

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

Thursday, August 24, 2017

7:00 A.M.

Administration Building

7:00 a.m. – Public Hearing – District Safety Plan (Attachment)

7:05 a.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recommendation to accept the minutes from the following meeting(s):
August 10, 2017
August 16, 2017

Board President's Comments

Superintendent's Comments

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)**.

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: North Shore School District
Services: District of Location Special Education Services for IEP service requirements for two students residing in Roslyn attending private school in North Shore for the 2016-17 school year
Fees: Total estimated to be \$15,518.57
- (ii) Contractor: Professional Orthopedic and Sports Physical Therapy
Services: Athletic training services for the period of July 1, 2017 to June 30, 2018.
Fees: Total estimated to be \$67,653.00 plus \$35 per hour, every hour over the yearly maximum of 1,600 hours.
- (iii) Contractor: The Elija Farm, Inc. (subject to review and approval by district counsel)
Services: Vocational exploration for the period of September 1, 2017 through June 30, 2018 (excluding November through March)
Fees: Total estimated to be \$1,600 per month
- (iv) Contractee: Herricks Union Free School District
Services: One (1) Herrick's resident to attend:
Special program 2017-18 school year
Fees: 10 Month Tuition - \$98,418.00 – Elementary Rate (September 5, 2017 through June 22, 2018)
Total estimated to be \$ 98,418.00 (Roslyn to receive)

Recommendation to **extend** the following contract [(iii) which was first approved by the Board of Education on June 25, 2015 (item B.21, Bid# 15/16-35A), and extended on May 17, 2016 (item B1(ii)) in order to renew:

- (v) Contractor: Courier Printing Corp
- Services: Printing of Adult Education Fall 2017 and Spring 2018 Catalogues 2017-2018 school year
- Fees: Total estimated to be \$14,896.00

Recommendation to **extend** the following contract [(iv) which was first approved by the Board of Education on June 25, 2015 (item B.21, Bid# 15/16-35A), and extended on May 17, 2016 (item B1 (iii)), in order to renew:

- (vi) Contractor: The Marsid M & M Group
- Services: Printing of Course Offering Books 2017-2018 school year
- Fees: Total estimated to be \$650.00

B.2. WHEREAS, on or about July 24, 2017, the Roslyn Union Free School District (the “School District”) issued a Request for Proposals to finance the purchase of school vehicles at a total cost of \$462,790.15 over a five (5) year term; and

WHEREAS, on July 31, 2017, the School District received and opened sealed proposals for the financing of the School District’s installment purchase of the school vehicles; and

WHEREAS, the School District Administration and its Municipal Advisor reviewed the proposals received in response to the Request for Proposal; and

WHEREAS, based upon said review, the School District Administration and the District’s Municipal Advisor recommend that the Board of Education of the Roslyn Union Free School District award the financing of the new school vehicles to Key Government Finance, Inc. at a rate of 2.21% for a five (5) year term, which represents the lowest responsible bid received by the School District.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education, acting in the best interest of the School District, awards the financing of the new school vehicles to Key Government Finance, Inc.

BE IT FURTHER RESOLVED, that the President of the Board of Education, Vice President of the Board of Education, Superintendent of Schools and the Assistant Superintendent for Business (each an “Authorized Representative”) acting on behalf of the School District and with the advice of counsel are each hereby authorized to negotiate, enter into, approve, execute and deliver one or more equipment leases and/or schedules, subject to review and modification by counsel.

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the master lease purchase agreement and schedules, if any with Key Government Finance, Inc. for the financing of the new school vehicles and all contracts, agreements, schedules and other documents necessary or incidental to effectuate such financing.

BE IT FURTHER RESOLVED, that the School District's obligations under any new master lease purchase agreement and schedules entered into by the District to finance the new vehicles shall be subject to annual appropriation or renewal by the Board of Education of the District; the District's obligations under such master lease purchase agreement and schedules shall not constitute a general obligation of the District or indebtedness under the Constitution or laws of the State of New York and such master lease purchase agreement and schedules shall comply with Section 109-b of the New York State General Municipal Law.

BE IT FURTHER RESOLVED, that the proceeds of any master lease purchase agreement and schedules may be applied to reimburse the School District for expenditures made after the effective date of this resolution for the purpose for which said proceeds are authorized, or on or prior to such date if the Board of Education of the School District has adopted a prior statement of intent to issue lease obligations for such purpose; the foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate any master lease purchase agreement and schedules on behalf of the Board of Education and to take any and all other action necessary or desirable in connection with said master lease purchase agreement and schedules. This resolution shall take effect immediately.

B.3. Recommendation to approve Capital Fund Budget appropriation transfer requests as per **Attachment B.3.**

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2020-166-08-9000-303	Paras Sal	\$35,000.00
2020-167-07-9000-303	HH Monitors	\$30,000.00
Subtotal		\$65,000.00
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1620-163-03-9000-303	Custod Sal Suplm	\$65,000.00
Subtotal		\$65,000.00

REASON FOR TRANSFER REQUEST: To balance the 2016-17 budget at the ST-3 level.

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-120-04-2000-303	Tchr Sal EH Phys Ed	\$25,000.00
Subtotal		\$25,000.00
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2070-153-03-9000-301	Tchr Sal. Prof Devel	\$25,000.00
Subtotal		\$25,000.00

REASON FOR TRANSFER REQUEST: To balance the 2016-17 budget at the ST-3 level.

B.6. Recommendation to approve general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2020-160-09-9000-303	Clerical Sal-MS	\$5,000.00
Subtotal		\$5,000.00
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
9089-160-03-9000-303	Clerical Term Pay	\$5,000.00
Subtotal		\$5,000.00

REASON FOR TRANSFER REQUEST: To balance the 2016-17 budget at the ST-3 level.

B.7. Recommendation to approve general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110.138.09.9000.303	Tchg Asst Secondary	\$10,000.00
Subtotal		\$10,000.00
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2110.149.07.9000.303	Tchg Asst Subs HH	\$10,000.00
Subtotal		\$10,000.00

REASON FOR TRANSFER REQUEST: To balance the 2016-17 budget at the ST-3 level.

- 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 #
\$1200.00	Bus Garage Demolition	2110-201-03-1501	H15-00015	25
\$750.00	New Bus Facility Reimbs.	2110-201-03-1502	H15-00015	25
\$500.00	EH Reimbursements	2110-201-03-1504	H15-00015	25
\$2500.00	HGT Reimbursements	2110-201-04-1506	H15-00015	25
\$20,000.00	HH Reimbursements	2110-201-07-1507	H15-00015	25
\$27,500.00	HS Reimbursements	2110-201-08-1508	H15-00015	25

- B.9** Recommendation to approve a payment in the amount of \$13,894.80 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 7/31/2017.
- B.10.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Stalco, Inc. in the amount of **\$40,399.93** which will increase purchase order H17-00015 in account code H1620.293.08.1608

Stalco, Inc. (**HS GC-011**) represents the cost to provide labor and material to perform additional site work including concrete curbs and related work, an additional modification as per the revised civil drawing submitted to NCDPW. This was first presented to the Board of Education as a Pending Change Order on July 13, 2017 Item B11 with an estimated cost at that time of \$42,000.

