

ROSLYN UNION FREE SCHOOL DISTRICT
Meeting of the Board of Education

Tuesday, December 5, 2017

6:45 A.M.

ADMINISTRATION BUILDING

6:45 a.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recommendation to accept the October 2017 Claims Audit Report

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)**

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) Contractee: Roslyn Neighborhood Corporation
Services: Use of 1 room at Heights for Roslyn After School Program for the period of 7/1/17 thru 6/30/18
Fees: \$1,242.22 for school year – Roslyn to receive

Recommendation to **amend** the following contract (ii) which was approved by the Board of Education on February 2, 2017 (item B.1. (ii)):

- (ii) **Original**
Contractor: Eden II/Genesis School
Services: Instructional and related services for one student for the period from February 6, 2017 thru June 23, 2017(as per CSE)
Fees: \$43,963.00 for the 10 month tuition period.
Total estimated to be \$21,981.50 (prorated)
\$23,439.00 for the 1:1 aide 10 month period
Total estimated to be \$11,719.50 (prorated)
Total Agreement to be \$33,701.00
- (ii) **Revised**
Contractor: Eden II/Genesis School
Services: Instructional and related services for one student for the period from February 6, 2017 thru June 23, 2017(as per CSE)
Fees: \$43,963.00 for the 10 month tuition period.
Total estimated to be \$8,792.60 (prorated for February 6, 2017 through March 31, 2017)
\$23,439.00 for the 1:1 aide 10 month period
Total estimated to be \$4,781.52 (prorated for February 6, 2017 through March, 31, 2017)
Related services for the period February 6, 2017 through June 23, 2017 estimated to be \$54,529.00
Total Agreement to be \$68,103.12

Recommendation to **amend** the following contract (iii) which was approved by the Board of Education on June 27, 2017 (item B.1. (xiii)):

(iii) Original

Contractor: Harmony Heights **Residential**
Services: Instructional and related services for one student for the 2017-18 summer and school year
Fees: \$4,807.00 for summer tuition
\$13,261.80 summer maintenance daily rate (\$213.90 x 62 days)
\$28,843.00 - 10-month program tuition
Total estimated to be \$46,911.80

(iii) Revised

Contractor: Harmony Heights **Residential**
Services: Instructional and related services for one student for the 2017-18 summer and two students for the school year
Fees: \$4,807.00 for summer tuition
\$13,266.14 summer maintenance daily rate (\$213.97 x 62 days)
\$28,843.00 - 10-month program tuition per student
Total estimated to be \$75,759.14

Contractor: Harmony Heights **Day**
Services: Instructional and related services for one student for the 2017-18 summer
Fees: \$3,044.46 for summer tuition (prorated for July 26, 2017 through August 18, 2017)
Total estimated to be \$3,044.46

Recommendation to **amend** the following contract (iv) which was approved by the Board of Education on June 27, 2017 (item B.34. (18)):

(iv) PBS Consulting & Psychological Resources, PC, 68 Oakdale Road, Centerport, NY 11721 Phone 631-262-8561 Fax 631-261-6052. Contact: Darlene Magnito-McLaughlin Email: billing@positivebehavior.org
Total Estimated to be ~~\$281,000~~ \$321,300 (\$6,000 for summer, ~~\$275,000~~ \$315,300 for school year)

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

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
5510-210-03-9000-510	Transportation Buses	\$14,326.07
Subtotal		\$14,326.07
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
9785-600-03-9000-303	Principal	\$13,128.68
9785-700-03-9000-303	Interest	\$ 1,197.39
Subtotal		\$14,326.07

REASON FOR TRANSFER REQUEST: Transfer appropriated funds between Budget Codes. Since we budget for the purchase of the buses under 5510.210 to make transparent our intentions, but now we have entered into a lease purchase agreement with Key Government Finance, Inc. to finance this purchase over 5 years. (3 of the 5 Buses) Approved by the BOE 08/24/2017 Item B.2.

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-200-09-1800-901	TCHG EQUIP MS MATH	\$39,112.00
Subtotal		\$39,112.00
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2630-490-03-9000-311	COMPUTER HARDWARE	\$39,112.00
Subtotal		\$39,112.00

REASON FOR TRANSFER REQUEST: Entire Grade Level Calculator Purchase.

B.5. Recommendation to approve the following payments to Park East Construction Corporation for construction management services and reimbursements rendered to the district pertaining to various projects at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.]

Payment	Location/Project	Budget	PO #	Inv #
\$1,442.00	New Bus Facility Reimbs.	2110-201-03-1502	H15-00015	28
\$200.00	EH Reimbursements	2110-201-03-1504	H15-00015	28
\$9,900.00	HTS Reimbursements	2110-201-06-1506	H15-00015	28
\$7,800.00	HH Reimbursements	2110-201-07-1507	H15-00015	28
\$31,000.00	HS Reimbursements	2110-201-07-1508	H15-00015	28
\$26.00	MS Reimbursements	2110-201-08-1509	H15-00015	28

- B.6.** Recommendation to approve the following payment 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 #
\$53.71	HTS Reimbursements	2110-245-06-1506	H15-00014	20
\$6,273.43	HH Reimbursements	2110-245-07-1507	H15-00014	32
\$23,513.88	HS Reimbursements	2110-245-08-1508	H15-00014	33
\$9,382.50	New Bus Facility Reimbs.	2110-245-03-1502	H15-00014	38

- B.7.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Relle Electric, Inc. in the amount of **\$3,171.41** which will increase purchase order H16-00018 in account code H1620.296.04.1604

Relle Electric, Inc. (EH EC-003) for all additional costs required to tie in the new Security Windows to FACP System – including all Labor, Equipment and Material and sub-contractor Simplex Grinnell for programming and admin fees. This was first presented to the Board of Education as a Pending Change Order on 2/2/17, Item B10A, at an estimated cost of \$3,200.

