

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

Thursday, July 18, 2019

7:00 A.M.

Roslyn Administration Building

6:45 a.m. - Executive Session

7:00 a.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recommendation to accept the Claims Audit Reports for June 2019

Recommendation to accept the minutes from the following meeting(s): June 27, 2019;
July 2, 2019; Re-org; July 2, 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** Recommendation to approve the Adult Education Instructor Salaries attached as **(Attachment P.3)**

- P.4** Recommendation to approve a salary increase of 2% for all part-time bus monitors 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) Contractor: Tutoring for Life, LLC
Services: Tutoring services as necessary for the 2019-20 school year
Fees: Total estimated to be \$10,000
(Agreement is subject to review and approval by district counsel)

(ii) Contractor: MKSA, LLC
Services: Various services for the 2019-20 school year as specified in the agreement
Fees: Total estimated to be \$20,000

Recommendation to **extend** the following contract [(iii) which was first approved by the Board of Education on June 28, 2016 (item B.13, Bid#16/17-50), extended on June 27, 2017 (item B.1. (xxvi)), and extended again on June 26, 2018 (item B.1. (ix))], in order to renew:

(iii) Contractor: Jamaica Ash & Rubbish
Services: Refuse removal, street sweeping and drainage system for the 2019-20 school year
Total estimated to be \$60,202.37 (an increase of \$889.69)
(Agreement is subject to review and approval by district counsel)

Recommendation to **amend** the following contract [(iv) which was first approved by the Board of Education on June 14, 2018 (item B.22, Bid# 18/19], and extended on June 13, 2019 (item B.1. (xii))] in order to renew:

- (iv) Contractor: Woods Menswear
Services: Uniforms for Transportation *and Custodial* staff for the 2019-2020 school year
Fees: Total estimated to be ~~\$9,000.00~~ \$20,000.00

Recommendation to **amend** the following contract (v) which was approved by the Board of Education on June 14, 2018 (item B.1. (xxi)) and first amended on December 18, 2019 (item B.1. (ii)):

- (v) Contractor: Extraordinary Pediatrics, P.C.
Services: Various services for the 2018-19 school year as specified in the agreement
Fees: Total estimated to be ~~\$227,310~~ \$391,881 (\$17,310 for the summer program; ~~\$210,000~~ \$374,571 for the school year)

Recommendation to **amend** the following contract (vi) which was approved by the Board of Education on June 14, 2018 (item B.1. (xlii)) and first amended on November 1, 2018 (item B.1. (vi)):

- (vi) Contractor: The Summit School (Upper Nyack) Residential
Services: Educational/Residential services for 1 student for the 2018-19 summer and school year
Fees: \$27,318.58 for summer program (\$5,681 tuition; \$339.59/daily x 62 days maintenance fee, = \$21,054.58, \$583 summer dormitory authority fee) ~~\$77,121.67~~ \$79,321.67 for school year (~~\$34,088~~ \$36,288 tuition; \$3,497 dormitory authority fee; \$39,536.67 representing 38.424% of maintenance fees owed to Nassau County DSS)
Total estimated to be ~~\$104,440.25~~ \$106,640.25

Recommendation to **amend** the following contract (vii) which was approved by the Board of Education on June 14, 2018 (item B.1. (xxxvi)) and first amended on November 1, 2018 (item B.1. (iii)):

- (vii) Contractor: Anderson Center for Autism
Services: Instructional services for 1 student for the 2018-19 school year
Fees: \$39,519.16 - summer program tuition and maintenance (\$9,035 tuition + \$30,484.16 summer maintenance daily rate (\$491.68 x 62 days)

~~\$114,246.57~~ \$119,525.97 - 10-month program tuition *plus*
38.424% of maintenance owed to Nassau County DSS
Total estimated to be ~~\$153,765.73~~ \$159,045.13

Recommendation to **amend** the following contract (viii) which was approved by the Board of Education on November 1, 2018 (item B.1. (i)):

- (viii) Contractor: The Center for Discovery
Services: Instructional/Residential services for 1 student for the 2018-19 summer and school year
Fees: \$13,071.00 for summer program
~~\$78,428.00~~ \$84,352.00 for the school year
Total estimated to be ~~\$91,499.00~~ \$97,423.00