- B.11.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Stalco, Inc. in the amount of **\$4,055.63** which will increase purchase order H17-00015 in account code H1620.293.08.1608

Stalco, Inc. (**HS GC-012**) represents the cost to provide labor and material to backfill a storm drain that was discovered during excavation for the new canopy being installed at the front of the High School. The cost is based on 50 yards of blue stone at \$75 per yard marked up by contractually permitted overhead, profit, bonds and insurance. It should be noted that this work was actually started prior to board approval of this pending change order since it would have delayed the project beyond the opening day of school. This was first presented to the Board of Education as a Change Order on July 27, 2017 Item B4 with an estimated cost at that time of \$4,500.

- B.12.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Relle Electric in the amount of **\$11,943.85** which will increase purchase order H17-00010 in account code H1620.296.07.1607

Relle Electric (**HH EC-002**) represents the cost to provide labor and material to remove and relocate existing conduits in the second floor corridor ceiling in conflict with the new ductwork to be installed due to limited space and height of new ceiling install. This was first presented to the Board of Education as a pending change order in the estimated amount of \$12,000 as item B7 on the agenda of 7/13/17.

- 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 in the amount of **\$3,805.74** which will increase purchase order H17-00010 in account code H1620.296.07.1607

Relle Electric (**HH EC-003**) represents the cost to provide labor and materials to remove and relocate the existing receptacles in to the new casework, as requested. This was first presented to the Board of Education as a pending change order in the estimated amount of \$4,000 as item B8 on the agenda of 7/13/17.

- B.14.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Relle Electric in the amount of **\$37,786.75** which will increase purchase order H17-00010 in account code H1620.296.07.1607

Relle Electric (**HH EC-004**) represents the cost to provide labor and materials to repair the damaged and deteriorated existing site lighting circuits by refeeding new to panel. This was first presented to the Board of Education as a pending change order in the estimated amount of \$38,000 as item B5 on the agenda of 7/27/17.

- B.15.** 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 **\$9,560.11** which will increase purchase order H16-00020 in account code H1620.295.08.1608

Maccarone Plumbing, Inc. (**HS PC-004**) for all additional costs to expedite utility mark-outs and obtain Nassau County road opening permit to disconnect water service to the bus depot, and to provide the labor and equipment to disconnect that service.

B.16. BID: Cooperative Transportation (Second Bid)

Bid Advertised – August 8, 2017

Bid Mailed – August 8, 2017

Bid opened – August 17, 2017

Number of Invitation to bid mailed – 8

Number of bids received - 3

Recommendation: That award based on low cost satisfactorily meeting specifications be made to the following:

Company: Suburban Bus (First Student)

School	Price/Month	Cost/Year
Harmony Heights – East Norwich (1 student)	\$ 1,024.00	\$ 10,240.00
J.E. Allen – Deer Park (1 student)	\$ 3,750.00	\$ 37,500.00
	Total Bid	\$ 47,740.00

Company: Dell Transportation

School	Price/Month	Cost/Year
Yeshiva Ketana – Flushing (1 student)	\$ 1,111.00	\$ 11,110.00
	Total Bid	\$ 11,110.00

Estimated total cost is within the 2017-2018 budget.

B.17. Recommendation to approve a revision to the Cooperative Transportation Contract Extensions for 2017-2018, which were approved on June 27, 2017 (item B.22) to include an additional child.

B.18. Recommendation that, pursuant to receipt of a donation in the amount of \$167.54 from Joseph Dragone, the Board of Education hereby accepts the money for deposit to the FINA Fund (TE 0301). [This is the salary received for scoring the School District Business Leader examinations in July]

B.19. Recommendation to donate (7) BIOFIT round cafeteria tables to Argus Community, Inc., a 501(c)3 organization located at 760 East 160th Street, Bronx, NY 10456. These tables were previously declared as surplus at the June 19, 2017, BOE meeting by Craig S. Johanson, Roslyn Middle School principal. They were found to be contributing to social exclusion among the students and have been replaced. Attempts to sell the tables were unsuccessful. **(Attachment B.19.)**

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 3, 2017 and August 10, 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 May 15, 2017, May 19, 2017, July 25, 2017, July 26, 2017 and August 2, 2017.
- C&I.3** Recommendation to approve the agreement between the Long Island Council on Alcoholism and Drug Dependence (LICADD) and the Roslyn School District for the 2017-2018 school year for on-site psycho-educational services for a total cost to the district not to exceed \$2,000.00.

BOARD OF EDUCATION:

- BOE.1** Recommendation that the Board approve the attendance of Nancy Carney Jones at the NYSSBA's 2017 District Clerk Workshop to be held on September 27, 2017 in Melville, NY at an estimated cost to be \$325.00, for registration and travel expense.
- BOE.2** Recommendation that the Board approve the attendance of David Seinfeld at the NYSSBA's 98th Annual Convention & Educational Expo to be held October 12-14, 2017 in Lake Placid, NY at an estimated cost not to exceed \$1,500.00.

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

2017-18

Roslyn

District-Wide

School Safety

Plan



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Roslyn School District

District-Wide School Safety Plan

Policy Statement

The **District-Wide School Safety Plan** (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings.

The Board of Education has appointed, under the direction of the Superintendent of Schools, a **District-Wide School Safety Team** to develop, implement and maintain all provisions of the Plan. After at least one public meeting on **August 24, 2017**, this plan will be adopted by the School Board on **September 19, 2017**. This Plan incorporates all **Building-Level Emergency Response Plans** that have been developed by the **Building-Level Emergency Response Teams** appointed by the **Building Principals**. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the school building **Emergency Response Team**. Upon activation of the school building **Emergency Response Team** the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

The **District-Wide School Safety Plan** was made available for **public comment 30 days prior to its adoption** and provided for participation of the entire school community. The District-Wide and Building-Level Plans were formally adopted by the School Board after at least one public hearing. As required by law, the **District-Wide School Safety Plan is posted on the school district website by October 15th of each school year** and will be reviewed annually by the District-Wide School Safety Team **by September 1st of each school year**. **Building-Level Emergency Response Plans will be updated by September 1st of each school year** by the Building-Level Emergency Response Team and **filed with both State and Local Police by October 15th of each school year**.

The school district refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the District-Wide School Safety Plan is also available upon request at central administration in the office of the Superintendent of Schools. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the **Building-Level Emergency Response Plan will remain confidential and not be subject to disclosure**. This will further ensure safety at the building-level and reduce the potential for planned sabotage.

