

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

**Tuesday, July 2, 2019**

**Roslyn High School – Board Room**

Preliminary Announcements  
Emergency Procedures  
Cell Phones

**Pledge of Allegiance**

Recommendation to accept the minutes from the following meeting(s):  
June 13, 2019

**Board President's Comments**

**Superintendent's Comments**

**PUBLIC COMMENT #1 Limited to Agenda Items ONLY**

(Will be limited to ½ hour, no more than 2 minutes per speaker).

Though not required by law, the Roslyn Board of Education invites public comment during its meetings. Citizens will be recognized by the presiding officer. Please state your name and address before speaking and direct all comments to the Board. This is not a time for citizen to citizen exchanges. We ask that comments not include the names of students or staff members, and comments are not permitted with respect to confidential matters. Please also be reminded that Board meetings are designed by law to facilitate the school district's business and provide for public Board deliberations. Thank you

**ACTION ITEMS**

Action may be taken for each individual resolution or by the titled subgroups. Bracketed information following resolutions is not part of the Board's official action and does not become part of the official record.

**PERSONNEL:**

**ALL PERSONNEL APPOINTMENTS LISTED ARE FUNDED IN THE CURRENT  
BUDGET UNLESS OTHERWISE NOTED**

- P.1.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:  
**RESOLVED**, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional)**
- P.2.** It is the recommendation of the Superintendent of Schools that the following resolution be adopted:



**RESOLVED**, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.2 Classified)**

- P.3 BE IT RESOLVED**, that the Board of Education hereby approves the Third Amendment to the Superintendent's contract between the Board of Education And Superintendent of Schools, Allison Brown and,

**BE IT FURTHER RESOLVED** that the Board of Education authorizes the Board President to execute said Third Amendment on behalf of the Board of Education.

- P.4 BE IT RESOLVED**, that the Board of Education hereby approves the compensation schedule for the non-affiliated staff which reflects the increases for The term of July 1, 2019 through June 30, 2020.

- P.5 BE IT RESOLVED**, that the Board of Education herewith approves the Salary and Benefits Agreement of Michael Goldspiel, Assistant Superintendent for Secondary Education, and herewith authorizes the Board President to execute the same on behalf of the Board of Education.

- P.6 BE IT RESOLVED**, that the Board of Education herewith approves the Salary and Benefits Agreement of Karina Báez, Assistant Superintendent for Elementary Education, and herewith authorizes the Board President to execute the same on behalf of the Board of Education.

- P.7 BE IT RESOLVED**, that the Board of Education herewith approves the Salary and Benefits Agreement of Thomas Szajkowski, Assistant to the Superintendent for Administration and Special Projects, and herewith authorizes the Board President to execute the same on behalf of the Board of Education.

- P.8 BE IT RESOLVED**, that the Board of Education herewith approves the Salary and Benefits Agreement of Susan Warren, Assistant Administrator for Business, and herewith authorizes the Board President to execute the same on behalf of the Board of Education.

- P.9 BE IT RESOLVED**, that the Board of Education herewith approves the Salary and Benefits Agreements for certain non-aligned employees within the Technology, Transportation and Public Officer Departments holding the positions set forth in Form A, and herewith authorizes the Board President to execute the same on behalf of the Board of Education. **(Attachment P.9)**

- P.10 BE IT RESOLVED**, that the Board of Education herewith approves the Salary and Benefits Agreement for certain non-aligned employees and food service management employees in the form attached hereto holding the positions set



forth in Form A, and herewith authorizes the Board President to execute the same on behalf of the Board of Education. **(Attachment P.10)**

- P.11** Recommendation to approve a salary increase of 2% for all part-time bus drivers and part-time cleaners hired before December 1, 2018, effective July 1, 2019.

**BUSINESS/FINANCE:**

**ALL ITEMS ON THE BUSINESS/FINANCE PORTION OF THE AGENDA ARE WITHIN THE BUDGET UNLESS OTHERWISE SPECIFIED**

- B.1.** Recommendation to approve the following contracts and to authorize the Board of Education President to execute **(those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid):**

