

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

**Thursday, February 11, 2021**

**7:00 P.M.**

**Minutes**

**The follow participants were present via ZOOM videoconference.**

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

**ALSO PRESENT**

Allison Brown	Superintendent
Joseph C. Dragone	Assistant Superintendent for Business and Administration
Karina Báez	Assistant Superintendent for Primary Education
Michael Goldspiel	Assistant Superintendent for Secondary Education
Nancy Carney Jones	District Clerk
Carrie Anne Tondo	District Counsel

**ABSENT**

Alida Pahlevan	Student Delegate
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**Ms. Ben-Levy called the meeting to order at 7:00 p.m.**

**7:00 p.m. - Board of Education Meeting**

**Preliminary Announcements**

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

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

the meeting will be suspended. The meeting will be video broadcasted in order to provide the public with the ability to view the meeting. This meeting will also be recorded and later transcribed in accordance with Executive Order 202.1, as extended.

## **Pledge of Allegiance**

Recommendation to accept the Claims Auditor's Quarterly Reports for July, August and September 2020, and October, November and December 2020.

Ms. Shari Diamond, Partner, Internal Audit, Cerini & Associates, LLP presented an overview of the Audit reports for July 2020 through December 2020.

The first quarter represented July, August and September. The auditors reviewed 1,030 claims from the General, Trust & Agency, School Lunch, Federal, and Capital Funds. This quarter showed an overall incident percentage of .29%, which included three (3) other matters. The other matters were claims flagged as confirming purchase orders and confirming purchase orders (signed by District).

The second quarter represented October, November and December. The auditors reviewed 1,035 claims from the General, Trust & Agency, School Lunch, Federal, and Capital Funds. This quarter showed an overall incident percentage of .29%, which included three (3) other matters. The other matters were claims flagged as confirming purchase orders and confirming purchase orders (signed by District).

Ms. Diamond commented the District continues to have an extremely low percentage rate of findings. She spoke of the continued great communication the auditors have with the Business Office and the level of internal controls and education the District has in place for purchasing and accounts payable.

**Ms. Ben-Levy moved, seconded by Mr. Saffron carried by a vote of 7-0, to accept the Claims Auditor Report for July 2020 – September 2020 and October 2020 - December 2020**

Recommendation to accept the minutes from the following meetings:  
January 28, 2021, and February 3, 2021.

**Ms. Ben-Levy moved, seconded by Mr. Saffron, carried by a vote of 7-0, to accept the minutes for January 28, 2021 and February 3, 2021**

## **Board President's Comments**

Ms. Ben-Levy chose to forgo her comments at this time due to the Budget presentation this evening.

## **Superintendent's Comments**

Ms. Brown had no comments.

## Student Delegate's Comments

Ms. Pahlevan was not in attendance this evening.

Ms. Ben-Levy asked the permission of the Board to move the discussion item - the Budget presentation to after the completion of the business of the District.

### Discussion Item(s):

The Superintendent's Draft 2021-2022 Budget

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

Ms. Ben-Levy moved, Mr. Saffron seconded and carried by a vote of 7-0, to move as a consent agenda.

### ACTION ITEMS

#### PERSONNEL:

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

- P.1.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:  
**RESOLVED**, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional)**
- P.2.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:  
**RESOLVED**, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.2 Classified)**
- P.3** Recommendation to increase the daily rate of pay to \$240.00 for Per Diem Registered Nurses effective 2/12/21.
- P.4** Recommendation to approve the Adult Education Instructor Salaries attached as **(Attachment P.4)**

### Addendum

#### **P.1 Professional**

Item	Name	Action	Position / Replacing	Class	Type	Location	From	To	Certification / Class / Step / Salary
13	Denise Romanello	Resignation	Varsity Boys			HS	2/11/21		

			Badminton, II / 4						
14	Andrew Marlow	Coach Appointment	Varsity Boys Badminton, II / 4			HS	3/1/21	4/21/21	Per RTA Contract