Elements of the District-Wide School Safety Plan

- ✓ Identification of sites of potential emergencies.
- ✓ Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering.
- ✓ Responses to an implied or direct threat of violence.
- ✓ Responses to acts of violence including threats made by students against themselves including suicide.
- ✓ Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- ✓ Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- ✓ Plans for identification of district resources and coordination of such resources and manpower available during an emergency.
- ✓ Designation of the Chain-of-Command (Incident Command)

- ✓ Plans to contact parents and guardians including when students make threats of violence against themselves.
- ✓ School building security
- ✓ Dissemination of information regarding early detection of potentially violent behavior.
- ✓ Plans to exercise and conduct drills to test the Building-Level Emergency Response Plan including review of tests.
- ✓ Annual school safety training for staff and students.
- ✓ Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- ✓ Strategies for improving communication and reporting of potentially violent incidents.
- ✓ A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity
- ✓ Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.
- ✓ Documentation and record keeping

School District Chief Emergency Officer

The **Chief Emergency Officer** through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders.
- Assistance in the selection of security related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.
- Assurance that all school district staff understands the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed.

District-Wide School Safety Team

The District-Wide School Safety Team is **appointed by the School District Board of Education** and will always include the representation noted below at a minimum. The major function of the District-Wide School Safety Team is to create the District-Wide School Safety Plan and update as necessary.

- Board of Education President
- Superintendent of Schools
- Assistant Superintendent for Business and Administration
- Assistant Superintendent for Secondary Education
- Assistant Superintendent for Elementary Education
- District's Chief Emergency Officer- Assistant to the Superintendent for Administration and Special Projects
- Director of Community Relations
- Chief Technology Officer
- Director of Physical Education and Interscholastic Athletics
- Director of Guidance
- Director of Pupil Personnel Services
- Supervisor of Transportation
- District Building Principals (5)
- President of the Teachers Association
- Co-Presidents of the Coordinating Council of Parent Associations (2)

Responsibilities of the District-Wide School Safety Team

The District-Wide School Safety Team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the District-Wide School Safety Plan to determine its success in violence prevention. Some of the teams primary responsibilities will include:

- 1) Recommending training programs for students and staff in violence prevention and mental health. Annual training will be completed by **September 15th** and may be included in existing professional development. New employees will receive training **within 30 days of hire**.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
- 4) Communicating the Plan to students and staff.
- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- 6) Making recommendations necessary for change.
- 7) Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide School Safety Team Sub-Committee or Building-Level Emergency Response Team.
- 8) Recommending improved security measures based on school building inspection results.
- 9) Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- 10) Reviewing survey results and recommending actions that are necessary.

Building-Level Emergency Response Team

The Building-Level Emergency Response Team is **appointed by the School Building Principal**. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. This team, at a minimum will include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Community Members
- Law Enforcement
- Fire Officials
- Ambulance
- Others

The **Building-Level Emergency Response Team** is responsible for selecting the following:

- **Emergency Response Team** (Core group of actual responders not to be confused with the Building-Level Emergency Response Team which is a larger team for the purposes of planning and monitoring) which has the following representation:
 - School Personnel
 - Law Enforcement Officials
 - Fire Officials
 - Emergency Response Agencies
- **Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:
 - Appropriate School Personnel
 - Medical Personnel
 - Mental Health Counselors
 - Others (Psychologists, Social Workers, etc.)

Risk Reduction/Prevention and Intervention Strategies

Program Initiatives in the School District include:

1. Non-violent **conflict resolution** training programs

2. **Peer mediation** programs
3. **Extended day** and other school safety programs
4. **Youth-run** programs
5. **Mentors** for students concerned with bullying/violence
6. We have established an **anonymous reporting process** for school violence and are investigating the **Report It** on-line violence reporting system
7. As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) **all students are educated** on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations
8. The building-level School Bulletin includes the **Safety Tip of the Week**
9. **Safety Stations** have been established throughout all school buildings
10. The **Fire Department** conducts annual training in all school buildings
11. The School District participates in the **Adopt-A-Cop** program
12. The **Safety Patrol** program
13. We have implemented **PBIS** (Positive Behavior Intervention System)
14. **Second Step**

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the District-Wide School Safety Team and the Building-Level Emergency Response Team, at a minimum, the following methods may be used:

- Early Go-home drill
- Live drill including shelter-in-place, hold-in-place, evacuation, lockdown, and lockout
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Situational Drills
- Table top exercises
- Emergency Response Team exercises
- Building pre-clearance searches

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. The school district, at least once every school year, shall conduct one test of its emergency response procedures under each of its Building-level Emergency Response Plans including sheltering, lockdown, or early dismissal.

Implementation of School Security

School safety personnel will help carry out the District-Wide School Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under the Regulation. Such training has been conducted in cooperation with the Police Department. These individuals are not to be confused with school security guards that we employ who are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. Our contracted security company is a New York State licensed agency and all our **security guards** are also individually licensed.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level Emergency Response Team after review of school building procedures and practices, emergency response plan, code of conduct, security surveys/audits, and building-level climate surveys. Based on these findings we have implemented the following security measures:

- Entrance guards and hall monitors who received 2 days of staff development every school year.
- The School District has had a security audit/assessment of all school buildings conducted by the Nassau County Police Department in conjunction with our Building-Level Emergency Response Team.

- Visitors to the building will be questioned prior to entry into the building as to their business and if they have an appointment. If there is any question the building principal will be consulted. If this has been confirmed they will be admitted to the building where they will sign-in and be escorted to their destination. Upon completion of their business they will be escorted out of the building.
- Visitor badge/sign-in procedures – we utilize a yellow/red pass badge system. Upon entry into the building the visitor must show photo identification; then receives a red badge and is escorted to the main office. At the main office the person receives a yellow badge and is accompanied to their destination. Anyone in the building without a badge or with a red badge would be immediately questioned by building staff and the Security Director would be informed.
- Video surveillance – closed-circuit TV security
- NYS certified security guards
- A designated School District Security Director
- On-going security audits
- Random searches may be considered if deemed necessary
- We will employ any other methods deemed necessary and constantly review our current practices

Vital Educational Agency Information

Each Building-Level Emergency Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

Early Detection of Potentially Violent Behavior

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention and mental health (on-line training may be utilized). Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- Dissemination of the New York State Office of Mental Health one-page handout *What Every Teacher Needs to Know – Recognizing Suicide Risk in Students* and review of the “FACTS” warning signs.
- The district will utilize any resources available for violence prevention and mental health training including those found at the following websites: http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesfor_Educators.pdf and <http://www.p12.nysed.gov/sss/documents/SVPIRequiredComponents.pdf>.
- A description of the school district’s Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Student training will include post-drill or actual event review by classroom teachers.

Other methods for informing parents and students include:

- School social worker outreach
- School counselor involvement
- School Dean involvement
- Mailings twice a year to parents on violence prevention and early recognition
- 21st Century program
- Conflict resolution programs

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our District-Wide School Safety Plan.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level Emergency Response Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- I-495 service roads- both north and south- and Locust Lane
- Northern State Parkway at Roslyn Road; at Locust Lane
- State Route 25 (Northern Boulevard) and Glen Cove Road.
- Glen Cove Road in front of the Harbor Hill Elementary School

Responses to Violence

(Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Violent and Disruptive Incident Report (VADIR) Form**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team (Threat Assessment Team) for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with the Police Department and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level School Safety Teams.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Police Department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per the Building-Level Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

Investigation:

After the incident has occurred the Threat Assessment Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred
- Record information
- Identify contributing causes
- Recommend corrective action
- Encourage appropriate follow-up
- Consider changes in controls, policy and procedures

Follow-up:

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The District-Wide School Safety Team (Threat Assessment Team) is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

Emergency Response Protocols Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in the Building-Level Emergency Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Emergency Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team.