- B.8.** Recommendation to approve 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; 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 Mechanical Contract PCO#7: JNS, Inc. Proposed Change Order #7 (Harbor Hill) in the amount of approximately **\$14,000** in order to Furnish and install additional RTU-1 ductwork as per Barile Gallagher Engineers in response to JNS RFI-23 in conjunction with placement of subject unit on dunnage steel in lieu of provided unit curb

- B.9.** Recommendation to approve 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; 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 Mechanical Contract PCO#8: JNS, Inc. Proposed Change Order #8 (Harbor Hill) in the amount of approximately **\$9,000** in order to furnish and install additional ERV-2 ductwork as per Barile Gallagher Engineers in response to JNS RFI-23 in conjunction with placement of subject unit on dunnage steel in lieu of provided unit curb.

- B.10.** Recommendation to approve a change order as indicated below. This change order will increase the contract with Palace Electric in the amount of **\$16,130** and therefore increase the purchase order to Maccarone Plumbing H18-00008 in account code H-1620-296-06-1506.

Palace Electrical Contractors, Inc. (HTS EC-001) represents the cost to provide labor and material to install a Six (6) strand Multimode Fiber Optic cable, terminate and test as requested by our IT Department head Jason Lopez. This was first presented to the Board of Education as a pending change order in the estimated amount of \$16,200 as item B12 on the agenda of 10/19/17.

- B.11.** Recommendation to approve a pending credit change order as indicated below.

MS GC PCO#33: W. J. Northridge Proposed Change Orders #33 (Middle School) as a credit in the amount of (\$32,003.00) for all labor and materials for the deleted NCDPW right of way road work and the remaining unused Special Provisions Labor Allowance. Park East Constructions Corp. along with KG&D Architects have reviewed the proposal and find it to be fair based on the scope of the deleted work. Upon BOE approval the office of KG&D Architects will create a formal change order and forward for signatures.

- B.12.** Recommendation to approve a pending credit change order as indicated below.

BUS GC PCO#34: W. J. Northridge Proposed Change Orders #34 (New Bus Garage) as a credit in the amount of (\$38,697.00) for all labor and materials for Swale installation, Plumbing scope associated with excavation for sanitary piping, Lube Cubes, Toilet Room Floor Tile, Concrete Curb/wall installation, Planting Allowance and Unused Special Provisions Labor Allowance. Park East Constructions Corp. along with KG&D Architects have reviewed the proposal and find it to be fair based on the scope of the deleted work. Upon BOE approval the office of KG&D Architects will create a formal change order and forward for signatures.

- B.13.** Recommendation to approve a pending credit change order as indicated below.

EH GC PCO#35: W. J. Northridge Proposed Change Orders #35 (East Hills) as a credit in the amount of (\$56,148.00) for all labor and materials for Corridor wall opening at Library, Chain link gates at parent drop off, Deleted NCDPW right of way road work and Unused Special Provisions Labor Allowance. Park East Constructions Corp. along with KG&D Architects have reviewed the proposal and find it to be fair based on the scope of the deleted work. Upon BOE approval the office of KG&D Architects will create a formal change order and forward for signatures.

- B.14.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Ambrosio & Company, Inc. in the amount of **\$4,839.00** which will increase purchase order H17-00012 in account code H1620.295.07.1607

Ambrosio (HH PC-002) represents the cost to provide labor and material to replace the existing under slab storm drain piping at the library. This was first presented to the Board of Education as a pending change order as a not to exceed amount with verification of time and material required in the estimated amount of \$5,000 as item B11 on the agenda of 10/19/17.

- B.15.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Ambrosio & Company, Inc. in the amount of **\$8,000.00** which will increase purchase order H17-00012 in account code H1620.295.07.1607

Ambrosio (HH PC-003) represents the cost to provide labor and material to investigate the existing under slab storm drain piping at the library in an attempt to find the source of the leak. This was first presented to the Board of Education as a pending change order as a not to exceed amount with verification of time and material required in the estimated amount of \$8,000 as item B11 on the agenda of 9/7/17.

- B.16.** Recommendation to approve a pending credit change order as indicated below.

HS General Construction PCO#49: Stalco Proposed Change Order #49 (High School) for credit in the amount of (\$4,667.75) for not installing the specified paving stones and installation of concrete for the Library patio. Park East Construction Corp. along with KG&D Architects have reviewed the proposals and find them to be fair based on the deleted scope of work. Upon verification and approval the office of KG&D Architects will create a formal change order and forward for signatures.

- B.17.** Recommendation to approve a pending credit change order as indicated below.

HS General Construction PCO#50: Stalco Proposed Change Order #50 (High School) for credit in the amount of (\$5,677.88) for the sealcoating and line striping that were not completed at the rear lot as per our request. Park East Construction Corp. along with KG&D Architects have reviewed the proposals and find them to be fair based on the deleted scope of work. Upon verification and approval the office of KG&D Architects will create a formal change order and forward for signatures.

- B.18. WHEREAS**, effective January 1, 2013, Roslyn Union Free School District ("Corporation") adopted the Roslyn Union Free School District Flexible Benefit Plan ("Plan") for the benefit of its employees; and

WHEREAS, pursuant to Section 8.1 of the Plan, the Corporation may amend the Plan at any time by an instrument in writing.

NOW THEREFORE, BE IT RESOLVED, that the Plan is hereby amended and restated effective January 1, 2018 as an employee welfare benefit plan to be maintained by the Corporation pursuant to Section 125 of the Internal Revenue Code, and that a copy of the plan document, as amended and restated, be attached to these resolutions; and be it further

RESOLVED, that the proper officers of the corporation are authorized to execute the amended and restated Plan, to receive employee contributions and pay benefits as provided therein, and to do every other act or thing necessary or proper to meet and comply with the obligations of the Corporation as therein provided and to carry these resolutions into full force and effect, and to direct counsel to take such action as may be necessary to satisfy any applicable requirements of law. **(Attachment B.18.)**

B.19. Supply and Deliver Sensory Room Equipment at Harbor Hill #17/18-17

Bid Mailed – November 10, 2017

Bid advertised – November 10, 2017

Bid opened – November 29, 2017

Number of Invitations to bid mailed - 17

Number of bids received - 2

Recommendation: That, award based on low cost satisfactorily meeting specifications be made to FlagHouse Inc. 601 FlagHouse Drive, Hasbrouck Heights, NJ 07604

