREAS, the Board of Education has reviewed Policy 6415 (Wire Transfers) and Policy 6420 (Online Banking Services) and has determined that said policies require revision:

WHEREAS, the Board of Education wishes to adopt the following revised policies: Policy 6415 (Wire Transfers) and Policy 6420 (Online Banking Services) and implement the changes contained therein effective immediately; and

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby suspends Policy 2510 (Formulation, Adoption and Amendment of Policies) for the purpose of adopting the following revised policies: Policy 6415 (Wire Transfers) and Policy 6420 (online Banking Services); and

BE IT FURTHER RESOLVED, that the Board of Education hereby adopts Revised Policy 6415 (Wire Transfers) and Policy 6420 (Online Banking Services), effective immediately. **(Attachment BOE.5a and BOE.5b)**

**BOE.6** WHEREAS, the Roslyn Union Free School District and Friends Academy have agreed that it is mutually beneficial to combine the Friends Academy's Varsity Football Team with Roslyn UFSD's Varsity Football Team at Roslyn High School;

WHEREAS, an Application was made to Section VIII of the New York State Public High School Athletic Association to consolidate and combine the Friends Academy Varsity Football Team with Roslyn UFSD's Varsity Football Team;

WHEREAS, the Roslyn UFSD was notified that Section VIII approved said application on February 11, 2022 and has further provided the District with a schedule of games for the Consolidated Team;

WHEREAS, the District Administration recommends that the Board approve said consolidation of Friends Academy's Varsity Football Team with Roslyn UFSD's Varsity Football Team;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby approves the agreement between the Roslyn Union Free School District and Friends Academy in connection with the consolidation of the student(s) on the Friends Academy Varsity Football Team

with the Roslyn UFSD Varsity Football Team, subject to the terms and conditions of an Agreement to be prepared by District counsel;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate said Agreement on behalf of the Board of Education.

**BOE.7** WHEREAS, the Roslyn Union Free School District and Friends Academy have agreed that it is mutually beneficial to combine the Friends Academy's Junior Varsity Football Team with Roslyn UFSD's Junior Varsity Football Team at Roslyn High School;

WHEREAS, an Application was made to Section VIII of the New York State Public High School Athletic Association to consolidate and combine the Friends Academy Junior Varsity Football Team with Roslyn UFSD's Junior Varsity Football Team;

WHEREAS, the Roslyn UFSD was notified that Section VIII approved and/or would be approving the consolidation of the Friends Academy's Junior Varsity Football Team with Roslyn UFSD's Junior Varsity Football Team and has further provided the District with a schedule of games for the Junior Varsity Consolidated Team;

WHEREAS, the District Administration recommends that the Board approve said consolidation of Friends Academy's Football Team with Roslyn UFSD's Varsity Football Team, pending formal approval of said Consolidation Application from Section VIII;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby approves the agreement between the Roslyn Union Free School District and Friends Academy in connection with the consolidation of the student(s) on the Friends Academy Junior Varsity Football Team with the Roslyn UFSD Junior Varsity Football Team, subject to the terms and conditions of an Agreement to be prepared by District counsel and the formal approval of the Consolidation Application from Section VIII;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate said Agreement on behalf of the Board of Education.

