

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

**Thursday, September 12, 2024**

**8:00 P.M.**

**Administration Building – Boardroom**

**Minutes**

Meryl W. Ben-Levy, President  
Michael Levine, Vice President  
David Dubner  
Alison Gilbert  
Robert Koonin  
Leigh Minsky  
David Seinfeld

**ALSO PRESENT**

Allison Brown	Superintendent
Susan Warren	Assistant Superintendent for Business and Administration
Michael Goldspiel	Assistant Superintendent for Secondary Education
Karina Báez	Assistant Superintendent for Elementary Education
Nancy Carney Jones	District Clerk
Devin Sakaria	Student Delegate

**ABSENT**

**7:00 p.m. - Executive Session**

Pursuant to Public Officers Law, Section 105, duly moved, seconded by Mr. Levine and carried by a vote of 7-0, that the Board of Education adjourns to Executive Session at 7:00 p.m., to discuss legal issues. Ms. Ben-Levy moved, seconded by Mr. Minsky to adjourn executive session at 8:05 p.m.

Ms. Ben-Levy called the meeting to order at 8:11 p.m.

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

Preliminary Announcements  
Emergency Procedures  
Cell Phones

**Pledge of Allegiance**

Recommendation to accept the Treasurer's Report for July 2024 (**Attachment T.1**)

**Ms. Ben-Levy moved, seconded by Mr. Dubner carried by a vote of 7-0, to accept the Treasurer's Report for July 2024.**

Recommendation to accept the minutes from the following meeting:  
August 28, 2024

**Ms. Ben-Levy moved, seconded by Dr. Gilbert, carried by a vote of 7-0, to accept the minutes for August 28, 2024**

### **Board President's Comments**

Ms. Ben-Levy welcomed everyone back for the first meeting since school started. She acknowledged Ms. Brown and the Administrative staff for a smooth opening of all the schools. Ms. Ben-Levy spoke about the Board of Education's tour of the school buildings before the start of school. She commented on how beautiful and ready the buildings are for the start of school and the unbelievable addition of the EV lab at the High School. The EV lab is a state of the art lab where students can build and electric vehicle.

On behalf of the Board of Education, Ms. Ben-Levy thanked everyone for the work accomplished this summer throughout the district and extended a warm welcome to the new Student Representative, Devin Sakaria.

### **Superintendent's Comments**

Ms. Brown updated the Board on the start of school. She thanked the students, staff, parents and the Board of Education "for always stepping up and insuring we had a smooth opening." Ms. Brown said that "as educators each year we start with a new beginning and not many professions get to do that." She spoke of the excitement of the staff to be back in school and acknowledged the students are the reason for this excitement.

This year's Homecoming festivities will start on September 23 and end on September 28, with the pancake breakfast, parade and football game. The pep rallies will take place on Friday in all schools.

Ms. Brown announced that five High School students are invited to the 2024 NYSSMA All-State Performing ensembles and six High School students have been named 2025 National Merit Scholarship Semifinalists.

All schools in the District observed the 23<sup>rd</sup> anniversary of the 9/11 terrorist attacks, as a day of remembrance and reflection. The students, faculty and staff were encouraged to wear red, white and blue.

Ms. Brown also welcomed Devin to the board table. She spoke of his vision for inclusivity and spirit for the District.

## **Student Delegate's Comments**

Devin Sakaria, OCC President, expressed how excited he is to be student body president and grateful for the opportunity to be the student representative for the Board of Education

He shared some of the events that happened before the start of school:

- Freshman Orientation
- Senior Sunrise

Upcoming events:

- 9/14 Marching Band Friends and Family day.
- 9/18 High School Open Hours
- 9/20 New Student Get-Together
- 9/23 - 9/27- Homecoming Spirit Week
- 9/28 Homecoming Pancake Breakfast, Parade and Football game.
- 9/29 Roslyn will be hosting their first Marching Band Competition at LIU Post
- 11/22-23 RCP production of Clue

Devin ended his comments by saying he's hoping for a great school year.

## **Discussion Item:**

Recommendation to accept the Claims Auditor's Quarterly Reports for April, May and June 2024

Shari Diamond, Partner, Cerini & Associates, LLP presented an overview of the Claims Audit report the Fourth quarter of the school year, April to June 2024.

The auditors reviewed 1,673 claims from the fourth quarter from the General, Custodial (Trust & Agency), School Lunch, Federal, and Capital Funds payments. This quarter showed no incidents of claim issues.

Ms. Diamond reiterated that this is a stellar district. She presented the claims summary for the 23-24 school year. Of the 5,702 claims, there were 11 instances (.23% of the claims) that were processed that included 1 confirming purchase order and 10 confirming purchase orders – signed by the District. These 10 claims were handled by the district before the claims auditor reviewed them. There is excellent cooperation and communication between the auditors and the District that maintains the high level of internal controls.