2017-2018 Budget

Sensory Room Equipment or equal

ITEM	EQUIPMENT	ITEM NUMBER	PRICE
1	Fiber optic spray - light source/200 strand spray as Southpaw w 403500 or equal	8430 /	1015.00
2	Crash pit steps as Southpaw 44400 or equal	NO BID	NO BID
3	Togo T-Stool (small disc light spring) as Southpaw 154000B or equal	NO BID	NO BID
4	Bean Bag Chair - Royal Blue as Southpaw 5806-RB or equal	40216NAV	143.00
5	Sensory Tactile Set as Southpaw or equal	9490	48.00
6	Wood backed mirror 36" x 60" as Southpaw 303105 or equal	39019VA	389.00
7	SpaScenter or equal	35400	45.00
8	Reusable Aroma Pads or equal	34345	4.95
9	"Cushioned bubble tube base 40"" quadrant must fit FlagHouse #41687 or equal"	41742	1329.00

10	Solar 250 LED Projector as Southpaw 41844 or equal	41844	995.00
11	Magnetic Wheel Rotator as Southpaw 203408 or equal	42171	129.00
12	Solar Effect Wheel -Safari or equal	39041MAG	83.75
13	Solar Effect Wheel -Multicolored or equal	31053MAG	83.75
14	Solar Effect Wheel - Forest or equal	8477MAG	83.75
15	Fitball - Softmeds-Yellow or equal	14890	14.50
16	Fitball - Softmeds -Red or equal	14898	16.75
17	Fitball - Softmeds -Blue or equal	14902	21.00
18	Fitball - Softmeds -Black or equal	14906	22.25
19	Dressing Vests Set as FlagHouse L4 135 or equal	4135	100.00
20	enclosure for light spray as FlagHouse or equal	32401	259.00
21	T-Wall 16 as Motion Fitness TWALL-16-FIXor equal	NO BID	NO BID

TOTAL (including delivery) \$ 4782.70

B.20. 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 two additional children traveling via Dell Transportation to All Saints School beginning on December 1, 2017, at a monthly cost of \$966.56 per student.

B.21. Recommendation to approve the following Actual Non-Resident Tuition Rates for the 2016-17 school year and the Estimated Rates for 2018-19 as calculated by NYSED.

		Actual 2016-17	Tentative 2018-19
Students with Disabilities Full Time	Grades K-6	\$94,961	\$104,043
Students with Disabilities Full Time	Grades 7-12	\$99,014	\$108,529

B.22. Recommendation by Craig Johanson, Middle School Principal, to declare as surplus the following items which have been deemed inoperable and non-repairable, so therefore obsolete. **(Attachment B.22.)**

- Middle School Main Office folding machine, model no. Duplo DF-920. (Roslyn Ticket Number 20082221, Serial Number 50900526)
- Middle School Music Department risers (5). (Roslyn Ticket Numbers 20082230 through 20082234)

B.23. Recommendation by Michael Brostowski, Director of Health, Physical Education, and Athletics, to declare as surplus the following item which no longer serves its function and is non-repairable. **(Attachment B.23.)**

- Middle School ice machine. (Roslyn UFSD Asset Tag Number 301354, Property of Roslyn UFSD Asset Tag Number 20082332)

B.24. Recommendation that, pursuant to receipt of a refund in the amount of \$750 from Double Tree Hotels, the Board of Education hereby accepts the money for deposit to the HIGH SCHOOL TRIPS Fund (TA 085.11). The refund is to compensate the Marching Band for having to wait for their rooms to be ready after the scheduled check-in time during their trip to Syracuse in October, 2017.

BOARD OF EDUCATION:

BOE.1 Recommendation to conduct the *second* reading of Board of Education Policy 5100 Student Attendance. **(Attachment BOE.1)**

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

Personnel Action Report
Professional

P.1
December 5, 2017

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Rachel Frescott	Revise Part-Time Appointment	Additional .4 FTE (L. Mancia), Total FTE 1.0	MS	On or about 12/8/17	6/30/18		MA+15/Step 7, Per RTA Contract
2	Amanda Signorelli	Revise Part-Time Appointment	Additional .6 FTE (L. Mancia), Total FTE .9	MS	On or about 12/8/17	6/30/18		MA/Step 2, Per RTA, prorated
3	Dennis Treubig	Rescind Appointment	Bowling III/4	MS	12/6/17			
4	Nancy Hochman	Substitute Appointment	Per Diem Substitute Teacher		12/6/17	6/30/18		\$130/day
5	Thomas Sweeny	Substitute Appointment	Per Diem Substitute Teacher		12/6/17	6/30/18		\$130/day
6	Michael Betts	Rescind Appointment	Drama Club Assistant to RCP Advisor	HS	12/6/17			
7	Matthew Carrozzo	Coach Appointment	Swimming/4	HS	12/6/17	3/19/18		Per RTA Contract, prorated

Personnel Action Report
Classified

P.2
December 5, 2017

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Antoinette Lang	Resignation	Monitor			HTS		12/1/17 (last day of employment)	
2	Alexandra Eusse	Resignation	Monitor			HH		12/1/17 (last day of employment)	

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

Attachment B.2.