**NOTE: All appointments above are subject to state and local conditions due to COVID-19.**

**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: Hofstra University  
 Services: 2021 Roslyn Middle School graduation at David S. Mack Sports Complex on June 24, 2021\*  
 Fees: Total estimated to be \$17,000.00  
 (Agreement is subject to review and approval by district counsel)

*\*This contract for the 2020-2021 school year is subject to the Governor's order regarding New York State school closure and is contingent upon local, state, and federal COVID-19 regulations.*

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

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1621-430-08-9000-310	MAINT CONT SVCES - HS	\$8,275.73
	<b>Subtotal</b>	<b>\$8,275.73</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1621-430-09-9000-310	MAINT CONT SVCES - MS	\$8,275.73
	<b>Subtotal</b>	<b>\$8,275.73</b>

REASON FOR TRANSFER REQUEST: To cover costs associated with contracted repairs in the middle school.

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

<u>FROM BUDGET CODE</u>	<u>AMOUNT</u>
1620-450-03-8900-303 COVID Supplies	\$88,356.96

**Subtotal**                    **\$88,356.96**

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1620-450-03-8900-310	COVID Supplies	\$88,356.96
	<b>Subtotal</b>	<b>\$88,356.96</b>

REASON FOR TRANSFER REQUEST: To cover costs associated with COVID-19, specifically the purchase of disinfecting wipes, cleaning agents, and masks throughout the district.

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1310-430-03-8900-303	COVID Cont Svces	\$13,800.00
2250-430-03-8900-303	COVID Services	\$81,670.00
2250-159-03-8900-303	COVID Salaries	\$50,000.00
9060-800-03-9000-303	MEDICAL INS ADM	\$88,359.14
	<b>Subtotal</b>	<b>\$233,829.14</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2815-430-03-9000-307	HLTH SVCES OTHER	\$233,829.14
	<b>Subtotal</b>	<b>\$233,829.14</b>

REASON FOR TRANSFER REQUEST: To cover Health Services billing for students placed in private/parochial schools in other districts, including outstanding invoices and anticipated expenses for 2020-21.

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9060-800-03-9000-303	MEDICAL INS ADM	\$50,000.00
	<b>Subtotal</b>	<b>\$50,000.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2250-430-03-9000-307	SP ED CONTRACT SVCES	\$50,000.00
	<b>Subtotal</b>	<b>\$50,000.00</b>

REASON FOR TRANSFER REQUEST: To cover costs associated with COVID-19, specifically extra nursing for the isolation rooms as provided by Horizon Health Care.

**B.7.** Recommendation to approve **2020-21** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9060-800-03-9000-303	MEDICAL INS ADM	\$50,000.00
	<b>Subtotal</b>	<b>\$50,000.00</b>

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

REASON FOR TRANSFER REQUEST: To allow for the purchase of additional custodial supplies district-wide. This will help offset the many COVID-19 supplies we have been purchasing as well.

**B.8.** Recommendation to approve **2020-21** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9060-800-03-9000-303	MEDICAL INS ADM	\$1,800.00
	<b>Subtotal</b>	<b>\$1,800.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2250-472-03-9000-307	PRIVATE SCH TUITION	\$1,800.00
	<b>Subtotal</b>	<b>\$1,800.00</b>

REASON FOR TRANSFER REQUEST: To cover costs associated with out-of-district placement.

**B.9.** Recommendation to approve a payment in the amount of \$70,583.25 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 11/30/2020.

**B.10.** Recommendation to approve a payment in the amount of \$32,750.10 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 12/31/2020.

**Addendum**

**B.11.** Recommendation to approve **2020-21** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9030-800-03-9000-303	SOCIAL SECURITY	\$70,000.00
	<b>Subtotal</b>	<b>\$70,000.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1620-450-03-8900-310	COVID Supplies	\$70,000.00
	<b>Subtotal</b>	<b>\$70,000.00</b>

REASON FOR TRANSFER REQUEST: To cover costs associated with COVID-19, specifically the purchase of desk shields.

**B.12.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Gatz in the amount of \$35,906.10 which will increase purchase order H21-00008 in account code H1620.297.07.20HF Gatz (HH Fields GC-002) for all additional costs required to provide and install (11) 35' drainage wicks at wet area of field along with (2) 24"W

x 5' deep trenches connecting each row of wicks. (This was presented to the Board of Education as a Pending Change Order on November 19, 2020 item B6.)