- (i) Contractee: Oyster Bay-East Norwich Central School District  
Services: One (1) Oyster Bay-East Norwich resident to attend Special Program 2019-20 school year:  
Fees: 10 Month Tuition - \$99,734.00 - Secondary Rate  
(September 3, 2019 through June 26, 2020)  
Total estimated to be \$ 99,734.00 (Roslyn to receive)
- (ii) Contractee: Mineola Union Free Public Schools  
Services: One (1) Mineola resident to attend Self Contained Special programs 2019-20 school year.  
Fees 10 Month Tuition - \$99,734.00 – Secondary Rate  
(September 3, 2019 through June 26, 2020)  
Total estimated \$99,734.00) (Roslyn to receive)
- (iii) Contractee: Port Washington Union Free School District  
Services: One (1) Port Washington resident to attend Special programs 2019-20 school year.  
Fees: 10 Month Tuition - \$99,734.00 – Secondary Rate  
(September 3, 2019 through June 26, 2020)  
Total estimated to be \$99,734.00 (Roslyn to receive)
- (iv) Contractee: East Williston Union Free School District  
Services: One (1) East Williston resident to attend summer 2019 and Special programs 2019-20 school year.  
Fees: Summer Tuition - \$3,860.00  
(July 3, 2019 through August 13, 2019)  
10 Month Tuition - \$99,734.00 – Secondary Rate  
(September 3, 2019 through June 26, 2020)  
Total estimated to be \$103,594.00 (Roslyn to receive)
- (v) Contractee: Carle Place School District  
Services: One (1) student from Carle Place to attend



- The Hilltop Academy for the 2019-2020 school year  
September 3, 2019 through June 26, 2020  
Fees: Total estimated to be \$75,000 (Roslyn to receive)
- (vi) Contractee: Kings Park Central School District  
Services: One (1) student from Kings Park to attend  
The Hilltop Academy for the 2019-2020 school year  
September 3, 2019 through June 26, 2020  
Fees: Total estimated to be \$75,000 (Roslyn to receive)
- (vii) Contractee: Plainview-Old Bethpage Central School District  
Services: One (1) student from Plainview-Old Bethpage to attend  
The Hilltop Academy for the 2019-2020 school year  
(September 3, 2019 through June 26, 2020)  
Fees: Total estimated to be \$75,000.00 (Roslyn to receive)
- (viii) Contractee: Garden City Public Schools  
Services: One (1) student from Garden City to attend  
The Hilltop Academy for the 2019-2020 school year  
September 3, 2019 through June 26, 2020  
Fees: Total estimated to be \$75,000 (Roslyn to receive)
- (ix) Contractee: Sewanhaka Central School District  
Services: One (1) student from Sewanhaka to attend  
The Hilltop Academy for the 2019-2020 school year  
September 3, 2019 through June 26, 2020  
Fees: Total estimated to be \$75,000 (Roslyn to receive)
- (x) Contractee: Locust Valley Union Free School District  
Services: One (1) student from Locust Valley to attend  
The Hilltop Academy for the 2019-2020 school year  
September 3, 2019 through June 26, 2020  
Fees: Total estimated to be \$75,000 (Roslyn to receive)
- (xi) Contractee: North Shore Central School District  
Services: One (1) student from North Shore to attend  
The Hilltop Academy for the 2019-2020 school year  
September 3, 2019 through June 26, 2020  
Fees: Total estimated to be \$75,000 (Roslyn to receive)



- (xii) Contractor: Herricks School District  
 Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Herricks for 2017-2018  
 Fees: Total estimated to be \$8,857.30
- (xiii) Contractor: Mineola Union Free School District  
 Services: Health Services for 20 students attending out of district schools for the 2018-2019 school year.  
 Fees: \$855.00 per student  
 Total estimated to be \$17,100.00

Recommendation to **amend** the following contract (xiv) which was first approved by the Board of Education on September 20, 2018 (item B.1. (ii)) and then amended on April 16, 2019 (item B.1. (i)):

- (xiv) Contractor: Long Island Tutoring Services, Inc.  
 Services: Tutoring services as necessary for the 2018-19 school year  
 Fees: Total estimated to be ~~\$4,000~~ ~~\$10,000~~ \$15,000

**B.2.** Recommendation to approve **2018-19** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2810-440-08-9000-308	GUID TRAV CONF WKSH	\$5,900.00
2810-430-08-9000-308	GUID CONTR HS	\$2,600.00
2810-433-08-9000-308	GUID MEMB DUES HS	\$600.00
2810-436-08-9000-308	GUID PRINTING HS	\$200.00
2810-459-08-9000-308	GUID LIBRARY BKS & MATS	\$200.00
<b>Subtotal</b>		<b>\$9,500.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2810-474-08-9000-308	Contract Home Instruction	\$9,500.00
<b>Subtotal</b>		<b>\$9,500.00</b>

REASON FOR TRANSFER REQUEST: To cover the costs associated with an increased need for home instruction.

**B.3.** Recommendation to approve a payment in the amount of \$32,585.09 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 5/31/2019.