Item	Transfer Dollar Amount	From Code	Previous Appropriation	Revised Appropriation	To Code	Previous Appropriation	Revised Appropriation
1	\$ 43,400.00	H1620 000 03 1798	\$ 65,258.33	\$ 21,858.33	H1620 093 06 1606	\$ 3,507,815.34	\$ 3,551,215.34
		Unallocated budget			General Construction		
		16/17			HTS - 007-024		
For:	CHANGE ORDER HES-GC-003 INSTALL NEW SANITARY SYSTEM						
2	\$ 7,000.00	H1620 000 03 1798	\$ 21,858.33	\$ 14,858.33	H2110 245 03 1502	\$ 268,072.24	\$ 275,072.24
		Unallocated budget			Architectual Fee		
		16/17			New Bus 021-001		
For:	ADDITIONAL SERVICES						
3	\$ 11,891.74	H1620 000 03 1798	\$ 14,858.33	\$ 2,966.59	H1620 293 09 1609	\$ 860,516.18	\$ 872,407.92
		Unallocated budget			General Construction		
		16/17			MS - 006 - 031		
For:	change order ms-gc-002 ardex moisture mitigation sytem						
4	\$ 2,165.35	H1620 000 03 1798	\$ 2,966.59	\$ 801.24	H1620 296 07 1607	\$ 915,990.38	\$ 918,155.73
		Unallocated budget			Electrical		
		16/17			HH - 009-025		
For:	change order hh-ec-006 move fire alarm system						
APPROVED:		Joseph C. Dragone _____		DATE: _____			
APPROVED:		Allison Brown _____		DATE _____			
APPROVED:		_____		Item #: _____			



FLEXIBLE BENEFIT PLAN
with Beniversal® MasterCard®
PLAN HIGHLIGHTS*

Attachment B.18.

(page 1 of 2)

A. General Plan Information

1. Employer name: Roslyn Union Free School District.
2. Plan name: Roslyn Union Free School District Flexible Benefit Plan.
3. Plan type: The Plan is a welfare plan designed to provide benefits permitted under Section 125 of the Internal Revenue Code (IRC). The Plan name and Plan number should be used in any formal correspondence relating to the Plan.
4. Eligibility requirements: Must be an employee of Roslyn Union Free School District who is eligible to participate as of his/her date of employment or the effective date of plan, if later. Regardless of the preceding, an eligible employee shall be eligible to participate hereunder with respect to the Health Flexible Spending Account 60 day(s) after his/her initial date of employment.
 - *If you or your spouse is reporting contributions to a Health Savings Account (HSA), you are not eligible for a Medical FSA.*
5. The effective date on which you can begin participating in the Plan: Once the eligibility requirements have been met.
6. Kinds of group insurance for which you can pay your share of premiums through the Plan: Medical, Dental and Vision Insurances.
7. The Plan Year begins on January 1 and ends on December 31.
8. Plan effective date: January 1, 2012.
9. Plan number: 501.
10. Employer ID number: 11-6001988.
11. Name, address and telephone number of the Plan Administrator:
Roslyn Union Free School District
300 Harbor Hill Road
PO Box 367
Roslyn, NY 11576
(516) 801-5030
12. Agent for service of process: Roslyn Union Free School District.

B. Flexible Spending Accounts (FSAs)

1. Types of FSAs

Medical FSA

- (a) Maximum amount you can set aside per Plan Year for reimbursement of eligible medical expenses as defined by IRC Section 213(d) except for insurance premiums: \$2,650.
- (b) For active participants:
 - Eligible services must be provided:
 - after your effective date in the Plan and
 - during the Plan Year.
- (c) If you become ineligible (including termination of employment) during the Plan Year:
 - Eligible services must be provided:
 - after your effective date in the Plan,
 - during the Plan Year and
 - prior to the date on which you become ineligible.
 - The Beniversal Card may no longer be used to access Medical FSA funds. You may submit a claim for reimbursement of eligible expenses.

Dependent Care FSA

- (a) Maximum amount you can set aside per calendar year for reimbursement of eligible dependent care services, as defined by IRC Section 21(b), is limited to the smallest of the following amounts:
 - \$5,000 if single or if married and filing jointly; \$2,500 if married and filing separately.
 - The earned income of the participant.
 - The earned income of the participant's spouse.
- (b) For active participants:
 - Eligible services must be provided:
 - after your effective date in the Plan and
 - during the Plan Year.
- (c) If you become ineligible (including termination of employment) during the Plan Year:
 - Eligible services must be provided:
 - after your effective date in the Plan and
 - during the Plan Year in which you become ineligible.



FLEXIBLE BENEFIT PLAN
with Beniversal® MasterCard®
*PLAN HIGHLIGHTS**

Attachment B.18.

(page 2 of 2)

2. Claims for FSAs

Claim submission time frames

- (a) Claims must be received by Benefit Resource, Inc. before the end of the 90 day run-out after the Plan Year ends.
- (b) Claims denied during the run-out may be resubmitted, but must be received by Benefit Resource within 21 days after the run-out ends.
- (c) Eligible participants are allowed to rollover up to \$500 of unused Medical FSA funds to the next Plan Year after the end of the time frame in (b) is completed for the current Plan Year. The minimum amount that can rollover must be greater than \$10.
- (d) Any funds remaining in your Medical or Dependent Care FSA after this will be forfeited.


Claim reimbursements

- (a) Complete your claim following all instructions.
- (b) Claims received with proper documentation will be processed within 5 business days.
- (c) Claim reimbursements are processed daily.
- (d) There is a minimum reimbursement amount of \$15 (except during the run-out after the end of the Plan Year).
- (e) A claim should never be submitted for an expense that has been paid for with a Beniversal Card or reimbursed from any other source.

3. Beniversal Card for Medical FSA

- (a) The Beniversal Card allows you to access Medical FSA funds to pay for eligible medical services at qualified merchants.
- (b) The card may only be used to pay for eligible medical services after they have been provided. The IRS allows one exception: eligibility of orthodontia expenses can be based on either date of payment, date of service or payment due date on coupons/statements.
- (c) Payment of a current Plan Year medical service with the card must be completed before the Plan Year ends.
- (d) Once a new Plan Year begins, only Medical FSA funds associated with the new Plan Year will be available on the card.
- (e) You are advised to save all documentation related to medical expenses paid with your card, as IRS regulations require all transactions to be verified for eligibility.
- (f) If a card transaction cannot be automatically verified, you will be contacted to submit documentation for that transaction.
- (g) Medical expenses paid with the card should never be submitted for claim reimbursement.