## **EXECUTIVE SESSION (if needed)**

### **Adjournment**

Personnel Action Report  
Professional

Item	Name	Action	Position/Replacing	Class	Type	Location	From	To	Tenure Area	Certification/Class/Step/Salary
1	Marianne DeMille-Cynar	Part-Time Appointment	.7 School Media Specialist (K.Leon)			MS	8/30/22	6/30/23		Library Media Specialist, English Gr. 7-12, BA/Step 1, per RTA Contract, prorated
2	Marianne DeMille-Cynar	Part-Time Appointment	.3 English (A.Demas)			HS	8/30/22	6/30/23		Library Media Specialist, English Gr. 7-12, BA/Step 1, per RTA Contract, prorated
3	Julianna DeAngelis	Part-Time Appointment	.9 English (J.Fedun)			MS	8/30/22	6/30/23		English Language Arts Gr. 7-12, BA/Step 1, per RTA Contract, prorated
4	Julianna DeAngelis	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
5	Asli Yetim	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		Childhood Ed & Students w/Disabilities Gr.1-6, \$130/day
6	Erin McCall	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		Early Childhood & Childhood Ed, Birth-Gr.6, \$130/day
7	Michelle Campbell	Probationary Appointment	Teaching Assistant (A.Johansonl)			EH	8/30/22	Prob. Ends 8/29/26*	Teaching Assistant	Childhood Ed., Gr.1-6, Gr. 3/Step 1**, Per RPA Contract
8	Christina Krause	Childcare Leave	Teacher			EH	7/1/22	6/30/23		Per RTA Contract
9	Lindsay Hershkowitz	Childcare Leave	Psychologist			HS	On or About 10/5/2022	6/30/23		Per RTA Contract
10	Jolita Gudaitis Haigis	Appointment	Leave Replacement Psychologist (L. Hershkowitz)			HS	On or About 10/5/2022	6/30/23		School Psychologist, BA/Step 1, Per RTA Contract
11	Jolita Gudaitis Haigis	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
12	Jennifer Sheehan	Revise Tenure Appointment	Assistant Principal				7/11/22		Assistant Principal	
13	Denise Tretola	Coach Appointment	Girls Soccer, II / 2			MS	7/14/22	6/30/23		Per RTA Contract
14	Jared Levenson	Appointment	Student Advisory			MS	9/1/22	6/30/23		Per RTA Contract
15	Wilfredo Abrahante	Appointment	Athletic Coordinator			MS	8/30/22	6/30/23		Per RTA Contract
16	Susan Levy	Appointment	Home Instruction Tutor				7/14/22	6/30/23		\$60/hour
17	Dale Santiago	Appointment	Home Instruction Tutor				7/14/22	6/30/23		\$60/hour
18	Jennifer Marshall	Appointment	CSE Representative (as needed)				7/14/22	8/30/22		Per RTA Contract
19	Andria Jacob	Appointment	Collegial Circle Facilitator				7/14/22	6/30/23		\$80/hour (paid by Teacher Center Grant)
20	Loretta Fonseca	Appointment	In-Service Instructor (not to exceed 1 hr.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
21	Jodi Zambell	Appointment	In-Service Instructor (not to exceed 1 hr.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
22	Webdy Svitek	Appointment	In-Service Instructor (not to exceed 2 hrs.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
23	Christine Flanagan	Appointment	In-Service Instructor (not to exceed 4 hrs.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
24	Vera Trenchfield	Appointment	In-Service Instructor (not to exceed 10 hrs.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
25	Colleen Mastriano	Appointment	In-Service Instructor (not to exceed 8 hrs.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
26	Robert Gerula	Appointment	In-Service Instructor (not to exceed 8 hrs.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
27	Jesse Sorenson	Appointment	In-Service Instructor (not to exceed 8 hrs.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
28	Michelle Atkins	Appointment	In-Service Instructor (not to exceed 8 hrs.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
29	Bryan Offerman	Appointment	In-Service Instructor (not to exceed 8 hrs.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
30	Suzanne Penkovsky	Appointment	In-Service Instructor (not to exceed 4 hrs.)				7/14/22	6/30/23		\$80 (paid by Teacher Center Grant)
31	Wendy Aronson	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
32	Amy Braunstein	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
33	Jeanine Bravo	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
34	Andrea Brenner	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
35	Francis Cifali	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
36	Janice Crawford	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
37	Susan Guthrie	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
38	Gail Horn	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
39	Lorraine Huzar	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day

