

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

**Thursday, January 26, 2017**

**8:00 P.M.**

**Roslyn High School – Board Room**

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

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

Preliminary Announcements  
Emergency Procedures  
Cell Phones

**Pledge of Allegiance**

**Recognition:** Yena Kim, Regeneron Scholar

Recommendation to accept the Claims Audit Report for November 2016

Recommendation to accept the minutes from the following meeting(s):  
December 15, 2016

**Board President's Comments**

**Superintendent's Comments**

**Student Delegate's Comments**

**Discussion Item(s):**

1. KG&D Presentation – Construction Update
2. New Secondary Course Proposals and On-line Course Catalog

**PUBLIC COMMENT #1 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).**

- P.4** **RESOLVED**, for operational and/or budgetary reasons, the position of NYS Director of Facilities III in the District's organizational structure is hereby abolished effective January 5, 2017.

- P.5** **RESOLVED**, for operational and/or budgetary reasons, the position of Assistant Cook in the District's organizational structure is hereby added effective January 30, 2017.

**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: Education, Inc.  
Services: Academic tutoring services for the 2016-2017 school year.  
Fees: Total estimated - \$4,000

- (ii) Contractor: Mineola School District  
 Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Mineola for the period of July 1, 2016 thru June 30, 2017  
 Fees: Total estimated - \$13,000  
 (Agreement is subject to review and approval by district counsel)
- (iii) Contractor: The Lowell School  
 Services: Instructional and related services for one student for the period from January 17, 2017 thru June 29, 2017(as per CSE)  
 Fees: \$36,385.00 for the 10 month period.  
 Total estimated to be \$21,831.00 (prorated)  
 (Agreement is subject to review and approval by district counsel)
- (iv) Contractor: Harmony Heights  
 Services: Instructional and related services for one student for the period of January 17, 2017 thru June 23, 2017(as per CSE)  
 Fees: \$28,843.00 for the 10 month period for the day program  
 Total estimated to be \$17,305.80 (prorated)  
 (Agreement is subject to review and approval by district counsel)

Recommendation to **amend** the following contract which was first approved by the Board of Education on June 16, 2016 (items B.1(xxiv) and amended on December 15, 2016 B.1(iii) :

- (v) Contractor: Gayle E. Kligman Therapeutic Resources  
 Services: Special Education services to provide orientation & mobility training and consultations for the 2016/17 school year  
 Fees: ~~(2 x weekly 45 min) at \$105/45 min sessions; \$210 x 6 weeks~~  
**at the rate of \$112.50 per 45 minute session**  
 Total estimated to be \$1,260 (Summer Program)  
 Total estimated to be \$8,400 (School year)

Recommendation to **amend** the following contract which was first approved by the Board of Education on December 17, 2015 (items B.1(i)) and amended on December 15, 2016 B.1(iv) :

- (vi) Contractor: Commack Union Free School District  
 Services: District of Location Special Education Services for IEP service requirements for ~~one student~~ **two students (as of December 2015)** residing in Roslyn attending Sappo Private School in Commack for the period of 7/1/15 thru 6/30/16  
 Fees: Total estimated to be - \$20,000

**B.2.** Recommendation to approve Capital Fund Budget appropriation transfer requests as per **Attachment B.2.**

**B.3.** Recommendation to approve general fund appropriation transfer requests:

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
1621-430-06-9000-310	1621-443-03-9000-310	\$12,800
Maint Cont Svcs- Hts	Maint Prof/Tech Svcs	
	<b>Subtotal</b>	<b>\$12,800</b>

REASON FOR TRANSFER REQUEST: To cover cost of KG&D invoice from October related to the work done with respect to moving the bus parking lot to another location other than the high school.

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1620-160-03-9000-303	Oper Salary DW	\$20,000.00
1620-162-03-9000-303	B&G Asst Admin	\$49,430.77
2020-150-07-9000-303	Supvn/Admin HH	\$18,069.23
	<b>Subtotal</b>	<b>\$87,500.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1680-490-03-9000-311	Central Data BOCES Svcs	\$87,500.00
	<b>Subtotal</b>	<b>\$87,500.00</b>

REASON FOR TRANSFER REQUEST: BOCES document imaging services for special education records. This encumbers scanning, indexing and upload into Nassau BOCES File Bound repository.

**B.5.** Recommendation to approve general fund appropriation transfer requests:

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
2850-448-08-6500-801	2110-448-08-9000-801	\$9,900.00
Field Trip Exp- M Band	TCHG Field Trip- HS	
	<b>Subtotal</b>	<b>\$9,900.00</b>

REASON FOR TRANSFER REQUEST: This transfer accommodates (3) Trips for Honors Science Classes to the DNA Lab @ Cold Spring Harbor – Dolan Lab and (1) Trip for our Chorus to Great Adventure to perform at a Musical Festival.

**B.6.** Recommendation to approve a payment in the amount of \$27,862.62 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 12/31/2016.

- B.7.** Recommendation to approve the following payments to KG&D 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 #
\$4,337.03	Bus Garage	2110-245-03-1502	H15-00014	27
\$1,617.88	EH Reimbursables	2110-245-04-1504	H15-00014	16
\$14.58	EH Reimbursables	2110-245-04-1504	H15-00014	20
\$6,983.71	HH Prof. Svcs & Reimbs.	2110-245-07-1507	H15-00014	21
\$10,203.10	HS Prof. Svcs & Reimbs.	2110-245-08-1508	H15-00014	22
\$1,500.00	MS Prof. Svcs.	2110-245-09-SSBA	H17-00016	3
\$9,000.00	MS Prof. Svcs.	2110-245-09-SSBA	H17-00016	2
\$22.59	HH Reimbursables	2110-245-07-1406	H14-00014	25
\$21.89	MS Reimbursables	2110-245-09-1509	H15-00014	17
\$10,027.71	HS Prof. Svcs & Reimbs.	2110-245-08-1508	H15-00014	23
\$6,148.36	HH Prof. Svcs & Reimbs.	2110-245-07-1507	H15-00014	22
\$4,505.62	EH Prof. Svcs & Reimbs.	2110-245-04-1504	H15-00014	21
\$2,803.00	EH Reimbursables	2110-245-04-1504	H15-00014	17
\$3,124.95	DW Prof. Svcs & Reimbs.	2110-245-03-1502	H15-00014	28

- B.8.** Recommendation to approve the following payments to Park East Construction Corporation for construction management services and reimbursements rendered to the district pertaining to various projects 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 #	Inv #
\$1,250.00	DW Capital Project	2110-201-03-1502	H15-00015	20
\$15,400.00	HH Capital Project	2110-201-07-1507	H15-00015	20
\$22,965.00	HS Capital Project	2110-201-08-1508	H15-00015	20

- B.9.** Recommendation to set the standard mileage rate for the business use of employee-owned vehicles at 53.5 cents per mile (IRS rate) effective January 1, 2017 in accordance with IRS announcement 2016-169 and Board of Education Policy. [This is a decrease from the 2016 rate of 54 cents per mile] (**Attachment B.9**)
- B.10.** Recommendation to accept, pursuant to receipt by Jessica Kemler, Harbor Hill School Principal, a gift from the Harbor Hill PFA, in the total amount of \$7,000.00, appropriated as follows: \$3,000 to be appropriated to 2110.450.07.2000.701 to be used for recess/playground equipment, and \$4,000 to be appropriated to 2630.220.03.1100.311 to be used by Jason Lopez toward the upgrade of the A/V equipment in the Cafetorium, with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy.