**ROSLYN MIDDLE SCHOOL
MEMORANDUM**

TO: Joseph Dragone
FROM: Craig S. Johanson 
DATE: November 13, 2017
SUBJECT: Recommendation to Declare Old and Obsolete –
MS Main Office Folding Machine and Music Department Risers

Dear Joe,

I am recommending we declare the following items inoperable, non-repairable and therefore obsolete:

Middle School Main Office folding machine
Roslyn # 20082221
Model # Duplo DF-920
Serial #50900526

Middle School Music Department risers
Roslyn # 20082230
Roslyn # 20082231
Roslyn # 20082232 (tag is illegible, assuming they were in chronological order)
Roslyn # 20082233
Roslyn # 20082234

Attached are photos of the Roslyn UFSD tags. If approved, please add this to the next Board of Education meeting agenda.

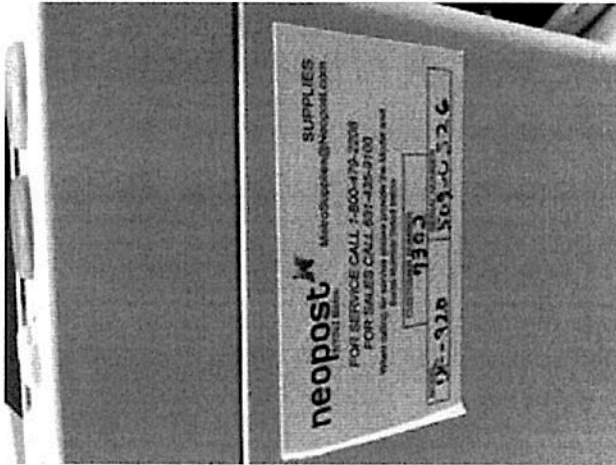
Thank you,

Craig S. Johanson

Enc.

From: Mary
To: Mary Campanella
Subject: Folding machinr
Date: Tuesday, November 07, 2017 9:52:59 AM





Sent from my iPhone

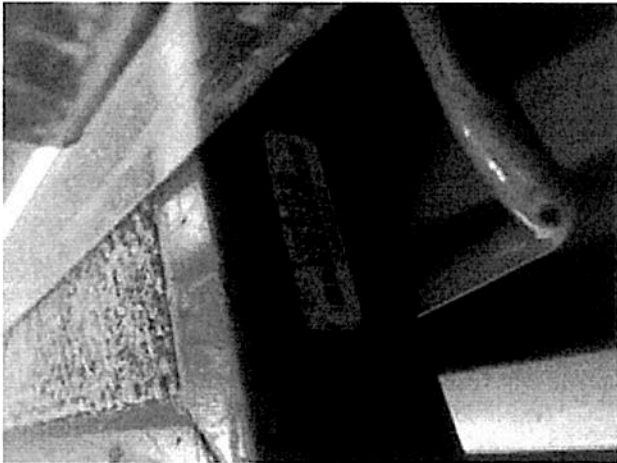
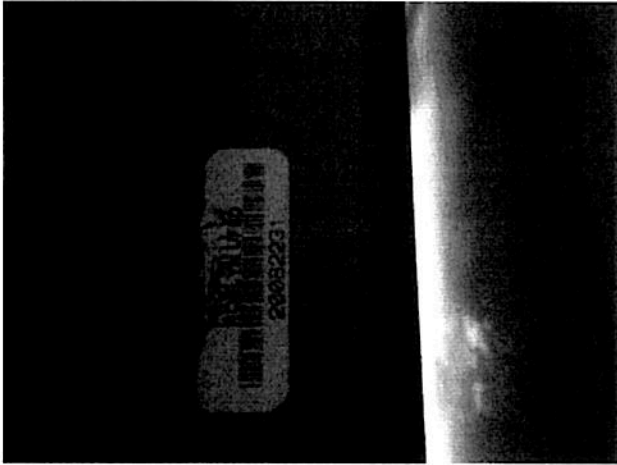
From: [Craig Johanson](#)
To: [Craig Johanson](#); [Mary Campanella](#)
Subject: Fwd: Risers
Date: Thursday, November 09, 2017 12:46:13 PM

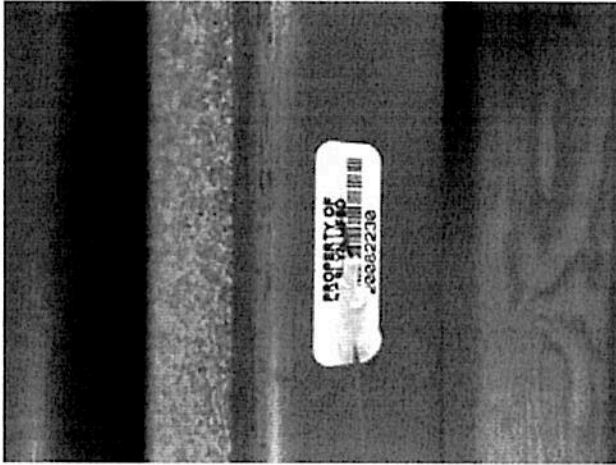
Craig S. Johanson
Principal
Roslyn Middle School
375 Locust Lane
Roslyn Heights, NY 11577
Phone: 516-801-5200
Fax: 516-801-5208
I-phone Response

Begin forwarded message:

From: Freddie Metzger <freddie.metzger@gmail.com>
Date: November 9, 2017 at 12:45:20 PM EST
To: Craig Johanson <cjohanson@roslynschools.org>
Subject: Risers







Sent from my iPhone

ROSLYN PHYSICAL EDUCATION, HEALTH & ATHLETICS

M E M O R A N D U M

TO: Joseph Dragone
FROM: Michael Brostowski
DATE: November 14, 2017
SUBJECT: Recommendation to Discard MS Ice Machine

=====

I am recommending that the Middle School ice machine (specifics below) be discarded. It no longer makes ice and cannot be repaired.

Middle School Ice Machine

Roslyn UFSD Asset Tag # 301354

Property of Roslyn UFSD Asset Tag # 20082332

Thank you.