The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School	Phone	Fax	E-Mail
Roslyn High School	516 801 5109	516-801-5108	sandrews@roslynschools.org
Roslyn Middle School	516 801 5209	516-801-5208	cjohanson@roslynschools.org
East Hills Elementary School	516 801 5309	516-801-5308	mkrieger@roslynschools.org
Harbor Hill Elementary School	516 801 5409	516-801-5408	jkemler@roslynschools.org
Heights Elementary School	516 801 5509	516-801-5508	rcolardi@roslynschools.org

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or other mass notification system. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each Building-Level Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building-Level Emergency Response Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Bomb Threats:

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the Building-Level Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The **FBI Bomb Threat Call Checklist** will be available at phone reception areas.

Hostage Taking:

The Building-Level Emergency Response Plan for **Missing/Abducted/Kidnapped Student** procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

Intrusions:

The Building-Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.
- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification.
- **If the situation escalates, plain language** will be utilized to notify all building occupants to lockdown according to pre-defined procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Kidnapping:

The Building-Level Emergency Response Plan procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.

- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System
- Use of staff trained in de-escalation techniques
- Inform building Principal
- Determine level of threat with Superintendent
- Contact law enforcement agency, if necessary
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System
- Determine the level of threat
- If necessary, isolate the immediate area through a Hold-In-Place
- Inform building Principal/Superintendent
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3
Roslyn High School	Dr. Scott Andrews	Mr. Jay Pilnick	Ms. Carol Murphy
Roslyn Middle School	Mr. Craig Johanson	Mr. Dave Lazarus	Ms. Claire Scordo
East Hill Elementary School	Ms. Melissa Krieger	Ms. Nichole Lewis	Mr. Paul Cesarski, Jr.
Harbor Hill Elementary School	Ms. Jessica Kemler	Ms. Mary Wood	Ms. Lindsay Hershkowitz
Heights Elementary School	Ms. Regina Colardi	Michelle Hazen	Dr. Jillian Brass

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Local Police Department, Nassau County Office of Emergency (Commissioner), Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the Building-Level Emergency Response Plans.

District Resources Use and Coordination

Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

Protective Action Options

Building-Level Emergency Response Plans, which are confidential, address the following response actions as determined by the nature of the emergency. Specific response actions are explained in detail in each building plan:

- **School Cancellation** (Conditions warrant making a decision not to open schools)
- **Early Dismissal** (Conditions warrant returning students to their homes)
- **Evacuation** (Conditions in the building are unsafe warranting relocation)
- **Sheltering** (Conditions warrant movement to a safe place in the building)
 - **Shelter-In-Place (weather related)**
 - **Shelter-In-Place (Generic/Non-specific Bomb Threat)**
 - **Shelter-In-Place (Specific Bomb Threat)**
- **Hold-In-Place** (Conditions warrant isolation of a specific area of the building – usually short-term)
- **Lockdown** (The most serious situation for a school – a threat is in the building)
- **Lockout** (A threat exists outside the school building or in the vicinity)

National Terrorism Advisory System (NTAS)

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Bulletin:

Describes current developments or general trends regarding threats of terrorism

Elevated Threat Alert:

Warns of a credible terrorism threat against the United States

Imminent Threat Alert:

Warns of a credible, specific, and impending terrorism threat against the United States

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The ***If You See Something, Say Something™*** campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Recovery – School District Support for Buildings

The Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- School Business Official
- Director of Facilities
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

Disaster Mental Health Services

The **Building-Level Emergency Response Team** will designate the **Post-Incident Response Team** in each school building to respond in crisis situations and help provide disaster mental health services as outlined in our **Building-Level Emergency Response Plan**. Depending on the scope of the situation, the Nassau County Office of Emergency Management and Department of Mental Health may be contacted to help coordinate a County or State-Wide effort.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. Forms, resources, and training materials have been developed for this purpose and can be obtained on the **Nassau Schools Emergency Planning Consortium Website** at:

www.nassauschoolemergency.org under the **Safety Plans** tab

Pandemic Planning

Our District-Wide School Safety Plan is based on addressing the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery). This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team.

Prevention/Mitigation:

- We will work closely with the Nassau County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by school nurses for reporting communicable disease, including influenza, and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Nassau County Department of Health, Bureau of Infectious Diseases, 240 Old Country Road, Mineola, N.Y. 11501.
 - Public Health Consultation and Immediate Reporting: 516-227-9639
 - Weekend/After-hours Consultation and Reporting: 516-742-6154
- The Nassau County Department of Health will monitor County-wide cases of influenza and inform school districts as to appropriate actions.
- The Superintendent of Schools will help coordinate our Pandemic planning and response effort. This person will work closely with the District-wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district physician and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Human Resources Director, Business Official, Facility Director, and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* is reviewed for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

Preparedness:

- We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Nassau County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.
- The District-wide Command Center will be at the Administration Building with the alternate at RHS Principal's Office, and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:
 - **Ms. Allison Brown** **Superintendent of Schools** **No. 1**
 - **Mr. Kevin S. Carpenter** **Chief Emergency Officer** **No. 2**
 - **Mr. Joseph C. Dragone** **Assistant Superintendent for Business & Admin** **No. 3**
 - **Mr. Michael Goldspiel** **Assistant Superintendent for Secondary Education** **No. 4**
 - **Ms. Karina Báez** **Assistant Superintendent for Elementary Education** **No. 5**

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed both the IS 100 (Introduction to Incident Command) IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available on-line through the Nassau Schools Emergency Planning Consortium Website at www.nassauschoolemergency.org.

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include: school postings; general mailings; e-mails; special presentations; phones and cell phones, reverse 911 systems, and the public media. A school district Public Information Officer (PIO) Superintendent of Schools has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Technology Director to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. The District uses the internet and phone services. We test and exercise our communication systems throughout the year.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision making authority for the district Superintendent, the Assistant Superintendents for Business & Administration, Elementary Education, Secondary Education, the Director of Pupil Personnel Services, and the Assistant to the Superintendent for Administration and Special Projects. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary communication will be through our normal phone system followed by hand held radios, cell phones, texting and phone mail, e-mail, district automated phone notification system.
 - The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas. Recognizing the need for job cross-training, we have trained individuals. We have also established the ability to maintain these essential functions off-site from remote locations.
 - Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry.
 - Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Human Resources Director has provided cross-training of staff to ensure essential functions. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include
 - Hard copy, self-directed lessons
 - Use of mobile media storage devices for lessons (CDs, Jump Drives, IPODS)
 - On-line instruction; on-line resources; on-line textbooks
 - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods.

Response:

- The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Nassau County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.
- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
- The PIO will work closely with the Technology Director to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.
- The Human Resources Director will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources Director will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.

Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at a level officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the plan, especially those authorities responsible for case identification, isolation, restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza at all relevant stakeholders in the district (e.g., lead emergency response agency, local public health representatives, school health and mental health professional director, and parent representatives). This committee is accountable for advice and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partner structures, such as the Incident Command System, to manage the execution of the plan. An Incident Command System, or ICS, is a standardized organization of authority and common terminology and procedures to be followed in. Ensure compatibility between the district's established ICS and the local/state state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders and executing specific components of the operational plan. Assure that the plan deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agency pandemic plans. Assure that pandemic planning is coordinated with the community as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity services to meet the needs of the community (e.g., schools designated as contact feeding vulnerable populations, community utilizing LEA's healthcare and its affected community, at least two pandemic disease waves (about 6-8 weeks in months).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with income students who rely on the school food service for daily meals), those in juvenile justice facilities) as well as those who do not speak English as their first

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

1. Planning and Coordination (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consider developing in concert with the local health department a surveillance system that would alert the local health department to a substantial increase in absenteeism among students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Implement an exercise/drill to test your pandemic plan and revise it periodically.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Share what you have learned from developing your preparedness and response plan with other LEAs as well as private schools within the community to improve community response efforts.

2. Continuity of Student Learning and Core Operations:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop scenarios describing the potential impact of a pandemic on student learning (e.g., student and staff absences), school closings, and extracurricular activities based on having various levels of illness among students and staff.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop alternative procedures to insure continuity of instruction (e.g., web-based distance instruction, telephone trees, mailed lessons and assignments, instruction via local radio or television stations) in the event of district school closings.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a continuity of operations plan for essential central office functions including payroll and ongoing communication with students and parents.

3. Infection Control Policies and Procedures:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g., promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan/).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.



Personnel Action Report
Professional

P.1
August 24, 2017

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Donna Masetti	Resignation	Teaching Assistant	HH		8/10/17 (last day of employment)		
2	Michael Troici	Resignation	Teaching Assistant	HS		8/15/17 (last day of employment)		
3	Laura Cevallos	Resignation	Teaching Assistant	MS		8/31/17 (last day of employment)		
4	Alyssa Lee	Resignation	Teaching Assistant	MS		9/1/17 (last day of employment)		
5	Lauren Wetherell	Revise Probationary Date	Special Education (F. Silverman)	EH	9/1/17	Prob. Ends 8/31/20 (tenure granted in prior District)		
6	Stacey Ginsberg	Substitute Appointment	Per Diem Substitute Teacher		9/1/17	6/30/18		\$130/day
7	Samantha Mittleberg	Probationary Appointment	Teaching Assistant (J. Duffy)	MS	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	TA Level I, Grade 1/Step 1*, Per RPA Contract
8	Karen Coll	Probationary Appointment	Teaching Assistant (L. Cevallos)	MS	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	TA Level I, Grade 1/Step 1*, Per RPA Contract
9	Jury Otero	Probationary Appointment	Teaching Assistant (New Position)	HH	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	TA Level I, Bilingual Ed & School Counselor, Grade 1/Step 1*, Per RPA Contract
10	Jamal Pilgrim	Probationary Appointment	Teaching Assistant (New Position)	HS	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	TA Level III, Grade 1/Step 1*, Per RPA Contract
11	Mary Bogil	Probationary Appointment	Teaching Assistant (1:1)	MS	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	Nursery-Gr. 6, Grade 3/Step 1, Per RPA Contract
12	Lucy Esposito	Appointment	Leave Replacement Teaching Assistant (E. Ramski)	HH	9/1/17	6/30/18		TA Level I, Grade 1/Step 1*, Per RPA Contract
13	Jordan Rouff	Resignation	Lunch Recreation Specialist & Asst. Varsity Boys' Soccer Coach	EH & HH		8/10/17 (last day of employment)		
14	Daniel Oldis	Coach Appointment	Asst. Varsity Boys' Soccer II/3	HS	8/25/17	11/26/17		Per RTA Contract
15	Ellen Haas	Substitute Appointment	Per Diem Substitute Teacher		9/1/17	6/30/18		\$130/day
16	Simin Ghadimi	Substitute Appointment	Per Diem Substitute Teaching Asst.		9/1/17	6/30/18		\$100/day
17	Tiffany Oliver	Appointment	In-Service Instructor (not to exceed 12 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
18	Vera Trenchfield	Appointment	In-Service Instructor (not to exceed 4 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
19	Colleen Mastriano	Appointment	In-Service Instructor (not to exceed 4 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
20	S. Robert Gerula	Appointment	In-Service Instructor (not to exceed 4 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
21	Jesse Sorenson	Appointment	In-Service Instructor (not to exceed 4 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
22	Michelle Atkins	Appointment	In-Service Instructor (not to exceed 4 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)

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

23	Soowook Lee	Appointment	In-Service Instructor (not to exceed 2 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
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Personnel Action Report
Professional

P.1
August 24, 2017

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
24	Jessica Moriarty	Appointment	In-Service Instructor (not to exceed 2 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
25	Lawrence Reiff	Appointment	In-Service Instructor (not to exceed 8 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
26	Christine Flanagan	Appointment	In-Service Instructor (not to exceed 4 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
27	Amy Braunstein	Appointment	In-Service Instructor (not to exceed 4 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
28	Kimberly Murphy	Appointment	In-Service Instructor (not to exceed 4 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
29	Ellen Chavoustie	Appointment	In-Service Instructor (not to exceed 4 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
30	Karen Lucchese	Appointment	In-Service Instructor (not to exceed 8 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
31	Jason Lopez	Appointment	In-Service Instructor (not to exceed 8 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
32	Barry Edelson	Appointment	In-Service Instructor (not to exceed 8 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
33	Julie Hutt	Appointment	In-Service Instructor (not to exceed 2 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
34	Loretta Fonseca	Appointment	In-Service Instructor (not to exceed 1 hour)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
35	Jodi Zambell	Appointment	In-Service Instructor (not to exceed 3 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
36	Wendy Svitek	Appointment	In-Service Instructor (not to exceed 2 hours)		8/28/17	6/30/18		\$80/hour (paid by Teacher Center Grant)
37	Daniel Freeman	Appointment	Teacher Mentor		7/25/17	6/30/18		Per RTA Contract

Personnel Action Report
Classified

P.2
August 24, 2017

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Jury Otero	Resignation	Monitor			HH		8/31/17 (last day in position)	
2	Jeetlall Beir	Appointment	Part-Time Bus Driver (S. Dixon)	Non-comp	P/T	Bus Garage	On or about 8/28/17*		\$20.50/hour
3	Donnalee Bush	Substitute Appointment	Per Diem Substitute Nurse	Non-comp	Sub	District	9/1/17	6/30/18	\$135/day
4	Jaylen Johnson	Appointment	Monitor (K. Witzgall)	Non-comp	p/t	HH	9/1/17		\$15.25/hour, per RPA Contract
5	Anushan Karunamoorthy	Appointment	Monitor (E. Urbina)	Non-comp	p/t	HH	9/1/17		\$15.25/hour, per RPA Contract
6	Jane Dornbush	Resignation	Monitor	Non-comp	p/t	MS		8/18/2017 (last day in position)	
7	Josue Moneus	Appointment	Part-Time Bus Driver (M. Venske)	Non-comp	P/T	Bus Garage	On or about 9/1/17*		\$20.50/hour

