

NOTICE OF MEETING
BOARD OF EDUCATION
ROSLYN UNION FREE SCHOOL DISTRICT

To be held on **TUESDAY, July 10, 2018**
5:00 PM
Roslyn High School – Board Room

A G E N D A

ANNUAL RE-ORGANIZATION MEETING [2018-2019]

Board Counsel: Call to Order

“There being a quorum of the Board of Education present, I hereby call to order this Annual Re-organization Meeting of the Roslyn Union Free School District Board of Education on Tuesday, July 10, 2018.”

*Preliminary Announcements (Superintendent of Schools)
Emergency Procedures
Cell Phones

Pledge of Allegiance

*****ELECTIONS, APPOINTMENTS AND ACTIONS*****

Board President:

1. Administration of Oath of Office to Newly Elected Board Members

Name: David Dubner	Term: July 1, 2018 - June 30, 2021
Name: Michael Levine	Term: July 1, 2018 - June 30, 2021
Name: David Seinfeld	Term: July 1, 2018 - June 30, 2021

“Please raise your right hand and repeat after me

2. Nomination for the Office of President of the Board for 2018-2019

“Nominations are now in order for the Office of President.”

Election of President:	Name(s)	
Motion	Second	Vote

3. Nomination for the Office of Vice President of the Board for 2018-2019

“Nominations are now in order for the Office of Vice President.”

Election of Vice President:	Name(s)	
Motion	Second	Vote

4. Administration of Oath of Office to President and Vice President

"Please raise your right hand and repeat after me

STATEMENT FROM THE NEWLY ELECTED BOARD PRESIDENT
STATEMENT FROM THE NEWLY ELECTED BOARD VICE PRESIDENT

Board President

5. Administration of Oath of Office to Superintendent of Schools

"Please raise your right hand and repeat after me

6. Appointment of District Clerk

Recommendation that Nancy Carney Jones be appointed as District Clerk for the 2018-2019 school year at an annual rate of compensation subject to BOE approval.

"Please raise your right hand and repeat after me"

Board President:

7. Appointment of District Treasurer

Recommendation that Linda Gillespie be appointed as District Treasurer for the 2018-2019 school year at an annual rate of compensation subject to BOE approval.

Board President:

8. Administration of Oath of Office to the District Treasurer

"Please raise your right hand and repeat after me"

Board President:

9. **Appointment of General Counsel to the Board of Education**

Recommendation that the firm of Ingerman Smith, LLP be engaged as legal counsel to the Board of Education during the 2018-2019 school year at an annual retainer fee of \$168,855 and to authorize the Board President to execute the letter of agreement dated July 1, 2018. [The annual retainer fee also includes the first three hundred (300) hours of legal services in connection with "Non-Retainer Services". All excess hours will be billed at the rate of \$230 per hour. \$230 per hour will be charged for litigation, real estate, construction and other non-retainer matters].

10. **Appointment of Bond Counsel**

Recommendation that the firm of Hawkins Delafield & Wood be engaged as bond counsel for the 2018-2019 school year subject to the terms and conditions of an agreement to be approved by District Counsel. The Board of Education hereby authorizes the President of the Board of Education to execute said agreement on behalf of the Board of Education.

11. **Appointment of Bond Agent for Building Bond Issues**
Recommendation that Depository Trust be designated as paying agent, registration agent, and cremation agent for the Bond Account during the 2018-2019 school year. [No costs to the district].
12. **Appointment of Claims Auditor**
Recommendation that Cerini & Associates LLP be appointed as Claims Auditor for the 2018-2019 school year at a fee of \$24,000, subject to the terms and conditions of an agreement to be approved by District Counsel. The Board of Education hereby authorizes the President of the Board of Education to execute said agreement on behalf of the Board of Education.
13. **Appointment of Internal Auditors**
Recommendation that the firm of Nawrocki Smith LLP be engaged as Internal Auditors for the 2018-2019 school year at a fee not to exceed \$48,040 subject to the terms and conditions of an agreement to be approved by District Counsel. The Board of Education hereby authorizes the President of the Board of Education to execute said agreement on behalf of the Board of Education.
14. **Appointment of External Auditor**
Recommendation that the firm of Cullen and Danowski, LLP be engaged as external auditors for the 2018-2019 school year at a fee of \$44,000 in accordance with the agreement as amended on May 10, 2018 and to authorize the Board President to execute the agreement as approved by District Counsel and the engagement letter as approved by District Counsel.
15. **Appointment of District Construction Management Firm**
Recommendation that Park East Construction continue as Construction Manager for the 2018-2019 school year at a rate of 3% of construction costs.
16. **Appointment of Financial Advisors**
Recommendation that the firm of Capital Markets Assoc. be engaged as financial advisors to assist the district with tax anticipation notes for the 2018-2019 school year, subject to the terms and conditions of an agreement to be approved by District Counsel. The Board of Education hereby authorizes the President of the Board of Education to execute said agreement on behalf of the Board of Education.
17. **Appointment of Cooperative Bidding Agent**
Recommendation that Educational Data Services, Inc. be appointed as sole administrative agent for the Educational Cooperative Pricing System with respect to the district's Cooperative Supply Bids and Skilled Trade Bids for the 2018-2019 school year at a fee of \$9,820 pursuant to acceptance of a letter of agreement and to authorize the Board President to execute the same.
18. **Appointment of Engineers/Architects**
Recommendation that BBS Architects & Engineer, P.C. be appointed as District Architect at a rate of 5% of construction costs for the 2018-2019 school year in

accordance with the terms and conditions of the Agreement between the District and BBS Architects & Engineer, P.C. dated December 14, 2017

19. Appointment of Special Education Consultants

Recommendation that the firm of Sivic Solutions Group, LLC be engaged as Special Education Consultants for the purpose of monitoring and filing for Medicaid reimbursement at a fee of a maximum of \$7,200 per year for the 2018--2019 school year.

20. Central Treasurer: High School Extra-Classroom Activity Account

Recommendation that for the 2018-2019 school year, William Marvin be appointed as Central Treasurer for the Extra-Classroom Activity Account in the High School as per RTA contract. Jay Pilnick is authorized as co-signer of checks which are subject to review by the claims auditor.

21. Central Treasurer: Middle School Extra-Classroom Activity Account

Recommendation that for the 2018-2019 school year, Diane Triebe be appointed as Central Treasurer for the Extra-Classroom Activity Account in the Middle School as per RTA contract. Craig Johanson is authorized as co-signer of checks which are subject to review by the claims auditor.