/lac

POLICY 5100

Student Attendance

2nd READ OF REVISED POLICY

Policies Being Replaced	Policy 5100 – Student Attendance Policy 5100-R – Student Attendance Regulation Policy 5160 – Student Absences and Excuses Policy 5161 – Truancy and Tardiness Policy 5161-R – Truancy and Tardiness Regulation Policy 5170 – Student Attendance Accounting Policy 5182 – Released Time for Religious Instruction
Reason for Revision	Updating existing policy to reflect current practice

STUDENT ATTENDANCE

The Board of Education recognizes that regular school attendance is a major component of academic success. Through implementation of this policy, the Board seeks to minimize the level of absences, tardiness, and early departures (referred to in this policy as “ATEDs”), and encourages full system attendance by all students. The Superintendent of Schools will maintain an adequate attendance record keeping system, identify patterns of student ATEDs, and develop effective intervention strategies to improve school attendance.

It is the objective of this policy to encourage that each student attends school on time, for the maximum number of days and instructional periods possible. In furtherance of this objective, the District shall utilize strategies such as positive attendance incentives and appropriate disciplinary and other consequences, as well as integration of attendance standards for the purpose of conferral of course credit.

Policy Publication

To be successful in this endeavor, it is imperative that all members of the school community are aware of this policy, its purpose, procedures and the consequences of non-compliance. To ensure that students, parents/guardians, teachers and administrators are notified of and understand this policy, the following procedures shall be implemented.

- The Attendance Policy will be included in student handbooks in a plain language summary and will be reviewed with students at the start of the school year.
- Parents/guardians will be provided a plain language summary of this policy at the start of the school year.
- Parents/guardians of a student entering the School District for the first time will be asked to sign and return a statement indicating that they have read and understand this policy.
- The District will provide a copy of the Attendance Policy and any amendments thereto to faculty and staff. New staff will receive a copy upon their employment.
- All faculty and staff will meet at the beginning of each school year to review the Attendance Policy to clarify individual roles in its implementation.
- Copies of this policy will also be made available to any community member upon request and at the buildings, and the District Website.

Excused and Unexcused Absences

Excused ATEDs are defined as absences, tardiness, and early departures from class or school due to personal illness of the student (3 days or less), extended illness for more than 3 days requires a doctor’s note, serious illness of immediate family member, death in the student’s family, serious, contagious, or epidemic disease in the household where the pupil resides,

emergency doctor or dental appointments, mandated attendance in a court of law or related court proceeding, documented college visits (4), religious observance, dangers imposed by weather conditions, attendance at school sponsored programs (e.g., Field trips, assemblies), suspensions, or such other reasons as may be approved by Principal or Principal's designee.

All other ATEDs are considered unexcused absences. It is the parent/guardian's responsibility to notify the school attendance office within at least 24 hours of the ATED and to provide a written excuse upon the student's return to school. All written excuses must be submitted no later than five (5) school days after the student's return to school. It is essential that a parent/guardian provide a written excuse for each ATED. Such excuse should contain the reason and date of ATED. ATEDs not expressly accounted for will be considered unexcused for state reporting purposes.

After the third consecutive day of absence for medical reasons a doctor's note will be required.

When a student is absent or leaves early from class or school without excuse, designated staff member(s) will notify the student's parent(s)/guardian(s) by phone and/or mail of the specified ATED, remind them of the Attendance Policy, and review ATED intervention procedures with them.

Tardiness

Students are expected to arrive to school and to all classes on time.

At the high school, students who are late to school during period one should report directly to period one. Students who arrive late to school after period one must first report to the attendance office, sign in and obtain a late slip. Students may be assigned detention for unexcused lateness to school.

Any student entering a class after the beginning of the period is tardy for that class. The teacher shall record the lateness as either an "excused" tardiness or an "unexcused" tardiness. Students bringing a valid note will be recorded as an "excused" tardiness. If the student does not have a note the designation shall be at the discretion of the teacher based on the reason the student is late to class. Three unexcused tardies of less than ten (10) minutes will be considered an unexcused absence, three excused tardies would result in an excused absence, and the consequences as outlined for absences will be applied.

A student is considered absent when he or she misses more than ten (10) minutes of class.

Early Dismissal

If a student will be leaving school prior to the end of the day, a parent/guardian must come to the main office or attendance office to sign his/her child out of school. In grades K-8, a parent/guardian must sign the student out in the building/attendance office prior to the time indicated on the request. High school students may sign themselves out if prior approval has been granted based on a verified letter from a parent/guardian. Leaving without being signed out

by a parent/guardian or without prior approved written permission will be considered an *unexcused absence* from class and appropriate action will be taken.

General Procedures/Data Collection

- Attendance must be recorded within the first hour of the school day, at least once daily for students in grades K-5. If students are dismissed from school grounds during a lunch period, then attendance must also be recorded upon the student's scheduled return.
- Attendance must be recorded electronically during each period of instruction for students in grades 6-12. In the event that the data cannot be electronically recorded (eg. computer files) the information must be submitted to the Principal or the Principal's designee.
- The nature of an ATED shall be coded on a student's record.
- Student ATED data shall be available to and should be reviewed by the designated school personnel in an expeditious manner.
- Where additional information is received that requires corrections to be made to a student's attendance records, such correction will be made immediately. Notice of such a change will be sent to appropriate school personnel subject to applicable confidentiality rules.
- Attendance data will be analyzed periodically to identify patterns or trends in student absences.
- Where consistent with other school practices, teachers and staff shall refer students in the hallways who are absent from a class period without excuse to the Principal or Principal's designee.
- Continuous monitoring will be conducted to identify students who are absent, tardy, or leave class or school early.
- The principal of each building, or his/her designee, will be responsible for reviewing pupil attendance records and initiating appropriate action to address unexcused pupil absence, tardiness and early departure consistent with the comprehensive Attendance Policy.

Attendance Interventions

The District will continue to design and implement systems to support a student's efforts to maintain or improve school attendance. These may include, but are not limited to:

- Written notification by the School District to the parent/guardian of the student advising the parent/guardian of the student of the student's attendance history
- Verbal notification by the School District's social worker, counselor and/or building administration to the parent/guardian of the student advising the parent/guardian of the student of the student's attendance history
- Meeting between the parent/guardian of the student and the School District's social worker, counselor and/or building administration to review with the parent/guardian of the student the student's attendance history
- Commencement of court proceeding (PINS) (if necessary).