Personnel Action Report  
Professional

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July 13, 2022

Item	Name	Action	Position/Replacing	Class	Type	Location	From	To	Tenure Area	Certification/Class/Step/Salary
40	Ann Jacobs	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
41	Rhonda Kanis	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
42	Hope Lamagna	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
43	Karen Leon	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
44	Jennifer Marshall	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
45	Kathleen Miller	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
46	Barbara Pelletieri	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
47	Eleanor Russell	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
48	Lynda Trotta Boehler	Substitute Appointment	Per Diem Substitute Teacher, Retiree				9/1/22	6/30/23		\$140/day
49	Daniela Allegro	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
50	Jill Altman	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
51	Rosanna Appice	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
52	Terrylynn Bayon	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
53	Vanessa Canner	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
54	Jeremy Cohen	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
55	Maryann Combs	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
56	Kathleen Dwyer	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
57	Susan Escobar	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
58	Jennifer Farber	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
59	Rachel Frescott	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
60	Stacey Ginsberg	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
61	Christina Gogh	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
62	Anna Guerra	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
63	Nancy Hochman	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
64	Martin King	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
65	Francine Koliopoulos	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
66	Andrew Krublitz	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
67	Rudolf Lanzillotta	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
68	Annemarie Levane	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
69	Cathleen Marx	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
70	Michael Miller	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
71	Barbara Mucciolo	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
72	Rachel Pulewitz	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
73	Betina Puliafico	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
74	Dale Santiago	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
75	James Schmachtenberg	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
76	Rachel Shapiro	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
77	Mark Steinmuller	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
78	Lisa Swierkowski	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
79	Lynne Thies	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
80	Beth Wahn	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
81	Paulette Wyatt	Substitute Appointment	Per Diem Substitute Teacher				9/1/22	6/30/23		\$130/day
82	Barbara Antoniadades	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
83	Cecilia Baumgarten	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
84	Barbara Bende	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day



Personnel Action Report  
Professional

P.1  
July 13, 2022

Item	Name	Action	Position/Replacing	Class	Type	Location	From	To	Tenure Area	Certification/Class/Step/Salary
85	Rosann Brodley	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
86	Kevin Ciani	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
87	Maryann Combs	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
88	Theresa Degregorio	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
89	Catherine Demarco	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
90	Ellen Dickinson	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
91	Hailey Dorn	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
92	Alba Garcia	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
93	Stacey Ginsberg	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
94	Christina Gogh	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
95	Tara Guiffre	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
96	Donald Ingegno	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
97	Dorene Konecky	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
98	Carmen Krauss	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
99	Susan Levy	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
100	Diane Lipari	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
101	Sophie Lipstein	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
102	Maryanne Maher	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
103	Cathleen Marx	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
104	Linda Mohlenhoff	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
105	Geraldine Parmiter	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
106	Francesca Prestia	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
107	Charlotte Schnepfer	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
108	Patricia Schultz	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
109	Ellen Seidel	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day
110	Francine Wiener	Substitute Appointment	Per Diem Substitute Teaching Assistant				9/1/22	6/30/23		\$100/day

**All extracurricular appointments for the 2022-2023 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.

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Sophie Lipstein	Resignation	Monitor			HH		6/30/22 (last day of employment)		
2	Marise St Louis	Rescind Substitute Appointment	Per Diem Substitute Typist Clerk, Retiree				7/1/22	6/30/23		\$16.50/Hour
3	Yesenia Hernandez	Resignation from position	Food Service Worker					8/29/2022 (last day in position)		
4	Yesenia Hernandez	Probationary Appointment	Cook Manager (D.Zapata)	Non-comp	Prob	EH	On or about 8/30/2022*			Grade 1C/Step 9, Per RFSA Contract
5	Leslie DiBernardo	Substitute Appointment	Per Diem Substitute Typist Clerk		Sub		On or about 7/18/2022*	6/30/23		\$15.50/Hour
6	Joseph Paduano	Appointment	Security Aide-hourly (.5 of M.Farinaccio)				On or about 7/18/2022*			\$25.00/hour
7	John O'Keefe	Appointment	Security Aide (hourly)-New position				On or about 7/18/2022*			\$25.00/hour