**Ms. Ben-Levy moved, seconded by Mr. Koonin, carried by a vote of 7-0, to accept the Claims Auditor's Reports for April, May and June 2024.**

## **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

No public comment.

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

**Ms. Ben-Levy moved, seconded by Mr. Minsky carried by a vote of 7-0, to approve the agenda and agenda addendum as consent agenda.**

**Ms. Ben-Levy moved, seconded by Mr. Koonin carried by a vote of 7-0, to adopt the agenda and agenda addendum as consent agenda.**

### **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)**

### **Addendum**

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

<b>Item</b>	<b>Name</b>	<b>Action</b>	<b>Position / Replacing</b>	<b>Location</b>	<b>From</b>	<b>To</b>	<b>Tenure Area</b>	<b>Certification / Class / Step / Salary</b>
28	Jake Brandwein	Substitute Appointment	Per Diem Substitute Teacher	HS	9/13/24	6/30/25		\$150/day
29	Patrick Heffernan	Substitute Appointment	Per Diem Substitute Teacher	HS	9/16/24	6/30/25		\$150/day

30	Patrick Heffernan	Appointment	Regular Substitute/Leave Replacement (E. Tomao)	HS	On or About 11/18/24	On or About 12/21/24		Students w/Disabilities , Gr. 7-12 & Social Studies Gr. 7-12, BA/Step 1**, Per RTA Contract
31	Kathleen Comerford	Substitute Appointment	Per Diem Substitute Teacher	HH	9/13/24	6/30/25		\$150/day
32	Kathleen Comerford	Appointment	Regular Substitute/Leave Replacement (T.Oliver)	HH	On or About 10/12/24	On or About 12/2/24		Students w/Disabilities , Birth-Gr. 6 & Childhood Ed. Birth-Gr. 6, BA/Step 1**, Per RTA Contract
33	Dina Seeto	Probationary Appointment	Teaching Assistant (J.Barbosa)	HS	On or About 9/18/24	Prob. Ends 9/17/28*	Teaching Assistant	TA Level I, Grade 3/Step 1**, Per RPA Contract
34	Madison Kessler	Substitute Appointment	Per Diem Substitute Teaching Assistant		9/13/24	6/30/25		\$120/day
35	Lora Jakowlew	Substitute Appointment	Per Diem Substitute Teacher	HTS	9/13/24	6/30/25		\$160/day
36	Allyson Weseley	Appointment	.1 Overage (Independent Study in Research)	HS	9/13/24	6/30/25		Per RTA Contract
37	Emma Massimilla	Appointment	ABA/SC Planning Teaching Assistant (not to exceed 4 hrs./mo.	EH	9/13/24	6/30/25		Per RPA Contract, employees' hourly rate
38	Madison Kessler	Appointment	ABA/SC Planning Teaching Assistant (not to exceed 4 hrs./mo.	HH	9/13/24	6/30/25		Per RPA Contract, employees' hourly rate
39	Dina Seeto	Appointment	ABA/SC Planning Teaching Assistant (not to exceed 4 hrs./mo.	HS	9/18/24	6/30/25		Per RPA Contract, employees' hourly rate

40	Michelle D'Onofrio-Smith	Appointment	ABA/SC Planning Teaching Assistant (not to exceed 4 hrs./mo.	MS	9/13/24	6/30/25		Per RPA Contract, employees' hourly rate
41	Amanda Firmbach	Appointment	Intramural Activity - Athletics	HS	9/13/24	6/30/25		Per RTA Contract
42	Ann Marie Covino	Appointment	Intramural Activity - Athletics	MS	9/13/24	6/30/25		Per RTA Contract
43	Loretta Fonseca	Appointment	Intramural Activity - Athletics	MS	9/13/24	6/30/25		Per RTA Contract
44	Jonathan Lass	Appointment	Intramural Activity - Athletics	MS	9/13/24	6/30/25		Per RTA Contract
45	Susana Rivera	Appointment	Intramural Activity - Athletics	MS	9/13/24	6/30/25		Per RTA Contract
46	Maryam Tazari	Appointment	Forensic Assistant Coach	HS	9/13/24	6/30/25		Per RTA Contract
47	Gary Ramonetti	Appointment	Robotics (Including Competition)	HS	9/13/24	6/30/25		Per RTA Contract
48	Julia DeFelice	Appointment	Robotics Assistant Advisor	HS	9/13/24	6/30/25		Per RTA Contract
49	Stephanie Giovinco	Appointment	Student Fund Raising Advisor 2	HS	9/13/24	6/30/25		Per RTA Contract
50	Sunita Gupta	Appointment	LEGO Robotics	MS	9/13/24	6/30/25		Per RTA Contract
51	Douglas Sherry	Appointment	Spotlight Stagecraft	MS	9/13/24	6/30/25		Per RTA Contract
52	Lindsay McDermott	Appointment	Elem. After-School Instructional Teaching - PACT	HTS	9/13/24	6/30/25		Per RTA Contract