22. Check-Signing Procedure

Recommendation that the signatures of both the District Treasurer and the District Clerk be authorized and required to be affixed to all checks issued by the District and that such checks may be signed with the facsimile signatures of these District agents (as per revised policy #6410) and to further authorize the Assistant Superintendent for Business and Administration to serve as the alternate signatory for the District Treasurer and the Assistant Superintendent for Elementary Education and Assistant Superintendent for Secondary Education to serve as the alternate signatories for the District Clerk.

23. Designation of Purchasing Agent

Recommendation that the Assistant Administrator for Business be designated as Purchasing Agent and that in her absence the Assistant Superintendent for Business and Administration be responsible for the purchasing functions and authorized to sign purchase orders of the school district from July 1, 2018 to June 30, 2019.

24. Designation of Bid Officials for the School Year 2018-2019

Recommendation that the District Clerk and/or the Superintendent, or the Superintendent's designee, shall serve as the district bid officials for the 2018-2019 school year.

25. School Lunch Officials

Recommendation that School Lunch Manager be appointed as the official who will sign school lunch agreements, reports, and claims for the school lunch program for the 2018-2019 school year.

26. Certification of Payrolls

Recommendation that the Superintendent of Schools be appointed as the person authorized to certify bi-weekly payrolls of the District for the 2018-2019 school year.

27. **Insuring the Faithful Performance of Employees**
Recommendation that faithful performance coverage (Crime Insurance) be procured to cover all employees of the district as per General Municipal Law §11 and per the New York State Comptroller's five-point plan of June 2005. [For the 2018-2019 school year, Traveler's has issued a commercial crime policy to the Roslyn UFSD which provides Employee Dishonesty coverage for all district employees, School Board members, Audit Committee members, the Internal Auditor and the Claims Auditor, irrespective of names, positions or job titles. The limit is \$5,000,000 per loss (the highest limits available for any client)].
28. **Designation of Official Newspapers**
Recommendation that The Roslyn News, Long Island Business News, The Roslyn Times and/or Newsday be designated as newspapers in which all advertisements required by law may be published during the 2018-2019 school year as may be determined by the District Clerk.
29. **Appointment of School District Asbestos Designee**
Recommendation that for the 2018-2019 school year, the Assistant to the Superintendent for Administration and Special Projects be appointed as the person designated by the District to ensure all actions required by the Asbestos Hazard Emergency Response Act (AHERA) are implemented.
30. **Appointment of Asbestos Consultant / Environmental Consultant**
Recommendation that the firm of J.C. Broderick & Associates, Inc. be appointed as Asbestos Consultant / Environmental Consultant for the 2018-2019 school year in accordance with the fee schedule. [No change in fee; as needed basis].
31. **Petty Cash**
Recommendation that the amount of \$100.00 be advanced as petty cash to the Assistant Superintendent for Business and Administration, Director of Transportation, School Lunch Manager, each school building principal and the District Athletic Director for the 2018-2019 school year. [Same since 2007]
32. **Appointment of Advertising Agency**
Recommendation that the firm of Miller Advertising be appointed as advertising agency for the 2018-2019 school year to be responsible for the placing of recruitment advertisements in various newspapers. [No charge to district]
33. **Designation of Depository for District Funds**
Recommendation that Roslyn Union Free School District funds be deposited/ invested for the 2018-2019 school year in banks designated below with the understanding that all participating banks will not charge for checks or services:
Banks: Capital One Bank
First National Bank of Long Island
Flushing Commercial Bank
New York CLASS
[The Board of Education may receive a recommendation during the fiscal year to add additional depositories to this list.]

34. **Appointment of District Records Management Officer**
Recommendation that the Assistant to the Superintendent for Technology and Security Infrastructure be appointed the District Records Management Officer for the 2018-2019 school year.
35. **Appointment of District Records Access Officers**
a) Recommendation that the School District Clerk be appointed District Records Access Officer for Freedom of Information Law (FOIL) requests for the 2018-2019 school year.
b) Recommendation that the School District Clerk be appointed District Records Access Officer for matters related to employee records for the 2018-2019 school year.
c) Recommendation that the Director of Guidance be appointed District Records Access Officer for Family Educational Rights and Privacy Act (FERPA) requests for the 2018-2019 school year for matters related to student records.
36. **Appointment of Chief Emergency Officer**
Recommendation that the Assistant to the Superintendent for Administration and Special Projects be appointed as the Chief Emergency Officer for the 2018-2019 school year.
37. **Appointment of Designated Educational Official (DEO)**
Recommendation that pursuant to the SAVE (Safe Schools Against Violence in Education) legislation, Chapter 181 of the Laws of 2000, the Superintendent of Schools be appointed as the District's Designated Educational Official (DEO) for the 2018-2019 school year.
38. **Appointment of Equal Employment Opportunity Officer (EEO)**
Recommendation that the Assistant Superintendent for Business and Administration be appointed the District Equal Employment Opportunity Officer for the 2018-2019 school year.
39. **Appointment of Section 504 Compliance Officer (Special Education)**
Recommendation that the Director of Pupil Personnel Services be appointed District Section 504 Compliance Officer for the 2018-2019 school year.
40. **Appointment of Title IX Compliance Officer (Gender Equity)**
Recommendation that the Assistant Administrator for Business be appointed District Title IX Compliance Officer for the 2018-2019 school year.
41. **Appointment of DASA (Dignity for All Students) Coordinators**
Recommendation to appoint each building principal, each building assistant principal and the high school's dean of students as DASA Coordinators for the 2018-2019 school year.

42. **Appointment of School District Physicians/Medical Director**
Recommendation that Winthrop Pediatric Associates, Medical Director Dr. Ronald Marino be appointed for the school year 2018-2019 in accordance with the existing letter of agreement (pending execution of an agreement as approved by attorneys).