\* Pending Civil Service Approval

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

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

**Attachment B.2.**

Item	Transfer Dollar Amount	From Code	Previous Appropriation	Revised Appropriation	To Code	Previous Appropriation	Revised Appropriation
1	\$ 288,022.80	H1620 000 03 15CR Unalloc Cap Res 2015	\$ 2,139,116.50	\$ 1,851,093.70	H1620 000 03 23HS Unalloc Budget Field Work	\$ -	\$ 288,022.80
For: Allowing for reallocation of funds from prior year authorization							
2	\$ 59,442.40	H1620 000 03 23HS Unalloc Budget Field Work	\$ 288,022.80	\$ 228,580.40	H1620 246 08 23SF Survey Fields HS Enviro	\$ -	\$ 59,442.40
For: Survey and analysis of HS fields							
3	\$ 38,580.40	H1620 000 03 23HS Unalloc Budget Field Work	\$ 228,580.40	\$ 190,000.00	H1620 246 09 23SF Survey Fields MS Enviro	\$ -	\$ 38,580.40
For: Survey and analysis of MS fields							
4	\$ 190,000.00	H1620 000 03 23HS Unalloc Budget Field Work	\$ 190,000.00	\$ -	H2110 245 08 23HS ARCH - Field Work/Turf	\$ -	\$ 190,000.00
For: Architect fees for Field Work/turf and interior classroom work							
5	\$ 35,734.09	H1620 000 03 21BU Unalloc Budget 2020-21	\$ 35,734.09	\$ -	H1620 293 08 22BL Bloomberg HS GC	\$ 7,023.95	\$ 42,758.04
For: General Construction - HS							

**APPROVED:** Susan Warren \_\_\_\_\_ **DATE:** \_\_\_\_\_

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

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



# IRS increases mileage rate for remainder of 2022

IR-2022-124, June 9, 2022

WASHINGTON — The Internal Revenue Service today announced an increase in the optional standard mileage rate for the final 6 months of 2022. Taxpayers may use the optional standard mileage rates to calculate the deductible costs of operating an automobile for business and certain other purposes.

For the final 6 months of 2022, the standard mileage rate for business travel will be 62.5 cents per mile, up 4 cents from the rate effective at the start of the year. The new rate for deductible medical or moving expenses (available for active-duty members of the military) will be 22 cents for the remainder of 2022, up 4 cents from the rate effective at the start of 2022. These new rates become effective July 1, 2022. The IRS provided legal guidance on the new rates in Announcement 2022-13 [PDF](#), issued today.

In recognition of recent gasoline price increases, the IRS made this special adjustment for the final months of 2022. The IRS normally updates the mileage rates once a year in the fall for the next calendar year. For travel from January 1 through June 30, 2022, taxpayers should use the rates set forth in Notice 2022-03 [PDF](#).

"The IRS is adjusting the standard mileage rates to better reflect the recent increase in fuel prices," said IRS Commissioner Chuck Rettig. "We are aware a number of unusual factors have come into play involving fuel costs, and we are taking this special step to help taxpayers, businesses and others who use this rate."

While fuel costs are a significant factor in the mileage figure, other items enter into the calculation of mileage rates, such as depreciation and insurance and other fixed and variable costs.

The optional business standard mileage rate is used to compute the deductible costs of operating an automobile for business use in lieu of tracking actual costs. This rate is also used as a benchmark by the federal government and many businesses to reimburse their employees for mileage.

Taxpayers always have the option of calculating the actual costs of using their vehicle rather than using the standard mileage rates.

The 14 cents per mile rate for charitable organizations remains unchanged as it is set by statute.

Midyear increases in the optional mileage rates are rare, the last time the IRS made such an increase was in 2011.

## Mileage Rate Changes

**Attachment B.6.**

<b>Purpose</b>	<b>Rates 1/1 through 6/30/2022</b>	<b>Rates 7/1 through 12/31/2022</b>
Business	58.5	62.5
Medical/Moving	18	22
Charitable	14	14

*Page Last Reviewed or Updated: 13-Jun-2022*



Box 367, Roslyn, NY 11576 516-801-5080 Fax 516-801-5088 www.roslynschools.org

Jason Lopez  
Asst. to the Superintendent  
Technology & Security Infrastructure

MEMORANDUM

TO: Susan Warren  
FROM: Jason Lopez *jlw*  
DATE: June, 24<sup>h</sup> 2022

I hereby request that the following unused and incompatible toner cartridges be exchanged for credit. I plan to use the credit for compatible copier toner.