**B.13. BE IT RESOLVED** that the Board of Education hereby awards the Roslyn High School Science Room Reconstruction Project to RENU Contracting and Restoration pursuant to an Inter-municipal Agreement between the District and the Bay Shore Union Free School District approved by the Board of Education on October 22, 2020 in the total base bid amount of \$3,649,000.00, which sum includes a General Construction Allowance of \$100,000.00 for additional work required; and, a Casework Installation Allowance of \$182,000.00 to install Owner-supplied casework, subject to the terms 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 between the District and Renu Contracting and Restoration on behalf of the Board of Education.

#### **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 January 14, 15, 25, 27 and 28, 2021.

**C&I.2** Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on January 12, 14, 27 and 28, 2021.

#### **BOARD OF EDUCATION:**

**BOE.1** BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District hereby ratifies and approves a certain Agreement dated February 11, 2021 between the Roslyn Union Free School District and the Roslyn Paraprofessionals Association concerning teaching assistant supervision; and

BE IT FURTHER RESOLVED, that the President of the Board of Education is authorized to execute the Agreement on behalf of the Board of Education.

**Ms. Ben-Levy moved, Mr. Litvack seconded and carried by a vote of 7-0, to accept the Personnel Agenda items P.1- P.4, Addendum P.1, Business/Finance Agenda Items B.1 – B.10, Addenda B.11- B.13, Curriculum and Instruction Agenda Items C&I.1 – C&I.2, and Board of Education Agenda Items BOE.1 as a consent agenda.**

#### **Discussion Item:**

## Superintendent's Draft 2021-2022 Budget

Ms. Brown presented a PowerPoint presentation *Superintendent's Draft Budget 2021-2022, February 1, 2021, Beginning the Budget Process Draft 2021-2022*

### Budget Timeline

2/11/21	Presentation to the BOE of Superintendent's draft proposal
3/01/21	Tax Levy Limit to Office of the Comptroller
3/04/21	Board of Education Budget Meeting
3/18/21	Board of Education Budget Meeting
4/02/21	First Legal Notice published
4/08/21	Personnel, Revenue and Tax Levy
4/20/21	Adoption of Proposed Budget
4/21/21	Property Tax Report Card due to State Education Department (SED)
5/06/21	Budget hearing
5/18/21	Annual meeting and budget Vote

Ms. Brown explained the first draft of the budget includes personnel, programs, technology, the impact of the TRS, ERS and Health Insurance, Facilities, Equipment, Supplies, Transportation, Capital Money, Special Education Services, Security and Enrollment. She stated "building the budget for this year is unique because the 21-22 school year as we all know is not necessarily a clear path for us. We need to budget and plan with the idea that we will be able to resume all programs and activities for our students as well as budget and plan for any measures we will need to put in place depending on the conditions in September and the protocols that we will need to adhere to."

The Administration's approach in developing this year's budget was to reflect on what the district had experienced this year due to the COVID-19 pandemic. Even though the pandemic was something that could not have anticipated, Ms. Brown explained, the district should be better planners for the unexpected. She spoke of some of the new positive benefits found due to COVID-19, which included new technology platforms, more efficient meeting platforms, advanced health and safety platforms and the delivery of instruction. In the 21-22 year's budget are:

- Resources to keep our buildings healthy that include the continued use of MERV-13 air filters.
- Instructional programs that teach and meet remotely.
- The purchase of ChromeBooks for the incoming kindergarten class.
- To increase the district internet bandwidth.
- An emphasis on mental health issues including continued training and support from Social Worker David Hymowitz and a Strategic Partnership for Mental Health Services with Northwell Health.
- A Communications Audit to help build trust and support between the district and



the Roslyn community and to uncover any communication gaps that exists.