**Pending Civil Service Approval*

Adult Education Instructors-Fall 2017 Semester
Begin 9/01/17-2/1/18

LAST NAME	FIRST NAME	\$ TOTAL	COURSE NAME
Adlman	William	\$ 183.60	Magic 101
Adlman	William	\$ 183.60	Flip This House
Ales-Cassano-Prince	Anita	\$ 457.00	Aerobic Kickboxing-H
Atkins	Michelle	\$ 76.50	Reduce your toxic load
Atkins	Michelle	\$ 150.72	Holistic Healing
Bayon	Terrylynn	\$ 753.60	Computer, Getting The Most Out of iPad
Bayon	Terrylynn	\$ 376.80	Digital Photo Editing
Bayon	Terrylynn	\$ 376.80	Social Media: Get Connected!
Bayon	Terrylynn	\$ 376.80	Computer, Microsoft Excel
Bayon	Terrylynn	\$ 753.60	Computer Literacy A-Z
Bayon	Terrylynn	\$ 753.60	Computer, Microsoft Office
Bayon	Terrylynn	\$ 376.80	Introduction to Adobe Indesign
Bayon	Terrylynn	\$ 351.68	CPR/AED & First Aid
Berman	Jody	\$ 68.55	Secret to Having More Time
Berman	Jody	\$ 68.55	Secret of Organizing Basics
Berman	Jody	\$ 68.55	Secret of Organizing Tip & Tricks
Bhatt	Paulomi	\$ 457.00	Bollywood Lifestyles – H
Bitterman	Bruce	\$ 830.00	Basketball, Tuesday, Section II -H
Bitterman	Bruce	\$ 830.00	Basketball, Thursday, Section II -H
Bivens	Edgar	\$ 249.00	Digital Photography, Day
Bivens	Edgar	\$ 249.00	Digital Photography, Evening
Brewer	Lisa	\$ 415.00	Zumba, Sec. I
Brewer	Lisa	\$ 622.50	Zumba, Tuesday, Sec. III

Brewer	Lisa	\$ 664.00	Zumba, Thursday, Sec. IV
Brewer	Lisa	\$ 249.00	Zumba Strong
Brown	Christopher J.	\$ 755.20	Oil & Acrylic, Beginners Painting-H
Cabat	Josh	\$ 360.00	Great Films of the 2010's
Cadorniga	Maria	\$ 415.00	Yoga Sec. I – H
Cadorniga	Maria	\$ 415.00	Yoga Sec. II – H
Cadorniga	Maria	\$ 581.00	Yoga Sec. III – H
Cadorniga	Maria	\$ 581.00	Yoga Sec. IV- H
Cafiero	Linda	\$ 685.50	Yoga, Day
Casali	Donna	\$ 1,500.00	Trip Supervisor
Cazzola	Lou	\$ 44.04/hr	Supervisor (hours variable)
Culligan	Loretta F.	\$ 365.60	Tennis Sec. I Doubles
Culligan	Loretta F.	\$ 365.60	Tennis Sec. II Intermediate.
Culligan	Loretta F.	\$ 365.60	Tennis Sec. III Beginner
Eichacker	Ruth	\$ 602.88	Spanish, Beginner, Day
Gold	Denise	\$ 251.20	Archaeology
Goldman	Rob	\$ 1,142.50	Bridge for Beginners
Greenhut	Anita	\$ 226.56	Crochet:Beyond the Basics
Greenhut	Anita	\$ 226.56	Crocheting, Evening
Gutierrez	Candida	\$ 1,331.68	Ballroom Dancing, Beg.
Heuzey	Kathryn	\$ 1,004.80	Drawing & Painting
Hungate Wood	Allison	\$ 678.24	Roslyn Glee
Kick	Denise	\$ 904.32	Yoga, Evening
Klein	Judith	\$ 906.24	Knitting
Kornfeld	Cheryl	\$ 914.00	Mah Jongg-beginner
Kornfeld	Cheryl	\$ 914.00	Mah Jongg-intermediate
Marcenaro	Armando	\$ 45.70/hr	Supervisor (hours variable)
Miller	Douglas	\$ 365.60	Golf, Sec. I, Beginner

Miller	Douglas	\$ 365.60	Golf, Sec. II, Intermediate
Napolitano	Elizabeth	\$ 33.12/hr	Supervisor (hours variable)
Neiderbach	Lucille	\$ 302.08	Jewelry Making
Pincus	Frances	\$ 468.20	Zumba, Sec. I - H
Pincus	Frances	\$ 468.20	Zumba, Sec. II - H
Pincus	Frances	\$ 468.20	Barre Workout
Pincus	Frances	\$ 655.48	Zumba, Sec. III - H
Poulos-Lutz	Diana	\$ 373.50	American Transcendentalism
Regis	Marie, F	\$ 186.75	Introduction to Meditation - Evening
Regis	Marie, F	\$ 186.75	Introduction to Meditation - Day
Regis	Marie, F	\$ 62.25	Natural Approach to Insomnia - Evening
Regis	Marie, F	\$ 62.25	Natural Approach to Insomnia - Day
Roberts	Carmen	\$ 502.40	Pilates
Romeo	Barbara	\$ 628.00	Interval Train, Sec. I
Romeo	Barbara	\$ 628.00	Interval Train, Sec. II
Romeo	Barbara	\$ 628.00	Interval Train, Sec. III
Sanders	Carin	\$ 457.00	Non-Impact Aerobics
Sanders	Carin	\$ 457.00	Stretch & Tone
Sanders	Carin	\$ 457.00	T'ai Chi for Balance & Mobility, Beginner
Sanders	Carin	\$ 479.85	Core & Balance Combo
Sanders	Carin	\$ 685.50	T'ai Chi for Balance & Mobility, Intermediate
Scharman	Nadine	\$ 498.00	Piano-Beginner
Scharman	Nadine	\$ 498.00	Piano-Intermediate
Tzochev	Kiril	\$ 592.32	Watercolor Painting, Eve - H
Tzochev	Kiril	\$ 906.24	Watercolor Painting, Day - H
Wasserman	Renee	\$ 753.60	Italian, Intermediate
Wasserman	Renee	\$ 753.60	Italian, Beginners
Wasserman	Renee	\$ 1,004.80	French , Intermediate

Wasserman	Renee	\$ 1,004.80	French, Beginners
Yudkin	Gloria	\$ 824.16	Oil & Acrylic Painting Intermediate - H
Zanetto	Rosemarie	\$ 686.80	Crocheting, Day
Zhou	Xiaoyun	\$ 688.50	Chinese for Beginners

