

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

Monday, August 26, 2019

6:45 A.M.

Roslyn Administration Building

6:45 a.m. – Public Hearing – District Safety Plan

6:50 a.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recommendation to accept the Claims Audit Reports for July 2019

Recommendation to accept the minutes from the following meeting(s): July 18, 2019;
July 23, 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)**

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).

The following items [(i) through (xv)] are “flow-through” grants that pass through the district special aid fund but have no impact on our general fund budget

- (i) Contractor: ACDS
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (5 students)
Total will be \$9,015.00
619 Grant
\$622.00 per student (5 students)
Total will be \$3,110.00
- (ii) Contractor: Alternatives for Children
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (1 student)
Total will be \$1,803.00
619 Grant
\$622.00 per student (1 student)
Total will be \$622.00
- (iii) Contractor: Anderson Center for Autism
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (1 student)
Total will be \$1,803.00

- (iv) Contractor: Brookville Center for Children's Services, Inc.
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (13 students)
Total will be \$23,439.00
619 Grant
\$622.00 per student (10 students)
Total will be \$6,220.00
- (v) Contractor: Developmental Disabilities Institute
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (1 student)
Total will be \$1,803.00
- (vi) Contractor: Harmony Heights School
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (1 student)
Total will be \$1,803.00
- (vii) Contractor: Interdisciplinary Center for Child Development
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (1 student)
Total will be \$1,803.00
619 Grant
\$622.00 per student (1 student)
Total will be \$622.00
- (viii) Contractor: Kidz Therapy Services, PLLC
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (2 students)
\$601.00 per student Related Services (5 students)
Total will be \$6,611.00
619 Grant
\$622.00 per student (2 students)
\$207.00 per student Related Services (5 students)
Total will be \$2,279.00
- (ix) Contractor: Mid-Island Therapy Associates, LLC d/b/a All About Kids
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$601.00 per student Related Services (4 students)

Total will be \$2,404.00

619 Grant

\$207.00 per student Related Services (4 students)

Total will be \$828.00

- (x) Contractor: The Center for Discovery
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (1 student)
Total will be \$1,803.00
- (xi) Contractor: The Lowell School
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (1 student)
Total will be \$1,803.00
- (xii) Contractor: The Summit School
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (4 students)
Total will be \$7,212.00
- (xiii) Contractor: The Summit School (Upper Nyack)
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (1 student)
Total will be \$1,803.00
- (xiv) Contractor: United Cerebral Palsy Association of Nassau County Inc.
The Children's Learning Center
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (2 students)
Total will be \$3,606.00
- (xv) Contractor: Variety Child Learning Center
Services: Instructional services for the 2019-20 school year
Fees: **611 Grant**
\$1,803.00 per student (3 students)
Total will be \$5,409.00
619 Grant
\$622.00 per student (3 students)
Total will be \$1,866.00

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).

- (xvi) Contractor: Westbury Union Free School District
 Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private school in Westbury for the 2019-2020 school year.
 Fees: Total estimated to be \$15,000.00
- (xvii) Contractee: North Shore Schools
 Services: One (1) North Shore resident to attend Special programs 2019-20 school year.
 Fees: 1 Student 10 Month Tuition - \$95,814.00 – Elementary Rate (September 3, 2019 through June 26, 2020)
 Total estimated to be \$95,814.00 (Roslyn to receive)
- (xviii) Contractor: Blue Sea Educational Consulting, Inc.
 Services: Various services for the 2019-20 school year as specified in the agreement
 Fees: Total estimated to be \$15,000.00
- (xix) Contractee: Roslyn Neighborhood Corporation
 Services: Use of (1) room at Heights School for Roslyn After-School Program for the period 7/1/19 thru 6/30/20
 Fees: \$1,242.22 for school year – Roslyn to receive
 (Agreement is subject to review and approval by district counsel)

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

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1240-160-03-9000-303	CENT ADM NON-INST	\$13,500.00
1345-160-03-9000-303	PURCH NON-INST	\$4,500.00
1620-162-06-9000-303	OPER SAL – HGTS	\$24,000.00
9060-800-03-9000-303	MEDICAL INS ADM	\$125,800.00
Subtotal		\$167,800.00
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1060-161-03-9000-303	CLERICAL SAL SUPLM	\$1,000.00
1310-161-03-9000-303	BUSINESS NONCERT SUPP	\$1,500.00
1311-161-03-9000-303	ACCTG NON-INST SUPP	\$1,300.00

1430-161-03-9000-303	CLERICAL SAL SUPLM	\$3,100.00
1621-163-03-9000-303	MAINT SAL ADDL	\$25,000.00
1680-161-03-9000-303	NON INS COMPUTER- SUPLM	\$1,100.00
2110-120-07-9000-303	TCHR SAL HH	\$3,300.00
2110-130-09-2300-303	TCHR SAL- MS SOC STUD	\$20,000.00
2250-158-04-9000-303	SP ED TCHR ASST SAL- EH	\$23,000.00
2250-161-03-9000-303	SP ED NON-INS SUPLM	\$1,000.00
2250-472-03-9000-307	PRIVATE SCH TUITION	\$4,000.00
2810-131-03-9000-308	Secondary Home Instructor	\$7,500.00
2815-430-03-9000-307	HLTH SVCES OTHER	\$18,000.00
5510-168-03-9000-303	TRANS PARTTIME BUS	\$13,000.00
9089-160-03-9000-303	CLERICAL TERM PAY	\$45,000.00
	Subtotal	\$167,800.00

REASON FOR TRANSFER REQUEST: To balance the 2018-19 budget at the ST-3 level.

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2250-490-03-9000-307	SP ED BOCES	\$110,000.00
	Subtotal	\$110,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1680-490-03-9000-311	CENTRAL DATA BOCES SVCS	\$93,870.00
1620-490-03-3300-312	BOCES SVCS Security	\$16,130.00
	Subtotal	\$110,000.00

REASON FOR TRANSFER REQUEST: To cover the cost of additional district-wide BOCES security services, and computer services.

B.5. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1680-200-03-9000-311	COMPUTER EQPT	\$28,000.00
	Subtotal	\$28,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1680-490-03-9000-311	CENTRAL DATA BOCES SVCS	\$28,000.00
	Subtotal	\$28,000.00

REASON FOR TRANSFER REQUEST: To cover costs associated with purchasing Cisco Security Umbrella through Nassau BOCES.

B.6. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1680-200-03-9000-311	COMPUTER EQPT	\$50,000.00
	Subtotal	\$50,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1680-450-03-9000-311	SUPVSN SUPPLIES C C	\$50,000.00
	Subtotal	\$50,000.00

REASON FOR TRANSFER REQUEST: Moving purchases below the \$500 threshold from equipment to supplies.

B.7. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1620-230-04-9000-401	FURNITURE EH	\$16,000.00
2110-230-04-9000-401	TCHG FURN EH	\$5,000.00
	Subtotal	\$21,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2110-450-04-9000-401	TCHG CL SUP EH	\$21,000.00
	Subtotal	\$21,000.00

REASON FOR TRANSFER REQUEST: Moving purchases below the \$500 threshold from furniture to supplies.

B.8. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2815-200-04-9000-307	HLTH EQUIP EH	\$298.00
2815-200-06-9000-307	HLTH EQUIP HTS	\$571.00
2815-200-07-9000-307	HLTH EQUIP HH	\$571.00
2815-200-08-9000-307	HLTH EQUIP HS	\$1,166.00
2815-200-09-9000-307	HLTH EQUIP MS	\$869.00
	Subtotal	\$3,475.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2815-450-03-9000-307	HLTH SVCES SUPP DW	\$3,475.00
	Subtotal	\$3,475.00

REASON FOR TRANSFER REQUEST: Moving purchases below the \$500 threshold from equipment to supplies.

B.9. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1620-230-07-9000-701	FURNITURE HH	\$17,823.99

Subtotal	\$17,823.99
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<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2110-450-07-9000-701	TCHG SUPPLIES HH	\$17,823.99
	Subtotal	\$17,823.99

REASON FOR TRANSFER REQUEST: Moving purchases below the \$500 threshold from furniture to supplies.

B.10. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1620-200-03-9000-310	OPER EQPT DIST	\$4,743.75
1620-200-04-9000-310	OPER EQPT EH	\$1,658.84
1620-200-06-9000-310	OPER EQPT HTS	\$1,999.94
1620-200-07-9000-310	OPER EQPT HH	\$1,658.84
1620-200-08-9000-310	OPER EQPT HS	\$2,161.58
1620-200-09-9000-310	OPER EQPT MS	\$2,048.24
	Subtotal	\$14,271.19

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1620-450-03-9000-310	CUST SUPPLY- DIST	\$4,743.75
1620-450-04-9000-310	CUST SUPPLY- EH	\$1,658.84
1620-450-06-9000-310	CUST SUPPLY- HGTS	\$1,960.02
1620-450-07-9000-310	CUST SUPPLY- HH	\$1,658.84
1620-450-08-9000-310	CUST SUPPLY- HS	\$2,161.58
1620-450-09-9000-310	CUST SUPPLY- MS	\$2,088.16
	Subtotal	\$14,271.19

REASON FOR TRANSFER REQUEST: Moving purchases below the \$500 threshold from equipment to supplies.

B.11. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1680-200-03-9000-311	COMPUTER EQPT	\$17,000.00
	Subtotal	\$17,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1680-430-03-9000-311	DISTW ADMIN COMPS	\$17,000.00
	Subtotal	\$17,000.00

REASON FOR TRANSFER REQUEST: To cover costs associated with replacing the A/V system in the HS field/press box.

B.12. BE IT RESOLVED that the Board of Education hereby awards the Middle School RTU Replacement Project to RENU Contracting and Restoration pursuant to an

Inter-municipal Agreement between the District and the Bay Shore Union Free School District approved by the Board of Education on May 30, 2019 in the total amount of \$199,500.00, which includes: (1) the base bid amount of \$158,300.00; and, (2) HVAC Alternate #2 in the amount of \$41,200.00, subject to the terms of an agreement to be prepared by District counsel;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate said agreement between the District and Renu Contracting and Restoration on behalf of the Board of Education.

- B.13. BE IT RESOLVED** that the Board of Education hereby awards the High School Locker Room Renovation and HVAC Replacement Project to RENU Contracting and Restoration pursuant to an Inter-municipal Agreement between the District and the Bay Shore Union Free School District approved by the Board of Education on May 30, 2019 in the total amount of \$1,030,020.00, which includes: (1) the base bid amount of \$977,500.00 for General Construction, inclusive of allowances for asbestos abatement in the amount of \$50,000.00, structural steel work in the amount of \$7,500.00, cleaning/scraping existing ceiling in the amount of \$10,000.00 and locker installation in the amount of \$8,640.00); and (2) Alternate #2 - Exterior Duct and Insulation in the amount of \$52,700.00, subject to the terms of an agreement to be prepared by District counsel;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate said agreement between the District and Renu Contracting and Restoration on behalf of the Board of Education.

- B.14.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with RENU, Inc. in the amount of \$46,158 which will increase purchase order TBA in account code H1620.293.08.1908

RENU, Inc. (HS GC-001) for all additional costs required to abate asbestos in the HS Boys Locker Room beyond the \$50,000 allowance in the contract.

- B.15.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with RENU, Inc. in the amount of \$44,433 which will increase purchase order TBA in account code H1620.293.08.1908

RENU, Inc. (HS GC-002) for all additional reconstruction costs required in the HS Boys Locker Room including Locker Room & Entryway Ceilings, Soffit Framing, Wall Furring in Locker Room/Entryway, New Wall Framing Between Coaches Office & Shower, Wet Wall Framing and Masonry Wet Wall. The additional costs in the amount of \$49,400 are offset by credits in the amount of \$12,050.

- B.16.** Recommendation to approve a payment in the amount of \$50,697.95 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 6/30/2019.
- B.17.** Recommendation that the President of the Board of Education be authorized to execute the 2018-2019 Final AS-7 Contract with Nassau BOCES in the amount of \$3,612,075.11 in accordance with **Attachment B.17.**
- B.18.** Recommendation that the President of the Board of Education be authorized to execute the 2019-2020 Initial AS-7 Contract with Nassau BOCES in the amount of \$2,817,957.62.49 in accordance with **Attachment B.18.**
- B.19. WHEREAS,** It is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2019-20 school year.

WHEREAS, ROSLYN PUBLIC SCHOOL DISTRICT, is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and,

WHEREAS, ROSLYN PUBLIC SCHOOL DISTRICT, wishes to appoint a committee to assume the responsibility for drafting of specification, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, that the BOARD OF EDUCATION of ROSLYN PUBLIC SCHOOL DISTRICT, hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above, and,

BE IT FURTHER RESOLVED, that ROSLYN PUBLIC SCHOOL DISTRICT'S Board of Education authorized the above-mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above-mentioned commodities, and,

BE IT FURTHER RESOLVED, that ROSLYN PUBLIC SCHOOL DISTRICT'S Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

BE IT FURTHER RESOLVED, that ROSLYN PUBLIC SCHOOL DISTRICT'S Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee; (3) that after

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

BE IT FURTHER RESOLVED, that Roslyn Public School District Board of Education hereby authorizes the President of the Board of Education to execute all documents necessary to put effectuate this resolution

- B.20.** Recommendation to approve the following cafeteria bids awarded by the Long Island School Nutrition Directors' Association (LISNDA) for the 2019-2020 school year:

BAGEL

The Long Island School Nutrition Directors' Association opened the Cooperative BAGEL BID GROUPS 1-5 at 11:00 am on May 10, 2019 for the period of July 1, 2019-June 30, 2020.

The bid was advertised in Nassau and Suffolk Newsday on April 8, 2019. Bids were sent to 10 vendors and 1 vendor submitted bids for RFP Group 1 -454, Group 2 - 439, Group 3 - 440, Group 4 - 441, Group 5 - 442.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for RFP # 454,439,440,441 and 442, with an award to Modern Bakery for all groups.

BAGEL PREMIUM

The Long Island School Nutrition Directors' Association opened the Cooperative BAGEL BID PREMIUM GROUPS 1, 2,3,4,6 at 11:00 am on May 10, 2019 for the period of July 1, 2019-June 30, 2020.

The bid was advertised in Nassau and Suffolk Newsday on April 8, 2019. Bids were sent to ten (10) vendors and one (1) vendor submitted bids for Group 1 -

RFP 438, Group 2 - RFP 455, Group 3 - RFP 456, Group 4 - RFP 457, Group 6 – RFP 459.

No bids were submitted for Group 5 – RFP 458, Group 7 – RFP 460, Group 8 – RFP 461, Group 9 – RFP 462, Group 10 – RFP 463, Group 11 – RFP 464, and Group 12 – RFP 465.

The LISNDA Cooperative Bid Committee recommends the Boards of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for RFP # 438 with an award to Bagels of Peninsula dba Bagel Boss Café for Bagel Bid Premium Group 1 -RFP 438, Group 2 - RFP 455, Group 3 - RFP 456, Group 4 - RFP 457, Group 6 – RFP 459.

DRINKS

The Long Island School Nutrition Directors' Association opened the Cooperative Beverages/Coffee Bid at 11 AM on May 10, 2019 for the period of July 1, 2019 – June 30, 2020. The bid was advertised in Nassau and Suffolk Newsday on April 8, 2019.