### Projects Completed

The following list of capital budget projects completed include:

Harbor Hill/Heights Playgrounds and Surfaces, High School Girls and Boys locker rooms, District Building Signs, High School Guidance HVAC System, Middle School 8<sup>th</sup> grade wing HVAC system, Harbor Hill split window units installed, Middle School Main Gym Flooring including sanding and repainting, replacement of the Middle School Bleachers, Middle School door replacement, Abatement at the Middle School and the High School Science labs are to be completed Summer of 2021.

Capital Work – The proposal to transfer \$2,500,000 to the Capital Fund to complete capital projects that may not be included in, or anticipated to be fully funded by, the bond proposition and/or the capital reserve expenditure propositions and/or previous transfers to the Capital Funding. Two of the major proposals include the renovation of the Administration Building to allow the return of the Board Room to the Administration Building for use as a community resource room as well as returning the High School Commons to instructional use. In addition, ten (10) new classrooms proposed at East Hills Elementary School.

### Elementary Highlights

Ms. Baez, Assistant Superintendent for Elementary Education presented the proposed budget items for K-5.

This year's budget for curriculum and instruction are based on two questions. 1) How have the consequences of a global pandemic impacted our children? 2) How will we address these challenges moving forward through thoughtful and meaningful programs?

Curriculum & Instruction will include:

- Literacy K-5 program
  - Writing and grammar workshops
  - IXL learning
  - SORA – student reading app
- Math Literacy –
  - AimsWebPlus,
  - IXL
  - Think Central - Online digital component of GOMath
  - Math Specialist
  - nearpod
- Science, Technology, Engineering Math Integration (STEM)
  - KidOYO – coding program

- freshinc – Business Entrepreneurship
- Biomedical Science (Project Lead the Way)
- Podcasts
- Mobile Labs
- Social –Emotional & Mental Wellness
  - Responsive Classroom
  - #SameHere – David Hymowitz
  - Junior Hope Squad – Peer support
  - Mindfulness
- Professional Development
  - Collegial Circles
  - Teacher Center Courses
  - Curriculum Writing
  - In-House Training

Secondary Highlights

Mr. Goldspiel, Assistant Superintendent for Secondary Education presented the proposed budget items for the Middle School and High School.

Wellness Plan with David Hymowitz

To begin to implement long term goals and plans focused on wellness that include:

- Develop a district-wide wellness brand and plan to unify the community in activities, programs and student development
- Workshops and interactions for students via assemblies, clubs, creation of videos and podcasts
- Train and support staff in mental health awareness and substances use issues, while developing in-house expertise and community resources.

Middle School:

Curriculum Writing/Professional Development/Materials & Supplies/Textbooks

- Digital Citizenship
- BizLIFE (Leadership, Innovation, Finance, Entrepreneurship)
- Facing our Future - 7<sup>th</sup> grade class

Transition In/Transition Out for students transitioning into the next grades and new schools.

High School:

Curriculum Writing/ Professional Development/ Materials & Supplies/Textbook

New Courses:

- AP Physics I & II
- Natural Disasters – Science elective
- College Drama

#### High School Science Labs Technology Solutions

- Television, Cameras
- Anatomage Machine foremost dissection machine available

The following programs to continue to build on:

- Mission Be

The continuation of technology and programs that were indispensable during the pandemic. Some examples are:

- Google Classroom
- Gizmoz
- Kami

#### Budget-to-Budget Information

Mr. Dragone, Assistant Superintendent for Business and Administration presented the 2021-2022 budget of \$118,566,295, an increase of 2.81% over the 2020-2021 budget.

The Budget-to-Budget Comparison presented an increase of \$ 3,236,059. The District's allowable tax levy limit is 2.45%.

On behalf of the Board of Education, Ms. Ben-Levy thanked the Administration for their hard work in presenting an interesting, dynamic, creative and more reflective Superintendent's budget. She stated the instructional and capital initiatives included in the budget are based on the Board of Education goals and are reflected in the budget and spending plan.

#### **Adjournment**

**There being no further business to come before the Board of Education, Ms. Ben-Levy made a motion to adjourn, seconded by Mr. Litvack, carried by a vote of 7-0, to adjourn at 8:33 p.m.**

**Respectfully submitted,**  
*Nancy Carney Jones*  
**Nancy Carney Jones**  
**District Clerk**