- 9 - Lexmark W850H21G One High Yield Toner Cartridge CT20196 UPC:734646317306
- 7 - Lexmark X860H21G One High Yield Toner Cartridge CT201299 UPC:734646317320
- 5 - Lexmark 40X6788 Developer Unit

Total Credit: \$180 from PCU

Thank you.



Jason Lopez

A handwritten signature in black ink, appearing to read "Jason Lopez", written over a white background.

# ROSLYN HIGH SCHOOL

## Memorandum

TO: Susan Warren  
Assistant Superintendent for Business

FROM: Scott Andrews    
Principal

DATE: June 24, 2022

RE: Business Department Books for Discard

---

As per the attached memo from Sallykaye Kaufman, Business teacher, we are requesting the approval of the Board of Education to dispose of these books.

Thank you.

SA:nc

cc: Sallykaye Kaufman

## MEMO

TO: Scott Andrews  
 FROM: Sallykaye Kaufman  
 DATE: June 16, 2022  
 RE: Disposal of Assets

The following assets have outlived their useful life:

Book/Workbook	ISBN	Copyright	Number of Books
Advertising	978-1-111-57323-2	2011	35
Entrepreneurship	978-0-13-512844-2	2010	35
Entrepreneurship Workbook	978-0-13-515000-9	2010	35
Financial Literacy	978-0-321-54775-0	2008	30
Financial Literacy Workbook	078-013-608756-4	2008	30
Taxes for Teens	978-0-53843711-0	2004	40
Accounting Workbook – Chapters 17-24	978-0-538-44771-3	2009	60
Sports & Entertainment Marketing	978-0538-44515-3	2008	35

Donated bookcase (broken) in Room 121





Box 367, Roslyn, NY 11576 516-801-5080 Fax 516-801-5088 www.roslynschools.org

Jason Lopez  
Asst. to the Superintendent  
Technology & Security Infrastructure

MEMORANDUM

TO: Susan Warren *sw*  
FROM: Jason Lopez  
DATE: June, 27<sup>h</sup> 2022

I hereby request that the computer that are either no longer operational or worth financially repairing be added to our next applicable Board of Education Meeting. We will dispose of the computers properly.

Thank you.