Bids were sent to 15 vendors and 10 vendors' submitted bids for RFP #'s 429, 426, 436, 437, and 447.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for RFP #'s 429,426,436, 437, and 447. BEVERAGES/COFFEE BID July 1, 2019 – June 30, 2020: American Bottling Company aka Snapple Distributors, Big Geyser, Coca Cola, Colonial Coffee Service, J. Kings, Jaybee, Mivila Foods, H. Schrier, & Tropicana.

BREAD

The Long Island School Nutrition Directors' Association opened the Cooperative BREAD BID GROUPS 1-5 at 11:00 am on May 10, 2019 for the period of July 1, 2019-June 30, 2020.

The bid was advertised in Nassau and Suffolk Newsday on April 8, 2019.

Bids were sent to 6 vendors and 1 vendor submitted a bid for RFP Group 1-430, Group 2 -431, Group 3 -432, Group 4 -433, and Group 5- 434.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for RFP # 430, 431, 432,433, 434, with an award to Modern Bakery for all groups.

DAIRY

The Long Island School Nutrition Directors' Association opened the Cooperative Dairy Bid at 11:00 AM on May 10, 2019 for the period of July 1, 2019 – June 30, 2020. The bid was advertised in Nassau and Suffolk Newsday on April 8, 2019. Bids were sent to 19 vendors and 5 vendors' submitted bids for Bid ID: 435.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for Bid ID # 435 Dairy 2019-2020: , H. Schrier, J. Kings; Meadow Provisions Mivila, and Cream-O-Land Dairy.

DIRECT DIVERSION

The Long Island School Nutrition Directors' Association opened the Cooperative Commodity Direct Diversion Bid at 11:00am on January 30th, 2019 for the period of July 1, 2019 – June 30, 2020. The Bid was advertised in Newsday on January 4th, 2019. The Bids were sent to 42 vendors and 21 submitted bids for RFP # 420.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for RFP # 420 Commodity Foods Direct Diversion Bid 2019-2020, Advance Pierre Foods, Asian Food Solutions, Cargill, J Kings, Jennie O Turkey, JTM Food Group, Maid-Rite Steak Co. Inc., Michael Foods, Mivila, Nardone Bros, National Food Group, Peterson Farms, Pilgrim Pride Corp, Rich Products Corp, S. Foods Tasty Brands and Tyson.

FROZEN

The Long Island School Nutrition Directors' Association opened the Cooperative Frozen Bid at 11:00 am on May 10, 2019 for the period of July 1, 2019 – June 30, 2020. The bid was advertised in Nassau and Suffolk Newsday on April 10, 2019. Bids were sent to 22 vendors and 7 submitted bids for RFP #427.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for RFP #427 Frozen Bid Island Wholesale Meats & Foods, H. Schrier, Meadow Provisions Corp, Mivila Foods, Nardone.

GROCERY

The Long Island School Nutrition Directors Association opened the Cooperative **GROCERY BID** at 11:00 am on May 10, 2019 for the period of July 1, 2019- June 30, 2020. The bid was advertised in Nassau and Suffolk Newsday on May 10, 2019.

Bids were sent to 22 vendors and 6 submitted bids for RFP # 444.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for RFP # 444 GROCERY BID: Jay Bee, H. Schrier, J. Kings, Mivila Foods,

ICE CREAM

The Long Island School Nutrition Directors Association opened the Cooperative Ice Cream WITH Equipment Bid at 11:00 AM on May 10, 2019 for the period of July 1, 2019 – June 30, 2020. The bid was advertised in Nassau and Suffolk Newsday on April 10, 2019. Bids were sent to 13 vendors and 1 vendor submitted bids for BID ID; 450.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for BID ID: 450, Ice Cream WITH Equipment July 1, 2019-June 30, 2020: American Classic Ice Cream .

MEAT

The Long Island School Nutrition Directors Association opened the Cooperative Meat Bid at 11 AM on May 10, 2019 for the period of July 1, 2019 – June 30, 2020. The bid was advertised in Nassau and Suffolk editions of Newsday on April 10, 2019.

Bids were sent to 9 vendors and 7 vendors' submitted bids for BID ID: 428

The LISNDA Cooperative Bid Committee recommends the Boards of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for BID ID:428, Cooperative Meat Bid July 1, 2019 through June 30, 2020: H. Schrier, Island Wholesale Meats, J. Kings, Meadow Provisions, Mivila.

PAPER

The Long Island School Nutrition Directors Association opened the Cooperative Bid ID: 425, Paper, Disposables & Cleaning Supplies Bid 2019-20 at 11 A.M. on May 10, 2019. Nassau and Suffolk Newsday on April 10, 2019. Bids were sent to 7 vendors and 4 of them submitted bids for Bid ID: 425.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for Bid ID: 425, Paper, Disposables & Cleaning Supplies Bid 2019 2020: Appco Paper & Plastics, H. Schrier, J&F Supplies, and Mivila.

SMALLWARES AND LARGE EQUIPMENT

The Long Island School Nutrition Directors' Association opened the Equipment 2019-20 bids at 11:00 a.m. on January 10, 2019. Bids were sent to 19 vendors (large) and 20 vendors (small): 9 vendors submitted Large Equipment bids; 6 vendors submitted Smallwares bids. The bids were advertised in Nassau and Suffolk Newsday on October 25, 2018

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating district approve the awards as indicated on the Supplier Award Summary: Barboy, Deli Designs, Douglas Equipment, J&F Supplies, Mivila Foods, Nassau Foodservice Equipment, Sam Tell Companies, TriMark Strategic Equipment, and W.B. Mason.

SNACKS

The Long Island School Nutrition Directors' Association opened the Snacks, Smart Snacks Bid at 11:00 am on May 10, 2019 for the period of July 1, 2019-June 30, 2020. The bid was advertised in Nassau and Suffolk Newsday on April 10, 2019. Bids were sent to 6 vendors and 5 vendors' submitted bids for RFP 443.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award

Summary for RFP 443. Snacks, Compliant for the period of July 1, 2019-June 30, 2020: Big Geyser, H. Schrier, J. Kings, Jaybee Dist, Mivila.

- B.21. WHEREAS**, the District participates in the National School Lunch Program and currently charges \$1.75 for elementary and secondary paid breakfast; \$2.75 for elementary paid lunch; and \$3.00 for secondary paid lunch;

WHEREAS, the Federal regulations at 7 CFR 210.14(e) require school districts participating in the National School Lunch Program to ensure sufficient funds are provided to the nonprofit school food service account for meals served to students who are not eligible for free or reduced priced meals;

WHEREAS, the District completed the paid lunch price calculation using the Price Lunch Equity (PLE) tool for the 2019-2020 school year;

WHEREAS, the calculation revealed that the District's school lunch prices do not meet the weighted average of paid school lunches; and

WHEREAS, an increase in the amount of \$0.25 is necessary in order to comply with the regulations.

NOW THEREFORE, BE IT RESOLVED that the Board of Education establishes the paid school lunch rates for the 2019-2020 school year as follows:

Elementary/Secondary Breakfast	\$2.00
Elementary Lunch	\$3.00
Secondary Lunch	\$3.25

- B.22. BE IT RESOLVED:** that the Board of Education of the Roslyn Union Free School District does hereby elect to provide the pension benefit of Section 41(j) of the Retirement and Social Security Law, as presently or hereafter amended.

BE IT FURTHER RESOLVED: that the effective date of such shall be the twenty-seventh day of August, 2019.

- B.23.** Recommendation to approve revisions to the Cooperative Transportation Contract Extensions for 2019-2020, which were approved on June 27, 2019 (item B.18.) to accommodate two new schools, Buckley Country Day, and Ascent, and a new vendor for Long Island Lutheran High School.

- B.24.** Recommendation to accept, pursuant to receipt by Craig Johanson, Middle School Principal, a gift from the Danbusky family, a FIRST LEGO League Table to be used by the RMS LEGO Robotics Club. (**Attachment B.24.**)

- B.25.** Recommendation by David Shoob, Supervisor of Transportation, to declare the following vehicle surplus. It is beyond its useful life, currently has 125,700 miles

on it, needs a new engine, and will be advertised for sale as scrap. (**Attachment B.25.**)

Ford Van 2003 VIN 1FGWE45F63HA17449

- B.26.** Recommendation by Thomas Szajkowski, Assistant to the Superintendent for Administration and Special Projects, to declare as obsolete the attached items which are no longer of use in the district. They are either not functioning and cannot be repaired, or have become obsolete. These items may be sold as scrap or put up for auction as is deemed appropriate. (**Attachment B.26.**)

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 March 25, 29; April 2, 10, 12; May 2, 3, 8, 15, 16, 24, 29; June 5, 7, 12; July 18, 31; August 1, 8, 13, 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 March 29; April 1, 4, 8, 9, 12; May 1, 6, 14, 15, 17, 20, 28, 29, 30, 31; June 3, 4, 5, 6, 7, 10, 12, 13, 20, 25; July 17, 18, 23; August 1, 2019.
- C&I.3** Recommendation to approve 3 chaperones and 7 students from the Roslyn High School Forensics Club to attend the Yale Forensics Tournament at Yale University in New Haven, Connecticut from September 12 through September 15, 2019 at an estimated cost to the district of \$7,880.12. [Total cost of trip is \$10,483.08; student contribution \$2,602.96; district contribution \$7,880.12.]

BOARD OF EDUCATION:

- BOE.1 WHEREAS**, Education Law 2801-a and the Commissioner's Regulation 155.17 require that districts develop and implement a District-Wide School Safety Plan; and
- WHEREAS**, The Board of Education is required to adopt a District-Wide School Safety Plan.
- NOW, THEREFORE, BE IT RESOLVED**, that the Board of Education hereby adopts the Roslyn Union Free School District District-Wide School Safety for the 2019-2020 school year. (**Attachment BOE.1**)

- BOE.2 BE IT RESOLVED**, that the Board of Education of the Roslyn Union Free School District hereby approves a Settlement Agreement in connection with an

impartial hearing in Case #518977, a copy of which has been provided to and reviewed by the members of the Board of Education.

BE IT FURTHER RESOLVED, that the Board of Education of the Roslyn Union Free School District hereby authorizes the President of the Board of Education to sign said Settlement Agreement, and other documents, pertaining to the settlement of the impartial hearing, on behalf of the Board.

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

Personnel Action Report
Professional

P.1
August 26, 2019

Item	Name	Action	Position/Replacing	Location	From	To	Tenure Area	Certification/Class/Step/Salary
1	Emma Biordi	Resignation	Teaching Assistant	HH		8/29/19 (last day of employment)		
2	Theodore DeVenuti	Resignation	Teaching Assistant	EH		8/12/19 (last day of employment)		
3	Jacqueline May	Resignation	Teaching Assistant	EH		8/16/19 (last day of employment)		
4	Barbara McMahon-Egan	Unpaid Leave	Teaching Assistant	HS	8/29/19	1/5/20		
5	Susan Greco	Resignation from Position	Per Diem Substitute Teaching Assistant			8/28/19 (last day in position)		
6	Susan Greco	Probationary Appointment	Teaching Assistant	MS	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level 1, Grade 1/Step 1, Per RPA Contract
7	Rachel Dujardin	Resignation from Position	Teaching Assistant	HTS		8/28/19 (last day in position)		
8	Rachel Dujardin	Part-Time Appointment	.5 Teaching Assistant	HTS	8/29/19	6/30/20		Per RPA Contract, prorated
9	Xia Wang	Probationary Appointment	Teaching Assistant	Dist	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level I, Grade 3/Step 2, Per RPA Contract
10	Robyn Lisnitzer	Probationary Appointment	Teaching Assistant	HTS	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level I, Grade 3/Step 1, Per RPA Contract
11	Danielle Somoskey	Probationary Appointment	Teaching Assistant	HTS	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level III, Grade 2/Step 1, Per RPA Contract
12	Paula Spatz	Probationary Appointment	Teaching Assistant	HTS	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	Childhood Ed Gr 1-6, Grade 3/Step 1, Per RPA Contract
13	Stella Murciano-Marpert	Probationary Appointment	Teaching Assistant	HTS	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level I, Grade 1/Step 1, Per RPA Contract
14	Cheryl Soto	Probationary Appointment	Teaching Assistant (E. Biordi)	HH	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	School Counselor & TA Level I, Grade 3/Step 1, Per RPA Contract
15	Laura Homler	Probationary Appointment	Teaching Assistant	HH	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level I, Grade 3/Step 2, Per RPA Contract
16	Steven May	Probationary Appointment	Teaching Assistant	EH	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	School Counselor & TA Level I, Grade 3/Step 1, Per RPA Contract
17	Annemarie Cornell	Probationary Appointment	Teaching Assistant	HS	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level III, Grade 3/Step 1, Per RPA Contract
18	Christina Kampson	Revise Part-Time Appointment	.72 Visual Art	HH	8/29/19	6/30/20		
19	Melissa Abruzzese	Resignation	Building Tutor - Math	EH		8/19/19 (last day of employment)		
20	Elaine Leon	Resignation	Building Tutor - Math	HH		8/8/19 (last day of employment)		
21	Jeannine Bravo	Appointment	Regular Substitute/Leave Replacement (S. Buscaglia)	EH	8/29/19	10/25/19		Elementary, MA/Step 1, Per RTA Contract
22	Karen Lucchese	Appointment	After School Instructional Teaching - Literacy	EH	9/1/19	6/30/20		Per RTA Contract