**B.4. BE IT RESOLVED**, that the Board of Education hereby approves the Disclosure and Consent Agreement with the Herricks Union Free School District; and

**BE IT FURTHER RESOLVED**, that the Board of Education hereby authorizes the Board President to execute said Disclosure and Consent Agreement and any other



documents necessary to effectuate said Agreement on behalf of the Board of Education

**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 May 15, 2019 and June 17, 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 February 11; March 6, May 2; May 3, and May 13, 2019.

**BOARD OF EDUCATION:**

**BOE.1** Recommendation to remove the following groups from the list of approved facilities users in accordance with Policy #1500:

East Williston/Roslyn Community Coalition for Healthy Youth  
Roslyn Volleyball Club  
Basketballers for Life  
Nassau Yankees Men's Softball League  
Roslyn Men's Monday Basketball Group  
Roslyn Rockets Men's Baseball  
Roslyn Sunday Morning Football                   **(Attachment BOE.1)**

**BOE.2** Recommendation to delete the following groups from the Approved Advertisers List in accordance with Policy #1511:

American Cancer Society   **(Attachment BOE.2)**

**BOE.3** Recommendation to conduct the second reading of the Board of Education policies:

6690 Audit Committee  
8332 District Owned Cellular Telephones **(Attachment BOE.3)**

**Public Comments #2**

**EXECUTIVE SESSION (if needed)**

**Adjournment**



Personnel Action Report  
Professional

P.1  
July 2, 2019

Item	Name	Action	Position/Replacing	Location	From	To	Tenure Area	Certification/Class/Step/Salary
1	Jayne Dobry	Resignation for the Purposes of Retirement	Teaching Assistant	HTS		6/30/19 (last day of		
2	Jayne Dobry	Substitute Appointment	Per Diem Substitute Teaching Asst.		9/1/19	6/30/20		\$100/day
3	Jessica Savitt	Probationary Appointment	Elementary	HH	8/29/19	Prob. Ends 8/28/23*,**	Elementary	Childhood Ed & SWD Gr. 1-6 & ESL, BA/Step 1***, Per RTA Contract
4	Alexandra Kaimis	Probationary Appointment	Elementary	HH	8/29/19	Prob. Ends 8/28/23**	Elementary	Early / Childhood Ed Birth-Gr. 6 & SWD Birth -Gr. 6, BA/Step 1***, Per RTA Contract
5	Hanna Greenfield	Probationary Appointment	Science	MS	8/29/19	Prob. Ends 8/28/23**	Science	Biology Gr. 7-12, BA/Step 1***, Per RTA Contract
6	Emilio Cruz	Appointment	Regular Substitute/Leave Replacement Special Education (K. Feeney)	HTS/HH	8/29/19	6/30/20		Early / Childhood Ed Birth-Gr. 6 & SWD Birth -Gr. 6, BA/Step 1***, Per RTA Contract
7	Emily Esposito	Part-Time Appointment	.8 Special Education (S. Minors-McKissick)	HH	8/29/19	6/30/20		Students w/Disabilities Birth-Gr.6 BA/Step 1***, Per RTA Contract, prorated
8	Emily Esposito	Substitute Appointment	Per Diem Substitute Teacher		8/29/19	6/30/20		\$130/day
9	Jennifer Flaherty	Probationary Appointment	Teaching Assistant	EH	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	Pre-K-Gr. 6, Grade 3/Step 3*, Per RPA Contract
10	Bari Prince	Probationary Appointment	Teaching Assistant (T. DeGregorio)	HTS	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	Childhood Ed & SWD Gr. 1-6, Grade 3/Step 3*, Per RPA Contract
11	Catherine DeMarco	Substitute Appointment	Per Diem Substitute Teaching Asst.		9/1/19	6/30/20		\$100/day
12	Rosann Brodley	Substitute Appointment	Per Diem Substitute Teaching Asst.		9/1/19	6/30/20		\$100/day
13	Janice Crawford	Substitute Appointment	Per Diem Substitute Teacher, Retiree		9/1/19	6/30/20		\$140/day
14	Irena Tsarevsky	Appointment	Home Instruction Tutor		7/1/19	6/30/20		\$60/hour
15	Stacie Goldenberg	Appointment	In-Service Instructor (not to exceed 1 hour)		7/1/19	6/30/20		\$80/hour (paid by Teacher Center Grant)
16	Eleanor Russell	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
17	Loretta Fonseca	Appointment	In-Service Instructor (not to exceed 1 hour)		7/1/19	6/30/20		\$80/hour
18	Jodi Zambell	Appointment	In-Service Instructor (not to exceed 3 hours)		7/1/19	6/30/20		\$80/hour
19	Wendy Svitek	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
20	Soowook Lee	Appointment	In-Service Instructor (not to exceed 6 hours)		7/1/19	6/30/20		\$80/hour
21	Ellen Chavoustie	Appointment	In-Service Instructor (not to exceed 4 hours)		7/1/19	6/30/20		\$80/hour
22	Jason Lopez	Appointment	In-Service Instructor (not to exceed 4 hours)		7/1/19	6/30/20		\$80/hour
23	Barry Edelson	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
24	Kimberly Murphy	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
25	Maria Favara	Appointment	In-Service Instructor (not to exceed 8 hours)		7/1/19	6/30/20		\$80/hour