Jason Lopez

Item	Manf	Model	Serial Number	Roslyn Asset	Date
Monitor	Dell	2407WFPb	MX-0GM504-46634-79I-2P9S	N/A	6/24/2022
Monitor	Dell	2408WFPb	MX-0G283H-74262-884-23YS-A01	N/A	6/24/2022
Monitor	Dell	1707FPc	CN-0CC352-64180-66R-0KJC	N/A	6/24/2022
Computer	Dell	7440	GXFCCH2	7061	6/24/2022
Computer	Dell	7440	GXCTCH2	20180146	6/24/2022
Laptop	Dell	Latitude 5470	DGSCCTC2	6679	6/24/2022
Computer	Dell	9030	8T04082	7031	6/24/2022
Computer	Dell	7440	JT2HKB2	6554	6/24/2022
Computer	Dell	9030	8T23082	6909	6/24/2022
Computer	Dell	9030	8T42082	6889	6/24/2022
Computer	Dell	9030	289K842	3357	6/24/2022
Computer	Dell	9030	85Y4082	6710	6/24/2022
Computer	Dell	9030	G7YRT52	5311	6/24/2022
Computer	Dell	7450	33KXXM2	8312	6/24/2022
Computer	Dell	7440	JT1YJB2	6820	6/24/2022
Printer	Epson	Stylus Pro 3880	LPJE031518	7231	6/24/2022
Laptop	Dell	Latitude 5420	JMGLLQ1	1643	6/24/2022
Laptop	Dell	Latitude 5420	JMGJ4WL1	1650	6/24/2022
Laptop	Dell	Latitude E5470	47DVKC2	6245	6/24/2022
Laptop	Dell	Latitude 5420	JMGJ4S1	1649	6/24/2022
Laptop	Dell	Latitude E5470	FP7CTC2	6671	6/24/2022
Laptop	Dell	Latitude E5470	H52CTC2	7070	6/24/2022
Laptop	Dell	Latitude E5470	530LTC2	6485	6/24/2022
Laptop	Dell	Latitude 5480	C56JMH2	6957	6/24/2022
Laptop	Dell	Latitude 5480	D73HMH2	5616	6/24/2022
Laptop	Dell	Latitude E5440	6ZVNM12	N/A	6/24/2022
Laptop	Dell	Latitude 6430	F8D4FZ1	2850	6/24/2022
Laptop	Dell	Latitude 6420	F8D4FZ1	2335	6/24/2022
Laptop	Dell	Latitude E5440	9PW4762	6328	6/24/2022
Laptop	Dell	Latitude 5490	1Z491Z2	11375	6/24/2022
Laptop	Dell	Latitude 5420	JMGNKQ1	3516	6/24/2022
Laptop	Dell	Latitude 5480	BRHRPQ2	8474	6/24/2022
Laptop	Dell	Latitude 5470	2PFCTC2	3444	6/24/2022
Laptop	Dell	Latitude 5440	4YVNM12	5709	6/24/2022
Laptop	Dell	Latitude 5480	D8KJMH2	8088	6/24/2022
Laptop	Dell	Latitude 5470	5X3LTC2	7077	6/24/2022
Laptop	Dell	Latitude E5430	196TBW1	1862	6/24/2022
Laptop	Dell	Latitude 5480	567M8H2	7336	6/24/2022
Laptop	Dell	Latitude 5470	FN7LTC2	7082	6/24/2022
Laptop	Dell	Latitude 5440	93LKZ52	8450	6/24/2022
Laptop	Dell	Latitude E5470	4H3VJC2	6238	6/24/2022
Laptop	Dell	Latitude E5470	1JBTJC2	6224	6/24/2022
Printer	Lexmark	LexT642	790R5PZ	6562	6/27/2022
Computer	Dell	7440	JTJ7HB2	6882	6/27/2022

ROSLYN MIDDLE SCHOOL  
MEMORANDUM

TO: Susan Warren

FROM: Craig S. Johanson



DATE: June 28, 2022

SUBJECT: Middle School FACS Stove – Recommendation to Declare Obsolete

Dear Susan,

I am recommending we declare one Middle School FACS Frigidaire stove inoperable, non-repairable and therefore obsolete. Attached is a photo of the Roslyn UFSD tag.

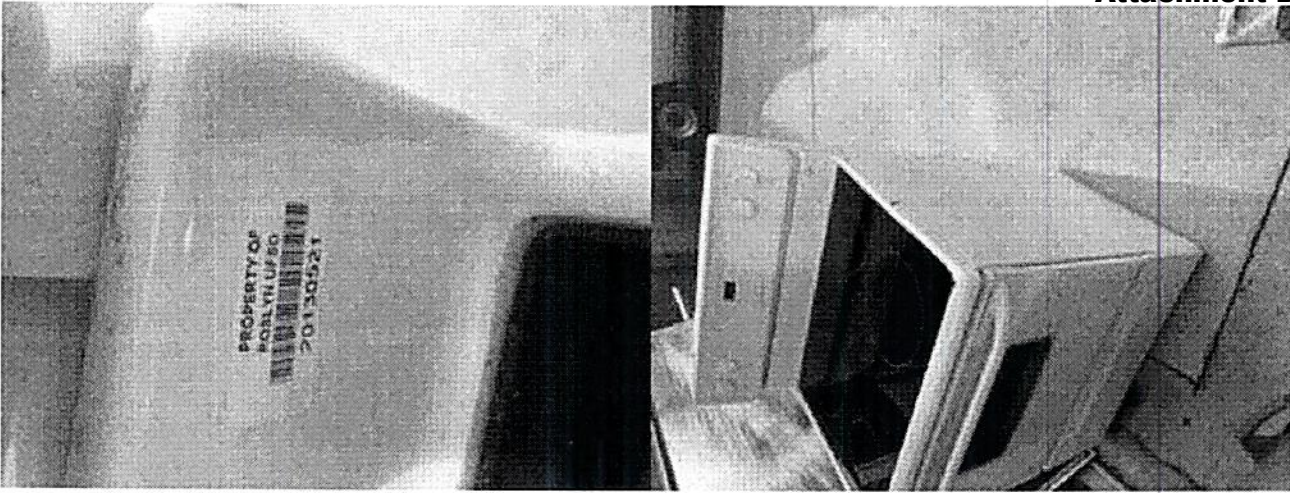
Roslyn Tag # 20130521/ white Frigidaire stove