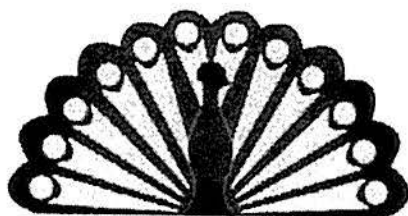
Item	Transfer Dollar Amount	From Code	Previous Appropriation	Revised Appropriation	To Code	Previous Appropriation	Revised Appropriation
1	\$ 45,144.30	H1620 000 03 1598 Unallocated budget 14/15	\$ 100,905.61	\$ 55,761.31	H2110 201 08 1508 Construction Manager HS - 002 - 041	\$ 560,026.23	\$ 605,170.53
For: additional services rendered							
2	\$ 415.99	H1620 000 03 1598 Unallocated budget 14/15	\$ 55,761.31	\$ 55,345.32	H1620 295 03 1502 Plumbing New Bus Garage 021-001	\$ 115,000.00	\$ 115,415.99
For: additional plumbing services							
3	\$ 5,175.00	H1620 000 03 1598 Unallocated budget 14/15	\$ 55,345.32	\$ 50,170.32	H2110 246 09 1509 Engineering and Testing Fees MS - 6 - 025	\$ 11,875.00	\$ 17,050.00
For: additional asbestos monitoring services							
4	\$ 1,610.36	H1620 000 03 1698 Unallocated budget 15/16	\$ 7,726.73	\$ 6,116.37	H1620 293 08 1608 General Construction HS - 002-041	\$12,767,781.98	\$ 12,769,392.34
For: change order HS-GC-010							
5	\$ 50,170.32	H1620 000 03 1598 Unallocated budget 14/15	\$ 50,170.32	\$ -	H1620 293 07 1507 General Construction HH - 009-025	\$ 2,717,229.05	\$ 2,767,399.37
For: change orders HH-GC-004-006							
6	\$ 30,350.76	H1620 000 03 1798 Unallocated budget 16/17	\$ 1,086,112.74	\$ 1,055,761.98	H1620 293 07 1507 General Construction HH - 009-025	\$ 2,767,399.37	\$ 2,797,750.13
For: change orders HH-GC-004-006 (balance)							
7	\$ 128,819.33	H1620 000 03 1798 Unallocated budget 16/17	\$ 1,055,761.98	\$ 926,942.65	H1620 296 08 1608 Electrical HS - 002-041	\$ 1,349,500.00	\$ 1,478,319.33
For: change order HS-EC-004							

APPROVED: Joseph C. Dragone _____ DATE: _____

APPROVED: Allison Brown _____ DATE: _____

APPROVED: _____ Item #: _____

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ACCESS II CARE COORDINATION PROGRAM

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ARGUS CLIENT MONEY MANAGEMENT PROGRAM

ARGUS COMMUNITY RE-ENTRY INITIATIVE

ARU OUTPATIENT PROGRAM

DWI SCREENING AND ASSESSMENT

ELIZABETH L. STURZ OUTPATIENT CENTER

HARBOR HOUSE & HARBOR HOUSE II

MEDAL PROGRAM



ARGUS NEWS

March 2011 News

On March 1, 2011, NYC Mayor Michael Bloomberg's Commission on Women's Issues honored Argus Board Member Mary "Spiritt" Taylor as an extraordinary woman of NYC. [more...](#)

April 2011 News

The Argus Career Training Institute (ACT I) held a commencement ceremony on April 15th celebrating the graduation of 64 individuals who had completed their basic more. [more...](#)

PROMETHEUS I AND II

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STRIVER HOUSE

YOUTH INTERVENTION AND
DEVELOPMENT

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YOUTH INTERVENTION AND
DEVELOPMENT

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Argus Community is a 501(c)(3) organization and all contributions are 100% tax deductible.

Please make your tax deductible check or money order payable to Argus Community, Inc., and mail your donation to:

Dianna Cordero,
Administrative Assistant
Argus Community, Inc.
760 East 160th Street
Bronx, NY 10456

All contributions will be acknowledged with a letter indicating our gratitude which can be used for tax purposes.

If you would like to speak with someone about your contribution, please contact Ms. Cordero at 718-401-5712 

**ROSLYN MIDDLE SCHOOL
MEMORANDUM**

TO: Joseph Dragone
FROM: Craig S. Johanson
DATE: May 19, 2017
SUBJECT: BOE Recommendation to Declare Surplus MS Lunch Tables

Dear Joe,

I am recommending we declare 15 BIOFIT round cafeteria tables as surplus. The MS SDM/SEL committees and I determined that the round tables were contributing to social exclusion issues for students, as only a limited number of students can sit at the round tables. New rectangle tables were ordered and received, as they allow more seating options for our students.

Attached is a photo of the sticker for the make and model of the cafeteria tables. There is one without a Roslyn tag. Below you can find the Roslyn tag numbers for the remaining units. There are 15 units in all. Please note that there are 3 tables listed with two tag numbers.

- 301375
- 20081119
- 301385
- 20130709
- 301382
- 301387 and 20081105
- 200081113
- 301381
- 20081099
- 301361 and 20081110
- 301369
- 301380
- 301370 and 20081098
- 201195

If approved, please add this to the next Board of Education meeting agenda.

Thank you,

Craig S. Johanson

ROSLYN PUBLIC SCHOOLS BOARD OF EDUCATION MEETING

AGENDA ADDENDUM

Thursday, August 24, 2017

PERSONNEL:

P.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification / Class/Step / Salary
38	Kathleen Granados	Resignation	Teaching Assistant	Admin		8/25/17 (last day of employment)		
39	Michael Kelly	Rescind Part-Time Appointment	.8 Science	MS	8/24/17			
40	Jessica Thody	Probationary Appointment	Teaching Assistant (K. Jandovitz)	HH	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	TA Level III, Grade 1/ Step 1*, Per RPA Contract
41	Remi Williams	Probationary Appointment	Teaching Assistant (M. Troici)	HS	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	TA Level III, Grade 1/ Step 1*, Per RPA Contract
42	Kerri Tucholski	Probationary Appointment	Teaching Assistant (D. Masetti)	HTS	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	TA Level I, Grade 1/ Step 1*, Per RPA Contract
43	Joseph Tacopina	Probationary Appointment	Teaching Assistant (1:1)	EH	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	TA Level I, Grade 1/ Step 1*, Per RPA Contract

44	Ginna-Lee Tamburello	Probationary Appointment	Teaching Assistant (M. Romero)	HS	9/1/17	Prob. Ends 8/30/21	Teaching Asst.	TA Level I, Grade 1/ Step 1*, Per RPA Contract
45	Dale Santiago	Revise Appointment Date	Per Diem Substitute Teacher		8/29/17	6/30/18		\$130/day
46	Anthony Livolsi	Revise Appointment Date	Per Diem Substitute Teacher		8/29/17	6/30/18		\$130/day
47	Meaghan McCloat	Revise Appointment Date	Per Diem Substitute Teacher		8/29/17	6/30/18		\$130/day
48	Catherine Elorriaga	Revise Appointment Date	Per Diem Substitute Teacher		8/29/17	6/30/18		\$130/day
49	Amy Kula	Appointment	In-Service Instructor (not to exceed 2 hours)		8/28/17	6/30/18		\$80/hour
50	Brooke Appelman	Coach Appointment	JV Girls' Tennis IV/1	HS	8/25/17	11/26/17		Per RTA Contract
51	Robin Schum	Appointment Add'l Teaching Assignment	Assisting Special Education Teacher	HS	9/1/17	6/30/18		Per RTA Contract
52	Elizabeth Tomao	Probationary Appointment	Special Education (S. DiBenedetto)	HS	9/1/17	Prob. Ends 8/30/21	Special Education	Students w/Disabilities Gr 7-12 & Biology Gr. 7-12, BA/Step 1*, Per RTA Contract
53	Ryan Occena	Probationary Appointment	Music (A. Hungate Wood)	HS	9/1/17	Prob. Ends 8/30/21	Music	Music, BA/ Step 1, Per RTA Contract