43. **Appointment of Committee on Pre-K Special Education for 2018-2019**
Recommendation that the following individuals be appointed to the Committee on Pre-K Special Education for the 2018-2019 school year:

Chairperson: Director of Pupil Personnel Services
Chairperson: Cindy Samide, CPSE Chairperson
Co-Chairpersons: Assistant Director of Pupil Personnel Services

Parent Members:

Name

Address

Adler, Deborah	50 Peacock Drive, Roslyn, NY 11576
Freeman, Brooke	22 Hummingbird Drive, Roslyn, NY 11577
Gilbert, Dr. Alison	86 Barberry Lane, East Hills, NY 11577
Kanner, Lynne	44 Entrance Road, Roslyn, NY 11577
Wasserman, Jocelyn	59 Midwood Cross, Roslyn, NY 11576

44. **Appointment of Committee on Special Education for 2018-2019**
Recommendation that the following individuals be appointed to the Committee on Special Education for the 2018-2019 school year:

Chairpersons: Director of Pupil Personnel Services
Assistant Director of Pupil Personnel Services
Physician: To be assigned by Winthrop University Hospital

Parent Members:

Name

Address

Adler, Deborah	50 Peacock Drive, Roslyn, NY 11576
Freeman, Brooke	22 Hummingbird Drive, Roslyn, NY 11577
Gilbert, Dr. Alison	86 Barberry Lane, East Hills, NY 11577
Kanner, Lynne	44 Entrance Road, Roslyn, NY 11577
Wasserman, Jocelyn	59 Midwood Cross, Roslyn, NY 11576

45. **Appointment of Sub-Committee on Special Education for 2018-2019**
Recommendation that the following individuals be appointed to the Sub-Committee on Special education for the 2018-2019 school year:

Chairpersons: Director of Pupil Personnel Services
Assistant Director of Pupil Personnel Services
School Psychologists
Physician: To be assigned by Winthrop University Hospital

46. **Appointment of Parent Surrogates for 2018-2019**
Recommendation that the following individual be appointed as a parent surrogate for the 2018-2019 school year:

Shari Jacobson	47 Center Court, Roslyn Heights, NY 11577
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47. **Appointment of Impartial Hearing Officers 2018-2019**

Recommendation that pursuant to the amendments to Section 2002 of the Regulations of the Commissioner of Education, effective July 31, 1998, relating to the establishment and rotation of the list of impartial hearing officers, the Board of Education of the Roslyn Union Free School District hereby appoints the following list of individuals who are certified and eligible to serve as impartial hearing officers in Nassau County for students with disabilities:

IHO Rotation List for 2018-2019		
Schiff, Martin	Cohen, Diane	Lazan, Michael
Schiro, Jeffrey	Cutler-Igoe, Ellen	Lederman, Nancy
Schneider, Judith	Daniel, Audrey	Lowenkron, Ruth
Silver, Marjorie A.	DeLeon, Edgar	Lushing, Susan
Silverson, Jeffrey	Dewan, Debra Siedman	Marsico, Richard
Tessler, Craig	Ebenstein, Barbara J.	McKeever, James
Venezia, Arthur James	Farago, John	Millman, Tina
Wahrman, Israel S.	Feinberg, Rona	Monk, James A.
Walsh, James	Finkelstein, Sharyn	Moore, Christine
Walsh, Marion	Flame, Lana S.	Murphy, Leah L.
Wanderman, Carl L.	Gronback, Vanessa	Naun, John
Washington, Denise	Guerra, Jeffrey	Nisely, Robert
Wolman, Mindy G.	Haken, Steve	Noe, Mary
Ziev, Joel D.	Hill, Elizabeth	Passman, Julie
Abberbock, Ellen	Hughes, Sherri L. Esq.	Peters, Gary D.
Agoston, Linda	Itzla, Amy Lynne	Peters, Kenneth EDD
Albert, Peter	Joyner, Theresa R.	Peyser, Helene
Almeleh, Lynn Botwinik	Kandilakis, George	Phelan, Patricia
Barbour, Susan M.	Keefe, Jeanne	Reichel, Heidi
Brandenburg, Wendy K.	Kehoe, Martin J. III	Richmond, Susan Mills
Brandow, Regina E.	Kestenbaum, Elise	Ritzenberg, Kenneth S.
Briglio, Robert	Lassinger, Dora	Roth, Roslyn
		Schad, Jerome Esq.

48. **Appointment of Board Representatives authorized to appoint Impartial Hearing Officers**

WHEREAS, a board of education is required by Section 200.5 of the Regulations of the Commissioner of Education to initiate the process for selecting an impartial hearing officer by no later than two (2) business days after receipt by the school district of a written request for hearing by a parent or guardian of a disabled student; and

WHEREAS, the Commissioner's Regulations specifically authorize a board of education to designate one or more of its members to appoint an impartial hearing officer in lieu of action by the full board in order to meet the timelines of the amended Regulations;

BE IT RESOLVED, that the President of the Board of Education, or on the occasion of his or her absence or inability, the Vice President of the Board of Education, is hereby authorized and directed to appoint an impartial hearing officer from the District's alphabetical rotational list previously adopted by the Board of Education; and be it further

RESOLVED, that the President of the Board of Education, or on the occasion of his or her absence or inability, the Vice President of the Board of Education, shall make such appointment in accordance with the principles set forth in Section 200.5 of the Regulations of the Commissioner of Education. The District Clerk, or acting District Clerk, under the direction of the President of the Board, shall initiate the selection process by contacting the impartial hearing officer whose name first appears after the impartial hearing officer who last served, and shall canvass the list as provided in the Regulations until an appointment is accepted.

49. **Medicaid Compliance Officer**

Recommendation that the Director of Pupil Personnel Services be appointed District Medicaid Compliance Officer for the 2018-2019 school year.

50. **Homeless Liaison**

Recommendation that the Director of Guidance be appointed as the Homeless Liaison for the Summer of 2018 and District Social Worker be appointed as the Homeless Liaison from September 2018 to June 2019.

51. **2018-2019 Free and Reduced Price Meal/Special Milk Program**

Recommendation that the Board of Education of the Roslyn Union Free School District, the governing body of this School Food Authority, hereby accepts the 2018-2019 Free and Reduced Price Meal/Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all attachments, as prescribed by the State Education Department, and authorizes the President of the Board to execute the prescribed Certificate of Acceptance on behalf of the District.

- a) Recommendation that the School Lunch Manager be appointed as the Hearing Official in connection with the Free and Reduced Price Meal/Special Milk Program.
- b) Recommendation that District Social Worker be appointed as the Reviewing Official and Verification Official in connection with the Free and Reduced Price Meal/Special Milk Program.

52. **BE IT RESOLVED**, that the Roslyn Union Free School District hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security # (Last 4 Digits)	Registration #	Standard Work Day (Hrs/Day)	Term Begins/ Ends	Participates in Employer's Time Keeping Systems (Y/N)	Days/ Month (based on Record of Activities)
District Clerk	Nancy Carney Jones	6434	50467695	7	7/1/2018 Thru 6/30/2019	Yes	
District Treasurer	Linda Gillespie	9540	43466101	7	7/1/2018 Thru 6/30/2019	No	5.71

53. Annual School District Policy Review

a) **Financial Policies**

Recommendation that pursuant to the provisions of General Municipal Law the financial policies of the Roslyn UFSD continue to be subject to an annual review by the Board of Education and its designated representatives including members of the professional staff and members of the Citizen Audit Advisory Committee. [Policies to be reviewed on an annual basis are Purchasing #6700, Investment #6240 and Budget Transfers #6140 (**Attachment R53a**)

b) **District Owned Cell Phone Policy**

Recommendation that the District Owned Cell Phone Policy #8332 of the Roslyn UFSD continue to be subject to an annual review by the Board of Education and its designated representatives (**Attachment R53b**)

c) **Use of Facilities**

Recommendation that the Use of Facilities Policy #1500 continue to be reviewed annually by the Board of Education (**Attachment R53c**)

d) **Advertising in the Schools**

Recommendation that the Advertising in the Schools Policy #1511 continue to be reviewed annually by the Board of Education (**Attachment R53d**)

e) **Dignity for All Students Act**

Recommendation that the DASA Policy continue to be reviewed annually (**Attachment R53e**)

54. **Memberships**

Recommendation that the following professional organizations be approved for possible membership for the 2018-2019 school year:

a) Board Memberships

- National School Boards Association
- New York State School Boards Association
- Nassau-Suffolk School Boards Association

b) Memberships

- New York State Council of School Superintendents
- Nassau County Council of School Superintendents
- Nassau County Council of School Superintendents (Northwest Quadrant)
- American Association of School Administrators
- Association for Supervision and Curriculum Development
- Nassau Association of District Curriculum Officials
- LI Association for Supervision and Curriculum Development
- American Association of School Personnel Administrators
- NYS Association of School Personnel Administrators
- Long Island Association of School Personnel Administrators
- Nassau Association of School Business Officials
- NYS Association of School Business Officials
- Long Island School Public Relations Association
- National Notary Association
- North American Association of Educational Negotiators
- Long Island School Nutrition Directors' Association
- American Education Research Association
- Long Island Consortium for Excellence and Equity
- Association of School Business Officials International

c) Other memberships as authorized by the Superintendent of Schools or his/her designee

55. **Annual Reaffirmation of School Employees and Officers Indemnification**

Recommendation that the Board of Education of the Roslyn Union Free School District hereby reaffirms its adoption of Public Officer's Law §18 as adopted on August 7, 1986.

56. **WHEREAS**, the Roslyn Union Free School District wishes to manage its exposure to workers' compensation liability;

WHEREAS, the Nassau County Schools Cooperative Self-Insurance Plan for Workers' Compensation (the "Plan") was formed for the purposes of providing efficient and economical evaluation, processing, administration, defense and payment of claims against Plan members for workers' compensation and employers' liability payments through self-insurance and otherwise;

WHEREAS, the Plan is aimed at effecting costs savings insofar as may be possible in Plan members' expenses for such claims and services and to provide risk management to reduce future liability for workers' compensation and employers' liability;

WHEREAS, the Roslyn Union Free School District is committed to maximizing efficiencies whenever possible and in the best interest of the School District;

WHEREAS, by resolution at a duly convened Board meeting on February 27, 2014, the Board of Education of the Roslyn UFSD entered into membership in the Plan pursuant to Section 119-o of the General Municipal Law;

WHEREAS, the School District is desirous of continuing its participation in the Plan for the reasons set forth herein;

WHEREAS, the Board of Education has determined that membership in this cooperative is the most economical and efficient manner in which to administer and manage the District's workers compensation liability;

WHEREAS, the Board of Education shall evaluate its participation in a cooperative each year; and,

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District elects to continue its membership in the Nassau County Schools Cooperative Self-Insurance Plan for Workers' Compensation for the 2018-2019 school year pursuant to the terms and conditions of the Nassau County Schools Cooperative Self-Insurance Plan for Workers' Compensation Agreement dated February 27, 2014; and,

BE IT FURTHER RESOLVED, that the Board of Education appoints the Assistant Superintendent for Business and Administration, or his designee, as representative of Roslyn UFSD to the Board of Trustees of the Nassau County Schools Cooperative Self-Insurance Plan for Workers Compensation.

ADJOURNMENT TO THE PUBLIC BUSINESS MEETING

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #6700

PURCHASING

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the authority of the Purchasing Agent designated by the Board.

It is the goal of the Board of purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. "The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. *The district has elected to maintain limits of \$10,000 for purchase contracts and \$20,000 for public work contracts beyond which bids will be solicited.*"

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall 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 disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format conversion software that is appropriate to meet the needs of the individual student.

POLICY #6700

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Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written quotations or any other appropriate method of procurement, except for procurements:

1. under a county contract;
2. under a state contract;
3. of articles manufactured in state correctional institutions; or
4. from agencies for the blind and severely disabled.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent with the educational goals and programs of the district;

4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
5. to ensure, through the use of proper internal controls, that loss and /or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Purchases will be made through available state contracts of the Office of General Services, county contracts, or agreements entered into by school districts for joint purchasing whenever such purchases are in the best interests of the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

The district will provide justification and documentation of any contract awarded to an offer or other than the lowest responsible dollar offer or, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

The Purchasing Agent will not be required to secure alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. very small procurements (\$1,000.00 or less) when solicitations of competition would not be cost-effective.

POLICY #6700

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The Board authorizes the Superintendent of Schools, with the assistance of the Purchasing Agent, the Treasurers and the Internal Auditors to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

The Purchasing Agent, Treasurers and Internal Auditors shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

The Purchasing Agent shall meet with the Board annually to review the district's procurement procedures including this purchasing policy and regulation.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

:AMK

Adopted: 12/1989

Revised: 12/1994

7/2005

7/2013

Ref.: Education Law §§305(14); 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a); 2554(7-a)
General Municipal Law §§102l 103; 104-b; 109-a; 800 et seq.

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #6700-R

PURCHASING REGULATION

The following sets forth the procedures for the procurement of goods and services by the district:

Definitions

Purchase Contract: a contract involving the acquisition of commodities, materials, supplies or equipment

Public Work Contract: a contract involving services, labor or construction

General Municipal Law

"The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. *The district has elected to maintain limits of \$10,000 for purchase contracts and \$20,000 for public work contracts beyond which bids will be solicited.*"

Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The district will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The district will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.

B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids: Awarding Contracts

The District Clerk will be authorized to open and record bids and to forward them to the Purchasing Agent. Contracts will be awarded to the lowest responsible bidder meeting specifications (as recommended by the Purchasing Agent), who has furnished the required security where applicable, after responding to an advertisement for sealed bids.

D. Documentation of Competitive Bids

The Purchasing Agent will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

A quote which exceeds the bid limit will be awarded only when such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law. The district will provide justification and documentation of any such contract awarded.

E. Purchase of Instructional Materials

In accordance with Education Law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format.

The district will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

F. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law requires that the district be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation:

The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

Exceptions to Competitive Bidding Requirements

The district will not be subject to competitive bidding requirements when the Board, in its discretion, determines that one of the following situations exists:

1. Emergency situations where:
 - a. the situation arises out of an accident or unforeseen occurrence or condition;
 - b. a district building, property, or the life, health, or safety of an individual on district property is affected; or
 - c. the situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible cost, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation:

The Purchasing Agent will maintain records of verbal (or written) quotes.

2. When the district purchases surplus or second-hand supplies, materials or equipment from the Federal or State government or from any other political subdivision or public benefit corporation within the State.

Documentation:

The Purchasing Agent will maintain market price comparisons (verbal or written quotes) and the name of the government entity.

3. When the district separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from producers or growers. The amount expended in any fiscal year by the district may not exceed an amount equal to fifteen cents multiplied by the number of days in the school year multiplied by the total enrollment of the district.

Documentation:

The Purchasing Agent will maintain documentation consistent with sections 114.3 of the Regulations of the Commissioner of Education;

4. When the district separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Documentation:

The district will maintain documentation consistent with sections 114.4 of the Regulations of the Commissioner of Education; or

5. When there is only one possible source from which to procure goods or services required in the public interest.

Documentation:

The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

Standardization

Upon the adoption of a resolution by the Board stating that, for reasons of efficiency or economy, there is a need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than \$10,000 may be awarded to the lowest responsible bidder furnishing the required security after advertisement for sealed bids. The resolution must contain a full explanation of the reasons for its adoption.

Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. When deemed necessary by the district, alternative proposals or quotations will be secured by request for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Method of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. The district will maintain documentation that will include advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required.

3. Requests for Proposals: the district will contact a number of professionals (e.g., architects, engineers, accountants, lawyers, underwriters, fiscal consultants, etc.) and request that they submit written proposals. The RFPs may include negotiations on a fair and equal basis. The RFPs and evaluation of such proposals will consider price plus other factors such as:
 - a. the special knowledge or expertise of the professional or consultant;
 - b. the quality of the service to be provided;
 - c. the staffing of the service; and
 - d. the suitability for the district's needs.

The district will first locate prospective qualified firms by:

- a. advertising in trade journals;
- b. checking listing of professionals; or
- c. making inquiries of other districts or other appropriate sources.

The district will then prepare a well-planned RFP which will contain critical details of the engagement, including the methods which it will use in selecting the service.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurement: Documentation to be Maintained

The district will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurement in the most cost-effective manner possible:

1. Purchase Contracts up to \$10,000
 - a. Contracts up to \$1,000: No quotations required
 - b. Contracts in excess of \$1,000 to \$5,000: Verbal quotes
 - c. Contracts in excess of \$5,000 up to \$10,000: Written Quotes
2. Public Work Contracts up to \$20,000
 - a. Contracts up to \$1,000: No quotations required
 - b. Contracts in excess of \$1,000 to \$5,000: Verbal quotes
 - c. Contracts in excess of \$5,000 up to \$20,000: Written Quotes
3. Emergencies: Verbal quotes
Documentation will include notations of verbal quotes
4. Insurance: Written quotes
Documentation will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required. "Requests for Proposals" (RFPs), documented in the same manner as described herein, may also be used.

5. Professional Services: RFPs must be solicited at least once every five years for every professional service which would result in an expenditure in excess of \$10,000 in any given year.
6. Second Hand Equipment from Other Governments: Written quotes- Documentation will include market price comparisons (verbal or written quotes) and the name of the government.
7. Certain Food and Milk Purchases: Written quotes Documentation will be consistent with sections 114.3 and 114.4 of the Regulations of the Commissioner of Education.
8. Sole Source: Written or verbal quotes Documentation will include, among other things, the unique benefits of the patented item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to conventional methods. Notations of verbal quotes will be maintained by the district. In addition, the district will document that there is no possibility of competition for the procurement of the goods.

Quotes Not Required When Competitive Bidding Not Required

The district will not be required to secure alternative proposals or quotation for those procurements:

1. under any county or BOCES contract;
2. under a state contract;
3. of articles manufactured in State correctional institutions; or
4. from agencies for the blind and severely disabled.

In addition, the district will not be required to secure such alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items);
3. procurement of professional services which, because of the confidential nature of the services, do not lend themselves to procurement through solicitation; or
4. very small procurements when solicitations of competition would not be cost-effective.

/amk

Adopted: 12/1989

Revised: 12/1994
7/2005

9/2007
7/2013

Ref.: Education Law §§305(14);1709(9)(14)(22)
General Municipal Law §§102;103;104-b;109-a;800 et seq.
8NYCRR §§114.3; 114.4; 170.2

NOTE: This Regulation is reviewed annually by the Board of Education at the July Re-Organization Meeting.

ROSLYN UNION FREE SCHOOL DISTRICT

INVESTMENTS

POLICY 6240

The Board of Education authorizes an investment program for the School District. Investments are viewed as a critical ingredient of sound fiscal management, the purpose of which is to secure a maximum yield of interest revenues to supplement other School District revenues for the support of the education program of the school system.

The objectives of the School District's investment program are to safeguard School District funds and to minimize risk, to ensure that investments mature when cash is required to finance operations, and to ensure a competitive rate of return.

The School District authorizes the Assistant Superintendent for Business, in cooperation with the District Treasurer, to manage all activities associated with the investment program in such manner as to accomplish all the objectives and intents of this policy. These responsibilities will also include annual review and assessment of the School District's investment program, and filing a report with his/her recommendations annually with the Board of Education. Such report shall address any relevant recommendations of the independent auditor. The District Treasurer is further authorized to execute in the name of the Board of Education any and all documents relating to the investment program in a timely manner as well as to utilize reputable consultants regarding investment decisions when necessary. A monthly progress report of investments will be given to the Board of Education. Concentration of investments in a single financial institution should be avoided. Diversification of investments and deposits is encouraged.

The School District's investment program will be administered in such a way as to assure:

1. That all participants exercise good judgment and care in the management of the School District's investments; act responsibly as custodians of the public trust; and refuse to participate in any transaction that might impair the public's confidence in the School District;
2. The continual process of temporary investing of all fund balances and moneys available to the School District for investment purposes;
3. The maintenance of a yearly cash flow chart, revised following each transaction, that will provide data to assist proper planning and decision making regarding amount, duration, and type of investments for the School District;
4. The School District may use any of the following investment instruments when investing School District funds as listed in section 11 of the General Municipal Law:
 - Special time deposit accounts or certificates of deposit;
 - Obligations of the United States of America (e.g., U.S. Treasury Bills and Notes);
 - Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
 - Obligations of the State of New York;

ROSLYN UNION FREE SCHOOL DISTRICT

INVESTMENTS

POLICY 6240

- Obligations of other municipalities issued pursuant to Local Finance Law sections 24.00 (Tax Anticipation Notes) or 25.00 (Revenue Anticipation Notes), with the approval of the State Comptroller;
 - Obligations of the School District, but only with any moneys in reserve funds established pursuant to General Municipal Law sections 6-d, 6-j, 6-l, 6-m, 6-n, 6-p, and 6-r; and
 - By participation in cooperative investment programs with other authorized governmental entities pursuant to Article 5-G of the General Municipal Law, where such a program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46;
5. The utilization of an open competition system of bids and/or quotes to obtain maximum yield possible on all investments from both in-district and out-of-district financial institutions; such institutions and depository banks are designated annually by the Board of Education at the annual reorganization meeting;
 6. All financial institutions where School District funds are deposited provide a statement to the School District of their collateral in the form of a list of the securities pledged at market value, letters of credit and/or deposit placement program; periodically the Treasurer shall physically inspect the collateral; and
 7. That all School District investments are in compliance with the law.

The Superintendent of Schools, his/her designee, shall develop administrative procedures to ensure the appropriate management of School District investments in accordance with this policy.

This policy will be annually reviewed by the Board of Education and may be amended from time to time in accordance with the provisions of section 39 of the General Municipal Law.

Cross-ref:

Ref: Education Law §1723-a; 3651; 3652
 Local Finance Law §§24.00, 25.00, 165.00
 General Municipal Law §§6-d; 6-j; 6-l; 6-m; 6-n; 6-p; 6-r; 10; 11; 39; Article 5-G

Adoption date: 6/28/2016

POLICY 6140**BUDGET TRANSFERS**

The transfer of funds between and within functional unit appropriations of the budget is commonly required during the school year and is permitted by the regulations of the Commissioner of Education. The Superintendent of Schools, upon the adoption of a resolution by the Board of Education and in accordance with the Regulations of the Commissioner of Education, is authorized to make budget transfers between and within functional unit appropriations. Notwithstanding the foregoing, transfers to contingent line item codes for non-personnel line item expenditures may not be made without the prior approval of the Board of Education. The Superintendent of Schools will report any transfers to the Board of Education as an information item at its next meeting.

Transfers between function codes may not be made without the prior approval of the Board of Education.

Cross Ref:

Ref: Education Law §1718
8 NYCRR §170.2(l)

Adoption date: October 6, 2016

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #8332-R

Effective July 12, 2012, the following positions are authorized for district-owned cellular telephones:

- Samples of positions that may require a cellular telephone
 - Superintendent
 - Deputy Superintendent
 - Assistant Superintendents
 - Assistant to the Superintendent
 - Athletic Director
 - Transportation Director
 - Supervisors of Instructional Technology
 - Maintenance Supervisor
 - Grounds Supervisor
 - Security Supervisor
 - Bus Drivers
 - Computer Assistant
 - Computer Support Technicians
 - Custodial Supervisors

Adopted: 7/2005

Revised: 7/2015

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #1500

PUBLIC USE OF SCHOOL FACILITIES

The Board of Education authorizes the Superintendent of Schools, or the Superintendent's designee, to permit the use of school facilities by school groups or organizations which meet established criteria.

The Superintendent shall submit applications for facilities use from other responsible groups to the Board for authorization to place them on the approved list as facilities users.

The Board's guidelines for approval of such organizations shall be consistent with §414 of the Education Law and with such other criteria as set forth in this policy.

At the end of each school year, the Superintendent shall provide the Board of Education with a list of all facility users for that year.

The District Administration is further authorized to establish rates for the use of school facilities as set forth in this policy.

The Board of Education further authorizes that the rules governing this policy and the fees associated with the use of facilities shall be waived during the Thanksgiving holiday weekend (Thursday, Friday and Saturday). First preference will be given to permit holders; however, the fields will be open to all.

:FPB

Adopted: 12/1989

Revised: 07/2011

USE OF FACILITIES FEE SCHEDULE Exhibit 1500-E.1

ROOMS - \$ per hour

Cafeterias.....	\$ 45
Auditoriums	
High School, Middle School.....	\$115
East Hills.....	\$ 75
Libraries, HS Commons, Conference Rooms.....	\$ 45
Classrooms.....	\$ 30
Gymnasiums	
HS, MS, EH & HH.....	\$ 75
Heights.....	\$ 55

CUSTODIAL AND SECURITY CHARGES

\$75 per staff member per hour for any custodial or security services that are in addition to any such services provided by the school district as part of its regular course of business. Minimum charge is 3 hours, including 1/2 hour before and 1/2 hour after use.

FIELDS**League (youth):**

All schools..... \$150

A single per diem field use fee of \$150 is charged for use of multiple fields by one organization at one location, up to eight hours for each weekend day or holiday

League (adult):

All schools..... \$150

A field use fee of \$150 is charged for each day of play, up to eight hours

Non-League (adult):

A \$75 permit fee will be assessed for each permit application

Synthetic Turf Field at RHS

\$85/hour regular use \$150/hour for tournaments.

Revised 11/4/10

EXHIBIT #1500-E.2

**USERS OF SCHOOL FACILITIES BY CLASSIFICATION
(Effective June, 2017)**

CLASS IA - NO CHARGE

Organizations with direct school connections:

Bulldog Boosters
Dr. Martin Luther King, Jr. Scholarship Committee
East Williston/Roslyn Community Coalition for Healthy Youth
Foundation for Roslyn's Educational Advancement and Development (R.E.A.D.)
Foundation for the Advancement of Student Technology (F.A.S.T.)
Friends of Royal Crown Players
Friends of Spotlight
Korean Parent Association (KPA)
Parent Associations (CCPA, RHS, RMS, EH, HH, HTS, SEPTA, KPA)
Marching Band Fans
Nassau BOCES
Roslyn Alliance Against Drug & Alcohol Abuse (RADA)
Roslyn Employee Associations
 Roslyn Administrators & Supervisors Association
 Roslyn Custodial, Bus Drivers and Maintenance Association
 Roslyn Educational Secretaries Association
 Roslyn Food Service Association
 Roslyn Paraprofessional Association
 Roslyn Teachers Association (RTA)
 Retired RTA
Roslyn High School Scholarship Fund Committee
Senior Party Parents

CLASS IB – NO ROOM FEE; FIELDS USE FEE; CUSTODIAL CHARGE, IF APPLICABLE

Organizations of a semi-educational nature:

Albertson Soccer
Archangel Michael Greek Orthodox Church & School
Concerned Citizens for Roslyn Youth
Roslyn Booster Basketball Club
Boy Scouts
Girl Scouts
Great Knights Chess Program
Long Island Bridge for Youth
Long Island Chess Nuts
L.I. Lightning (aka Roslyn Wolverines)
Roslyn Little League
Sid Jacobson JCC
Roslyn Lacrosse Club
Roslyn FC Soccer
Roslyn Volleyball Club

EXHIBIT #1500-E.2

CLASS II – APPLICATION FEE, ROOM FEE, FIELD USE FEE AND/OR CUSTODIAL CHARGE, AS APPLICABLE

Organizations with a social, civic, recreational or entertainment purpose, such as service and charitable organizations, civic associations, summer programs and adult sports groups:

American Cancer Society (Relay for Life)
Basketballers for Life
Canterbury Woods Civic Association
Chabad of Roslyn Summer Program
East Hills Men's Softball
E Joy Community Resource Center
Friends of the Bryant Library
Greenvale Civic Association
Nassau Yankees Men's Softball League
Pars Team
Roslyn Chamber of Commerce
Roslyn Graduates Bulldogs Softball
Roslyn Heights Civic Association
Roslyn Men's Monday Basketball Group
Roslyn Men's Softball
Roslyn Rockets Men's Baseball
Roslyn Sunday Morning Football
Roslyn Women's Softball
Supportersize Foundation
Temple Beth Sholom Day Camp
Temple Sinai
Unified Civic Association

CLASS IIIA - COUNTY-DETERMINED FEE

Nassau County Board of Elections

CLASS IIIB – NO CHARGE

Governmental entities or officials, such as federal, state, town or village governments or officials, for the purpose of holding political and non-political meetings, forums or hearings:

Bryant Library
Roslyn Highlands Fire Dept.
Roslyn Rescue Fire Dept.
Nassau County
New York State
Town of North Hempstead
Roslyn Water District
Village of East Hills
Village of Flower Hill
Village of Roslyn
Village of Roslyn Estates
Village of Roslyn Harbor

Adopted: November 18, 2004

Revised: 2/2005

3/2005

3/2007

6/2007

7/2009

7/2011

2/2012

8/2012

1/2013

2/2013

6/2013

8/2013

9/2013

10/2013

1/2014

6/2015

7/2016

6/2017

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #1511

ADVERTISING IN THE SCHOOLS

Literature containing information about meetings or functions may be distributed to pupils within the schools only when said meetings or functions are conducted directly by the Board of Education, a school or schools, a parent organization or The Bryant Library.

Posters, placards, displays or other such advertising media shall not be placed in any school building or on other school property without the specific approval of the Superintendent of Schools. Such approval is limited to the list of organizations specified by the Board of Education.

Requests other than those specified by the provisions of the previous paragraph must be submitted to the Board of Education.

The following shall be permitted to make two distributions of any informative announcement per school year, form and content to be subject to the approval of the Superintendent of Schools. No distribution shall contain any tear-off sheet or other provision for return of any material through the school.

4-H Club
Albertson Soccer Club
American Cancer Society
Beth Shalom Day Camp
Big Brothers and Big Sisters of Long Island
Boy Scouts
Brownies
Concerned Citizens for Roslyn Youth
Cub Scouts
Destination Science

E Joy Community Resource Center
 East Williston/Roslyn Community Coalition for Drug Free Youth
 Foundation for Roslyn's Educational Advancement and Development (READ)
 Foundation for the Advancement of Student Technology
 Friends of Nassau County Recreation
 Friends of Sands Point Preserve
 Girl Scouts
 Great Knights Chess Club (Chessmates)
 Korean Parents Association of Long Island
 Long Island Bridge for Youth
 Long Island Chess Nuts
 Mineola – Roslyn PAL
 Nassau Athletics and Arts Program
 North Shore Boys & Girls Club
 North Shore Child & Family Guidance Association
 PAL North Shore Roller Hockey League
 Police Athletic League
 Roslyn Alliance Against Drug and Alcohol Abuse (RADA)
 Roslyn Booster Basketball Club
 Roslyn Chamber of Commerce
 Roslyn Day Care Center
 Roslyn Fire Companies
 Roslyn Lacrosse Club
 Roslyn Landmark Society
 Roslyn Little League
 Roslyn Youth Lacrosse Association
 Sid Jacobson Jewish Community Center
 Town of North Hempstead
 Town of Oyster Bay
 YMCA at Glen Cove

School facilities and personnel may not be used for the distribution of advertising for private gain, nor may charitable contributions be solicited from students by any organization, except those permitted by the Board of Regents.

POLICY #1511

Page 3

:FPZ

Adopted: 12/1989

Revised: 4/1993
1/1996
12/1999
2/2001
1/2002
12/2002
1/2005
12/2006
9/2009
11/2010
12/2010
04/2011
07/2011
02/2012
05/2013
01/2014
04/2014
09/2014
09/2017
05/2018

Ref: NYS Constitution, Article VIII, §1
Matter of Schanbarger, 11 EDR 70 (1971)

ROSLYN UNION FREE SCHOOL DISTRICT

DASA

BOARD OF EDUCATION POLICY 0115

The School District is committed to providing a positive, safe and supportive learning environment where students are free from bullying, harassment and discrimination.

“Harassment” and “Bullying” are the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying, that (a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or (b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or (c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or (d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property. Acts of harassment and bullying shall include, but not be limited to, those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex. For the purposes of this definition the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

“Cyberbullying” shall mean harassment or bullying as defined above, where such harassment or bullying occurs through any form of electronic communication.

The School District aims to foster an educational setting wherein all students are treated with respect and dignity.

The School District acknowledges that bullying and other forms of harassment or discrimination are disruptive and harmful to our students. Because bullying and other forms of harassment or discrimination are detrimental to our learning environment, our sense of community, and an individual's well-being, the School District does not and will not condone bullying, harassment or discrimination of any kind. The School District strictly prohibits all forms of bullying, harassment and discrimination of students by district employees or students on school property or at school functions, regardless of whether they are conducted on the premises of the School District. The School District also prohibits all forms of off-campus bullying, harassment or discrimination including, but not limited to, “cyber-bullying,” which may include the use of instant messaging, e-mail, websites, chat rooms and text messaging or other form of electronic communication, or other acts in violation of this policy when such acts occurs off school property and create or would foreseeably create a risk of substantial

ROSLYN UNION FREE SCHOOL DISTRICT**DASA****BOARD OF EDUCATION POLICY 0115**

disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

The Principal of the school where the incident occurred is the school employee charged with receiving reports of harassment, bullying and discrimination.