Please add this to the next Board of Education meeting agenda.

Thank you,

Craig S. Johanson

Enc.



Thanks,  
Tom Gil  
Sent from my iPhone



**Mary Campanella**

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**From:** Craig Johanson  
**Sent:** Monday, June 27, 2022 8:19 AM  
**To:** Mary Campanella  
**Cc:** Tomas Gil  
**Subject:** FW: Old stove

Hi Mary,

Please create a memo to discard the oven.

Thank you.

All the best,

*Craig S. Johanson*

Principal  
Roslyn Middle School  
375 Locust Lane  
Roslyn Heights, NY 11577  
Phone: 516-801-5200  
Fax: 516-801-5208  
[cjohanson@roslynschools.org](mailto:cjohanson@roslynschools.org)

*Every Student Matters, Every Moment Counts*

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**From:** Tomas Gil <[tgil@roslynschools.org](mailto:tgil@roslynschools.org)>  
**Sent:** Monday, June 27, 2022 8:17 AM  
**To:** Craig Johanson <[cjohanson@roslynschools.org](mailto:cjohanson@roslynschools.org)>  
**Subject:** Old stove

Good Morning,

The pictures are the tag for an old broken stove that was replaced in FACS this year. Can you please submit to BOE for disposal.

## PUBLIC SCHOOLS


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3 Glen Cove Road & Parp Drive, Greenvale NY 11548 516-801-5450 Fax 516-801-5458  
[www.roslynschools.org](http://www.roslynschools.org)

Allison Brown  
Superintendent of Schools

Thomas G. Szajkowski  
Assistant to the Superintendent for  
Administration & Special Projects

July 6, 2022

Ms. Susan Warren   
Assistant Superintendent for Business and Administration

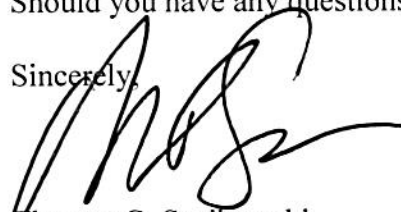
I hereby request the following item(s) either no longer operational, useful, safe, working, or have outlived their useful life to be discarded or auctioned off to the highest bidder.

Please add this to the July 13, 2022 Board of Education Agenda.

- 100 student desks

Should you have any questions, please feel free to contact my office.

Sincerely,

  
Thomas G. Szajkowski  
Assistant to the Superintendent for Administration & Special Projects  
Roslyn Public Schools

WIRE TRANSFERS

POLICY 6415

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The Board of Education recognizes the availability of the use of electronic wire transactions in the conduct of the financial affairs of the School District. The Board of Education or its designee shall develop procedures which indicate the individual(s) authorized to initiate, approve, transmit, record, review and reconcile electronic wire transactions. At least two (2) individuals will be involved in each transaction. Authorization and transmitting functions will be segregated.

The School District will enter into written wire transfer security agreements for School District bank accounts which will include established procedures for authenticating wire transfer orders.