Personnel Action Report
Professional

P.1
August 26, 2019

Item	Name	Action	Position/Replacing	Location	From	To	Tenure Area	Certification/Class/Step/Salary
23	Maria Favara	Appointment	After School Instructional Teaching - Arts & Crafts	EH	9/1/19	6/30/20		Per RTA Contract
24	Christina Commons	Appointment	Intramural Activity - Athletics	EH	9/1/19	6/30/20		Per RTA Contract
25	Suzanne Falcone	Revise Appointment	After School Instructional Teaching - Math Olympiad	HH	9/1/19	6/30/20		Per RTA Contract
26	Suzanne Penkovsky	Appointment	5th Grade Class Council	HH	9/1/19	6/30/20		Per RTA Contract
27	Milva Franz	Rescind Appointment	World Language Advisor	MS	8/27/19			
28	Maryam Tazari	Appointment	Forensic Assistant Coach	HS	9/1/19	6/30/20		Per RTA Contract
29	Samantha Simon	Appointment, Co-Advisor	Autism Awareness	HS	9/1/19	6/30/20		Per RTA Contract, shared
30	Jessica Valente	Appointment, Co-Advisor	Autism Awareness	HS	9/1/19	6/30/20		Per RTA Contract, shared
31	Christian Lird Ruiz	Coach Appointment	Assistant Boys' Soccer II/1	HS	8/26/19	12/1/19		Per RTA Contract
32	Nicki Stanco	Coach Appointment	Cheerleading (non-competitive) VI/1	MS	9/5/19	11/2/19		Per RTA Contract
33	Danielle Gil	Coach Appointment	JV Girls' Soccer II/1	HS	8/26/19	12/1/19		Per RTA Contract
34	Michael Floccari	Coach Appointment	Football I/1	MS	9/5/19	11/2/19		Per RTA Contract
35	Joseph Tacopina	Coach Appointment	Football I/1	MS	9/5/19	11/2/19		Per RTA Contract
36	Paula Spatz	Coach Appointment	Girls' Tennis IV/1	MS	9/5/19	11/2/19		Per RTA Contract
37	James Canner	Coach Appointment	Girls' Tennis IV/1	MS	9/5/19	11/2/19		Per RTA Contract
38	James Best	Appointment	Athletic Co-Coordinator	MS	8/29/19	6/30/20		Per RTA Contract, shared
39	Timothy Hartnett	Appointment	Athletic Co-Coordinator	MS	8/29/19	6/30/20		Per RTA Contract, shared
40	Meaghan McCloat	Substitute Appointment	Per Diem Substitute Teacher		9/1/19	6/30/20		\$130/day
41	Wendy Svitek	Revise Appointment	Teacher Co-Mentor		7/1/19	6/30/20		Per RTA Contract, shared
42	Stacy Neal	Appointment	Teacher Mentor		8/27/19	6/30/20		Per RTA Contract
43	Ellen Chavoustie	Appointment	Teacher Mentor		8/27/19	6/30/20		Per RTA Contract
44	Suzanne Penkovsky	Appointment	Teacher Mentor		8/27/19	6/30/20		Per RTA Contract
45	Karen Lucchese	Appointment	Teacher Co-Mentor		8/27/19	6/30/20		Per RTA Contract, shared
46	Suzanne Falcone	Appointment	Teacher Co-Mentor		8/27/19	6/30/20		Per RTA Contract, shared
47	Alysse Graziano	Appointment	Teacher Co-Mentor		8/27/19	6/30/20		Per RTA Contract, shared
48	Michelle Palmisano	Appointment	Teacher Co-Mentor		8/27/19	6/30/20		Per RTA Contract, shared
49	Belen Castillo	Appointment	Teacher Mentor		8/27/19	6/30/20		Per RTA Contract
50	Pamela Valente	Appointment	Teacher Mentor		8/27/19	6/30/20		Per RTA Contract
51	Ann Marie Covino	Appointment	Teacher Co-Mentor		8/27/19	6/30/20		Per RTA Contract, shared
52	Denise Samide	Appointment	Teacher Mentor		8/27/19	6/30/20		Per RTA Contract
53	Jennifer Farber	Substitute Appointment	Per Diem Substitute Teacher		9/1/19	6/30/20		\$130/day
54	Selena Stapler	Probationary Appointment	Teaching Assistant	EH	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level I, Grade 3/Step 2, Per RPA Contract
55	Olivia Melaniff	Probationary Appointment	Teaching Assistant	EH	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	TA Level I, Grade 3/Step 1, Per RPA Contract
56	Madeline Schroeder	Probationary Appointment	Teaching Assistant	HH	8/29/19	Prob. Ends 8/28/23	Teaching Assistant	Childhood Ed Gr 1-6, Grade 3/Step 1, Per RPA Contract
57	Elizabeth Cowley	Resignation	Teaching Assistant	HH		8/14/19 (last day of employment)		
58	Paulina Vastardis	Unpaid Leave	Teaching Assistant	HS	9/1/19	On or about 9/20/19*		
59	Paulina Vastardis	Substitute Appointment	Per Diem Substitute Teaching Assistant		9/3/19	On or about 9/20/19*		\$100/day

Personnel Action Report
Classified

P.2
August 26, 2019

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Annmarie Balzano	Revise Appointment	Summer Work Teachers Aide (addl. 6 hrs. not to exceed 146 hrs.)			EH	7/1/19	8/31/19	Per RPA Contract, employees' hourly rate
2	Ricardo Bell	Resignation from Position	Part-Time Bus Driver			Bus		On or about 9/2/19 (last day in position)	
3	Ricardo Bell	Probationary Appointment	Bus Driver	Non-comp	Prob	Bus	On or about 9/3/19*		Grade 4/Step ENT, Per RCBDMA Contract
4	Xia Wang	Resignation from Position	Teachers Aide			HS		8/28/19 (last day in position)	
5	Percival Lawrence	Resignation	Bus Driver			Bus		8/22/19 (last day of employment)	
6	Allen Lewis	Resignation	Part-Time Bus Driver			Bus		8/23/19 (last day of employment)	
7	Jaylen Johnson	Resignation	Monitor			HH		8/20/19 (last day of employment)	
8	Pamela Geiger	Resignation	Per Diem Substitute Typist Clerk					8/30/19 (last day of employment)	
9	John McCann	Part-Time Appointment	Part-Time Bus Driver			Bus	On or about 9/3/19*		\$20.50/hour
10	Robert Johnson	Probationary Appointment	Maintainer	Non-comp	Prob	Main	On or about 8/29/19*		Grade 5/Step ENT, Per RCBDMA Contract
11	Michael Pascale	Probationary Appointment	Maintainer	Non-comp	Prob	Main	On or about 8/29/19*		Grade 5/Step ENT, Per RCBDMA Contract
12	Rita Palmer	Appointment	Monitor	Non-comp	p/t	HTS	On or about 8/29/19*		\$15.87/hour, Per RPA Contract
13	Deirdre Conneely	Appointment	Monitor	Non-comp	p/t	EH	On or about 8/29/19*		\$15.87/hour, per RPA Contract
14	Tyasia Simmons	Appointment	Monitor P/T Bus	Non-comp	p/t	Bus	On or about 8/29/19*		\$16.00/hour
15	Shallon White	Appointment	Monitor P/T Bus	Non-comp	p/t	Bus	On or about 8/29/19*		\$16.00/hour
16	Selena Stapler	Resignation	Monitor			EH		8/28/19 (last day of employment)	

*Pending Civil Service Approval

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

Attachment B.2.

Item	Transfer Dollar Amount	From Code	Previous Appropriation	Revised Appropriation	To Code	Previous Appropriation	Revised Appropriation
1	\$ 11,750.00	H1620 000 03 1898 Unallocated Budget 2017/18	\$ 371,923.82	\$ 360,173.82	H2110 293 03 1801 General Construction Horse Tamer	\$ 274,390.00	\$ 286,140.00
For: brick pavers and concrete work							
2	\$ 1,223.71	H1620 000 03 1898 Unallocated Budget 2017/18	\$ 360,173.82	\$ 358,950.11	H2110 246 08 1908 engineering & testing HS -002-043	\$ 15,000.00	\$ 16,223.71
For: abatement of mens lockerroom							

APPROVED: Joseph C. Dragone _____ DATE: _____

APPROVED: Allison Brown _____ DATE: _____

APPROVED: _____ Item #: _____

NASSAU BOCES
71 CLINTON ROAD
P.O. BOX 9195
GARDEN CITY, NY 11530-9195

Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2018 by and between the NASSAU BOCES, party of the first part, and ROSLYN UFSD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2018-19 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract			Initial Contract	Adjustments To Date	Current Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis				
	Blank SchoolCd field.		0.0000					
102.010	Career Ed Intensive Skills	0.0000	0.0000	10MO SERVICE	2,216.70	0.00	2,216.70	2,216.70
207.500	Transition to Employment	0.0000	0.0000	ACTUAL USE	88,800.00	0.00	88,800.00	88,800.00
232.041	NYS Alternate Assessment	0.0000	0.0000		255.00	0.00	255.00	255.00
244.060	Career Prep HS (9:1:2)	0.0000	0.0000	STUDENT	33,528.50	0.00	33,528.50	33,528.50
244.069	Career Prep H.S. (912)/Rel/Serv	0.0000	0.0000		4,960.00	0.00	4,960.00	4,960.00
295.493	WSB-Special Ed OPT 3	0.0000	0.0000	X-CONTRACT	144,030.00	0.00	144,030.00	144,030.00
401.510	Outdoor Ed/1 Time Billing	0.0000	0.0000	ACTUAL USE	7,623.00	0.00	7,623.00	7,623.00
404.000	LIHS for the Arts 1/2 Day Tuition	0.0000	0.0000	STUDENT	67,230.00	0.00	67,230.00	67,230.00
404.540	Summer Arts Academy	0.0000	0.0000	ACTUAL USE	4,000.00	0.00	4,000.00	4,000.00
409.500	Center for Online Learning (COL) 1X	1.0000	0.0000	ACTUAL USE	4,070.00	0.00	4,070.00	4,070.00
409.506	Virtual Tutoring	3.0000	0.0000	ACTUAL USE	9,669.00	0.00	9,669.00	9,669.00
409.511	Online Course Content (OCC)	0.0000	0.0000	ACTUAL USE	9,000.00	0.00	9,000.00	9,000.00
409.520	Videoconferencing-Subscription	1.0000	0.0000	ACTUAL USE	5,680.00	0.00	5,680.00	5,680.00
409.550	Discovery Education Streaming-1X	4.0000	0.0000	ACTUAL USE	11,028.00	0.00	11,028.00	11,028.00
423.500	Lang Program 1-Time	0.0000	0.0000	ACTUAL USE	4,051.00	0.00	4,051.00	4,051.00
423.510	Propio Telephone Interpretation	0.0000	0.0000	ACTUAL USE	1,788.95	0.00	1,788.95	1,788.95
443.510	Regional Summer School - 1 Time	0.0000	0.0000		60,029.24	0.00	60,029.24	60,029.24

NASSAU BOCES
71 CLINTON ROAD
P.O. BOX 9195
GARDEN CITY, NY 11530-9195

Contract for Cooperative Educational Services

NASSAU BOCES
ROSLYN UFSD

School Year 2018-19

Program/ Serial No. Service	Quantity/ Share	Basis for Current Contract		Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	District Budget Code
		Unit Cost	Cost Basis					
490.493 WSB - Special Fac. (HS)	0.0000	0.0000	X-CONTRACT	2,633.00	0.00	2,633.00	2,633.00	
503.990 Hearing and Vision Impaired Miscell	0.0000	0.0000	ACTUAL USAGE	3,124.35	0.00	3,124.35	3,124.35	
507.522 Global Compliance Network	0.0000	0.0000	ACTUAL USE	1,265.00	0.00	1,265.00	1,265.00	
507.531 Prof.Develop. Grant Activites	0.0000	0.0000	ACTUAL USE	95.00	0.00	95.00	95.00	
507.540 Building Local Capacity (BLC's)1X	0.0000	0.0000	ACTUAL USE	1,035.00	0.00	1,035.00	1,035.00	
509.090 AV Projects	0.0000	0.0000	12 MO SERVICE	15,893.35	0.00	15,893.35	15,893.35	
509.530 Repair & Maintenance - 1X	0.0000	0.0000	ACTUAL USE	5,000.00	0.00	5,000.00	5,000.00	
509.540 Micro/AvTV Parts Only/1X Charge	0.0000	0.0000	ACTUAL USE	295.00	0.00	295.00	295.00	
509.570 Cabling One-time charge	0.0000	0.0000	ACTUAL USE	582,242.20	0.00	582,242.20	582,242.20	
525.490 PutnamN.Westchester-Additional Work	0.0000	0.0000	X-CONTRACT	2,700.00	0.00	2,700.00	2,700.00	
532.510 Regional Objective / 1X	0.0000	0.0000	ACTUAL USE	47,104.92	0.00	47,104.92	47,104.92	
532.526 Curriculum & Instruction Software	0.0000	0.0000	ACTUAL USE	3,705.88	0.00	3,705.88	3,705.88	
532.560 Curriculum & Instruction Software	0.0000	0.0000		19,032.36	0.00	19,032.36	19,032.36	
534.020 Model Schools Purchased Days	0.0000	0.0000	12M SERVICE	28,800.00	0.00	28,800.00	28,800.00	
534.510 Model Schools 1X	1.0000	0.0000		6,100.00	0.00	6,100.00	6,100.00	
534.520 Prof Dev for Model School/1X	13.5000	0.0000	ACTUAL USE	16,200.00	0.00	16,200.00	16,200.00	
537.493 WSB-Model Schs/Tech Plan	0.0000	0.0000	X-CONTRACT	30.00	0.00	30.00	30.00	
560.510 Health Office Mgmt-Basic-1X	0.0000	0.0000	ACTUAL USE	100.00	0.00	100.00	100.00	
566.493 WSB-School Improvement for Standard	0.0000	0.0000	X-Contract	170.00	0.00	170.00	170.00	
598.491 ESB-School Curriculum Improvement	0.0000	0.0000	X-Contract	798.00	0.00	798.00	798.00	
602.022 Blackboard Web Community Manager	0.0000	0.0000	12 MO SERVICE	15,576.00	0.00	15,576.00	15,576.00	
602.024 SiteImprove	0.0000	0.0000	12 MO SERVICE	6,849.90	0.00	6,849.90	6,849.90	
602.025 Mobile Communications App	0.0000	0.0000	12 MO SERVICE	1,776.23	0.00	1,776.23	1,776.23	
602.026 Family ID	0.0000	0.0000	12 MO SERVICE	2,737.60	0.00	2,737.60	2,737.60	
602.300 SchoolDude	0.0000	0.0000	12 MO SERVICE	11,863.27	0.00	11,863.27	11,863.27	

WinCap Ver. 19.07.17.16

NASSAU BOCES
71 CLINTON ROAD
P.O. BOX 9195
GARDEN CITY, NY 11530-9195

Contract for Cooperative Educational Services

NASSAU BOCES
ROSLYN UFSD

School Year 2018-19

Program/ Serial No.	Service	Basis for Current Contract			Initial Contract	Adjustments To Date	Current Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis				
602.517	SafeSchoolsNY - 1X	0.0000	0.0000	ACTUAL USE	4,956.00	0.00	4,956.00	4,956.00
602.522	Blackboard Web Community Mgr-1X	0.0000	0.0000	ACTUAL USE	283.20	0.00	283.20	283.20
602.566	Data Privacy & Security Serv 1X	0.0000	0.0000	ACTUAL USE	4,120.00	0.00	4,120.00	4,120.00
602.579	Assessment Creation & Analysis	0.0000	0.0000	ACTUAL USE	17,101.83	0.00	17,101.83	17,101.83
602.582	Parent Communication - 1X	0.0000	0.0000	ACTUAL USE	4,014.60	0.00	4,014.60	4,014.60
602.583	StaffTrac-1X	0.0000	0.0000	ACTUAL USE	4,255.00	0.00	4,255.00	4,255.00
602.584	NSC Student Tracker-1X	0.0000	0.0000	ACTUAL USE	500.00	0.00	500.00	500.00
602.596	Frontline Prof Learning Mgmt-1X	0.0000	0.0000	ACTUAL USE	10,245.50	0.00	10,245.50	10,245.50
602.640	Forecast5 - 1X	0.0000	0.0000	ACTUAL USE	14,850.00	0.00	14,850.00	14,850.00
602.782	Administrative Project	0.0000	0.0000	ACTUAL USE	26,931.80	0.00	26,931.80	26,931.80
611.010	Microfilming & Records Mgmt	0.0000	0.0000	12MO SERVICE	10,787.00	0.00	10,787.00	10,787.00
611.025	Document Imaging	0.0000	0.0000	12MO	8,750.00	0.00	8,750.00	8,750.00
611.510	Microfilming & Records Mgmt 1X	0.0000	0.0000	ACTUAL USE	78,897.56	0.00	78,897.56	78,897.56
618.491	ESB - Health & Safety	0.0000	0.0000	ACTUAL USE	95,872.00	0.00	95,872.00	95,872.00
620.500	Cooperative Bidding 1-Time	0.0000	0.0000	ACTUAL USE	750.00	0.00	750.00	750.00
622.490	Questar3 GASB 45 Planning & Valuati	0.0000	0.0000	X-CONTRACT	4,150.00	0.00	4,150.00	4,150.00
628.490	Questar State Aid Planning	0.0000	0.0000	X-CONTRACT	3,280.00	0.00	3,280.00	3,280.00
649.490	Questar Fixed Assets & Insurance	0.0000	0.0000	X-CONTRACT	20,775.00	0.00	20,775.00	20,775.00
Subtotal -					0.00	1,543,605.94	1,543,605.94	
A1060.49 ESB COMPUTER SERVICE			0.0000					
602.170	Bold Election Management System	0.0000	0.0000	12 MO SERVICE	11,069.60	0.00	11,069.60	11,069.60 A1060.49
Subtotal -A1060.49					0.00	11,069.60	11,069.60	
A1345.49 Purchasing			0.0000					
620.010	Cooperative Bidding	0.0000	0.0000	12MO SERVICE	7,750.00	0.00	7,750.00	7,750.00 A1345.49