The District provides alternative learning opportunities for students at the high school level who are not succeeding in school due to attendance, academic or emotional problems.

Attendance Incentives

The District encourages and supports each building's effort to design and to implement systems to acknowledge a student's effort regarding attendance, accountability and responsibility.

The following incentives are examples of those that may be utilized to encourage student attendance:

- participation in extracurricular activities
- recognition of students with exemplary attendance

Disciplinary Consequences

Absences from class dramatically reduce a student's ability to perform effectively. An unexcused absence from class can be considered a form of insubordination that may endanger a student's health, safety or welfare. Unexcused ATEDs will result in disciplinary action consistent with the District's Code of Conduct. Those penalties may include, but not be limited to, the following:

- Parental contact
- Parent-teacher conferences
- Detention(s)
- Suspension(s)
- Closed campus
- Suspension from co-curricular activities or athletic teams
- Suspension of parking privileges
- Denial to participate in field trips

In addition, designated staff member(s) will contact the student's parents/guardians and additional staff members as necessary. Such staff member(s) shall remind parents/guardians of the attendance policy, explain the ramifications of unexcused ATEDs, stress the importance of class attendance and discuss appropriate intervention strategies to correct the situation.

Attendance/Grade Policy

The Board of Education recognizes an important relationship between class attendance and student performance. Consequently, in each marking period a student's grade may be based on classroom participation as well as on performance on homework, tests, quizzes, papers, projects, etc.

Students are expected to attend all scheduled classes. Consistent with the importance of classroom participation, unexcused ATEDs and excused ATEDs for which work has not been made up will affect a student's class participation grade for the marking period.

If a student is legally absent from school, the student will be afforded the opportunity to make up class work, homework assignments and assessments in a timely manner. It is the responsibility of the student and/or parent/guardian to obtain missed work. In anticipation of at least two (2) days of absence, or after two (2) days of absence parents/guardians may obtain class work from the school.

High School Minimum Attendance Policy

A student enrolled in the high school must be in attendance in order to be eligible to receive credit for that course. At the high school level, any student with more than 10 total unexcused absences in a semester course, 5 unexcused absences in a Physical Education course, 20 unexcused absences for a full year course, or 30 unexcused absences for a full year lab class will not receive credit for that course.

In implementing the policy set forth above, students who are unable to attend school or a class on a given day due to their participation in a school-sponsored activity (i.e., music lesson, field trip) may arrange with their teachers to make up any work missed. Participation in a school-sponsored activity will not count as an absence.

All students with an excused ATED are expected upon their return to school to consult with their teachers regarding missed work. Only those students with excused ATEDs will be given the opportunity to make up a test or other missed work and/or turn in a late assignment for inclusion in their quarterly grade. Make up opportunities must be completed in a reasonable time and completed by a date specified by the student's teacher for the class in question.

If a student is marked illegally absent from a class, it is the responsibility of the student to speak with his/her teacher to make necessary corrections should there be an error. The teacher will then notify the Attendance Office. Parents/guardians will be notified of confirmed unexcused absences and dates when consequences have been assigned.

After a student has fifteen (15) recorded unexcused absences for a full year lab class, ten (10) recorded unexcused absences in a full year course, five (5) recorded unexcused absences in a half year course, or three (3) recorded unexcused absences in a Physical Education course, the school will advise the parent/guardian and the student(s) of the number of unexcused absences recorded and reiterate the requirements for attendance and denial of course credit if the student's attendance exceeds the maximum number of unexcused absences for the course in question. The classroom teacher will notify the parents/guardians of students, who have excused ATEDs and who do not make up work missed.

After a student has thirty (30) unexcused absences for a full year lab class, twenty (20) recorded unexcused absences in a full year course, ten (10) recorded unexcused absences in a half year course, or five (5) recorded unexcused absences in a Physical Education course, the school will send a final letter of notification to the parent/guardian and the student(s) stating that the student will not receive credit for the course. A student who is denied credit for failure to meet the minimum attendance requirement will receive an NCA (No Credit Attendance) on his or her report card. Students are required to continue attending the class. Students who are denied credit must audit the course to its conclusion in order to qualify for summer school attendance.

Any student and/or parent/guardian may appeal the decision to not grant the student credit for a course based upon the student's failure to meet the minimum attendance requirements as set forth in this policy and shall have the right to a hearing. Said appeal shall be made in writing to the Dean of Students within two (2) weeks of the date of the no credit notification and shall include a written statement describing the basis for the appeal. A committee will be formed to review the appeal composed of three to five staff members (selected from a rotating pool of faculty), and may include any of the following: teachers, the chairperson of the department whose course is involved, an administrator, and a pupil personnel support person (psychologist, counselor, social workers, etc.). The teacher of the student has the option of attending the appeal as a non-voting member. The student must be present at the appeal hearing or the meeting will be postponed. The committee will consider special cases and make a decision. The student has the right to appeal the committee's decision to the building principal. The building principal shall review said appeal after the hearing and provide his/her written determination concerning the appeal within a reasonable time. The building principal's determination shall be final.

Annual Review

The Board shall annually review building-level student attendance records and, if such records show a decline in student attendance, the Board shall revise this comprehensive Attendance Policy and make any revisions to the plan it deems necessary to improve student attendance.

Ref: Education Law §§1709; 3024; 3025; 3202; 3205-3213; 3225 8
NYCRR §§104.1; 175.6

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5100

STUDENT ATTENDANCE

All school age children residing legally within the District are eligible to attend school. Legal school age and legal residence are to be determined by the Board of Education within state requirements.

The Board of Education authorizes the Superintendent of Schools, the Assistant Superintendent for Business, the Assistant Superintendent for Curriculum and Instruction and/or Assistant Superintendent for Pupil Services and Personnel to determine questions of student residency.

Good attendance is an essential ingredient for academic success. Any absence from class is detrimental to the learning process. Classroom lessons foster and require social interaction, development of effective communication skills, and critical thinking in addition to subject mastery. Textbook or make-up assignments are not an adequate substitute for classroom attendance.