Recommendation to **amend** the following contract (ix) which was approved by the Board of Education on June 14, 2018 (item B.1. (xli)) and first amended on September 6, 2018 (item B.1. (iv)):

- (ix) Contractor: The Summit School (Jamaica)
Services: Instructional services for 4 students for the 2018-19 school year
Fees: ~~\$34,088.00~~ \$36,288.00 per student
Total estimated to be ~~\$136,352.00~~ \$145,152.00

Recommendation to **amend** the following contract (x) which was approved by the Board of Education on June 14, 2018 (item B.1. (xxii)) and first amended on June 13, 2019 (item B.1. (xiv)):

- (x) Contractor: Foundations Occupational Therapy
Services: Various services for the 2018-19 school year as specified in the agreement
Fees: Total estimated to be ~~\$136,605.50~~ \$147,211.00 (\$11,000 for the summer program; ~~\$125,605.50~~ \$136,211.00 for the school year)

Recommendation to **amend** the following contract (xi) which was approved by the Board of Education on June 14, 2018 (item B.1. (xvii)):

- (xi) Contractor: All About Kids/Mid-Island Therapy Associates
Services: Various services for the 2018-19 school year as specified in the agreement
Fees: Total estimated to be ~~\$68,000.00~~ \$101,066.17 (\$3,000 for summer program; ~~\$65,000.00~~ \$98,066.17 for school year)

Recommendation to **amend** the following contract (xii) which was approved by the Board of Education on June 14, 2018 (item B.1. (xxiv)):

- (xii) Contractor: Helping Hands Children's Services, Inc.
 Services: Various services for the 2018-19 school year as specified in the agreement
 Fees: Total estimated to be ~~\$95,000.00~~ \$115,662.50 (\$15,000 for the summer program; ~~\$80,000.00~~ \$100,662.50 for the school year)

Recommendation to **amend** the following contract (xiii) which was approved by the Board of Education on June 14, 2018 (item B.1. (xx)):

- (xiii) Contractor: Michael Cunningham
 Services: Various services for the 2018-19 school year as specified in the agreement
 Fees: Total estimated to be ~~\$5,000.00~~ \$6,200.00

Recommendation to **amend** the following contract (xiv) which was approved by the Board of Education on June 14, 2018 (item B.1. (xxxvii)):

- (xiv) Contractor: Brookville Center for Children's Services, Inc.
 Services: Full day autism program for 3 students for the 2018-19 summer *and 4 students for the school year*
 Fees: \$11,375 per student for summer program
 \$68,249 per student for the school year (*pro-rated at \$5,145.80 per month for one student who only attended as of June 2019*)
 Total estimated to be ~~\$238,872.00~~ \$244,017.80

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9060-800-03-9000-303	MEDICAL INS ADMIN	\$75,000.00
	Subtotal	\$75,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
9901-930-03-9000-303	TRANSFER TO SCHL LNCH	\$75,000.00
	Subtotal	\$75,000.00

REASON FOR TRANSFER REQUEST: To cover an anticipated deficit in the fund and to allow a write-off of uncollected student receivables.

B.3. Recommendation to approve a proposed change order as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future

meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HS General Construction PCO #02: North Shore Monuments Proposed Change Order PCO #02 (High School) at an estimated cost of \$1,231.00. This change order represents the cost to provide labor and materials to add field stone cladding to the monument supporting the Historic Marble Horse from the Mackay Estate which will sit in its original place in front of the school.