WinCap Ver. 19.07.17.16

NASSAU BOCES
71 CLINTON ROAD
P.O. BOX 9195
GARDEN CITY, NY 11530-9195

Contract for Cooperative Educational Services

NASSAU BOCES ROSLYN UFSD	School Year 2018-19
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Program/ Serial No.	Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis					
Subtotal -A1345.49						0.00	7,750.00	7,750.00	
A1430.49 Personnel			0.0000						
602.621	Web-based NIS 1X	0.0000	0.0000	ACTUAL USE	4,500.00	0.00	4,500.00	4,500.00	A1430.49
625.490	Putnam On Line Application System	0.0000	0.0000	X-CONTRACT	6,814.00	0.00	6,814.00	6,814.00	A1430.49
659.500	District Substitute Mngt. Sys/1time	0.0000	0.0000	ACTUAL USE	8,205.00	0.00	8,205.00	8,205.00	A1430.49
660.500	Regional Teacher Cert - 1X	0.0000	0.0000		4,550.00	0.00	4,550.00	4,550.00	A1430.49
Subtotal -A1430.49						0.00	24,069.00	24,069.00	
A1621.49 Maintenance of Plant			0.0000						
617.010	Health & Safety Training	0.0000	0.0000	12MO SERVICE	12,399.00	0.00	12,399.00	12,399.00	A1621.49
Subtotal -A1621.49						0.00	12,399.00	12,399.00	
A1670.49 Central Printing & Mailing			0.0000						
602.283	Printer/Copier Projects	0.0000	0.0000	12 MO SERVICE	46,636.30	0.00	46,636.30	46,636.30	A1670.49
Subtotal -A1670.49						0.00	46,636.30	46,636.30	
A1680.49 Central Data Processing			0.0000						
532.087	Outsourced Network Support	0.0000	0.0000	12 MO SERVICE	279,669.85	0.00	279,669.85	279,669.85	A1680.49
532.525	Ellevation - 1X	0.0000	0.0000	ACTUAL USE	3,948.44	0.00	3,948.44	3,948.44	A1680.49
602.088	ScholarChip	0.0000	0.0000	12 MO SERVICE	57,808.20	0.00	57,808.20	57,808.20	A1680.49
Subtotal -A1680.49						0.00	341,426.49	341,426.49	
A1690.49 CABLING			0.0000						

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Attachment B.17.

Contract for Cooperative Educational Services

NASSAU BOCES ROSLYN UFSD	School Year 2018-19
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Program/ Serial No. Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	Adjustments To Date	Current Contract	District Budget Code
	Quantity/ Share	Unit Cost	Cost Basis					
602.298 Admin Svc WAN Telecommunications	0.0000	0.0000	12 MO SERVICE	113,101.24	0.00	113,101.24	113,101.24	A1690.49
Subtotal -A1690.49					0.00	113,101.24	113,101.24	
A1981.49 BOCES Admin, Rent, Captial Projects		0.0000						
001.000 Administration	0.0000	0.0000	4MO SERVICE	336,755.55	0.00	336,755.55	336,755.55	A1981.49
002.010 Rental of Facilities	0.0000	0.0000	12MO SERVICE	22,831.44	0.00	22,831.44	22,831.44	A1981.49
002.020 Capital Projects	0.0000	0.0000	4MO SERVICE	77,623.92	0.00	77,623.92	77,623.92	A1981.49
Subtotal -A1981.49					0.00	437,210.91	437,210.91	
A2010.49 Curriculum Development & Supervision		0.0000						
507.530 Regional Workshops/1-Time Chg	0.0000	0.0000	ACTUAL USE	2,289.00	0.00	2,289.00	2,289.00	A2010.49
Subtotal -A2010.49					0.00	2,289.00	2,289.00	
A2060.49 Research, Planning & Evaluation		0.0000						
507.500 C & I Subscription - 1X	1.0000	0.0000	ACTUAL USE	11,650.00	0.00	11,650.00	11,650.00	A2060.49
507.519 Ancillary C&I Support/ 1 Time Chrg	0.0000	0.0000	ACTUAL USE	3,396.81	0.00	3,396.81	3,396.81	A2060.49
Subtotal -A2060.49					0.00	15,046.81	15,046.81	
A2110.49 Teaching-Regular School		0.0000						
107.010 Career Education Regular Program	0.0000	0.0000	10MO SERVICE	101,910.00	0.00	101,910.00	101,910.00	A2110.49
401.010 Outdoor & Environmental Ed	0.0000	0.0000	10MO SERVICE	6,886.57	0.00	6,886.57	6,886.57	A2110.49
403.010 Arts in Education	0.0000	0.0000	10MO SERVICE	32,526.27	0.00	32,526.27	32,526.27	A2110.49
403.500 Arts in Education/1-Time Charge	0.0000	0.0000	ACTUAL USE	3,000.00	0.00	3,000.00	3,000.00	A2110.49
423.010 Lang Prog & Assess. Serv.	0.0000	0.0000	12MO SERVICE	16,592.80	0.00	16,592.80	16,592.80	A2110.49

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Contract for Cooperative Educational Services

NASSAU BOCES ROSLYN UFSD		School Year 2018-19						
		Basis for Current Contract						
Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	Adjustments To Date	District Current Contract Budget Code
Subtotal -A2110.49						0.00	160,915.64	160,915.64
A2250.49 Programs/Srvces for the Disabled			0.0000					
219.040	Iris Wolfson HS-Lv1 (9:1:2)	0.0000	0.0000	STUDENT	80,468.40	0.00	80,468.40	80,468.40 A2250.49
219.049	Iris Wolfson HS RS-Lv1 (9:1:2)	0.0000	0.0000	STUDENT	13,625.60	0.00	13,625.60	13,625.60 A2250.49
503.009	Hearing Itinerant Individual	0.0000	0.0000		69,843.60	0.00	69,843.60	69,843.60 A2250.49
503.109	Vision Itinerant Individual	0.0000	0.0000		11,239.20	0.00	11,239.20	11,239.20 A2250.49
Subtotal -A2250.49						0.00	175,176.80	175,176.80
A2630.49 Computer			0.0000					
412.010	Exploratory Enrichment	0.0000	0.0000	12 MO SERVICE	22,990.80	0.00	22,990.80	22,990.80 A2630.49
514.510	NASTECH - 1 Time	0.0000	0.0000	ACTUAL USE	6,275.00	0.00	6,275.00	6,275.00 A2630.49
532.030	E-Rate	0.0000	0.0000	12MO SERVICE	4,623.00	0.00	4,623.00	4,623.00 A2630.49
532.505	LTPP Subscription 1X	0.0000	0.0000	ACTUAL USE	3,557.75	0.00	3,557.75	3,557.75 A2630.49
532.522	Guidance Tech Supp/Naviance 1X	0.0000	0.0000	ACTUAL USE	9,779.46	0.00	9,779.46	9,779.46 A2630.49
532.527	Teq SMART Notebook	0.0000	0.0000	ACTUAL USE	13,685.00	0.00	13,685.00	13,685.00 A2630.49
533.010	Library Automation Service	0.0000	0.0000	12MO SERVICE	21,447.00	0.00	21,447.00	21,447.00 A2630.49
533.020	Online Databases	0.0000	0.0000	12MO SERVICE	18,273.99	0.00	18,273.99	18,273.99 A2630.49
602.016	Powerschool	0.0000	0.0000	12MO SERVICE	83,229.44	0.00	83,229.44	83,229.44 A2630.49
602.071	NYSED Reporting	0.0000	0.0000	12MO SERVICE	32,455.25	0.00	32,455.25	32,455.25 A2630.49
602.094	Data Warehousing	0.0000	0.0000	12MO SERVICE	14,055.60	0.00	14,055.60	14,055.60 A2630.49
602.287	Outsourced Network Support-Adm	0.0000	0.0000	12 MO SERVICE	279,669.85	0.00	279,669.85	279,669.85 A2630.49
602.289	Microsoft Consortium Licensing Prog	0.0000	0.0000	12 MO SERVICE	32,595.59	0.00	32,595.59	32,595.59 A2630.49
602.570	Test Scoring/1X	0.0000	0.0000	ACTUAL USE	44,380.56	0.00	44,380.56	44,380.56 A2630.49
602.594	Data Warehousing/1X	0.0000	0.0000	ACTUAL USE	59.00	0.00	59.00	59.00 A2630.49
Subtotal -A2630.49						0.00	587,077.29	587,077.29

NASSAU BOCES
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Attachment B.17.

Contract for Cooperative Educational Services

NASSAU BOCES
ROSLYN UFSD

School Year 2018-19

		Basis for Current Contract			Initial Contract	Adjustments To Date	Current Contract	District Budget Code
Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis				
A2810.49	Guidance-Regular School		0.0000					
602.020	Blackboard Connect	0.0000	0.0000	12 MO SERVICE	6,330.52	0.00	6,330.52	6,330.52 A2810.49
Subtotal -A2810.49						0.00	6,330.52	6,330.52
A2815.49	Health Services-Regular School		0.0000					
550.510	Health and Welfare	0.0000	0.0000		42,249.09	0.00	42,249.09	42,249.09 A2815.49
Subtotal -A2815.49						0.00	42,249.09	42,249.09
A2855.49	Interscholastic Athletics-Regular School		0.0000					
502.020	Cost Schedules	0.0000	0.0000	12MO SERVICE	19,586.00	0.00	19,586.00	19,586.00 A2855.49
502.040	Referee Fees	0.0000	0.0000	12MO SERVICE	54,717.48	0.00	54,717.48	54,717.48 A2855.49
507.517	PE Consortium - 1X	1.0000	0.0000	ACTUAL USE	1,375.00	0.00	1,375.00	1,375.00 A2855.49
507.560	Athletes Helping Athletes	1.0000	0.0000	ACTUAL USE	5,980.00	0.00	5,980.00	5,980.00 A2855.49
Subtotal -A2855.49						0.00	81,658.48	81,658.48
Blank SchoolCd field.			0.0000					
927.017	EXTENDED 5-21 YRS: 2 MONTH	0.0000	0.0000		-17.00	0.00	-17.00	-17.00
927.019	EXTENDED 5-21 YRS: 2 MONTH	0.0000	0.0000		4,080.00	0.00	4,080.00	4,080.00
Subtotal -Blank Sort Code						0.00	4,063.00	4,063.00

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71 CLINTON ROAD
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NASSAU BOCES ROSLYN UFSD	School Year 2018-19
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Summary:

<u>Total of Service Costs - All Funds:</u>	3,174,864.20	<u>(Except 001/002)</u>
<u>Capital Costs:</u>	100,455.36	<u>(CoSer 002)</u>
<u>Adm. & Clerical Costs:</u>	336,755.55	<u>(CoSer 001)</u>
<u>Total Contract Costs:</u>	3,612,075.11	

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:
10 Times per year

This contract shall not be valid or binding until it is approved by the Commissioner of Education.
IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

NASSAU BOCES		71 CLINTON ROAD, P.O. BOX 9195, GARDEN CITY, NY, 11530-9195
Signature, President and/or Clerk, BOCES	(Party of the First Part)	(Post Office Address)
ROSLYN UFSD		ATT: BUSINESS OFFICE, HARBOR HILL ROAD, ROSLYN, NY, 11576-
Signature, President and/or Clerk, Board of Education (As Authoized)	(Party of the Second Part)	(Post Office Address)

NASSAU BOCES
71 CLINTON ROAD
P.O. BOX 9195
GARDEN CITY, NY 11530-9195

Attachment B.18.

Initial Contract for Cooperative Educational Services

THIS AGREEMENT made this 1st day of July, 2019 by and between the NASSAU BOCES, party of the first part, and ROSLYN UFSD, party of the second part.

WITNESSETH, That whereas party of the first part has been duly authorized to provide the approved Services below and has been authorized to enter into agreements with boards of education and school trustees, under the provisions of sections 1950-51 of the Education Law.

NOW THEREFORE, The said party of the first part hereby agrees to provide to the party of the second part the following Services during the 2019-20 school year at the indicated cost:

Program/ Serial No.	Service	Basis for Current Contract			Initial Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis		
	Blank SchoolCd field.		0.0000			
231.060	CCA Lv3-Phase 3 (6:1:1 Net)	0.0000	0.0000	STUDENT	0.00	81,233.00
244.060	Career Prep HS (9:1:2)	0.0000	0.0000	STUDENT	0.00	68,063.00
404.000	LIHS for the Arts 1/2 Day Tuition	0.0000	0.0000	STUDENT	0.00	74,875.00
409.500	Center for Online Learning (COL) 1X	0.0000	0.0000	ACTUAL USE	0.00	4,070.00
409.506	Virtual Tutoring	0.0000	0.0000	ACTUAL USE	0.00	5,856.00
409.511	Online Course Content (OCC)	0.0000	0.0000	ACTUAL USE	0.00	8,050.00
409.520	Videoconferencing-Subscription	0.0000	0.0000	ACTUAL USE	0.00	5,795.00
409.550	Discovery Education Streaming-1X	0.0000	0.0000	ACTUAL USE	0.00	11,175.20
423.500	Lang Program 1-Time	0.0000	0.0000	ACTUAL USE	0.00	4,051.00
443.510	Regional Summer School - 1 Time	0.0000	0.0000		0.00	60,435.00
507.522	Global Compliance Network	0.0000	0.0000	ACTUAL USE	0.00	1,375.00
507.540	Building Local Capacity (BLC's)1X	0.0000	0.0000	ACTUAL USE	0.00	57,100.00
509.530	Repair & Maintenance - 1X	0.0000	0.0000	ACTUAL USE	0.00	5,000.00
509.570	Cabling One-time charge	0.0000	0.0000	ACTUAL USE	0.00	10,000.00
525.490	PutnamN.Westchester-Additional Work	0.0000	0.0000	X-CONTRACT	0.00	2,700.00
532.526	Curriculum & Instruction Software					
532.526.000	BOCES Admin Fee	0.0000	0.0000	ACTUAL USAGE	0.00	655.50
532.526.140	Nearpod	0.0000	0.0000	Actual Usage	0.00	4,370.00

WinCap Ver. 19.07.19.16

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Attachment B.18.