**P.2 Classified**

Item	Name	Action	Position/ Replacing	Class	Type	Location	From	To	Certification Class / Step Salary
3	Dewan Uddin	Resignation	Security Aide					9/20/24 (last day of	

								employ- ment)	
4	Jackie Michel-laboni	Appointment	Monitor (K.Prince)	Non-Comp	PT	HH	On or about 9/23/24*		\$17.52/hr.
5	Jonathan Biasi	Probationary Appointment	.71 Food Service Worker (C.Pineda de Martinez)	Labor		HH	On or about 9/23/24*		Grade 4, Step 1, Per RFSA Contract
6	David Hagelberg	Probationary Appointment	Information Technology Aide I	Comp	Prob	HS	On or about 10/7/24*		\$75,000 annual salary

**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: Locust Valley CSD  
 Services: District of Location Special Education Services for IEP service requirements for 4 students residing in Roslyn attending private school in Locust Valley for the 2024-25 school year  
 Fees: Total estimated to be \$20,000.00

Recommendation to **amend** the following contract (ii) which was approved by the Board of Education on May 13, 2024 (item B.1. (v)):

- (ii) \*Contractor: NY Therapy Placement Services  
 Services: Special Ed ABA and Resource Room Services *for the summer and school year 2024-25 as specified in the agreement*  
 Fees: Total estimated to be ~~\$10,000.00~~ \$25,000.00 (*\$5,000.00 for the summer program; \$20,000.00 for the school year*)

Recommendation to **amend** the following contract (iii) which was approved by the Board of Education on June 26, 2024 (item B.1. (xx)):

- (iii) Contractee: Garden City School District  
 Services: One (1) Garden City resident to attend Summer School 2024 and ~~Two (2) to attend~~ Special programs 2024-25 school year.  
 Fees: *Summer School Tuition shall be based on the actual cost of providing services. The cost of "basic educational services" shall be \$5,072.00 per student in accordance with the tuition rate established by the NYSED rate setting unit. The cost of*

*“related educational services” (including but not limited to all services outside of the basic education being provided in the classroom such as physical therapy, occupational therapy, speech therapy, ABA services, counseling, teacher aides, teaching assistants, etc.) shall be billed separately to the sending district based on actual utilization.*

1 Student Summer School Tuition - \$5,072.00 per student  
(July 1, 2024 through August 9, 2024)

1 Student 10 Month Tuition \$117,890.00 per student  
(Elementary Rate)

~~1 Student 10 Month Tuition \$127,243.00 (Secondary Rate)  
(September 3, 2024 through June 27, 2025)~~

Total estimated to be ~~\$250,205.00~~ \$122,962.00 (Roslyn to receive) plus sending district is responsible to pay for all related services during Summer School 2024.

Recommendation to **amend** the following contract (iv) which was approved by the Board of Education on June 6, 2024 (item B.1. (iii)):

(iv) Contractor: The ELIJA Farm, Inc.

Services: Participation in their Community Supported Agriculture Program for *the summer and school year 2024-25*

Fees: Total estimated to be ~~\$4,125.00~~ \$12,125.00 (\$4,125.00 for summer (\$375.00 per day x 11 session days); ~~\$8,000.00~~ for *the school year (32 sessions at \$250.00 per session)*)  
(Agreement is subject to review and approval by district counsel)

**B.2.** Recommendation to approve a payment in the amount of \$15,413.21, to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 7/31/2024.

**B.3. WHEREAS**, the Board of Education of the Roslyn Union Free School District solicited bids for the procurement of Uniforms through Educational Data Services, Inc. Bid #12686 (hereinafter referred to as the “Bid”);

**WHEREAS**, the Board of Education awarded the Bid to Woods Mens & Boys Clothing at its Board meeting held on May 21, 2024; and

**WHEREAS**, the District Administration recommends that the Board rescind the award of the Bid;

**WHEREAS**, based upon the recommendation of District Administration, the Board of Education has determined that the best interests of the School District are not promoted by award of the Bid at this time;

**NOW THEREFORE, BE IT RESOLVED**, that the Board of Education of the Roslyn Union Free School District hereby rescinds its award of the Bid to Woods Mens & Boys Clothing.