- B.4.** Recommendation to approve revisions to the Cooperative Transportation Contract Extensions for 2019-2020, which were approved on June 27, 2019 (item B.18.) to include changes in pricing for two schools (Lowell School increased, Nassau BOCES CCA Net Program decreased) and the addition of one child each at UCP – Roosevelt, Bais Yaakov Academy, and Cheder at the Ohel.
- B.5.** Recommendation to accept, pursuant to receipt by Melissa Krieger, East Hills School Principal, a gift from the American Heart Association for our participation in the Kids Heart Challenge, in the amount of \$100.00 to be appropriated to 2815.450.04.9000.401 to be used for purchasing healthy choice items, with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy.
- B.6.** Recommendation to accept, pursuant to receipt by Jessica Kemler, Harbor Hill School Principal, a gift from the American Heart Association for our participation in the Kids Heart Challenge, in the amount of \$60.00 to be appropriated to 2110.200.07.2000.309 to be used for purchasing additional Physical Education equipment, with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy.
- B.7.** Recommendation to accept, pursuant to receipt by Jessica Kemler, Harbor Hill School Principal, a gift from Stop and Shop for our participation in their A+ Rewards Program, in the amount of \$60.83 to be appropriated to 2610.450.07.9000.701 to be used for purchasing additional library materials, with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy.
- B.8.** Recommendation to accept, pursuant to receipt by Dr. Scott Andrews, Roslyn High School Principal, a mini-grant from Rochester Institute of Technology, in the amount of \$360.00, to be appropriated to 2110.450.08.3000.801 to be used for PLTW programming, with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy.

- B.9.** Recommendation by Dr. Michael Brostowski, Director of Health, Physical Education, and Athletics, to declare the attached items no longer useful. They will be put up for public sale. **(Attachment B.9.)**

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 June 21, 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 7, 2019; March 18, 19, 20, 25, 27, 29, 2019; April 1, 2, 3, 4, 9, 10, 11, 12, 15, 16, 30, 2019; May 1, 2, 7, 8, 9, 10, 14, 15, 16, 17, 21, 2019; June 4, 5, 6, 10, 11, 13, 18, 20, 21, 24, 25, 27, 2019; July 2, 10, 2019.
- C&I.3** Recommendation to approve 140 students and ~~13~~ 14 chaperones to attend Marching Band Camp at Camp Taconic in Hinsdale, Massachusetts from August 12, through 18, 2019 at an estimated cost to the district of ~~\$39,204.00~~ \$41,446.00 [Total cost of trip: ~~\$125,784.00~~ \$128,026.00. Student contribution: \$86,580.00; district contribution: ~~\$39,204.00~~]. (Trip originally approved at 6/27 BOE meeting Item C&I. 6.)
- C&I.4** Recommendation to appoint the following curriculum writers for the 2019-2020 school year as per RTA contract:

<u>Curriculum</u>	<u>Writer(s)</u>	<u>Hours Approved</u>
Experiments in Science	Denise Tretola	4
	Jenna Ruber	4
	Hanna Greenfield	4

(Curriculum Writing Project approved at the 6/13/2019 BOE Meeting, Item C&I.8)

BOARD OF EDUCATION:

- BOE.1 Appointment of General Counsel to the Board of Education** (as amended)
Recommendation that the firm of Ingerman Smith, LLP be engaged as legal counsel to the Board of Education during the 2019-2020 school year at an annual retainer fee of \$175,000 ~~\$175,240~~ and to authorize the Board President to execute the letter of agreement dated July 1, 2019. [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 \$240 ~~\$230~~ per hour. \$240 ~~\$230~~ per hour will be charged for litigation, real estate, construction and other non-retainer matters].
[Originally Approved at the July 2, 2019 Re-organization Meeting, Item #9]

BOE.2 Recommendation to conduct the third reading of the Board of Education policies:

6690 Audit Committee

8332 District Owned Cellular Telephones (**Attachment BOE.2**)

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

6690 Audit Committee

8332 District Owned Cellular Telephones

BOE.4 Recommendation to conduct the second reading of the Board of Education policy:

6140 Budget Transfer (**Attachment BOE.4**)

(The first reading was held at the 7/2/19 board meeting)

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

Personnel Action Report
Professional

P.1
July 18, 2019

Item	Name	Action	Position/Replacing	Location	From	To	Tenure Area	Certification/Class/Step/Salary
1	Peter Annibale	Resignation	Teaching Assistant	MS		7/3/19 (last day of employment)		
2	Michael Floccari	Probationary Appointment	Teaching Assistant (P. Annibale)	MS	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level I, Grade 3/Step 1, Per RPA Contract
3	Fiona Horgan	Resignation	Teaching Assistant	HTS		7/15/19 (last day of employment)		
4	Karen Pacella	Appointment	CSE Representative (as needed)		7/19/19	8/31/19		Per RTA Contract
5	Carol Neitz	Substitute Appointment	Per Diem Substitute Teacher (retiree)		7/19/19	8/31/19		\$140/day
6	Lynne Thies	Substitute Appointment	Per Diem Substitute Teacher		8/23/19	6/30/20		\$130/day
7	Marianne Corona	Substitute Appt. Special Ed. 12 Month Program	Per Diem Substitute Teacher	MS	7/19/19	8/13/19		\$130/day
8	Jana Ross	Revise Probationary Date (tenure granted in prior District)	Elementary		8/29/19	Prob. Ends 8/28/22	Elementary	
9	Jessica Savitt	Revise Probationary Date (tenure granted in prior District)	Elementary		8/29/19	Prob. Ends 8/28/22	Elementary	
10	Susan Kenny	Probationary Appointment	Reading	MS	8/29/19	Prob. Ends 8/28/23*,**	Reading	Reading, Pre K-Gr. 6 & SDAD, BA/Step 1***, Per RTA Contract
11	Jill Fedun	Probationary Appointment	English (J. Crawford)	MS	8/29/19	Prob. Ends 8/28/23**	English	ELA Gr. 5-12, BA/Step 1***, Per RTA Contract
12	Tracey Perles	Part-Time Appointment	.6 FTE Gifted & Talented		8/29/19	6/30/20		SWD Birth-Gr. 6, Childhood Ed Gr. 1-6 & Gifted and Talented, BA/Step 1***, Per RTA Contract, prorated
13	Tracey Zucker-Perles	Substitute Appointment	Per Diem Substitute Teacher		9/1/19	6/30/20		\$130/day
14	Sarah Schuld	Probationary Appointment	Teaching Assistant (C. DeMarco)	HTS	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level I, Grade 3/Step 1, Per RPA Contract
15	Kerriann Jannotte	Coach Appointment	Varsity Boys' Tennis IV/4	HS	3/9/20	6/13/20		Per RTA Contract
16	Lisa Swierkowski	Rescind Coach Appointment	JV Girls' Soccer II/3	HS	7/19/19			
17	Lisa Swierkowski	Coach Appointment	Assistant Varsity Girls' Soccer II/3	HS	8/26/19	12/1/19		Per RTA Contract
18	Natalie Melaniff	Coach Appointment	Girls' Soccer	MS	9/5/19	11/2/19		Per RTA Contract
19	Gregory Tull	Coach Appointment	JV Boys' Basketball I/4	HS	11/18/19	3/29/20		Per RTA Contract
20	Suzanne Falcone	Appointment	After School Instructional Teaching - PACT	HH	9/1/19	6/30/20		Per RTA Contract

* 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 18, 2019

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Jorge Figueroa	Resignation for the Purposes of Retirement	Bus Driver					8/30/19 (last day of employment)	
2	Katherine Smithson	Resignation for the Purposes of Retirement	Monitor P/T Bus					8/30/19 (last day of employment)	
3	Gregory Coppola	Substitute Appointment	Substitute Security Aide (hourly)		Sub		On or about 7/29/19*		\$25.00/hour
4	Robert Giglio	Substitute Appointment	Substitute Security Aide (hourly)		Sub		On or about 7/29/19*		\$25.00/hour
5	Sharon Fogel	Substitute Appointment	Per Diem Substitute RN		Sub		9/1/19	6/30/20	\$135/day

*Pending Civil Service Approval

Adult Education Instructors	Fall 2019 & Winter 2020	9/1/19-2/28/20	
LAST NAME	FIRST NAME	\$ TOTAL	COURSE NAME
Adams-Mazzei	Elizabeth	1024.00	Beginner Spanish, Evening
Adlman	William	190.00	Flip this House
Alexander	David	427.50	Tai Chi (evening class)
Bayon	Terrylynn	704.70	Getting the Most Out of iPad
Bayon	Terrylynn	313.20	Digital Photo Editing
Bayon	Terrylynn	391.50	Social Media: Get Connected!
Bayon	Terrylynn	939.60	Introduction to Microsoft Office
Bayon	Terrylynn	939.60	Microsoft Word and Excel
Bayon	Terrylynn	313.20	Microsoft Word Basics
Bayon	Terrylynn	313.20	The Internet
Bayon	Terrylynn	313.20	Introduction to Windows
Bayon	Terrylynn	365.40	CPR/AED & First Aid
Berman	Jody	71.25	Too Much Paper
Berman	Jody	71.25	Too Little Time
Berman	Jody	71.25	Take Back Your Space
Bhatt	Paulomi	380.00	Bollywood Lifestyles - H
Bitterman	Bruce	776.70	Basketball, Tuesday, Section II - H
Bitterman	Bruce	863.00	Basketball, Thursday, Section II - H
Brewer	Lisa	388.35	Zumba, Sec. I
Brewer	Lisa	388.35	Zumba, Sec. II
Cadorniga	Maria	427.50	Yoga Sec. I - H
Cadorniga	Maria	475.00	Yoga Sec. II - H
Cadorniga	Maria	475.00	Yoga Sec. III - Staff Herricks
Cadorniga	Maria	712.50	Yoga Sec. IV - Staff Roslyn

Cafiero	Linda	890.63	Yoga, Day Sec. I
Cafiero	Linda	890.63	Yoga, Day Sec. II
Casali	Donna	100.00/trip	Art Tour Bus Supervisor (dates variable)
Cazzola	Lou	45.80/hr	Supervisor (hours variable)
Culligan	Lorretta F.	380.00	Tennis Sec. I Beginner
Culligan	Lorretta F.	380.00	Tennis Sec. II Intermediate
Culligan	Lorretta F.	380.00	Tennis Sec. III Strategy
Eichacker	Ruth	626.40	Spanish, Intermediate Review, Day
Fiordelisi	Peter	431.50	Pickleball Sec. I
Fiordelisi	Peter	431.50	Pickleball Sec. II
Gold	Denise	261.00	Archaeology
Greenhut	Anita	471.00	Crocheting
Gutierrez	Candida	1385.44	Ballroom Dancing, Beginner
Karmely	Raya	431.50	Italian - Evening
Kick	Denise	512.00	Yoga - Evening
Marcenaro	Armando	45.80/hr	Supervisor (hours variable)
Miller	Douglas	380.00	Golf, Sec. I - Beginner
Miller	Douglas	380.00	Golf, Sec. II - Intermediate
Napolitano	Elizabeth	41.50/hr	Supervisor (hours variable)
Pincus	Frances	522.00	Zumba, Sec. I - H
Pincus	Frances	469.80	Barre Workout
Pincus	Frances	887.40	Staff Zumba
Regis	Marie F.	64.73	Natural Approach to Insomnia - Evening
Regis	Marie, F.	64.73	Natural Approach to Insomnia - Day
Regis	Marie F.	388.35	QI Gong
Romeo	Barbara	848.25	Interval Train, Sec. I
Romeo	Barbara	978.75	Interval Train, Sec. II
Romeo	Barbara	978.75	Interval Train, Sec. III

Sanders	Carin	617.50	Non-Impact Aerobics
Sanders	Carin	712.50	Stretch & Tone
Sanders	Carin	712.50	T'ai Chi for Balance & Mobility, Beginner
Sanders	Carin	534.38	Core & Balance Combo
Sanders	Carin	463.13	T'ai Chi for Balance & Mobility, Intermediate
Scharman	Nadine	485.44	Piano - Beginner
Scharman	Nadine	485.44	Piano - Intermediate
Tzochev	Kiril	628.00	Watercolor Painting, Evening - H
Tzochev	Kiril	942.00	Watercolor Painting, Day - H
Vidas	Ingrid	100.00/trip	Art Tour Bus Supervisor (dates variable)
Wasserman	Renee	783.00	Italian - Intermediate
Wasserman	Renee	783.00	Italian - Beginners, Day
Wasserman	Renee	704.70	French - Intermediate
Wasserman	Renee	704.70	French - Beginners
Yudkin	Gloria	942.00	Oil & Acrylic Painting - Intermediate - H
Zanetto	Rosemarie	785.00	Crocheting - Day
Zhou	Xiaoyun	641.25	Chinese for Beginners
Adult Education Instructors	Fall 2019 & Spring 2020	9/1/19-6/30/20	
Kaufman	Diane	6927.12	Driver Education

ROSLYN PHYSICAL EDUCATION, HEALTH & ATHLETICS

MEMORANDUM

TO: Joseph Dragone
FROM: Michael Brostowski
DATE: July 16, 2019
SUBJECT: Recommendation to Sell Treadmills



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I am recommending the following treadmills be put up for public sale, as they have outlasted their duration for use at Roslyn:

- Treadmill 1 - Landice Pro Trainer, Roslyn Asset Tag #090212
- Treadmill 2 - Landice Pro Trainer, Roslyn Asset Tag #090211
- Treadmill 3 - Landice Pro Trainer, Roslyn Asset Tag #090210
- Treadmill 4 - Cybex Serial #G0913-770TX049N, Model 770T

Thank you.

/lac

POLICY 6690

AUDIT COMMITTEE

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

REVISED POLICY

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

-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

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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 UNION FREE SCHOOL
DISTRICT****BUDGET TRANSFERS****POLICY 6140**

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 **up to a maximum amount of \$10,000 per year** 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 **in excess of \$10,000** 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
Amendment first read: July 2, 2019

**ROSLYN PUBLIC SCHOOLS
BOARD OF EDUCATION MEETING**

**AGENDA ADDENDUM
Thursday, July 18, 2019**

BUSINESS & FINANCE:

B.3 Agenda Item tabled

B.10. Calendar/Brochure Printing Bid 19/20-35C

Bid Advertised – July 5, 2019

Bid Mailed – July 5, 2019

Bid Opened – July 17, 2019

Number of invitations to bid mailed - 5

Number of bids received - 4

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

****COURIER PRINTING CORP. 24 LAUREL BANK AVE. DEPOSIT, NY 13754**

FALL and SPRING Adult Education CATALOG 2019/2020:

PRINTING:

20 pages including cover, 45,000 pieces	\$11,318.00
20,000 pieces carrier sort mailing	\$450.00
22,000 pieces addressed for 3 rd class mailing	<u>\$650.00</u>
Total	12,418.00

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

****Nystrom Publishing Company 9100 Cottonwood Lane North, Maple Grove MN 55369**

PRINTING & MAILING OF SCHOOL CALENDAR

4000 COPIES PRINTED	\$3348.09
ADDRESS & PREPARING FOR MAILING	<u>\$179.24</u>
TOTAL PRINTING & PREPARING	\$3527.33

Recommendation: That award based on low cost satisfactorily meeting specification to be made to:

****THE MARSID M & M GROUP 245 WESTBURY AVE. CARLE PLACE, NY
11514**

COMMENCEMENT BOOKLETS 2019-2020:

28 pages including cover, 2,000 pieces	\$3,475.00
Per 4 page additional	\$100.00

COURSE OFFERING BOOKS 2019-2020:

56 pages including cover, 100 piece	\$650.00
Per 4 page additional	\$75.00

Estimated total cost is within 2019-2020 budgets.

B.11. Recommendation to approve **2018-19** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9060-800-03-9000-303	MEDICAL INS ADMIN	\$3,000.00
	Subtotal	\$3,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1420-442-03-9000-303	LEGAL SERVICES	\$3,000.00
	Subtotal	\$3,000.00

REASON FOR TRANSFER REQUEST: To pay for legal services in excess of budgeted amount.

BOARD OF EDUCATION

BOE.5 BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District hereby consents to the amended PILOT agreement for Laurel Homes located at 72 Laurel Street in Roslyn Heights, as proposed and described by the North Hempstead Housing Authority in the letter of its Executive Director, Sean T. Rainey to the Superintendent of Schools dated July 17, 2019;

BE IT FURTHER RESOLVED, that the Board of Education herewith authorizes the President of the Board of Education to execute said letter thereby memorializing such consent on behalf of the Board of Education.

BOE.6 RESOLVED that upon reviewing in executive session a grievance appeal dated June 11, 2019 and July 2, 2019, that was filed under the Grievance Procedure set forth in Article XXII(e) of the applicable collective bargaining agreement between the Roslyn Educational Secretaries Association and the Roslyn Union Free School District, the Board of Education denies the grievance in that the School District did not violate Article XVII Section 5, as alleged.