Initial Contract for Cooperative Educational Services

NASSAU BOCES ROSLYN UFSD		School Year 2019-20					
		Basis for Current Contract					
Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	District Budget Code
532.560 Curriculum & Instruction Software							
532.560.000	BOCES Admin Fee	0.0000	0.0000	Actual Usage	0.00	4,152.00	
532.560.010	Castle Learning	0.0000	0.0000	ACTUAL USAGE	0.00	11,345.56	
532.560.100	KidOYO	0.0000	0.0000	ACTUAL USAGE	0.00	21,280.00	
532.560.150	Other C&I Software	0.0000	0.0000	ACTUAL USAGE	0.00	6,400.00	
534 020 Model Schools Purchased Days							
534.510	Model Schools 1X	0.0000	0.0000	12M SERVICE	0.00	24,000.00	
602.022 Blackboard Web Community Manager							
602.024	SiteImprove	0.0000	0.0000	12 MO SERVICE	0.00	15,576.00	
602.025	Mobile Communications App	0.0000	0.0000	12 MO SERVICE	0.00	6,849.90	
602.288	Scholarchip	0.0000	0.0000	12 MO SERVICE	0.00	1,776.23	
602.300	SchoolDude	0.0000	0.0000	12 MO SERVICE	0.00	32,993.50	
602.516	PowerSchool	0.0000	0.0000	Actual Use	0.00	12,159.86	
602.517	SafeSchoolsNY - 1X	0.0000	0.0000	ACTUAL USE	0.00	15,867.44	
602.526	Family ID - 1X	0.0000	0.0000	ACTUAL USE	0.00	4,956.00	
602.566	Data Privacy & Security Serv 1X	0.0000	0.0000	ACTUAL USE	0.00	3,848.00	
602.582	Parent Communication - 1X	0.0000	0.0000	ACTUAL USE	0.00	3,825.00	
602.584	NSC Student Tracker-1X	0.0000	0.0000	ACTUAL USE	0.00	4,072.89	
602.596	Frontline Prof Learning Mgmt-1X	0.0000	0.0000	ACTUAL USE	0.00	510.00	
602.640	Forecast5 - 1X	0.0000	0.0000	ACTUAL USE	0.00	11,270.05	
611.025.Document Imaging							
618.491	ESB - Health & Safety	0.0000	0.0000	12MO	0.00	15,325.00	
622.490 Questar3 GASB 45 Planning & Valuati							
628.490	Questar State Aid Planning	0.0000	0.0000	X-CONTRACT	0.00	10,500.00	
649.490	Questar Fixed Assets & Insurance	0.0000	0.0000	X-CONTRACT	0.00	125,000.00	
Subtotal -						758,091.13	

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Attachment B.18.

Initial Contract for Cooperative Educational Services

NASSAU BOCES ROSLYN UFSD	School Year 2019-20
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Program/ Serial No.	Service	Basis for Current Contract			Initial Contract	District Budget Code
		Quantity/ Share	Unit Cost	Cost Basis		
A1060.49	ESB COMPUTER SERVICE		0.0000			
602.170	Bold Election Management System	0.0000	0.0000	12 MO SERVICE	11,034.79	A1060.49
	Subtotal -A1060.49				11,034.79	
A1345.49	Purchasing		0.0000			
620.010	Cooperative Bidding	0.0000	0.0000	12MO SERVICE	7,750.00	A1345.49
	Subtotal -A1345.49				7,750.00	
A1430.49	Personnel		0.0000			
602.621	Web-based NIS 1X	0.0000	0.0000	ACTUAL USE	4,500.00	A1430.49
625.490	Putnam On Line Application System	0.0000	0.0000	X-CONTRACT	5,000.00	A1430.49
659.500	District Substitute Mngt. Sys/1time	0.0000	0.0000	ACTUAL USE	8,015.00	A1430.49
660.500	Regional Teacher Cert - 1X	0.0000	0.0000		4,550.00	A1430.49
	Subtotal -A1430.49				22,065.00	
A1621.49	Maintenance of Plant		0.0000			
617.010	Health & Safety Training	0.0000	0.0000	12MO SERVICE	12,771.00	A1621.49
	Subtotal -A1621.49				12,771.00	
A1680.49	Central Data Processing		0.0000			
532.087	Outsourced Network Support	0.0000	0.0000	12 MO SERVICE	284,763.25	A1680.49
	Subtotal -A1680.49				284,763.25	
A1690.49	CABLING		0.0000			

WinCap Ver. 19.07.19.16

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Attachment B.18.

Initial Contract for Cooperative Educational Services

NASSAU BOCES ROSLYN UFSD	School Year 2019-20
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Program/ Serial No. Service		Quantity/ Share	Unit Cost	Basis for Current Contract		Current Fixed Cost	Initial Contract	District Budget Code
602.298 Admin Svc WAN Telecommunications		0.0000	0.0000	12 MO SERVICE		0.00	113,864.99	A1690.49
Subtotal -A1690.49							113,864.99	
A1981.49 BOCES Admin, Rent, Captial Projects			0.0000					
001 000 Administration		0.0000	0.0000	4MO SERVICE		0.00	336,488.27	A1981.49
002.010 Rental of Facilities		0.0000	0.0000	12MO SERVICE		0.00	25,947.38	A1981.49
002.020 Capital Projects		0.0000	0.0000	4MO SERVICE		0.00	76,650.12	A1981.49
Subtotal -A1981.49							439,085.77	
A2010.49 Curriculum Development & Supervision			0.0000					
507.530 Regional Workshops/1-Time Chg		0.0000	0.0000	ACTUAL USE		0.00	2,400.00	A2010.49
Subtotal -A2010.49							2,400.00	
A2060.49 Research, Planning & Evaluation			0.0000					
507.500 C & I Subscription - 1X		0.0000	0.0000	ACTUAL USE		0.00	11,850.00	A2060.49
507.519 Ancillary C&I Support/ 1 Time Chrg		0.0000	0.0000	ACTUAL USE		0.00	3,500.00	A2060.49
Subtotal -A2060.49							15,350.00	
A2110.49 Teaching-Regular School			0.0000					
107.010 Career Education Regular Program		0.0000	0.0000	10MO SERVICE		0.00	105,160.00	A2110.49
401.010 Outdoor & Environmental Ed		0.0000	0.0000	10MO SERVICE		0.00	19,540.00	A2110.49
403.010 Arts in Education		0.0000	0.0000	10MO SERVICE		0.00	55,930.00	A2110.49
403.500 Arts in Education/1-Time Charge		0.0000	0.0000	ACTUAL USE		0.00	3,000.00	A2110.49
423.010 Lang Prog & Assess. Serv.		0.0000	0.0000	12MO SERVICE		0.00	5,000.00	A2110.49

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Initial Contract for Cooperative Educational Services

NASSAU BOCES ROSLYN UFSD	School Year 2019-20
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		Basis for Current Contract					
Program/ Serial No.	Service	Quantity/ Share	Unit Cost	Cost Basis	Current Fixed Cost	Initial Contract	District Budget Code
Subtotal -A2110.49						188,630.00	
A2250.49 Programs/Srvces for the Disabled			0.0000				
206.000	Related Services-LOI	0.0000	0.0000	10MO SERVICE	0.00	50,618.00	A2250.49
219.040	Iris Wolfson HS-Lv1 (9:1:2)	0.0000	0.0000	STUDENT	0.00	204,189.00	A2250.49
Subtotal -A2250.49						254,807.00	
A2630.49 Computer			0.0000				
412.010	Exploratory Enrichment	0.0000	0.0000	12 MO SERVICE	0.00	29,750.00	A2630.49
514.510	NASTECH - 1 Time	0.0000	0.0000	ACTUAL USE	0.00	6,275.00	A2630.49
532.030	E-Rate	0.0000	0.0000	12MO SERVICE	0.00	4,635.00	A2630.49
532.505	LTPP Subscription 1X	0.0000	0.0000	ACTUAL USE	0.00	3,628.91	A2630.49
532.522	Guidance Tech Supp/Naviance 1X	0.0000	0.0000	ACTUAL USE	0.00	4,476.30	A2630.49
532.527 Teq SMART Notebook							
532.527.010	SMART Notebook	0.0000	0.0000	Actual Usage	0.00	13,685.00	A2630.49
533.010	Library Automation Service	0.0000	0.0000	12MO SERVICE	0.00	20,347.00	A2630.49
533.020	Online Databases	0.0000	0.0000	12MO SERVICE	0.00	18,274.00	A2630.49
602.016	Powerschool	0.0000	0.0000	12MO SERVICE	0.00	55,160.00	A2630.49
602.071	NYSED Reporting	0.0000	0.0000	12MO SERVICE	0.00	33,605.64	A2630.49
602.094	Data Warehousing	0.0000	0.0000	12MO SERVICE	0.00	14,621.42	A2630.49
602.287	Outsourced Network Support-Adm	0.0000	0.0000	12 MO SERVICE	0.00	284,763.25	A2630.49
602.289	Microsoft Consortium Licensing Prog	0.0000	0.0000	12 MO SERVICE	0.00	33,247.50	A2630.49
602.570	Test Scoring/1X	0.0000	0.0000	ACTUAL USE	0.00	42,469.15	A2630.49
602.594	Data Warehousing/1X	0.0000	0.0000	ACTUAL USE	0.00	180.00	A2630.49
Subtotal -A2630.49						565,118.17	
A2810.49 Guidance-Regular School			0.0000				

NASSAU BOCES
71 CLINTON ROAD
P.O. BOX 9195
GARDEN CITY, NY 11530-9195

Attachment B.18.

Initial Contract for Cooperative Educational Services

NASSAU BOCES ROSLYN UFSD	School Year 2019-20
-----------------------------	---------------------

Program/ Serial No. Service	Basis for Current Contract			Current Fixed Cost	Initial Contract	District Budget Code
	Quantity/ Share	Unit Cost	Cost Basis			
602.020 Blackboard Connect	0.0000	0.0000	12 MO SERVICE	0.00	6,330.52	A2810.49
Subtotal -A2810.49					6,330.52	
A2815.49 Health Services-Regular School		0.0000				
550.510 Health and Welfare	0.0000	0.0000		0.00	44,695.00	A2815.49
Subtotal -A2815.49					44,695.00	
A2855.49 Interscholastic Athletics-Regular School		0.0000				
502.020 Cost Schedules	0.0000	0.0000	12MO SERVICE	0.00	19,598.00	A2855.49
502.040 Referee Fees	0.0000	0.0000	12MO SERVICE	0.00	64,478.00	A2855.49
507.517 PE Consortium - 1X	0.0000	0.0000	ACTUAL USE	0.00	1,375.00	A2855.49
507.560 Athletes Helping Athletes	0.0000	0.0000	ACTUAL USE	0.00	5,750.00	A2855.49
Subtotal -A2855.49					91,201.00	

NASSAU BOCES
71 CLINTON ROAD
P.O. BOX 9195
GARDEN CITY, NY 11530-9195

Attachment B.18.

NASSAU BOCES
ROSLYN UFSD

School Year 2019-20

Summary:

<u>Total of Service Costs - All Funds:</u>	2,378,871.85	<u>(Except 001/002)</u>
<u>Capital Costs:</u>	102,597.50	<u>(CoSer 002)</u>
<u>Adm. & Clerical Costs:</u>	336,488.27	<u>(CoSer 001)</u>
<u>Total Contract Costs:</u>	2,817,957.62	

The party of the second part hereby agrees to pay the total contract cost to the party of the first part according to the following schedule:
10 Times per year

This contract shall not be valid or binding until it is approved by the Commissioner of Education.
IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

NASSAU BOCES

71 CLINTON ROAD, P.O. BOX 9195, GARDEN CITY, NY, 11530-9195

Signature, President and/or Clerk, BOCES

(Party of the First Part)

(Post Office Address)

ROSLYN UFSD

ATT: BUSINESS OFFICE, HARBOR HILL ROAD, ROSLYN, NY, 11576-

Signature, President and/or Clerk, Board of
Education (As Authoized)

(Party of the Second Part)

(Post Office Address)

ROSLYN PUBLIC SCHOOLS

MEMORANDUM

TO: Joseph Dragone
Allison Brown
Michael Goldspiel

FROM: Craig S. Johanson

DATE: August 1, 2019

SUBJECT: MS Community Member Donation for Lego Robotics Club

*Approved
J. Dragone
8/26/19 BOE*

Dear Mr. Dragone,

A middle school parent has generously offered to donate a, *FIRST* LEGO League Table to the RMS Lego Robotics Club. (Table Details Attached)

We seek permission from the Board of Education to accept this donation to the Middle School.

Thank you.

Cc D. Lazarus
J. Sheehan

PLEASE TAKE NOTICE

BUS SURPLUS

**Recommendation to declare scrap the following van,
need considerable repair:**

A handwritten signature in black ink, appearing to read "J. P. Magne", is written diagonally across the right side of the page.

Scrap Van # 39

2003 FORD


VIN # 1FGWE45F63HA17449

125,700 miles

Need a new engine

No value

MEMORANDUM

To: Joseph Dragone
From: Thomas Szajkowski 
Re: Heights surplus/auction items
Date: August 14, 2019




Please put the attached list of items that are in the storage container behind B&G on the 8/26/19 agenda for surplus and/or auction. They are no longer useful and/or obsolete for district use but can be considered for public sale.

Thank you.

BEHIND B&G
40' CONTAINER – 460869-3
HEIGHTS STORAGE ITEMS – 8/13/19

1. 6 wood cloth chairs (no tag)
2. 3 grey 3'x3' 3-draw files (tag #'s 301508, 301510 & 301511)
3. 1 5'x3' brown armoire (no tag)
4. 1 brown conference table (no tag)
5. 2 brown under desk files (tag #'s 20082886 & 301520)
6. 1 grey 4-drawer file cabinet (no tag)
7. 1 grey 3x2 2-drawer file cabinet (no tag)
8. 1 brown bookcase (no tag)
9. 1 brown file – 2 small & 3 big draws (no tag)
10. 1 desk w/hutch & return (no tag)
11. 1 hutch and return (no tag)
12. 1 desk w/hutch & return (no tag)

MEMORANDUM

To: Joseph Dragone
From: Thomas Szajkowski 
Re: Middle School surplus/auction items
Date: August 14, 2019

OK
J. Dragone

Please put the attached list of items that are in the storage container at the Middle School on the 8/26/19 agenda for surplus and/or auction. They are no longer useful and/or obsolete for district use but can be considered for public sale.

Thank you.

Middle School Storage Container – 8/13/19
40' container – 495917-3

(MB)

148

1. ~~108~~ student desks (no tags)
2. 29 student chairs (no tags)
3. 25 student tables (no tags)
4. 8 science chairs (no tags)
5. 1 teacher's desk (no tags)
6. 1 portable chalk board (no tags)
7. 3 book shelf units (no tags)
8. 1 door (no tags)



Roslyn Public Schools

Office of the Assistant to the Superintendent for Administration & Capital Projects
Box 367, Roslyn New York 11576-0367 Phone: (516) 801-5450 Fax: (516) 801-5458

Allison Brown
Superintendent of Schools

Thomas G Szajkowski
Assistant Superintendent for
Administration and Capital Projects

Memorandum

Date: August 19, 2019
To: Joseph Dragone
From: Thomas Szajkowski
Re: Surplus/Auction Items

Please see list below of some additional items for surplus and/or auction to be reviewed for the 8/26/19 Board of Education agenda. They are beyond their useful life and/or obsolete for district use.

- 1 Microfiche Machine #20150011 (Maintenance Building)
- 1 Whirlpool Ice Maker No Tag (Maintenance Building)
- 12 Office Chairs No Tag (Tennis Trailer)
- 1 Office Table No Tag (Tennis Trailer)
- 2 Old Doors No Tag (Tennis Trailer)

Thank you.

Thomas G. Szajkowski

Assistant Superintendent for
Administration and Capital Projects



Roslyn Public Schools

Office of the Assistant to the Superintendent for Administration & Capital Projects
Box 367, Roslyn New York 11576-0367 Phone: (516) 801-5450 Fax: (516) 801-5458

Allison Brown
Superintendent of Schools

Thomas G. Szajkowski
Assistant Superintendent for
Administration and Capital Projects

Memorandum

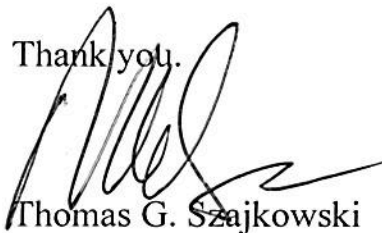
Date: August 20, 2019
To: Joseph Dragone
From: Thomas Szajkowski
Re: East Hills Surplus Furniture

OK J. Dragone

Please see below additional item for surplus and/or auction to be reviewed for the 8/26/19 Board of Education agenda. The desk is broken and beyond its useful life.

- 1 brown desk #002166 (East Hills)

Thank you.


Thomas G. Szajkowski

Assistant Superintendent for
Administration and Capital Projects

2019-20

Roslyn

District-Wide

School Safety

Plan



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Roslyn School District

District-Wide School Safety Plan

Policy Statement

The **District-Wide School Safety Plan** (as required by the SAVE Law – Safe Schools Against Violence in Education – Commissioner of Education Regulation 155.17) has been established to provide for the safety, health and security of both students and staff and allows for input from the entire school community. This particular component of Project SAVE is a comprehensive planning effort that addresses risk reduction/prevention, response and recovery with respect to a variety of emergencies that may occur in the school district and its component school buildings.

The Board of Education has appointed, under the direction of the Superintendent of Schools, a **District-Wide School Safety Team** to develop, implement and maintain all provisions of the Plan. After at least one public meeting this plan will be adopted by the School Board. This Plan incorporates all **Building-Level Emergency Response Plans** that have been developed by the **Building-Level Emergency Response Teams** appointed by the **Building Principals**. In the event of an emergency or violent incident, the initial response at an individual school building will be the responsibility of the school building **Emergency Response Team**. Upon activation of the school building **Emergency Response Team** the Superintendent of Schools or designee and appropriate local emergency response officials will be notified. The nature of any given emergency will dictate the degree of interaction with both State and Local Emergency Response Agencies. The local BOCES Health & Safety Office will assist in development of protocols for accessing these services.

The **District-Wide School Safety Plan** is made available for **public comment 30 days prior to its adoption** and provided for participation of the entire school community. The District-Wide and Building-Level Plans were formally adopted by the School Board after at least one public hearing. As required by law, the **District-Wide School Safety Plan is posted on the school district website by October 15th of each school year** and will be reviewed annually by the District-Wide School Safety Team **by September 1st of each school year**. **Building-Level Emergency Response Plans will be updated by September 1st of each school year** by the Building-Level Emergency Response Team and **filed with both State and Local Police by October 15th of each school year**.

The school district refuses to tolerate violence or threats of violence on school grounds and, by implementation of this Plan, will make every effort to prevent violent incidents from occurring. We will provide the appropriate authority and budgetary resources in support of this effort. Violence prevention is the responsibility of the entire school community and we encourage participation of all individuals. Our Plan requires the prompt reporting of all violent incidents or threats and assures that victims or reporters of incidents of violence will not be discriminated against.

A copy of the District-Wide School Safety Plan is also available upon request at central administration in the office of the Superintendent of Schools. Although the Building-Level Emergency Response Plans are linked to the District-Wide School Safety Plan, in accordance with Education Law Section 2801-a, the **Building-Level Emergency Response Plan will remain confidential and not be subject to disclosure**. This will further ensure safety at the building-level and reduce the potential for planned sabotage.

Elements of the District-Wide School Safety Plan

- ✓ Identification of sites of potential emergencies.
- ✓ Plans for responses to emergencies including school cancellation, early dismissal, evacuation and sheltering.
- ✓ Responses to an implied or direct threat of violence.
- ✓ Responses to acts of violence including threats made by students against themselves including suicide.
- ✓ Prevention and intervention strategies including collaborative arrangements with law enforcement officials to ensure that school safety and security personnel are appropriately trained; non-violent conflict resolution training; peer mediation programs; extended day and other school safety programs.
- ✓ Plans to contact law enforcement officials in the event of a violent incident and arrangements for receiving assistance from emergency and local government agencies.
- ✓ Plans for identification of district resources and coordination of such resources and manpower available during an emergency.
- ✓ Designation of the Chain-of-Command (Incident Command)
- ✓ Plans to contact parents and guardians including when students make threats of violence against themselves.

- ✓ School building security
- ✓ Dissemination of information regarding early detection of potentially violent behavior.
- ✓ Plans to exercise and conduct drills to test the Building-Level Emergency Response Plan including review of tests.
- ✓ Annual school safety training for staff and students.
- ✓ Protocols for bomb threats, hostage taking, intrusions and kidnapping.
- ✓ Strategies for improving communication and reporting of potentially violent incidents.
- ✓ A description of the duties of hall monitors and other school safety personnel with the requirements for training, hiring, and screening process for all personnel acting in a school safety capacity
- ✓ Information about the school district including population, staff, transportation needs and telephone numbers of key school officials.
- ✓ Documentation and record keeping

School District Chief Emergency Officer

The **Chief Emergency Officer** through designated personnel will provide:

- Coordination of communication between school staff/law enforcement/first responders.
- Assistance in the selection of security related technology and procedures for its use.
- Coordination of safety, security, and emergency training for school staff.
- Assistance in required evacuation and lock-down drills completion as required by law.
- Assurance that all school district staff understands the District-Wide School Safety Plan.
- Assurance that the District-Wide School Safety Plan and Building-Level Emergency Response Plans are completed, reviewed annually and updated as needed.

District-Wide School Safety Team

The District-Wide School Safety Team is **appointed by the School District Board of Education** and will always include the representation noted below at a minimum. The major function of the District-Wide School Safety Team is to create the District-Wide School Safety Plan and update as necessary.

- Board of Education President
- Superintendent of Schools
- Assistant Superintendent for Business and Administration
- Assistant Superintendent for Secondary Education
- Assistant Superintendent for Elementary Education
- Assistant Business Administrator
- Permanent On-Site Security Consultant
- District's Chief Emergency Officer- Assistant to the Superintendent for Administration and Special Projects
- Director of Community Relations
- Assistant to the Superintendent for Technology and Infrastructure
- Director of Physical Education and Interscholastic Athletics
- Director of Guidance
- Director of Pupil Personnel Services
- Supervisor of Transportation
- District Building Principals (5)
- President of the Teachers Association
- Co-Presidents of the Coordinating Council of Parent Associations (2)
- Nassau County Police Department – 6th Precinct POP Officer
- Local Fire Department Representative

Resources for District-Wide School Safety Team

- FEMA – 1-(800)621-3362
- New York State Office of Mental Health Services – 1-800-597-8481

- Covert Investigations School Safety and Security- 631-836-1100
- Local Police – 911
- NCPD 6th Precinct POP (Problem Orientated Policing) (516) 573-6670
- Fire Department – (516) 621-7539
- In the event of an incident that effects the School Wide Community, messages will be relayed via Constant Contact (email) , Blackboard Connect (phone), District Website, and/or the School District Office of Public Relations

Responsibilities of the District-Wide School Safety Team

The District-Wide School Safety Team will act as a Threat Assessment Team with the responsibility to assess the vulnerability of the school district to violence and recommend to the Superintendent and School Board preventive actions that they feel are necessary. The Team will meet on a regular basis and minutes of each meeting will be kept. An agenda will be established prior to each meeting. The Team will maintain responsibility for auditing the District-Wide School Safety Plan to determine its success in violence prevention. Some of the teams' primary responsibilities will include:

- 1) Recommending training programs for students and staff in violence prevention and mental health. Annual training will be completed by **September 15th** and may be included in existing professional development. New employees will receive training **within 30 days of hire**.
- 2) Dissemination of information regarding early detection of potentially violent behavior.
- 3) Developing response plans to acts of violence and address threats made by students against themselves, including suicide. Will also address methods for contacting parents/guardians when students make threats of violence against themselves.
- 4) Communicating the Plan to students and staff.
- 5) Reviewing previous incidents of violence and examining existing records to identify patterns and trends that may indicate causes of violence (VADIR; OSHA 200 Logs; Incident Logs; Worker Compensation Reports; Police Reports; Accident Investigations; Grievances, etc.).
- 6) Making recommendations necessary for change.
- 7) Arranging for annual security analysis including the inspection of all buildings to evaluate the potential for violence. Possible evaluators include County and Local Police Departments, consultants or District-Wide School Safety Team Sub-Committee or Building-Level Emergency Response Team.
- 8) Recommending improved security measures based on school building inspection results.
- 9) Conducting annual school building survey of students and staff to identify the potential for violent incidents.
- 10) Reviewing survey results and recommending actions that are necessary.
- 11) Stringent Vetting Process for Hiring of all Security Aides/Guards including but not limited to consultation and interviewing with District Personnel and On-Site Security Director/Consultant. Requisite Background checks by NYS Teach System and Civil Service along with registration with NYS Division of Licensing.

Building-Level Emergency Response Team

The Building-Level Emergency Response Team is **appointed by the School Building Principal**. The major focus of this team is to create, monitor, and update the Building-Level Emergency Response Plan. This team, at a minimum will include the following representation:

- Teacher
- Administrator
- Parent Organization
- School Safety Personnel
- Community Members
- Law Enforcement
- Fire Officials
- Ambulance
- Others

The **Building-Level Emergency Response Team** is responsible for selecting the following:

- **Emergency Response Team** (Core group of actual responders not to be confused with the Building-Level Emergency Response Team which is a larger team for the purposes of planning and monitoring) which has the following representation:
 - School Personnel
 - Law Enforcement Officials
 - Fire Officials
 - Emergency Response Agencies
- **Post-Incident Response Team** (Individuals who can assist in the medical and psychological aftermath of a violent incident or emergency) which has the following representation:
 - Appropriate School Personnel
 - Medical Personnel
 - Mental Health Counselors
 - Others (Psychologists, Social Workers, etc.)

Risk Reduction/Prevention and Intervention Strategies

Program Initiatives in the School District include:

1. Non-violent **conflict resolution** training programs
2. **Peer mediation** programs
3. **Extended day** and other school safety programs
4. **Youth-run** programs
5. **Mentors** for students concerned with bullying/violence
6. We have established an **anonymous reporting process** for school violence and are investigating the **Report It** on-line violence reporting system
7. As part of the process of exercising emergency plans (lockdown, sheltering, evacuation, etc.) **all students are educated** on the reasons for testing emergency plans and are given an opportunity to ask questions. Specific training is provided on how to respond to emergency situations
8. The building-level School Bulletin includes the **Safety Tip of the Week**
9. **Safety Stations** have been established throughout all school buildings
10. The **Fire Department** conducts annual training in all school buildings
11. The School District participates in the **Adopt-A-Cop** program
12. The **Safety Patrol** program
13. We have implemented **PBIS** (Positive Behavior Intervention System)
14. **Second Step**

Training, Drills and Exercises

The best way to train students and staff on emergency response procedures is through annual drills and exercises in each school building. After each drill/exercise or real event, teachers in each classroom will review the purpose of the drill with students. Based on the determination of the District-Wide School Safety Team and the Building-Level Emergency Response Team, at a minimum, the following methods may be used:

- Early Go-home drill
- Live drill including shelter-in-place, hold-in-place, evacuation, lockdown, and lockout
- Live drill for specific responses (hostage taking, bomb-threat, etc.)
- Situational Drills
- Table top exercises
- Emergency Response Team exercises
- Building pre-clearance searches

The school district recognizes that critical evaluation of drills and exercises is the best learning experience and results in improved response procedures. As a result, the district will invite local agencies to participate in and to help evaluate all exercises. These agencies may include but not be limited to the Police and Fire Departments, Rescue and Ambulance Services, Local Office of Emergency Management and the local BOCES Health & Safety Office. The school district, at least once every

school year, shall conduct one test of its emergency response procedures under each of its Building-level Emergency Response Plans including sheltering, lockdown, or early dismissal.

Implementation of School Security

School safety personnel will help carry out the District-Wide School Safety Plan and may include anyone in the school community. These individuals have received appropriate annual training as required under the Regulation. Such training has been conducted in cooperation with the Police Department. These individuals are not to be confused with school security guards that we employ who are regulated under the New York State Security Guard Act that requires specific training, fingerprinting and background checks. All our Security Guards receive 8-hours of pre-assignment and 16-hours of in-service training along with an additional 8-hours of annual refresher training. Our contracted security company is a New York State licensed agency and all our **security guards** are also individually licensed.

Appropriate school building security measures and procedures have been determined by the District-Wide School Safety Team and Building-Level Emergency Response Team after review of school building procedures and practices, emergency response plan, code of conduct, security surveys/audits, and building-level climate surveys. Based on these findings we have implemented the following security measures:

- Entrance guards/ hall monitors who received 2 days of staff development every school year.
- The School District has had a security audit/assessment of all school buildings conducted by the Nassau County Police Department and by Covert Investigations School Security and Safety (a security consultant) in conjunction with our Building-Level Emergency Response Team.
- Visitors to the building will be questioned prior to entry into the building as to their business and if they have an appointment. If there is any question the building principal will be consulted. If this has been confirmed they will be admitted to the building where they will sign-in and be escorted to their destination. Upon completion of their business they will be escorted out of the building.
- Visitor badge/sign-in procedures – we utilize a color coded pass badge system. Upon entry into the building the visitor must show photo identification; the individual is then screened, receives a badge, remains in the vestibule until escorted to their destination. Any visitor in the building without an appropriate badge would be immediately questioned by building staff and the Security Director would be informed and appropriate measures taken.
- Video surveillance – closed-circuit TV security
- NYS certified security guards
- A designated School District Security Director/Consultant
- On-going security audits
- Random searches may be considered if deemed necessary
- We will employ any other methods deemed necessary and constantly review our current practices

Vital Educational Agency Information

Each Building-Level Emergency Response Plan will contain vital information such as school population, number of staff, transportation needs and telephone numbers of key educational officials.

Early Detection of Potentially Violent Behavior

The District-Wide School Safety Team will make recommendations for appropriate annual training for students and staff in violence prevention and mental health (on-line training may be utilized). Training will include early warning signs of potentially violent behavior and early intervention/prevention strategies. Training will be conducted by in-house staff, local agencies or others as deemed appropriate. Training for students and staff will be conducted annually and include:

- An explanation of what constitutes school violence and a description of the school Code of Conduct. Written information on early detection of potentially violent behavior and a summary of the Code of Conduct.
- Dissemination of the New York State Office of Mental Health one-page handout *What Every Teacher Needs to Know – Recognizing Suicide Risk in Students* and review of the “FACTS” warning signs.
- The district will utilize any resources available for violence prevention and mental health training including those found at the following websites: http://www.p12.nysed.gov/sss/documents/MentalHealthResourcesfor_Educators.pdf and <http://www.p12.nysed.gov/sss/documents/SVPIRequiredComponents.pdf>.

- A description of the school district's Violence Prevention Program and Safety Plan.
- Information on how to report incidents of violence including threats and verbal abuse.
- How to recognize and respond to school security hazards.
- Review of measures implemented to prevent school violence such as use of security equipment and safety procedures and how to diffuse hostile situations.
- How to summon assistance in the event of an emergency.
- Special procedures for bomb threats, hostage-taking, intrusions and kidnapping.
- Post-incident procedures including medical follow-up and the availability of counseling and referral.
- Student training will include post-drill or actual event review by classroom teachers.

Other methods for informing parents and students include:

- School social worker outreach
- School counselor involvement
- School Dean involvement
- Mailings twice a year to parents on violence prevention and early recognition
- 21st Century program
- Conflict resolution programs

Records will be maintained of all participants along with their evaluation of the training program. Trainers will be knowledgeable and familiar with our District-Wide School Safety Plan.

Hazard Identification

As part of each Building-Level Emergency Response Plan, each Building-Level Emergency Response Team will determine sites of potential emergencies that may impact the individual school building. Such sites may include but not be limited to all school buildings, playground areas, and properties adjacent to schools, off-site athletic fields, buses and off-site field trips. Specifically defined areas of current concern include:

- I-495 service roads- both north and south- and Locust Lane
- Northern State Parkway at Roslyn Road; at Locust Lane
- State Route 25 (Northern Boulevard) and Glen Cove Road.
- Glen Cove Road in front of the Harbor Hill Elementary School

Responses to Violence

(Incident reporting, Investigation, Follow-Up, Evaluation, and Disciplinary Measures)

All incidents of violence, whether or not physical injury has occurred (verbal abuse, threats of violence, etc.), should be reported immediately and documented on the **Violent and Disruptive Incident Report (VADIR) Form**. With the realization that employees and students may otherwise be reluctant to come forward, we will maintain confidentiality. Individuals will be assured that there will be no reprisal for reporting their concerns. Incidents will be reported as follows:

The School Building Principal/Administrator or Designee will be responsible for receiving and responding to all incident reports including anonymous reports. Information on the reporting process for students and staff will be provided as part of the violence prevention training program. Each incident will be reported to and evaluated by the District-Wide School Safety Team (Threat Assessment Team) for the purpose of compiling data and evaluating the Violence Prevention Program.

Relationships have been established with the Police Department and other emergency response agencies at the building level. Representatives from these agencies participate on Building-Level School Safety Teams.

Reporting:

Once an incident has been reported, and depending on its severity, the School Building Principal/Administrator or Designee will assume responsibility as the Incident Commander.

- Report it to the Security Director/On-site Security Staff

- Report it to the Police Department.
- Secure the area where the disturbance has occurred.
- Ensure the physical safety/medical management of students/staff remaining in the area as soon as possible.
- Ensure that while responding to the incident, the remainder of the building remains appropriately supervised.
- Quickly assess the area of the incident to determine damage as a result of the incident and if it is safe to remain. If necessary, evacuate or shelter as per the Building-Level Emergency Response Plans.
- Provide incident debriefing to students/staff as needed. Notify parents.

Investigation:

After the incident has occurred the Threat Assessment Team will conduct a detailed investigation. It is the purpose of the Team to focus on facts that may prevent recurrence, not find fault. The Team conducting the investigation will:

- Collect facts on how the incident occurred
- Record information
- Identify contributing causes
- Recommend corrective action
- Encourage appropriate follow-up
- Consider changes in controls, policy and procedures

Follow-up:

The school district recognizes the importance of responding quickly and appropriately to the medical and psychological needs of students/staff following exposure to a violent incident. All individuals affected by a violent act in the school district will be provided with appropriate medical and psychological treatment and follow-up. Provisions for medical confidentiality and protection from discrimination will be included to prevent the victims of violent incidents from suffering further loss.

Evaluation:

The District-Wide School Safety Team (Threat Assessment Team) is responsible for ensuring that an initial school building security analysis is conducted and periodically re-evaluated. These physical evaluations will focus on the identification and assessment of school building security hazards and address necessary changes in building practices. These evaluations will review the potential for different types of violent incidents including bomb threats, hostage-taking, intrusions, and kidnapping. Professionals will be utilized from local law enforcement and private consultants as necessary.

Disciplinary Measures:

The school district Code of Conduct will be the basis for determining the appropriate disciplinary measures that may be necessary.

Code of Conduct:

The school district has created a detailed Code of Conduct to describe the expected behavior of students, staff and visitors to school buildings and the disciplinary actions resulting for violations of the Code. The Code, which will be communicated to all students/staff and parents, will serve as a major component of our violence prevention program. The Code will be evaluated annually and revised as necessary to reflect changes in school policies and procedures. A copy of the Code of Conduct will be made available to students, parents, staff and community members.

Emergency Response Protocols Notification and Activation (Internal and External Communication)

Quick and accurate contact with appropriate law enforcement officials is essential in the event of a violent incident. These relationships have been established by participation of local response officials on Building-Level Emergency Response Teams. These individuals and appropriate means of contact are documented in the Building-Level Emergency Response Plan.

Internal communication is also of prime importance and will be specifically defined in the Building-Level Emergency Response Plan. Depending on the nature of the emergency, some of the communication methods will include telephone, fax/e-mail, district radio system, NOAA weather radio, intercom, local media, emergency alert system, cellular phones, and others as deemed necessary. Appropriate notifications and methods will be determined by the District-Wide School Safety Team. The Superintendent of Schools recognizes his/her responsibility to notify all educational agencies within the school district of a disaster and has established the following notification list:

School	Phone	Fax	E-Mail
Roslyn High School	516 801 5100	516-801-5108	sandrews@roslynschools.org
Roslyn Middle School	516 801 5200	516-801-5208	cjohanson@roslynschools.org
East Hills Elementary School	516 801 5300	516-801-5308	mkrieger@roslynschools.org
Harbor Hill Elementary School	516 801 5400	516-801-5408	jkemler@roslynschools.org
Heights Elementary School	516 801 5500	516-801-5508	mwood@roslynschools.org

In general, parent/guardian notification will be conducted by means of the phone tree of emergency contacts established in each school building or other mass notification system. However, in some cases it may be necessary to use other means such as local media. Prior arrangements have been established with the appropriate media.

The school district recognizes that many different types of emergency situations may arise resulting in emergency specific responses. A detailed listing of emergency responses is included in each Building-Level Emergency Response Plan, specifically addressing Criminal Offenses, Fire and Explosion, Medical Emergencies, Natural Hazards, System Failure and Technological Hazards. Each Building-Level Emergency Response Team will be responsible for reviewing and updating these responses and communicating them to students and staff. The following emergency situations are of prime importance:

Bomb Threats:

All school district administrators have familiarized themselves with the Bomb Threat Standards outlined in the Building-Level Emergency Response Plan so that appropriate decisions may be made depending on the exact nature of the situation. Issues such as searches, pre-clearance, weather conditions, evacuation, sheltering, notification, returning to the building and false bomb threat prevention are addressed in the Building Plan. The **FBI Bomb Threat Call Checklist** will be available at phone reception areas.

Hostage Taking:

The Building-Level Emergency Response Plan for **Missing/Abducted/Kidnapped Student** procedures will be followed in the event of a hostage situation. In general, the following response actions will be taken:

- The first person aware of the situation will immediately notify the principal's office and call 911.
- The school principal or designee will issue the appropriate alert if necessary and isolate the area.
- The school principal or designee will notify the School Superintendent. No response to the media will be given at this time.
- The school principal or designee will turn over authority to the police upon their arrival and assist as requested.

Intrusions:

The Building-Level Emergency Response Plan hazard specific procedures will be followed in the event of an intrusion. In general, the following response action will be taken:

- The first person becoming aware of an intruder or suspicious person will immediately report this information to the principal's office.
- Immediate notification to on-site security staff and Security Director
- A Hold in Place should be called throughout the building until a resolution of the incident
- The principal or designee will approach the intruder to determine the nature of their presence and ask them for identification.

- The principal or designee will accompany the individual(s) to the proper office or if no acceptable purpose can be ascertained, ask the individual(s) to leave. The principal or designee should ensure that the individual(s) has exited the building and alert staff to prevent unrecognized re-entry.
- If the individual(s) refuse to leave, inform them that they are in violation of the law and that the police will be notified. Notify building security if available and Dial 911 or other appropriate emergency notification.
- **If the situation escalates, plain language** will be utilized to notify all building occupants to lockdown according to pre-defined procedures.
- The School Superintendent's office will be notified so appropriate resources can be made available to the school district.
- The building principal should be prepared to relinquish authority and assist the first emergency responder from the police or emergency services.

Kidnapping:

The Building-Level Emergency Response Plan procedures will be followed in the event of a kidnapping. In general, the following response action will be taken:

- During school hours, **when a student has already been documented as present**, the first person aware of a kidnapping or missing student will immediately notify the principal's office who will obtain student information and photo I.D. School building staff and security personnel will search the building and also utilize the public announcement system.
- Parent/guardian will be notified. If student is not found, police will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- During school hours, **when a student has not arrived at school**, parent or guardian will immediately be contacted. Parents should be asked to contact the school if the student is located.
- If a student is not legally absent he/she could be lost, a runaway or truant (determine if any friends are also missing).
- The student's means of transportation to school should be reviewed. If student is not located, the police should be notified. Student information and photo I.D. will be obtained.
- The School Superintendent will be notified.
- The school principal will turn over the investigation to the police upon arrival and assist as requested. No information is to be released to the media.
- Parents will be notified immediately if the student is located.
- After school hours, **when a student has not arrived at home**, the school may be notified by a concerned parent/guardian.
- Gather any information available on the student and their departure from school.
- Advise parent/guardian to contact friends.
- Advise parent/guardian to contact police if student is not located. School principal or designee should be available for police investigation.
- Ask parent/guardian to re-contact school if student is located.

Responses to Acts of Violence (Implied or Direct Threats)

Response actions in individual buildings will include:

- Implementation of the Incident Command System
- Use of staff trained in de-escalation techniques
- Inform building Principal
- Inform Security Director
- Determine level of threat with Superintendent
- Contact law enforcement agency, if necessary
- Monitor situation, adjust response as appropriate, utilize Building Emergency Response Team if necessary

Responses to Acts of Violence (Actual)

The following procedures will be followed when responding to actual acts of violence:

- Implementation of the Incident Command System
- Determine the level of threat
- If necessary, isolate the immediate area through a Hold-In-Place
- Inform building Principal/Superintendent
- Inform Security Director
- If necessary, initiate lockdown procedure and contact appropriate law enforcement agency
- Monitor situation, adjust response as appropriate, if necessary, initiate early dismissal, sheltering or evacuation procedures

Response Protocols

Response protocols to specific emergencies will vary but usually will include the following:

- Implementation of Incident Command System
- Identification of decision makers
- Plans to safeguard students and staff
- Procedures to provide transportation, if necessary
- Procedures to notify parents
- Procedures to notify media
- Debriefing procedures

School Building Chain-of-Command Table

School Building	IC #1	IC #2	IC #3
Roslyn High School	Dr. Scott Andrews	Mr. Jay Pilnick	Ms. Carol Murphy
Roslyn Middle School	Mr. Craig Johanson	Mr. Dave Lazarus	Ms. Jennifer Sheehan
East Hill Elementary School	Ms. Melissa Krieger	Ms. Nichole Lewis	Mr. Paul Cesarski, Jr.
Harbor Hill Elementary School	Ms. Jessica Kemler	Ms. Michelle Hazen	Ms. Maria Stathakos
Heights Elementary School	Ms. Mary Wood	Ms. Jillian Brass	Ms. Colleen Feehan

Emergency Assistance and Advice from Local Government

Depending on the nature of the emergency, the school district may need to obtain assistance from local government agencies. During an emergency the Incident Commander will contact 911 to obtain emergency services. Other agencies that may be contacted to obtain assistance may include the Red Cross, Fire Department, Local Police Department, Nassau County Office of Emergency (Commissioner), Nassau County Department of Mental Health, Nassau BOCES District Superintendent, Private Industry Groups, Religious Organizations, among others. For specific assistance beyond the scope of the school district's resources, the Nassau County Office of Emergency Management will coordinate with State and Federal agencies and assist in all post-incident response. These contacts are clearly delineated in the Building-Level Emergency Response Plans.

District Resources Use and Coordination

Building-Level Emergency Response Plans will address the identification, availability, and use of resources. This will include procedures for coordination of these resources including manpower and Chain-Of-Command.

Protective Action Options

Building-Level Emergency Response Plans, which are confidential, address the following response actions as determined by the nature of the emergency. Specific response actions are explained in detail in each building plan:

- **School Cancellation** (Conditions warrant making a decision not to open schools)
- **Early Dismissal** (Conditions warrant returning students to their homes)
- **Evacuation** (Conditions in the building are unsafe warranting relocation)
- **Sheltering** (Conditions warrant movement to a safe place in the building)
 - **Shelter-In-Place (weather related)**
 - **Shelter-In-Place (Generic/Non-specific Bomb Threat)**
 - **Shelter-In-Place (Specific Bomb Threat)**
- **Hold-In-Place** (Conditions warrant isolation of a specific area of the building – usually short-term)
- **Lockdown** (The most serious situation for a school – a threat is in the building)
- **Lockout** (A threat exists outside the school building or in the vicinity)

National Terrorism Advisory System (NTAS)

NTAS advisories – whether they be Alerts or Bulletins – encourage individuals to follow the guidance provided by state and local officials and to report suspicious activity. Where possible and applicable, NTAS advisories will include steps that individuals and communities can take to protect themselves from the threat as well as help detect or prevent an attack before it happens. Individuals should review the information contained in the Alert or Bulletin, and based upon the circumstances, take the recommended precautionary or preparedness measures for themselves and their families.

Bulletin:

Describes current developments or general trends regarding threats of terrorism

Elevated Threat Alert:

Warns of a credible terrorism threat against the United States

Imminent Threat Alert:

Warns of a credible, specific, and impending terrorism threat against the United States

Individuals should report suspicious activity to local law enforcement authorities. Often, local law enforcement and public safety officials will be best positioned to provide specific details on what indicators to look for and how to report suspicious activity. The ***If You See Something, Say Something™*** campaign across the United States encourages the public and leaders of communities to be vigilant for indicators of potential terroristic activity, and to follow the guidance provided by the advisory and/or state and local officials for information about threats in specific places or for identifying specific types of suspicious activity.

Recovery – School District Support for Buildings

The Emergency Response Teams and the Post-Incident Response Teams will be supported in their efforts by all available in-district resources and personnel as required by the nature of the emergency. County and State resources and personnel will be obtained as dictated by the nature of the emergency.

A School District Support Team will be available when necessary to assist all school buildings in their response effort. This Team will be composed of:

- Superintendent of Schools or Designee
- School Business Official
- Director of Facilities
- Security Director/Consultant
- Transportation Coordinator
- Food Service Director
- Head Nurse
- Others as deemed necessary

Disaster Mental Health Services

The **Building-Level Emergency Response Team** will designate the **Post-Incident Response Team** in each school building to respond in crisis situations and help provide disaster mental health services as outlined in our **Building-Level Emergency Response Plan**. Depending on the scope of the situation, the Nassau County Office of Emergency Management and Department of Mental Health may be contacted to help coordinate a County or State-Wide effort.

Forms and Recordkeeping

The success of our Violence Prevention Program will be greatly enhanced by our ability to document and accurately report on various elements of the program along with training staff on our Plan. This will allow us to monitor its success and update the program as necessary. Forms, resources, and training materials have been developed for this purpose and can be obtained on the **Nassau Schools Emergency Planning Consortium Website** at:

www.nassauschoolemergency.org under the **Safety Plans** tab

Pandemic Planning

Our District-Wide School Safety Plan is based on addressing the four phases of emergency management (Prevention/Mitigation; Preparedness; Response; Recovery). This Pandemic Plan is built upon the components already existing in our District-Wide School Safety Plan that also incorporates our Building-Level Emergency Response Plans. It is a flexible Plan developed in collaboration with a cross-section of the school community and public health partners and will be updated regularly to reflect current best practices. The Plan will be tested (exercised) routinely as part of the overall exercise of the District-Wide School Safety Plan. The District-Wide School Safety Team assumes responsibility for development and compliance with all provisions of this Plan and implementation at the building level through the Building-Level Emergency Response Team.

Prevention/Mitigation:

- We will work closely with the Nassau County Department of Health to determine the need for activation of our Plan. The following procedures will be followed by school nurses for reporting communicable disease, including influenza, and communicating with the Health Department:
 - Report suspected and confirmed cases of influenza on the monthly school's *Communicable Disease Report*, (DMS-485.7/93; HE-112.4/81) and submit to: Nassau County Department of Health, Bureau of Infectious Diseases, 240 Old Country Road, Mineola, N.Y. 11501.
 - Public Health Consultation and Immediate Reporting: 516-227-9639
 - Weekend/After-hours Consultation and Reporting: 516-742-6154

- The Nassau County Department of Health will monitor County-wide cases of influenza and inform school districts as to appropriate actions.
- The Superintendent of Schools will help coordinate our Pandemic planning and response effort. This person will work closely with the District-wide School Safety Team that has responsibility for reviewing and approving all recommendations and incorporating them into the District-Wide School Safety Plan. The school district physician and nurses will be vital members of the Safety Team. Because of the potential importance of technology in the response effort (communication and notification) the school district technology director will also be an important Team member. The Human Resources Director, Business Official, Facility Director, and Curriculum Director will also be vital to the planning effort. Other non-traditional individuals may also be required to be part of the Team.
- The District-wide School Safety Team will review and assess any obstacles to implementation of the Plan. The *CDC School District Pandemic Influenza Planning Checklist* is reviewed for this determination and has considered issues related to Planning and Coordination; Continuity of Student Learning; Core Operations; Infection Control Policies and Procedures; and Communication.
- The school district will emphasize hand-washing and cough/sneezing etiquette through educational campaigns including the CDC Germ Stopper Materials; Cover Your Cough Materials; It's a SNAP Toolkit; and the NSF Scrub Clean; which can all be accessed at <http://www.cdc.gov/flu/school/>.
- We will educate and provide information to parents, staff, and students about our Pandemic Plan and about how to make an informed decision to stay home when ill. We will utilize our website, postings and direct mailings for this purpose.

Preparedness:

- We have collaborated with our partners to assure complementary efforts. We have invited representatives from the Nassau County Department of Health, Police Department, Office of Emergency Management, Department of Mental Health and others to attend our District-wide School Safety Team meetings. This will allow us to send consistent messages to the school community on pandemic related issues.
- The District-wide Command Center will be at the Administration Building with the alternate at RHS Principal's Office, and will be activated at the direction of the School District Incident Commander. We have established our District-wide Incident Command Structure as follows:

○ Ms. Allison Brown	Superintendent of Schools	No. 1
○ Mr. Thomas Szajkowski	Chief Emergency Officer	No. 2
○ Mr. Joseph C. Dragone	Assistant Superintendent for Business & Admin	No. 3
○ Mr. Michael Goldspiel	Assistant Superintendent for Secondary Education	No. 4
○ Ms. Karina Báez	Assistant Superintendent for Elementary Education	No. 5

Building-level Command Posts and Incident Command Structures are defined in the Building-Level Emergency Response Plans. Our Incident Command System will complement and work in concert with the Federal, State, and Local Command Systems. Our central administrators and school building principals have completed both the IS 100 (Introduction to Incident Command) IS 362 (Multi-Hazard Emergency Planning for Schools) and IS 700 (National Incident Management System) training courses which are available on-line through the Nassau Schools Emergency Planning Consortium Website at www.nassauschoolemergency.org.

- Communication will be important throughout a pandemic outbreak. It will be necessary to communicate with parents, students, staff, and the school community. Communication methods may include: school postings; general mailings; e-mails; special presentations; phones and cell phones, reverse 911 systems, and the public media. A school district Public Information Officer (PIO) Superintendent of Schools has been designated to coordinate this effort and act as the central point for all communication. The PIO will also retain responsibility for establishing and maintaining contact with accepted media partners. The PIO will work closely with our Assistant to the Superintendent for Technology and Infrastructure to assure proper function of all communication systems. This coordination will also help assure that as many redundant communication systems as possible are available. The District uses the internet and phone services. We test and exercise our communication systems throughout the year.
- Continuity of operations and business office function could be severely impacted by a loss of staff. As such, our plan will include procedures for maintaining essential functions and services. This will include:
 - Overall Operations – we have defined the following decision making authority for the district Superintendent, the Assistant Superintendents for Business & Administration, Elementary Education, Secondary Education, the Director of Pupil Personnel Services, and the Assistant to the Superintendent for Administration and Special Projects. Recognizing the need for these essential individuals to have frequent communication we have established as many redundant communication systems as possible. Our primary

communication will be through our normal phone system followed by hand held radios, cell phones, texting and phone mail, e-mail, district automated phone notification system.

- The Business Office is essential for maintaining overall function and facilities operation. Back-up personnel will be important to maintain purchasing and payroll responsibilities. We have defined the following job titles for having back-up responsibility in these areas. Recognizing the need for job cross-training, we have trained individuals. We have also established the ability to maintain these essential functions off-site from remote locations.
- Maintenance of facilities will be difficult with a reduced or absent maintenance staff. The Director of Facilities or back-up designee will keep the business office informed of such status and of the point at which buildings can no longer be maintained. The Director of Facilities has provided building administrators with procedures for maintaining essential building functions (HVAC system operation, alarms, security, etc. along with a list of telephone numbers of outside companies and alternates for repair and maintenance of these systems). If necessary, we will pool maintenance staff to form a mobile central team to help assist in essential building function and cleaning of critical areas such as bathrooms. Teachers may be asked to assist in this effort. If necessary, we may provide spray bottle sanitizers for each classroom teacher for doorknob and desktop disinfection only. Desktops will be misted with the provided disinfectant and left to dry.
- Human Resources will be essential in monitoring absenteeism and assuring appropriate delegation of authority. Changes to district policies and procedures to reflect crisis response may become necessary and will be implemented by Human Resources. The Human Resources Director has provided cross-training of staff to ensure essential functions. Human Resources will help develop the Plan, in conjunction with all bargaining units, for emergency use of personnel in non-traditional functions and changes in the normal work day such as alternate or reduced work hours, working from home, etc. Working with administration and local officials, the Human Resources Department will help to decide if schools need to be closed.
- Continuity of instruction will need to be considered in the event of significant absences or school closure. Restructuring of the school calendar may become necessary. We will work closely with the New York State Education Department on this potential result throughout the crisis period. Some of the alternate learning strategies we have implemented to be used in combination as necessary include
 - Hard copy, self-directed lessons
 - Use of mobile media storage devices for lessons (CDs, Jump Drives, IPODS)
 - On-line instruction; on-line resources; on-line textbooks
 - Communication modalities for assignment postings and follow-up: telephone; Postal Service; cell phone, cell phone mail, text messages; e-mail; automated notification systems; website postings

We have obtained input from curriculum staff in development of these strategies and have tested these methods.

Response:

- The District-Wide School Safety Team will meet to determine the need for activation of a pandemic response based on internal monitoring and correspondence with the Nassau County Department of Health and other experts. Each Building-Level Emergency Response Team will be informed that the Plan has been activated.
- The entire Incident Command Structure at both the District and Building level will be informed that the response effort has been enacted. These individuals will meet to discuss the Plan's activation and review responsibilities and communication procedures.
 - The PIO will work closely with the Assistant to the Superintendent for Technology and Infrastructure to re-test all communication systems to assure proper function. The District-wide School Safety Team and Building-Level Emergency Response Teams will assist in this effort.
- Based on the latest information from collaboration with our partners, and to send a message consistent with public health authorities, the PIO will utilize the communication methods previously described to alert the school community of the activation of our District-Wide School Safety Plan as it specifically applies to pandemics.
- The Business Official will meet with staff to review essential functions and responsibilities of back-up personnel. Ability to utilize off-site systems will be tested. The Business Official will monitor utilization of supplies, equipment, contracts, and provided services and adjust as necessary.
- The Facility Director will meet with staff and monitor ability to maintain essential function. The Facility Director will review essential building function procedures with the Principal and command chain. Sanitizing procedures will be reviewed with teachers. The Facility Director will work closely with the Business Official or designee to implement different phases of the Plan as necessary.

- The Human Resources Director will meet with staff to review essential functions and responsibilities of back-up personnel. The Human Resources Director will monitor absenteeism to assure maintenance of the Command Structure and possible need to amend existing procedures.
- Based on recommendations from Local and State Authorities, schools may be closed. Our Plan for continuity of instruction will be implemented as previously described.

Recovery:

- Re-establishing the normal school curriculum is essential to the recovery process and should occur as soon as possible. We will work toward a smooth transition from the existing learning methods to our normal process. We will use all described communication methods and our PIO to keep the school community aware of the transition process.
- We will work closely with the New York State Education Department to revise or amend the school calendar as deemed appropriate.
- We will evaluate all building operations for normal function and re-implement appropriate maintenance and cleaning procedures.
- Each Building-Level Post-Incident Response Team will assess the emotional impact of the crisis on students and staff and make recommendations for appropriate intervention.
- The District-wide School Safety Team and Building-Level Emergency Response Teams will meet to de-brief and determine lessons learned. Information from the PIO, Business Office, Human Resources, Facility Director, and Curriculum Supervisor will be vital to this effort. The District-Wide School Safety Plan and Building-Level Emergency Response Plans will be revised to reflect this.
- Curriculum activities that may address the crisis will be developed and implemented.

SCHOOL DISTRICT (K-12) PANDEMIC INFLUENZA PLANNING CHECKLIST

Local educational agencies (LEAs) play an integral role in protecting the health and safety of their district's staff, students and their families. The Department of Health and Human Services (HHS) and the Centers for Disease Control and Prevention (CDC) have developed the following checklist to assist LEAs in developing and/or improving plans to prepare for and respond to an influenza pandemic.



Building a strong relationship with the local health department is critical for developing a meaningful plan. The key planning activities in this checklist build upon existing contingency plans recommended for school districts by the U.S. Department of Education (Practical Information on Crisis Planning: A Guide For Schools and Communities <http://www.ed.gov/admins/lead/safety/emergencyplan/crisisplanning.pdf>).

Further information on pandemic influenza can be found at www.pandemicflu.gov.

1. Planning and Coordination:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify the authority responsible for declaring a public health emergency at the state and local levels and for officially activating the district's pandemic influenza response plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Identify for all stakeholders the legal authorities responsible for executing the community operational plan, especially those authorities responsible for case identification, isolation, quarantine, movement restriction, healthcare services, emergency care, and mutual aid.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	As part of the district's crisis management plan, address pandemic influenza preparedness, involving all relevant stakeholders in the district (e.g., lead emergency response agency, district administrators, local public health representatives, school health and mental health professionals, teachers, food services director, and parent representatives). This committee is accountable for articulating strategic priorities and overseeing the development of the district's operational pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with local and/or state health departments and other community partners to establish organizational structures, such as the Incident Command System, to manage the execution of the district's pandemic flu plan. An Incident Command System, or ICS, is a standardized organization structure that establishes a line of authority and common terminology and procedures to be followed in response to an incident. Ensure compatibility between the district's established ICS and the local/state health department's and state education department's ICS.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delineate accountability and responsibility as well as resources for key stakeholders engaged in planning and executing specific components of the operational plan. Assure that the plan includes timelines, deliverables, and performance measures.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with your local and/or state health department and state education agencies to coordinate with their pandemic plans. Assure that pandemic planning is coordinated with the community's pandemic plan as well as the state department of education's plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Test the linkages between the district's Incident Command System and the local/state health department's and state education department's Incident Command System.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Contribute to the local health department's operational plan for surge capacity of healthcare and other services to meet the needs of the community (e.g., schools designated as contingency hospitals, schools feeding vulnerable populations, community utilizing LEA's healthcare and mental health staff). In an affected community, at least two pandemic disease waves (about 6-8 weeks each) are likely over several months.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Incorporate into the pandemic influenza plan the requirements of students with special needs (e.g., low income students who rely on the school food service for daily meals), those in special facilities (e.g., juvenile justice facilities) as well as those who do not speak English as their first language.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Participate in exercises of the community's pandemic plan.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to address provision of psychosocial support services for the staff, students and their families during and after a pandemic.

4. Communications Planning (cont.):

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and test platforms (e.g., hotlines, telephone trees, dedicated websites, and local radio or TV stations) for communicating pandemic status and actions to school district staff, students, and families.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop and maintain up-to-date communications contacts of key public health and education stakeholders and use the network to provide regular updates as the influenza pandemic unfolds.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure the provision of redundant communication systems/channels that allow for the expedited transmission and receipt of information.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Advise district staff, students and families where to find up-to-date and reliable pandemic information from federal, state and local public health sources.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information about the LEA's pandemic influenza preparedness and response plan (e.g., continuity of instruction, community containment measures).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Disseminate information from public health sources covering routine infection control (e.g., hand hygiene, cough/sneeze etiquette), pandemic influenza fundamentals (e.g., signs and symptoms of influenza, modes of transmission) as well as personal and family protection and response strategies (e.g., guidance for the at-home care of ill students and family members).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Anticipate the potential fear and anxiety of staff, students, and families as a result of rumors and misinformation and plan communications accordingly.

**3. Infection Control Policies and Procedures:**

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Work with the local health department to implement effective infection prevention policies and procedures that help limit the spread of influenza at schools in the district (e.g. promotion of hand hygiene, cough/sneeze etiquette). Make good hygiene a habit now in order to help protect children from many infectious diseases such as flu.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provide sufficient and accessible infection prevention supplies (e.g., soap, alcohol-based/waterless hand hygiene products, tissues and receptacles for their disposal).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies and procedures for students and staff sick leave absences unique to a pandemic influenza (e.g., non-punitive, liberal leave).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish sick leave policies for staff and students suspected to be ill or who become ill at school. Staff and students with known or suspected pandemic influenza should not remain at school and should return only after their symptoms resolve and they are physically ready to return to school.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Establish policies for transporting ill students.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assure that the LEA pandemic plan for school-based health facilities conforms to those recommended for health care settings (Refer to www.hhs.gov/pandemicflu/plan).

4. Communications Planning:

Completed	In Progress	Not Started	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Assess readiness to meet communication needs in preparation for an influenza pandemic, including regular review, testing, and updating of communication plans.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Develop a dissemination plan for communication with staff, students, and families, including lead spokespersons and links to other communication networks.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ensure language, culture and reading level appropriateness in communications by including community leaders representing different language and/or ethnic groups on the planning committee, asking for their participation both in document planning and the dissemination of public health messages within their communities.