It is our conviction that in order to achieve our educational goals and to maintain a true academic environment, each student must attend his/her classes at least the required number of times to earn credit for the course. Students who fail to meet a minimum requirement will receive no credit for that course.

:FPB

Adopted: 12/1989

Ref: Education Law §3202

Cross-ref: 5160, Student Absences

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #5100-R

STUDENT ATTENDANCE REGULATION

Attendance is mandatory in all courses.

Roslyn High School has had and will continue a No Cut Policy; therefore, every cut, from the first, is responded to and carries a penalty.

School sponsored trips and activities, Days of Religious Observance, prearranged guidance appointments, days of suspension from school and days of home teaching are absences from class, but will not be included as part of the minimum requirement for course credit. Every other instance of non-attendance will be considered an absence.

Referral Process

Students with special problems that prevent consistent attendance should be referred (by teachers and/or parents) to their counselor. If the counselor deems it appropriate, he/she will refer the student's name to the Child Study team for review of the case and possible alternatives. This procedure will help us reassure conscientious students that the attendance policy can be adjusted to special health needs while at the same time making it clear to those who can attend that they must attend.

Special Education

Provisions in a special education student's IEP will always be honored.

REGULATION #5100-R

Page 2

Requirements

1. For a full year course, 20 absences/cuts from class for the year will result in no credit.
For a semester course, 10 absences/cuts from class for a semester will result in no credit.

Note: For seniors only; three additional days will be granted for college visitations.

2. When a student in a full year course accumulates 7 absences (5 in a semester course) a certified letter with return receipt requested will be sent home to the parents.

The letter will:

- a. inform the parent of the number and dates of absences,
- b. reiterate the importance of class attendance,
- c. outline the policy and the remaining steps, and
- d. warn of the no credit consequences of accumulating 20 absences (or 10).

3. When a student accumulates 15 absences in a full year course (7 in a semester course), a second letter will be sent home by certified mail return receipt requested, and an administrator will call home requesting a conference.

The letter will:

- a. inform the parent of the number and dates of absences,
- b. indicate the impending no-credit consequences.

4. When a student accumulates 20 absences in a full year course (10 in a semester course), he/she will receive NO CREDIT for the course.

Options:

- a. To be allowed to take the course for credit in summer school, the student must remain in the class.
- b. The student is assigned to supervised study* for the period in question.
- c. If a student loses credit for a full year course before the end of the first semester, every effort will be made to reschedule the student into a semester course.

***Supervised Study**

A certified teacher will be assigned for each period in which students require supervised study. The school social worker, psychologist, the child's guidance counselor, will use this period particularly, for counseling and support. The teacher will assist in monitoring homework and course work to assure success in remaining courses. A student who does not attend structured study may be suspended from school.

The provision to deny credit for a course for 20 absences in a full year course (10 in a semester course) will be enforced only if all steps and procedures have been followed, thus ensuring "due process." Each "no credit" case should be presented to the appropriate assistant principal who will make sure that the decision to deny credit can be substantiated by the teacher's records.

Lateness to Class

Students are expected to be in class by the time the bell signalling the beginning of class sounds. Detention may be assigned to chronic latecomers. If detention is not an adequate deterrent, the teacher may contact the student's parent.

REGULATION #5100-R

Page 4

If the problem persists after these steps have been taken, the student should be referred to the appropriate assistant principal. Three unexcused latenesses up to fifteen minutes after the start of class will be considered a full period absence. A lateness of over fifteen minutes will count as a full period absence.

Appeals

A committee composed of three to five teachers (selected from a rotating pool of faculty BUT not the teacher of the student involved in the appeal), the chairperson of the department whose course is involved, an administrator, and a pupil personnel support person (psychologist, counselor, social worker, etc.) will consider special cases and make a confidential recommendation to the Principal who will make the final decision regarding the withholding of credit.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5160

STUDENT ABSENCES AND EXCUSES

All students are expected to attend school regularly according to New York State Law unless they have a legal excuse. Legal excuses only include student illness, family illness, death in the immediate family and religious observances.

A note explaining the absence must be brought from home on the student's first day back to school.

:FPB

Adopted: 12/1989

Ref: Education Law §§1709(2); 3202(1-a); 3024; 3025

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5161

TRUANCY AND TARDINESS

Chronic tardiness and truancy are disruptive to both teachers and fellow students and therefore will not be tolerated. The Board of Education believes it is important to ensure students are maximizing classroom time since class participation is an integral part of the student's learning process.

:FPB

Adopted: 12/1989

Cross-ref: 5100, Student Attendance

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #5161-R

TRUANCY AND TARDINESS REGULATION

Students arriving late due to being detained at home should bring a note from a parent or guardian.

Students will be considered truant if they:

1. are absent from school without prior permission from a parent/guardian;
2. leave school without signing out in the proper office;
3. are absent from a class without permission (cutting).

Truant students may not participate in any extracurricular activity or athletic competition scheduled for that day or evening.

Students who are truant will receive a grade of zero for all tests, quizzes, and projects given during the illegal absence. Repeated truancy may be cause for disciplinary action, suspension, expulsion or legal action.

:FPB

Adopted: 12/1989

Cross-ref: 5100-R, Student Attendance Regulation

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5170

STUDENT ATTENDANCE ACCOUNTING

The Roslyn Public Schools conduct a voluntary pupil absentee monitoring system (PAMS) for students in pre-kindergarten through grade 8. The purpose of this system is to increase home-school communication regarding student attendance and safe arrival at school.

Parents will complete a sign-up card and be responsible for calling the special 24-hour number prior to their child's absence from school. A member of the school staff will call to check on any child participating in the system who is absent without advance notification to the school.

:FPB

Adopted: 12/1989

Cross-ref: 5100-R, High School Attendance Regulations

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #5182

RELEASED TIME FOR RELIGIOUS INSTRUCTION

Students may be released for religious observance and education in accordance with rules established by the Commissioner of Education.

:FPB

Adopted: 12/1989

Ref: Education Law §3210