All wire transfers must be authorized by the Assistant Superintendent for Business and Administration. Routine wire transfers shall be conducted as follows:

- The Treasurer, or the Deputy Treasurer (in the Treasurer's absence) will initiate the request to transfer funds from a School District authorized banking account to another institution in the form of a written Transfer Request.
- The Transfer Request will be signed and approved by two of the following individuals: Assistant Superintendent for Business and Administration, Assistant Superintendent for Secondary Instruction, Assistant Superintendent for Elementary Instruction or, District Clerk.
- After the Treasurer's or Deputy Treasurer (in the Treasurer's Absence) Transfer Request is signed and approved, the District Treasurer or Deputy Treasurer (in the Treasurer's absence) will execute the transfer of funds, via the bank, in accordance with the authorization. This authorization will not be executed by the bank until approved by two of the following individuals: Assistant Superintendent for Business and Administration, Assistant Superintendent for Secondary Instruction, Assistant Superintendent for Elementary Instruction, or the District Clerk. When the Transfer Request is a transfer of funds from one School District account to another School District account, a second set of bank approvals will not be required. In all instances, at least three (3) individuals shall be involved in the initiation and approval of each transaction.
- The Treasurer or Deputy Treasurer (in the Treasurer's absence) will create the warrants and make the journal entries to record these payments. When these payments relate to a transaction involving payroll, the transfers will be recorded by the Payroll Office. The Treasurer or Deputy Treasurer (in the Treasurer's absence) will post the transaction to the general ledger and the Assistant Superintendent for Business and Administration or the Superintendent of Schools (in the absence of the Assistant Superintendent for Business and Administration) will approve the entries.

Dual approval controls will be established for non-routine wire transfer orders. The Internal Auditor will periodically confirm that wire transfers have appropriate signatures, verification and authorization of proper personnel.

Cross-Ref:

Ref: Education Law Section 2116-a  
General Municipal Law Article 2 Section 5-a

Adoption Date: November 3, 2016  
Revision Date:

## ON-LINE BANKING SERVICES

POLICY 6420

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The Board of Education acknowledges that online banking services offer convenience and facilitate management of the School District's finances provided that good accounting practices are adhered to and internal controls observed. The Board of Education requires a clear, complete and detailed accounting of all financial transactions for which the Board of Education is held accountable. The transfer of funds via online banking services between various accounts and the transfer of funds from School District accounts to non-district accounts, and vice versa, for various purposes, are financial transactions to be properly monitored and controlled.

The following are online banking activities the School District engages in:

1. viewing bank account information;
2. transfers between School District accounts;
3. paying of the District's debt obligations;
4. transfer of district funds into investments in accordance with the School District's Investment Policy; and
5. receipt of revenues from various sources.

Transactions through online banking services may not be initiated and approved by the same individual. In general, all on-line transactions will be initiated by the Treasurer or Deputy Treasurer (in the Treasurer's absence). A separate user name and password for processing online banking transactions shall be established for all School District personnel who have access to online banking. Before any transaction is to be initiated by the Treasurer or Deputy Treasurer (in the Treasurer's absence), a written request must be prepared and approved by two of the following individuals: Assistant Superintendent for Business and Administration, Assistant Superintendent for Secondary Instruction, Assistant Superintendent for Elementary Instruction or District Clerk. After a Transfer Request is approved, the Treasurer or Deputy Treasurer (in the Treasurer's absence) will execute the transfer of funds, via the bank, in accordance with the authorization. The Deputy Treasurer will have the authority to initiate online banking transactions in the absence of the Treasurer. This authorization will not be executed by the bank until it is approved electronically by two of the following individuals: Assistant Superintendent for Business and Administration, Assistant Superintendent for Secondary Instruction, Assistant Superintendent for Elementary Instruction or the District Clerk. When the Transfer request is a transfer of funds from one School District account to another School District account, the second bank electronic approval is not required. In all instances, at least three (3) individuals shall be involved in the initiation and approval of each transaction.

Each bank transfer will be recorded by the Treasurer in monthly receipts, disbursements and journal entries, showing the amount of monies and the purpose of the transferring of funds. The District Treasurer will be responsible for the reviewing, reconciling and recording of online banking transactions.

Cross-Ref:

Ref:

Adoption Date: November 3, 2016

Revision: