

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

Thursday, April 4, 2019

8:30 P.M.

Roslyn High School – Board Room

7:00 p.m. - Executive Session

8:30 p.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition: Shani Sirota, New York State Champion at the New York State Public High School Athletic Association's Gymnastics Championship on March 2, 2019.

Recommendation to accept the Treasurer's Reports for January 2019 (**Attachment T1**) and February 2019 (**Attachment T2**)

Recommendation to accept the minutes from the following meeting(s):
March 25, 2019

Board President's Comments

Superintendent's Comments

Student Delegate's Comments

Discussion Item(s):

Budget Presentations:

PPS and Special Education
Enrollment/Personnel
Staffing Budget

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) Contractor: Uniondale Union Free School District
Services: Health and Welfare Services for 15 students attending out of district schools for the 2018-2019 school year.
Fees: \$836.50 per student
Total estimated to be \$12,547.50
 - (ii) Contractor: Syosset Central School District
Services: Health and Welfare Services for 3 students attending out of district schools for the 2018-2019 school year.
Fees: \$985.75 per student
Total estimated to be \$2,957.25
 - (iii) Contractor: Plainview-Old Bethpage Central School District
Services: Health and Welfare Services for 5 students attending out of district schools for the 2018-2019 school year.
Fees: \$855.00 per student
Total estimated to be \$4,275.00

- (iv) Contractor: Garden City Union Free School District
 Services: Health and Welfare Services for 4 students attending out of district schools for the 2018-2019 school year.
 Fees: \$987.37 per student
 Total estimated to be \$3,949.48
- (v) Contractor: Jericho Union Free School District
 Services: Health and Welfare Services for 25 students attending out of district schools for the 2018-2019 school year.
 Fees: \$1,321.58 per student
 Total estimated to be \$33,039.50
- (vi) Contractor: Seneca Consulting Group, Inc.
 Services: Consulting services for compliance with the Affordable Care Act for the period July 1, 2019 through June 30, 2020
 Fees: Total estimated to be \$20,000.00
 (Agreement is subject to review and approval by district counsel)
- (vii) Contractor: Carlton on the Park
 Services: Catering and Facilities for 2020 Senior Prom
 Fees: The entire cost of this affair is estimated to be \$30,000.00 and will be paid by students and student fundraising activities of the Class of 2020; no district funds will be used.

Recommendation to **amend** the following contract (viii) which was approved by the Board of Education on November 16, 2017 (item B.1. (ii)):

- (viii) Contractor: Port Washington Union Free School District
 Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Port Washington for the 2017-18 school year
 Fees: Total estimated to be - ~~\$17,500~~ \$19,826.88

Recommendation to **amend** the following contract (ix) which was approved by the Board of Education on May 15, 2018 (item B.7.) to reduce the number of students being transported from four to one:

- (ix) Resolved that the Board of Education hereby approves the Inter-Municipal Agreement for the 2018-2019 school year between Roslyn and Herricks UFSD for the transportation of children, subject to approval by counsel, and
 Be it further Resolved that the President of the Board of Education be authorized to execute any documents necessary to effectuate said agreement.

Recommendation to **extend** the following contract [(x) which was first approved by the Board of Education on June 16, 2016 (item B.17. Bid# 16/17-09], extended on June 27, 2017 (item B.1. (xvii)), and extended again on May 3, 2018 (item B.1. (iii)), in order to renew:

- (x) Contractor: *Bell Auto School, Inc.
 Services: In-car driving instruction for the 2019-20 school year
 Fees: \$335 per student for a total estimate of \$48,240.00 to be paid by the students; no district funds will be used.
 (Agreement is subject to review and approval by district counsel)

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

B.3. Recommendation to approve **2018-19** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2850-448-08-6700-801	CO-CURR FIELD TRIPS	\$76.43
	Subtotal	\$76.43

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
5550-430-03-9000-510	TRANS PUBLIC SERVICE	\$76.43
	Subtotal	\$76.43

REASON FOR TRANSFER REQUEST: To cover transportation costs associated with various trips originating from RHS.

B.4. Recommendation to approve **2018-19** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-451-08-2600-801	CONSUM WKBS –	\$15,000.00
	HS WRLD LNG	
2850-430-08-6700-801	CO-CURR CONTR HS	\$5,000.00
	Subtotal	\$20,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2850-448-08-6700-801	CO-CURR FIELD TRIPS	\$20,000.00
	Subtotal	\$20,000.00

REASON FOR TRANSFER REQUEST: To cover balances due on (2) DECA trips and (1) Forensics trip originating from RHS.

B.5. Recommendation to approve a payment in the amount of \$44,795.97 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 2/28/2019.

B.6. Recommendation to approve the following payments to BBS 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 #
\$235.98	HS Reimbursables	2110-245-08-1808	H18-00056	3
\$16.28	MS Reimbursables	2110-245-09-1909	H19-00022	1

B.7. WHEREAS, a number of public school districts in Nassau County wish to jointly solicit proposals, together with the Nassau Board of Cooperative Educational Services (“BOCES”) for pupil transportation services for the 2019-20 school year (and any renewal period) in accordance with the applicable provisions of General Municipal Law;

WHEREAS, the public school districts and the BOCES have agreed to form a Cooperative (the “Cooperative”) for this purpose;

WHEREAS, the Roslyn School District is desirous of participating in the Cooperative for joint solicitation of proposals for pupil transportation services as authorized by General Municipal Law, Section 119-0 in accordance with the terms and conditions of the Inter-Municipal Cooperative Transportation Agreement attached hereto;

NOW THEREFORE BE IT RESOLVED, that the Board of Education authorizes the School District to participate in the Cooperative; and

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the Inter-Municipal Cooperative Transportation Agreement (Recitals) attached hereto and authorizes the Board President to execute the Agreement on behalf of the Board of Education. **(Attachment B.7.)**

B.8. Joint Northwest Transportation Bid with Carle Place UFSD, East Williston UFSD, Glen Cove Schools, Great Neck UFSD, Manhasset UFSD, North Shore Central SD, Port Washington UFSD, Roslyn UFSD and Westbury UFSD

WHEREAS, It is the plan of a number of public school districts in Nassau County, New York to bid jointly Transportation Services, and

WHEREAS, The Roslyn Union Free School District is desirous of participating with other school districts in Nassau County in the joint bidding of the services mentioned above as authorized by General Municipal Law, Section 119-0 and

WHEREAS, The Roslyn Union Free School District wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Boards of Education and making recommendations thereon, therefore

BE IT RESOLVED, That the Board of Education of the Roslyn Union Free School District hereby appoints David Shoob for the to represent it in all matters related above, and

BE IT FURTHER RESOLVED, That the Roslyn Union Free School District Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned services, and

BE IT FURTHER RESOLVED, That the Roslyn Union Free School District Board of Education agrees to assume its proportionate share of the costs of the cooperative bidding, and

BE IT FURTHER RESOLVED, That the Roslyn Union Free School District Board of Education agrees (1) to abide by the majority decisions of the participating districts on quality standards: (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after award of contract(s) it will conduct all business directly with the successful bidder(s).

B.9. WHEREAS, It is the plan of the Boards of Education of Herricks Union Free School District, Jericho Union Free School District, and Roslyn Union Free School District County of Nassau, New York to bid jointly for Uniforms and

WHEREAS, The Roslyn Public Schools is desirous of participating with other school districts in Nassau County in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and

WHEREAS, The Roslyn Public Schools wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Boards of Education and making recommendations thereon, therefore

BE IT RESOLVED, That the Board of Education of the Herricks Union Free School District hereby appoints John Conklin, for the Herricks Union Free School District to represent it in all matters related above, and

BE IT FURTHER RESOLVED, That the Roslyn Public Schools Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and

That the Roslyn Public Schools Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

BE IT FURTHER RESOLVED, That the Roslyn Public Schools Board of Education agrees (1) to abide by the majority decisions of the participating districts on quality standards: (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee: (3) that after

award of contract(s) it will conduct all negotiations directly with the successful bidder(s).

B.10. Recommendation by Dawn Piteo, Food Services Manager, to declare as surplus the following item which is no longer functioning and cannot be repaired. **(Attachment B.10.)**

B.11. Recommendation by Thomas Szajkowski, Assistant to the Superintendent for Administration and Special Projects, to declare as obsolete the attached items which are no longer functioning and cannot be repaired. **(Attachment B.11.)**

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 February 7 and 26, 2019; March 11, 12, 18 and 25, 2019.

C&I.2 Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on January 29, 2019; February 14, 2019; March 1, 6, 14, 18 and 19, 2019.

C&I.3 Recommendation to approve Allyson Weseley and one student to attend the Intel International Science and Engineering Fair in Phoenix, AZ from May 11 through May 18, 2019 at an estimated cost to the district of \$3,476.44. All fees related to the student will be covered by the Long Island Science & Engineering Fair, Inc.

BOARD OF EDUCATION:

BOE.1 Recommendation to conduct the *Third reading* to abolish Board of Education

Policies:

- 6210 Local tax Levy
- 6251 Leasing District Policy
- 6254 Non-Resident Tuition
- 6620 Types of Funds
- 6620-R Types of Funds Regulations
- 7110 Facilities Planning Advisers
- 7243 Military Recruiters Access to Secondary School Students Information on Students
- 7243-E Exhibit
- 7365 Construction Safety
- 7365-E Exhibit
- 8121 First Aid
- 8121-E Exhibit
- 8122 Accident Reports
- 8122-E1
- 8122-E2

8414 School Bus Safety
8700 Insurance
9015 Superintendent's Employment Contract (**Attachment BOE.1**)

BOE.2 Recommendation to conduct the *Third reading* of the Board of Education Policies:

- 2521 Attendance at Conferences, Conventions, and Workshops
- 4321 Programs for Students with Disabilities under the IDEA and New York Education Law Article 89
 - 4321.1 Allocation of Space for Special Education Programs and Services
 - 4321.2 Confidentiality and Access to IEP's and IESP's
 - 4321.3 Availability of Alternative Format Instructional Materials for Students with Disabilities
 - 4321.4 District-Wide and State-Wide Assessments of Students with Disabilities or 504 Accommodation Plans
 - 4321.5 Impartial Hearing Officer Appointment and Compensation
 - 4321.6 Public Report on Revisions to District Policies, Practices and Procedures upon a Finding of Significant Disproportionality
 - 4321.7 Special Education Personnel
 - 4321.8 School-Wide Pre-Referral Approaches and Interventions
- 6900 Disposal of District Property
- 7100 Facilities Planning
- 7120 Enrollment Projections
- 7130 Development and Land Use
- 7810 Retirement and Closing of Facilities
- 8115 Pesticides and Pest Management
- 8220 Buildings and Grounds Maintenance and Inspection
- 8410 Student Transportation (**Attachment BOE.2**)

BOE.3 BE IT RESOLVED that the Board of Education of the Roslyn Public Schools hereby ***abolishes the following policies:***

- 2521 Attendance at Conferences, Conventions, and Workshops
- 4321 Programs for Students with Disabilities
- 4321-R Regulations
 - 4321.1 Allocation for Space for Special Education Programs and Students
 - 4321.2 Preschool Special Education
 - 4321.2 Regulations
- 4322 Least Restrictive Environment
- 4323 Declassification of Students with Disabilities
- 4324 Access to Individualized Education Programs
- 4324-R Regulations
- 4324-E Exhibit
- 6210 Local tax Levy
- 6251 Leasing District Policy
- 6254 Non-Resident Tuition
- 6620 Types of Funds
- 6620-R Types of Funds Regulations

7110 Facilities Planning Advisers
7243 Military Recruiters Access to Secondary School Students
Information on Students
7243-E Exhibit
7365 Construction Safety
7365-E Exhibit
8115 Pesticides and Pest Management
8121 First Aid
8121-E Exhibit
8122 Accident Reports
8122-E1
8122-E2
8140 Pesticides Notification and Integrated Pest Management
8410 Student Transportation
8414 School Bus Safety
8415 Late Bus
8700 Insurance
9015 Superintendent's Employment Contract

and hereby ***adopts the following policies:***

2521 Attendance at Conferences, Conventions, and Workshops
4321 Programs for Students with Disabilities under the IDEA and
New York Education Law Article 89
4321.1 Allocation of Space for Special Education Programs and
Services
4321.2 Confidentiality and Access to IEP's and IESP's
4321.3 Availability of Alternative Format Instructional Materials for
Students with Disabilities
4321.4 District-Wide and State-Wide Assessments of Students
with Disabilities or 504 Accommodation Plans
4321.5 Impartial Hearing Officer Appointment and Compensation
4321.6 Public Report on Revisions to District Policies, Practices
and Procedures upon a Finding of Significant
Disproportionality
4321.7 Special Education Personnel
4321.8 School-Wide Pre-Referral Approaches and Interventions
6900 Disposal of District Property
7100 Facilities Planning
7120 Enrollment Projections
7130 Development and Land Use
7810 Retirement and Closing of Facilities
8115 Pesticides and Pest Management
8220 Buildings and Grounds Maintenance and Inspection
8410 Student Transportation

BOE.4 Recommendation to conduct the *Second reading* of the Board of Education
Policies: 1600 Unmanned Aerial Vehicle (Drone)
6800 Payroll Procedures

9260 Conditional Appointments
9320 Drug/Alcohol-Free Workplace **(Attachment BOE.4)**

BOE.5 Recommendation to conduct the *Second reading* to abolish Board of Education policies:

- 0310 Evaluation of School Board Operational Procedures
- 1420 Complaints about Curricula Instructional Materials
- 1812 Dangerous Weapons in School: Community
- 4870 Private Tutoring of Roslyn Students
- 4870-R Private Tutoring Regulations
- 8132 Emergency Drills
- 8133 Bomb Threats
- 8413.1 Transportation of Children to Non-Public Schools
- 8422 Use of Private Vehicles on School Business
- 9150.1 Dangerous Weapons in School: Staff
- 9540 Employees with HIV-Related Illness **(Attachment BOE.5)**

BOE.6 Recommendation to conduct the *First reading* to abolish Board of Education policies:

- 2550 Board Member Compensation and Expense
- 4319 Impartial Hearings/Selection of Impartial Hearing Officers
- 4320 Pre-Special Education Referral Intervention
- 4322.1 Educational Programs for Section 504 Students
- 4328 Students with Disabilities: Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act
- 4330 Independent Educational Evaluations (IEE) **(Attachment BOE.6)**

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

ROSLYN PUBLIC SCHOOLS

TREASURER'S REPORT FOR THE MONTH OF JANUARY 31, 2019

	General Fund	General Fund	General Fund	General Fund	General Fund	Sch Lunch	Special Aid
	Checking	Merchant Svc	Money Market	MM Gen Recovery	Investment	Checking	Checking
	Capital One	Capital One	Capital One	Capital One	NYCLASS	Capital One	Capital One
	Acct#5706	Acct#8555	Acct#3305	Acct#3990	Acct # 001	Acct#5730	Acct # 5674
	A200.00	A200.04	A201.04	A201.05	A450.00	C200.00	F200.01
Book Balance							
Beginning of Month	907,186.94	152,057.64	9,763,953.62	2,281,727.83	20,164,277.39	285,914.57	82,675.29
Receipts/Deposits	5,226,937.09	12,725.00	1,039,755.72	0.00	38,524.25	70,119.13	250,000.00
Total	6,134,124.03	164,782.64	10,803,709.34	2,281,727.83	20,202,801.64	356,033.70	332,675.29
Disbursements	3,086,931.95	1,030.03	5,577,363.42	0.00	0.00	78,665.93	167,426.10
Book Balance - End of Month	3,047,192.08	163,752.61	5,226,345.92	2,281,727.83	20,202,801.64	277,367.77	165,249.19
BANK RECONCILIATION SUMMARY							
Ending balance per bank	5,053,248.61	162,327.61	5,226,345.92	2,281,727.83	20,202,801.64	280,588.24	232,114.89
Less : Outstanding checks	(2,006,056.53)					(7,465.56)	(66,865.70)
Deposits in Transit		1,425.00				4,245.09	
Bank's Net Balance	3,047,192.08	163,752.61	5,226,345.92	2,281,727.83	20,202,801.64	277,367.77	165,249.19

Linda Gillespie

3/6/2019

ROSLYN PUBLIC SCHOOLS

TREASURER'S REPORT FOR THE MONTH OF JANUARY 31, 2019

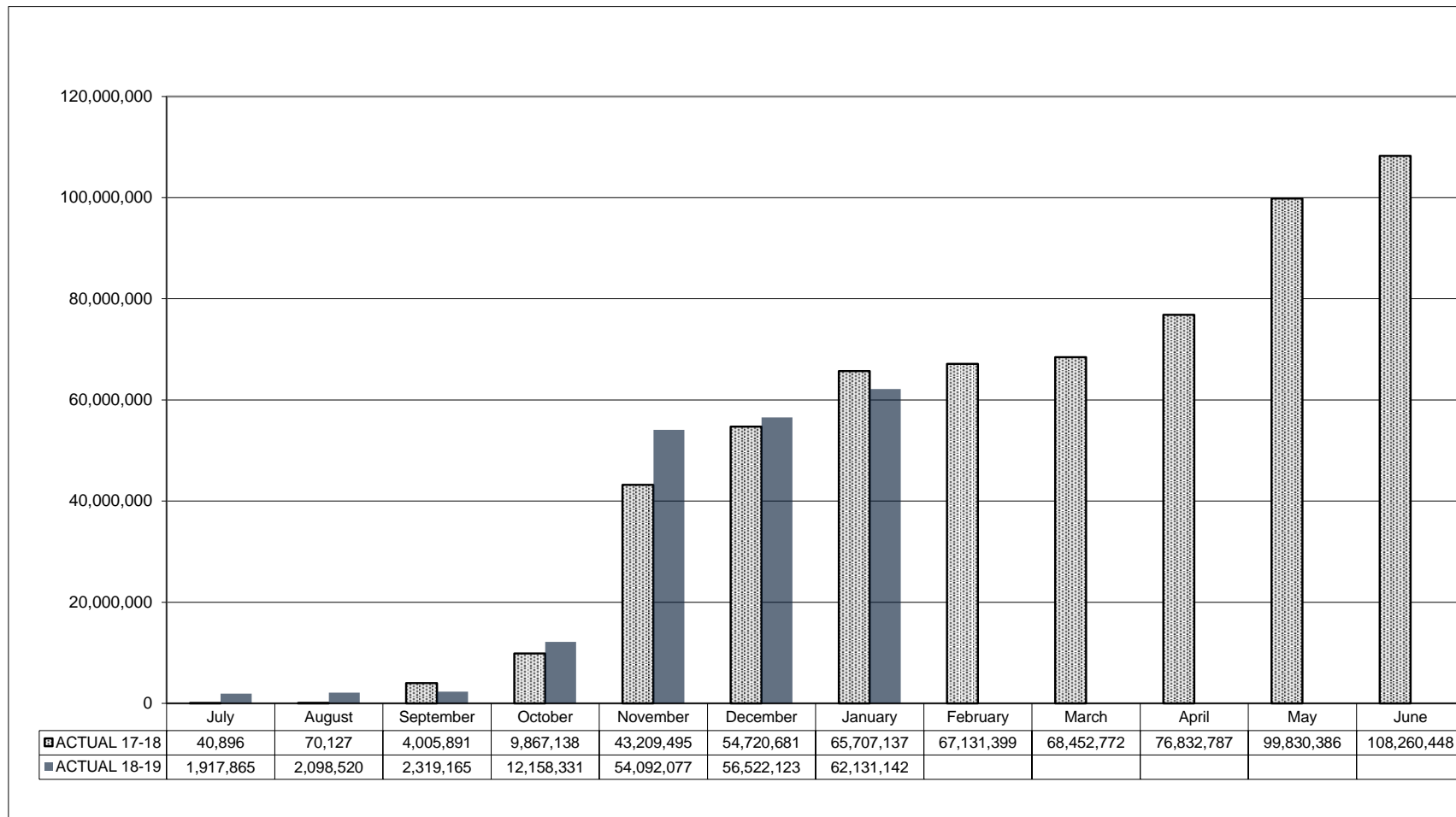
	Capital	Capital	T&A Payroll	T&A Payroll	T&E Fund	Debt Ser Fund
	Checking	Investment	Checking	Checking	Checking	Money Market
	Capital One	NYCLASS	Capital One	Capital One	Capital One #16	Capital One#15
	Acct #1248	Acct# 0002	Acct # 2473	Acct # 2481	Acct#2679	Acct#5185
	H200.01	H450.00	TA200.05	TA200.06	TE200.00	V201.00
Book Balance						
Beginning of Month	631,994.24	8,253,115.10	0.00	612,863.50	302,860.88	6,316,606.56
Receipts/Deposits	2,500,000.00	12,229.74	2,993,066.13	5,702,011.43	160.00	0.00
Total	3,131,994.24	8,265,344.84	2,993,066.13	6,314,874.93	303,020.88	6,316,606.56
Disbursements	452,293.43	2,500,000.00	2,993,066.13	5,150,291.29	0.00	0.00
Book Balance- End of Month	2,679,700.81	5,765,344.84	0.00	1,164,583.64	303,020.88	6,316,606.56
BANK RECONCILIATION SUMMARY						
Ending Bank Balance	2,863,771.06	5,765,344.84	48,103.76	1,215,588.18	303,020.88	6,316,606.56
Less: Outstanding Checks	(184,070.25)		(48,103.76)	(51,004.54)		
Transfers in Transit						
Bank's Net Balance	2,679,700.81	5,765,344.84	0.00	1,164,583.64	303,020.88	6,316,606.56

ROSLYN PUBLIC SCHOOLS
STATEMENT OF GENERAL FUND RECEIPTS
JANUARY 2019

Attachment T.1

Revenue Account	Description	Estimated Revenue	Revenue Adjustment	Current Estimated Revenue	Current Month Revenue	Y-T-D Revenue	Y-T-D Receipt to Estimated Revenue %	Anticipated Balance	Excess Revenue
1001.000	Real Property Taxes	88,599,626.00	428,080.00	89,027,706.00	1,000,000.00	47,879,943.03	53.78%	41,147,762.97	
1081.000	Other Pmts in Lieu of Tax	4,071,648.00		4,071,648.00	39,755.72	1,634,216.39	40.14%	2,437,431.61	
1081.001	LIPA Pmts in Lieu of Tax	1,383,672.00		1,383,672.00		430,075.30	31.08%	953,596.70	
1085.000	STAR Reimbursement	4,600,000.00	(428,080.00)	4,171,920.00	4,171,920.00	4,171,920.00	100.00%		
1090.000	Interest and Earnings on Taxes					21,153.15			21,153.15
1310.001	Day School Tuit- Boundary								
1315.000	Continuing Ed Tuition	300,000.00		300,000.00	11,759.97	136,556.25	45.52%	163,443.75	
1315.001	Continuing Ed Services - Herricks					4,108.54			4,108.54
1315.002	Continuing Ed Services - East Willistior					14,000.00			14,000.00
1325.000	AP Exams Fee/Charges					2,367.00			2,367.00
1330.000	Textbook Charges								
1335.000	Oth Student - Fee/Charges				1,000.00	2,484.45			2,484.45
1410.000	Admissions(From Individuals)					3,265.46			3,265.46
1489.000	Other Charges - Services								
1489.001	Shared Prof. Development								
2230.000	Day School Tuit-Oth Dist. NYS*	1,700,000.00		1,700,000.00	249,369.39	1,398,694.02	82.28%	301,305.98	
2230.001	Day School Tuit-Oth Dist. Shared								
2232.000	Summer Sch. Tuit-Oth Dist. NYS*								
2304.000	Transportation for Other Districts				9,011.29	49,371.64			49,371.64
2401.000	Interest and Earnings	250,000.00		250,000.00	71,764.55	309,539.66	123.82%		59,539.66
2410.000	Rental of Real Property-Individuals**	150,000.00		150,000.00		6,900.00	4.60%	143,100.00	
2412.000	Rental of Real Property-Other**								
2440.000	Rental of Buses					3,346.60			3,346.60
2450.000	Commissions								
2620.000	Forfeit of Deposits								
2650.000	Sale Scrap & Excess Material								
2655.000	Minor Sales, Other								
2660.000	Sale of Real Property								
2666.000	Sale of Transportation Equipment								
2680.000	Insurance Recoveries - Trans								
2680.001	Insurance Recoveries - Other					1,604.00			1,604.00
2683.000	Self Insurance Recoveries				3,282.44	21,878.74			21,878.74
2690.000	Other Compensation for Loss								
2690.005	Recovery of Misappropriated Funds								
2700.000	Reimb of Medicare D Exp								
2701.000	Refund PY Exp-BOCES Aided					2,298.00			2,298.00
2702.000	Refund PY Exp-Contracted								
2703.000	Refund PY Exp-Other -Not Transp				23,236.40	57,810.81			57,810.81
2704.000	Refund PY, Appv Priv								
2705.000	Gifts and Donations								
2705.003	Gifts and Donations Increase Approp		46,485.00	46,485.00		46,485.00			
2730.000	MTA Payroll Tax Reimbursement								
2770.000	Other Unclassified Rev				280.00	7,819.54			7,819.54
3060.000	Records Management								
3101 to 4960	State and Federal Aid	6,478,021.00	(600.00)	6,477,421.00	27,638.77	4,133,304.10	63.81%	2,344,116.90	
5050.000	Interfund Transfer for Debt	1,792,000.00	600.00	1,792,600.00		1,792,000.00	99.97%	600.00	
5060.000	Retirement System Credits								
	TOTAL	109,324,967.00	46,485.00	109,371,452.00	5,609,018.53	62,131,141.68		47,491,357.91	251,047.59
5997.000	Applied Reserves	525,000.00	299,970.00	824,970.00					
5999.00	Appropriated Fund Balance	110,000.00		110,000.00					
5999.99	Est. for Carryover Encumbrance		417,528.51	417,528.51					
TOTAL		109,959,967.00	763,983.51	110,723,950.51					

ROSLYN PUBLIC SCHOOLS
 CUMULATIVE CASH RECEIPT BY MONTH - GENERAL FUND
 STATEMENT OF GENERAL FUND RECEIPTS
 JANUARY 2019

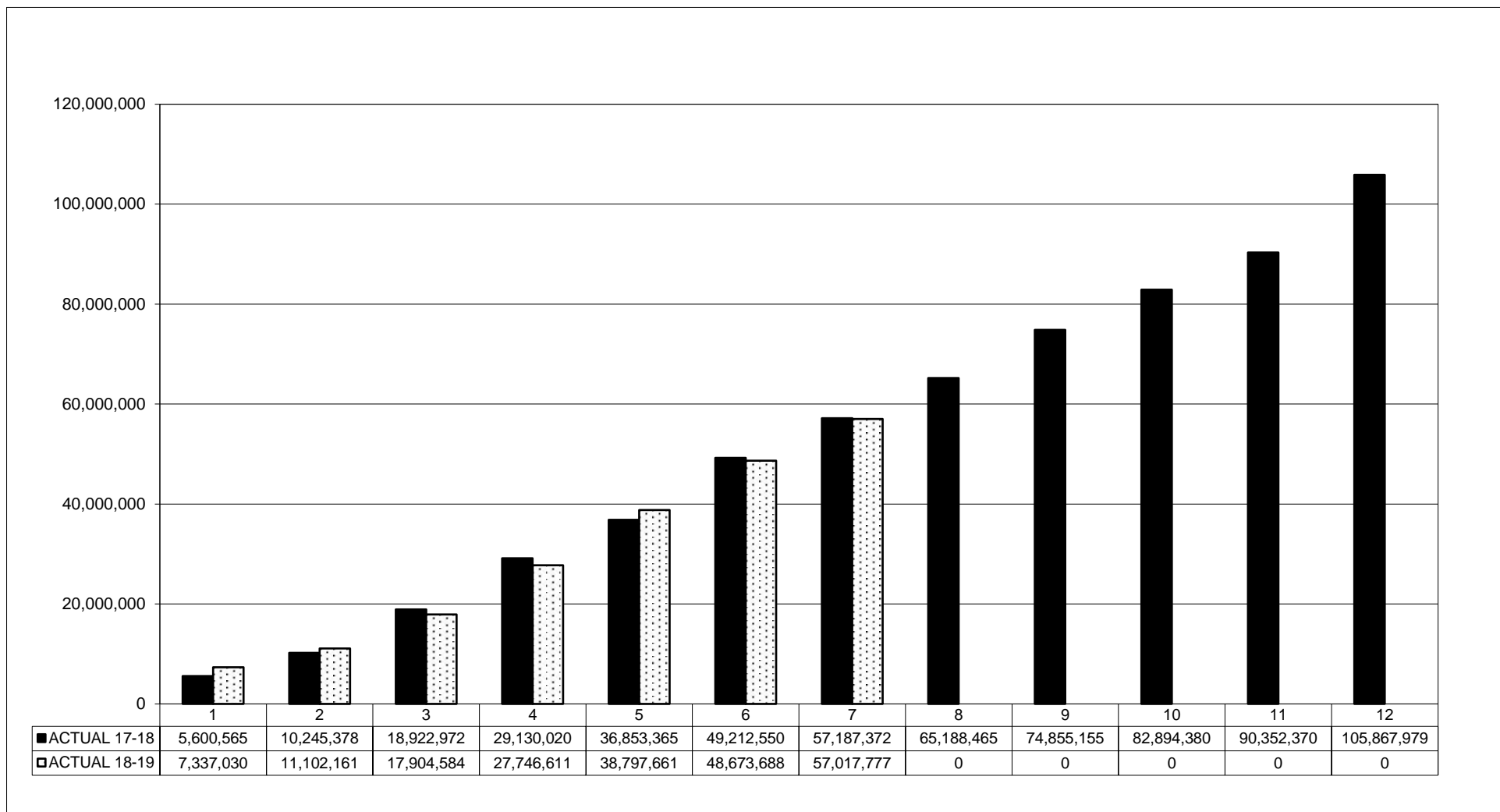


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ROSLYN PUBLIC SCHOOLS
SUMMARY STATEMENT OF GENERAL FUND ENCUMBRANCES AND DISBURSEMENTS
JANUARY 2019

<u>Description</u>	<u>Original</u> <u>Appropriations</u> \$	<u>Appropriation</u> <u>Adjustment</u> \$	<u>Current</u> <u>Appropriations</u> \$	<u>Monthly</u> <u>Expenditures</u> \$	<u>Y-T-D</u> <u>Expenditures</u> \$	<u>Y-T-D</u> <u>Encumbrances</u> \$	<u>Y-T-D Totals to</u> <u>Current</u> <u>Appropriation</u> %	<u>Unencumbered</u> <u>Balance</u> \$
General Support Code 1000	14,292,036.00	290,583.73	14,582,619.73	1,158,451.80	7,876,098.96	5,008,877.89	88.36%	1,697,642.88
Instruction Code 2000	54,510,269.00	218,664.70	54,728,933.70	4,752,053.82	25,898,473.40	25,686,351.11	94.26%	3,144,109.19
Pupil Transportation Code 5000	4,704,370.00	35,003.92	4,739,373.92	365,130.01	2,305,452.91	1,686,688.51	84.23%	747,232.50
Recreation Code 7000 to 8000	11,475.00	0.00	11,475.00	767.50	4,144.50	0.00	36.12%	7,330.50
Undistributed Code 9000	36,441,817.00	220,000.00	36,661,817.00	2,067,686.67	20,933,607.63	11,045,722.16	87.23%	4,682,487.21
TOTAL	109,959,967.00	764,252.35	110,724,219.35	8,344,089.80	57,017,777.40	43,427,639.67	90.72%	10,278,802.28

ROSLYN PUBLIC SCHOOLS
CUMULATIVE EXPENDITURE BY MONTH - GENERAL FUND
JANUARY 2019



MONTHLY COLLATERAL**CAPITAL ONE**

GENERAL FUND CHECKING ACCOUNT	5,053,248.61
GENERAL FUND MERCHANT SERVICES	162,327.61
GENERAL FUND MONEY MARKET	5,226,345.92
GENERAL FUND RECOVERY	2,281,727.83
SCHOOL LUNCH CHECKING	280,588.24
SPECIAL AID CHECKING	232,114.89
CAPITAL CHECKING	2,863,771.06
PAYROLL CHECKING	48,103.76
TRUST AND AGENCY CHECKING	1,215,588.18
SCHOLARSHIP CHECKING	303,020.88
DEBT SERVICE MONEY MARKET	6,316,606.56
TOTAL CASH - END OF MONTH	<u>\$23,983,444</u>
***LESS FDIC INSURANCE	250,000
AMOUNT TO BE COLLATERALIZED	<u>\$23,733,444</u>
COLLATERAL PERCENTAGE	1.05
COLLATERAL NEEDED	<u>\$24,920,116</u>
COLLATERAL HELD	\$25,095,212
EXCESS COLLATERAL	\$175,096

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Budget Account	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
1010 Board Of Education	13,500.00	0.00	13,500.00	2,165.96	240.00	11,094.04	11,094.04
1040 District Clerk	71,246.00	0.00	71,246.00	41,804.09	29,634.39	-192.48	-192.48
1060 District Meetings	41,550.00	0.00	41,550.00	6,184.80	11,468.35	23,896.85	23,896.85
1240 Chief School Administrator	376,130.00	0.00	376,130.00	203,727.21	144,465.32	27,937.47	27,902.47
1310 Business Administration	492,657.00	415.23	493,072.23	277,984.08	189,008.09	26,080.06	26,045.06
1311 Accounting Services	409,792.00	0.00	409,792.00	256,116.92	152,510.34	1,164.74	1,164.74
1320 Auditing Services	136,500.00	0.04	136,500.04	80,018.18	36,021.82	20,460.04	20,460.04
1325 District Treasurer	28,437.00	0.00	28,437.00	16,405.95	12,031.05	0.00	0.00
1345 Purchasing	154,385.00	0.00	154,385.00	73,403.91	55,729.24	25,251.85	25,251.85
1420 Legal Services	347,500.00	0.00	347,500.00	92,688.31	249,511.69	5,300.00	5,300.00
1430 Human Resources	316,868.00	0.00	316,868.00	182,677.62	138,099.13	-3,908.75	-5,358.55
1480 Public Info and Comm Relations	215,396.00	0.00	215,396.00	125,240.68	88,866.45	1,288.87	1,288.87
1620 Operation of Plant	5,850,317.00	38,996.34	5,889,313.34	2,922,152.22	2,090,390.41	876,770.71	874,347.45
1621 Maintenance of Plant	2,376,695.00	169,888.27	2,546,583.27	1,344,945.04	779,078.56	422,559.67	421,899.67
1670 Central Printing & Mailing	357,602.00	4,898.46	362,500.46	230,756.17	94,728.23	37,016.06	37,016.06
1680 Central Data Processing	1,994,761.00	66,385.39	2,061,146.39	1,037,602.39	868,766.20	154,777.80	154,225.87
1910 Unallocated Insurance	492,477.00	10,000.00	502,477.00	499,432.00	1,532.00	1,513.00	1,513.00
1920 School Association Dues	20,200.00	0.00	20,200.00	19,743.00	0.00	457.00	457.00
1930 Judgments and Claims	158,812.00	0.00	158,812.00	37,255.24	55,380.81	66,175.95	66,175.95
1981 BOCES Administrative Costs	437,211.00	0.00	437,211.00	425,795.19	11,415.81	0.00	0.00
2010 Curriculum Devel and Suprvsn	505,451.00	25,455.12	530,906.12	275,678.24	190,052.32	65,175.56	62,856.58
2020 Supervision-Regular School	4,893,667.00	10,160.18	4,903,827.18	2,580,556.23	1,867,919.98	455,350.97	454,132.50
2060 Research, Planning & Evaluation	81,000.00	6,000.00	87,000.00	56,897.55	16,502.45	13,600.00	13,600.00
2070 Professional Development	165,500.00	0.00	165,500.00	88,681.18	5,141.82	71,677.00	71,677.00
2110 Teaching-Regular School	29,744,942.00	-236,562.77	29,508,379.23	13,466,840.09	15,009,595.85	1,031,943.29	990,811.72
2250 Special Educational Services	10,493,229.00	309,203.32	10,802,432.32	4,788,558.22	5,718,794.43	295,079.67	225,431.07
2280 Occupational Education	172,365.00	0.00	172,365.00	39,990.00	132,375.00	0.00	0.00
2330 Teaching-Special Schools	547,989.00	20,602.00	568,591.00	334,756.10	78,647.75	155,187.15	154,102.30
2610 School Library & AV	684,262.00	-6,506.00	677,756.00	327,443.89	346,926.39	3,385.72	3,385.72
2630 Computer Assisted Instruction	1,317,892.00	99,776.55	1,417,668.55	1,191,679.66	77,715.24	148,273.65	148,273.65
2810 Guidance Services	2,021,928.00	3,963.00	2,025,891.00	869,154.30	858,998.00	297,738.70	297,738.70
2815 Health Services	506,803.00	0.00	506,803.00	224,406.10	162,127.19	120,269.71	67,450.46
2820 Psychological Services	809,066.00	0.00	809,066.00	369,390.16	438,281.18	1,394.66	1,394.66
2825 Social Work Services	387,576.00	0.00	387,576.00	262,583.97	293,417.03	-168,425.00	-168,425.00
2850 Co-Curricular Activities	747,407.00	-26,456.68	720,950.32	336,843.07	168,364.39	215,742.86	215,742.86
2855 Interscholastic Athletics	1,431,192.00	13,029.98	1,444,221.98	685,014.64	321,492.09	437,715.25	397,898.60
5510 District Transportation Services	3,896,084.00	34,128.84	3,930,212.84	2,092,087.28	1,212,551.94	625,573.62	625,573.62
5530 Garage Building	9,000.00	-500.00	8,500.00	4,246.71	4,069.56	183.73	183.73
5540 Contract Transportation	799,086.00	0.00	799,086.00	208,138.92	469,672.98	121,274.10	121,274.10
5550 Public Transportation	200.00	1,375.08	1,575.08	980.00	394.03	201.05	201.05
7140 Recreation	11,475.00	0.00	11,475.00	4,144.50	0.00	7,330.50	7,330.50
9010 State Employees Retirement	1,784,374.00	0.00	1,784,374.00	968,049.20	670,836.51	145,488.29	145,488.29
9020 State Teachers Retirement	4,922,537.00	0.00	4,922,537.00	2,246,727.95	2,395,242.84	247,566.21	247,566.21

Budget Account	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
9030 Social Security	4,275,389.00	0.00	4,275,389.00	2,019,145.90	2,088,405.48	167,837.62	167,837.62
9040 Workers' Compensation	728,349.00	250,000.00	978,349.00	889,495.58	49,851.07	39,002.35	39,002.35
9045 Life Insurance	20,231.00	0.00	20,231.00	10,279.90	8,748.81	1,202.29	1,202.29
9050 Unemployment Insurance	25,000.00	0.00	25,000.00	8,318.76	16,681.24	0.00	0.00
9055 Disability Insurance	5,760.00	0.00	5,760.00	2,074.45	3,625.55	60.00	60.00
9060 Health Insurance	15,361,500.00	-31,200.00	15,330,300.00	9,376,335.08	2,934,587.38	3,019,377.54	3,015,479.34
9061 ATTENDANCE PAYMENT	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	10,000.00
9065 HEALTH INS OPT OUT	1,064,901.00	0.00	1,064,901.00	507,850.87	0.00	557,050.13	557,050.13
9070 Dental Insurance	158,086.00	0.00	158,086.00	92,904.25	59,771.36	5,410.39	5,410.39
9075 Union Welfare Trust	1,140,825.00	0.00	1,140,825.00	933,108.91	200,141.09	7,575.00	7,575.00
9080 Non-Cash Annuity	178,500.00	1,200.00	179,700.00	99,645.84	79,500.00	554.16	554.16
9089 Other Employee Benefits	0.00	0.00	0.00	18,638.98	0.00	-18,638.98	-18,638.98
9711 Serial Bonds-School Construction	4,095,744.00	0.00	4,095,744.00	1,950,396.88	2,145,346.88	0.24	0.24
9720 Statutory Bonds-Other (specify)	316,161.00	0.00	316,161.00	158,080.07	158,080.07	0.86	0.86
9785 Install Purch Debt-State Aided Hardware	524,460.00	0.00	524,460.00	289,555.01	234,903.88	1.11	1.11
9901 Transfer to Other Funds	500,000.00	0.00	500,000.00	200,000.00	0.00	300,000.00	300,000.00
9950 Transfer to Capital Fund	1,330,000.00	0.00	1,330,000.00	1,130,000.00	0.00	200,000.00	200,000.00
Total GENERAL FUND	109,959,967.00	764,252.35	110,724,219.35	57,017,777.40	43,427,639.67	10,278,802.28	10,061,710.72
160 Noninstructional Salaries	583,963.00	0.00	583,963.00	281,826.29	259,363.77	42,772.94	42,772.94
161 Noninst Salaries Extra Pa	8,110.00	0.00	8,110.00	8,624.96	0.00	-514.96	-514.96
162 Noninst Salaries Overtime	0.00	0.00	0.00	6,900.52	7,068.98	-13,969.50	-13,969.50
200 Equipment	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	2,000.00
400 Other Expenses	2,500.00	0.00	2,500.00	1,176.15	202.81	1,121.04	1,121.04
427 Maint. & Repair Equip SL	8,000.00	0.00	8,000.00	89.25	0.00	7,910.75	7,910.75
430 Contractual and Other	15,000.00	0.00	15,000.00	4,480.00	3,600.00	6,920.00	6,920.00
520 Commodities	0.00	0.00	0.00	11,938.33	0.00	-11,938.33	-11,938.33
521 Bread	20,000.00	-6,000.00	14,000.00	4,515.61	7,484.39	2,000.00	2,000.00
522 Drinks	20,000.00	0.00	20,000.00	8,674.75	11,325.25	0.00	0.00
523 Grocery	97,000.00	6,000.00	103,000.00	53,367.47	31,844.41	17,788.12	17,788.12
524 Ice Cream	15,000.00	0.00	15,000.00	7,970.58	7,029.42	0.00	0.00
525 Meat	20,000.00	0.00	20,000.00	8,134.69	11,865.31	0.00	0.00
526 Milk	30,000.00	0.00	30,000.00	9,296.97	20,703.03	0.00	0.00
527 Produce	25,000.00	0.00	25,000.00	7,297.85	12,702.15	5,000.00	5,000.00
528 Snacks	50,000.00	0.00	50,000.00	16,245.72	13,616.45	20,137.83	20,137.83
529 Paper Products/Supplies	25,000.00	0.00	25,000.00	9,095.31	15,904.69	0.00	0.00
598 Paper Inv Change	0.00	0.00	0.00	2,057.82	0.00	-2,057.82	-2,057.82
599 Food Inv Change	0.00	0.00	0.00	4,779.14	0.00	-4,779.14	-4,779.14
800 Employee Benefits	465,610.00	0.00	465,610.00	249,572.94	0.00	216,037.06	216,037.06
Total SCHOOL LUNCH FUND	1,387,183.00	0.00	1,387,183.00	696,044.35	402,710.66	288,427.99	288,427.99
1804 Idea Pt. B - 619	0.00	0.00	0.00	2,109.80	0.00	-2,109.80	-2,109.80
1810 Title 1, A & D Improvemen	1,820.00	0.00	1,820.00	0.00	0.00	1,820.00	1,820.00
1811 Title 11 A	57,924.00	0.00	57,924.00	0.00	0.00	57,924.00	57,924.00
1845 Title IIIA LEP	6,341.96	0.00	6,341.96	0.00	0.00	6,341.96	6,341.96

Attachment T.1

Budget Account	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
1902 Title IV Part A SSAE ALL	14,082.00	0.00	14,082.00	8,130.00	3,020.00	2,932.00	2,932.00
1904 Idea Pt. B - 619	56,104.00	0.00	56,104.00	11,827.00	8,596.52	35,680.48	31,338.48
1906 Pre -K	34,078.00	0.00	34,078.00	11,385.30	14,247.32	8,445.38	8,445.38
1907 Idea Pt B 611	736,047.00	0.00	736,047.00	317,882.54	341,193.91	76,970.55	68,100.05
1910 Title 1, A & D Improvemen	208,100.00	0.00	208,100.00	103,804.16	103,096.84	1,199.00	1,199.00
1911 Title 11 A	67,623.00	0.00	67,623.00	13,700.00	33,050.00	20,873.00	20,873.00
1914 Summ. Hadicap	0.00	0.00	0.00	571,381.55	26,798.34	-598,179.89	-599,026.19
1945 Title IIIA/ LEP	16,060.00	0.00	16,060.00	1,175.22	0.00	14,884.78	14,884.78
1982 Teaching Center	27,917.00	0.00	27,917.00	12,544.03	8,832.48	6,540.49	6,540.49
Total SPECIAL AID FUND	1,226,096.96	0.00	1,226,096.96	1,053,939.60	538,835.41	-366,678.05	-380,736.85
1002 HS Door & Window Replace	0.00	-94.07	-94.07	0.00	0.00	-94.07	-94.07
1005 Admin Bldg Lower Reno	0.00	-37,390.94	-37,390.94	0.00	0.00	-37,390.94	-37,390.94
1098 Budget Unenc Balance	35,088.82	-35,088.82	0.00	0.00	0.00	0.00	0.00
1102 HS Cafeteria Reno	191.65	-191.65	0.00	0.00	0.00	0.00	0.00
1105 MS Toilet Recons	1,245.08	0.00	1,245.08	0.00	0.00	1,245.08	1,245.08
1108 HS Field House	5,115.31	0.00	5,115.31	0.00	0.00	5,115.31	5,115.31
1120 HS Field House (New Bldg)	8,181.24	0.00	8,181.24	0.00	0.00	8,181.24	8,181.24
1121 EH Toilets Phase 3	4,369.30	0.00	4,369.30	0.00	0.00	4,369.30	4,369.30
1198 2010-11 Unallocated Funds	135,951.42	-135,951.42	0.00	0.00	0.00	0.00	0.00
1203 HS Various Renovations	65,370.43	0.00	65,370.43	0.00	0.00	65,370.43	65,370.43
1204 MS Toilet Reconstruction	32,488.65	0.00	32,488.65	0.00	0.00	32,488.65	32,488.65
1205 MS Masonry / Gym Partitio	33,662.95	0.00	33,662.95	0.00	0.00	33,662.95	33,662.95
1206 HH Toilet Reconstruction	30,973.24	0.00	30,973.24	6,438.75	0.00	24,534.49	24,534.49
1207 HS Toilet Reconstruction	46,332.44	0.00	46,332.44	0.00	0.00	46,332.44	46,332.44
1209 HS Exterior Flood Doors	331.76	0.00	331.76	0.00	0.00	331.76	331.76
1210 Hts Toilet Reconstructon	17,794.19	0.00	17,794.19	-6,438.75	0.00	24,232.94	24,232.94
1211 Hts Masonry / Roof Repair	19,491.08	0.00	19,491.08	0.00	0.00	19,491.08	19,491.08
1212 HS Code & Tennis Courts	53,602.53	0.00	53,602.53	0.00	0.00	53,602.53	53,602.53
1213 MS Code Compliance	7,453.41	0.00	7,453.41	0.00	0.00	7,453.41	7,453.41
1214 HH Code Compliance	14,461.53	0.00	14,461.53	0.00	0.00	14,461.53	14,461.53
1215 EH Code Compliance	64,398.52	0.00	64,398.52	0.00	0.00	64,398.52	64,398.52
1216 Hts Code Compliance	3,573.06	0.00	3,573.06	0.00	0.00	3,573.06	3,573.06
1224 ADM HVAC / Fire Alarm	1,220.00	-1,220.00	0.00	0.00	0.00	0.00	0.00
1225 EH Toilets Phase 3	19,588.01	0.00	19,588.01	0.00	0.00	19,588.01	19,588.01
1226 HTS Toilets Phase 3	9,010.56	0.00	9,010.56	0.00	0.00	9,010.56	9,010.56
1227 MS Toilets Phase 3	18,686.51	0.00	18,686.51	0.00	0.00	18,686.51	18,686.51
1228 HH Toilets Phase 3	55,673.26	0.00	55,673.26	0.00	0.00	55,673.26	55,673.26
1229 HS Toilets Phase 3	823.50	0.00	823.50	0.00	0.00	823.50	823.50
1298 Unalloc Budget 11/12	22,728.15	-22,728.15	0.00	0.00	0.00	0.00	0.00
1301 MS Toilets Phase 3	23,940.01	0.00	23,940.01	0.00	0.00	23,940.01	23,940.01
1302 HS Toilets Phase 3	9,809.40	0.00	9,809.40	0.00	0.00	9,809.40	9,809.40
1303 HTSToilets Phase 3	23,373.09	0.00	23,373.09	0.00	0.00	23,373.09	23,373.09
1398 Unalloc Budget FY 12/13	2,678.90	-2,678.90	0.00	0.00	0.00	0.00	0.00

April 4, 2019

Roslyn Public Schools

Agenda

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Budget Account	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
1401 Pre-Bond Activities	2,600.00	-57,200.00	-54,600.00	-57,200.00	0.00	2,600.00	2,600.00
1402 Field House Project	1,427.24	0.00	1,427.24	0.00	0.00	1,427.24	1,427.24
1403 Field House Proj 1108	11,454.12	0.00	11,454.12	0.00	0.00	11,454.12	11,454.12
1410 Booster Bulldog Gift	91,126.01	0.00	91,126.01	0.00	0.00	91,126.01	91,126.01
1411 Booster Bulldog DASNY Gra	6,370.69	0.00	6,370.69	0.00	0.00	6,370.69	6,370.69
1498 Unalloc Budget 13/14	1,162,012.83	-1,162,012.83	0.00	0.00	0.00	0.00	0.00
1501 Bus Bond 5-004-006	288.05	6,928.28	7,216.33	431.15	4,911.82	1,873.36	1,873.36
1502 Bus Bond 5-021-001	53,060.15	29,564.50	82,624.65	26,923.78	12,902.74	42,798.13	42,798.13
1503 Undistributed Bond Expens	8,947.96	-92,852.04	-83,904.08	-94,052.04	1,200.00	8,947.96	8,947.96
1504 EH Bond 001-025	5,887.27	43,481.72	49,368.99	25,375.18	17,678.98	6,314.83	6,314.83
1506 Hts Bond 007-024	-16,257.04	1,179,902.71	1,163,645.67	615,232.60	542,534.97	5,878.10	5,878.10
1507 HH Bond 009-025	137,693.06	120,859.56	258,552.62	82,260.85	176,282.75	9.02	9.02
1508 HS Bond 002-041	-15,508.00	114,264.86	98,756.86	58,144.06	17,296.27	23,316.53	23,316.53
1509 MS Bond 006-031	4,749.93	35,247.32	39,997.25	25,251.42	9,995.90	4,749.93	4,749.93
1601 Bus Bond 5-004-006	0.00	973.14	973.14	0.00	973.14	0.00	0.00
1602 Bus Bond 5-021-001 (BOND)	130,166.65	133,985.02	264,151.67	164,226.07	80,320.45	19,605.15	19,605.15
1604 EH Bond 001-025 (BOND)	72,344.09	40,056.57	112,400.66	0.00	69,882.70	42,517.96	42,517.96
1606 Hts Bond 007-024 (BOND)	-102,218.80	6,672,487.89	6,570,269.09	4,633,697.00	1,932,540.98	4,031.11	4,031.11
1607 HH Bond 009-025 (BOND)	89,023.72	488,156.56	577,180.28	320,531.29	255,531.50	1,117.49	1,117.49
1608 HS Bond 002-041 (BOND)	530,804.04	1,150,358.73	1,681,162.77	970,263.59	699,472.68	11,426.50	11,426.50
1609 MS Bond 006-031 (BOND)	60,254.82	72,171.60	132,426.42	33,034.55	64,880.17	34,511.70	34,511.70
1614 EH Bond 001-025 (CAP RES)	100,733.89	121,905.64	222,639.53	202,974.91	0.00	19,664.62	19,664.62
1801 Horse Tamer Restoration	-53,640.00	140,290.00	86,650.00	6,190.00	80,460.00	0.00	0.00
1804 Tech Imp at EH	-9,000.00	322,700.00	313,700.00	7,795.02	37,661.12	268,243.86	268,243.86
1806 Tech Imp at HTS	-2,400.00	84,000.00	81,600.00	20.22	31,143.74	50,436.04	50,436.04
1807 Tech Imp at HH	-9,750.00	341,250.00	331,500.00	20.21	38,235.93	293,243.86	293,243.86
1808 Tech Imp at HS	-18,000.00	630,000.00	612,000.00	20.21	73,176.59	538,803.20	538,803.20
1897 Unalloc Cap Reserve 17/18	1,434,750.00	-1,327,136.00	107,614.00	0.00	0.00	107,614.00	107,614.00
1898 Unalloc Budget 17/18	1,397,103.00	-924,988.02	472,114.98	0.00	0.00	472,114.98	472,114.98
1906 Playground at HTS	0.00	30,000.00	30,000.00	0.00	2,237.50	27,762.50	27,762.50
1907 Playground at HH	0.00	30,000.00	30,000.00	0.00	6,437.50	23,562.50	23,562.50
1908 Locker Room / HVAC at HS	0.00	30,000.00	30,000.00	1,691.67	0.00	28,308.33	28,308.33
1909 HVAC at MS	0.00	30,000.00	30,000.00	0.00	0.00	30,000.00	30,000.00
2498 Unalloc Budget 2003/04	14,950.00	0.00	14,950.00	0.00	0.00	14,950.00	14,950.00
2598 Unallocated Fund FY 05	-3,872.88	0.00	-3,872.88	0.00	0.00	-3,872.88	-3,872.88
2898 FY 2007-08 Unallocated Fu	-25,620.31	0.00	-25,620.31	0.00	0.00	-25,620.31	-25,620.31
2998 Capital Reserve	19040.8	0	19040.8	0	0	19040.8	19040.8
9822 District-Wide Revovations	16710	0	16710	0	0	16710	16710
BND1 Bus Bond 2018/19	0	464883.32	464883.32	464883.32	0	0	0
SSBA Smart Schools Bond Act	15.88	-21250	-21234.12	0	0	-21234.12	-21234.12
Total CAPITAL FUND	5862855.17	8492684.58	14355539.75	7487715.06	4155757.43	2712067.26	2712067.26

Budgetary Transfer Report

Fiscal Year: 2019

Current Appropriation - Effective From: 01/01/2019 To: 01/31/2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
01/07/2019	008239	To cover the trips from RHS to Newark NJ Forensics group on 1-4-19. NO BOE approval required.				
			A2850-448-08-6700-801 R	CO-CURR FIELD TRIPS	-176.98	
			A5550-430-03-9000-510 R	TRANS PUBLIC SERVICE		176.98
01/07/2019	008306	We need to cover the cost of Rose Peppe, our Title Funds Consultant for 2 days this year. No BOE approval required.				
			A2010-450-03-9000-301 R	CURRIC SUPPLIES	-1,250.00	
			A2110-430-03-9000-301 R	CONTRACTED SVCS- ADM		1,250.00
01/18/2019	008800	To cover the tolls for different trips from RHS. NO BOE approval required.				
			A2850-448-08-6700-801 R	CO-CURR FIELD TRIPS	-76.25	
			A5550-430-03-9000-510 R	TRANS PUBLIC SERVICE		76.25
01/18/2019	008801	To cover the tolls for different sports trips from RHS. NO BOE approval required.				
			A2855-440-08-6800-309 R	INTER-SCH TRAV CONF WKSHP	-124.80	
			A5550-430-03-9000-510 R	TRANS PUBLIC SERVICE		124.80
01/18/2019	008802	Furniture needed for operation of program. NO BOE approval required.				
			A2020-230-09-9000-901 R	SUPVSN FURN MS	-900.00	
			A2110-230-09-1500-901 R	TCHG FURN MS H & C		900.00
01/18/2019	008803	Furniture needed for operation of program. NO BOE approval required.				
			A2020-230-09-9000-901 R	SUPVSN FURN MS	-2,100.00	
			A2110-230-09-1800-901 R	TCHG FURN MS Math		2,100.00
01/18/2019	008804	Furniture needed for operation of program. NO BOE approval required.				
			A2020-230-09-9000-901 R	SUPVSN FURN MS	-500.00	
			A2110-230-09-1200-901 R	TCHG FURN MS ENGLISH		500.00
01/25/2019	009027	To cover the cost for different trips from different clubs from RHS. BOE approved on 1-24-2019 Item B.3				
			A2850-448-08-6700-801 R	CO-CURR FIELD TRIPS	-9,914.06	
			A5510-163-03-9000-303 R	TRANS N C SAL SUPLM		9,914.06
01/25/2019	009033	Boces network wiring at East Hills, High School & Middle School. BOE Approved on 1-24--19 Item B.4				
			A2610-443-04-9000-311 R	LIB PROF & TECH SVCES EH	-4,700.00	
			A2610-443-08-9000-311 R	LIB PROF & TECH SVCES HS	-5,000.00	
			A2610-443-09-9000-311 R	LIB PROF & TECH SVCES MS	-5,000.00	
			A2630-490-03-9000-311 R	BOCES COMP SVCES DW		14,700.00
01/25/2019	009034	After paying all consulant fees, ther is \$100.00 left in the Consultant Code. We would like to buy some additional supplies for the Teacher Center. BOE Approved on 1-24-19 Item B.5				
			A2060-490-03-9000-301 R	RESEARCH-BOCES SVCS	-1,400.00	
			A2060-430-03-9000-301 R	RESEARCH- CONTRACTED SVCS		1,400.00
		Total for Fund A - GENERAL FUND			-31,142.09	31,142.09
Fund: H - CAPITAL FUND						
01/25/2019	009022	For change order HES MC 004R for steam & condensatie lines. BOE approval on 1-24-19 Item B.2.				
			H1620-000-03-1897 R	Unalloc Cap Res 17/18	-22,136.00	
			H1620-294-06-1606 R	HVAC Systems		22,136.00
01/25/2019	009023	For Architechural Services - Heights Playground. BOE approval on 1-24-19 Item B.2.				
			H1620-000-03-1898 R	Unalloc Budget 17/18	-15,000.00	
			H2110-245-06-1906 R	Architect and Design Fees		15,000.00
01/25/2019	009024	For Architechural Services - Harbor Hill Playground. BOE approval on 1-24-19 Item B.2.				
			H1620-000-03-1898 R	Unalloc Budget 17/18	-15,000.00	
			H2110-245-07-1907 R	Architect and Design Fees		15,000.00
01/25/2019	009025	For Architechural Services - HS Locker Room & Roof-top HVAC Unit. BOE approval on 1-24-19 Item B.2.				
			H1620-000-03-1898 R	Unalloc Budget 17/18	-15,000.00	
			H2110-245-08-1908 R	Architect and Design Fees		15,000.00
01/25/2019	009026	For Architechural Services - MS Roof-top HVAC Unit. BOE approval on 1-24-19 Item B.2.				
			H1620-000-03-1898 R	Unalloc Budget 17/18	-15,000.00	
			H2110-245-09-1909 R	Architect and Design Fees		15,000.00
01/25/2019	009028	For Engineering Services - Heights Playground. BOE approval on 1-24-19 Item B.2.				
			H1620-000-03-1898 R	Unalloc Budget 17/18	-15,000.00	
			H2110-246-06-1906 R	Cont and Other Engineerin		15,000.00
01/25/2019	009029	For Engineering Services - Harbor Hill Playground. BOE approval on 1-24-19 Item B.2.				

Budgetary Transfer Report

Fiscal Year: 2019

Current Appropriation - Effective From: 01/01/2019 To: 01/31/2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
			H1620-000-03-1898 R	Unalloc Budget 17/18	-15,000.00	
			H2110-246-07-1907 R	Cont and Other Engineerin		15,000.00
01/25/2019	009030	For Engineering Services - HS Locker Room & Roof-top HVAC Unit. BOE approval on 1-24-19 Item B.2.				
			H1620-000-03-1898 R	Unalloc Budget 17/18	-15,000.00	
			H2110-246-08-1908 R	Cont and Other Engineerin		15,000.00
01/25/2019	009031	For Engineering Services - MS Roof-top HVAC Unit. BOE approval on 1-24-19 Item B.2.				
			H1620-000-03-1898 R	Unalloc Budget 17/18	-15,000.00	
			H2110-246-09-1909 R	Cont and Other Engineerin		15,000.00
01/25/2019	009032	For Reallocate funds for repair to asphalt & sidewalks, DW plumbing upgrades & repair/replacement of doors/windows. BOE approval on 1-24-19 Item B.2.				
			H2110-246-03-1224 R	Admin Bldg Engineer Svc	-1,220.00	
			H1620-000-03-1898 R	Unalloc Budget 17/18		1,220.00
01/31/2019	009315	For Reallocate funds for repair to asphalt & sidewalks, DW plumbing upgrades & repair/replacement of doors/windows. BOE approval on 1-24-19 Item B.2.				
			H2110-201-08-1002 R	HS Window Replace	-94.07	
			H1620-000-03-1898 R	Unalloc Budget 17/18		94.07
01/31/2019	009329	For Reallocate funds for repair to asphalt & sidewalks, DW plumbing upgrades & repair/replacement of doors/windows. BOE approval on 1-24-19 Item B.2.				
			H1620-293-03-1005 R	Adm Renovation/Window	-19,121.44	
			H1620-000-03-1898 R	Unalloc Budget 17/18		19,121.44
01/31/2019	009330	For Reallocate funds for repair to asphalt & sidewalks, DW plumbing upgrades & repair/replacement of doors/windows. BOE approval on 1-24-19 Item B.2.				
			H2110-200-03-1005 R	Furniture	-7,502.53	
			H1620-000-03-1898 R	Unalloc Budget 17/18		7,502.53
01/31/2019	009332	For Reallocate funds for repair to asphalt & sidewalks, DW plumbing upgrades & repair/replacement of doors/windows. BOE approval on 1-24-19 Item B.2.				
			H2110-201-03-1005 R	Const. Management Fees	-911.63	
			H1620-000-03-1898 R	Unalloc Budget 17/18		911.63
01/31/2019	009334	For Reallocate funds for repair to asphalt & sidewalks, DW plumbing upgrades & repair/replacement of doors/windows. BOE approval on 1-24-19 Item B.2.				
			H2110-245-03-1005 R	Architect and Design Fees	-9,838.09	
			H1620-000-03-1898 R	Unalloc Budget 17/18		9,838.09
01/31/2019	009335	For Reallocate funds for repair to asphalt & sidewalks, DW plumbing upgrades & repair/replacement of doors/windows. BOE approval on 1-24-19 Item B.2.				
			H2110-246-03-1005 R	Cont and Other Engineerin	-17.25	
			H1620-000-03-1898 R	Unalloc Budget 17/18		17.25
01/31/2019	009336	For Reallocate funds for district wide door and window replacements & repair. BOE approval on 1-24-19 Item B.2.				
			H2110-201-08-1102 R	HS Cafe Reno CM Fee	-191.65	
			H1620-000-03-1898 R	Unalloc Budget 17/18		191.65
			Total for Fund H - CAPITAL FUND		-181,032.66	181,032.66

Roslyn Public Schools Lunch Fund
Profit and Loss Statement

Attachment T.1

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	YTD
OPERATING DAYS - L	0	0	15	22	18	15	21	180
OPERATING DAYS - B	0	0	15	22	18	15	21	179
ADP LUNCH			251	1667	799	824	826	
ADP BREAKFAST			79	132	123	131	129	
TYPE A REGULAR PAID LUNCH			783	13737	10707	8793	12260	46280
TYPE A REDUCED LUNCH			502	4209	464	508	682	6365
TYPE A FREE LUNCH			2486	18728	3207	3062	4407	31890
TOTAL LUNCH MEALS	0	0	3771	36674	14378	12363	17349	84535
TYPE A REGULAR PAID BREAKFAST			434	1228	886	652	885	4085
TYPE A REDUCED BREAKFAST			40	94	74	96	120	424
TYPE A FREE BREAKFAST			704	1579	1256	1222	1697	6458
TOTAL BREAKFAST MEALS	0	0	1178	2901	2216	1970	2702	10967
TOTAL BRK & LUN MEAL COUNT	0	0	4949	39575	16594	14333	20051	95502
DISTRICT REVENUE:								
MEAL REVENUE (PAID & REDUCED)	\$ -	\$ -	\$ 27,874.50	\$ 44,609.50	\$ 34,477.50	\$ 27,986.25	\$ 38,672.75	\$ 173,620.50
A LA CARTE	\$ -	\$ -	\$ 27,299.10	\$ 42,889.55	\$ 36,081.75	\$ 30,074.30	\$ 36,867.55	\$ 173,212.25
HS VENDING SALES	\$ -	\$ -	\$ 73.00	\$ 307.00	\$ 192.00	\$ 270.00	\$ 484.00	\$ 1,326.00
INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIFTS AND DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER CAFETERIA SALES	\$ 228.50	\$ 152.56	\$ (4.01)	\$ (19.15)	\$ 2,940.55	\$ 1,521.90	\$ 1,185.92	\$ 6,006.27
FEDERAL & STATE REIMBURSEMENTS	\$ -	\$ -	\$ 15,413.00	\$ 26,345.00	\$ 19,846.00	\$ 18,565.00	\$ 26,224.00	\$ 106,393.00
GENERAL FUND SUBSIDY			\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 200,000.00
SURPLUS FOOD	\$ -	\$ -	\$ 433.59	\$ 1,007.25	\$ 2,905.67	\$ 3,839.18	\$ 3,752.64	\$ 11,938.33
TOTAL REVENUE	\$ 228.50	\$ 152.56	\$ 111,089.18	\$ 155,139.15	\$ 136,443.47	\$ 122,256.63	\$ 147,186.86	\$ 672,496.35
EXPENSES:								
BEGINNING FOOD INVENTORY	\$ 16,144.05	\$ 16,144.05	\$ 16,144.05	\$ 10,738.90	\$ 11,455.44	\$ 13,616.35	\$ 13,236.65	\$ 16,144.05
TOTAL FOOD PURCHASES	\$ -	\$ -	\$ 10,763.25	\$ 33,560.36	\$ 33,855.70	\$ 14,635.91	\$ 22,688.42	\$ 115,503.64
ENDING FOOD INVENTORY	\$ 16,144.05	\$ 16,144.05	\$ 10,738.90	\$ 11,455.44	\$ 13,616.35	\$ 13,236.65	\$ 11,364.91	\$ 11,364.91
TOTAL FOOD COST	\$ -	\$ -	\$ 16,168.40	\$ 32,843.82	\$ 31,694.79	\$ 15,015.61	\$ 24,560.16	\$ 120,282.78
TOTAL DIRECT LABOR	\$ 5,714.24	\$ 5,714.24	\$ 40,717.59	\$ 54,922.11	\$ 81,948.39	\$ 55,174.96	\$ 53,160.24	\$ 297,351.77
BENEFITS (estimated)	\$ -	\$ -	\$ 48,799.00	\$ 49,333.92	\$ 55,657.32	\$ 49,396.34	\$ 46,386.36	\$ 249,572.94
TOTAL PERSONNEL COST	\$ 5,714.24	\$ 5,714.24	\$ 89,516.59	\$ 104,256.03	\$ 137,605.71	\$ 104,571.30	\$ 99,546.60	\$ 546,924.71
BEGINNING PAPER/SUPPLIES INVENTORY	\$ 4,377.51	\$ 4,377.51	\$ 4,377.51	\$ 1,904.11	\$ 2,773.68	\$ 2,949.92	\$ 2,481.14	\$ 4,377.51
TOTAL PAPER/SUPPLIES PURCHASES	\$ -	\$ -	\$ 476.48	\$ 1,705.66	\$ 2,889.97	\$ 1,983.43	\$ 2,039.77	\$ 9,095.31
ENDING PAPER/SUPPLIES INVENTORY	\$ 4,377.51	\$ 4,377.51	\$ 1,904.11	\$ 2,773.68	\$ 2,949.92	\$ 2,481.14	\$ 2,319.69	\$ 2,319.69
TOTAL PAPER/SUPPLIES EXPENSE	\$ -	\$ -	\$ 2,949.88	\$ 836.09	\$ 2,713.73	\$ 2,452.21	\$ 2,201.22	\$ 11,153.13
OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,141.15	\$ 35.00	\$ 1,176.15
EQUIPMENT & REPAIR COST	\$ -	\$ -	\$ -	\$ 89.25	\$ -	\$ -	\$ -	\$ 89.25
SURPLUS FOOD RECEIVED	\$ -	\$ -	\$ 433.59	\$ 1,007.25	\$ 2,905.67	\$ 3,839.18	\$ 3,752.64	\$ 11,938.33
CONTRACTUAL EXPENSES	\$ -	\$ -	\$ 1,400.00	\$ 1,030.00	\$ 500.00	\$ 792.00	\$ 758.00	\$ 4,480.00
WAREHOUSING COSTS-GOV'T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 1,833.59	\$ 2,126.50	\$ 3,405.67	\$ 5,772.33	\$ 4,545.64	\$ 17,683.73
NET OPERATING COSTS	\$ 5,714.24	\$ 5,714.24	\$ 110,468.46	\$ 140,062.44	\$ 175,419.90	\$ 127,811.45	\$ 130,853.62	\$ 696,044.35
NET CAFETERIA PROFIT/LOSS	\$ (5,485.74)	\$ (5,561.68)	\$ 620.72	\$ 15,076.71	\$ (38,976.43)	\$ (5,554.82)	\$ 16,333.24	\$ (23,548.00)

Food Service Program Revenues

Attachment T.1

JANUARY REVENUES	2017-18	2018-19		CUM 2017-18	CUM 2018-19
EH LUNCH	\$7,783.25	\$ 8,141.50		37,558.50	36,144.00
EH BREAKFAST	\$261.75	\$ 381.50		980.50	1,842.00
HEIGHTS LUNCH	\$5,620.75	\$ 6,957.75		26,360.75	26,624.50
HEIGHTS BREAKFAST	\$98.00	\$ 307.50		248.50	852.75
HH LUNCH	\$5,779.75	\$ 7,745.75		27,822.50	33,893.25
HH BREAKFAST	\$217.00	\$ 507.50		1,978.75	3,225.00
HS LUNCH	\$4,123.75	\$ 6,022.25		26,694.25	30,797.25
HS BREAKFAST	\$205.25	\$ 288.75		917.75	1,153.50
MS LUNCH	\$6,852.75	\$ 8,193.50		35,906.25	38,763.50
MS BREAKFAST	\$44.75	\$ 126.75		262.00	324.75
TOTAL FOOD REVENUE	\$30,987.00	\$ 38,672.75		158,729.75	173,620.50
OTHER CAFETERIA SALES	\$192.08	\$ 1,185.92		4,897.07	6,006.27
EH LUNCH OTHER	\$1,237.50	\$ 1,903.30		5,821.75	7,492.85
EH BREAKFAST OTHER	\$22.75	\$ 9.55		134.25	48.45
HEIGHTS LUNCH OTHER	\$1,049.25	\$ 1,369.30		5,451.25	5,737.70
HTS BREAKFAST OTHER	\$51.75	\$ 59.40		109.25	202.30
HH LUNCH OTHER	\$2,425.50	\$ 2,577.75		10,195.75	10,476.30
HH BREAKFAST OTHER	\$49.00	\$ 28.35		172.00	95.00
HS LUNCH OTHER	\$12,763.00	\$ 16,382.50		71,368.25	84,158.20
HS BREAKFAST OTHER	\$1,443.00	\$ 2,050.65		7,453.75	8,170.95
MS LUNCH OTHER	\$13,391.25	\$ 12,430.50		67,437.50	56,637.00
MS BREAKFAST OTHER	\$56.75	\$ 56.25		232.25	193.50
TOTAL A LA CARTE SALES	\$32,489.75	\$ 36,867.55		168,376.00	173,212.25
VENDING SALES	\$239.00	\$ 484.00		2,419.00	1,326.00
INTEREST AND EARNINGS	\$-	\$ -		73.83	
STATE AID LUNCH	\$1,017.00	\$ 1,133.00		5,005.00	4,872.00
STATE AID BREAKFAST	\$182.00	\$ 193.00		747.00	731.00
FED AID LUNCH	\$18,846.00	\$ 21,407.00		88,050.00	87,332.00
FED AID BREAKFAST	\$3,139.00	\$ 3,491.00		12,845.00	13,458.00
TOTAL FED/STATE AID	\$23,184.00	\$ 26,224.00		106,647.00	106,393.00
SURPLUS FOOD RECEIVED	\$3,012.90	\$ 3,752.64		14,240.89	11,938.33
EAST HILLS TOTAL	\$ 9,305.25	\$ 10,435.85		\$ 44,495.00	\$ 45,527.30
HEIGHTS TOTAL	\$ 6,819.75	\$ 8,693.95		\$ 32,169.75	\$ 33,417.25
HARBOR HILL TOTAL	\$ 8,471.25	\$ 10,859.35		\$ 40,169.00	\$ 47,689.55
HIGH SCHOOL TOTAL	\$ 18,535.00	\$ 24,744.15		\$ 106,434.00	\$ 124,279.90
MIDDLE SCHOOL TOTAL	\$ 20,345.50	\$ 20,807.00		\$ 103,838.00	\$ 95,918.75
BREAKFAST TOTAL	\$ 2,450.00	\$ 3,816.20		\$ 12,489.00	\$ 16,108.20
LUNCH TOTAL	\$ 61,026.75	\$ 71,724.10		\$ 314,616.75	\$ 330,724.55
GRAND TOTAL WITH VENDING	\$ 63,907.83	\$ 77,210.22		\$ 334,421.82	\$ 354,165.02

ROSLYN PUBLIC SCHOOLS

TREASURER'S REPORT FOR THE MONTH OF FEBRUARY 28, 2019

	General Fund	General Fund	General Fund	General Fund	General Fund	Sch Lunch	Special Aid
	Checking	Merchant Svc	Money Market	MM Gen Recovery	Investment	Checking	Checking
	Capital One	Capital One	Capital One	Capital One	NYCLASS	Capital One	Capital One
	Acct#5706	Acct#8555	Acct#3305	Acct#3990	Acct # 001	Acct#5730	Acct # 5674
	A200.00	A200.04	A201.04	A201.05	A450.00	C200.00	F200.01
Book Balance							
Beginning of Month	3,047,192.08	163,752.61	5,226,345.92	2,281,727.83	20,202,801.64	277,367.77	165,249.19
Receipts/Deposits	467,740.40	58,782.00	9,574,280.91	0.00	27,834.99	50,906.37	0.00
Total	3,514,932.48	222,534.61	14,800,626.83	2,281,727.83	20,230,636.63	328,274.14	165,249.19
Disbursements	2,222,427.58	472.81	5,422,480.61	0.00	8,500,000.00	73,193.93	77,504.58
Book Balance - End of Month	1,292,504.90	222,061.80	9,378,146.22	2,281,727.83	11,730,636.63	255,080.21	87,744.61
BANK RECONCILIATION SUMMARY							
Ending balance per bank	3,205,224.49	214,652.80	9,378,146.22	2,281,727.83	11,730,636.63	258,855.35	90,436.95
Less : Outstanding checks	(1,912,719.59)					(7,608.11)	(2,692.34)
Deposits in Transit		7,409.00				3,832.97	
Bank's Net Balance	1,292,504.90	222,061.80	9,378,146.22	2,281,727.83	11,730,636.63	255,080.21	87,744.61

Linda Gillespie

3/20/2019

ROSLYN PUBLIC SCHOOLS

TREASURER'S REPORT FOR THE MONTH OF FEBRUARY 28, 2019

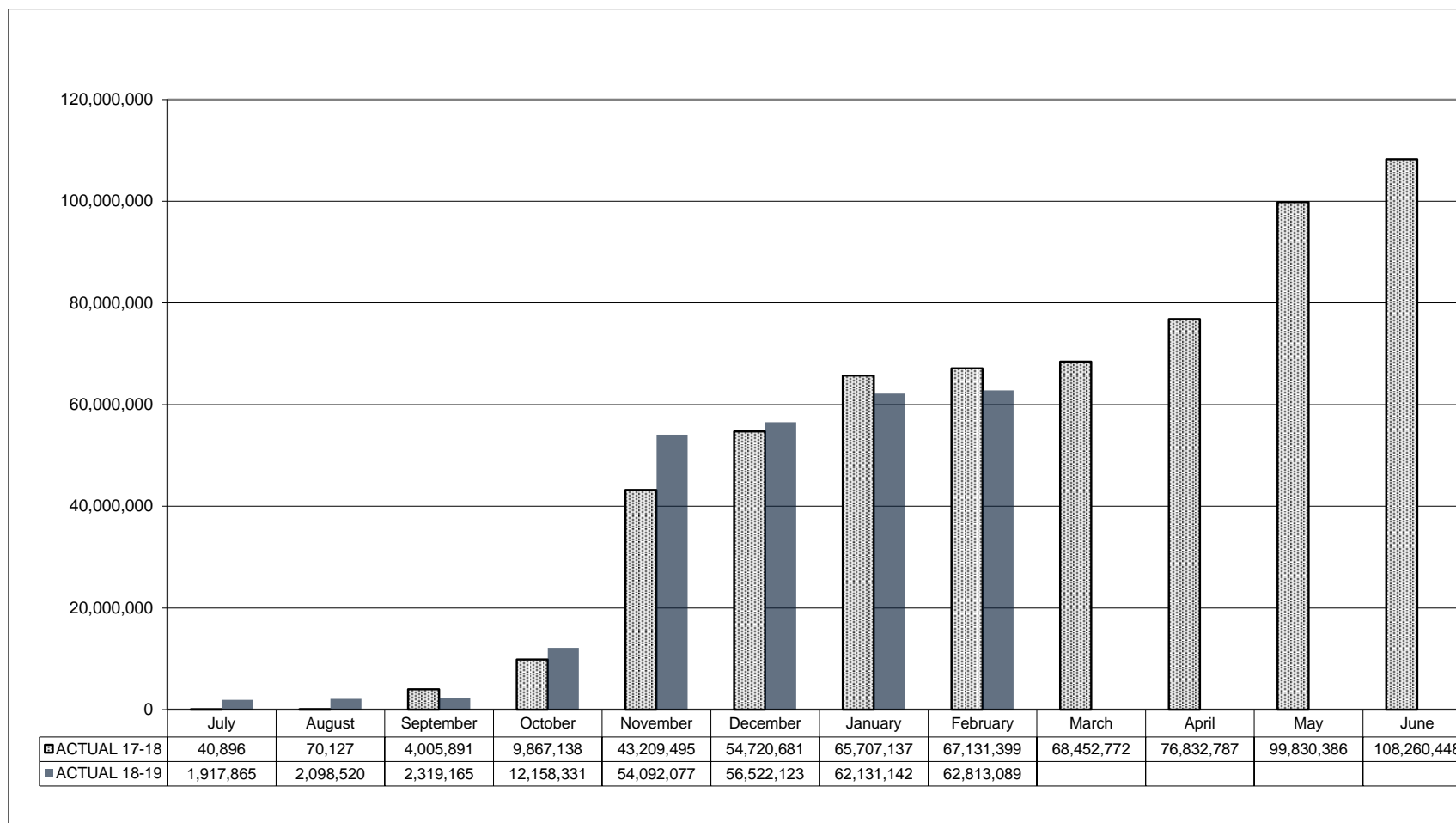
	Capital	Capital	T&A Payroll	T&A Payroll	T&E Fund	Debt Ser Fund
	Checking	Investment	Checking	Checking	Checking	Money Market
	Capital One	NYCLASS	Capital One	Capital One	Capital One #16	Capital One#15
	Acct #1248	Acct# 0002	Acct # 2473	Acct # 2481	Acct#2679	Acct#5185
	H200.01	H450.00	TA200.05	TA200.06	TE200.00	V201.00
Book Balance						
Beginning of Month	2,679,700.81	5,765,344.84	0.00	1,164,583.64	303,020.88	6,316,606.56
Receipts/Deposits	0.00	10,063.13	3,012,222.03	5,384,969.72	2,271.00	
Total	2,679,700.81	5,775,407.97	3,012,222.03	6,549,553.36	305,291.88	6,316,606.56
Disbursements	408,440.16	0.00	3,012,222.03	6,082,123.34	0.00	
Book Balance- End of Month	2,271,260.65	5,775,407.97	0.00	467,430.02	305,291.88	6,316,606.56
BANK RECONCILIATION SUMMARY						
Ending Bank Balance	2,277,292.15	5,775,407.97	41,378.93	503,257.74	305,291.88	6,316,606.56
Less: Outstanding Checks	(6,031.50)		(41,378.93)	(35,827.72)		
Transfers in Transit						
Bank's Net Balance	2,271,260.65	5,775,407.97	0.00	467,430.02	305,291.88	6,316,606.56

ROSLYN PUBLIC SCHOOLS
STATEMENT OF GENERAL FUND RECEIPTS
FEBRUARY 2019

Attachment T.2

Revenue Account	Description	Estimated Revenue	Revenue Adjustment	Current Estimated Revenue	Current Month Revenue	Y-T-D Revenue	Y-T-D Receipt to Estimated Revenue %	Anticipated Balance	Excess Revenue
1001.000	Real Property Taxes	88,599,626.00	428,080.00	89,027,706.00		47,879,943.03	53.78%	41,147,762.97	
1081.000	Other Pmts in Lieu of Tax	4,071,648.00		4,071,648.00	38,047.05	1,672,263.44	41.07%	2,399,384.56	
1081.001	LIPA Pmts in Lieu of Tax	1,383,672.00		1,383,672.00		430,075.30	31.08%	953,596.70	
1085.000	STAR Reimbursement	4,600,000.00	(428,080.00)	4,171,920.00		4,171,920.00	100.00%		
1090.000	Interest and Earnings on Taxes				36,233.86	57,387.01			57,387.01
1310.001	Day School Tuit- Boundary								
1315.000	Continuing Ed Tuition	300,000.00		300,000.00	58,384.19	194,940.44	64.98%	105,059.56	
1315.001	Continuing Ed Services - Herricks				4,128.79	8,237.33			8,237.33
1315.002	Continuing Ed Services - East Willistior					14,000.00			14,000.00
1325.000	AP Exams Fee/Charges					2,367.00			2,367.00
1330.000	Textbook Charges								
1335.000	Oth Student - Fee/Charges				305.00	2,789.45			2,789.45
1410.000	Admissions(From Individuals)					3,265.46			3,265.46
1489.000	Other Charges - Services								
1489.001	Shared Prof. Development								
2230.000	Day School Tuit-Oth Dist. NYS*	1,700,000.00		1,700,000.00	252,263.50	1,650,957.52	97.12%	49,042.48	
2230.001	Day School Tuit-Oth Dist. Shared								
2232.000	Summer Sch. Tuit-Oth Dist. NYS*								
2304.000	Transportation for Other Districts				9,011.29	58,382.93			58,382.93
2401.000	Interest and Earnings	250,000.00		250,000.00	56,826.35	366,366.01	146.55%		116,366.01
2410.000	Rental of Real Property-Individuals**	150,000.00		150,000.00		6,900.00	4.60%	143,100.00	
2412.000	Rental of Real Property-Other**								
2440.000	Rental of Buses					3,346.60			3,346.60
2450.000	Commissions								
2620.000	Forfeit of Deposits								
2650.000	Sale Scrap & Excess Material								
2655.000	Minor Sales, Other								
2660.000	Sale of Real Property								
2666.000	Sale of Transportation Equipment								
2680.000	Insurance Recoveries - Trans								
2680.001	Insurance Recoveries - Other					1,604.00			1,604.00
2683.000	Self Insurance Recoveries				268.84	22,147.58			22,147.58
2690.000	Other Compensation for Loss								
2690.005	Recovery of Misappropriated Funds								
2700.000	Reimb of Medicare D Exp				1,085.27	1,085.27			1,085.27
2701.000	Refund PY Exp-BOCES Aided					2,298.00			2,298.00
2702.000	Refund PY Exp-Contracted								
2703.000	Refund PY Exp-Other -Not Transp					57,810.81			57,810.81
2704.000	Refund PY, Appv Priv								
2705.000	Gifts and Donations								
2705.003	Gifts and Donations Increase Approp		46,485.00	46,485.00		46,485.00			
2730.000	MTA Payroll Tax Reimbursement								
2770.000	Other Unclassified Rev					7,819.54			7,819.54
3060.000	Records Management								
3101 to 4960	State and Federal Aid	6,478,021.00	(600.00)	6,477,421.00	225,393.45	4,358,697.55	67.29%	2,118,723.45	
5050.000	Interfund Transfer for Debt	1,792,000.00	600.00	1,792,600.00		1,792,000.00	99.97%	600.00	
5060.000	Retirement System Credits								
	TOTAL	109,324,967.00	46,485.00	109,371,452.00	681,947.59	62,813,089.27		46,917,269.72	358,906.99
5997.000	Applied Reserves	525,000.00	299,970.00	824,970.00					
5999.00	Appropriated Fund Balance	110,000.00		110,000.00					
5999.99	Est. for Carryover Encumbrance		417,528.51	417,528.51					
TOTAL		109,959,967.00	763,983.51	110,723,950.51					

ROSLYN PUBLIC SCHOOLS
 CUMULATIVE CASH RECEIPT BY MONTH - GENERAL FUND
 STATEMENT OF GENERAL FUND RECEIPTS
 FEBRUARY 2019

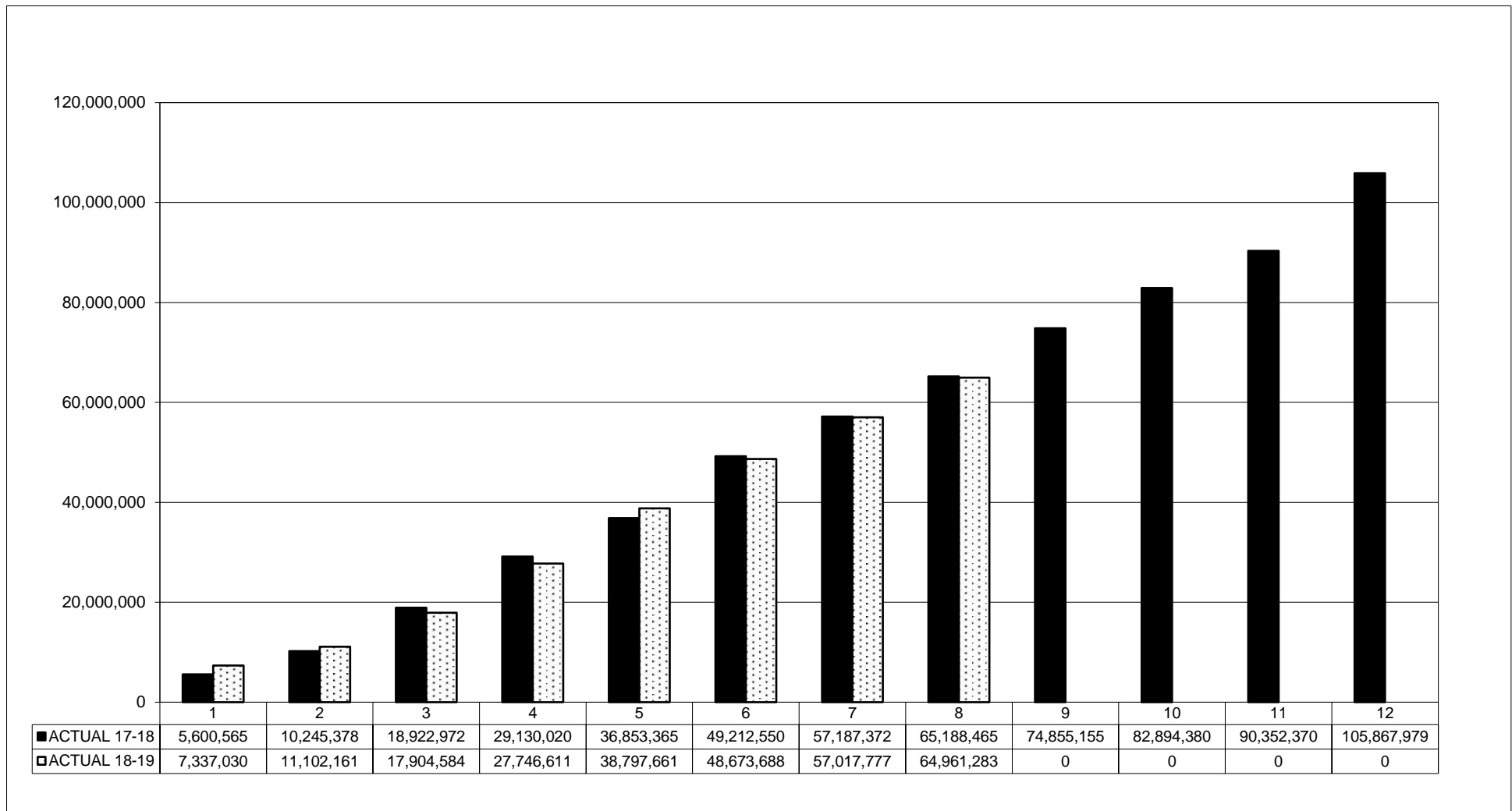


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ROSLYN PUBLIC SCHOOLS
SUMMARY STATEMENT OF GENERAL FUND ENCUMBRANCES AND DISBURSEMENTS
FEBRUARY 2019

<u>Description</u>	<u>Original</u> <u>Appropriations</u> \$	<u>Appropriation</u> <u>Adjustment</u> \$	<u>Current</u> <u>Appropriations</u> \$	<u>Monthly</u> <u>Expenditures</u> \$	<u>Y-T-D</u> <u>Expenditures</u> \$	<u>Y-T-D</u> <u>Encumbrances</u> \$	<u>Y-T-D Totals to</u> <u>Current</u> <u>Appropriation</u> %	<u>Unencumbered</u> <u>Balance</u> \$
General Support Code 1000	14,292,036.00	276,363.73	14,568,399.73	1,055,319.71	8,931,418.67	4,222,789.98	90.29%	1,414,191.08
Instruction Code 2000	54,510,269.00	684,302.64	55,194,571.64	4,386,764.61	30,285,238.01	21,838,439.71	94.44%	3,070,893.92
Pupil Transportation Code 5000	4,704,370.00	36,036.99	4,740,406.99	333,083.67	2,638,536.58	1,478,758.65	86.86%	623,111.76
Recreation Code 7000 to 8000	11,475.00	0.00	11,475.00	921.00	5,065.50	0.00	44.14%	6,409.50
Undistributed Code 9000	36,441,817.00	202,000.00	36,643,817.00	2,167,416.42	23,101,024.05	11,270,017.41	93.80%	2,272,775.54
TOTAL	109,959,967.00	1,198,703.36	111,158,670.36	7,943,505.41	64,961,282.81	38,810,005.75	93.35%	7,387,381.80

ROSLYN PUBLIC SCHOOLS
CUMULATIVE EXPENDITURE BY MONTH - GENERAL FUND
FEBRUARY 2019



MONTHLY COLLATERAL**CAPITAL ONE**

GENERAL FUND CHECKING ACCOUNT	3,205,224.49
GENERAL FUND MERCHANT SERVICES	214,652.80
GENERAL FUND MONEY MARKET	9,378,146.22
GENERAL FUND RECOVERY	2,281,727.83
SCHOOL LUNCH CHECKING	258,855.35
SPECIAL AID CHECKING	90,436.95
CAPITAL CHECKING	2,277,292.15
PAYROLL CHECKING	41,378.93
TRUST AND AGENCY CHECKING	503,257.74
SCHOLARSHIP CHECKING	305,291.88
DEBT SERVICE MONEY MARKET	6,316,606.56
TOTAL CASH - END OF MONTH	<u>\$24,872,871</u>
***LESS FDIC INSURANCE	250,000
AMOUNT TO BE COLLATERALIZED	<u>\$24,622,871</u>
COLLATERAL PERCENTAGE	1.05
COLLATERAL NEEDED	<u>\$25,854,014</u>
COLLATERAL HELD	\$25,990,802
EXCESS COLLATERAL	\$136,788
	OK

Attachment T.2

Budget Account	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
1010 Board Of Education	13,500.00	0.00	13,500.00	2,405.96	0.00	11,094.04	11,094.04
1040 District Clerk	71,246.00	0.00	71,246.00	47,209.52	24,264.33	-227.85	-227.85
1060 District Meetings	41,550.00	0.00	41,550.00	7,402.07	10,462.02	23,685.91	23,685.91
1240 Chief School Administrator	376,130.00	0.00	376,130.00	229,527.78	118,664.75	27,937.47	27,902.47
1310 Business Administration	492,657.00	195.23	492,852.23	312,281.93	155,115.11	25,455.19	25,420.19
1311 Accounting Services	409,792.00	0.00	409,792.00	283,535.60	126,432.18	-175.78	-175.78
1320 Auditing Services	136,500.00	0.04	136,500.04	84,021.21	32,018.79	20,460.04	20,460.04
1325 District Treasurer	28,437.00	0.00	28,437.00	18,593.41	9,843.59	0.00	0.00
1345 Purchasing	154,385.00	0.00	154,385.00	82,320.54	47,145.71	24,918.75	24,918.75
1420 Legal Services	347,500.00	0.00	347,500.00	172,257.25	169,942.75	5,300.00	5,300.00
1430 Human Resources	316,868.00	0.00	316,868.00	201,948.81	119,995.73	-5,076.54	-6,526.34
1480 Public Info and Comm Relations	215,396.00	0.00	215,396.00	142,398.02	72,759.11	238.87	238.87
1620 Operation of Plant	5,850,317.00	38,996.34	5,889,313.34	3,408,623.71	1,730,289.66	750,399.97	747,976.71
1621 Maintenance of Plant	2,376,695.00	169,888.27	2,546,583.27	1,519,342.94	730,647.61	296,592.72	295,932.72
1670 Central Printing & Mailing	357,602.00	4,898.46	362,500.46	251,707.78	74,237.09	36,555.59	36,555.59
1680 Central Data Processing	1,994,761.00	66,385.39	2,061,146.39	1,183,714.09	729,956.22	147,476.08	146,924.15
1910 Unallocated Insurance	492,477.00	10,000.00	502,477.00	499,432.00	1,532.00	1,513.00	1,513.00
1920 School Association Dues	20,200.00	0.00	20,200.00	19,743.00	0.00	457.00	457.00
1930 Judgments and Claims	158,812.00	-14,000.00	144,812.00	37,255.24	59,970.14	47,586.62	47,586.62
1981 BOCES Administrative Costs	437,211.00	0.00	437,211.00	427,697.81	9,513.19	0.00	0.00
2010 Curriculum Devel and Suprvsn	505,451.00	21,955.12	527,406.12	311,116.08	156,693.40	59,596.64	57,277.66
2020 Supervision-Regular School	4,893,667.00	10,160.18	4,903,827.18	2,979,585.24	1,545,572.79	378,669.15	377,450.68
2060 Research, Planning & Evaluation	81,000.00	6,000.00	87,000.00	63,715.73	9,684.27	13,600.00	13,600.00
2070 Professional Development	165,500.00	-5,000.00	160,500.00	89,678.18	5,539.82	65,282.00	65,282.00
2110 Teaching-Regular School	29,744,942.00	-213,842.77	29,531,099.23	15,983,971.15	12,662,391.99	884,736.09	843,604.52
2250 Special Educational Services	10,493,229.00	327,203.32	10,820,432.32	5,623,221.49	4,977,440.44	219,770.39	150,121.79
2280 Occupational Education	172,365.00	0.00	172,365.00	59,180.00	113,185.00	0.00	0.00
2330 Teaching-Special Schools	547,989.00	20,602.00	568,591.00	349,973.31	91,822.25	126,795.44	125,710.59
2610 School Library & AV	684,262.00	-1,506.00	682,756.00	379,031.69	298,762.85	4,961.46	4,961.46
2630 Computer Assisted Instruction	1,317,892.00	529,227.56	1,847,119.56	1,258,623.74	99,988.75	488,507.07	488,507.07
2810 Guidance Services	2,021,928.00	3,963.00	2,025,891.00	1,008,209.54	728,351.74	289,329.72	289,329.72
2815 Health Services	506,803.00	0.00	506,803.00	258,538.74	135,201.13	113,063.13	60,243.88
2820 Psychological Services	809,066.00	0.00	809,066.00	437,178.74	370,492.60	1,394.66	1,394.66
2825 Social Work Services	387,576.00	0.00	387,576.00	312,468.63	243,532.37	-168,425.00	-168,425.00
2850 Co-Curricular Activities	747,407.00	-27,355.86	720,051.14	367,106.97	171,140.72	181,803.45	181,803.45
2855 Interscholastic Athletics	1,431,192.00	12,896.09	1,444,088.09	803,638.78	228,639.59	411,809.72	371,993.07
5510 District Transportation Services	3,896,084.00	35,028.02	3,931,112.02	2,391,533.74	1,038,259.29	501,318.99	501,318.99
5530 Garage Building	9,000.00	-500.00	8,500.00	4,642.96	3,673.31	183.73	183.73
5540 Contract Transportation	799,086.00	0.00	799,086.00	241,379.88	436,432.02	121,274.10	121,274.10
5550 Public Transportation	200.00	1,508.97	1,708.97	980.00	394.03	334.94	334.94
7140 Recreation	11,475.00	0.00	11,475.00	5,065.50	0.00	6,409.50	6,409.50
9010 State Employees Retirement	1,784,374.00	0.00	1,784,374.00	1,107,075.59	557,548.58	119,749.83	119,749.83
9020 State Teachers Retirement	4,922,537.00	0.00	4,922,537.00	2,666,547.68	2,001,882.26	232,107.06	232,107.06

Attachment T.2

Budget Account	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
9030 Social Security	4,275,389.00	0.00	4,275,389.00	2,375,075.56	1,742,374.47	157,938.97	157,938.97
9040 Workers' Compensation	728,349.00	250,000.00	978,349.00	888,931.74	49,841.27	39,575.99	39,575.99
9045 Life Insurance	20,231.00	0.00	20,231.00	11,617.94	6,208.48	2,404.58	2,404.58
9050 Unemployment Insurance	25,000.00	0.00	25,000.00	8,318.76	16,681.24	0.00	0.00
9055 Disability Insurance	5,760.00	0.00	5,760.00	2,384.92	3,315.08	60.00	60.00
9060 Health Insurance	15,361,500.00	-49,200.00	15,312,300.00	10,431,202.64	4,193,292.44	687,804.92	683,906.72
9061 ATTENDANCE PAYMENT	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	10,000.00
9065 HEALTH INS OPT OUT	1,064,901.00	0.00	1,064,901.00	501,981.62	0.00	562,919.38	562,919.38
9070 Dental Insurance	158,086.00	0.00	158,086.00	108,381.84	38,981.74	10,722.42	10,722.42
9075 Union Welfare Trust	1,140,825.00	0.00	1,140,825.00	933,108.91	200,141.09	7,575.00	7,575.00
9080 Non-Cash Annuity	178,500.00	1,200.00	179,700.00	99,645.84	79,500.00	554.16	554.16
9089 Other Employee Benefits	0.00	0.00	0.00	18,638.98	0.00	-18,638.98	-18,638.98
9711 Serial Bonds-School Construction	4,095,744.00	0.00	4,095,744.00	1,950,396.88	2,145,346.88	0.24	0.24
9720 Statutory Bonds-Other (specify)	316,161.00	0.00	316,161.00	316,160.14	0.00	0.86	0.86
9785 Install Purch Debt-State Aided Hardware	524,460.00	0.00	524,460.00	289,555.01	234,903.88	1.11	1.11
9901 Transfer to Other Funds	500,000.00	0.00	500,000.00	240,000.00	0.00	260,000.00	260,000.00
9950 Transfer to Capital Fund	1,330,000.00	0.00	1,330,000.00	1,130,000.00	0.00	200,000.00	200,000.00
Total GENERAL FUND	109,959,967.00	1,198,703.36	111,158,670.36	64,961,282.81	38,810,005.75	7,387,381.80	7,170,290.24
160 Noninstructional Salaries	583,963.00	0.00	583,963.00	338,417.13	221,956.15	23,589.72	23,589.72
161 Noninst Salaries Extra Pa	8,110.00	0.00	8,110.00	11,561.58	0.00	-3,451.58	-3,451.58
200 Equipment	2,000.00	0.00	2,000.00	0.00	1,128.00	872.00	872.00
400 Other Expenses	2,500.00	0.00	2,500.00	1,374.64	35.00	1,090.36	1,090.36
427 Maint. & Repair Equip SL	8,000.00	0.00	8,000.00	89.25	0.00	7,910.75	7,910.75
430 Contractual and Other	15,000.00	0.00	15,000.00	5,180.00	2,900.00	6,920.00	6,920.00
520 Commodities	0.00	0.00	0.00	13,822.58	0.00	-13,822.58	-13,822.58
521 Bread	20,000.00	-6,000.00	14,000.00	5,873.45	6,126.55	2,000.00	2,000.00
522 Drinks	20,000.00	0.00	20,000.00	10,679.85	9,320.15	0.00	0.00
523 Grocery	97,000.00	16,000.00	113,000.00	59,363.65	25,848.23	27,788.12	27,788.12
524 Ice Cream	15,000.00	0.00	15,000.00	9,083.33	5,916.67	0.00	0.00
525 Meat	20,000.00	0.00	20,000.00	9,973.94	10,026.06	0.00	0.00
526 Milk	30,000.00	0.00	30,000.00	10,399.26	19,600.74	0.00	0.00
527 Produce	25,000.00	0.00	25,000.00	8,464.85	11,535.15	5,000.00	5,000.00
528 Snacks	50,000.00	-10,000.00	40,000.00	19,168.87	10,693.30	10,137.83	10,137.83
529 Paper Products/Supplies	25,000.00	0.00	25,000.00	11,117.25	13,882.75	0.00	0.00
598 Paper Inv Change	0.00	0.00	0.00	1,648.62	0.00	-1,648.62	-1,648.62
599 Food Inv Change	0.00	0.00	0.00	4,633.19	0.00	-4,633.19	-4,633.19
800 Employee Benefits	465,610.00	0.00	465,610.00	295,870.86	0.00	169,739.14	169,739.14
Total SCHOOL LUNCH FUND	1,387,183.00	0.00	1,387,183.00	816,722.30	338,968.75	231,491.95	231,491.95
1804 Idea Pt. B - 619	0.00	0.00	0.00	2,109.80	0.00	-2,109.80	-2,109.80
1810 Title 1, A & D Improvemen	1,820.00	0.00	1,820.00	0.00	0.00	1,820.00	1,820.00
1811 Title 11 A	57,924.00	0.00	57,924.00	0.00	0.00	57,924.00	57,924.00
1845 Title IIIA/ LEP	6,341.96	0.00	6,341.96	0.00	0.00	6,341.96	6,341.96
1902 Title IV Part A SSAE ALL	14,082.00	0.00	14,082.00	8,150.00	3,020.00	2,932.00	2,932.00

Attachment T.2

Budget Account	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
1904 Idea Pt. B - 619	56,104.00	0.00	56,104.00	20,219.66	1,061.84	34,822.50	30,480.50
1906 Pre -K	34,078.00	0.00	34,078.00	13,466.50	12,166.12	8,445.38	8,445.38
1907 Idea Pt B 611	736,047.00	0.00	736,047.00	349,489.56	309,736.89	76,820.55	67,950.05
1910 Title 1, A & D Improvemen	208,100.00	0.00	208,100.00	123,576.38	83,762.52	761.10	761.10
1911 Title 11 A	67,623.00	0.00	67,623.00	13,700.00	33,050.00	20,873.00	20,873.00
1914 Summ. Hadicap	0.00	0.00	0.00	584,452.55	17,807.34	-602,259.89	-603,106.19
1945 Title IIIA/ LEP	16,060.00	0.00	16,060.00	1,175.22	0.00	14,884.78	14,884.78
1982 Teaching Center	27,917.00	0.00	27,917.00	15,124.51	6,955.00	5,837.49	5,837.49
Total SPECIAL AID FUND	1,226,096.96	0.00	1,226,096.96	1,131,444.18	467,559.71	-372,906.93	-386,965.73
1002 HS Door & Window Replace	0.00	-94.07	-94.07	0.00	0.00	-94.07	-94.07
1005 Admin Bldg Lower Reno	0.00	-37,390.94	-37,390.94	0.00	0.00	-37,390.94	-37,390.94
1098 Budget Unenc Balance	35,088.82	-35,088.82	0.00	0.00	0.00	0.00	0.00
1102 HS Cafeteria Reno	191.65	-191.65	0.00	0.00	0.00	0.00	0.00
1105 MS Toilet Recons	1,245.08	0.00	1,245.08	0.00	0.00	1,245.08	1,245.08
1108 HS Field House	5,115.31	0.00	5,115.31	0.00	0.00	5,115.31	5,115.31
1120 HS Field House (New Bldg)	8,181.24	0.00	8,181.24	0.00	0.00	8,181.24	8,181.24
1121 EH Toilets Phase 3	4,369.30	0.00	4,369.30	0.00	0.00	4,369.30	4,369.30
1198 2010-11 Unallocated Funds	135,951.42	-135,951.42	0.00	0.00	0.00	0.00	0.00
1203 HS Various Renovations	65,370.43	0.00	65,370.43	0.00	0.00	65,370.43	65,370.43
1204 MS Toilet Reconstruction	32,488.65	0.00	32,488.65	0.00	0.00	32,488.65	32,488.65
1205 MS Masonry / Gym Partitio	33,662.95	0.00	33,662.95	0.00	0.00	33,662.95	33,662.95
1206 HH Toilet Reconstruction	30,973.24	0.00	30,973.24	6,438.75	0.00	24,534.49	24,534.49
1207 HS Toilet Reconstruction	46,332.44	0.00	46,332.44	0.00	0.00	46,332.44	46,332.44
1209 HS Exterior Flood Doors	331.76	0.00	331.76	0.00	0.00	331.76	331.76
1210 Hts Toilet Reconstructon	17,794.19	0.00	17,794.19	-6,438.75	0.00	24,232.94	24,232.94
1211 Hts Masonry / Roof Repair	19,491.08	0.00	19,491.08	0.00	0.00	19,491.08	19,491.08
1212 HS Code & Tennis Courts	53,602.53	0.00	53,602.53	0.00	0.00	53,602.53	53,602.53
1213 MS Code Compliance	7,453.41	0.00	7,453.41	0.00	0.00	7,453.41	7,453.41
1214 HH Code Compliance	14,461.53	0.00	14,461.53	0.00	0.00	14,461.53	14,461.53
1215 EH Code Compliance	64,398.52	0.00	64,398.52	0.00	0.00	64,398.52	64,398.52
1216 Hts Code Compliance	3,573.06	0.00	3,573.06	0.00	0.00	3,573.06	3,573.06
1224 ADM HVAC / Fire Alarm	1,220.00	-1,220.00	0.00	0.00	0.00	0.00	0.00
1225 EH Toilets Phase 3	19,588.01	0.00	19,588.01	0.00	0.00	19,588.01	19,588.01
1226 HTS Toilets Phase 3	9,010.56	0.00	9,010.56	0.00	0.00	9,010.56	9,010.56
1227 MS Toilets Phase 3	18,686.51	0.00	18,686.51	0.00	0.00	18,686.51	18,686.51
1228 HH Toilets Phase 3	55,673.26	0.00	55,673.26	0.00	0.00	55,673.26	55,673.26
1229 HS Toilets Phase 3	823.50	0.00	823.50	0.00	0.00	823.50	823.50
1298 Unalloc Budget 11/12	22,728.15	-22,728.15	0.00	0.00	0.00	0.00	0.00
1301 MS Toilets Phase 3	23,940.01	0.00	23,940.01	0.00	0.00	23,940.01	23,940.01
1302 HS Toilets Phase 3	9,809.40	0.00	9,809.40	0.00	0.00	9,809.40	9,809.40
1303 HTSToilets Phase 3	23,373.09	0.00	23,373.09	0.00	0.00	23,373.09	23,373.09
1398 Unalloc Budget FY 12/13	2,678.90	-2,678.90	0.00	0.00	0.00	0.00	0.00
1401 Pre-Bond Activities	2,600.00	-57,200.00	-54,600.00	-57,200.00	0.00	2,600.00	2,600.00

Attachment T.2

Budget Account	Initial Budget	Adjustments	Current Budget	Year-to-Date Expenditures	Encumbrances Outstanding	Unencumbered Balance	Available Balance
1402 Field House Project	1,427.24	0.00	1,427.24	0.00	0.00	1,427.24	1,427.24
1403 Field House Proj 1108	11,454.12	0.00	11,454.12	0.00	0.00	11,454.12	11,454.12
1410 Booster Bulldog Gift	91,126.01	0.00	91,126.01	0.00	0.00	91,126.01	91,126.01
1411 Booster Bulldog DASNY Gra	6,370.69	0.00	6,370.69	0.00	0.00	6,370.69	6,370.69
1498 Unalloc Budget 13/14	1,162,012.83	-1,162,012.83	0.00	0.00	0.00	0.00	0.00
1501 Bus Bond 5-004-006	288.05	6,928.28	7,216.33	431.15	4,911.82	1,873.36	1,873.36
1502 Bus Bond 5-021-001	53,060.15	29,564.50	82,624.65	26,923.78	12,901.74	42,799.13	42,799.13
1503 Undistributed Bond Expens	8,947.96	-92,852.04	-83,904.08	-94,052.04	1,200.00	8,947.96	8,947.96
1504 EH Bond 001-025	5,887.27	43,481.72	49,368.99	25,375.18	1,188.98	22,804.83	22,804.83
1506 Hts Bond 007-024	-16,257.04	1,179,902.71	1,163,645.67	899,180.28	259,618.79	4,846.60	4,846.60
1507 HH Bond 009-025	137,693.06	120,859.56	258,552.62	82,260.85	176,282.75	9.02	9.02
1508 HS Bond 002-041	-15,508.00	114,264.86	98,756.86	60,809.06	14,631.27	23,316.53	23,316.53
1509 MS Bond 006-031	4,749.93	35,247.32	39,997.25	25,251.42	390.90	14,354.93	14,354.93
1601 Bus Bond 5-004-006	0.00	973.14	973.14	0.00	973.14	0.00	0.00
1602 Bus Bond 5-021-001 (BOND)	130,166.65	133,985.02	264,151.67	169,386.81	73,956.40	20,808.46	20,808.46
1604 EH Bond 001-025 (BOND)	72,344.09	40,056.57	112,400.66	0.00	69,882.70	42,517.96	42,517.96
1606 Hts Bond 007-024 (BOND)	-102,218.80	6,682,328.56	6,580,109.76	4,684,623.43	1,900,056.22	-4,569.89	-4,569.89
1607 HH Bond 009-025 (BOND)	89,023.72	488,156.56	577,180.28	320,531.29	255,531.50	1,117.49	1,117.49
1608 HS Bond 002-041 (BOND)	530,804.04	1,150,358.73	1,681,162.77	980,169.56	689,566.71	11,426.50	11,426.50
1609 MS Bond 006-031 (BOND)	60,254.82	72,171.60	132,426.42	33,034.55	64,880.17	34,511.70	34,511.70
1614 EH Bond 001-025 (CAP RES)	100,733.89	121,905.64	222,639.53	202,974.91	0.00	19,664.62	19,664.62
1801 Horse Tamer Restoration	-53,640.00	140,290.00	86,650.00	6,190.00	80,460.00	0.00	0.00
1804 Tech Imp at EH	-9,000.00	322,700.00	313,700.00	21,753.61	136,534.88	155,411.51	155,411.51
1806 Tech Imp at HTS	-2,400.00	84,000.00	81,600.00	13,978.79	39,544.31	28,076.90	28,076.90
1807 Tech Imp at HH	-9,750.00	341,250.00	331,500.00	13,978.80	145,014.44	172,506.76	172,506.76
1808 Tech Imp at HS	-18,000.00	630,000.00	612,000.00	13,978.80	278,905.30	319,115.90	319,115.90
1897 Unalloc Cap Reserve 17/18	1,434,750.00	-1,327,136.00	107,614.00	0.00	0.00	107,614.00	107,614.00
1898 Unalloc Budget 17/18	1,397,103.00	-934,828.69	462,274.31	0.00	0.00	462,274.31	462,274.31
1906 Playground at HTS	0.00	30,000.00	30,000.00	0.00	17,237.50	12,762.50	12,762.50
1907 Playground at HH	0.00	30,000.00	30,000.00	0.00	21,437.50	8,562.50	8,562.50
1908 Locker Room / HVAC at HS	0.00	30,000.00	30,000.00	1,691.67	22,882.21	5,426.12	5,426.12
1909 HVAC at MS	0.00	30,000.00	30,000.00	0.00	18,170.00	11,830.00	11,830.00
2498 Unalloc Budget 2003/04	14,950.00	0.00	14,950.00	0.00	0.00	14,950.00	14,950.00
2598 Unallocated Fund FY 05	-3,872.88	0.00	-3,872.88	0.00	0.00	-3,872.88	-3,872.88
2898 FY 2007-08 Unallocated Fu	-25,620.31	0.00	-25,620.31	0.00	0.00	-25,620.31	-25,620.31
2998 Capital Reserve	19040.8	0	19040.8	0	0	19040.8	19040.8
9822 District-Wide Revovations	16710	0	16710	0	0	16710	16710
BND1 Bus Bond 2018/19	0	464883.32	464883.32	464883.32	0	0	0
SSBA Smart Schools Bond Act	15.88	-21250	-21234.12	0	0	-21234.12	-21234.12
Total CAPITAL FUND	5862855.17	8492684.58	14355539.75	7896155.22	4286159.23	2173225.3	2173225.3

Budgetary Transfer Report

Fiscal Year: 2019

Current Appropriation - Effective From: 02/01/2019 To: 02/28/2019

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
02/07/2019	009555	Purchase a humidifier to protect string instruments stored in closet at East Hills. No BOE approval required.				
			A1310-200-03-9000-303 R	BUSINESS EQPT	-220.00	
			A2110-200-04-9000-401 R	TCHG EQUIP EH		220.00
02/08/2019	009635	To restore monies taken to restore wiring budget Transfer. BOE approved 2/7/2019 Item B.4.				
			A2630-430-03-1100-311 R	COMP CONTR	-5,000.00	
			A2610-443-08-9000-311 R	LIB PROF & TECH SVCES HS		5,000.00
02/08/2019	009636	Replacement of Phy ED supplies damaged in flood. BOE approved 2/7/2019 Item B.7.				
			A1930-430-03-9000-303 R	JUDGMENTS AND CLAIMS	-14,000.00	
			A2110-450-06-2000-309 R	TCHG SUP HGT PHYS ED		14,000.00
02/08/2019	009638	Per amended terms of BOE approved agreement an additional \$18,000 is required to satisfy the agreement that was originally developed in the 16/17 school year. BOE approved 2/7/2019 Item B.13.				
			A9060-800-03-9000-303 R	MEDICAL INS ADM	-18,000.00	
			A2250-472-03-9000-307 R	PRIVATE SCH TUITION		18,000.00
02/08/2019	009660	To Cover Overnight trip from RHS to Havard University on 2/15/2019 - 2/18/2019. BOE Approved 2/7/2019, Item B.8				
			A2850-448-08-6700-801 R	CO-CURR FIELD TRIPS	-899.18	
			A5510-163-03-9000-303 R	TRANS N C SAL SUPLM		699.18
			A5510-440-03-9000-510 R	TRANS PROF DEVEL		200.00
02/15/2019	009847	Fees for Arts & Ed that were not anticipated. No BOE Approval Required				
			A2010-450-03-9000-301 R	CURRIC SUPPLIES	-3,500.00	
			A2070-430-03-9000-301 R	CONTR SVCES PROF DEVEL	-5,000.00	
			A2110-490-03-5700-301 R	BOCES ARTS IN ED		8,500.00
02/25/2019	009883	To cover the tolls for different sports trips from RHS. NO BOE approval required.				
			A2855-440-08-6800-309 R	INTER-SCH TRAV CONF WKSHP	-133.89	
			A5550-430-03-9000-510 R	TRANS PUBLIC SERVICE		133.89
02/26/2019	009918	To cover the cost of repairs for musical instruments. No BOE approval required.				
			A2110-450-04-9000-401 R	TCHG CL SUP EH	-400.00	
			A2110-445-04-1900-401 R	MUSIC REPAIRS - EH		400.00
		Total for Fund A - GENERAL FUND			-47,153.07	47,153.07
Fund: C - SCHOOL LUNCH FUND						
02/08/2019	009634	Funds needed for PO C19-00019 J Kings purchased Cookoes & More. BOE approed 2/8/2019 Item B.3.				
			C2860-528-03 R	Snacks - School Lunch Pro	-10,000.00	
			C2860-523-03 R	Grocery - School Lunch Pr		10,000.00
		Total for Fund C - SCHOOL LUNCH FUND			-10,000.00	10,000.00
Fund: H - CAPITAL FUND						
02/08/2019	009631	For Change Order HES PC 007 for sanitary piping. BOE approval on 2-7-19 Item B.2.				
			H1620-000-03-1898 R	Unalloc Budget 17/18	-9,840.67	
			H1620-295-06-1606 R	Plumbing		9,840.67
02/08/2019	009637	To transfer funds from the Capital fund to the General Fund for the BOCES portion of the Technology Capital Projects, SED # 0001-26, 002-042,& 0009-026. This will enable the district to receive the Boces Aid. BOE Approved 2/7/2019 Item B .5				
			H1620-296-04-1804 R	Electrical/Security System	-115,073.15	
			H1620-296-07-1807 R	Electrical/Security System	-107,836.56	
			H1620-296-08-1808 R	Electrical/Security System	-211,541.30	
			H9901-900-04-1804 R	Transfer to General Fund		115,073.15
			H9901-900-07-1807 R	Transfer to General Fund		107,836.56
			H9901-900-08-1808 R	Transfer to General Fund		211,541.30
		Total for Fund H - CAPITAL FUND			-444,291.68	444,291.68

Roslyn Public Schools Lunch Fund
Profit and Loss Statement

Attachment T.2

	Jul-18	Aug-18	Sep-18	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	YTD
OPERATING DAYS - L	0	0	15	22	18	15	21	14	180
OPERATING DAYS - B	0	0	15	22	18	15	21	13	179
ADP LUNCH			251	1667	799	824	826	832	
ADP BREAKFAST			79	132	123	131	129	145	
TYPE A REGULAR PAID LUNCH			783	13737	10707	8793	12260	8098	54378
TYPE A REDUCED LUNCH			502	4209	464	508	682	421	6786
TYPE A FREE LUNCH			2486	18728	3207	3062	4407	3127	35017
TOTAL LUNCH MEALS	0	0	3771	36674	14378	12363	17349	11646	96181
TYPE A REGULAR PAID BREAKFAST			434	1228	886	652	885	578	4663
TYPE A REDUCED BREAKFAST			40	94	74	96	120	55	479
TYPE A FREE BREAKFAST			704	1579	1256	1222	1697	1250	7708
TOTAL BREAKFAST MEALS	0	0	1178	2901	2216	1970	2702	1883	12850
TOTAL BRK & LUN MEAL COUNT	0	0	4949	39575	16594	14333	20051	13529	109031
DISTRICT REVENUE:									
MEAL REVENUE (PAID & REDUCED)	\$ -	\$ -	\$ 27,874.50	\$ 44,609.50	\$ 34,477.50	\$ 27,986.25	\$ 38,672.75	\$ 25,569.50	\$ 199,190.00
A LA CARTE	\$ -	\$ -	\$ 27,299.10	\$ 42,889.55	\$ 36,081.75	\$ 30,074.30	\$ 36,867.55	\$ 27,298.30	\$ 200,510.55
HS VENDING SALES	\$ -	\$ -	\$ 73.00	\$ 307.00	\$ 192.00	\$ 270.00	\$ 484.00	\$ 201.00	\$ 1,527.00
INTEREST	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
GIFTS AND DONATIONS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OTHER CAFETERIA SALES	\$ 228.50	\$ 152.56	\$ (4.01)	\$ (19.15)	\$ 2,940.55	\$ 1,521.90	\$ 1,185.92	\$ 654.72	\$ 6,660.99
FEDERAL & STATE REIMBURSEMENTS	\$ -	\$ -	\$ 15,413.00	\$ 26,345.00	\$ 19,846.00	\$ 18,565.00	\$ 26,224.00	\$ 18,177.00	\$ 124,570.00
GENERAL FUND SUBSIDY			\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 240,000.00
SURPLUS FOOD	\$ -	\$ -	\$ 433.59	\$ 1,007.25	\$ 2,905.67	\$ 3,839.18	\$ 3,752.64	\$ 1,884.25	\$ 13,822.58
TOTAL REVENUE	\$ 228.50	\$ 152.56	\$ 111,089.18	\$ 155,139.15	\$ 136,443.47	\$ 122,256.63	\$ 147,186.86	\$ 113,784.77	\$ 786,281.12
EXPENSES:									
BEGINNING FOOD INVENTORY	\$ 16,144.05	\$ 16,144.05	\$ 16,144.05	\$ 10,738.90	\$ 11,455.44	\$ 13,616.35	\$ 13,236.65	\$ 11,364.91	\$ 16,144.05
TOTAL FOOD PURCHASES	\$ -	\$ -	\$ 10,763.25	\$ 33,560.36	\$ 33,855.70	\$ 14,635.91	\$ 22,688.42	\$ 17,503.56	\$ 133,007.20
ENDING FOOD INVENTORY	\$ 16,144.05	\$ 16,144.05	\$ 10,738.90	\$ 11,455.44	\$ 13,616.35	\$ 13,236.65	\$ 11,364.91	\$ 11,510.86	\$ 11,510.86
TOTAL FOOD COST	\$ -	\$ -	\$ 16,168.40	\$ 32,843.82	\$ 31,694.79	\$ 15,015.61	\$ 24,560.16	\$ 17,357.61	\$ 137,640.39
TOTAL DIRECT LABOR	\$ 5,714.24	\$ 5,714.24	\$ 40,717.59	\$ 54,922.11	\$ 81,948.39	\$ 55,174.96	\$ 53,160.24	\$ 52,626.94	\$ 349,978.71
BENEFITS (estimated)	\$ -	\$ -	\$ 48,799.00	\$ 49,333.92	\$ 55,657.32	\$ 49,396.34	\$ 46,386.36	\$ 46,297.92	\$ 295,870.86
TOTAL PERSONNEL COST	\$ 5,714.24	\$ 5,714.24	\$ 89,516.59	\$ 104,256.03	\$ 137,605.71	\$ 104,571.30	\$ 99,546.60	\$ 98,924.86	\$ 645,849.57
BEGINNING PAPER/SUPPLIES INVENTORY	\$ 4,377.51	\$ 4,377.51	\$ 4,377.51	\$ 1,904.11	\$ 2,773.68	\$ 2,949.92	\$ 2,481.14	\$ 2,319.69	\$ 4,377.51
TOTAL PAPER/SUPPLIES PURCHASES	\$ -	\$ -	\$ 476.48	\$ 1,705.66	\$ 2,889.97	\$ 1,983.43	\$ 2,039.77	\$ 2,021.94	\$ 11,117.25
ENDING PAPER/SUPPLIES INVENTORY	\$ 4,377.51	\$ 4,377.51	\$ 1,904.11	\$ 2,773.68	\$ 2,949.92	\$ 2,481.14	\$ 2,319.69	\$ 2,728.89	\$ 2,728.89
TOTAL PAPER/SUPPLIES EXPENSE	\$ -	\$ -	\$ 2,949.88	\$ 836.09	\$ 2,713.73	\$ 2,452.21	\$ 2,201.22	\$ 1,612.74	\$ 12,765.87
OTHER EXPENSES	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,141.15	\$ 35.00	\$ 198.49	\$ 1,374.64
EQUIPMENT & REPAIR COST	\$ -	\$ -	\$ -	\$ 89.25	\$ -	\$ -	\$ -	\$ -	\$ 89.25
SURPLUS FOOD RECEIVED	\$ -	\$ -	\$ 433.59	\$ 1,007.25	\$ 2,905.67	\$ 3,839.18	\$ 3,752.64	\$ 1,884.25	\$ 13,822.58
CONTRACTUAL EXPENSES	\$ -	\$ -	\$ 1,400.00	\$ 1,030.00	\$ 500.00	\$ 792.00	\$ 758.00	\$ 700.00	\$ 5,180.00
WAREHOUSING COSTS-GOV'T	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER EXPENSES	\$ -	\$ -	\$ 1,833.59	\$ 2,126.50	\$ 3,405.67	\$ 5,772.33	\$ 4,545.64	\$ 2,782.74	\$ 20,466.47
NET OPERATING COSTS	\$ 5,714.24	\$ 5,714.24	\$ 110,468.46	\$ 140,062.44	\$ 175,419.90	\$ 127,811.45	\$ 130,853.62	\$ 120,677.95	\$ 816,722.30
NET CAFETERIA PROFIT/LOSS	\$ (5,485.74)	\$ (5,561.68)	\$ 620.72	\$ 15,076.71	\$ (38,976.43)	\$ (5,554.82)	\$ 16,333.24	\$ (6,893.18)	\$ (30,441.18)

Food Service Program Revenues

Attachment T.2

FEBRUARY REVENUES	2017-18	2018-19	CUM 17-18	CUM 18-19
EH LUNCH	\$ 6,025.50	\$ 5,302.00	43,584.00	41,446.00
EH BREAKFAST	\$ 159.75	\$ 252.75	1,140.25	2,094.75
HEIGHTS LUNCH	\$ 4,623.75	\$ 4,659.75	30,984.50	31,284.25
HEIGHTS BREAKFAST	\$ 66.00	\$ 181.25	314.50	1,034.00
HH LUNCH	\$ 4,491.25	\$ 5,309.50	32,313.75	39,202.75
HH BREAKFAST	\$ 177.00	\$ 356.00	2,155.75	3,581.00
HS LUNCH	\$ 3,805.50	\$ 4,529.75	30,499.75	35,327.00
HS BREAKFAST	\$ 196.25	\$ 190.50	1,114.00	1,344.00
MS LUNCH	\$ 5,543.00	\$ 4,713.50	41,449.25	43,477.00
MS BREAKFAST	\$ 32.75	\$ 74.50	294.75	399.25
TOTAL FOOD REVENUE	\$ 25,120.75	\$ 25,569.50	183,850.50	199,190.00
OTHER CAFETERIA SALES	\$ 1,194.15	\$ 654.72	6,091.22	6,660.99
EH LUNCH OTHER	\$ 1,036.50	\$ 1,316.55	6,858.25	8,809.40
EH BREAKFAST OTHER	\$ 24.25	\$ 3.80	158.50	52.25
HEIGHTS LUNCH OTHER	\$ 866.75	\$ 877.65	6,318.00	6,615.35
HTS BREAKFAST OTHER	\$ 39.75	\$ 30.50	149.00	232.80
HH LUNCH OTHER	\$ 1,863.00	\$ 1,656.75	12,058.75	12,133.05
HH BREAKFAST OTHER	\$ 29.25	\$ 34.25	201.25	129.25
HS LUNCH OTHER	\$ 12,322.00	\$ 12,806.25	83,690.25	96,964.45
HS BREAKFAST OTHER	\$ 1,365.25	\$ 1,583.05	8,819.00	9,754.00
MS LUNCH OTHER	\$ 9,747.50	\$ 8,960.25	77,185.00	65,597.25
MS BREAKFAST OTHER	\$ 39.75	\$ 29.25	272.00	222.75
TOTAL A LA CARTE SALES	\$ 27,334.00	\$ 27,298.30	195,710.00	200,510.55
VENDING SALES	\$ 519.00	\$ 201.00	2,938.00	1,527.00
INTEREST AND EARNINGS	\$ -	\$ -	73.83	0.00
STATE AID LUNCH	\$ 819.00	\$ 756.00	5,824.00	5,628.00
STATE AID BREAKFAST	\$ 143.00	\$ 137.00	890.00	868.00
FED AID LUNCH	\$ 15,249.00	\$ 14,785.00	103,299.00	102,117.00
FED AID BREAKFAST	\$ 2,468.00	\$ 2,499.00	15,313.00	15,957.00
TOTAL FED/STATE AID	\$ 18,679.00	\$ 18,177.00	125,326.00	124,570.00
SURPLUS FOOD RECEIVED	\$ 2,111.70	\$ 1,884.25	16,352.59	13,822.58
EAST HILLS TOTAL	\$ 7,246.00	\$ 6,875.10	\$ 51,741.00	\$ 52,402.40
HEIGHTS TOTAL	\$ 5,596.25	\$ 5,749.15	\$ 37,766.00	\$ 39,166.40
HARBOR HILL TOTAL	\$ 6,560.50	\$ 7,356.50	\$ 46,729.50	\$ 55,046.05
HIGH SCHOOL TOTAL	\$ 17,689.00	\$ 19,109.55	\$ 124,123.00	\$ 143,389.45
MIDDLE SCHOOL TOTAL	\$ 15,363.00	\$ 13,777.50	\$ 119,201.00	\$ 109,696.25
BREAKFAST TOTAL	\$ 2,130.00	\$ 2,735.85	\$ 14,619.00	\$ 18,844.05
LUNCH TOTAL	\$ 50,324.75	\$ 50,131.95	\$ 364,941.50	\$ 380,856.50
GRAND TOTAL WITH VENDING	\$ 54,686.90	\$ 53,924.52	\$ 388,589.72	\$ 407,888.54

Personnel Action Report
Professional

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April 4, 2019

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
1	Joanna Rocco	Probationary Appointment	Music (T. Nardo)	HH	9/1/19	Prob. Ends 8/31/23*,**	Music	Music, BA/Step 1, Per RTA Contract
2	Lisa Swierkowski	Coach Appointment	Softball II/2	MS	4/5/19	6/7/19		Per RTA Contract
3	Daniel Kean	Substitute Appointment	Per Diem Substitute Teacher		4/8/19	6/30/19		\$130/day
4	Denise Samide	Appointment	Regents Review (not to exceed 5 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
5	Kristopher Schmitt	Appointment	Regents Review (not to exceed 5 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
6	Theresa Arcarola	Appointment	Regents Review (not to exceed 2 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
7	Gary Ramonetti	Appointment	Regents Review (not to exceed 2 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
8	Ali Sparaco	Appointment	Regents Review (not to exceed 2 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
9	Alesandra Maliner	Appointment	Regents Review (not to exceed 2 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
10	Diane Triebe	Appointment	Regents Review (not to exceed 2 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
11	Jenna Ruber	Appointment	Regents Review (not to exceed 2 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
12	Loretta Fonseca	Appointment	Regents Review (not to exceed 5 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
13	Gabriella Gizzi	Appointment	Regents Review (not to exceed 5 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
14	Carolyn Smith	Appointment	Regents Review (not to exceed 5 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
15	Joshua Steffens	Appointment	Regents Review (not to exceed 5 sessions)	MS	4/8/19	6/30/19		Per RTA Contract
16	Vera Trenchfield	Appointment	In-Service Instructor (not to exceed 9 hours)		4/8/19	6/30/19		\$80/hour
17	Colleen Mastriano	Appointment	In-Service Instructor (not to exceed 6 hours)		4/8/19	6/30/19		\$80/hour
18	S. Robert Gerula	Appointment	In-Service Instructor (not to exceed 6 hours)		4/8/19	6/30/19		\$80/hour
19	Jesse Sorensen	Appointment	In-Service Instructor (not to exceed 6 hours)		4/8/19	6/30/19		\$80/hour
20	Michelle Atkins	Appointment	In-Service Instructor (not to exceed 6 hours)		4/8/19	6/30/19		\$80/hour
21	Howard Banner	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
22	Alyssa D'Elia	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
23	Loretta Fonseca	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
24	Betsy Hendler	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
25	Karey Hintermeister	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
26	Julie Hutt	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
27	Sean Lynch	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
28	Nanette Maleganos	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
29	Linda Marcote	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
30	Christine Marotta	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
31	Sarah Resti	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
32	Vera Trenchfield	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
33	Ellen Trichon	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
34	Diana Zabaleta Grasso	Appointment Summer Academy***	Teacher	MS	7/1/19	7/26/19		Per RTA Contract
35	Linda Colosi	Appointment Summer Academy***	Paraprofessional	MS	7/1/19	7/26/19		Per RPA Contract

Personnel Action Report
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Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
36	Lori Kaufman	Appointment Summer Academy***	Paraprofessional	MS	7/1/19	7/26/19		Per RPA Contract
37	Pamela Magnuson	Appointment Summer Academy***	Paraprofessional	MS	7/1/19	7/26/19		Per RPA Contract
38	Angela Mangiaracina	Appointment Summer Academy***	Paraprofessional	MS	7/1/19	7/26/19		Per RPA Contract
39	Vivian Mangiaracina	Appointment Summer Academy***	Paraprofessional	MS	7/1/19	7/26/19		Per RPA Contract
40	Cathleen Marx	Appointment Summer Academy***	Paraprofessional	MS	7/1/19	7/26/19		Per RPA Contract
41	Barbara McMahon-Egan	Appointment Summer Academy***	Paraprofessional	MS	7/1/19	7/26/19		Per RPA Contract
42	Janet Paradiso	Appointment Summer Academy***	Paraprofessional	MS	7/1/19	7/26/19		Per RPA Contract
43	Lisa Smithson	Appointment Summer Academy & Special Ed 12 Month Programs	Paraprofessional	MS	7/1/19	8/13/19		Per RPA Contract
44	Danielle Bailey	Appointment Special Ed 12 Month Program	Teacher	MS	7/3/19	8/13/19		Per RTA Contract
45	Bryan Offermann	Appointment Special Ed 12 Month Program	Teacher	MS	7/3/19	8/13/19		Per RTA Contract
46	Tiffany Oliver	Appointment Special Ed 12 Month Program	Teacher	MS	7/3/19	8/13/19		Per RTA Contract
47	Debra Seiff	Appointment Special Ed 12 Month Program	Teacher	MS	7/3/19	8/13/19		Per RTA Contract
48	Delfina Hennep	Appointment Special Ed 12 Month Program	Speech	MS	7/3/19	8/13/19		Per RTA Contract
49	Nicole Zupo	Appointment Special Ed 12 Month Program	Speech .5 FTE	MS	7/3/19	8/13/19		Per RTA Contract, prorated
50	Lisa Faret	Appointment Special Ed 12 Month Program	Teacher of the Blind & Visually Impaired 3.75 hours/week	MS	7/3/19	8/13/19		Per RTA Contract, prorated
51	Taylor Bell	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
52	Chanel Davis	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
53	Ellen Dickinson	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
54	Cathleen Giannattasio	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
55	Edward Johnson	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
56	Elizabeth Lee	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
57	Martin Leveille	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
58	Tamary Levy	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
59	Antoinette Lewis	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
60	Teresa McCarthy	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
61	Samantha Mittleberg	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract

0.1875

Personnel Action Report
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Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification Class / Step Salary
62	Nitiyakala Nirmalakumar	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
63	Gina Pisciotta	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
64	Daphne Ringgold	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
65	Joseph Tacopina	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
66	Ginna-Lee Tamburello	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
67	Maryam Tazari	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
68	Jessica Thody	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract
69	Tracey Valmont	Appointment Special Ed 12 Month Program	Paraprofessional	MS	7/3/19	8/13/19		Per RPA Contract

**This individual must receive three (3) annual APPR composite ratings of Effective or Highly Effective, in at least three (3) of the preceding four (4) years*

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

****Appointment is contingent on passage of the 2019-20 school budget on May 21,2019 and necessary enrollment.*

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Rebecca Eger	Resignation for the Purposes of Retirement	Account Clerk					5/30/19 (last day of employment)	
2	Raymond Fisher	Probationary Appointment	Security Aide (C. Scuderi)	Labor	Prob	District	On or about 4/8/19*		Grade 3/Step ENT, Per RCBDMA Contract
3	Douglas Martinez	Resignation from Position	Cleaner			HS		On or about 4/14/19*	
4	Douglas Martinez	Probationary Appointment	Custodian	Comp.	Prob	HS	On or about 4/15/19*		Grade 3/Step 1, Per RCBDMA Contract
5	Laurie Ackerman	Substitute Appointment	Per Diem Substitute Typist Clerk		Sub		On or about 4/5/19*	6/30/19	\$14.50/Hour
6	Beth Ann Kozlowski	Substitute Appointment	Per Diem Substitute Typist Clerk		Sub		On or about 4/5/19*	6/30/18	\$14.50/Hour
7	Deborah Prophett	Appointment Summer Academy	Paraprofessional			MS	7/1/19	7/26/19	Per RPA Contract
8	Amy Kula	Appointment Summer Academy & Special Ed 12 Month Programs	Nurse			MS	7/1/19	7/26/19	Per RTA Contract
9	Colleen Feehan	Appointment Spec Ed 12 Month Program	Nurse			MS	7/29/19	8/13/19	Per RTA Contract

**Pending Civil Service Approval*

**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	\$ 9,806.50	H1620 000 03 1898	\$ 396,219.07	\$ 386,412.57	H2110 246 06 1506	\$ 101,135.83	\$ 110,942.33
		Unallocated Budget			Engineering and Testing Fees		
		2017/18			HTS - 007 -024		
For: additional services for asbestos and soil testing							

APPROVED: **Joseph C. Dragone** _____ **DATE:** _____

APPROVED: **Allison Brown** _____ **DATE** _____

APPROVED: _____ **Item #:** _____

This Agreement made this __ day of _____, 2019 by, between and among the Nassau Board of Cooperative Educational Services ("BOCES") and the following school district: _____ (hereinafter collectively referred to as the "Participating School Districts and individually referred to as a "Participating School District").

RECITALS

WHEREAS, the Participating School Districts are required to provide transportation to their respective students;

WHEREAS, such pupil transportation is provided by each Participating School District at its individual cost and expense;

WHEREAS, the Participating School Districts, together with BOCES, have determined that it would be in their best financial interests to procure pupil transportation services on a cooperative basis;

WHEREAS, the Participating School Districts and BOCES desire to enter into an inter-municipal cooperative agreement pursuant to New York General Municipal Law ("GML") section 119-o for the purpose of seeking proposals for pupil transportation services on behalf of the Participating School Districts; and

WHEREAS, the Participating School Districts and BOCES are ready and willing to enter into an inter-municipal cooperation agreement for such purposes.

NOW THEREFORE, in consideration of the mutual covenants herein, the parties hereto agree as follows:

1. Pursuant to General Municipal Law section 119-o, each Participating School District and BOCES agrees to join together for the purpose of forming a Cooperative (hereinafter

referred to as the “Cooperative”) for purposes of securing pupil transportation services in accordance with applicable law.

2. The Participating School Districts hereby authorize the Nassau BOCES to act as “Lead Participant” of the Cooperative for purposes of facilitating and coordinating: (1) the writing and preparation of the transportation specifications for pupil transportation services; (2) receipt of proposals; and (3) providing the place for the opening of sealed proposals.

3. The Participating School Districts and BOCES agree to cooperatively prepare, review and analyze the transportation specifications and proposal submissions received by the Cooperative for pupil transportation services.

4. Each Participating School District/BOCES shall separately advertise the bid/request for proposal in the official newspaper(s) of the School District. In the event that any Participating School District/BOCES shares the same official newspaper(s) with other Participating School District(s), they may collectively advertise in those official newspaper(s) in an effort to reduce the costs of advertising.

5. Each Participating School District/BOCES shall be responsible for awarding and extending the pupil transportation service contract(s) by resolution of its Board at a public meeting.

6. This Agreement shall commence on September 1, 2019 and terminate on June 30, 2020 and may be renewed annually upon the adoption of a resolution by the Board of each Participating School District and the BOCES.

7. The Agreement is to be approved and executed by all Participating School Districts and BOCES and submitted immediately upon execution with the required resolution attached hereto.

8. This Agreement may not be altered, changed, added to, deleted from or modified except through the mutual written consent of the parties.

9. This Agreement may be executed in counterparts, each of which shall be deemed an original, but which together shall constitute a single instrument.

10. The undersigned representatives of the Participating School Districts and BOCES hereby represent and warrant that they have the full legal rights, power and authority to enter into this Agreement on behalf of the respective school districts and bind the same with respect to the obligations and terms contained herein. This Agreement shall not become binding until approved by each Participating School District by resolution at a duly convened public meeting.

11. The undersigned agrees that any route submitted to the Nassau County Consortium will not be bid in any other consortium or bid on your own concurrently.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

Date: _____

By: _____
PRESIDENT, NASSAU BOARD OF
COOPERATIVE EDUCATIONAL
SERVICES

Date: _____

By: _____
PRESIDENT, BOARD OF EDUCATION
_____ SCHOOL DISTRICT

ROSLYN FOOD SERVICES

MEMORANDUM

TO: Joseph Dragone
FROM: Dawn Piteo
DATE: March 7, 2019
RE: Request to Discard Item(s)

I am recommending that the following item be discarded as it is obsolete, cannot be repaired and has outlived its usefulness:

- (1) Freezer Asset Tag # 301400

Thank you

Dawn Piteo

*Approved
J. Dragone
Please place on next
BOE agenda*

MEMORANDUM

To: Joseph Dragone

From: Thomas Szajkowski



Re: Surplus items

Date: March 11, 2019

Please put the following attached items on the Board agenda for surplus:

Heights

Hotpoint refrigerator

Property #20082832

Asset tag #301445

High School

Cabinet 1

Asset tag #200692

Cabinet 2

Asset tag #30021



Heights

RAP
Puzzles
Gym Games



ROSLYN UFSD



301445

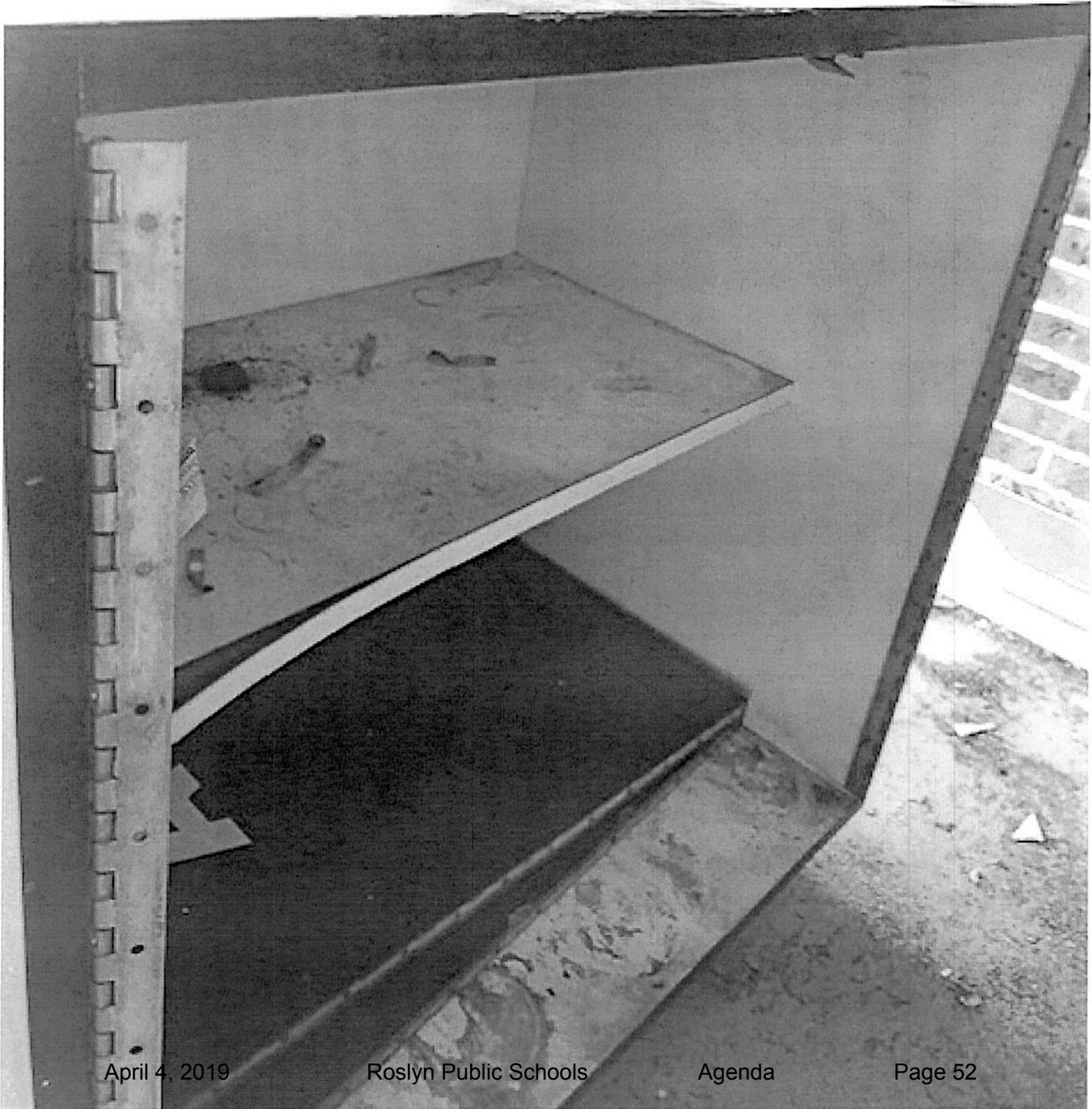
PROPERTY OF
ROSLYN UFSD



20082832

Discard
Hot Point
Refrigerator
at Heights

High School



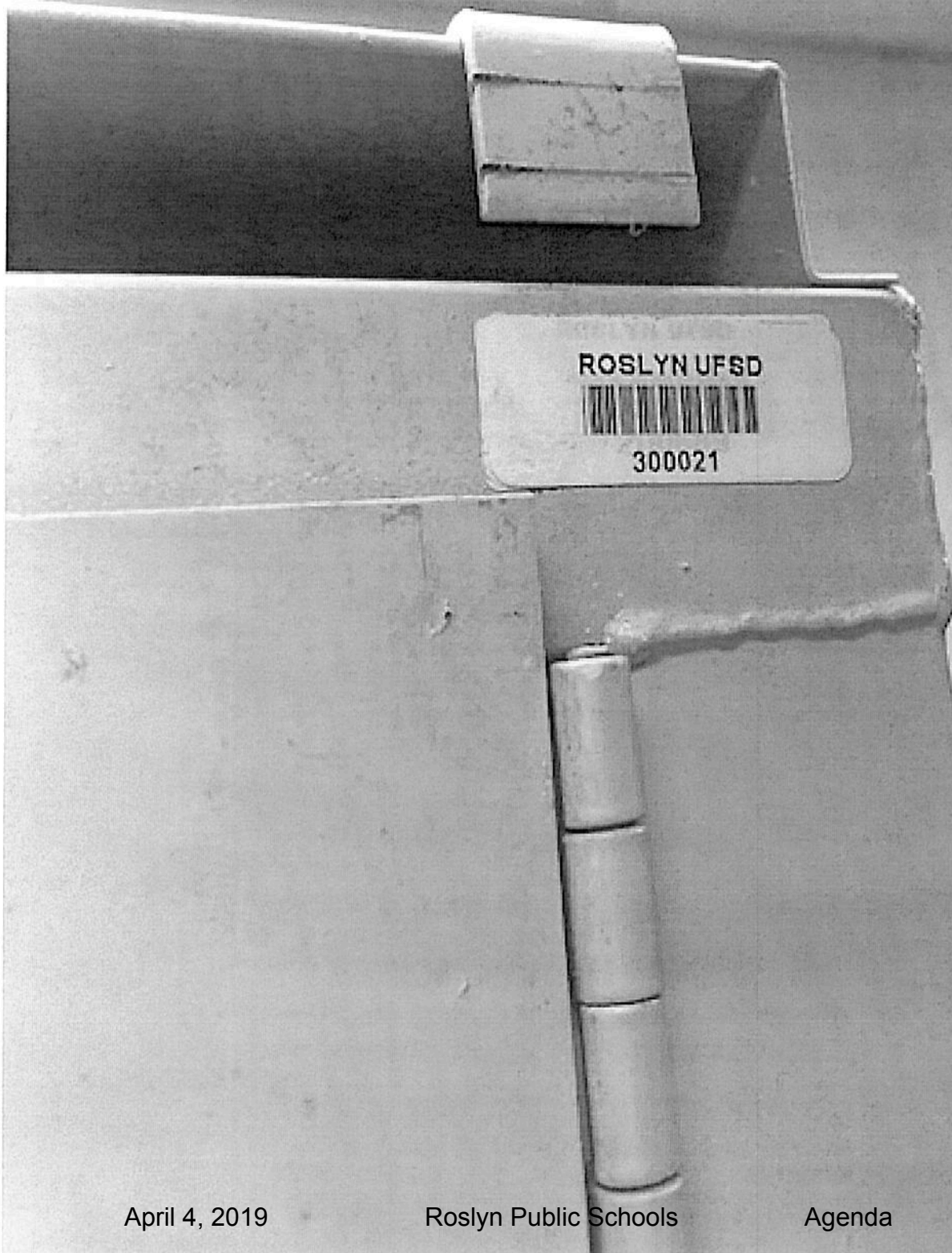


FLAMMABLE
KEEP FIRE AWAY

RELOCATE

SECUR-ALL CABINETS
SAFETY STORAGE CABINET
FOR FLAMMABLE LIQUIDS

High School



ROSLYN UNION FREE SCHOOL DISTRICT

Policies to Be Abolished

March 7, 2019

2nd Reading 03.25.19

3rd Reading 04.04.19

POLICIES TO BE ABOLISHED

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #6210

LOCAL TAX LEVY

Sufficient local tax revenue shall be raised to meet the requirements of the total school district budget, less an amount equal to all other income sources available to the school district.

After August 1, and following receipt of the final equalization rate and assessment rolls, a tax levy shall be set which will generate that portion of the school district budget requirement to be provided at the local level. Separate tax rates shall be set for each of the townships within the school district. The Board of Education shall approve the tax levy and shall issue a warrant for the collection of taxes.

The Superintendent of Schools, in cooperation with the School Business Administrator, shall set the tax collection schedule for the district. Tax collection shall be accomplished by mail or by direct payment to the place designated by the Board.

Taxes will be collected during the first thirty (30) days with no penalty, during the second thirty (30) days with a two (2) percent penalty and for at least one day in November with a three (3) percent penalty as approved by the Board so that uncollected taxes can be returned to the County Treasurer on November 15.

Upon resolution of the Board, a list of all unpaid taxes shall be returned annually to the County Treasurer not later than November 15.

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #6251

LEASING DISTRICT PROPERTY

The Board of Education has the authority to lease specific real property, not currently needed for school district purposes, when it is in the best interests of the district to do so. In addition, the Board shall lease at its discretion, district-owned school buses, to specific non-profit organizations or municipal corporations, as allowed by law. All rental income collected from the lease of such property is placed in the district's general fund.

:FPB

Adopted: 12/1989

Ref: Education Law §§402; 403-a; 403-b; 1502;
1950(5)(6)
8 NYCRR §155.8; 155.10

POLICY #6210

Page 2

Subject to the limitations and qualifications prescribed by law, persons who are 65 years of age or over, shall be exempt from school taxes to the extent of 50 percent of the assessed value of such property.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #6254

NON-RESIDENT TUITION

The Board of Education will establish each year a tuition rate for non-resident pupils.

The Board will also establish a tuition rate for students with handicapping conditions through a formula provided by the State Education Department, with amounts to be charged to any other district for such services that may be provided for such non-resident pupils by the district.

:FPB

Adopted: 12/1989

Ref: Education Law §§3202; 2045

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #6620

TYPES OF FUNDS

The Board of Education shall be responsible for the control and designation of all funds of the district, including the following internal funds:

1. General Fund
2. Federal Fund
3. School Lunch Fund
4. Capital fund
5. Trust and Agency Fund
6. Student Activity funds
7. Debt Service Fund

Definitions:

General Fund

The General Fund is the account into which most funds for the operation of the school district are received, including state aid, federal aid, and tax on property. The Treasurer shall be responsible for all records of receipts and expenditures. The Board of Education shall be responsible for approving all expenditures.

Internal Fund/School Lunch Fund

The Internal Fund is the fund from which the regular day-to-day operations of the Lunchroom Program are conducted. All of the direct recurring receipts which accre to this program and all direct expenditures shall be accounted for within this internal fund. The Board of Education shall designate the staff and method for the management and the oversight of this fund.

Capital Reserve and Repair Reserve Funds

Monies will be set aside for the express purpose of establishing Capital Reserve and Repair Reserve funds to provide for costs incurred for construction and renovation repair, respectively. The Board of Education shall monitor these funds in accordance with appropriate education law and regulations.

POLICY #6620

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Extracurricular Fund/Student Activity Fund

All funds received from students and other sources in each building shall be deposited in a building activity fund bank account. All disbursements from these funds shall be by check signed by the Building Principal, extracurricular fund treasurer, and, when applicable, by the treasurer of the activity involved. The treasurer and auditor for each building account will be approved each year and will keep the necessary books and complete the annual report. A monthly report will be presented to the Board by the Superintendent of Schools.

The signature of the District Treasurer or the Assistant Superintendent of Business shall be required for intra-bank transfers between checking and savings accounts for the same fund.

:FPZ

Adopted: 12/1989

REV.: 7/2005

Ref: Education Law §§1604; 1701; 1709; 3651; 3652;
General Municipal Law 6-d
8 NYCRR 170.2

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #6620-R

TYPES OF FUNDS

1. General Fund: The General Fund will be used to account for limited types of specifically earmarked revenues. These include:
 - a. interest earned from the investment of proceeds from the sale of "capital" obligations which must be utilized only to pay principal and interest payments on the indebtedness certificates associated with the invested money;
 - b. proceeds from the sale of capital notes and bonds to be used for bus purchases; and
 - c. proceeds from insurance adjustments on large losses which may be utilized to replace the lost property.

On the expenditure sides there are three major disbursements from the General Fund to be accounted for:

- a. Current Expenses which deal with salaries, administrative costs, short-lived supplies and materials, fuel and other necessities for keeping the buildings staffed and operating.
- b. Debt Service which covers payments on indebtedness which have been acquired by the district borrowing and must be retrieved from current revenues of property, improvements, equipment and apparatus having so-called "periods of probable usefulness" of more than one year and are therefore considered to represent a type of expenditure which increases the capital asset value of the district.

2. Principal Discretionary Fund:**A. Authorized Expenditures**

The Principal will be authorized to expend monies from this fund, in his/her discretion, for whatever purpose he/she believes is in the best interest of the school and/or its staff and students.

B. Basic Principles

1. The Principal Discretionary Fund will be an account within the already established Internal Fund for each school.
2. The Office of the Principal will be responsible for maintaining appropriate accounting records for this fund.
3. The fund will be audited by the district auditor appointed by the Board of Education annually.
4. Procedures will be established which will insure a prompt and careful examination and check of each receipt and disbursement.

C. Financial Procedures

1. The Principal will issue an appropriate receipt form whenever money is received by him/her. The receipt shall be prepared in duplicate (original to the person making the contribution to the fund, the duplicate to be retained by the Principal).
2. Deposit must be made promptly in the depository designated by the Board for each internal fund.

Page 3

REGULATION #6620-R

3. The check will bear the notation "Name of School-Principal Discretionary Fund," and will be prepared by the Principal's office.
4. Invoices will be obtained to certify delivery of material or equipment and performance of professional service.
5. In instances where funds are made available to needy cases, the individual concerned will not be embarrassed by a request for a written statement. The Principal's disbursement order will suffice in these situations.
6. A financial statement will be prepared by the Office of the Principal for the period ending December 31 and June 30 of each school year. This statement will include a listing of the previous balance, total income, total disbursements and ending balance for the period. Such statement will be prepared in triplicate one copy for the Assistant Superintendent, one for the Chief Accountant, and one to be retained by the Office of the Principal.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #7110

FACILITIES PLANNING ADVISERS

The Board of Education recognizes the need for professional expertise, i.e., architectural and engineering, when planning facilities construction.

The Board may employ a Clerk of the Works to be retained for all or part of a construction project who shall:

- be in attendance upon his/her duties during all hours in which workers are engaged upon the project;
- be the personal representative of the Board and continuously monitor the work of the project for conformity with the contract documents pertaining to the project; and
- report to the Board in writing at least once a month, or more often if requested by the Board, the progress of the project.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #7243

**MILITARY RECRUITERS ACCESS TO SECONDARY
SCHOOL STUDENTS AND INFORMATION ON STUDENTS**

In compliance with the Elementary and Secondary Education Act of 1965, as amended by the No Child Left Behind Act of 2001 (NCLB); and the National Defense Authorization Act, and in accordance with the Family Educational Rights and Privacy Act (FERPA), the School District shall comply with a request by a military recruiter for secondary students' names, addresses, and telephone listings, **unless a parent has "opted out" of providing such information.**

Further, in compliance with the NCLB, the District shall give military recruiters the same access to secondary school students as they provide to postsecondary institutions or to prospective employers.

Under FERPA, the School District must provide notice to parents of the types of student information that it releases publicly. This type of information, commonly referred to as "directory information," which is released by the District includes – but is not limited to – such items as students' names, addresses, and telephone listings. The notice must include an explanation of a parent's right to request that the information not be disclosed without prior written parental consent; and further requires that parents be notified that the School District routinely discloses students' names, addresses, and telephone listings to military recruiters upon request) subject to a parent's request not to disclose such information without written parental consent.

A single notice provided through a mailing, student handbook, or other method that is reasonably calculated to inform parents of the above information is sufficient to satisfy the parental notification requirements of both FERPA

POLICY #7243

Page 2

and the NCLB. The notification shall advise the parent of how to opt out of the public, nonconsensual disclosure of directory information and the method and timeline within which to do so.

If a parent opts out of providing directory information (or any subset of such information) to third parties, the opt-out relating to their child's name, address, or telephone listing applies to request for military recruiters as well. For example, if the opt-out states that telephone numbers will not be disclosed to the public, the District may not disclose telephone numbers to military recruiters.

The Superintendent or his/her designee shall ensure that appropriate notification is provided to parents informing them of their right to opt-out of the release of designated directory information without prior written parental consent.

:FPB

Adopted: 3/2003

Ref.: Elementary and Secondary Education Act of 1965
 Section 9528
 20 United States Code (U.S.C.) Section 7908
 as amended by the No Child Left Behind Act of 2001
 National Defense Authorization Act Section 544
 10 United States Code (U.S.C.) Section 503
 Family Educational Rights and Privacy Act of 1974
 20 United States Code (U.S.C.) Section 1232(g)
 34 Code of Federal Regulations (C.F.R.)
 Section 300.571
 Education Law Section 2-a

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

EXHIBIT #7243-E

**MILITARY RECRUITERS ACCESS TO SECONDARY
SCHOOL STUDENTS AND INFORMATION ON STUDENTS**

Date: _____

Dear Parents,

I am writing to inform you of your rights as they pertain to the release of public or directory information of secondary students.

Pursuant to the No Child Left Behind Act, the school district must disclose to military recruiters and institutions of higher learning, upon request, the names, addresses and telephone numbers of secondary school students. The district must also notify parents of their right and the right of their child to request that the district not release such information.

Parents/legal guardians wishing to exercise their option to withhold their consent to the release of the above information to military recruiters and/or institutions of higher learning must sign and return this form to the Chairperson of Guidance by (Date) _____. Absence of the form by the specified date shall be deemed consent to release the above information to military recruiters and/or institutions of higher learning upon their request for the _____ school year.

Thank you for your cooperation in this matter.

Sincerely,

Principal

EXHIBIT #7243-E

Page 2

Reservation of Consent for the Release or Certain Student
Information Under the "No Child Left Behind Act"

Please do not release the name, address and telephone
number of:

(Name of Student) _____

To: (Check all that Apply)

- ☐ Military Recruiters
- ☐ Institutions of Higher Learning

Parent/Legal Guardian's Name

Parent/Legal Guardian's Name Date _____

:FPB

Adopted: 3/2003

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #7365

CONSTRUCTION SAFETY

The Board of Education recognizes the district's responsibility to provide a safe school environment for students and staff during construction and maintenance projects.

The Superintendent of Schools shall be responsible for ensuring that district procedures for safeguarding the safety and health of students and staff are consistent with state law and regulation, including the Uniform Code of Public School Building Inspections, Safety Rating and Monitoring and the Uniform Safety Standards for School Construction and Maintenance Projects. Specifically, the Superintendent shall be responsible for the following items at the specified phase of the construction project:

Pre-Construction

1. Ensuring proper planning for the safety of building occupants during construction or maintenance activities.
2. Hiring a New York state licensed architect or engineer for projects costing more than \$5,000.
3. Ensuring safety issues are addressed for bid specifications and contract documents.
4. Providing notice to parents, staff and the community in advance of any construction project costing \$10,000 or more to be conducted in a school building while the building is occupied.

POLICY #7365

Page 2

The notice is to be given at least two months prior to date on which construction is to begin, except in the case of emergency construction projects, in which case notice will be given as soon as practical.

The notice will provide information on the district's obligation to provide a safe school environment during construction projects. The notice may be given by publication in the district newsletter, direct mailings, or by holding a public hearing on the project.

5. Revising the district's emergency management plan, when appropriate, to accommodate the construction process including a revised emergency exit plan and emergency evacuation and relocation procedures during the construction process.

During Construction

1. Monitoring of construction and maintenance activities to check for safety violations and to ensure that certificate of occupancy requirements are continuously maintained.
2. Ensuring that all areas to be disturbed through renovation or demolition are tested for lead and asbestos.
3. Investigating and responding to health and safety complaints.
4. Conducting fire drills during construction to familiarize students and staff with revised emergency procedures.

5. Ensuring compliance with statutory and regulatory requirements regarding noise abatement, exits, ventilation, air quality, fire and hazard prevention, chemical fumes, gases and other contaminants, asbestos abatement and lead paint and radon testing and mitigation.

Post Construction

1. Conducting a walk-through inspection with the Health and Safety Committee to confirm the area is ready to be reopened for use.

:FPB

Adopted: 1/2002

Ref.: Education Law §§409-d (Comprehensive Public School Building Safety Program; 409-e (Uniform Code of Public School Buildings Inspection, Safety Rating and Monitoring)
8 NYCRR Part 155.4 (Uniform Code of Public School Building Inspections, Safety Rating and Monitoring);
155. 5 (Uniform Safety Standards for School Construction and Maintenance Projects)
9 NYCRR Parts 600-1250 (Uniform Fire Prevention & Building Code)

Cross-Ref.: 7100, Facilities Planning
7331, Plans, Specifications and Cost Estimates
8100, Safety Program
8110, School Building Safety
8112, Health and Safety Committee
8130, Emergency Plans
8132, Fire Drills

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

EXHIBIT #7365-E

CONSTRUCTION SAFETY EXHIBIT

Notification of Construction

To: Faculty, Staff, Parents, Guardian, Students and other
concerned parties

Date: _____
(Note: District must provide notice at least 2 months
prior to initial start date of project)

The Roslyn School District anticipates conducting a
construction project commencing on _____. The
project will be conducted at the _____
(name and address of school). The project will consist of
the following: _____

In furtherance of the district's commitment to safety and in
accordance with regulations of the Commissioner of
Education, the district will provide a safe school
environment throughout this project.

This will include an update of the school emergency plan to
reflect any temporary exits or procedures needed as a result
of the construction work at the school. Fire drills will be
held to familiarize students and staff with any temporary
exits. The construction area will be separated from
occupied areas of the building, all kept to a minimum while
the building is occupied.

All applicable federal and stated rules and regulations will be
strictly adhered to throughout the length of this project.

EXHIBIT #7365-E

Page 2

Specific questions or concerns about this project may be directed to _____ at _____ (telephone number).

Sincerely,

Building Principal

:FPB

Adopted: 1/2002

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #8121

FIRST AID

In the event of sudden illness or injury the school will be responsible for administering first aid or emergency treatment to a student or staff member.

The school nurse will perform first aid in accordance with the school physician's written orders, which will be posted in the school health office. A master first aid kit will be kept and properly maintained in each school and each school bus. Further medical attention is the responsibility of the parent or guardian.

The following basic guidelines should be observed:

1. No young child who is ill or injured will be sent home alone, nor will an older child be sent home alone unless the illness is minor and the parent or guardian has been informed in advance.
2. No medications will be administered to any student by school personnel unless authorized in writing by a physician.
3. If the nature of the illness or injury appears serious, the parent or guardian will be contacted as soon as possible and the child's emergency card procedures will be followed. In extreme emergencies, arrangement may be made for the child's immediate hospitalization whether or not the parent or guardian can be reached.

POLICY #8121

Page 2

It should be noted that any employee required to have a first aid certificate as a condition of employment shall keep such certification current.

:FPB

Adopted: 12/1989

Cross-ref: 5420-R, 5420-E Student Health Services

Ref: Education Law §§3023; 3212-a; 6527(4)(a); 6909

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

EXHIBIT #8121-E

EMERGENCY PROTOCOLS

The following protocols are guidelines for medical emergencies. If available, call a nurse or person trained in first-aid. In the event of a severe emergency, call for an ambulance and notify the parent and administrator immediately. It is important to remain calm and use common sense in an emergency. Latex gloves should always be worn when in contact with any bodily fluids. It is recommended that adults and teenagers seek training in first-aid and Cardio-Pulmonary Resuscitation (CPR).

Health Services and Corresponding Emergency Protocols

ANAPHYLAXIS:

Evaluate patient - call for ambulance immediately. Start CPR, if needed.

ASTHMA:

Difficulty breathing/wheezing - Home, or ambulance as needed. Patient's own medication, if available.

BITES OR STINGS:

Insect:

Remove stinger if present. Apply cold compress. Check for history of allergies. Insect sting pads or Meat Tenderizer may be applied to site. Call parent if any reaction such as hives, generalized rash, pallor, weakness, nausea, vomiting, tightness of chest or throat develops. In case of severe reaction, call ambulance.

Animal:

Wash with soap and water. Apply sterile dressing. Advise parent to consult physician.

EXHIBIT #8121-E

Page 2

BLEEDING:

Apply direct pressure using dry sterile dressing, if available. Latex gloves required for contact with blood and all other body fluids. Elevate part. If bleeding is severe, call ambulance.

BRUISES:

Rest injured part. Apply cold compress (no ice next to skin). If skin is broken, treat as a cut.

BURNS AND SCALDS:Of Limited Extent:

If caused by heat - immerse burns of extremities in cold water. Apply ice or cold wet pack to areas on the trunk or face. Apply non-adhesive dressing (such as a Telfapad).

If Caused by Chemicals:

Wash burned area thoroughly with water. Notify parent or guardian and consult family physician if indicated.

Extensive Burns:

Evaluate patient. Keep in flat position. Call ambulance. Start CPR if needed. (Note: Do not put ointments, etc. on these injuries).

Patient Unconscious from Shock by Electricity:

Immediate CPR probably necessary. Send someone to call for an ambulance.

BUS TRANSPORTATION:

MD note and CSE referral needed for special transportation (Pupil Personnel Services). Questionable cases can be directed to School Physician.

CHEST PAIN:

Allow patient to rest. Monitor vital signs. Observe for respiratory and/or cardiac problems. Notify parent-medical evaluation advised. Call ambulance as needed.

CHOKING:

If patient can speak, do nothing. Encourage coughing.

If patient is unable to speak, inform patient that you will deliver abdominal thrusts. Stand behind patient. Grasp one fist with other hand, place fist between breastbone and navel and press into abdomen with quick upward thrusts. Continue until object is dislodged. Advise medical follow-up.

If patient is unconscious, place him/her on back, straddle thighs, four upward abdominal thrusts. Finger sweep if foreign body seen in mouth. Call ambulance. Start CPR if needed.

COLD AND COUGHS:

If uncontrolled by proper hygiene, send home.

CONVULSIONS:

See seizures.

CRUTCHES:

The necessity and extent of activity with crutches requires MD note.

CUTS:Small:

Wash with soap and water. Apply dry sterile dressing.

Large:

Apply dressing firmly at site to stop bleeding (wear latex gloves). Bandage, notify parent.

DIABETES:

Test blood sugar. If in doubt, give some form of sugar (e.g. orange juice, milk). Notify parent, and call ambulance if unconscious.

EXHIBIT #8121-E

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DIARRHEA:

Send home.

DRUG/ALCOHOL:

Notify administrator, psychologist, nurse, or social worker for team evaluation and follow-up.

EAR - FOREIGN BODY:

Notify parent. Recommend MD follow-up.

EARACHE:

Check temperature. Send home. Medical evaluation advised.

EYES - FOREIGN BODY:

Do not remove foreign body from cornea (eyeball). Flush with water. Seek medical attention as needed.

FAINTING & UNCONSCIOUSNESS:

Give nothing to swallow. Notify parent. Lie flat. Elevate legs. Check respiration, pulse, and blood pressure. If absent, start CPR and call ambulance.

FEVER:

Above 100 F. - Send home.

FRACTURES:

Any deformity of an injured part indicates a possible fracture. Suspected fractures of arms, wrists and hands should be splinted at site. Ankle and foot injuries can be moved, with no weight on injured part to nurse's office. Elbow, upper arm and shoulder injuries are to be immobilized in the position found. Leg, neck, and back injuries are not to be moved. Notify parent. Call ambulance on any suspected major fracture.

HEADACHE:

Check temperature. Evaluate cognitive function. If persistent, notify parent. If severe, check blood pressure.

HEAD INJURIES:

Have patient rest, apply icepack. Evaluate patient; check vital signs and watch for loss of consciousness. Notify parent, advise medical follow-up as needed.

HUMAN BITES:

Wash with soap and water. Apply dry sterile dressing. Notify parent; advise medical follow-up.

INFECTIOUS DISEASES:

Diagnosis of infectious disease may require a MD note for re-entry to school.

LACERATIONS & ABRASIONS:

Notify parent. If wound is readily accessible, wash with soap and water, using Latex gloves, and apply a dry sterile dressing. Antibiotic ointment may be applied. If wound or injury is not readily accessible, (e.g. if on a private body area), refer to parent for parental and/or medical follow-up.

LICE:

Home isolation. May return to school after being properly treated.

NOSEBLEEDS:

In a sitting position, head slightly forward, have patient apply firm, continuous pressure against outside of lower tip of nose for 5 minutes using clean tissue or dressing. Icepack may be applied to bridge of nose. If bleeding continues, insert a tight wedge of gauze into bleeding nostril. If bleeding stops, leave in place and notify parent. If bleeding persists, notify parent, advise medical follow-up.

EXHIBIT #8121-E

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POISONING:

Call Poison Control Center (542-2323). Notify parent. Save poison container if possible. Send patient to hospital if indicated or confirmed by Poison Control.

PUNCTURE WOUNDS:

Wash with soap and water, apply dry sterile dressing. Check date of last Tetanus booster. Notify parent, advise medical follow-up.

RASHES:

Ice may be applied. Refer for MD follow-up. If infectious disease is suspected, send home. Poison ivy, if oozing send home.

RED EYES:

Send home if purulent drainage. If not resolved, MD note required.

SCRAPES:

See abrasions and lacerations.

SEIZURES:

Protect head and body from injury. Do not restrain. Turn on side with head turned. Do not put pens, pencils, or fingers in mouth. Give nothing by mouth; keep warm. Call ambulance. Notify parents, advise further medical evaluation.

SEVERED PART:

If any part of the body is severed, apply direct pressure to injured site. Lie patient down, legs elevated; keep warm. Call ambulance and notify parent. Transport severed part with patient (packed in plastic bag in a second bag with ice). If any tooth is dislodged, put in milk and transport with patient.

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EXHIBIT #8121-E

SORE THROAT:

Check temperature. If elevated or if sore throat is severe, notify parent, advise medical follow-up.

SPLINTERS:

Wash with soap and water. Remove with tweezers if readily accessible. If large or deep, notify parent, advise medical follow-up.

SPORTS INJURIES:

Note from private MD needed for re-entry.

SPRAINS:

Elevate and rest injured part. Apply icepack. Notify parent; advise medical follow-up as needed.

SUSPICION OF CHILD ABUSE:

Document everything. Notify principal or school nurse for evaluation of possible referral to Child Protective Services.

TICKS:

Wearing gloves, remove entire tick with tweezers, if possible. Wash with soap and water; apply antibiotic ointment and a Band-Aid. Save tick in sealed container. Notify parent, advise further medical advice.

VOMITING:

Send home.

Telephone Numbers to Remember

- | | | |
|----|-----------------------|-----------------------------|
| 1. | Ambulance | 742-3300 or 911 |
| 2. | Poison Control Center | 542-2323 |
| 3. | Dr. Steven Golub | 718-380-0810
or 481-2000 |
| 4. | Dr. A. Tinger | 516-627-2200 |

EXHIBIT #8121-E

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5. Dr. Mira Martincich 625-6317 or 318
6. Mrs. Madalyn McGovern 625-6313
7. North Shore University Hospital 562-0100
Emergency Room 562-4125
8. Long Island Jewish Hospital 470-7000
Emergency Room 470-7500
Schneider Children's Hospital 470-3000
9. St. Francis Hospital 562-6000
Emergency Room 562-6600
10. Roslyn School Nurses:
 - Heights - Kathryn Hussa, RN ext. 404
 - East Hills - Rosemarie Tipaldo, RN ext. 428
 - Harbor Hill -Georgeanne Conis, RN ext. 700
 - Middle School - Pat Collins, RN ext. 415
 - High School -
Carolyn Ambrosait, RN, SNT ext.355, 354

:FPB

Adopted: 12/1989

Revised: 1/2002

NOTE: Emergency Protocols / Standing Orders are updated bi-annually.

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #8122

ACCIDENT REPORTS

Those staff members directly supervising a student will be responsible for promptly reporting any accidents, regardless of the nature or extent of any injuries, to the school nurse and to the principal.

The school nurse will be responsible for notifying the parent or adult noted on the emergency card and having the child taken home, if necessary. A school accident report form will be filled out by the school nurse.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

EXHIBIT #8122-E1

Health Services**SCHOOL ACCIDENT/INJURY REPORT**

Date of Report _____

PART I

Name of Injured: _____

Birthdate: _____ Sex: _____

School: _____

Grade or Work Assignment: _____

Address of Injured: _____

Phone Number: _____

Parent's Name (If student accident): _____

PART II

Date of Accident: _____ Time: _____

Place (be specific): _____

Nature of Injury: _____

How Injury Occurred: _____

Statement of Injured: _____

Name and Title of Witnesses: _____

School Personnel Assigned to Area: _____

PART III

School Action Taken/Disposition: _____

Completed by: _____

School Nurse

:FPB

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

EXHIBIT #8122-E2

CIGNA**SCHOOL INCIDENT REPORT**

School District Name: _____

School and Location: _____

Student: _____

DOB: _____ Grade: _____ Sex: _____

Parent's Name: _____ Phone No: _____

Address: _____

Date and Time of Accident: _____

Location: _____

Date and Time Reported: _____

To Whom Reported: _____

Person in Charge at Time of Accident: _____

CHECK & COMPLETE BOTH COLUMNS**Type of Activity:**

Lunch/Recess/Playground _____

Physical Education _____

Extracurricular Activity _____

Interscholastic Sport _____

Class Activity _____

Other _____

Contributing Factors:

Maintenance _____

Student Horseplay _____

Fighting _____

Sports Participation _____

Other _____

Description of Accident and Nature of Injury: _____

STATEMENT OF INSURED

Was: _____

First Aid Provided? _____ By Whom? _____

If YES, Describe: _____

Parent Notified? _____ By Whom? _____

Student Taken to Hospital? _____ By Whom? _____

Student Taken to Doctor? _____ By Whom? _____

Student Taken Home? _____ By Whom? _____

Student Returned to Class? _____ By Whom? _____

EXHIBIT #8122-E2

Page 2

Name of Hospital and/or Doctor: _____

Witness(es) to Accident: (Attach extra sheet if necessary)
Name/Address: _____

Name/Address: _____

Name/Address: _____

Is Student Covered by Pupil Benefits? _____
Was Claim Reported? _____

Signature of Person Making Report Date: _____

Signature of Administrator Date: _____

Retain Two Copies For Your Records
Please Forward Original To Your Insurance Agent/Broker

:FPB
Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #8414

SCHOOL BUS SAFETY

Students will be instructed on school bus safety and proper conduct on school buses by school and transportation staff. Such instruction shall be given at least three times per school year or as otherwise mandated..

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #8700

INSURANCE

The District shall purchase insurance coverage necessary to protect the District to an optimum extent from loss of property and judgments and awards arising out of liability claims. Records of all insurance policies shall be kept in the central office safe.

The Board of Education shall select a broker who shall advise it in the administration of the insurance program. All actions involving the purchase of insurance shall be subject to Board approval.

The Superintendent of Schools shall have general knowledge of the provisions of all insurance policies carried by the district. At time of accident or loss, he/she shall see that necessary action is taken to protect the interests of the school district.

The Board shall purchase with district funds the type and amount of insurance to protect itself as a corporate body, its individual members, its appointed officers, and its employees from financial loss arising out of any claim, demand, suit or judgment by reason of alleged negligence or other act resulting in accidental bodily injury to any person or accidental damage to the property of any person within or outside of the schools buildings while the above-named insured are acting in the discharge of their duties within the scope of their employment and/or under the direction of the Board. Such purchase will take into account the price of insurance, appropriate deductible and other relevant factors.

POLICY #8700

Page 2

Premiums for such accident insurance as is deemed appropriate for students in grades pre-kindergarten through twelfth, participating in interscholastic, intramural, and physical education sports activities, or while engaged in practice preparation for such games, sports, or contests will be paid from the General Fund.

The Superintendent shall annually review the insurance program for the purpose of recommending to the Board adjustments in coverage resulting from but not limited to, expansion of the district's risks, relevant new law, and superseding conditions which make changes in coverage appropriate.

:FPB

Adopted: 12/1989

Revised: 10/1991

Ref: Education Law §§1604, 1709, 3023, 3028, 3811
General Municipal Law §52
Public Officers Law §18

Board of Education Resolution VII A. August 8, 1986

**Roslyn Public Schools
Roslyn, New York**

Superintendent's Employment Contract Policy #9015

The employment contract between the Board of Education and the Superintendent must be signed on behalf of the Board of Education by the President of the Board of Education and the Superintendent of Schools. All amendments or changes to the overall contract must also be signed by the President of the Board of Education and the Superintendent for approval by resolution of the Board of Education. The signed copy of the contract and any amendment or changes thereto will be maintained by the District Clerk and copies also will be placed in the Superintendent's personnel file and provided to the Human Resources department for processing.

Adopted February, 2007

/amk

ROSLYN UNION FREE SCHOOL DISTRICT

Revised Policies

March 7, 2019

March 25, 2019 2nd Reading

April 4, 2019 3rd Reading

POLICY 2521

ATTENDANCE AT CONFERENCES, CONVENTIONS AND WORKSHOPS

REVISED POLICY

Policies Being Replaced	Policy 2521 Attendance at Conferences, Conventions, and Workshops
Reason for Revision	Adopt stand alone policy concerning attendance at conferences reflecting current practice and law

In recognition of the need for continuing in-service training and development for its members, the Board of Education encourages the participation of its members, school officials and staff members in meetings and activities of area, state and national school board associations, as well as in the activities of other educational groups. Board of Education members are encouraged to study and examine materials received from these organizations.

In order to control both the investment of time and funds necessary to implement this policy, the Board of Education establishes these principles and procedures for its guidance:

1. The Superintendent of Schools or his/her designee will compile, maintain and distribute to each Board of Education member a notice of school board conferences, conventions and workshops to help the Board of Education decide which conferences, conventions and workshops appear to be appropriate for attendance.
2. The Board of Education shall determine and approve, by duly adopted resolution, whether Board of Education member attendance at any conference or professional meeting is in the best interest of the School District and whether they are eligible for reimbursement of expenses.
3. When the Board of Education has approved attendance, the Board of Education will reimburse conference attendees (Board of Education members) for reasonable and necessary expenses if not paid for directly by the School District (e.g. travel, hotel, meals, registration).
4. When any Board of Education member attends a conference, convention or workshop the Board of Education member will be requested to share the information, recommendations and materials acquired at the meeting with his/her fellow Board of Education members.

In order to receive reimbursement, Board of Education members will comply with Board of Education policy concerning reimbursement of expenses.

Cross-ref: 1800 Gifts from the Public
2160 School District Officer and Employee Code of Ethics
6830 Expense Reimbursement

Ref:

Adoption Date:

POLICY 4321

PROGRAMS FOR STUDENTS WITH DISABILITIES UNDER THE IDEA AND NEW YORK EDUCATION LAW ARTICLE 89

REVIEW REVISED POLICY

Policies being Replaced	Policy 4321 Programs for Students with Disabilities Regulation 4321 Policy 4321.2 Preschool Special Education Regulation 4321.2 Policy 4322 Least Restrictive Environment Policy 4323 Declassification of Students with Disabilities
Reason for Revision	Consolidate and update policy statements to comply with current law

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I. General

The Board of Education shall provide a free appropriate public education to all students with disabilities who reside within the School District and are eligible for special education and related services under the Individuals with Disabilities Education Act and Article 89 of New York's Education Law, and their implementing regulations. Special education and related services will be provided to resident eligible students with disabilities in conformity with their individualized education program (IEP) and in the least restrictive environment appropriate to meet their individual educational needs. Special education services or programs will be designed to enable a student with disabilities to be involved in and progress in the general education curriculum, to the extent appropriate to his/her needs.

The Board of Education also shall make available special education and related services to eligible students with disabilities parentally placed in a nonpublic school located within the School District, regardless of whether they are residents of the School District. However, this obligation does not extend to resident students with disabilities who are placed by their parents in a nonpublic school within School District boundaries because of a disagreement between the parents and the School District over the provision of a free appropriate public education.

II. Least Restrictive Environment

The School District will not place students with disabilities in special classes or separate schools, or otherwise remove them from the regular educational environment unless the nature or severity of their disability is such that their education cannot be achieved satisfactorily in regular classes, even with the use of supplementary aids and services.

To fulfill its responsibility to educate students with disabilities in the least restrictive environment, the School District will implement the provisions of section 200.6 of Commissioner's Regulations.

Furthermore, and pursuant to those provisions, students with disabilities placed together for purposes of receiving special education will be grouped by similarity of individual needs including their range of academic achievement, functional performance and learning characteristics; social and physical development, and management needs.

The Superintendent of Schools or his/her designee will establish a process that the CSE or CSE subcommittee Chairperson, as appropriate, obtains an up-to-date copy of the Commissioner's Regulations at the beginning of each school year, and copies of any amendments that become effective during the school year.

The Board of Education also recognizes that the least restrictive environment requirements established by applicable law and regulations also extend to nonacademic settings. Therefore, to the extent appropriate to their individual needs, eligible students with disabilities residing within the School District and attending the School District's public schools will be entitled to participate in School District academic, co-curricular and extracurricular activities available to all other students enrolled in the School District's public schools. Such co-curricular and extracurricular activities may include, but are not limited to, athletics, transportation, recreational activities, school-sponsored special interest groups or clubs, and referrals to agencies that provide assistance to individuals with disabilities and the employment of students (including both employment by the School District and assistance in making outside employment available). The School District will make individual modifications to include physical facilities, scheduling and transportation arrangements, so that students are not excluded because of the presence of a disability. Students with disabilities, and their parents, will be informed of the availability of such programs and activities and their eligibility to participate.

In providing a free appropriate public education to students with disabilities eligible under the IDEA and Article 89, the Board of Education will afford students and their parents the procedural safeguard rights to which they are entitled under applicable law and regulations. The Board of Education also will provide them with notice of such rights as required by law and regulation, using the form prescribed by the Commissioner of Education.

For purposes of this policy and others related to the provision of services to eligible students with disabilities, and consistent with applicable law and regulation, the word "parent" means a birth or adoptive parent, a legally appointed guardian generally authorized to act as the child's parent or authorized to make educational decisions for the child; a person in parental relationship to the child as defined in section 3212 of the Education Law; an individual designated as a person in parental relation pursuant to title 15-A of the General Obligations Law, including an individual so designated who is acting in the place of a birth or adoptive parent including a grandparent, stepparent, or other relative with whom the child resides; or a surrogate parent who has been appointed in accordance with commissioner's regulations.

Eligible students with disabilities will be entitled to special education and related services until the end of the school year in which they turn twenty-one (21) or until they receive a local high school or Regents diploma.

Students with disabilities may not be required to take medication as a condition for receiving a free appropriate public education.

The School District will provide services to students with disabilities in accordance with the following:

1. School District staff will take steps to locate, identify, evaluate and maintain information about all children with disabilities within the School District, including homeless children and children who are wards of the state, and children attending nonpublic school within the School District (including religious schools), who are in need of special education.
2. The School District will establish a plan and practice for implementing school-wide approaches and interventions in order to remediate a student's performance prior to referral for special education services. The School District will provide general education support services, instructional accommodations, and/or alternative program options to address a student's performance before referring the student to the Committee on Special Education (CSE). The Instruction Support Team will develop, implement and evaluate pre-referral intervention strategies.
3. School District staff will refer for evaluation a student who has not made adequate progress after an appropriate period of time when provided instruction under a response to intervention program.
4. The Board of Education will appoint a committee on special education (CSE), and, as appropriate, CSE subcommittees, to assure the timely identification, evaluation and placement of eligible students with disabilities.
5. The Board of Education will arrange for special education programs and services based upon the recommendation of the CSE or CSE subcommittee.
6. The Superintendent of Schools or his/her designee will establish a plan for the recruitment, hiring and retention of staff appropriately and adequately prepared to meet the needs of students with disabilities including, but not limited to, highly qualified special education teachers.
7. The Superintendent of Schools or his/her designee will provide ongoing professional development which provides personnel with the skills and knowledge required to meet the needs of students with disabilities.

III. Locate and Identify Students with Disabilities

The School District will conduct an annual census to locate and identify all students with disabilities who reside in the School District, and establish a register of such students who are entitled to attend the public schools of the School District during the next school year, including students with disabilities who are homeless or wards of the State. The census shall be conducted, and the registry maintained, in accordance with the requirements established in Commissioner's regulations.

The School District's activities for locating and identifying parentally-placed nonpublic school students with disabilities will be comparable to those undertaken for students attending the School District's public schools, and will be completed in a comparable time period, as well.

The Superintendent of Schools or his/her designee will determine what other activities might be appropriate to help locate and identify students with disabilities. These may include, but are not limited to, the mailing of letters to all School District residents regarding the availability of special education programs and services and their right to access such services, and/or the publication of a similar notice in school newsletters and other publications.

IV. Evaluation of Students with Disabilities

To initially determine a student's eligibility for a free appropriate public education under the IDEA and Article 89, the School District will conduct a full evaluation of the student within legally prescribed time lines. As set forth in the Commissioner's regulations, the initial evaluation will include, at least, a physical examination, an individual psychological evaluation unless the school psychologist determines it unnecessary, a social history, an observation of the student in the student's learning environment to document the student's academic performance and behavior in the areas of difficulty, and other appropriate assessments or evaluations (including a functional behavioral assessment for a student whose behavior impedes his or her learning or that of others) to ascertain the physical, mental, behavioral and emotional factors that contribute to the suspected disabilities.

Once a student has been determined eligible to receive a free appropriate public education, the School District will reevaluate the student with a disability whenever the student's parent requests a reevaluation, and when the School District determines the educational and related services needs (including improved academic achievement and functional performance) of the child warrant a reevaluation. However, a reevaluation must take place at least once every three years, unless the student's parent and the School District agree it is unnecessary.

V. Parental Consent for Student Evaluations

Before conducting any type of evaluation, School District staff will take steps to obtain written informed consent from a student's parent, as required by applicable law and regulations. They also will keep a detailed record of those attempts and their results, including phone calls and correspondence, visits to the parent's home and any responses received.

1. If a parent refuses to give consent for an initial evaluation, or fails to respond to such a request, the parent will be given an opportunity to attend an informal conference and ask questions about the proposed evaluation. Unless the referral for evaluation is withdrawn,

if the parent continues to withhold consent, the Board of Education may commence due process proceedings to conduct an initial evaluation without parental consent within the time lines established in the Commissioner's regulations.

2. If a parent refuses to give consent for a reevaluation, or fails to respond to such a request, School District staff will proceed with the reevaluation without parental consent if it has engaged in documented reasonable efforts to obtain such consent and the parent has failed to respond. If the School District cannot document its efforts to obtain consent, the School may commence due process proceedings to conduct a reevaluation without parental consent.
3. If School District staff is unable to obtain consent for the initial evaluation or reevaluation of a home schooled or a parentally-placed nonpublic school student, the Board of Education will not commence due process proceedings to conduct the evaluation without parental consent, and will consider the student as not eligible for special education.

VI. Referral Process

In conducting evaluations of students with disabilities, the School District will use a variety of assessment tools and strategies, including parent-provided information, to gather relevant functional, developmental, and academic information for determining a student's eligibility for special education and related services, and the content of the student's individualized education program or individualized education services program or services plan in the case of nonpublic school students with disabilities (including information related to enabling the student to be involved in and progress in the general education curriculum).

The School District also will assess a student in all areas of suspected disability, and the assessment and other evaluations used will not be discriminatory on a racial or cultural basis. In addition, students will be assessed in the language and form most likely to yield accurate information on what the student actually knows and can do academically, developmentally, and functionally, unless it is not feasible to do so.

In the case of students suspected of having a specific learning disability, the School District will follow the procedures established in the Commissioner's Regulations.

The School District will notify a student's parent of any determination that no additional data is needed and the reasons for such a determination. It will also inform the parent of his or her right to request an assessment, notwithstanding that determination.

VII. Committee on Special Education

The members of the CSE and CSE subcommittees will include those individuals identified in applicable law and regulations, and their attendance at CSE and CSE subcommittee meetings will be required except as otherwise provided in law and regulations.

The parent of a student with disabilities is one of the mandated CSE and CSE subcommittee members and, as such, has a right to participate in CSE and CSE subcommittee meetings concerning the identification, evaluation, educational placement, and the provision of a free appropriate public education to their child.

School District staff will take steps to promote the parent's participation, in accordance with the following:

1. CSE and CSE subcommittee meetings will be scheduled at a time and place that is mutually agreeable to the parent and the School District.
2. The parent will be given at least five (5) days' notice of the time and place of a CSE or CSE subcommittee meeting, except as otherwise provided in law and regulation, along with notice of the purpose of the meeting, those who will attend (including name and title), and the parent's right to be accompanied to the meeting by person(s) the parent considers to have knowledge and special expertise about their child.
3. The parent and the School District may agree to use alternative means of participation at CSE meetings, such as videoconferences or telephone conference calls.
4. School District staff will take steps to provide the parent with an understanding concerning the proceedings at CSE meetings, including arranging for an interpreter for deaf parents or parents whose native language is other than English.

The CSE or CSE subcommittee may meet without a student's parent only if the School District's staff have been unable to obtain either parent's participation, and has a record of its attempts to arrange a mutually agreed upon time and place. Similarly, the CSE or CSE subcommittee may make a decision without the involvement of the student's parent only if School District staff has been unable to obtain parental participation, even through the use of alternative means of participation, and has a record of its attempts to provide parental involvement.

Parental Consent for the Provision of Services

The Board of Education acknowledges that parental consent for initial evaluation does not constitute consent for placement for the provision of special education and related services.

Therefore, School District staff will take steps to obtain written informed consent for the initial provision of special education and related services to an eligible student. The Board of Education will be precluded by applicable law and regulations from commencing due process proceedings to override the parent's refusal to provide such consent or override the parent's failure to respond to such a request.

VIII. Independent Educational Evaluations

The Board of Education recognizes the right of parents or guardians of a student who has or is thought to have a disability to receive an independent evaluation at public expense if they disagree with the evaluation obtained by the Committee on Special Education (CSE) or the Committee on Preschool Special Education (CPSE).

The independent evaluation shall be conducted by a qualified examiner who is not employed by the School District responsible for the child's education. Upon request, parents will be provided with a list of public and private agencies and professional resources where independent evaluations may be obtained. These publicly-funded independent evaluations shall be limited to the same geographic limitation (i.e. within a fifty (50) mile radius of the School District) as used by the School District when it initiates an evaluation. Whenever an IEE is at public expense, the District will pay the reasonable costs associated with the evaluation. "Reasonable costs" are defined as not exceeding the evaluation costs of any university hospital within a fifty (50) mile radius of the School District. The parent/guardian will be provided with an opportunity to demonstrate that unique circumstances justify an Independent Educational Evaluation that does not fall within the above-stated criteria.

Parents or guardians should file a written request for an independent evaluation as soon as possible from the date of the CSE or CPSE evaluation. The School District has the right to initiate an impartial hearing to demonstrate that its evaluation is appropriate. If the hearing officer determines that the School District's evaluation was appropriate, a parent or guardian is not entitled to reimbursement at public expense.

IX. Declassification

The Board of Education recognizes that it may be appropriate to declassify some students with disabilities. A student may develop skills such that they no longer require the special program, support services or accommodations offered by an Individualized Education Program (IEP), Individualized Education Services Program or (IESP). The Committee on Special Education (CSE), the CSE Subcommittee or, the Committee on Preschool Special Education (CPSE), as applicable, is responsible for making this judgment, while adhering to the requirements of federal and state law and regulation.

It is the goal of the Board of Education to provide an opportunity for the student to succeed in the transition to the regular education program. In order to facilitate that success, the CSE/CPSE may offer educational and support services for a period of time, not to exceed one year.

X. Re-evaluation

Prior to determining that a student is no longer eligible for special education services and should be placed in a full-time regular education program, the CSE, CSE subcommittee, or CPSE, as applicable, will conduct an evaluation of the student in accordance with the process and procedures prescribed for the evaluation and reevaluation of students with disabilities, by applicable law and regulations. However, the CSE, CSE subcommittee, or CPSE members may determine after reviewing existing evaluation data that no additional information is needed to determine the student's continued eligibility for services.

When a determination is made that no additional data is needed for reviewing a student's continued eligibility for special education services, the CSE, CSE subcommittee, or CPSE Chairperson, as applicable, will notify the student's parents of that determination and the reasons for it, and of their right to nonetheless request an assessment. Unless the student's parents make such a request, the School District will not conduct any further assessments.

The School District will provide the student's parents with a copy of the reevaluation report and documentation regarding the eligibility determination.

Consistent with applicable law and regulation, the School District will not conduct an evaluation if the reason for the determination that the student is ineligible for special education services is that he or she has either:

1. Graduated with a regular high school or Regents diploma; or
2. Exceeded the age of eligibility for services.

However, in such an instance the School District will provide the student with a summary of his or her academic achievement and functional performance that also includes recommendations on how to assist the student in meeting his or her post-secondary goals.

XI. Pre-School Special Education

The Board of Education recognizes the value of special education and its responsibility to provide all resident preschool children with disabilities with an opportunity to participate in special programs and services from which they may benefit. The Board of Education authorizes the Superintendent of Schools to establish administrative practices and procedures which shall include:

1. locating and identifying all preschool children with disabilities pursuant to the relevant provisions of the Education Law. The register of children eligible to attend a preschool program is to be maintained and revised annually by the Committee on Preschool Special Education (CPSE);
2. ensuring that the parent(s)/guardian(s) of preschool age children with disabilities have received and understand the request for consent for evaluation of their child;
3. developing an individualized education program (IEP) for each preschool age child with a disability;
4. appointing and training appropriately qualified personnel including the members of a CPSE;
5. maintaining lists of impartial hearing officers and of State Education Department-approved special education programs within the county and adjoining counties in which the School District is located; and
6. reporting to the State Education Department the number of children with disabilities that are being served, as well as those not served.

The CPSE's responsibilities will include the evaluation and recommendation for placement in appropriate approved programs and the provision of appropriate special education programs and services for each preschool child with a disability. The CPSE shall review, at least annually, the status of each preschool child with a disability.

It is ultimately the responsibility of the Board of Education to arrange for the appropriate approved preschool program and services for the School District children. Should the Board of Education disagree with the CPSE's recommendations, it shall send the recommendation back to the CPSE so that they may schedule a timely meeting to review the Board of Education's concerns and to revise the IEP as deemed appropriate.

Placement may be appealed by a parent/guardian to an impartial hearing officer, appointed by the Board of Education. Mediation shall be offered to such parents/guardians to resolve complaints regarding the education of preschool children with disabilities at the same time notice of the availability of an impartial hearing is provided.

The CPSE shall make regular reports on the status of each preschool child with a disability and report on the adequacy of preschool special education programs and services to the Board of Education.

The Superintendent of Schools or his/her designee will determine that the School District has made available adequate and appropriate space for programs and services for pre-school students with disabilities who attend special education programs provided by BOCES.

The Board of Education directs the Superintendent of Schools to develop and maintain a plan which incorporates information concerning the provision of services for preschool children with disabilities, pursuant to the Regulations of the Commissioner of Education.

XII. Provision of Services

The Board of Education will arrange for appropriate special education and related services recommended by the CSE, CPSE, CSE or CPSE subcommittee within sixty (60) school days of the School District's receipt of parental consent to evaluate a student not previously identified as a student with a disability, or within sixty (60) school days of referral for review of a student with a disability, except as otherwise provided in law and regulations.

If the Board of Education disagrees with the recommendations of the CSE, the Board of Education will either return the recommendation to the original CSE for further consideration, or establish a second CSE to develop a new recommendation for the student within the time frames contained in law and regulation.

All staff and/or related service providers responsible for the implementation of a student's individual education program (IEP), or Individual Education Services Program, will be provided with a paper or electronic copy of the IEP prior to the implementation of such IEP.

XIII. Annual Review

The CSE/CPSE shall annually review the IEP or IESP of each student with a disability to determine:

1. The extent to which the student can benefit from participation in regular educational programs and services in the least restrictive environment;
2. The extent to which credit toward a high school diploma can be granted through participation in special education programs; and
3. The student's progress toward a high school diploma.

At each annual review of a student's IEP, the CSE shall consider the appropriateness of modifications, such as equipment modifications, modification of instructional techniques, and testing modifications.

Cross ref: Policy 4321.1 *et. seq.*

Ref: The Individuals with Disabilities Education Act (IDEA), 20 USC §§1400 *et seq.*;
Education Law Article 89, §§4401 *et seq.*
34 CFR Part 300 *et seq.*; 34 CFR §300.305; 34 CFR 300.503;
8 NYCRR Part 200; 8 NYCRR §§200.2(b)(4); 200.6 8 NYCRR §§200.1(u);
8 NYCRR 200.2(b)(8), 200.4(b)(4-6), (c)(3-4); 200.5(a)(l)(vi)(a); 200.5(b); 200.5(c)(6)
8 NYCRR §§100.1(q), (ooo)

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4321

PROGRAMS FOR STUDENTS WITH DISABILITIES

The Roslyn Union Free School District Board of Education shall provide appropriate programs and maintain records of each child residing in the district identified by the Committee on Special Education (CSE) as having a disability. The Board shall also appoint subcommittees, if necessary, to ensure the timely evaluation and placement of students with disabilities.

The following outlines the District plan, program and committee guidelines:

1. District Plans for Special Education Programs and Services

The District will prepare biennial plans describing the full range of its special education programs and services. Such descriptions shall include the number and age span of children served by these programs, the methods of evaluation used, and the program's estimated budget (including date of its adoption).

2. Access to School Programs by Students with Disabilities

Each student with a disability will have access to the full range of programs and services of this school District, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the district. Such programs and services include, but are not limited to:

- a. all courses required for a high school diploma,
- b. required state achievement and competency tests,
- c. Regents and accelerated courses,

- d. remedial instruction,
- e. second language instruction,
- f. computer instruction and usage,
- g. occupational education,
- h. high school equivalency programs,
- i. guidance and career education, and
- j. transition services as defined under the Individuals with Disabilities Education Act.

The Board of Education will also ensure that instructional techniques and materials used by the school are modified to the extent appropriate to provide the opportunity for students with disabilities to meet diploma requirements.

3. Committee on Special Education Members and Program Staff

The members of the Committee on Special Education (CSE) shall include, at least, the child's teacher, as defined by applicable federal regulations; a school psychologist; a representative of the School District who is qualified to provide, administer or supervise special education; a school physician; a parent of a child with a disability who resides in the District, provided that the parent may not be employed by or under contract with the District.

CSE members, and other personnel charged with the education of children with disabilities, shall be appropriately appointed and trained.

The Board of Education will consider prospective members of the CSE and other personnel with regard to their specific educational and personal qualifications, working knowledge of students with disabilities, objectivity and dedication. After discussion of the above qualifications, the Board shall appoint CSE members and other personnel based upon its best judgement.

The Board shall make local, county and state-sponsored training sessions available to present and future CSE members and other appointed personnel. It is the intent of the Board to promote the training of School District officials and personnel regarding the respective roles and responsibilities of the Board of Education, CSE, administrators and other staff members. Personnel will be encouraged to participate in training sessions and to provide in-service workshops so that others can be made more knowledgeable of disabilities, needs and law and regulations in this area.

4. **Operation of Educational Programs for Students with Disabilities**

The special education programs shall be operated in accordance with the regulations of the Commissioner of Education of the State of New York. An Individualized Education Program (IEP) will be developed for each student determined to be eligible for special educational services. Consistent with the Commissioner's Regulations, the IEP shall indicate the special education programs and services to be provided to meet the unique educational needs of the individual student; annual goals consistent with the student's needs and abilities; and, for students first entering special education, instructional objectives and evaluative criteria.

The use of any tape recording device at CSE meetings is permissible as long as the device is unobtrusive and will not distract from the true deliberative process of the committee. The CSE chair shall be informed prior to the meeting that such recordings are being made. The CSE may recommend that a tape recording be made to ensure a reliable, accurate, and complete account of CSE meetings.

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In order to ensure access to services and programs, the CSE will review annually each eligible student's program with regard to:

- a. progress toward a high school diploma,
- b. the extent to which the student can benefit from participation in regular education programs and services (least restrictive environment), and
- c. the extent to which credit towards a high school diploma can be granted through participation in special education programs.

At each annual review of a student's Individual Education Program, the CSE shall consider the appropriateness of modifications, which may include:

- a. testing modifications
- b. equipment modifications
- c. modification of instructional techniques (e.g., use of tape recorders, etc.)

Appropriate modifications to instructional techniques and materials shall be prescribed on the student's Phase I Individual Education Program, to be followed by all personnel providing programs and services to the student.

5. Participation of Students with Disabilities in Extracurricular Programs and Activities

Students with disabilities residing in the District shall have the opportunity to participate in District programs, including extracurricular programs and activities, which are available to all other students enrolled in the public schools of the District.

The following procedures shall be followed to ensure enforcement of this policy:

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- a. Each student with a disability will be informed by a teacher, guidance counselor or administrator of the School District of the availability of extracurricular programs and activities and his/her eligibility to participate.
- b. Each student's parent or guardian will be advised of this Board policy at the initial placement meeting and/or annual review by the CSE.
- c. The District will ensure that extracurricular programs and activities are accessible to students with disabilities and will make appropriate individual modifications, including physical facilities, scheduling and transportation arrangements, so that a student will not be excluded because of the presence of a disability.

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Adopted: 12/1989

Revised: 11/1994

Ref: Education Law §§3602(19); 4402
 20 USC §1232g (FERPA)
 20 USC §§1400 et seq. (IDEA)
 34 CFR 300.12; 300.503
 8 NYCRR Part 200; §§200.1(u); 200.2(c);
 200.5(a)(1)(vi)(a); 200.5(c)(6); 200.6(j)
 Opinion of Office of Special Education &
 Rehabilitative Services, 18 IDELR 527 (1991)
 Matter of Handicapped Child, 32 EDR 306 (1992)
 Matter of Handicapped Child, 31 EDR 488 (1992)
 Matter of Handicapped Child, 31 EDR 17 (1991)
 Matter of Handicapped Child, 30 EDR 286 (1991)
 Matter of Handicapped Child, 30 EDR 178 (1990)

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Matter of a Child With a Handicapping Condition,
30 EDR 129 (1990)

Matter of a Child with a Handicapping Condition,
26 R 439 (1987)

Matter of Child Suspected of Having a Handicapped
Condition, 23 EDR 140 (1983)

Matter of Three Handicapped Children,
21 EDR 353 (1981)

Matter of Board of Education of Sayville UFSD,
18 EDR 608 (1979) 5500, Student Records

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4321.2

PRESCHOOL SPECIAL EDUCATION

The Board of Education recognizes the value of special education and its responsibility in ensuring that all resident preschool children with handicapping conditions have the opportunity to participate in special programs and services from which they may benefit. Prior to July 1, 1991, the Board must ensure such opportunity only to the extent that an approved preschool program is available within a reasonable distance from the child care location. The Board authorizes the Superintendent of Schools to establish administrative practices and procedures to carry out this responsibility. Such administrative practices and procedures shall include:

1. locating and identifying all preschool children with handicapping conditions who reside in the District and are eligible to attend a preschool program in accordance with the relevant provisions of the Education Law during the next year. The register of children eligible to attend a preschool program is to be maintained and revised annually by the Committee on Preschool Special Education (CPSE);
2. ensuring that the parents of preschool age children with handicapping conditions have received and understand the request for consent for evaluation of their child;
3. developing an individualized education program (IEP) for each preschool age child with a handicapping condition;
4. appointing and training appropriately qualified personnel including the members of a CPSE;

POLICY #4321.2

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5. maintaining lists of State Education Department approved preschool programs within the county and adjoining counties in which the District is located; and
6. reporting to the State Education Department the number of children with handicapping conditions that are being served, as well as those not served.

The Board of Education hereby establishes the CPSE as required under the Education Law. Its responsibilities will include the evaluation and recommendation for placement in appropriate approved programs and the provision of appropriate special education programs and services for each preschool child with a handicapping condition. The CPSE shall review, at least annually, the status of each preschool child with a handicapping condition.

It is ultimately the responsibility of the Board to determine the appropriate approved preschool program and services for the District children. Should the Board's determination differ from parent or guardian preference or the CPSE recommendations, it must set forth its reasons for reaching a different conclusion. Placement may be appealed by a parent or guardian to an impartial hearing officer, appointed by the Superintendent.

The Board directs the Superintendent to ensure that the District considers that adequate and appropriate space is made available for such programs and services.

[For those districts receiving state aid for preschool children with handicapping conditions pursuant to section 4410 of the Education Law:]

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The Board also directs the Superintendent to develop and maintain a two-year plan which incorporates information concerning the provision of services for preschool children with handicapping conditions, pursuant to the regulations of the Commissioner of Education.

:FPB

Adopted: 12/1989

Revised: 9/1990

Ref: Education Law §4410

Public Law §99-457

8 NYCRR §§200.1; 200.2; 200.3; 200.7; 200.8;
216-217

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4322

LEAST RESTRICTIVE ENVIRONMENT

The Board of Education of the Roslyn Union Free School District recognizes the need to provide the least restrictive environment for students with disabilities.

Least restrictive environment means that placement of students with disabilities in special classes, separate schools or other removal from the regular educational environment occurs only when the nature or severity of the disability is such that even with use of supplementary aids and services, education in regular classes cannot be satisfactorily achieved. The placement of an individual student with a disability in the least restrictive environment shall:

- a. Provide the special education and related services, as well as supplementary aids and services, needed by the student;
- b. Provide for education of the student to the maximum extent appropriate to the needs of the student with other students who do not have disabilities, and;
- c. Be as close as possible to the student's home.

The District has an obligation, pursuant to law, and regulation, to educate students with disabilities in the least restrictive environment. The School District shall ensure that:

- a. Each student with a disability shall be educated with nondisabled students to the maximum extent appropriate;

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- b. Each student with a disability shall be removed from the regular educational environment only when the nature or severity of the student's disability is such that education in regular classes with the use of supplementary aids and services cannot be achieved satisfactorily; and
- c. To the maximum extent appropriate to the student's needs, each student with a disability shall participate with nondisabled students in nonacademic and extracurricular services and activities.

The District shall ensure that a continuum of alternative placements, in accordance with law and/or regulation, will be available to meet the needs of students with disabilities for special education and related services. To enable students with disabilities to be educated with nondisabled students to the maximum extent appropriate, specially designed instruction and supplementary services may be provided in the regular class. Such services may include, but are not limited to, consultant teacher services and other group or individual supplemental or direct special education instruction.

:FPB

Adopted: 9/2000

Ref: 20 United States Code (U.S.C.) Sections 1400-1485,
 Individuals with disabilities Education Act (IDEA)
 34 Code of Federal Regulations (C.F.R.) Part 300
 State Law- Education Law Sections 4401-441 O-a
 8 New York Code of Rules and Regulations (NYCRR)
 Sections 100.5, 100.9, 200.1 (cc), 200.2(b), 200.4
 and 200.6

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4323

DECLASSIFICATION OF STUDENTS WITH DISABILITIES

The Board of Education of the Roslyn Union Free School District shall establish and implement a plan for the appropriate declassification of students with disabilities which must include:

- a. The regular consideration for declassifying students when appropriate;
- b. A reevaluation of the student prior to declassification; and
- c. The provision of educational and support services to the student upon declassification .

Eligibility Determinations

The School District must evaluate a student with a disability prior to determining that a student is no longer a student with a disability and the District shall provide a copy of the evaluation report and the documentation of eligibility to the student's parent. The District is not required to conduct a reevaluation of a student before the termination of a student's eligibility due to graduation with a local high school or Regents diploma or exceeding the age eligibility for a free appropriate public education. However, prior to the student's graduation from high school with a local or Regents diploma or before he or she receives an Individualized Education Program (IEP) diploma. The results of any reevaluations must be addressed by the Committee on Special Education (CSE) in a meeting to review and, as appropriate, revise the student's IEP.

Prior to the reevaluation, the School District shall obtain informed parental consent unless otherwise authorized pursuant to law and/or regulation. Parental consent need

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not be obtained if the District can demonstrate that it has taken reasonable measures to obtain that consent, and the student's parents fail to respond. The District must have a record of its attempts to obtain parental consent. Should the student's parents refuse consent for the reevaluation, the District may continue to pursue the reevaluation by using mediation and/or due process procedures.

The District shall take whatever action is necessary to ensure that the parent understands the proceedings at the meeting of the CSE, including arranging for an interpreter for parents with deafness or whose native language is other than English.

Individual Evaluation

As part of any reevaluation, a group that includes the CSE and other qualified professionals, as appropriate, shall review existing evaluation data on the student including evaluations and information provided by the parents of the student, current classroom-based assessments and observations, and observations by teachers and related services providers.

On the basis of that review, the input from the student's parents, the CSE and other qualified professionals, as appropriate, shall identify what additional data, if any, are needed to determine:

- a. In the case of a reevaluation of a student, whether the student continues to have such a disability;
- b. The present levels of performance and educational needs of the student;
- c. In the case of a reevaluation of a student, whether the student continues to need special education; and

- d. Whether any additions or modifications to the special education services are needed to enable the student to meet the measurable annual goal set out in the Individualized Education Program (IEP) of the student and to participate, as appropriate, in the general curriculum.

If additional data are not needed, the District must notify the parents of that determination and the reasons for it and of the right of the parents to request an assessment to determine whether, for purposes of services provided in accordance with law and Commissioner's Regulations, the student continues to be a student with a disability. The District is not required to conduct the assessment unless requested to do so by the student's parents.

The CSE shall arrange for an appropriate reevaluation of each student with a disability at least every three (3) years by a multidisciplinary team or group of persons, including at least one teacher or other specialist with knowledge in the area of the student's disability. The reevaluation shall be sufficient to determine the student's individual needs, educational progress and achievement, the student's ability to participate in instructional programs in regular education and the student's continuing eligibility for special education. The results of any reevaluations must be addressed by the CSE in reviewing and, as appropriate, revising the student's IEP.

Recommendation for Declassification

If the student has been receiving special education services, but it is determined by the CSE that the student no longer needs special education services and can be placed in a regular educational program on a full-time basis, the recommendation shall:

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- a. Identify the declassification support services, if any, to be provided to the student; and/or the student's teachers; and
- b. Indicate the projected date of initiation of such services, the frequency of provision of such services, and the duration of these services, provided that such services shall not continue for more than one year after the student enters the full-time regular education program.

Declassification Support Services

When appropriate, the District shall provide declassification support services to students who have moved from special education to a full-time regular educational program in accordance with the recommendation of the CSE.

Declassification support services means those services provided by persons appropriately certified pursuant to Part 80 of commissioner's Regulations, or holding a valid teaching license in the appropriate area of service, to a student or the student's teacher to aid in the student's move from special education to full-time regular education, including:

- a. For the student, psychological services, social work services, speech and language improvement services, noncareer counseling, and other appropriate support services; and
- b. For the student's teacher, the assistance of a teacher aide or a teaching assistant, and consultation with appropriate personnel.

Procedural Safeguards Notice

The District shall use the procedural safeguards notice prescribed by the Commissioner of Education. The District will further ensure that the procedural safeguards notice is

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provided in the native language of the parent or other mode of communication used by the parent, unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, the District shall take steps to ensure that the notice is translated orally or by other means to the parent in his or her native language or other mode of communication; that the parent understands the content of the notice; and that there is written evidence that all due process procedures, pursuant to law and/or regulation, have been met.

:FPB

Adopted: 9/2000

Ref: 20 United States Code (U.S.C.) Sections 1400-1485,
 Individuals with Disabilities Education Act (IDEA)
 34 Code of Federal Regulations (C.F.R.) Part 300
 State Law -Education Law Sections 4401-441 O-a
 8 New York Code of Rules and Regulations
 (NYCRR) Sections 100.1 (q), 100.2(u), 200.2(b)(8),
 200.4(b)(4) and (5), 200.4(c)(3), 200.4(d)(1), and
 200.5

POLICY 4321.1

ALLOCATION OF SPACE FOR SPECIAL EDUCATION PROGRAMS AND SERVICES

REVIEW REVISED POLICY

Policies being Replaced	Policy 4321.1 Allocation of Space for Special Education Programs and Students
Reason for Revision	Update policy statement to comply with current law

The Board of Education recognizes its responsibility to ensure that appropriate space is available for:

1. Special programs and services provided to meet the needs of students and preschool students with disabilities both within its own facilities, and in programs provided by the board of cooperative educational services (BOCES) and attended by School District residents; and
2. Serving students with disabilities in settings with non-disabled peers, as well.

The School District will address such space allocation needs as part of its annual budget cycle, during the annual or any more frequent re-evaluation of its long-range educational facilities plan, and as part of the biannual plan it must submit to the commissioner of education regarding the provision of services to students and preschool students with disabilities.

Through the Superintendent of Schools or his/her designee, the School District also will share with the BOCES District Superintendent information relevant for the BOCES to determine its own facility space needs for serving the School District's resident students and preschool students with disabilities.

As part of the process for ensuring the allocation of appropriate space for special education programs and services and serving students with disabilities in settings with non-disabled peers, the Superintendent of Schools or his/her designee, in consultation with appropriate school personnel will, at a minimum:

1. Periodically gather information regarding the number of students and preschool students with disabilities presently participating and anticipated to continue to participate in the School District's special education programs and services, the type of programming they presently receive and may receive in the future, as well as the setting in which those services are and/or will be provided.
2. Review the results of the School District's latest census, and other School District child find efforts, including child find activities conducted with respect to parentally-placed nonpublic school students with disabilities.
3. Anticipate any projected increase in the number of students and preschool students with disabilities the School District will be responsible for providing special education programs and services to, the anticipated type of services they will be receiving and the settings in which those services will be provided.

4. Based on the above information, review current space capacity, and identify any additional space requirements to meet both current and future needs.
5. Submit a report to the Board of Education regarding the results of the above review process, along with necessary recommendations for additional space allocations.

Cross-ref: Policy 4321, Programs and Services for Students with Disabilities *et. seq.*

Ref: Individuals with Disabilities Education Act, 20 USC §§1400 et seq.
8 NYCRR §§155.1(a); 200.2(c)(iv),(v); 200.2(g)

Adoption date:

POLICY 4321.2

CONFIDENTIALITY AND ACCESS TO IEP'S AND IESP'S

REVIEW REVISED POLICY

Policies being Replaced	Policy 4324 Access to Individualized Education Programs Regulation 4324R Exhibit 4324-E
Reason for Revision	Update policy statement

The Board of Education recognizes the importance of maintaining the confidentiality of personally identifiable data pertaining to a student with a disability. Personally identifiable data will not be disclosed by any School District employee or member of a CSE/CPSE to any person (other than the parent of such student), organization or agency unless the parent or guardian of the child provides written consent; there is a valid court order for such information; or disclosure is permitted by law.

The Board of Education, while acknowledging the confidentiality requirement, believes that in order for each student with disabilities to receive the full benefit of his/her Individualized Education Program (IEP) and Individualized Education Services Program (IESP), individuals responsible for implementing the program or plan must, prior to the implementation, fully understand the scope of their responsibility and the specific accommodations, modifications and supports to be provided.

I. IEP or IESP Copies

At a CSE, CSE Subcommittee or CPSE meeting for each student, a determination will be made as to which general education teachers, special education teachers, related service providers and other service providers have responsibility to implement the recommendations on the student's IEP or IESP. "Other service provider" means a representative of another public school district, charter school, BOCES program, child care institution school, Special Act school district, State-supported school, approved private in-state or out-of-state school and an approved preschool provider where the student receives or will receive IEP or IESP services.

In order to more effectively carry out the School District's responsibility to provide a free appropriate education to all eligible students with disabilities, it is the policy of the Board of Education to provide regular and special education teachers, related service providers and other service providers with a copy of a student's Individualized Education Program ("IEP"), in accordance with the requirements of subdivision 7 of section 4402 of the New York State Education Law.

The CSE, CSE Subcommittee and CPSE Chairpersons will provide a paper or electronic copy of each student's IEP or IESP to each regular education teacher, special education teacher, related service provider and/or other service provider who is responsible for implementation of the program or plan. These individuals responsible for implementing an IEP or IESP shall, in turn, provide all paraprofessionals (teacher aides and teacher assistants) and other providers responsible for assisting in implementation with the opportunity to review their copy of the IEP or IESP prior to program implementation, as well as have ongoing access to such copy. If a student's IEP or IESP is revised during the school year, the School District will provide electronic access or copies of the IEP or IESP to teachers and service providers consistent with law, regulations and this policy.

The employee charged with the duty to inform each teacher, related service provider, assistant and support staff person of his or her responsibilities relating to the IEP shall also inform those individuals of the obligation to maintain the confidentiality of the IEP.

II. Notification of Responsibilities

In addition to disseminating copies of a student's IEP or IESP, CSE, CSE Subcommittee and CPSE Chairpersons must designate one or more professional employees of the School District with knowledge of the student's disability and program to inform each regular education teacher, special education teacher, related service provider, other service provider, paraprofessional, and other provider and support staff person of his or her responsibility to provide specific accommodations, program modifications, supports and/or services for the student in accordance with the IEP or IESP. In selecting the professional staff person(s), the chairperson could select him/herself for this responsibility, another administrator, or a teacher, related service provider or other professional, as appropriate.

III. Confidentiality

The Director of Pupil Personnel and Special Education will provide a statement explaining that the IEP is a confidential document, and that any copy of a student's IEP provided pursuant to this policy shall remain confidential and shall not be re-disclosed to any other person in compliance with federal and state laws and regulations, including the Individuals with Disabilities in Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA).

All copies of a student's IEP or IESP provided or made accessible under this policy must remain confidential, and shall not be redisclosed to any other person, except in accordance with the Individuals with Disabilities Education Act (IDEA) and the Family Educational Rights and Privacy Act (FERPA). For purposes of confidentiality, the CSE and CPSE Chairpersons shall include with each IEP or IESP copy provided or made accessible under this policy, a copy of the Board's policy on student records (Policy 5500). All IEP or IESP copies must remain in a secure location on school grounds at all times. If IEP copies are transmitted and/or provided electronically, security systems (e.g., password protect a file or folder) must be implemented to prevent unauthorized internal and external access to the student's IEP or IESP.

IV. Documentation

The designated professional employee(s) defined in section II above shall obtain the signature of each person covered by this policy, indicating that he or she:

1. has received either a copy of the student's IEP or IESP or the opportunity to review the IEP or IESP prior to its implementation, as required under state law and regulation;
2. has been informed of their responsibilities for implementation;
3. has knowledge of where the IEP or IESP is to be maintained; and
4. has an understanding of the confidentiality requirements.

The Director of Pupil Personnel and Special Education shall maintain these signatures in the student's education file.

At the end of the school year, or whenever the IEP has been revised, the CSE and CPSE Chairperson shall collect all IEP copies provided under this policy and destroy them.

Cross-ref: 4321, Programs for Students with Disabilities Under IDEA and Article 89

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1400 et seq.
Family Educational Rights and Privacy Act (FERPA), 20 USC §1232g; 34 CFR Part 99
Education Law §4402
8 NYCRR §§200.2(b)(11); 200.4(e)(3); 200.16(e)(6)

Adoption date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4324

ACCESS TO INDIVIDUALIZED EDUCATION PROGRAMS

The District is committed to ensuring that appropriate information is disseminated to pertinent District personnel, while maintaining the confidentiality protections afforded to students with disabilities under Federal and State law.

It is the policy of the District that each regular education teacher, special education teacher, related service provider and other service provider who is responsible for the implementation of the IEP, shall be given a copy of a student's IEP prior to the implementation of such program.

The Chairperson of the District's Committee on Special Education ("CSE") shall designate a professional employee of the school district with knowledge of the student's disability and education program to, prior to the implementation of the IEP, inform each teacher, assistant support staff person, and other provider, of his/her responsibilities relating to the implementation of the IEP and the specific accommodations, modifications, and supports that must be provided for the student in accordance with the IEP.

COPIES OF A STUDENT'S IEP PROVIDED PURSUANT TO THIS POLICY AND/OR ANY REGULATIONS PROMULGATED THEREUNDER, SHALL REMAIN CONFIDENTIAL AND SHALL NOT BE DISCLOSED TO ANY OTHER PERSON, EXCEPT IN COMPLIANCE WITH FEDERAL AND STATE LAW AND REGULATIONS INCLUDING, BUT NOT LIMITED TO, THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT ("IDEA") AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA").

POLICY #4324

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DISTRICT EMPLOYEES WHO VIOLATE THIS
CONFIDENTIALITY REQUIREMENT MAY BE SUBJECT TO
DISCIPLINARY ACTION.

The Superintendent or his/her designee shall establish
regulations to promulgate this policy.

:FPB

Adopted: 1/2003

Ref.: Individuals With Disabilities Education Act ("IDEA"),
20 U.S.C. §§ 1400-1487
Family Educational Rights and Privacy Act ("FERPA"),
20 U.S.C. § 1232g
Chapter 408 of the Laws of 2002, State of New
York
8 N.Y.C.R.R. 2002.2 and 200.4

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #4324-R

ACCESS TO INDIVIDUAL EDUCATION PROGRAMS

In order to promulgate the District's policy regarding Access to Individualized Education Programs ("IEP"), the District shall ensure that a copy of a child's IEP is given to that child's regular education teachers, special education teachers, related service providers, and other service providers who are responsible for its implementation. In addition, each regular education teacher, special education teacher, assistant, support staff person and other provider who is responsible for the IEP's implementation, shall be informed of his/her specific responsibilities relating to the implementation of the child's IEP and the specific accommodations, modifications, and supports that must be provided for the child in accordance with the IEP.

In this regard, pursuant to Chapter 408 of the Laws of 2002 of the State of New York, the chairperson to the District's Committee on Special Education ("CSE") has designated the following as the procedure for the dissemination of the aforementioned information:

1. At the commencement of the school year, the Office of Pupil Personnel Services shall provide the principal of each building with a confidential list of the students in that building who are classified as students with a disability. The list shall indicate the student's name, classification, and any testing modifications the child is entitled to receive pursuant to his/her IEP, and the name of the special education teacher, psychologist, or other designated individual, who shall inform the appropriate providers of their responsibilities.

REGULATION #4324-R

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2. The principal shall ensure that each regular education teacher, special education teacher, related service provider, and other service provider be provided with a folder containing copies of IEPs for each student that the employee will be working with. As new entrants arrive and/or modifications are made to a child's IEP, the Office of Pupil Personnel Services will provide the building principal with the updated information to be given to the appropriate individual(s). Each building principal shall designate a secure location in which these folders will be maintained.
3. In addition, if a child is receiving services from a special education teacher, that teacher shall meet with each teacher, assistant, support staff person and other providers who are responsible for implementing the child's IEP and shall, prior to the implementation of the IEP and prior to any subsequent pertinent changes to the IEP, review with each of these individuals their specific responsibilities related to implementing the child's IEP and the specific accommodations, modifications and supports that must be provided for the student in accordance with the IEP. The special service provider shall also inform the building principal that he/she has completed this task.
4. If the child is not receiving services from a special education teacher, the service provider shall meet with each teacher, assistant, support staff person and other providers who are responsible for implementing the child's IEP and shall, prior to the implementation of the IEP and prior to any subsequent pertinent changes to the IEP, review with each of these individuals their

specific responsibilities related to implementing the child's IEP and the specific accommodations, modifications and supports that must be provided for the student in accordance with the IEP. The special service provider shall also inform the building principal that he/she has completed this task.

5. Where appropriate, and in limited circumstances, the CSE Chairperson may designate any individual who has knowledge of the student's disability and educational program, other than the special education teacher or the related service provider, to meet with each teacher, assistant, support staff person and other providers who are responsible for implementing the child's IEP and shall, prior to the implementation of the IEP and prior to any subsequent pertinent changes to the IEP, review with each of these individuals their specific responsibilities related to implementing the child's IEP and the specific accommodations, modifications and supports that must be provided for the student in accordance with the IEP. The designated individual shall also inform the building principal that he/she has completed this task.
6. At the conclusion of the school year, each employee who has received a folder pursuant to this regulation, shall be required to hand in his/her folder to the building principal or his/her designee. The IEPs will then be destroyed. If a District employee is involved in providing extended year services to a particular student, accommodations will be made for the employee to retain the IEP during the summer. All IEPs of students not receiving summer services will be destroyed.

REGULATION #4324-R

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7. Each building principal shall ensure that the elements of this regulation are met with respect to each of the special education students in his/her building.
8. The Director for Pupil Personnel Services, shall monitor compliance with this regulation.

ANY COPY OF A STUDENT'S IEP PROVIDED PURSUANT TO THE DISTRICT'S POLICY AND/OR REGULATION REGARDING THE DISSEMINATION OF IEPs, SHALL REMAIN CONFIDENTIAL AND SHALL NOT BE DISCLOSED TO ANY OTHER PERSON, EXCEPT IN LIMITED CIRCUMSTANCES PROVIDED FOR UNDER FEDERAL AND STATE LAW AND REGULATIONS INCLUDING BUT NOT LIMITED TO THE INDIVIDUALS WITH DISABILITIES IN EDUCATION ACT ("IDEA") AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT ("FERPA").

:FPB

Adopted: 1/2003

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

EXHIBIT #4324-E

Memorandum

Date: _____

To: [Name and Title of Employee]
From: Building Principal
Re: Individualized Education Programs

Enclosed is a folder which contains copies of Individualized Education Programs ("IEP") for all students with whom you are or will be working. Please review these IEPs regarding your specific responsibilities relating to its implementation, and the specific accommodations, modifications and supports that must be provided. As new entrants arrive and/or modifications are made to a child's IEP, you will be provided with updated information for insertion into your folder.

THE INFORMATION CONTAINED IN THESE IEPs IS CONFIDENTIAL AND CANNOT BE DISCLOSED TO ANY OTHER PERSON, EXCEPT IN LIMITED CIRCUMSTANCES PROVIDED FOR UNDER FEDERAL AND STATE LAW AND REGULATIONS. DISTRICT EMPLOYEES WHO VIOLATE THIS CONFIDENTIALITY REQUIREMENT MAY BE SUBJECT TO DISCIPLINARY ACTION.

You are responsible for ensuring the security of the information contained in this folder. If a secure storage area is not available to you, please contact me. You are also responsible for returning this folder to me at the end of the SCHOOL year, when you return your keys and other year-end materials.

EXHIBIT #4324-E

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Thank you for your assistance.

* * * * *

Pursuant to Policy #4324, I have reviewed all of the IEPs provided to me and understand the confidentiality of these documents.

Employee Signature: _____
Print Name: _____
Date: _____

NOTE: PLEASE RETURN A SIGNED COPY OF THIS
LETTER TO MY OFFICE

:FPB

Adopted: 1/2003

POLICY 4321.3

AVAILABILITY OF ALTERNATIVE FORMAT INSTRUCTIONAL MATERIALS FOR STUDENTS WITH DISABILITIES

REVIEW NEW POLICY

Policies being Replaced	NONE
Reason for Revision	Adopt policy statement as required by law

The Board of Education recognizes its responsibility to ensure that all the instructional materials used in the District's schools are made available in a usable alternative format for students with disabilities in accordance with their individual educational needs and course selection at the same time as those materials are available to non-disabled students. In accordance with applicable law and regulations, any such alternative format procured by the School District will meet the National Instructional Materials Accessibility Standard.

For purposes of this policy, alternative format will mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a student with a disability enrolled in the School District, including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file. An electronic file must be compatible with at least one alternative format conversion software program that is appropriate to meet the needs of the individual student.

The Superintendent of Schools or his/her designee will develop a plan to ensure the availability of alternative format materials in accordance with the timeliness requirements of this policy. Such a plan will provide for:

1. Preference to vendors who agree to provide instructional materials in alternative formats, and to reflect this requirement in the bidding specifications used for the procurement of instructional materials. The same preference will be given to vendors of instructional materials ordered for the school library.
2. Consultation with appropriate school personnel regarding how students will access electronic files. The School District's technology staff will be notified of any need to convert electronic files into an accessible format such as Braille, large print, audio, or alternative display.
3. The availability of hardware and/or software a student with disabilities in need of alternative format materials might require to access the instructional material.
4. The yearly review of the School District's ordering timelines for the purchase of instructional materials to ensure sufficient lead time for obtaining needed alternative format materials.
5. Notification to appropriate school personnel by the CSE, CSE subcommittee, CPSE and Section 504 Committee Chairperson whenever it is determined that a student needs instructional materials in alternative format. Such notice also will identify the particular alternative format needed, and any assistive technology devices or services the student might need to access the alternative format materials.
6. Notification by classroom teachers of the books they will be using in class and any list of required readings with sufficient lead time in anticipation of the School District's timelines for the purchase of instructional materials.
7. Consultation with the school librarian to make sure that specific library resources required by a student in need of alternative format materials to participate and progress in his or her selected courses are made available to the student in an accessible format.

8. Timely request of state assessments in alternative format.
9. As soon as the School District is made aware that a student with a disability in need of materials in an alternative format will be moving into the School District during the school year, the School District shall initiate the procedures to obtain such materials.

Cross-ref:

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1474(e)(3)(B)
Education Law § 1709(4-a); 3602(10)(b)
8 NYCRR §§200.2(b)(10)

Adoption date:

POLICY 4321.4

DISTRICT-WIDE AND STATE-WIDE ASSESSMENTS OF STUDENTS WITH DISABILITIES OR 504 ACCOMMODATION PLANS

REVIEW NEW POLICY

Policies being Replaced	NONE
Reason for Revision	Adopt policy statement as required by law

The Board of Education recognizes the importance of offering access and appropriate testing accommodations to eligible students so that they can participate in assessment programs on an equal basis with their nondisabled peers. Two elements that contribute to an effective assessment program are proper use of accommodations and use of universal design principles in developing and administering tests.

Testing Accommodations

Testing accommodations provide an opportunity for students with disabilities to:

- Participate in the instructional and assessment program;
- Demonstrate their strengths, knowledge and skills without being restricted by their disability; and
- Provide an accurate measure of the standards being assessed so that appropriate instruction and services can be provided.

Testing accommodations are changes made in the administration of the test in order to remove obstacles to the test-taking process that are presented by the disability without changing the constructs being tested. Testing accommodations include, but are not limited to: flexibility in scheduling/timing; flexibility in the setting for the administration of the test; changes in the method of presentation and changes in the method of response. Testing accommodations are neither intended nor permitted to: alter the construct being measured or invalidate the results, provide an unfair advantage for students with disabilities over students taking the test under standard conditions or substitute for knowledge or abilities that the student has not attained.

The Committee on Special Education, the Subcommittee on Special Education or the Committee on Preschool Special Education is responsible for recommending the appropriate test accommodations and including those recommendations on the student's Individualized Education Program (IEP) or Individualized Education Services Program (IESP). The 504 multidisciplinary committee will include the appropriate test accommodations as part the 504 plan. If it is determined that a student should participate in alternative assessments instead of the standard statewide or District-wide tests, the CSE must indicate the reasons for doing so on the IEP or IESP.

The recommendations will be reviewed annually by the CSE, CSE subcommittee, CPSE or 504 team. The Board of Education acknowledges the importance of integrating the assessment program with the instructional program and, to that end, encourages effective communication among School District staff so that implementation is consistent and fair. The goal is to provide effective assessments that allow students to benefit from their educational program.

In some situations, a building principal may authorize the use of testing accommodations in accordance with this policy. Those instances are limited to cases where a regular education student incurs a disability, such as, but not limited to, a broken arm, without sufficient time for the CSE, CPSE and/or Section 504 Committee to make a recommendation prior to a test. They do not include cases where the student is already being evaluated to determine his or her eligibility for status as a student with a disability. In exercising this authority, the building principal will rely on his or her professional judgment. He or she also may confer with CSE, CPSE and/or Section 504 Committee members.

Universal Design Principles in District-wide Assessments

The Board of Education recognizes the benefits of using the principles of universal design to further the goal of providing equal access to District-wide assessments and to provide the most accurate measure of the performance of all students. The Board of Education directs the Superintendent of Schools, in consultation with appropriate school staff, to examine how universal design principles can be incorporated into the School District's assessment program, and to facilitate its use to the extent feasible. Any steps taken in this regard will be consistent with this policy and applicable State Education Department policy and/or guidance on the use of universal design principles.

At a minimum, the Superintendent of Schools or his/her designee will explore how School District assessments can be:

1. Made more usable by students with diverse abilities.
2. Designed to better accommodate a wide range of individual preferences and abilities.
3. Made more understandable.
4. Made to communicate necessary information to students more effectively.
5. Designed to minimize adverse consequences of accidental or unintended actions.
6. Used more efficiently and comfortably and with a minimum of student fatigue.

Cross-ref: Policy 4321, Programs with Disabilities *et. seq.*

Ref: Individuals with Disabilities Education Act (IDEA), 20 USC §§1401(35); 1412(a)(16)(E); 34 CFR §§ 300.44
Assistive Technology Act, 29 USC 3002(19)
8 NYCRR §§200.1(jjj); 200.2(b)(13,14); 200.4(d)(2)(vi)
§ 504 of the Rehabilitation Act of 1973

Adoption date:

POLICY 4321.5

IMPARTIAL HEARING OFFICER APPOINTMENT AND COMPENSATION

REVIEW NEW POLICY

Policies being Replaced	NONE
Reason for Revision	Adopt policy statement concerning the appointment and compensation of impartial hearing officers

The Board of Education will appoint impartial hearing officers (IHO), as needed, to hear complaints regarding the identification, evaluation, or placement of students with disabilities, or the provision of a free appropriate public education to such a student in accordance with the rotational selection process and other applicable procedures described in Commissioner's regulations.

Appointment of IHO's

The updated list of certified IHOs for Nassau County promulgated by the New York State Education Department will be used in connection with requests for impartial hearings. The list shall include the names of those certified IHOs whose names appear on the state list and who have indicated to the School District their interest in serving as an IHO in the School District.

The Director of Pupil Personnel and Special Education or his/her designee, under the direction of the Board of Education, shall be responsible for contacting the IHOs. Upon receipt of a request for an impartial hearing, the Director of Pupil Personnel and Special Education or his/her designee shall initiate the rotational selection process by contacting the IHO whose name appears after the IHO who last served, no later than two (2) days after the receipt by the District of a hearing request. The Director of Pupil Personnel and Special Education or his/her designee will canvass the list in alphabetical order as prescribed by the Regulations of the Commissioner of Education until an appointment is accepted.

Should an IHO decline appointment or fails to respond or is unreachable within twenty- four (24) hours after documented, independently verifiable reasonable efforts, the Director of Pupil Personnel and Special Education or his/her designee will then proceed through the list to determine availability of the next successive IHO.

The Board of Education by resolution, or Board President by letter (or Vice President in his/her absence or inability) will appoint an IHO immediately after the IHO selected from the rotational list indicates he or she is available.

An IHO on the School District's rotational list may not accept appointment unless he or she is available to:

1. Make a determination on the sufficiency of the due process complaint that will be heard at the hearing within five (5) days of receiving such a request; and
2. Initiate the hearing within the first fourteen (14) days after either:
 - The School District appoints the hearing officer; or
 - The date on which he or she receives written notice that the parents and the School District waived their right to hold a resolution meeting to resolve their

differences prior to commencement of the hearing, or met but were unable to reach agreement; or

- The expiration of the thirty (30) day period beginning with the receipt of the due process complaint, whichever occurs first unless the parties agree in writing to continue mediation at the end of the thirty (30) day resolution period, in which case, the hearing or pre-hearing conference shall commence within the first fourteen (14) days after the impartial hearing officer is notified in writing that either party withdrew from mediation.

The Board of Education will rescind the appointment of an IHO and appoint a new one if, the parties to the hearing mutually agree that the IHO is either incapacitated or otherwise unavailable or unwilling to continue the hearing or issue a decision. The appointment of a new IHO in such an instance will be made in accordance with the selection and appointment procedures established by this policy.

Compensation

The School District shall compensate an impartial hearing officer for his or her services in an amount not greater than the maximum rate established for such purpose by the Director of the Division of Budget.

Records relating to the IHO process including, but not limited to, the request for initiation and completion of each impartial hearing will be maintained by the School District and such information will be reported to the New York State Education Department's Office of Special Education as required by Commissioner's regulations.

Cross Ref:

Ref: 8 NYCRR §§200.2(b)(9), (e)(1); 200.5(j); 200.21

Adoption date:

POLICY 4321.6

PUBLIC REPORT ON REVISIONS TO DISTRICT POLICIES, PRACTICES AND PROCEDURES UPON A FINDING OF SIGNIFICANT DISPROPORTIONALITY

REVIEW NEW POLICY

Policies being Replaced	NONE
Reason for Revision	Adopt policy statement as required by law

The Board of Education recognizes that, despite the School District's best efforts, there may be times when there might be a disproportionate representation of racial and ethnic groups in its special education programs and services, and/or with respect to the suspension of students with disabilities. To minimize the risk of such an occurrence, the Board of Education has endeavored to adopt policies, practices and procedures for the School District that are consistent with the IDEA and Article 89 of New York's Education Law, and their implementing regulations.

Nonetheless, upon a determination of significant disproportionality either in the suspension, identification, classification and/or placement of the School District's students with disabilities, the Board of Education will review the School District's policies, practices and procedures to determine whether they are fully compliant with the requirements of the IDEA and Article 89, or require revisions. If changes are needed, the Board of Education will take steps to adopt and implement any and all necessary revisions.

The Board of Education will inform the public of any revisions to the School District's policies, practices and procedures undertaken as a result of a finding of significant disproportionality. The Superintendent of Schools will notify school personnel responsible for implementing the revisions.

Cross-ref: Policy 4321 Programs for Students with Disabilities *et seq.*

Ref: Individuals with Disabilities Education Act, 20 USC §§1412(a)(24); 1418(d)
34 CFR §§300.173; 300.646
8 NYCRR §§200.2(b)(15).

Adoption date:

POLICY 4321.7

SPECIAL EDUCATION PERSONNEL

REVIEW NEW POLICY

Policies being Replaced	NONE
Reason for Revision	Adopt policy statement as required by law

The Board of Education acknowledges its responsibility to recruit, hire, train and retain highly qualified personnel, as defined in the federal Individuals with Disabilities Education Act (IDEA) and its accompanying regulations and in Article 89 of New York State Education law and its accompanying regulations, to provide special education programs and services. In addition, the Board of Education is committed to appointing appropriately qualified personnel to the Committee (and subcommittee) on Special Education (CSE) and Committee (and subcommittee) on Preschool Special Education (CPSE).

The Board of Education will fulfill its obligation with regard to special education personnel by taking measurable steps including, but not limited to the following:

1. Actively recruit personnel who possess prior experience working with students with disabilities.
2. Solicit resumes from graduates of institutions of higher education that offer programs in special education.
3. Seek candidates for teaching positions who are dually certified, to the extent possible.
4. Facilitate the participation of every member of the professional staff in annual professional performance reviews and professional development plans.
5. Provide appropriate on-going training and professional development to CSE and CPSE members, and other special education program and service providers to provide an opportunity for continuing awareness of their obligations and responsibilities under the law.

The Superintendent of Schools or his/her designee is responsible for documenting that the professional staff is appropriately certified, licensed and trained and that they meet the “highly qualified” standard established in federal and state law. In the event that highly qualified individuals are not available, despite the best efforts of the administration, the Board of Education recognizes its responsibilities to meet the alternative standards established by the State Education Department.

Cross-ref: Policy 4321, Programs for Students with Disabilities *et. seq.*

Ref: Individual with Disabilities Education Act, 20 USC §§ 1412(a)(14), 1413(a)(3)
 34 CFR §§ 300.156, 300.207
 Education Law §4410
 8 NYCRR §§ 200.2(b)(3), (12)

Adoption date:

POLICY 4321.8

SCHOOL-WIDE PRE-REFERRAL APPROACHES AND INTERVENTIONS

REVIEW NEW POLICY

Policies being Replaced	NONE
Reason for Revision	Adopt policy statement as required by law

The Board of Education recognizes that the provision of academic and behavioral supports and targeted interventions for students who are not making academic progress at expected levels in the general curriculum may improve a student's performance, and help avert the need for referral for possible classification as a student with a disability. Therefore, the School District will implement on a school-wide basis practices appropriate to enable all of the School District's students to succeed in the general education environment.

The Superintendent of Schools or his/her designee will identify and take steps to implement a variety of practices appropriate to comply with this policy. Consistent with applicable law and regulation, those practices may include, for example:

1. Providing early intervention services with funds available under the IDEA, which may be coordinated with similar activities conducted under the Elementary and Secondary Education Act. Such services would be made available to students not currently identified as needing special education and related services, but who need additional support to succeed in a general education setting. This may include professional development that enables teachers and other staff to deliver scientifically based academic instruction and behavioral interventions, such as scientifically based literacy instruction and, where appropriate, instruction on the use of adaptive instructional software. It also may include educational and behavioral evaluations, services and supports.
2. Implementation of a response to intervention (RTI) program that includes the minimum requirements established by commissioner's regulations, and allows teachers and other staff to determine whether a student responds to scientific, research-based instruction or requires interventions beyond those provided to all students in the general education classroom.
3. Implementation of a positive behavioral intervention and support (PBIS) system that reduces school and classroom behavioral problems, and creates and maintains a safe and positive learning environment by promoting positive behavior in all students.

The School District's implementation of any of the above practices will not impede or delay the appropriate evaluation of a student suspected of having a disability, and the student's right to a free appropriate public education.

Cross-ref: Policy 4321, Programs For Students with Disabilities *et. seq.*

Ref: Individuals with Disabilities Education Act, 20 USC §§1413(f); 1414(b)(6)(B)
34 CFR §§300.226; 300.307(a)(2)
8 NYCRR §§100.2(ii); 200.2(b)(7)

Adoption date:

POLICY 6900

DISPOSAL OF DISTRICT PROPERTY

REVISED POLICY

Policies Being Replaced	Policy 6900 Disposal of District Property
Reason for Revision	Update policy to reflect current law and practice

School districts are authorized to dispose of outdated and obsolete property, including textbooks, as well as property which has been badly damaged, or in other ways made unusable. Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area (s) of responsibility. Each year, a determination shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the school district, following approval by the Board of Education. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.

Once approved by the Board of Education, the Superintendent of Schools or his/her designee or his/her designee shall be authorized to dispose of obsolete or surplus equipment and supplies having no value in the following manner:

1. Reassign the items, as needed, to other locations within the school district;
2. Centralize the storage of items of potential usefulness; and/or
3. Discard or sell as surplus those items determined to be of no further use or worthless.

Outdated and unused School District-owned property may be sold upon recommendation of the Superintendent of Schools or his/her designee and the approval of the Board of Education. However, in the event said property is deemed to have no value, sale of the property will not be required and the Assistant Superintendent for Business and Administration may dispose of the property as set forth in 3 above. Such sales need not be on a bid basis. However, prices received will be commensurate with the item's real value. Proceeds of such sales will be deposited in the appropriate general fund account and will not be considered as belonging to any particular school.

The School District may not sell School District-owned property to any employee, even though said property may be declared surplus, for any reason whatsoever, unless the purchase is the result of the public bid.

The Board of Education shall obtain the best price possible for goods sold under this policy. All School District records relative to property disposal will be retained in accordance with the State Department of Education retention schedule.

Following approval by the Board of Education, items may be sold in the following manner:

1. Offer to sell the items to local municipalities or local non-profit organizations;
2. Sell items at public sale. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members who are not Board of Education members, officers, or

involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and

3. Sell remaining items as scrap for best obtainable amount or discard in the safest, least expensive manner.

Cross-ref: 6600 Fiscal Accounting and Reporting
 6700 Purchasing

Ref: General Municipal Law §§51; 800 et esq.

EXISTING POLICY

Policy #6900

DISPOSAL OF DISTRICT PROPERTY

Building administrators and support staff supervisors are responsible for identifying obsolete or surplus equipment and supplies within their area (s) of responsibility. Each year, a determination shall be made of which equipment, supplies and/or materials are obsolete and cannot be salvaged or utilized effectively or economically by the school district, following approval by the Board of Education. Such equipment, supplies, or materials shall be sold through bid procedures, if possible, for the highest possible price.

The assistant Superintendent for Business and Administration shall be authorized to dispose of obsolete or surplus equipment and supplies in the following manner:

1. Reassign the items, as needed, to other locations within the school district;
2. Centralize the storage of items of potential usefulness; and/or
3. Discard or sell as surplus those items determined to be of no further use or worthless.

Following approval by the Board of Education, items may be sold in the following manner:

1. Offer to sell the items to local municipalities or local non-profit organizations;
2. Sell items at public sale. In the event of a public sale, notice of availability of such equipment, supplies and materials and requests for bids shall be disseminated through announcements in local newspapers and such other appropriate means. The general public, as well as staff members who are not Board of Education members, officers, or involved in the purchasing function, shall be eligible to bid on the equipment, supplies and/or materials; and
3. Sell remaining items as scrap for best obtainable amount or discard in the safest, least expensive manner.

Adopted: 7/2005

Ref: General Municipal Law §§51; 800 et seq.
 Ross v. Wilson, 308 N.Y. 2d 605 (1955)
 Matter of Baker, 14 EDR 5 (1974)
 Op. St. Compt. 58-120

POLICY 7100

FACILITIES PLANNING

REVISED POLICY

Policies Being Replaced	7100 Facilities Planning
Reason for Revision	Revise policy to reflect current law and practice

The Board of Education is ultimately responsible for the regular operation and orderly development of the School District's physical plant. In carrying out this responsibility, the Board of Education is concerned with both short-term and long-range planning.

The Board of Education delegates to the Superintendent of Schools the responsibility for formulating and implementing, subject to approval by the Board of Education, the following plans for school building facilities:

1. *Comprehensive long-range facilities development plan.* The plan shall be kept current and re-evaluated at least annually and presented to the Board of Education. It will include an appraisal of the following:
 - a. Educational philosophy of the School District, with resulting administrative organization and program requirements;
 - b. Present and projected pupil enrollments;
 - c. Space use and state rated pupil capacity of existing facilities;
 - d. Priority of need of maintenance, repair or modernization of existing facilities, including consideration of the obsolescence and retirement of certain facilities; and
 - e. The provision of additional facilities.
2. *Five year capital facilities plan.* This plan will be updated annually, presented to the Board of Education. and will include the following:
 - a. A yearly breakdown of the estimated expenses for construction, additions, alterations, major repairs, system replacement and repairs and maintenance and energy consumption; and
 - b. A district-wide building inventory including the number and type of facilities; the age, capacity, use and size of each building; and each building's safety ratings, energy sources, probable useful life, major system repairs needed and asbestos reports.

Adopted 1/2002

Ref.: 8 NYCRR Part 155 (Educational Facilities)

Cross-Ref: 7000, Facilities Development Goals

POLICY 7120

ENROLLMENT PROJECTIONS

NEW POLICY

Policies Being Replaced	NONE
Reason for Revision	Adopt policy to reflect current law and practice

The Superintendent of Schools or his/her designee is responsible for evaluating the School District population and housing trends for the purpose of making enrollment projections for the School District and reporting his/her findings to the Board of Education on an annual basis. The projections at a minimum will take into consideration:

1. Data from the latest school census;
2. School registration figures;
3. Proposed or forthcoming changes in community planning and zoning;
4. Current and planned community land development and housing projects; and
5. Curriculum changes that will impact utilization of space.

Whenever construction of new school facilities or the closing of any school buildings is being contemplated, the Board of Education may authorize outside studies made of population trends and school enrollment.

Ref: Education Law §§408; 3240; 3241; 3242

Adoption date:

POLICY 7130

DEVELOPMENT AND LAND USE

NEW POLICY

Policies Being Replaced	NONE
Reason for Revision	Adopt policy to reflect current law and practice

Sites for School District facilities shall be developed and maintained so as to preserve natural ecological resources and to provide a safe, attractive, and healthy environment for students, staff and the community. The development and maintenance of the School District's facilities will include effective land use including consideration of:

1. Suitable drainage, adjustment of grades, parking, and horticultural features;
2. Adequate space for safely loading and unloading students transported in accordance with law; and
3. Entrances to school grounds which do not require the School District's students to cross main traffic arteries, railroad rights of way, or heavy business and industrial traffic.

Adoption date

POLICY 7810

RETIREMENT AND CLOSING OF FACILITIES

NEW POLICY

Policies Being Replaced	NONE
Reason for Revision	Adopt policy to reflect current law and practice

When a school building becomes inadequate by virtue of age, condition, size of site, lack of need, or other overriding limitation and cannot reasonably and economically be brought up to the current educational standards, the building will be considered for a comprehensive closing study. The Superintendent of Schools will recommend to the Board of Education which facilities appear to justify further analysis.

Any decision to close an existing school facility will be made in compliance with applicable law.

Ref: Education Law §§402-a; 1709

Adoption date:

POLICY 8115

PESTICIDES AND PEST MANAGEMENT

REVISED POLICY

Policies Being Replaced	Policy 8115 Pesticides and Pest Management Policy 8140 Pesticide Notification and Integrated Pest Management (8140 Exhibits to remain)
Reason for Revision	Update policy to reflect current practice and law

The Board of Education is committed to maintaining the integrity of school buildings and grounds while protecting the health and safety of students and staff, and maintaining a productive learning environment.

The Board of Education recognizes that pests can pose a significant risk to health and property and there may be significant risks inherent in using chemical pesticides in the school environment. Generally, pesticides will not be used on School District playgrounds, turf, athletic or playing fields and the School District will not purchase anything that contains or is treated with pesticides, unless there is an emergency. Emergencies will be handled in accordance with applicable law and regulation.

Provisions will be made for the least toxic approach to an integrated pest management (IPM) program for all school buildings and grounds in accordance with the Commissioner's regulations. Integrated pest management is a systematic approach to managing pests focusing on long-term prevention or suppression with minimal impact on human health, the environment and non-targeted organisms.

Notification of Pesticide Application

All School District staff and parents/guardians will be notified of pesticide applications performed at any school facility. A notice will be sent at the beginning of the school year which will include:

1. Notification of periodic pesticide applications throughout school year.
2. The availability of forty-eight (48) hour prior written notification of pesticide applications to parents and staff who request such notice.
3. Instructions on how to register with the school to receive this prior written notification.
4. The name and number of the school representative who can provide further information.

A separate notice will be sent to staff and parents/guardians within two (2) days of the end of winter and spring recess and within ten (10) days of the end of the school year. Notice includes the date, location and product used for each pesticide application which required prior notification and each emergency application. The notice must again state that the school is required to maintain a list of persons who request forty-eight (48) hour prior written notice; instructions for how to register for the prior written notification; a statement explaining how to obtain further information about the products being applied, including warnings that are pertinent to the protection of humans, animals, or the environment; and the name and phone number of a school representative who can respond to inquiries for additional information. Individuals who have requested forty-eight (48) hour prior written notification shall be provided with notification that includes the specific date and location of the pesticide application at the relevant facility; if the application is outdoors, the specific date as well as two alternative dates if the application cannot be made due to weather conditions; the product name and pesticide

registration assigned by the EPA; the name and contact number of a school district representative who can respond to inquiries for additional information; and a statement encouraging staff and parents/guardians to discuss with the school representative the precautions being taken to protect children from exposure, as well as the telephone number of pesticide information services.

Integrated Pest Management Program

Definitions:

“Pest” shall mean (a) any insect, rodent, nematode, fungus, weed or (b) any other form of terrestrial or aquatic plant or animal life or virus, bacteria, or other micro-organism (except viruses, bacteria or other micro-organisms on or in living man or other animals) which interfere with the purposes set forth herein.

“Integrated pest management” (“IPM”) shall mean the coordinated use of pest and environmental information with available pest control methods to prevent unacceptable levels of pest damage by the most economical means, with the least possible hazard to people, property and the environment.

Strategies for managing pest population will be influenced by whether pest species pose a threat to people, property or the environment. Pests will be managed to:

- Prevent loss of school structure or property;
- Prevent outbreaks of the pest from spreading to forests, trees, other plant communities or animal populations outside the school district’s facilities;
- Conserve threatened, endangered or unique plant specimens or communities;
- Manage a human health hazard as defined by the Center for Disease Control and the New York State Department of Health or to protect against a significant threat to public safety.

IPM will be used to determine when to control pests and whether to use mechanical, physical, or biological means. A regular system of monitoring for pests and recordkeeping for each inspection, trapping or treatment shall be maintained. Recommendations for site and sanitation improvements for future prevention shall be made.

The School District’s policy is not to use pesticides. Only alternatives to pesticides, including no action, will be utilized. The following are the only methods of pesticide application to be used:

- Anti-microbial products;
- Non-volatile rodenticides in tamper resistant bait stations in areas inaccessible to children;

- Non-volatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gels and other non-volatile ready-to-use-pastes, foams or gels in areas accessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40 CFR 152.25;
- The use of aerosol products with a direct spray in containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets.

Written records will be made and retained on all pre-inspections, control measures and post-inspections. The Assistant to the Superintendent for Administration & Special Projects will be responsible for implementation and operation of the IPM program, including training materials and pest management procedures for all School District maintenance/facilities personnel. Procedures will be put in place and carried out by all users of buildings to prevent infestation of pests. No person shall purchase or use any pesticide without approval of the Assistant to the Superintendent for Administration & Special Projects.

In the event the School District contracts with a pest control contractor for the application of authorized pesticide applications authorized hereunder, the School District shall require that the pest control contractor employ a staff entomologist.

The Superintendent of Schools or his/her designee will disseminate this policy and arrange for training necessary inform staff about pesticides and pest management.

Cross-ref:

Ref: Environmental Conservation Law, Art.33
Education Law §§ 409-h; 409-k
6 NYCRR Part 325; 8 NYCRR 155.4

Adoption date:

POLICY 8220

BUILDINGS AND GROUNDS MAINTENANCE AND INSPECTION

REVISED POLICY

Policies Being Replaced	Policy 8220 Buildings and Grounds Maintenance and Inspection
Reason for Revision	Update policy to reflect current practice and law

To accommodate the School District's educational program, the Board of Education is committed to providing suitable and adequate facilities. To this end, proper maintenance and inspection procedures are essential. The Board of Education directs the Superintendent of Schools to ensure that proper maintenance and inspection procedures are developed for every school building.

Consistent with federal and state law and regulations, the following items will be included in the School District's buildings and grounds maintenance and inspection procedures:

Comprehensive Maintenance Plan

A comprehensive maintenance plan for all major building systems will be instituted to ensure the building is maintained in a state of good repair. Such plan will include provisions for a least toxic approach to integrated pest management and establish maintenance procedures and guidelines which will contribute to acceptable indoor air quality. The plan shall be available for public inspection.

Procedures will also be established which address the safety of building occupants during maintenance activities including standards for exiting, ventilation, asbestos and lead protocols, noise abatement and control of chemical fumes, gases and other contaminants.

The School District will follow the guidelines established by the Commissioner of General Services for the use and purchase of environmentally-sensitive cleaning and maintenance products. All school personnel shall be notified by the availability of such guidelines.

Building Condition Surveys

Each occupied School District building will be assessed every five (5) years by a building condition survey. This survey will be conducted by a team that includes at least one licensed architect or engineer and will include a list of all program spaces and inspection of building system components for evidence of movement, deterioration, structural failure, probable useful life, need for repair and maintenance and need for replacement. Building condition survey reports will be submitted to the Commissioner by January 15th of every fifth year after the filing of the last survey.

Each year the Superintendent of Schools or his/her designee will report to the Board of Education on the progress of the projects listed in the Building Condition Survey.

Fire Safety Inspections

An annual inspection for fire and safety hazards will be conducted in accordance with a schedule established by the Commissioner of Education. The inspection will be conducted by a qualified fire inspector and the report will be kept in the School District office. Any violation of the State Uniform Fire Prevention and Building Code shall be corrected immediately or within a time frame approved by the Commissioner of Education.

Safety Rating System

A safety rating keyed to the structural integrity and overall safety of each occupied school building will be provided on an annual basis in consultation with the Health and Safety Committee. Safety ratings will be based on the safety rating system developed by the Commissioner and will comply with all statutory and regulatory requirements.

Building Principals shall, on an on-going basis, undertake their own inspections of school buildings and grounds, searching for any dangerous or hazardous conditions and take immediate steps to remedy the problem.

Cross-ref: Policy 8115 Pesticides and Pest Management

Ref: 29 CFR §§ 1910 et seq.
 40 CFR Part 763
 Education Law §§409-d; 409-e; 409-I; §807-a
 Labor Law §§875-883
 Public Health Law §§4800-4808
 Environmental Conservation Law §33-0725
 6 NYCRR Part 325
 8 NYCRR §§155.1; 155.4; 155.8
 9 NYCRR Parts 600-1250
 12 NYCRR Part 56

Adoption date:

POLICY 8410

STUDENT TRANSPORTATION

REVISED POLICY

Policies Being Replaced	Policy 8410 Student Transportation Policy 8415 Late Bus
Reason for Revision	Update policy statement to reflect current law and practice

Student transportation in the School District will be provided in accordance with applicable law and regulations. The following objectives will serve as a guide to School District personnel in connection with the implementation of the School District's student transportation program:

1. to furnish transportation to those students eligible for transportation pursuant to law;
2. to provide safe transportation;
3. to operate the transportation program efficiently and economically;
4. to adapt transportation to the requirements of the instructional program;
5. to maintain conditions on the buses that are conducive to the best interest of the students-including mental, moral and physical considerations;
6. to promote a sympathetic public understanding of the entire transportation program-including safety, adequacy, efficiency, and standards of service;
7. to establish and review at least once a year the school bus scheduling and routing plans; and
8. to establish and review at least once a year the eligibility for transportation of students residing in the School District.

In the development and operation of the transportation schedule, the Assistant Superintendent for Business and Administration and Supervisor of Transportation shall consider the following:

1. Safety
2. Adequacy of transportation for eligible students
3. Distances:
 - a. Kindergarten -0- Miles
 - b. Grades 1-5 -0- Miles
 - c. Grades 6-8 -0-Miles
 - d. Grades 9-12 ½ Mile

Students residing in the district, whether attending public or private school, shall be provided with transportation if they live less than fifteen (15) miles from the school they attend, but further than the distance cited above.

The Board of Education shall have the sole discretion in designating pick-up points and to add or remove bus stops in order to provide reasonably safe and economical transportation for the students of the School District.

The Superintendent of Schools or his/her designee is responsible for administering the transportation program in accordance with the above-stated objectives.

Parents or guardians of a child who will be attending a nonpublic school and qualifies for transportation, must notify the Board of Education, in writing, by April 1st of each year if

transportation is desired for the following school year. Should a family move into the School District after April 1, the request must be made within thirty days of establishing residency in the School District. A form for this purpose may be obtained from the District Transportation Office.

Late Bus Policy

The Roslyn Public Schools shall provide late bus service for students attending non-public schools, in like manner to the late bus service provided to Roslyn Public School Students.

For purposes of this policy, "late bus" transportation means transportation from the school attended by the students to central drop off points as defined by the Roslyn Public Schools at a time of day later than the time when such transportation is first provided following the end of the regular classes. It does not include transportation from school to any place other than the designated drop off point.

Adoption Date:

ROSLYN UNION FREE SCHOOL DISTRICT

New/Revised Policies

March 25, 2019

April 4, 2019 2nd Reading

POLICY 1600

UNMANNED AERIAL VEHICLES

NEW POLICY

Policies Being Replaced	NONE
Reason for Revision	Adopt policy concerning the use of drones on school property

As the safety of all students, staff, and community members is of paramount concern, the School District prohibits the use or possession of unmanned aircraft or aerial systems (UAS), also known as drones, for any purpose by any person or entity at all events on the grounds of the School District.

This prohibition applies to the area above and upon all spectator areas, fields of play, courts, mats, parking areas and/or other property on the grounds of the School District.

For purposes of this policy, a UAS is any unmanned airborne device or aircraft weighing less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft. The School District reserves the right to refuse admission to anyone operating or attempting to operate a UAS or to request the immediate removal of any person using or attempting to use a UAS in violation of this policy.

Use of drone for School District-related purposes under the supervision of School District staff is permitted with the approval of the Superintendent of Schools or his/her designee. The Board of Education reserves the right in its sole discretion to grant an exception to this policy to law enforcement, public safety agencies, or other individuals or entities. Any request for an exception to this policy must be submitted to the Board of Education at least two (2) weeks prior to the event. Any use granted under this provision must comply with the applicable FAA regulations.

Cross Ref: 1500 Use of School Facilities
 5300 Code of Conduct

Ref: 14 C.F.R. § 107

Adoption Date

POLICY 6800

PAYROLL PROCEDURES

REVISED POLICY

Policies Being Replaced	6800 – Payroll Procedures
Reason for Revision	Updating substance of policy

The Board of Education recognizes the importance of the payroll function for the effective administration of the School District. The Board of Education is also aware that this is an area at risk of fraud and abuse.

A duly certified payroll is one that has been examined and approved by the Superintendent of Schools, or his/her designee. It shall be the responsibility of the Superintendent of Schools or his/her designee to prepare all payrolls authorized for payment by the Superintendent of Schools. Upon such authorization, voucher order checks and/or direct deposit authorizations, signed or authorized by the School District's Treasurer and the School District Clerk (or individuals designated by the Board of Education at its reorganization meeting to substitute for the School District Treasurer or School District Clerk) and payable to the order of the persons entitled to receive such moneys, shall be issued.

Payroll procedures will also be reviewed periodically by the individual or firm performing the Internal Audit Function. The Internal Auditor will report findings and recommendations to the Board of Education. It is the intention of the Board of Education to take reasonable and necessary steps to safeguard the School District's payroll.

Cross-ref: 6810 Fiscal Controls
 6600 Fiscal Accounting and Reporting
 6680 Internal Audit Function

Ref: Education Law §§1720; 2116-a

Adoption Date:

POLICY 9260

CONDITIONAL APPOINTMENTS

REVISED POLICY

Policies Being Replaced	Policy 9014 Conditional Appointment and Emergency Conditional Appointment
Reason for Revision	Revise policy to align with current law

The Board of Education recognizes that there may be instances in which it is necessary, upon recommendation of the Superintendent of Schools, for the Board of Education to conditionally appoint or to make an emergency conditional appointment of a prospective employee. To provide for the safety of students who have contact with an employee holding a conditional appointment or an emergency conditional appointment, the Board of Education adopts the following policy.

No School District employee who holds a conditional or emergency conditional appointment shall be in contact with students, either in groups or individually, unless accompanied by an employee who does not hold conditional appointment, and only in the event the Building Principal provides express permission.

No School District employee conditionally or emergency conditionally appointed shall teach a class or provide services to students with his/her office or classroom door closed at any time when students are present in the classroom, unless accompanied by another teacher or administrator who does not hold conditional appointment.

The Building Principal or his/her designee shall, at least twice a week, monitor the activities of such employees while on School District property during the period of their conditional or emergency conditional appointment.

In addition, the School District will ensure that all personnel, including conditional and emergency conditional appointed employees, are aware of and receive training regarding the prohibition against child abuse in an educational setting and of their responsibility for reporting any such abuse. All conditionally appointed and emergency conditionally appointed employees receive this training at the time of their initial contingency appointment.

For purposes of this policy, the terms “conditionally appointed” and “emergency conditional appointment” shall refer to any employee holding conditional or emergency conditional appointment, as defined in Section 1709 of the Education Law.

Cross-ref:

Ref: Education Law §§1125-1133; 1709(39)
8 NYCRR §§100.2(hh); Part 87

Adoption date:

POLICY 9320

DRUG/ALCOHOL FREE WORKPLACE

REVISED POLICY

Policies Being Replaced	Policy 9125 Drug Free Workplace
Reason for Revision	Revise policy to align with current law

1. No person may use, possess, sell, manufacture or distribute alcohol or other substances, nor may use or possess drug paraphernalia, on school grounds or at school-sponsored events and activities, except drugs as prescribed by a physician.
 - a. The terms “alcohol and other substances” shall be construed throughout this policy to refer to the use of all controlled substances and other illegal drugs including but not limited to alcohol, tobacco, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alikes, and any synthetic version thereof (whether or not specifically illegal or labeled for human consumption), commonly referred to as “designer drugs.” Designer drugs are those substances which have been designed and synthesized to mimic the intended effects and usages of, and which are chemically substantially similar to, substances controlled by federal and/or state law as exemplified above.
 - b. “Drugs” shall include, but not be limited to, all controlled substances and other illegal drugs as defined in 1(a) above.
 - c. The inappropriate use of prescription and over-the-counter drugs shall also be prohibited.
 - d. The possession of tobacco products by a person over the age of twenty-one (21) would not be considered a violation of this policy.
2. The School District shall:
 - a. Notify all employees and employees of subcontractors in writing and specify the actions that will be taken against employees or other persons for violation of such prohibitions, which may include disciplinary measures addressed in the law.
 - b. Establish a drug/alcohol-free awareness program to inform employees about:
 - i. The dangers of drug/alcohol abuse;
 - ii. The School District’s policy of maintaining a drug-free workplace;
 - iii. Any available drug counseling, rehabilitation, and employee assistance program; and
 - iv. The penalties that may be imposed upon employees for drug abuse violations.
 - c. Notify the employee in the above notice that as a condition of employment, the employee will abide by the terms of the statement, and that the employee will notify the School District of any criminal arrest, and conviction for alcohol-related

and other controlled substances-related activity in the workplace no later than five (5) days after such arrest or conviction.

3. The School District shall take one of the following actions within thirty (30) days of receiving notice with respect to any employee who is so convicted:
 - a. Take appropriate personnel action against such an employee, up to and including termination; and/or
 - b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health enforcement, or other appropriate agency.
4. The School District in collaboration with the School District's collective bargaining units will establish an Employee Assistance Program that will provide appropriate and confidential prevention, intervention, assessment, referral, support and follow-up services for School District staff who seek assistance with alcohol and other substance use/abuse related problems, emotional problems, mental illness and other human problems. School District staff will be informed as to the services they can receive through the Employee Assistance Program and encourage to seek such help voluntarily. When an employee's unsatisfactory performance may be the result of drugs, alcohol, or other substance abuse, the School District's supervisory personnel will encourage employees to manage and move toward a resolution of their problems on their own with the help of the Employee Assistance Program.
5. The School District shall publish a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession or use of a controlled substance is prohibited in the workplace.

Adoption date:

POLICIES TO BE ABOLISHED

April 4, 2019 2nd Reading

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #0310

EVALUATION OF SCHOOL BOARD OPERATIONAL PROCEDURES

The Board of Education shall review the effectiveness of its internal operations at least once annually. The Superintendent of Schools and others who work regularly with the Board shall be asked to participate in this review and to suggest ways by which the Board can improve its functioning as a deliberative and legislative body.

An effective program of evaluation contains many features. The following conditions are crucial to evaluation that has as its primary purpose the improvement of Board leadership:

1. Board members should be involved in the development of the standards by which they will evaluate themselves.
2. The evaluation should be a composite of each Board member's opinion, but the Board as a whole should meet to discuss the results.
3. The evaluation should include a discussion of strengths as well as weaknesses.
4. The Board should not limit itself to those items that appear on the evaluation form. No form or set of guidelines could encompass the totality of the Board's responsibilities.

POLICY #0310

Page 2

5. Each judgement should be supported by as much rational and objective evidence as possible.

When the Board has received the composite profiles from the evaluation, Board members will discuss the results in detail and formulate a series of objectives for the ensuing year. These objectives will be stated in the form of behavioral change or productivity gains. Implied in this approach is an assumption that an individual is capable of improvement. The chances that he/she will improve are enhanced if evaluation is carried out systematically in accordance with good planning, conscientious follow-through, and careful assessment of results.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #1420

COMPLAINTS ABOUT CURRICULA INSTRUCTIONAL MATERIALS

All complaints concerning textbooks, library books and other instructional material shall be submitted to the Superintendent of Schools. The Superintendent shall promulgate regulations subject to Board of Education approval, establishing a complaint procedure which shall include:

1. an opportunity for an informal conference with the complainant;
2. the submission of formal written complaints on a prescribed form;
3. the formation of an instructional material review committee. The members of the committee shall be recommended by the Superintendent and appointed by the Board. The committee shall make recommendations to the Superintendent concerning the disposition of any complaint;
4. a decision by the Superintendent of Schools; and
5. an appeal to the Board of Education. The decision of the Board shall be final.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #1812

DANGEROUS WEAPONS IN SCHOOL: COMMUNITY

The Roslyn Union Free School District recognizes that possession of a weapon in a school building, facility, bus, on school grounds, or involved in a school-related activity (collectively "school premises"), poses a clear and present danger to students and staff.

No person shall knowingly have in his/her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, explosive, BB gun, pellet gun, air rifle, dangerous chemical, knife or any object which is not necessary for school activities and which could be used as a weapon.

A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

As defined by the Gun-Free Schools Act of 1994, a "firearm" is a type of dangerous weapons which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer; or any other destructive device.

School authorities shall report violators to law enforcement agencies where a violation of the law may have occurred.

POLICY #1812

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New York State and Federal peace officers and police officers acting in their official capacity or as required by law are the only people permitted on school property to have a weapon in their possession.

:FPB

Adopted: 12/1989

Revised: 11/1994

Ref: Goals 2000; Educate America Act P.L. 103-227
(Gun-Free Schools Act of 1994)
18 USC §921

Cross-ref: 9150.0 Dangerous Weapons in Schools (Staff)
5312.2 Dangerous Weapons in School
(Students)

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4870

PRIVATE TUTORING OF ROSLYN STUDENTS

The philosophy of the Roslyn Public Schools is to offer a comprehensive curriculum and a variety of educational opportunities for all students. If students require assistance beyond the classroom, they are encouraged to take advantage of available services like study centers; reading, math, and writing labs; Honor Society tutoring and Community Service tutoring; and teacher availability after school.

The District does not endorse or encourage private tutoring. Furthermore, the District is not responsible for the tutoring, does not supervise the tutors, and will not be liable in the event that the parent and/or student finds the tutoring services to be unsatisfactory.

Parents are, however, free to seek tutoring services. Should parents employ Roslyn teachers as tutors, the District will utilize the following procedures so as to negate any unfair advantage that might result from this activity.

1. A Roslyn teacher or staff member may not provide private tutoring services for any student who is presently in any of his/her classes.
2. A Roslyn teacher or staff member may not provide private tutoring services on school grounds or during the school day.
3. A Roslyn teacher or staff member may not make a recommendation for private tutoring as an option to a parent until he/she has discussed the recommendation with his/her immediate supervisor.

POLICY #4870

Page 2

4. Parents are free to contact and employ private tutors who are not members of the Roslyn staff.

Pursuant to the School District's Code of Ethics (Policy #2160, Regulation #2160-R), a Roslyn teacher may not enter into a tutoring arrangement which represents a conflict of interest or violates such Code.

:FPZ

Adopted: 2/1996

Rev.: 6/2003
10/2003

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

TEMPORARY REGULATION #4870-R

PRIVATE TUTORING OF ROSLYN STUDENTS

1. Whenever possible, more than one name will be provided to parents who request recommendations.
2. If tutors possess confidential knowledge of the specific content of tests for which they are preparing students or have any other information that might produce an unfair advantage to the student, they must not share it with anyone.

:FPB

Adopted: 6/2003

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #8132

EMERGENCY DRILLS

Fire Drills

The Board of Education will have all buildings inspected at least once each year for fire hazards. In addition, the Superintendent of Schools will be responsible for providing safety training for students.

As required by State Law, fire drills will be held in each school at least twelve (12) times each school year. Eight of these drills must be conducted prior to December 1st, and the remaining four prior to the end of the school year.

Early Dismissal

In case of severe weather, schools will be dismissed in the following order and at these approximate times:

High School	11:00 a.m.
Pre-Kindergarten	11:30 a.m.
Middle School	11:45 a.m.
East Hills	12:30 p.m.
Harbor Hill	12:30 p.m.
Kindergarten	1:15 p.m.

The early dismissal sequence is designed so that middle and high school students are at home when younger siblings arrive.

Go Home Early

The District shall annually conduct at least one go home early drill in each school building. Students are dismissed at some time prior to their regular dismissal time, and transported to their homes.

POLICY #8132

Page 2

Note: Any early dismissal may fulfill the go home
early drill requirement.

:FPB

Adopted: 12/1989

Revised: 1/2002

Ref: Education Law §§807; 808

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #8133

BOMB THREATS

The Board of Education recognizes that the potential harm caused by a bomb threat is not limited to serious personal injury and property damage. A bomb threat can also create an atmosphere of anxiety and panic, which, in turn, can result in the disruption of normal activities and the educational process. The Board further recognizes the district's responsibility to ensure the safety of students, staff and other building occupants whenever a bomb threat is received by being properly prepared with an identified of action to respond to the threat.

A bomb threat is a criminal act and will be treated as one. Any bomb threat to the district will be taken seriously; no bomb threat will be treated as a hoax or a prank. The district will vigorously pursue disciplinary action against any student or staff member caught reporting a bomb threat consistent with the provisions of the student code of conduct, state law or any applicable collective bargaining agreement. In addition, the district will urge law enforcement officials to prosecute any person caught reporting a bomb threat to the fullest extent of the law. Further, the district may seek restitution from the parent or guardian of any minor child between the ages of 10 and 18 who falsely reports a bomb threat or places a bomb for the expense of responding to the false report or incident.

The Superintendent of Schools shall establish procedures to be followed by all staff and students in the event of a bomb threat. The procedures shall be made a part of each school's emergency management plan. The procedures shall include a requirement that any person receiving information about a bomb threat must immediately notify the building administrator or his/her designee who will, in turn, immediately notify the appropriate law enforcement

POLICY #8133

Page 2

and initiate the planned actions to move all occupants out of harm's way. All appropriate staff shall be given a copy of the procedures, and the Superintendent shall ensure that all staff receive training on their respective roles and responsibilities in the event of a bomb threat.

The Superintendent must inform members of the Board and the parents/guardians of district students as soon as possible after any incident that activates the school emergency management plan, along with actions taken to protect students, staff and property. The Superintendent is also responsible for notifying the State Education Department and the District Superintendent of each bomb threat incident in accordance with requirements established by the State Education Department.

:FPB

Adopted: 1/2002

Cross-ref: 5450, Student Safety
8130, Emergency Plans
8134, Emergency Closings
8135, Safe Schools

Ref.: Education Law §807 (Fire Drills)
General Obligations Law §3-112 (Liability of parents and legal guardians for certain damages; liability is limited to \$5,000)
Penal Law §§240.55; 240.55; 240.60 (Falsely reporting an incident in the third, second and first degree, respectively); 240.61; 240.62 (placing a false bomb in the second and first degree, respectively)
8 NYCRR §155.17 (School Emergency Management Plans)
Revised Bomb Threat Response Guideline, New York State Education Department and New York State Police, February 1999

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #8413.1

TRANSPORTATION OF CHILDREN TO NON-PUBLIC SCHOOLS

Requests for daily student transportation to non-public schools must be submitted annually by parent(s) or legal guardian(s) of resident students. Such requests must be submitted no later than April 1st in order for a child to be eligible for transportation the following September.

If a child is not a resident of the District on April 1st, his/her parent(s) or guardian(s) must submit a written request for transportation within thirty (30) days after establishing residence. The Superintendent of Schools may grant an exception to the April 1st deadline only upon receipt of a written request that specifies the nature of the extenuating circumstance which delayed the request, and where the exception will not involve any additional cost to the School District.

The Superintendent's decision to deny a late transportation request may be appealed to the Board of Education.

:FPB

Adopted: 12/1994

Ref.: Education Law §3635(2)

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #8422

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS

The Board of Education recognizes that personnel are sometimes required to use their cars in the performance of their duties in traveling among district schools and in their attendance at professional conferences.

The mileage reimbursement shall be the maximum rate per mile approved by the IRS, with such reimbursement to be claimed in a way prescribed by the Superintendent of Schools.

:FPB

Adopted: 12/1989

Revised: 1/2002

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #9150.1

DANGEROUS WEAPONS IN SCHOOL: STAFF

The Roslyn Union Free School District recognizes that possession of a weapon in a school building, facility, bus, on school grounds, or involved in a school-related activity (collectively "school premises"), poses a clear and present danger to students and staff. No staff member shall knowingly have in his/her possession upon school premises any rifle, shotgun, pistol, revolver, other firearm, explosive, BB gun, pellet gun, air rifle, dangerous chemical, knife or any object which is not necessary for school activities and which could be used as a weapon.

A weapon is defined as any instrument capable of firing a projectile, the frame or receiver of any such weapon, a firearm muffler or silencer, any explosive device, or any other instrument capable of inflicting bodily harm.

In accordance with the Gun-Free Schools Act of 1994, a "firearm" is a type of dangerous weapon which is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of such a weapon; any firearm muffler or firearm silencer; or any other destructive device.

Any staff member who violates this policy will be subject to disciplinary action in accordance with his/her unit's collective bargaining agreement. School authorities shall report violators to law enforcement agencies where a violation of the law may have occurred.

POLICY #9150.1

Page 2

New York State and Federal Peace Officers and police Officers acting in their official capacity or as required by law are the only people permitted on school property to have a weapon in their possession.

:FPB

Adopted: 12/1989

Revised: 11/1994

Ref: Goals 2000; Educate America Act P.L. 103-227
(Gun-Free Schools Act of 1994)
18 USC §921

Cross-Ref: 1810 Dangerous Weapons in School
(Community)
5312.2 Dangerous Weapons in School
(Students)

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #9540

EMPLOYEES WITH HIV-RELATED ILLNESS

The Board of Education recognizes the public concern over the health issues surrounding Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus Infection (HIV). The Board also recognizes, based upon the current state of medical knowledge, that the virus associated with AIDS is not easily transmitted and there is no evidence that AIDS or the HIV virus can be transmitted by casual social contact in the open school setting.

The Board acknowledges the interests of employees diagnosed as having AIDS or HIV infection in continuing their employment, as well as the interests of all students and employees of the school district to learn and work without being subjected to significant risks to their health. The Board also takes notice that under current law and regulations the disclosure of confidential AIDS and/or HIV-related information must be strictly limited.

Accordingly, it is the policy of the Board of Education that no District employee shall be prevented from continuing his/her employment solely on the basis of such information.

In accordance with current law and regulations, it is also the policy of the Board to prevent any employee from being subjected to adverse or discriminatory treatment or stigma solely because he/she has been diagnosed as having AIDS or being HIV-infected.

The Superintendent of Schools is hereby directed to develop administrative regulations in regard to avoiding employment discrimination against individuals diagnosed as having AIDS or being HIV-infected.

POLICY #9540

Page 2

The Superintendent also shall implement, and all school personnel shall comply with, guidelines and routine sanitary hygiene procedures for dealing with all spills of blood and other body fluids in/on school premises and grounds. The Superintendent should consult public health officials, as appropriate, for the most current methods and information pertaining to such procedures.

In addition, the Superintendent shall develop and immediately implement in-service education and training for all school personnel concerning AIDS and HIV infection and the routine sanitary hygiene procedures to be followed in the case of all spills of blood and other body fluids.

:FPB

Adopted: 12/1989

Revised: 9/1990

Ref: Public Health Law, Article 27-F
NY Executive Law §296
US Rehabilitation Act 504
10 NYCRR Part 63
29 CFR §1910.1030 (proposed)
Arline v. School Board of Nassau County,
692 F Supp 1286 (MD Fla., 1988)
School Board of Nassau County v. Arline,
480 US 273 (1987)

POLICIES TO BE ABOLISHED

4.4.2019 1st Reading

ROSLYN UNION FREE SCHOOL DISTRICT

BOARD MEMBER COMPENSATION AND EXPENSE

POLICY 2550

Members of the Board of Education shall be reimbursed for any authorized expense actually and necessarily incurred in the performance of their duties.

The Board President or his/her designee shall be reimbursed for costs related to school-related functions specified by the Board.

:FPB

Adopted: 12/1989

Ref: Education Law §2118
General Municipal Law §77b

ROSLYN UNION FREE SCHOOL DISTRICT

IMPARTIAL HEARINGS/SELECTION OF IMPARTIAL HEARING OFFICERS

POLICY 4319

The School District is committed to making every effort to amicably resolve differences involving the educational programs for students with disabilities. When outside assistance is needed to aid in resolving a disagreement about the identification, evaluation, educational placement or provision of a free appropriate education for a student with a disability, mediation is encouraged. For those exceptional circumstances where a more formal method is required, the impartial hearing process will be utilized. The impartial hearing officer (IHO) renders a written decision after the parties present and refute evidence before him/her. The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

Impartial Hearing Process

The following is an overview of the Impartial Hearing process:

- a) Either the parent or the School District may request an impartial hearing. If a parent makes the request it must be in writing to the Board of Education describing the nature of the dispute and a proposed resolution of the problem. The District will provide a form for this purpose. However, the District may not deny or delay a parent's right to an impartial hearing if the written request is not complete.

If the District is the party initiating an impartial hearing, the District will provide prior written notice to the parent including a statement of the action proposed and any explanation of why the District proposes to take such action.

- b) Upon receipt of or initiation of a request for an impartial hearing, the District will inform the parent of the availability of mediation, of any free or low-cost legal and other relevant services available in the area, and provide them with a copy of the District's Procedural Safeguards Notice.
- c) The District must immediately [but not later than two (2) business days after receipt of the written request] initiate the process to select an IHO. The District selects the IHO through a rotational selection process in accordance with regulatory timelines. The Superintendent's Secretary/District Clerk will be responsible for contacting IHOs and maintaining appropriate records.
- d) The IHO must be certified by the Commissioner of Education, be independent and have access to the support and equipment necessary to perform the duties of an IHO. When the selected IHO indicates availability, the Board of Education must immediately appoint him/her. To expedite this process the Board may designate one (1) or more of its members to appoint the IHO on behalf of the Board.
- e) The impartial hearing will be conducted at a location that is reasonable and convenient to the parent and the student involved. The hearing shall be closed to the public unless the parent requests an open hearing.

- f) The IHO presides over the hearing at which the parties have an opportunity to present evidence and testimony.
- g) The student remains in his/her current placement during the pendency of the impartial hearing unless both parties agree and except as otherwise provided for expedited impartial hearings for certain disciplinary suspensions or removals of a student.
- h) The IHO renders and forwards the finding of fact and decision to the parties and to the State Education Department in accordance with regulatory timelines.
- i) The decision of the IHO is final and binding on both parties unless appealed to the State Review Officer (SRO).

Recordkeeping And Reporting

The District will maintain an alphabetical list of the names of each IHO who is certified in New York State and available to serve in the District. The District will record and report to the State Education Department required information relating to the selection of IHOs and the conduct of impartial hearings according to the manner and schedule specified by the department. The Superintendent shall designate a staff member(s) who will be responsible for reporting such information as required relating to the impartial hearing process into the State Education Department's web-based reporting system.

Compensation Of Impartial Hearing Officers

The District will be responsible for compensating the IHO for pre-hearing, hearing and post-hearing activities at the rate agreed upon at the time of the IHO's appointment. The rate of compensation may not exceed the maximum rate approved by the Director of the Division of the Budget. The District will also reimburse hearing-related expenses (e.g., duplication and telephone costs pursuant to an annually determined schedule.

The District will not be responsible for compensating the IHO for any day of hearing that is cancelled at least five business days prior to the scheduled hearing date. The District will forward a copy of its compensation rates and cancellation policy to each IHO on the District's rotational list, who is contacted for appointment.

Mediation

Mediation is voluntary and does not deny or delay a parent's right to an impartial hearing. If mediation is initiated after a request for an impartial hearing has been received, the impartial hearing must continue unless the request for the impartial hearing is withdrawn. However, a party may request an extension to an impartial hearing in order to pursue mediation.

Guardians ad Litem at Impartial Hearings

Unless a surrogate parent has been previously appointed, the IHO must appoint a guardian ad litem when he/she determines that the interests of the parent(s) are opposed to or inconsistent with those of the student or whenever the interests of the student would be best protected by such appointment.

ROSLYN UNION FREE SCHOOL DISTRICT

IMPARTIAL HEARINGS/SELECTION OF IMPARTIAL HEARING OFFICERS

POLICY 4319

Confidentiality

All issues relating to a request for and conduct of an Impartial Hearing must be kept confidential by all District staff.

FPZ:S

Adopted: 8/2003

Ref.: Education Law Sections 4404(1) and 4410 (7)
8 New York Code of Rules and Regulations
(NYCRR) Sections 200.1, 200.2, 200.5, 200.16,
200.21 and 201.11

ROSLYN UNION FREE SCHOOL DISTRICT

PRE-SPECIAL EDUCATION REFERRAL INTERVENTIONS

POLICY 4320

The Board of Education of the Roslyn Union Free School District, in its commitment to providing an educational program which meets individual student needs, recognizes the importance of pre-referral strategies. To ensure the appropriate delivery of services to students with disabilities in the District, the Superintendent of Schools shall ensure that where appropriate, school-wide approaches and pre-referral interventions are implemented to remediate a student's performance prior to referral for special education. Such approaches and pre-referral strategies may include, but shall not be limited to academic intervention services, such as:

- Remedial reading
- Remedial mathematics
- Remedial writing
- Early morning English Language Arts (ELA) and mathematics instruction
- English Language Learners (ELL) instruction
- Speech and language improvement services
- Intensive Individualized Instruction (III)

and social/emotional/physical services, such as:

- Education Related Support Services:
 - Short-term counseling
 - Psychological services

:FPB

Adopted: 9/2000

ROSLYN UNION FREE SCHOOL DISTRICT

EDUCATIONAL PROGRAMS FOR SECTION 504 STUDENTS

BOARD OF EDUCATION POLICY 4322.1

(Students with Disabilities -Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act)

The Roslyn Union Free School District has developed procedures to insure that students who are eligible under Section 504 of the Rehabilitation Act of 1973/ADA (the Act) are provided free and appropriate educational programs in the least restrictive environment, in addition to non-discriminatory assessments and due process procedures. Assessments are based upon information required on a case by case basis. Tests, observations, interviews, medical history, etc., are available sources of information.

The Board of Education will locate and identify all students with a disability residing in the district that are eligible under Section 504. An appropriate education may include modifications, accommodations, specialized instruction, or related aids as deemed necessary to meet an individual's educational needs as adequately as the needs of non-disabled students. The Act covers any "person who has or had a record of having, or is regarded as having physical or mental impairments which substantially limit one or more life activities."

Physical or mental impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities (as defined in the IDEA).

Major Life Activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working.

A student is eligible under Section 504 when the Section 504 Committee decides that the student does not have one of the thirteen IDEA disabilities, but meets the definition of an individual with a disability under Section 504, and needs regular or special education, or related services.

The documentation of Section 504 eligibility and services to be provided shall be recorded on Roslyn Public School Section 504 Accommodation form (504-08). Each school will administer the Section 504 policies and procedures; and facilitate accommodation services and those supports to assist the student access to general education.

Parents/guardians, who believe their child may have a disability that requires modifications or accommodations to the student's educational program, should contact the child's school and/or the Special Education Department.

:FPB

Adopted: 7/2002

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4328

STUDENTS WITH DISABILITIES - Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act

The Roslyn Union Free School District has developed procedures to ensure that students who are eligible under Section 504 of the Rehabilitation Act of 1973/ADA (the Act) are provided free and appropriate educational programs in the least restrictive environment, in addition to non-discriminatory assessments and due process procedures. Assessments are based upon information required on a case by case basis. Tests, observations, interviews, medical history, etc., are available sources of information.

The Board of Education will make every effort to locate and identify all students with a disability residing in the district who are eligible under Section 504. An appropriate education may include modifications, accommodations, specialized instruction, or related aids as deemed necessary to meet an individual's educational needs as adequately as the needs of non-disabled students. The Act covers any "person who has or had a record of having, or is regarded as having physical or mental impairments which substantially limit one or more life activities."

Physical or mental impairment means any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin and endocrine; or any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities (as defined in the IDEA).

Major Life Activities include: caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, working.

A student is eligible under Section 504 when the Section 504 Committee decides that the student meets the definition of an individual with a disability under Section 504, and requires modifications and/or accommodations to meet the youngster's educational needs.

The documentation of Section 504 eligibility and services to be provided shall be recorded on Roslyn Public School Section 504 Accommodation form (504-08). Each school will administer the 504 policies and procedures; and facilitate accommodation services and those supports to assist the student access general education.

Parents/guardians, who believe their child may have a disability that requires modifications or accommodations to the student's educational program, should contact the child's school and/or the Special Education Department.

PLEASE NOTE that information regarding due process rights under Section 504 of the Rehabilitation Act of 1973/Americans with Disabilities Act, please consult Policy #5311.3, Student Complaints and Grievances, and corresponding Regulation #5311.3-R.

FPZ:S

Adopted: 9/2003

INDEPENDENT EDUCATIONAL EVALUATIONS

The Roslyn School District has established the following procedures for obtaining independent educational evaluations(s) (IEE(s)) for children who are classified by the Committee on Special Education (CSE) or Committee on Preschool Education (CPSE) as having a disability or who are suspected of having a disability.

Parents with children who have been classified with a disability or children who are suspected of having an educationally related disability have the right under Federal and State regulations to obtain an IEE at public expense under certain conditions. Regulatory standards are outlined in New York State Regulations of the Commissioner of Education § 200.5(g) and Federal Regulations 34 CFR § 300.502. Additionally, A Parent's Guide to Special Education: Your Child's Right to an Education in New York State and the Procedural Safeguards Notice, published by the New York State Education Department, detail IEE requirements. These documents are available from the Roslyn School District Special Education Office for parents who desire to review them.

Definition

An independent educational evaluation (IEE) means an evaluation conducted by qualified examiners as defined in § 300.502(a)(3)(i) who are not employed by the District. If a parent or guardian disagrees with the evaluation conducted by the District, the parent or guardian may have the right to obtain one IEE at public expense for each District evaluation. If a parent requests an IEE at public expense, the District must, without unnecessary delay, either: (a) file a due process complaint to request an impartial hearing before an impartial hearing officer to contest, the IEE for failure to comply with the District's criteria and/or to defend the appropriateness of the evaluation conducted by the District, or (b) provide the IEE at public expense. If the impartial hearing officer determines that the District's evaluation is appropriate, the parents/guardian would not have the right to publicly funded IEE or the right to reimbursement for the IEE.

Timeline

A parent may request an IEE at public expense from the District at any time. However, a parent is entitled to only one IEE at public expense each time the District conducts an evaluation of his/her child with which he/she disagrees. If a parent unilaterally obtains an evaluation at private expense and wishes to submit the private evaluation to the District for reimbursement as an IEE at public expense, the parent will have up to ninety (90) days from the date of the private evaluation to request IEE reimbursement from the District. A copy of the private evaluation report and an itemized invoice must be attached by the parent to the request for IEE reimbursement.

Requests should be in writing to: Dr. Stuart Grossman
 Director of Pupil Personnel Services
 Roslyn Public Schools
 Annex
 440 Round Hill Road
 Roslyn Heights, New York 11577

If the parent requests an IEE, the District may ask why the parent objects to the evaluation of the child done by the District. The District may not require an explanation and may not unreasonably delay either providing the IEE at public expense or filing a due process complaint to request an impartial hearing to contest the IEE and/or defend the evaluations conducted by the District.

Public Expense

Public Expense means that the District either pays for the full cost of the IEE or ensures that the evaluation is otherwise provided at no cost to the parent/guardian. The District has set the following rates as the maximum allowable fees per evaluation:

Psychological Evaluation – Cognitive Evaluation	\$600
Projective Evaluation	\$500
Neurological Evaluation	\$800
Educational Evaluation	\$300
Speech/Language Evaluation	\$400
OT Evaluation	\$350
PT Evaluation	\$300
Psychiatric Evaluation	\$800
Neuropsychological	\$2400
Audiological Evaluation	\$300
Central Auditory Processing Evaluation	\$500
Assistive Technology	\$75/hour

The District may pay for an IEE only if conducted by an individual who possesses current license or certification from the New York State Education Department in the area of the evaluation. The maximum allowable fees set by the District will be high enough to permit parents to choose among qualified professionals within a 50-mile radius of the District. Requests for exception to the maximum allowable fees may be allowed by the District if justified by the student's unique circumstances. Any request for such an exception should be forwarded in writing to the Director of Pupil Personnel Services.

Responsibilities

Parents may select any professional who meets the criteria stated previously. The District has established a list of qualified professionals who are in private practice or employees of other public agencies to whom parents may go to secure an IEE. It is the responsibility of the independent evaluator to contact the District to arrange for payment, dates of classroom visitations and discussions with school staff. The independent evaluator is also responsible for sending a copy of his/her current NYS certification/license to the Director of Pupil Personnel Services.

The District has the responsibility to designate the geographic area in which the parents would be limited in their search for an independent evaluator. The District will consider for public funding evaluations conducted within a 50-mile radius of the district. The District is not responsible for travel expenses and/or mileage to and from the evaluation site. Requests for exception to this geographic area limitation may be allowed by the District if justified by the student's unique circumstances. Any request for such an exception should be forwarded in writing to the Director of Pupil Personnel Services.

:CLB

Adopted: 01/2011

ROSLYN PUBLIC SCHOOLS BOARD OF EDUCATION MEETING

AGENDA ADDENDUM Thursday, April 4, 2019

PERSONNEL P.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification / Class / Step / Salary
		DELETE #3						
70	Paulina Vastardis	Revise Appointment	IPG Teaching Assistant (not to exceed 4.5 hours/week)	EH	4/5/19	6/30/19		Per RTA Contract
71	Jacqueline Casoria	Coach Appointment	Boys Tennis IV/1	MS	4/5/19	6/7/19		Per RTA Contract
72	Rachel Shapiro	Substitute Appointment	Per Diem Substitute Teacher		4/8/19	6/30/19		\$130/day

P.2 Classified

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
10	Allen Lewis	Appointment	Part-Time Bus Driver (B. Canales)	Non-Comp	p/t	Bus Garage	On or about 4/15/19*		\$20.50/hour
11	Geri Scenga	Resignation	Account Clerk			MS		6/3/19 (last day of employment)	

BUSINESS & FINANCE:

B.12 BE IT RESOLVED that the Board of Education hereby authorizes the Roslyn Union Free School District to amend the terms of the 2018-2019 Agreement between the School District and the ELIJA Farm, Inc. subject to an Amendment to be prepared by District counsel;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate said Amendment to the Agreement with The ELIJAH Farm, Inc. on behalf of the Board of Education.

BOARD OF EDUCATION

BOE.7 BE IT RESOLVED that the Board herewith authorizes an Agreement and Release between the Board and a civil service employee known to the Board of Education. The Board has previously reviewed said Agreement in Executive Session.

BE IT FURTHER RESOLVED, that the Board authorizes the Board President to execute the Agreement and Release.