- B.11.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Maccarone Plumbing, Inc. in the amount of \$10,978.98 which will increase purchase order H16-00020 in account code H1620.295.08.1608

Maccarone Plumbing, Inc. (HS PC-001) for all additional costs required to tie the existing buried 10" storm piping into the new drainage structure. (This was first presented to the Board of Education as a Pending Change Order on 10/20/16 Item B.6 at an estimated cost of \$25,000. The significant savings is the result of value engineering by our Construction Manager with respect to the material used in the new piping.)

- B.12.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with WHM Plumbing and Heating Contractors in the amount of \$1,388.51 which will increase purchase order H16-00020 in account code H1620.295.04.1604

WHM Plumbing and Heating Contractors (EH PCC-002) for all additional costs required to core drill an additional hole in the concrete floor for the irrigation feed. (This was first presented to the Board of Education as a Pending Change Order on 6/3/16 Item B.1 at an estimated cost exactly equal to \$1,388.51.)

- B.13.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Relle Electric Corp. in the amount of \$15,649.79 which will increase purchase order H16-00018 in account code H1620.296.03.1602

Relle Electric Corporation (Bus EC-001) for all additional costs required to comply with the requirements of the Nassau County Department of Health in order to contain and filter liquids within the garage work area including floor drains with piping to an onsite subsurface 500 gallon liquid storage tank where the entire system is double-walled with an alarm system. Specifically, this change order provides for an alarm system. (This was first presented to the Board of Education as a Pending Change Order on 10/6/16 item B.11.c with an estimated cost of \$16,000.)

- B.14.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Ambrosio in the amount of \$2,887.00 which will increase purchase order H17-00012 in account code H1620.295.07.1607

[Ambrosio Change Order HH PC-001 for all work necessary to supply and install one additional 3" Zurn roof drain and connect to new 4" riser in the HH addition. (This was first presented to the Board of Education as a Pending Change Order on November 13, 2016 item B.7a at which time the estimated cost was \$3,000).]

- B.15.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Palace Electrical Contractors in the amount of \$14,550 which will increase purchase order H17-00017 in account code H1620.296.08.1608

[Palace Electrical Change Order HS EC-001 for all work necessary to provide a new 12-strand fiber optic cable run from the administration building to the high school. (This was first presented to the Board of Education as a Pending Change Order on December 15, 2016 item B.11a at which time the estimated cost was \$15,000).]

- B.16.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with STALCO Construction in the amount of \$2,865.98 which will increase purchase order H17-00015 in account code H1620.293.08.1608

[STALCO General Construction Change Order HS GC-001 for all work necessary to change the overhead door in Storage Room 176 to a coiling door to avoid interference with the MEP installation. (This was first presented to the Board of Education as a Pending Change Order on December 15, 2016 item B.10a at which time the estimated cost was \$3,000).]

- B.17.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

- a. HS General Construction PCO: Stalco, Inc. Proposed Change Order #3-R3 (High School) for additional work at an estimated cost of **\$32,000**.

[\*General Construction PCO#3-R3 (High School) represents the cost to: Replace existing deteriorated and collapsing inlet and catch basin at the West Parking area adjacent to the new Gym addition as indicated in RFI # 22; Replace existing deteriorated asphalt paving and curbing scheduled to remain as indicated in RFI # 23 & # 31; and Remove the existing curb and island and reconfigure the curb line along the West side of the parking area and provide new asphalt paving as per district request.]

- B.18.** Recommendation to approve a revision to the Cooperative Transportation Contract Extensions for 2016-2017, which were approved on June 28, 2016 (item B.11) to include two additional schools & two additional children.
- B.19.** Recommendation to approve the following Actual Non-Resident Tuition Rates for the 2015-16 school year and the Estimated Rates for 2016-17 as calculated by NYSED.

		Tentative 2015-16	Actual 2015-16	Tentative 2016-17	Tentative 2017-18
Students with Disabilities Full Time	Grades K-6	\$105,297	\$93,295	\$101,202	\$98,418
Students with Disabilities Full Time	Grades 7-12	\$110,104	\$97,224	\$104,814	\$102,964

- B.20.** Recommendation that, pursuant to receipt of a donation in the amount of \$200.00 from Joseph Dragone, the Board of Education hereby accepts the money for deposit to the FINA Fund (TE 0301).
- B.21.** Recommendation by Scott Andrews, High School Principal, to declare the attached list of reference materials from the library, to be discarded due to obsolescence. **(Attachment B.21.)**

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

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
1310-200-03-9000-303	2815-200-03-9000-307	\$1,400.00
Business Eqpt	Hlth Svces Eqpt DW	
	<b>Subtotal</b>	<b>\$1,400.00</b>

REASON FOR TRANSFER REQUEST: To purchase an ice machine for the East Hill's Nurse's Office.

### **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 December 7, 2016, December 14, 2016, December 21, 2016, January 4, 2017, January 11, 2017 and January 13, 2017.
- 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 December 2, 2016, December 6, 2016, December 7, 2016, December 13, 2016, December 14, 2016, December 15, 2016, December 16, 2016, December 19, 2016, December 20, 2016, December 21, 2016, December 22, 2016, January 10, 2017 and January 11, 2017.



**C&I.3** Recommendation to approve 24 students and 5 chaperones from the Forensics Club to attend the 2017 Harvard Forensics Tournament at Harvard University, Cambridge, Massachusetts from February 18 through 20, 2017 at an estimated cost to the district of \$21,007.14. [Student contribution: \$5,940.24(28% - includes \$200.00 fundraising); District contribution: \$15,066.90(72%).]

**C&I.4** Recommendation to approve Wendy Svitek to attend the Committee of 100 and New York State Teacher Center Spring Symposium in Albany, New York from March 6 through 8, 2017 at no cost to the district.

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

**BOE.1** Recommendation to approve the attendance of Meryl Waxman Ben-Levy at the *2017 State of the Town of North Hempstead Address* to be held on Friday, January 27, 2017 presented by the League of Women Voters of Port Washington – Manhasset at a cost not to exceed \$40.00.

**BOE.2** Recommendation to conduct the *second* reading of Board of Education Policies 4720 Student Progress Reports to Parents, 4750 Promotion and Retention of Students and 6650 Claims Auditor. **(Attachment BOE.2)**

**BOE.3** Recommendation to conduct the *third* reading of Board of Education Policy 6660 Independent/External Auditor. **(Attachment BOE.3)**

**BOE.4** **BE IT RESOLVED** that the Board of Education of the Roslyn Public Schools hereby ***adopts*** the following policy:

- Policy 6660 Independent/External Audits

**BOE.5** **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 Wellness Workdays in connection with a Dietetic Internship Program, 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 effect said Agreement with Wellness Workdays on behalf of the Board of Education.

#### **Public Comments #2**

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

#### **Adjournment**

Personnel Action Report  
Professional

P.1  
January 26, 2017

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Marissa Fulgoni	Resignation for the Purposes of Retirement	Teacher	MS		6/30/17 (last day of employment)		
2	Susan Gidwill	Resignation for the Purposes of Retirement	Teacher	MS		6/30/17 (last day of employment)		
3	Allison Kutcher	Resignation	Teaching Assistant	MS		1/13/17 (last day of employment)		
4	Rebecca Gottesman	Resignation	Director of Guidance	HS		2/24/17 (last day of employment)		
5	Janet Paradiso	Tenure Appointment	Teaching Assistant	HH	1/6/17		Teaching Asst.	
6	Laura Cevallos	Tenure Appointment	Teaching Assistant	MS	3/3/17		Teaching Asst.	
7	Joanna Barry	Probationary Appointment	Teaching Assistant	HTS	1/30/17	Prob. Ends 1/29/21	Teaching Asst.	Students w/Disabilities Birth-Gr 2 & Childhood Ed Gr 1-6 (prof), Grade 3/Step 1*, per RPA Contract
8	Michelle Cawley	Childcare Leave	Health & Physical Education	MS	9/1/17	6/30/18		Per RTA Contract
9	Ourania Vassiliou Apotsos	Substitute Appointment	Per Diem Substitute Teacher		On or about 1/30/17	6/30/17		\$130/day
10	Ourania Vassiliou Apotsos	Appointment	Regular Sub/Leave Replacement Special Ed (M. Simone)	EH	On or about 2/13/17	6/30/17		Early Childhood Ed, Childhood Ed Gr 1-6 & Students w/Disabilities Gr 1-6 (init), MA/Step 1, per RTA Contract*
11	Patricia Lopes	Rescind Appointment	Per Diem Substitute Teaching Assistant		10/24/16			
12	Adam Kohart	Coach Appointment	Boys' Lacrosse II/4	MS	3/28/17	6/1/17		Per RTA Contract
13	Erik Takseraas	Coach Appointment	Track II/1	MS	3/28/17	6/1/17		Per RTA Contract
14	Sergio DiBenedetto	Rescind Appointment	Softball II/4	MS	1/27/17			
15	Sergio DiBenedetto	Rescind Appointment	Bowling III/4	MS	1/27/17			
16	Dennis Treubig	Coach Appointment	Bowling III/4	MS	1/27/17	3/23/17		Per RTA Contract
17	Colleen Mastriano	Rescind Appointment	Softball Asst. II/4	HS	1/27/17			Per RTA Contract
18	Michael Troici	Substitute Appointment	Substitute IPG Teacher	HS	1/30/17	6/30/17		Per RTA Contract

\*Placement subject to verification of education and employment.

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
19	Michael Coffey	Appointment	Teacher Mentor	HS	1/29/16	6/30/17		Per RTA Contract
20	Kimberly Shapiro	Rescind Appointment	Teacher Mentor	HH	7/8/16			
21	Jodi Zambell	Rescind Appointment	Teacher Mentor	EH	7/8/16			
22	Donald Ingegno, Jr.	Appointment	Home Instruction Tutor		1/29/17	6/30/17		\$60/hour
23	Stephen Martin	Appointment	Spotlight - Guitarist in Pit	MS	1/27/17	On or about 2/12/17		\$900 Stipend
24	Kenneth Richardson	Appointment	Spotlight - Pianist	MS	1/27/17	On or about 2/12/17		\$600 Stipend
25	Elaine Leon	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract
26	Wilfredo Abrahante	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract
27	Matthew Andresen	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract
28	Jessica Valente	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract
29	John Figueroa	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract

Personnel Action Report  
Classified

P.2  
January 26, 2017

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Nabil Botros	Resignation	NYS Director of Facilities III				1/4/17 (last day of employment)		
2	Lusman Touze	Resignation	Part-Time Bus Driver			Bus Garage	12/30/16 (last day of employment)		
3	Jamil Dutaille	Resignation	Part-Time Bus Driver			Bus Garage	12/23/16 (last day of employment)		
4	Damaris Fernandez	Resignation	Monitor			HH	1/6/17 (last day of employment)		
5	Valerie Ritacco	Probationary Appointment	Typist Clerk (C. Kaplowitz)	Comp	Prob (6 mos.)		1/30/17		Grade 6B/Step 4, per RESA Contract
6	Susan Davis-Morisi	Appointment	Monitor (F. Bidaryan)	Non-comp	p/t	HH	1/30/17		\$14.95/hour, per RPA Contract
7	Stefanie Hirsch	Appointment	Monitor (A. Balzano)	Non-comp	p/t	EH	1/30/17		\$14.95/hour, per RPA Contract
8	Paola Karam	Resignation	Substitute Food Service Worker				1/29/17 (last day in position)		
9	Paola Karam	Appointment	Food Service Worker	Labor		HTS	1/30/17		Grade 4/Step 1, Per RFSA Contract

**Roslyn Public Schools**

**Roslyn, New York 11576**

**Adult Education Instructors – Winter 2017**

**Start 1/3/2017 – End 3/03/2017**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Total Salary</u></b>	<b><u>Course Name</u></b>
Eichacker	Ruth	295.50	Spanish

**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	\$ 2,500.00	H1620 000 03 1598 Unallocated budget 14/15	\$ 1,633,140.19	\$ 1,630,640.19	H2110 246 07 1507 Engineering & Testing fees HH 9-025	\$ 25,875.00	\$ 28,375.00
For:	HH FLOOR TILES						
2	\$ 250.00	H1620 000 03 1798 Unallocated fund 2016-17 Capital transfer	\$ 1,729,000.00	\$ 1,728,750.00	H2110 245 09 SSBA Architectural fees School Smart Board Act	\$ 21,000.00	\$ 21,250.00
For:	architectural fees for the Smart School Bond which will be reimbursed from NYS						
3	\$ 5,000.00	H1620 000 03 1598 Unallocated budget 14/15	\$ 1,630,640.19	\$ 1,625,640.19	H2110 245 04 1504 Architectural fees EH 001-025	\$ 339,239.85	\$ 344,239.85
For:	additional architectural services for East Hills site & fields						
4	\$ 5,000.00	H1620 000 03 1598 Unallocated budget 14/15	\$ 1,625,640.19	\$ 1,620,640.19	H2110 245 03 1502 Architectural fees NEW BUS GARAGE 021-001	\$ 211,754.26	\$ 216,754.26
For:	additional architectural fee						
5	\$ 5,000.00	H1620 000 03 1598 Unallocated budget 14/15	\$ 1,620,640.19	\$ 1,615,640.19	H2110 245 03 1501 Architectural fees DEMO BUS GARAGE 004-006	\$ 24,586.45	\$ 29,586.45
For:	additional architectural fee						

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

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

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

## News Essentials

- [What's Hot](#)
- [News Releases](#)
- [IRS - The Basics](#)
- [IRS Guidance](#)
- [Media Contacts](#)
- [Facts & Figures](#)
- [Around the Nation](#)
- [e-News Subscriptions](#)

## The Newsroom Topics

- [Multimedia Center](#)
- [Noticias en Español](#)
- [Radio PSAs](#)
- [Tax Scams](#)
- [The Tax Gap](#)
- [Fact Sheets](#)
- [IRS Tax Tips](#)
- [Armed Forces](#)
- [Latest News Home](#)

## 2017 Standard Mileage Rates for Business, Medical and Moving Announced

IR-2016-169, Dec. 13, 2016

WASHINGTON — The Internal Revenue Service today issued the 2017 optional standard mileage rates used to calculate the deductible costs of operating an automobile for business, charitable, medical or moving purposes.

Beginning on Jan. 1, 2017, the standard mileage rates for the use of a car (also vans, pickups or panel trucks) will be:

- 53.5 cents per mile for business miles driven, down from 54 cents for 2016
- 17 cents per mile driven for medical or moving purposes, down from 19 cents for 2016
- 14 cents per mile driven in service of charitable organizations

The business mileage rate decreased half a cent per mile and the medical and moving expense rates each dropped 2 cents per mile from 2016. The charitable rate is set by statute and remains unchanged.

The standard mileage rate for business is based on an annual study of the fixed and variable costs of operating an automobile. The rate for medical and moving purposes is based on the variable costs.

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

A taxpayer may not use the business standard mileage rate for a vehicle after using any depreciation method under the Modified Accelerated Cost Recovery System (MACRS) or after claiming a Section 179 deduction for that vehicle. In addition, the business standard mileage rate cannot be used for more than four vehicles used simultaneously.

These and other requirements are described in [Rev. Proc. 2010-51](#). [Notice 2016-79](#), posted today on IRS.gov, contains the standard mileage rates, the amount a taxpayer must use in calculating reductions to basis for depreciation taken under the business standard mileage rate, and the maximum standard automobile cost that a taxpayer may use in computing the allowance under a fixed and variable rate plan.


[Follow the IRS on Social Media](#)  
[Subscribe to IRS Newswire](#)

Page Last Reviewed or Updated: 13-Dec-2016

# ROSLYN HIGH SCHOOL

## Memorandum

TO: Joseph Dragone  
Assistant Superintendent for Business

FROM: Scott Andrews   
Principal

DATE: January 3, 2017

RE: Reference Materials for Discard

---

We are respectfully requesting the Board of Education's approval to discard the following reference materials from the library (please see below from Ms. Leon):

### **Roslyn High School Library January, 2017**

In preparation for the Library renovation, we are removing reference materials that have been rendered out of date and no longer have use, as electronic versions have taken their place. The materials being removed they fall into the following categories:

- Out of date
- No longer relevant
- No circulation for 10-20 years
- In poor condition
- Information has been superseded by newer material

The following items, representing one-thousand holding records, will be deleted from the library and the library catalog.

Item	# to delete	dates
American Writers	15	1972
Beacham's Guide to Literature for Young Adults	9	1989
Beacham's Popular Fiction in America	6	1986
Contemporary Literary Criticism	45	1973-1987
CQ Almanac	3	1996-1998
Current Biography	40	1947-2005



Dictionary of American Biography	21	1928-1973
Encyclopedia Americana	30	2000
Encyclopedia Britannica	32	1998
Encyclopedia Judaica	16	1972
Encyclopedia of Family Health	18	2005
Grove's Dictionary of Music & Musicians	20	1980
Masterplots	40	1986
McGraw Hill Encyclopedia of Science & Technology	20	1997
New York Times Index	30	1972-1999
Reader's Guide	40	1983-1998
Representative American Speeches	54	1943-2006
Twentieth Century Literary Criticism	15	1985
Worldbook Encyclopedia	22	2006
Various reference and fiction books	524	
New York Times microfilm ( <b>815 reels</b> )		1972-2000
TOM (Text on microfiche) journals ( <b>2 cabinets</b> )		1987-2000
Video Cassette Collection	146	

Thank you.

SA:nc

**Roslyn UFSD**  
**2<sup>nd</sup> Reading of Policies**  
**January 26, 2017**

# POLICY 4720

## Student Progress Reports to Parents

---

### 2<sup>nd</sup> READ OF REVISED POLICY

<b>Policies Being Replaced</b>	<b>Policy 4710 – Grading Systems</b> <b>Policy 4712 – Student Progress Reports to Parents</b> <b>Policy 4713 – Student Conferences</b> <b>Policy 4714 – Parent Conferences – Elementary Schools</b>
<b>Reason for Revision</b>	<b>Updating existing policy to reflect current practice</b>

**ROSLYN UNION FREE SCHOOL DISTRICT****STUDENT PROGRESS REPORTS TO PARENTS****POLICY 4720**

---

An important aspect of the instructional program of the school is reporting student progress to parents. The goal is to communicate as often as is necessary and as effectively as possible with the parents of each child, and to encourage parents to communicate with the school. Information provided to parents shall reflect the educational growth of the student in relationship to his/her ability, attitudes, interests, conduct or citizenship, and achievement.

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades. The School District shall use a uniform grading system. Classroom teachers shall evaluate students and assign grades according to the established system.

Grading shall be based upon student improvement, achievement, and participation in classroom discussions and activities. Parents/guardians shall be provided access to a report card quarterly at the secondary level regarding their child's progress. The use of marks and symbols will be appropriately explained. Grading shall not be used for disciplinary purposes, i.e., reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. Every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

Parents/guardians shall be provided with reports on their child's progress.

The School District's formal reporting system includes report cards and/or forms developed by the professional staff and issued periodically, scheduled conferences between parents and teachers, and interim reports issued as needed or required. Parents are urged to visit the school and to confer with guidance counselors and teachers as deemed necessary. Informal communication regarding student(s) school experiences is also encouraged.

Cross-ref:     4730 Homework  
                    4750 Promotion and Retention of Students

Ref:     8 NYCRR 1003.(b)(2); 100.4(d)(1); 100.5(a)(4); 100.5(b)(5); 100.5(c)(5)

Adoption Date:

# **EXISTING POLICY**

**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**POLICY #4710**

**GRADING SYSTEMS**

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The District will use a uniform grading system. Classroom teachers will evaluate students and assign grades according to the established system.

Grading will not be used for disciplinary purposes, i.e., reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the teacher an appropriate means of making up the missed work.

In the case of legal absences, every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

:FPB

Adopted: 1/2002

POLICY #4710

Page 2

Ref: Education Law §§3202; 3205 et seq.  
Matter of Nathaniel D., 32 EDR 67 (1992)  
Matter of Hegarty, 31 EDR 232 (1992)  
Matter of Shepard, 31 EDR 315 (1992)  
Matter of Handicapped Child, 32 EDR 83 (1992)  
Matter of Ackert, 30 EDR 31 (1990)  
Matter of Augustine, 30 EDR 13 (1990)  
Matter of Boylan, 24 EDR 421 (1985)  
Matter of Burns, 29 EDR 103 (1989)  
Matter of Chipman, 10 EDR 224 (1971)  
Matter of Dickershaid, 26 EDR 112 (1986)  
Matter of Fitchett-Delk, 25 EDR 178 (1985)  
Matter of Gibbons, 22 EDR 134 (1982)  
Matter of LaViolette, 24 EDR 37 (1984)  
Matter of MacWhinnie, 20 EDR 145 (1980)  
Matter of McClurkin, 28 EDR 136 (1988)  
Matter of Reid, 65 Misc 2d 718 (1971)  
Matter of Rivers, 27 EDR 73 (1987)  
Matter of Shamon, 22 EDR 428 (1983)

Cross-Ref: 4712, Student Progress Reports to Parents  
5100, Student Attendance  
5160, Student Absences and Excuses

**ROSLYN PUBLIC SCHOOLS**  
Roslyn, New York

**REGULATION #4710-R**

**GRADING SYSTEMS – HIGH SCHOOL**

Most courses in the High School are graded using the following system: A+, A, B+, B, C+, C, D, F (failure). This system is mandated for all High School courses except:

- Driver Education
- Writing Enrichment
- World Literature Lab
- Math I, II, III Labs
- American Literature Lab
- Language and Literature Lab
- Support Classes
- STRIVE
- Work Study
- All I.D. Classes

These courses are graded only on a High Pass (HP) / Pass (P) / No Credit (NC) basis.

Letter grades have the following numerical conversions:

<u>Numeric</u>		<u>Alpha</u>
95-100	=	A +
90-94	=	A
85-89	=	B +
80-84	=	B
75-79	=	C +
70-74	=	C
65-69	=	D
0-64	=	F

:AMK

Adopted: 12/1989

Revised: 1/2002

7/2005



**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**POLICY #4712**

**STUDENT PROGRESS REPORTS TO PARENTS**

Report Cards are distributed four (4) times a year at Roslyn High School and the Roslyn Middle School to keep students and parents officially informed of the each student's educational development. Additionally, an interim report may be sent home at any time by a teacher to report on problem areas as well as signs of significant improvement.

At the elementary level, progress memorandum forms are completed two (2) times a year to reflect the progress each child has made during the school year.

:FPB

Adopted: 12/1989

**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**POLICY #4713**

**STUDENT CONFERENCES**

Student conferences with teachers may be scheduled by the student to discuss grade changes or other matters.

:FPB

Adopted: 12/1989

**ROSLYN PUBLIC SCHOOLS**  
Roslyn, New York

**POLICY #4714**

**PARENT CONFERENCES – ELEMENTARY SCHOOLS**

Parent conferences with teachers are scheduled once in the fall and again in the spring. Parents at all levels are encouraged to make an appointment through the office with teachers when they feel it is necessary to discuss a student's progress.

There is provision for an evening conference if parents are not available during the daytime conference period.

:FPB

Adopted: 12/1989

# POLICY 4750

## Promotion and Retention of Students

---

### 2<sup>nd</sup> READ OF REVISED POLICY

<b>Policies Being Replaced</b>	<b>Policy 4750 – Promotion and Retention of Students</b>  <b>Policy 4751 - Acceleration</b>  <b>Policy 4752 – Student Course Selections and Placements</b>
<b>Reason for Revision</b>	<b>Updating existing policy to reflect current law practice</b>

**ROSLYN UNION FREE SCHOOL DISTRICT****PROMOTION AND RETENTION OF STUDENTS****Policy 4750**

---

The School District is committed to making every effort to place students in the most appropriate class environment for a successful educational experience, by considering their academic, social and emotional development.

The School District also provides a comprehensive assessment program, including local and state evaluations, standardized achievement testing programs, written and oral teacher-developed exams, and performance observations to continually monitor that students are meeting the district's educational goals.

Early Identification/Intervention

Classroom teachers are expected to make every effort, consistent with the School District's implementation of response to intervention (RtI), to identify early those students at risk of failing. The Building Principal and the parents/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing. Such support services may include, but are not limited to, individualized assistance before, during or after the school day; a change in instructional approach, remedial classes; and, where appropriate, referral to the Instructional Support Team (IST), or the Committee on Special Education for evaluation.

Promotion/Retention

At the elementary and middle school levels, students who make progress in all subjects are annually promoted to the next grade level, unless school personnel believe that grade level retention will be in the best interest of those students due to their educational achievement, age, ability and maturity levels, social needs, or environmental influences. In instances where retention is being considered, school personnel will apprise the student's parents and provide them with an explanation, although school administrators shall make the final decision. Generally, students who do not make satisfactory progress in one or more basic subjects - English, Math, Social Studies and Science shall be considered for retention. Students may be allowed to make progress in summer school, or be assigned to a different level, as an alternative to retention.

At the High School level, graduation shall be contingent upon the passing of all required subjects and the accumulation of the required number of credits as required by law.

A decision to retain shall be arrived at by consensus from a case conference approach involving the teacher, Building Principal, school psychologist, and parent/guardian. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; social and emotional development; results of the family conference; and, for identified students, recommendations by the Committee on Special Education. Standardized test scores, including grades 3-8 Math and ELA assessments, will not be the sole or primary factor in the decision. If a consensus cannot be reached, the decision of the Building Principal shall be final.

**ROSLYN UNION FREE SCHOOL DISTRICT****PROMOTION AND RETENTION OF STUDENTS****Policy 4750**

---

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

Cross-ref:

Ref: Education Law §§1709; 3202  
8 NYCRR §100.4

Adoption date:

# **EXISTING POLICY**

**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**POLICY #4750**

**PROMOTION AND RETENTION OF STUDENTS**

At the elementary and Middle School levels, the teacher(s), Principal and parents will discuss the possible holding back of a student based on individual progress, student maturity and ability.

For promotion to 10th grade, a total of four and a half (4 ½) credits is necessary (including one credit of English, one credit of social studies, AND one credit of sciences OR mathematics).

For promotion to 11th grade, a total of nine credits is necessary (including two credits of English, two credits of social studies AND two credits of science OR mathematics).

For promotion to 12th grade, a total of thirteen credits is necessary (including three credits of English, three credits of social studies AND at least one credit in science OR one credit in mathematics.) (A student may have accumulated two credits in either science OR mathematics.) In addition, a student MAY be denied promotion to 12th grade if he/she has not completed two years of physical education.

As appropriate, all students are monitored by their teachers, counselor, and administrators to correct and support any problem area.

More significantly, after the mid-year reports, at-risk junior students are identified by counselors and administrators. A letter, noting the specific academic deficiencies and requesting a conference, is sent to parents by the Director of K-12 Guidance. These students are closely monitored.



POLICY #4750

Page 2

Parents of senior students in danger of not graduating are notified in a series of letters beginning with the mid-year reports and updated periodically until mid-June. Parents are called to confer with counselor, Director of K-12 Guidance, and Principal, as necessary.

:FPB

Adopted 12/1989

**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**POLICY #4751**

**ACCELERATION**

A student will be permitted to accelerate only when the Principal of the school, after consultation with the student's teacher(s) and with the school psychologist, determines that such acceleration will be better suited to the student's individual capabilities and potential of development.

No student will be accelerated more than one grade while enrolled in the elementary program.

The Regents' Action Plan rules regarding 8<sup>th</sup> grade acceleration will be followed.

:FPB

Adopted 12/1989

**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**POLICY #4752**

**STUDENT COURSE SELECTIONS AND PLACEMENTS**

Our schools are designed to meet the needs of all of our students, to challenge their full potential in all areas, and to provide worthwhile educational opportunities and experiences. Therefore, we approach student course placements carefully and purposefully.

Course placement recommendations made by the school professional staff will identify students who are capable of meeting the academic requirements of the various courses. School recommendations will take into consideration criteria such as the student's past performance, standardized test results, and the teachers' and administrators' recommendations. We recognize that school professionals and parents and students may not always have the same opinion regarding placement. In that case, the school professionals will discuss their recommendations, but the final decision regarding the placement in a course level will remain with the student and parent.

Recognizing that each student, subject area and course is unique, great care will be taken when making recommendations and communicating them to students and parents. Administrators, teachers and guidance counselors will also share information regarding specific course requirements and expectations.

The District reserves the right to exempt certain courses and programs from this policy.

:FPB

Adopted: 1/1997

# **POLICY 6650**

## **CLAIMS AUDITOR**

---

### **2<sup>nd</sup> READ OF REVISED POLICY**

<b>Policies Being Replaced</b>	<b>Policy 6650 Claims Auditor</b>
<b>Reason for Revision</b>	<b>Updating substance of policy to align with current law</b>

CLAIMS AUDITOR

POLICY 6650

The Board of Education hereby establishes the Office of Claims Auditor in the School District. In addition, the Board of Education may adopt a resolution establishing the Office of Deputy Claims Auditor who shall act as the Claims Auditor in the absence of the Claims Auditor. The Claims Auditor shall serve at the pleasure of the Board of Education. The Claims Auditor shall be bonded and shall report directly to the Board of Education.

No person shall be eligible for appointment as the Claims Auditor or Deputy Claims Auditor who is also a member of the Board of Education, the clerk or treasurer of the Board, the Superintendent of Schools, other official of the district responsible for business management, the person designated as purchasing agent, and/or clerical or professional personnel directly involved in accounting and purchasing functions of the School District, the individual or entity responsible for the internal audit function, the independent auditor responsible for the annual external audit, and/or a close or immediate family member of an employee, officer or contractor providing services to the School District. For purposes of this policy, a close family member shall be defined as a parent, sibling or nondependent child, and an immediate family member shall be defined as a spouse, spouse equivalent, or dependent (whether or not related).

The individual selected for the position of Claims Auditor shall be either a Certified Public Accountant or someone who is familiar with School District claims auditing techniques by way of actual prior experience.

In lieu of appointing an individual as the Claims Auditor, the Board of Education shall be permitted to delegate the claims auditing function to one or more independent entities by using (1) inter-municipal cooperative agreements, (2) shared services through BOCES, or (3) independent contractors.

The Claims Auditor is responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against the School District. The claims auditing process should determine:

1. that the proposed payment is for a valid and legal purpose;
2. that the obligation was incurred by an authorized School District official;
3. that the items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
4. that the obligation does not exceed the available appropriation;
5. that the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order or contract upon which it is based; and
6. that the expenses are charged to the proper budgetary code.

The Claims Auditor will:

1. review all invoices in payment of contracts, such as transportation, construction, and bids.

2. review all purchase orders requiring competitive bidding for conformity with applicable laws. The review of purchase orders/invoices shall include:
  - a. Compliance with bid law as required;
  - b. Evidence of the receipt of the merchandise or the rendering of services;
  - c. Certification of other evidence (such as adding machine tapes or initials) that the business office has checked extensions and additions; and
  - d. Review of all other invoices and charges against the School District.
3. consolidate all related documents:
  - a. Purchase orders.
  - b. Vendors invoices.
  - c. Correspondence, memos, etc.
4. compare all cross-reference numbers and details:
  - a. Compare check number with number entered on warrant.
  - b. Compare name and address on check with name and address on invoice.
  - c. Compare vendor's invoice number with number on check.
  - d. Compare dollar amount on check with that on invoice and purchase order.
  - e. Compare purchase order number to check.
  - f. Compare total with bid award.
  - g. Place appropriate markings on all papers to indicate that they have been checked.
5. examine each document to determine if it is adequately completed and that full signatures are used (initials).
6. verify that the signature of the person receiving goods or services appears on the receiving copy of the purchase order, where applicable.
7. where payments are being made to building contractors, verify that signatures of approval appear from the architect's office and/or either the Superintendent of Buildings and Grounds, or the Assistant Superintendent for Business.
8. verify that a sufficient balance exists in the appropriate budget code to pay the invoice. Such certification shall be obtained from the Assistant Superintendent for Business, who shall certify either that a sufficient budget code balance exists or does not exist. The Claims Auditor may nonetheless approve the payment of any invoice which, if paid, would create a negative balance in such budget code, if the expenditure (a) pertains to payroll, or (b) was less than \$5,000, provided the Assistant Superintendent for Business certifies that an inter-code transfer will be

## CLAIMS AUDITOR

POLICY 6650

---

made promptly to provide a sufficient budget code balance. If a sufficient budget code does not exist and a negative balance in such budget code of greater than \$5,000 would result, the Claims Auditor shall not approve such payment of such invoice until the Board has approved the request from the Superintendent of Schools for an inter-code transfer sufficient to provide for the payment without the creation of a negative budget code balance.

9. assure that the payment is for valid and legal purpose; verify that the cost was incurred by an authorized School District official; and verify that the services were actually rendered and/or that purchased goods were delivered.

Primary Relationships

1. Board of Education – The Claims Auditor is an employee of the Board of Education and is directly responsible to the Board of Education. The Claims Auditor may at times be requested to attend meetings of the Board of Education, but is not expected to attend regularly.
2. Superintendent of Schools – The Superintendent of Schools is the chief executive officer of the School District. The Claims Auditor, while not responsible to the Superintendent of Schools, shall work cooperatively with the Superintendent and his/her staff, and vice versa, in the best interest of the School District.
3. School Business Administrator – The Assistant Superintendent for Business is the chief business official of the School District. While the Claims Auditor does not report to the Assistant Superintendent for Business, he/she shall work cooperatively with that administrator and his/her staff, and vice versa, in the best interest of the School District.
4. Business Office Staff Members – The Claims Auditor is responsible for approving and allowing payment of invoices which were processed and recommended by the business office. The Claims Auditor shall work cooperatively with the business office staff to assure legal and businesslike payment of invoices and charges.

In the event of a difference of opinion regarding the approval of invoices for payment which cannot be resolved by reviewing the questioned invoices with the appropriate business office personnel (such as the Assistant Superintendent for Business), the opinion of the Claims Auditor shall prevail unless and until reversed by the Board of Education.

No employee of the School District shall withhold any relevant documentation from the Claims Auditor. All employees of the School District shall provide complete documentation or information to the Claims Auditor as soon as possible after the Claims Auditor's request therefor.

CLAIMS AUDITOR

POLICY 6650

Claims Audit Process

All disbursements on voucher order checks (in pursuance of appropriate enabling resolutions of the Board) shall be signed by the appropriate person(s), in accordance with prevailing Board of Education policy.

Although the Claims Auditor is not required to monitor the School District's business and accounting practices, in the event that the Claims Auditor observes any business or accounting practices which are, in the Claims Auditor's opinion, questionable or in need of improvement, the Claims Auditor shall promptly report such observations to the Board of Education. The payment of sales tax will not be approved with the exception of sales taxes paid on meals.

The Claims Auditor shall provide periodic written reports as may be requested by the Board of Education.

Cross-ref:

Ref: Education Law §§ 1709(20-a); 1724  
8 NYCRR §170.12(c)

Adoption date:



# **EXISTING POLICY**

**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**POLICY #6650**

**CLAIMS AUDITOR**

The Board of Education will designate and appoint an Claims Auditor for the district. The Claims Auditor shall serve at the pleasure of the Board.

The Claims Auditor is responsible for formally examining, allowing or rejecting all accounts, charges, claims or demands against the school district. The auditing process should include but not be limited to the following:

1. that the proposed payment is for a valid and legal purpose;
2. that the obligation was incurred by an authorized district official;
3. the items for which payment is claimed were in fact received or, in the case of services, that they were actually rendered;
4. that the obligation does not exceed the available appropriation; and
5. that the submitted voucher is in proper form, mathematically correct, does not include previously paid charges, and is in agreement with the purchase order upon which it is based. The claims auditor shall have the authority to approve claims for payment that do not agree with the purchase order if the total purchase order is less than \$1,000 **and**:
  - a. the discrepancy in the claim is less than **either** \$50 **or** 10% of the purchase order; **or**
  - b. the discrepancy in the claim is at least 10% **and** \$50 more than the purchase order with the written approval of the purchasing agent

Policy #6650

Page 2

At the Annual Reorganization meeting of the Board of Education, a resolution may be approved to authorize the payment of claims for public utility services (including electric, gas, water, telephone and sewer), postage and freight charges and principal and interest payments on debt service in advance of the audit of those claims so as to avoid the imposition of late charges.

The Claims Auditor will review the following:

- bank reconciliations
- federal award program compliance
- revenue recognition

The Claims auditor will verify that there is support for

- general journal entries
- debt service
- payroll expenditures

The Claims auditor shall provide periodic written reports as may be requested by the Board

/amk

Adopted: 12/1989

Rev.: 7/2005

Rev.: 9/2007

Rev: 12/2007

Ref: Education Law §1709(20-a); 1724; 2509; 2526;  
2554(b)  
8 NYCRR §170.2  
Matter of Levy, 22 EDR 550 (1983)

**ROSLYN PUBLIC SCHOOLS**  
Roslyn, New York

Exhibit #6650-E

**CLAIMS AUDITOR EXHIBIT**

## Checklist for Audit of Claims

Beginning check number \_\_\_\_\_

Ending check number \_\_\_\_\_

I hereby certify that the attached schedule of claims has been audited.

**All claims have been checked for the following:**

---

Mathematical accuracy (extensions, additions, and calculations or discounts)

\_\_\_\_ Duplicate payments (previously paid invoices from vendors have been checked to be sure payment is not a duplicate)

Vouchers have been checked against purchase orders

Travel vouchers are properly itemized (travel vouchers must contain purpose of travel, dates and points of travel and approved rate)

Vouchers for personal service are properly itemized (vouchers must contain purpose, date of service, length of service and approved rate)

Receipts of goods and services are attached to claims

_____	Check to see whether there is an agreement with vendor
_____	not to pay late charges. If so, deduct late charges

\_\_\_\_\_ Sales taxes have not been paid (with the exception of sales taxes on meals)

\_\_\_\_ Mileage and meal claims (incl. sales tax) do not exceed authorization

All claims are for proper school district expenditures

Pre-audit has been completed:

Accounts Payable Clerk	Date
------------------------	------

**Certified:**

Claims Auditor	Date
----------------	------

:FPZ

Adopted: 7/2005

**Roslyn UFSD**  
**3<sup>rd</sup> Reading of Policy**  
**January 26, 2017**

# **POLICY 6660**

## **INDEPENDENT/EXTERNAL AUDITS**

---

### **3<sup>rd</sup> READ OF NEW POLICY**

<b>Policies Being Replaced</b>	<b>NONE</b>
<b>Reason for Revision</b>	<b>Adopt policy to align with current law</b>

**ROSLYN UNION FREE SCHOOL DISTRICT****INDEPENDENT/EXTERNAL AUDITS****POLICY 6660**

---

As required by law, the School District shall obtain an annual audit of its records by an independent certified public accountant or an independent public accountant. In connection with the preparation and presentment of the annual audit, the independent/external auditors shall coordinate and meet with the audit committee as required by law. The report of such annual audit shall be presented to the Board of Education by such accountant in sufficient time for the Board of Education to accept it by resolution prior to the statutory deadline. Each Board member, the Superintendent of Schools and the Assistant Superintendent for Business shall receive a copy of the annual audit.

The annual audit shall be of all funds, the School District's financial records and the student activity fund, and be in a form as prescribed by the Commissioner of Education.

The School District shall, within ninety (90) days of the receipt of such report or letter, prepare a corrective action plan in response to any findings contained in the annual external audit report or management letter, or any final audit report issued by the state comptroller. This corrective action plan shall be presented to the audit committee in accordance with law and the Board of Education. To the extent practicable, implementation of such corrective action plan shall begin no later than the end of the next fiscal year.

The School District shall use a competitive request for proposals (RFP) process when contracting for such annual audit. In addition, pursuant to law, no audit engagement shall be for a term longer than five (5) consecutive years; provided, however, that the School District, in its discretion, may permit an independent certified public accountant or an independent public accountant engaged under an existing agreement for such services to submit a proposal in response to an RFP or to be awarded a contract to provide such services under an RFP process.

The selection of the audit firm shall be based primarily on, but not be limited to, the following criteria:

1. The professional reputation and competence of the audit firm;
2. The availability of partners and other senior staff members for advice and consultation on district operational matters;
3. Knowledge of the education field; and
4. The reasonableness of the fee charged, although cost factors shall not be the dominant factor in the selection of audit firms;

The Board of Education shall formally appoint the certified public accounting firm to perform the independent/external audit at its annual reorganization meeting.

Cross-ref:

Ref: Education Law §2116-a(3) and (b)

Adoption date:

**ROSLYN PUBLIC SCHOOLS  
BOARD OF EDUCATION MEETING**

**AGENDA ADDENDUM**

**Thursday, January 26, 2017**

**PERSONNEL:**

**P.1.** See attached

**BUSINESS/FINANCE:**

**B.23.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change order is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

- a. HS Plumbing PCO#2: Maccarone Proposed Change Order #2 (High School) for additional work at an estimated cost of **\$6,800**.

[\*Plumbing PCO#2 (High School) represents the cost to provide a new drain & tie-in outside the Gym East exit. The original design called for a basin with no drainage. The work involves providing a 12" ADS drain and 6" schedule 80 piping and tie-in as shown on the attached PSK-1r. We would like to advise the urgency of this work as the slab-on-grade for the gym and possibly the new corridor is scheduled to be poured soon.]



Personnel Action Report  
Professional

P.1  
January 26, 2017

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Marissa Fulgoni	Resignation for the Purposes of Retirement	Teacher	MS		6/30/17 (last day of employment)		
2	Susan Gidwill	Resignation for the Purposes of Retirement	Teacher	MS		6/30/17 (last day of employment)		
3	Allison Kutcher	Resignation	Teaching Assistant	MS		1/13/17 (last day of employment)		
4	Rebecca Gottesman	Resignation	Director of Guidance	HS		2/24/17 (last day of employment)		
5	Janet Paradiso	Tenure Appointment	Teaching Assistant	HH	1/6/17		Teaching Asst.	
6	Laura Cevallos	Tenure Appointment	Teaching Assistant	MS	3/3/17		Teaching Asst.	
7	Joanna Barry	Probationary Appointment	Teaching Assistant	HTS	1/30/17	Prob. Ends 1/29/21	Teaching Asst.	Students w/Disabilities Birth-Gr 2 & Childhood Ed Gr 1-6 (prof), Grade 3/Step 1*, per RPA Contract
8	Michelle Cawley	Childcare Leave	Health & Physical Education	MS	9/1/17	6/30/18		Per RTA Contract
9	Ourania Vassiliou Apotsos	Leave of Absence	Teaching Assistant	EH	1/27/17	6/30/17	Teaching Assistant	
10	Ourania Vassiliou Apotsos	Substitute Appointment	Per Diem Substitute Teacher		1/27/17	1/27/17		\$130/day
11	Ourania Vassiliou Apotsos	Appointment	Regular Sub/Leave Replacement Special Ed (M. Simone)	EH	1/30/17	6/30/17		Early Childhood Ed, Childhood Ed Gr 1-6 & Students w/Disabilities Gr 1-6 (init), MA/Step 1, per RTA Contract*
12	Patricia Lopes	Rescind Appointment	Per Diem Substitute Teaching Assistant		10/24/16			
13	Adam Kohart	Coach Appointment	Boys' Lacrosse II/4	MS	3/28/17	6/1/17		Per RTA Contract
14	Erik Takseraas	Coach Appointment	Track II/1	MS	3/28/17	6/1/17		Per RTA Contract
15	Sergio DiBenedetto	Rescind Appointment	Softball II/4	MS	1/27/17			
16	Sergio DiBenedetto	Rescind Appointment	Bowling III/4	MS	1/27/17			
17	Dennis Treubig	Coach Appointment	Bowling III/4	MS	1/27/17	3/23/17		Per RTA Contract
18	Colleen Mastriano	Rescind Appointment	Softball Asst. II/4	HS	1/27/17			Per RTA Contract
19	Michael Troici	Substitute Appointment	Substitute IPG Teacher	HS	1/30/17	6/30/17		Per RTA Contract

\*Placement subject to verification of education and employment.

Personnel Action Report  
Professional

P.1  
January 26, 2017

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
20	Michael Coffey	Appointment	Teacher Mentor	HS	1/29/16	6/30/17		Per RTA Contract
21	Kimberly Shapiro	Rescind Appointment	Teacher Mentor	HH	7/8/16			
22	Jodi Zambell	Rescind Appointment	Teacher Mentor	EH	7/8/16			
23	Donald Ingegno, Jr.	Appointment	Home Instruction Tutor		1/29/17	6/30/17		\$60/hour
24	Stephen Martin	Appointment	Spotlight - Guitarist in Pit	MS	1/27/17	On or about 2/12/17		\$600 Stipend
25	Kenneth Richardson	Appointment	Spotlight - Pianist	MS	1/27/17	On or about 2/12/17		\$900 Stipend
26	Elaine Leon	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract
27	Wilfredo Abrahante	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract
28	Matthew Andresen	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract
29	Jessica Valente	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract
30	John Figueroa	Appointment	After School Instructional Teaching Substitute - Foreign Language	HH	1/30/17	6/30/17		Per RTA Contract
31	Jennifer Verasco	Substitute Appointment	Per Diem Substitute Teacher		1/27/17	6/30/17		\$130/day
32	Noel Tolipano	Substitute Appointment	Per Diem Substitute Teacher		1/27/17	6/30/17		\$130/day
33	Gwyeth Smith	Interim Appointment	Director of Guidance	HS	On or about 1/27/17			SAS, SDA & Guidance (perm) \$750 per day