Any student who believes that he or she is being bullied, harassed or discriminated against, or who has knowledge of bullying, harassing or discriminating behavior should report it. Students may make oral or written reports of bullying, harassment or discrimination to any staff member.

All School District personnel are responsible for taking action if they become aware of any bullying, harassment or discrimination against a student. Staff members must make an oral report promptly of all complaints of bullying, harassment, and discrimination that they receive from students or others, whether oral or written, as well as any instances of bullying, harassment or discrimination that they are aware of, to the Principal of the school where the incident occurred not later than one school day after receipt of a report or witnessing an incident and must file a written report with the Principal of the school where the incident occurred not later than two school days after making the oral report.

Bullying, harassment or discrimination of a sexual nature, as defined by the School District's sexual harassment policy, must be reported to the School District's Title IX officer. Bullying, harassment or discrimination which involves criminal activity, or where there is reasonable belief that criminal activity may occur, must be immediately reported to the Principal of the school where the incident occurred. If the Principal of the school where the incident occurred believes that any harassment, bullying or discrimination constitutes criminal conduct, he/she shall promptly notify the appropriate local law enforcement agency. To the extent possible, allegations of bullying, harassment or discrimination will be kept confidential; however, the School District reserves the right to disclose the identity of the parties and witnesses in appropriate circumstances to individuals with a need to know.

The Principal of the school where the incident occurred will lead the investigation of all reports of harassment, bullying and discrimination and will ensure each investigation is completed promptly after receipt of any written report. All reports of bullying, harassment or discrimination will be thoroughly investigated and prompt action will be taken by the school where the incident occurred to address the verified allegations,

ROSLYN UNION FREE SCHOOL DISTRICT

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BOARD OF EDUCATION POLICY 0115

including the imposition of appropriate disciplinary measures in accordance with applicable law and the School District's Code of Conduct. Actions will be reasonably calculated to end the harassment, bullying or discrimination, eliminate any hostile environment, create a more positive school culture and climate, prevent recurrence of behavior, and ensure the safety of the student(s) against whom the bullying, harassment or discrimination was directed. Actions shall be consistent with the guidelines created by the School District, in accordance with law and this policy, for measured, balanced and age-appropriate responses to instances of harassment, bullying and discrimination.

All Principals shall make regular reports to the Superintendent on data and trends related to harassment, bullying and discrimination in their schools.

The School District expressly prohibits any retaliation against complainants, victims, witnesses and/or any individuals, who initiate, testify, participate or assist in the investigation of any allegation or report of bullying, harassment or discrimination. The School District's administrators will monitor participants in investigations and victims of bullying, harassment or discrimination to ensure that the behavior has ceased, no retaliation has occurred and support or counseling has been afforded to the involved individuals, as needed.

The School District will create guidelines for training and will provide training to staff, in accordance with the requirements of state law and the Regulations of the Commissioner of Education, which will include, but not be limited to: raising awareness and sensitivity to potential bullying, harassment or discrimination and the effects of bullying, harassment or discrimination, including cyberbullying, on students; enabling staff to prevent and respond to incidents of bullying, harassment or discrimination; addressing social patterns of harassment, bullying and/or discrimination, the identification and mitigation of such acts, and strategies for effectively addressing problems of exclusion, bias and aggression in educational settings; ensuring effective implementation of school policy on conduct and discipline; and including safe and supportive school climate concepts in curriculum and classroom management.

The School District shall ensure that the course of instruction in grades kindergarten through twelve includes a component on civility, citizenship and character education. Such component shall instruct students on the principles of honesty, tolerance, personal responsibility, respect for others, with an emphasis on discouraging acts of harassment,

ROSLYN UNION FREE SCHOOL DISTRICT

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BOARD OF EDUCATION POLICY 0115

bullying and discrimination, observance of laws and rules, courtesy, dignity and other traits which will enhance the quality of their experiences in, and contributions to, the community. The component shall support the development of a school environment free of harassment, bullying and discrimination and shall also include instruction on the safe, responsible use of the internet and electronic communications. For purposes of this policy, “tolerance,” “respect for others” and “dignity” shall include awareness and sensitivity to bullying, discrimination or harassment and civility in the relations of people of different races, colors, weights, national origins, ethnic groups, religions, religious practices, mental or physical abilities, sexual orientations, genders and sexes.

In accordance with state law, the Superintendent of Schools shall ensure that at least one staff member at every school be designated as a Dignity Act Coordinator who is approved by the Board and who will be instructed in the provisions of the Dignity for All Students Act; thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender and sex; and provided training: (1) which addresses the social patterns of harassment, bullying and discrimination, including but not limited to those acts based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex; (2) in the identification and mitigation of harassment, bullying and discrimination; and (3) in strategies for effectively addressing problems of exclusion, bias, and aggression in educational settings. Each Coordinator shall be employed by the District and be licensed and/or certified by the Commissioner as a classroom teacher, school counselor, school psychologist, school nurse, school social worker, school administrator or supervisor, or Superintendent of Schools. The name and contact information of the Dignity Act Coordinator shall be disseminated in accordance with state law and the Commissioner’s Regulations.

The Superintendent of Schools or his/her designee shall develop and implement a school strategy to prevent harassment, bullying and discrimination as well as procedures and guidelines, as needed, to fulfill the purpose of this policy in the School District, including intervention and non-discriminatory instructional and counseling methods and guidelines relating to the development of measured, balanced and age-appropriate responses to instances of harassment, bullying or discrimination by students, with remedies and procedures following a progressive model that make appropriate use of intervention, discipline and education, vary in method according to the nature of the behavior, the developmental age of the student and the student's

ROSLYN UNION FREE SCHOOL DISTRICT

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BOARD OF EDUCATION POLICY 0115

history of problem behaviors, and are consistent with the School District's Code of Conduct.

The School District will maintain current versions of this policy on its website and require that at least once during each school year, each school provide its employees, students and parents with a written or electronic copy of this policy, or a plain-language summary thereof, including the notification process by which students, parents and school employees may report harassment, bullying and discrimination.

The School District shall report material incidents of discrimination and harassment of students to the Department of Education as mandated by the Regulations of the Commissioner of Education, but in no case less than on an annual basis.

Ref: Education Law, Article 2
Education Law § 801-a
8 NYCRR §§ 100.2(c), (jj), (kk)

Cross References: Policy 5300: Code of Conduct

Adopted: 10/17/13
Reviewed: 10/9/14
Revised: 01/18/14
Reviewed: 07/09/15
Reviewed: 07/07/16
Reviewed: 07/06/17