Personnel Action Report  
Professional

P.1  
July 2, 2019

Item	Name	Action	Position/Replacing	Location	From	To	Tenure Area	Certification/Class/Step/Salary
26	Nancy Boyd	Appointment	In-Service Instructor (not to exceed 4 hours)		7/1/19	6/30/20		\$80/hour
27	Suzanne Penkovsky	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
28	Joseph Dispigno	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
29	Lisa Daniels	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
30	Theresa DeBello-Tahany	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
31	Christine Flanagan	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
32	Tara Hausman	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
33	Jillian Brass	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
34	Heather Wick	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
35	Linda Schwartz	Appointment	In-Service Instructor (not to exceed 3 hours)		7/1/19	6/30/20		\$80/hour
36	Vera Trenchfield	Appointment	In-Service Instructor (not to exceed 10 hours)		7/1/19	6/30/20		\$80/hour
37	Colleen Mastriano	Appointment	In-Service Instructor (not to exceed 8 hours)		7/1/19	6/30/20		\$80/hour
38	S. Robert Gerula	Appointment	In-Service Instructor (not to exceed 8 hours)		7/1/19	6/30/20		\$80/hour
39	Michelle Atkins	Appointment	In-Service Instructor (not to exceed 8 hours)		7/1/19	6/30/20		\$80/hour
40	Karen Lucchese	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
41	Anne-Marie Dolega	Appointment	In-Service Instructor (not to exceed 2 hours)		7/1/19	6/30/20		\$80/hour
42	Christina Commons	Appointment	In-Service Instructor (not to exceed 4 hours)		7/1/19	6/30/20		\$80/hour

\* Reduced probationary period contingent upon receipt of final composite effectiveness score for the 2016-17 school year.

\*\* 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.



Personnel Action Report  
Classified

P.2  
July 2, 2019

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Karin Tamburello	Probationary Appointment	Account Clerk (M. Bifone)	Comp	Prob	HS	On or about 7/22/19*		Grade 8A/Step 1, Per RESA Contract
2	Anardo Baez	Part-Time Appointment	Part-Time Cleaner	Non-comp	p/t	HS	On or about 7/22/19*		\$15.00/hour
3	Colleen Feehan	Summer Work	Nurse (not to exceed 12 hours)			HTS	7/3/19	8/30/19	Per RTA Contract
4	Elaine Kerr	Summer Work	Nurse (not to exceed 15 hours)			EH	7/3/19	8/30/19	Per RTA Contract
5	Amy Kula	Summer Work	Nurse (not to exceed 12 hours)			HH	7/3/19	8/30/19	Per RTA Contract

*\*Pending Civil Service Approval*



**FORM "A"**

- Transportation Supervisor (David Shoob)
- Bus Dispatcher (Andrew Careri)
- Assistant Bus Dispatch (Carmen Chavez)
- Assistant to the Superintendent for Technology and Security Infrastructure (Jason Lopez)
- Data Analyst (Ellen Li)
- Information Tech Specialist II (Peter Hayes)
- Information Tech Specialist III (Geraldine Murtagh)
- Program Specialist for Technology Expansion (Michelle Passi)
- Public Information Officer (Barry Edelson)



**FORM "A"**

- Accountant (Antonia Encizo)
- Confidential Stenographic Secretary (Ann Visone)
- Confidential Administrative Assistant (Michael Betts)
- Confidential Administrative Assistant (Jill Maley)
- Confidential Administrative Assistant (Lori Millan)
- Confidential Senior Personnel Clerk (Angela Dunne)
- District Clerk (Nancy Carney Jones)
- District Treasurer (Linda Gillespie)
- School Lunch Manager (Dawn Piteo)



**ROSLYN UNION FREE SCHOOL DISTRICT****PUBLIC USE OF SCHOOL FACILITIES****BOARD OF EDUCATION POLICY 1500**

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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



# ROSLYN UNION FREE SCHOOL DISTRICT

## PUBLIC USE OF SCHOOL FACILITIES

## BOARD OF EDUCATION POLICY 1500 -R

The Board of Education authorizes the Superintendent 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 responsible groups to the Board for authorization to place them on the approved list of 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.

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.**

### CLASSIFICATION OF GROUPS

#### Class I

- a. Organizations with direct school connections, such as parent-teacher organizations, classes, clubs, employee associations, committees of the Board of Education, etc.
- b. Organizations of a semi-educational nature, such as Boy Scouts, Girl Scouts, Little League, Booster Basketball, etc.

#### Class II

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

#### Class III

- a. Nassau County Board of Elections
- b. 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.

### FEE SCHEDULE

The Superintendent of Schools shall implement a fee schedule based upon an organization's classification:

1. Classification                      Fee



1A	None
1B	No room fee on school days; field use fee, if applicable
II	Room fee or field use fee, if applicable
IIIA	County-determined fee
IIIB	No room fee on school days

2. Room Fees

Room fees shall be charged to Class IB, Class II and Class IIIB organizations on weekends, holidays and any other days when school is not in regular session.

3. Custodial and Security Costs

Facilities users shall be charged at prevailing rates 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. Custodial costs for Class IIIA (Nassau County Board of Elections) shall be county-determined.

4. Cafeteria Costs

Any use of a cafeteria that also includes use of the kitchen requires, by law, the presence of cafeteria staff, whose services will be billed at prevailing rates.

REGULATIONS FOR FACILITIES USE

1. Priority for all facility space shall be determined as follows:
  - a. Regular school activities, including classes, clubs, teams, etc.
  - b. Adult Continuing Education Program activities
  - c. Approved non-school groups, assigned in the order in which their applications are received, with preference given to organizations whose participants are predominantly Roslyn School District residents.

NOTE: Permits are not issued to for-profit entities.

2. Time of occupancy shall terminate at 10:45 p.m. unless the user's permit indicates that prior arrangements have been made for payment of added custodial overtime costs.
3. Applications for use of school facilities must be submitted at least 10 days before the anticipated use. Fees set according to the schedule enumerated in this policy must be paid at the time the application is approved, or, for multiple uses on a single permit, within one week of the first use. Failure to pay fees on time will result in revocation of permit and or withholding of approval of future permits.
4. Notification to cancel activity for which space has been reserved must be made by the applicant at least 3 business days in advance. Any actual costs incurred by the district due to cancellation with 3 business day' notice will be billed to the organization. Late cancellation or schedule changes will not result in reduced fees. In the event of cancellation by the district, notice will be given as far in advance as possible. The Board reserves the right to make such cancellation at any time without liability therefore.
5. Any activity carried on in school facilities shall be according to New York State Law and in conformity with village and Town Ordinances and



school district policies and regulations. No meeting shall be held in a school building:

- a. for the purpose of advancing any doctrines or theory subversive to the State of New York or the United States of America.
  - b. For the purpose of advocating social or political violence or which is of a nature likely to incite such violence.
6. The Board of Education, because of its responsibility for protecting the school district's buildings and property, may restrict use of space within buildings and grounds to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When schools are closed due to inclement weather, scheduled community use shall be automatically cancelled.
  7. Smoking is not permitted in school buildings or on school grounds. Alcoholic beverages may not be brought to or consumed in school building or on school grounds. Commercial products or promotional materials may be exhibited or displayed with the prior consent of the Superintendent of Schools or his/her designee, but only for the period of time covered by the permit application.
  8. No food or drink (other than water in bottles or other closed containers) is permitted in gymnasiums at any time. Chairs and tables may not be placed on gym floors or other playing surfaces. No pets are permitted anywhere on school grounds or in school buildings.
  9. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators and for making provision to handle anticipated crowds. Underage participants must be properly supervised at all times. Improper conduct, vandalism or other misuse of school property may result in the revocation of the permit. The cost of repairing damage caused by such misuse will be charged to the applicant.
  10. Admission charges for activities held in school facilities shall be made only for educational and/or charitable purposes. Activities must be open to the public. Non-school groups sponsoring or presenting programs for which admission is charged are required to file a copy of the Statement to the Collector of Internal Revenue with the Superintendent. The Board of Education will not be liable for the payment of any taxes due on admission charges.
  11. Arrangements for audio/visual or any other equipment is solely the responsibility of the applicant. The school district does not loan the use of equipment for non-school related activities.