- B.4. Extraclassroom Activity Treasurer Reports (Attachment B.4.)**  
 High School, July 2024  
 Middle School, July 2024

**Addendum**

- B.5. Middle School Yearbook Bid # 24/25-46**

Bid Advertised – August 30, 2024  
 Bid Opened – September 10, 2024  
 Number of Invitations to Bid e-Mailed – 3  
 Number of Bids Received – 1

Recommendation: That award based on low cost satisfactorily meeting specifications is made as follows:

**Company:**  
**Hercules Achievement, LLC dba Varsity Yearbook**  
**11 Front Street**  
**East Hampton, NY 11937**

MS (500 units / 72 pages) UNIT PRICE	\$24.55	TOTAL \$12,275.00
MS ADDITIONAL PER PAGE	\$75.00	
MS ADDITIONAL COPIES	\$24.55	

Estimated total cost is within the 2024-2025 budget.

**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 August 9 and 21, 2024.

**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 August 6, 7, 8, 9, 19, 20, 22, 28, and 29, 2024.

**BOARD OF EDUCATION:**

**BOE.1 WHEREAS**, an application was made to Section VIII of the New York State Public High School Athletic Association to consolidate and combine the Roslyn UFSD Boys’ Swimming Team with the Port Washington UFSD Boys’ Swimming Team for the 2024-2025 winter season;

**WHEREAS**, the Roslyn UFSD was notified that Section VIII recommended and approved said application;

**WHEREAS**, the District Administration recommends that the Board of Education approve the consolidation of the Roslyn UFSD Boys’ Swimming Team with the

Port Washington UFSD Boys' Swimming Team;

**WHEREAS**, the Board of Education has determined that it is in the best interest of the Roslyn UFSD to combine the Roslyn UFSD Boys' Swimming Team with the Port Washington UFSD Boys' Swimming Team;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Education of the Roslyn Union Free School District hereby authorizes the Roslyn UFSD to enter into an Agreement with the Port Washington UFSD in connection with the consolidation of the Roslyn UFSD Boys' Swimming Team with the Port Washington UFSD Swimming 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 said Agreement on behalf of the Board of Education.

**BOE.2 WHEREAS**, an application was made to Section VIII of the New York State Public High School Athletic Association to consolidate and combine the Roslyn UFSD Girls' Swimming Team with the Port Washington UFSD Girls' Swimming Team for the 2024-2025 fall season;

**WHEREAS**, the Roslyn UFSD was notified that Section VIII recommended and approved said application;

**WHEREAS**, the District Administration recommends that the Board of Education approve the consolidation of the Roslyn UFSD Girls' Swimming Team with the Port Washington UFSD Girls' Swimming Team;

**WHEREAS**, the Board of Education has determined that it is in the best interest of the Roslyn UFSD to combine the Roslyn UFSD Girls' Swimming Team with the Port Washington UFSD Girls' Swimming Team;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Education of the Roslyn Union Free School District hereby authorizes the Roslyn UFSD to enter into an Agreement with the Port Washington UFSD in connection with the consolidation of the Roslyn UFSD Girls' Swimming Team with the Port Washington UFSD Swimming 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 said Agreement on behalf of the Board of Education.

**BOE.3 WHEREAS**, applications were made to Section VIII of the New York State Public High School Athletic Association to consolidate and combine the Roslyn UFSD Girls' and Boys' Fencing Teams with the East Williston Girls' and Boys' UFSD Fencing Teams for the 2024-2025 winter season;

**WHEREAS**, the Roslyn UFSD was notified that Section VIII recommended and approved said applications;

**WHEREAS**, the District Administration recommends that the Board of Education approve the consolidation of the Roslyn UFSD Girls' and Boys' Fencing Teams with the East Williston UFSD Girls' and Boys' Fencing Teams;

**WHEREAS**, the Board of Education has determined that it is in the best interest of the Roslyn UFSD to combine the Girls' and Boys' Roslyn UFSD Fencing Teams with the East Williston UFSD Fencing Teams;

**NOW THEREFORE, BE IT RESOLVED** that the Board of Education of the Roslyn Union Free School District hereby authorizes the Roslyn UFSD to enter into an Agreement with East Williston UFSD in connection with the consolidation of the Roslyn UFSD Girls' and Boys' Fencing Teams with the East Williston UFSD Girls' and Boys' Fencing Teams, 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 said Agreement on behalf of the Board of Education.

## **Public Comments #2**

No public comment.

**Ms. Ben-Levy moved, seconded by Mr. Koonin and carried by a vote of 7-0, to approve the Personnel Agenda Items P.1- P.2, Addendum P.1 and P.2, Business/Finance Agenda Items B.1 – B.4, Addendum B.5, Curriculum and Instruction Agenda Items C&I.1 – C&I.2, and Board of Education Agenda Items BOE.1 – BOE.3.**

## **Adjournment**

**There being no further business to come before the Board of Education, Ms. Ben-Levy moved, seconded by Mr. Dubner, carried by a vote of 7-0, to adjourn at 8:31 p.m.**

**Respectfully submitted,**

*Nancy Carney Jones*  
**Nancy Carney Jones**  
**District Clerk**