54	Michael Coffey	Appointment	Teacher Mentor		7/25/17	6/30/18		Per RTA Contract
55	Lisa Swierkowski	Appointment	Lunch Recreation Specialist	EH	9/1/17	6/30/18		Per RTA Contract

**Placement may change subject to verification of education and employment.*

P.2 Classified

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
3		Delete #3							
8	Jason Mundy	Appointment	Part-Time Bus Driver (D. Larose)	Non-comp	P/T	Bus Garage	On or about 9/11/17*		\$20.50/hour

**Pending Civil Service Approval*

BUSINESS/FINANCE:

B.1. Recommendation to **extend** the following contract [(i) which was first approved by the Board of Education on August 11, 2016 (item B1 (iii)), in order to renew:

- (vii) Contractor: Creative Tutoring, Inc.
 Services: Tutoring services as necessary for the period of July 1, 2017 through June 30, 2018
 Fees: \$40.00 per hour
 Total estimated to be \$17,500

Recommendation to approve the following contracts and to authorize the Board of Education President to execute:

- (viii) Contractor: Shoes For All, Inc. (subject to review and approval by district counsel)
 Services: Vocational exploration for the period of July 2017 through June 2018
 Fees: No cost to district

B.3. Recommendation to approve Capital Fund Budget appropriation transfer requests as per **Attachment B.3-revised**.

B.20. 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 #
\$15.40	HH Prof. Svcs & Reimbs.	2110-245-07-1406	H14-00014	27
\$9,223.99	New Bus Garage	2110-245-03-1502	H15-00014	34
\$23,424.37	New Bus Garage	2110-245-03-1502	H15-00014	35
\$3,037.50	EH Site & Field Work	2110-245-04-1504	H15-00014	2
\$7,194.01	Hts Prof. Svcs & Reimbs.	2110-245-06-1506	H15-00014	17
\$7,185.37	Hts Prof. Svcs & Reimbs.	2110-245-06-1506	H15-00014	18
\$6,613.05	HH Prof. Svcs & Reimbs.	2110-245-07-1507	H15-00014	28
\$7,014.12	HH Prof. Svcs & Reimbs.	2110-245-07-1507	H15-00014	29
\$32,489.85	HS Prof. Svcs & Reimbs.	2110-245-08-1508	H15-00014	29
\$28,324.69	HS Prof. Svcs & Reimbs.	2110-245-08-1508	H15-00014	30

B.21. Recommendation to approve pending change orders as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects; 2) a formal change order prepared by the architect and executed by the architect and the contractor and the construction manager 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.

HH General Construction PCO#18: Stalco, Inc. Proposed Change Order #18 (Harbor Hill) for additional work at an estimated cost of **\$2,000**. This change order represents the cost to provide testing for the new hydrant required by the Roslyn Water District. Park East Construction Corp. along with KG&D Architects and Engineers have reviewed the proposal and find it to be fair based on the scope of work. Upon BOE approval the office of KG&D Architects will create a formal change order and forward for signatures

- B.22.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Relle Electric in the amount of **\$6,695.04** which will increase purchase order H17-00010 in account code H1620.296.07.1607

Relle Electric (**HH EC-005**) represents the cost to provide labor and material to install ¾" & 1¼" conduit sleeves through corridor ceilings for future use, as requested by the district. After a site visit to Harbor Hill by Mr. Carpenter and Mr. Lopez, it was decided that we should, while the ceilings are open, provide conduit sleeves to accommodate data wiring needs for the newly constructed offices being constructed off the main lobby. This was first presented to the Board of Education as a pending change order in the estimated amount of \$7,000 as item B13 on the agenda of 8/10/17.

- B.23.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Relle Electric in the amount of **\$3,525.48** which will increase purchase order H17-00010 in account code H1620.296.07.1607

Relle Electric (**HH EC-006**) represents the cost to provide labor and materials to remove the existing data, low voltage, Public address and line voltage wiring from the existing wire mold and re-route it to the offices/rooms at the adjacent to the main entrance of the school, as requested by Mr. Carpenter and Mr. Lopez. This was first presented to the Board of Education as a pending change order in the estimated amount of \$3,600 as item B14 on the agenda of 8/10/17.

- B.24.** Recommendation to approve pending change orders as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects; 2) a formal change order prepared by the architect and executed by the architect and the contractor and the construction manager 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 Construction PCO#5: Maccarone Proposed Change Order #5 (High School) for additional work at an estimated cost of **\$3,000**. This change order represents the cost to provide labor and materials to relocate the existing storm drain piping in the way of the new ductwork installation as a result of the existing condition of the building and lack of available space above the ceiling in order to keep the ceiling height as is, as discussed. Park East Construction Corp. has reviewed the proposal and finds it fair based on the scope of work. Upon BOE approval the office of KGD Architects will create a formal change order and forward for signature.

- B. HTS General Construction PCO #2: Baruti Proposed Change Order PCO # 2 at an estimated cost of **\$56,500**. This change order represents the cost to provide labor and material to install the new sanitary system required and for the removal of the discovered cesspool as per the attached NCDOH approved drawings. KGD engineers will review and comment as soon as possible, in the meantime we are request this proposal be presented to the BOE as a not to exceed amount as we feel the number is high. PEC will work with Baruti to get it reduced to an acceptable amount.
- C. HH Sipala General Construction PCO#5: Sipala Proposed Change Order #5 (Harbor Hill) for an estimated amount of **\$2,500**. This change order represents the cost to provide labor and materials to install additional heads and valves required due to the redesign of the irrigation system as per the revised field layout as shown on CSK 102. Park East Construction Corp. has reviewed the proposal and finds it fair based on the scope of work. Upon BOE approval the office of KGD Architects will create a formal change order and forward for signatures.
- D. HH Electrical Construction PCO#8: Relle, Inc. for additional work at **a not to exceed** estimated cost of **\$3,000**. This change order represents the cost to provide labor and material to perform the work required for the revisions indicated in Bulletin # 10 ESK 5 & 6 as requested by the RUFSD. KGD is reviewing the proposal **and believes it could be less**. Upon BOE approval the office of KG&D Architects will create a formal change order and forward for signature.

B.25. 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 and the construction manager 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.

HS General Construction PCO# XX for additional work at an estimated cost not to exceed **\$72,000**. This change order represents the unit pricing to provide all labor, equipment and materials to remove, stockpile, transport and dispose of the contaminated soil encountered during the demolition of the existing bus maintenance facility.