#### PERMIT PROCEDURES

1. All permits for the use of school facilities shall be restricted to responsible organizations or adult individuals under the provisions outlined in this policy. Applicants must satisfy the issuing officer that they represent responsible local organizations, that they will guarantee orderly behavior and that they will underwrite any damage due to their use of the premise. The school district reserves the right to request rosters of participants in the activities of applicants to verify that they are organizations whose



participants are predominately Roslyn School District residents and thereby eligible for preferential consideration over other organizations.

2. Each applicant must provide the district with an insurance certificate naming the district as an additional insured, carrying a minimum of \$1,000,000 coverage.
3. The district administration shall make available applications for use of school facilities. An applicant who signs a permit application thereby agrees to abide by these regulations and procedures and all other applicable laws and district policies.

:FPZ

Adopted: 12/1989

Revised: 11/2004

11/2010

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

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**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.

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**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*



**USERS OF SCHOOL FACILITIES BY CLASSIFICATION  
(Effective June 2019)**

**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.)  
Friends of Royal Crown Players  
Friends of Spotlight  
Parent Associations (CCPA, RHS, RMS, EH, HH, HTS, SEPTA, KPA)  
Marching Band Fans  
Nassau BOCES  
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  
Long Island Bridge for Youth  
Long Island Chess Nuts  
Roslyn Little League  
Sid Jacobson JCC  
Roslyn Flag Football League  
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:*

**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**

Nassau Zone New York State Association for Health, Physical Education, Recreation and Dance (NYSAPERD)

Roslyn Bulldogs/Stam Musial League  
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 Shalom 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  
3/2016  
7/2016  
11/2016  
6/2017  
3/2018  
6/2019  
7/2019



**ROSLYN UNION FREE SCHOOL DISTRICT****ADVERTISING IN THE SCHOOLS****BOARD OF EDUCATION POLICY 1511**

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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.

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

Foundation for Roslyn's Educational Advancement and Development (READ)

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 Booster Basketball Club

Roslyn Chamber of Commerce

Roslyn Day Care Center

Roslyn Fire Companies

Roslyn Flag Football League



**ROSLYN UNION FREE SCHOOL DISTRICT****ADVERTISING IN THE SCHOOLS****BOARD OF EDUCATION POLICY 1511**

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Roslyn Lacrosse Club  
 Roslyn Landmark Society  
 Roslyn Little League  
 Sid Jacobson Jewish Community Center  
 The WaterFront 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.

: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  
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 01/2014  
 04/2014  
 09/2014  
 09/2017  
 03/2018  
 05/2018  
 02/2019  
 06/2019  
 07/2019

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



# **POLICY 6690**

## **AUDIT COMMITTEE**

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### **NEW POLICY**



The Board of Education will designate and appoint an Audit Committee for purposes of overseeing and carrying out the Board of Education's audit policies and the performance of related duties and responsibilities. The School District's Audit Committee shall consist of up to three (3) Board of Education members along with qualified members of the community who may be appointed as per criteria and pursuant to the Audit Committee Charter to serve on this Committee. Employees of the School District are prohibited from serving on the committee.

The Audit Committee shall:

- provide recommendations regarding the appointment of the external auditor for the district;
- meet with the external auditor prior to commencement of the audit;
- review and discuss with the external auditor any risk assessment of the School District's fiscal operations developed as part of the auditor's responsibilities under governmental auditing standards for a financial statement audit and federal single audit standards if applicable;
- receive and review the draft annual audit report and accompanying draft management letter and, working directly with the external auditor, assist the Board of Education in interpreting such documents;
- make a recommendation to the Board of Education on accepting the annual audit report;
- review every corrective action plan to be developed by the School District in response to the external audit and assist the trustees or Board of Education in the implementation of such plan; and
- assist in the oversight of the internal audit function including, but not limited to, providing recommendations regarding the appointment of the internal auditor for the School District, the review of significant findings and recommendations of the internal auditor, monitoring of the School District's implementation of such recommendations, and the evaluation of the performance of the internal audit function.

The Audit Committee may conduct an executive session in accordance with law and Commissioner's regulation. Any member of the Board of Education who is not a member of the Audit Committee may be allowed to attend an executive session if authorized by a resolution of the Board of Education.

It is not the intent of the Board of Education that the Audit Committee participate in or be responsible for the day to day operations of the School District or in the decisions that are the responsibility of the Superintendent of Schools or his/her designee, or the other school district administrators.

Ref: Education Law §2116-c

Adoption date:



# **POLICY 8332**

## **DISTRICT OWNED CELLULAR TELEPHONES**

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### **REVISED POLICY**

<b>Policies Being Replaced</b>	<b>Policy 8332 District Owned Cellular Telephones</b>
<b>Reason for Revision</b>	<b>Update policy to reflect current practice and law</b>



***-DRAFT REVISED POLICY-*****ROSLYN UNION FREE SCHOOL DISTRICT****DISTRICT OWNED CELLULAR TELEPHONES****Policy 8332**

The Board of Education recognizes that certain School District employees will be required to carry School District-owned cellular telephones in order to meet their job responsibilities. Job titles requiring district-owned cellular telephones shall be listed in Regulation #8332R. The District shall establish the level of service contract for each specific employee. Said contract shall be reviewed and approved by the Board of Education. All cellular telephone contracts shall be secured through the appropriate purchasing process (e.g., competitive bid, RFP process).

Employees shall make every attempt to use their cellular phones for School District-related purposes only. In the event an employee uses a School District-owned cellular telephone for other than School District-related purposes, he/she shall reimburse the School District for such non-business usage, if any, that result in costs to the School District above usage allocated by the cellular telephone contract. Payment for such usage shall be made within thirty (30) days of the date that notice is sent of the charges. Use shall be restricted for those employees who have not made payment within this time frame. Failure to follow these guidelines may result in revocation of the phone and discipline of the employee. In addition, since employees are issued School District-owned cellular phones in connection with their work responsibilities, employees shall not have an expectation of privacy with respect to information contained on the device (e.g., text messages, records of phone calls).

All School District-owned cellular phones are to remain the property of the School District. School District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a School District-owned cellular telephone upon termination of employment or at the School District's request will be billed for the actual cost of the cellular telephone and for all charges made after termination of employment or the School District's request.

As with any School District-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss, or theft. Since employees are responsible for the safe return of School District-owned cell phones, employees who use School District-owned cellular phones may be liable for damages or losses which occur during the period of its use. Any damage, loss, or theft must be reported immediately to the Assistant Superintendent for Business and Administration.

At least once each year the Assistant Superintendent for Business and Administration shall evaluate the School District's cellular plan and shall recommend any appropriate modifications thereto.

Cross-ref:

Ref: Fourth Amendment, U.S. Constitution  
Fourteenth Amendment, U.S. Constitution

Adoption date:



ROSLYN PUBLIC SCHOOLS  
Roslyn, New York

REGULATION #8332-R

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

- Positions that may require a cellular telephone
  - Superintendent
  - Assistant Superintendents
  - Assistants to the Superintendent
  - Athletic Director
  - Transportation Director
  - Maintenance Supervisor
  - Grounds Supervisor
  - Security Supervisor
  - Bus Drivers
  - Computer Assistant
  - Computer Support Technicians
  - Head Custodian

Adopted: 7/2005  
Revised: 7/2015  
Revised:



# EXISTING POLICY



**ROSLYN PUBLIC SCHOOLS  
Roslyn, New York**

**POLICY #8332**

**DISTRICT OWNED CELLULAR TELEPHONES**

The Board of Education recognizes that certain district employees will be required to carry district-owned cellular telephones to meet their job responsibilities. Job titles requiring district-owned cellular telephones shall be listed in Regulation # 8332 R. Such lists shall be reported to and approved by the Board of Education each year at the district's organizational meeting in July.

The District shall establish the level of service contract for each specific employee. Said contract shall be reviewed and approved by the Board of Education.

The employee shall make every attempt to use their cellular phones for business purposes only. In the event an employee uses a district-owned cellular telephone for other than business purposes, he/she shall reimburse the District for such non-business calls within thirty (30) days of notice. Authorization to use a district-owned cellular telephone shall be restricted for any employee who is delinquent in reimbursing the District for non-business calls.

All district-owned cellular telephones are to remain the property of the District. District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a district-owned cellular telephone upon termination of employment or at the District's request will be billed for the actual cost of the cellular telephone and for all charges made after termination of employment or the District's request.



POLICY #8332

Page 2

As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Assistant Superintendent for Business.

At least once each year the Assistant Superintendent for Business shall evaluate the District's cellular telephone plan and shall recommend any appropriate modifications thereto.

:FPZ

Adopted: 7/2005



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 BOARD OF EDUCATION MEETING

## AGENDA ADDENDUM Tuesday, July 2, 2019

### PERSONNEL

#### **P.1 Professional**

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification / Class / Step / Salary
43	Rachel Schultz	Probationary Appointment	Elementary	HTS	8/29/19	Prob. Ends 8/28/23**	Elementary	Childhood Ed & SWD Gr. 1-6, BA/Step 1***, Per RTA 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.

#### **P.2 Classified**

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Dawn LoBosco	Probationary Appointment	Account Clerk (G.Scenga)	Comp	Prob	MS	On or about 7/22/19*		Grade 8A/Step 2, Per RESA Contract

*\*Pending Civil Service Approval*

### **BUSINESS & FINANCE:**

**B.5.** Recommendation to approve **2018-19** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9020-800-03-9000-303	TCHR RET SYSTEM	\$80,000.00
	<b>Subtotal</b>	<b>\$80,000.00</b>



<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1420-442-03-9000-303	LEGAL SVCES	\$80,000.00
	<b>Subtotal</b>	<b>\$80,000.00</b>

REASON FOR TRANSFER REQUEST: To cover general counsel fees for the remaining two months of the year.

**B.6. BE IT RESOLVED** that the Board of Education hereby authorizes the District to enter into an agreement with Capital One, N.A. ("Capital One") for banking and cash management services, subject to the terms and conditions of an agreement to be reviewed by District counsel;

**BE IT FURTHER RESOLVED** that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said agreement on behalf of the Board of Education.

## **BOARD OF EDUCATION**

**BOE.4 RESOLVED** that the following Board of Education Goals for the 2019-2020 school year be adopted. (**Attachment BOE.4**)



ROSLYN UNION FREE SCHOOL DISTRICT					
BOARD OF EDUCATION GOALS 2019-2020					
Administration	Curriculum & Instruction	Business	Community	Facilities	Technology
1. Review and update security, emergency and training protocols, procedures and awareness district-wide.	1. Enhance opportunities for broad spectrum experiential, service and local learning.	1. Maintain and expand cooperation with other school districts and municipalities to reduce operational costs and enhance efficiencies where possible through the shared services initiative.	1. Continue to support community-based organizations through a collaboration of community and administrative efforts.	1. Conclude the Construction Implementation Plan for the remaining projects for all buildings under the May 2014 construction bond.	1. Continue to update and upgrade instructional technology district-wide.
2. Review, maintain and expand managerial efficiency and compliance with contractual and statutory requirements.	2. Implement, support, expand and connect business curriculum to incorporate the Middle School.	2. Continue to refine the budget building process to clearly reflect actual, current and projected needs of the district.	2. Continue to build on established relationships with government agencies for the mutual benefit of our common taxpayers including but not limited to our local villages, the Town of North Hempstead, the Town of Oyster Bay and the State.	2. Maintain an ongoing and responsive, efficient system of communication regarding ongoing and anticipated construction projects.	2. Implement and maintain on-going security enhancements district-wide.
3. Implement and expand online training in mandatory state and federal standards for compliance.	3. Enhance and support successful student transitions and preparedness K-12.	3. Implement and evaluate the ongoing effect of the five year financial plan including the use of reserves and compliance with the tax levy limit.	3. Continue to maintain the high level of the District's use of digital communication in an effort to keep our constituents informed about school district news and or emergencies.	3. Aesthetically maintain and improve our buildings and grounds providing a cost-effective, pleasing and safe environment outside of the capital projects.	3. Monitor the implementation of online PowerSchool.
4. Develop and implement the two-year transition and succession plan for the Business Office to ensure the stability of Central Administration.	4. Enhance and continue to support equity opportunities for all students.	4. Assistant Superintendent for Business and Administration will develop and implement education and transition of the role and cycle of all business office functions.	4. Sustain the new district website and implement ways for it to become ADA compliant.	4. Review, maintain, expand and enhance clear security protocols for monitoring and managing buildings and grounds.	4. Maintain and enhance disaster recovery and storage back-up.
5. Continue to revise and update BOE Policy Manual for completion.	5. Enhance and expand Mindfulness/Mental-Health and its impact on student learning, individual effectiveness, collaboration and student environment, including professional development.	5. Explore, prepare and execute a Phase II Bond Issue to address the remaining construction project needs.	5. Continue to regularly communicate school news with the broader community.	5. Continue to implement the multi-year process of upgrading the playground equipment and all surfaces at the elementary schools.	5. Continue the process of digitalization of student records.
	6. Support and expand implemented contemporary programs and physical learning environments K-12		6. Explore ways to connect alumni with the school community.	6. Explore potential sources for consideration of renewable energy, and review and update energy performance contracts and energy studies.	6. Implement and expand Google Suite Platform K-12
				7. Begin the implementation of Phase II construction plan for buildings and grounds.	