

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

Thursday, February 2, 2017

8:00 P.M.

Roslyn High School – Board Room

MINUTES

Meryl W. Ben-Levy, President
Clifford Saffron, Vice President
Adam Haber
Steven Litvack
David Seinfeld
Bruce G. Valauri

ALSO PRESENT

Allison Brown	Superintendent
Joseph C. Dragone	Assistant Superintendent for Business and Administration
Karina Báez	Assistant Superintendent for Primary Education
Michael Goldspiel	Assistant Superintendent for Secondary Education
Nancy Carney Jones	District Clerk
Landon Allen	Student Delegate

ABSENT

David Dubner

7:00 p.m. - Executive Session

Pursuant to Public Officers Law, Section 105, it was duly moved, seconded and carried by a vote of 7-0; that the Board of Education adjourns to Executive Session at 7:00 p.m., to discuss a personnel matter.

The Executive Session adjourned at 7:55 p.m. The Board reconvened in Public Session in the Board Room at 8:05p.m.

8:00 p.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition: Heather Kim, National Finalist, *2016-2017 JUST POETRY!!! Competition's 19th Annual National High School Poetry Contest*

Ms. Brown announced that Ms. Kim was unable to attend the meeting and she read the following statement: "Heather Kim is a 12th grade student whose brilliance as a poet has been recognized in several other regional and national contests. She was named a National finalist in the prestigious Live Poets Society of New Jersey's poetry contest. Heather is currently working on creating a volume of poetry with Mr. Scott Segal as part of the Independent Humanities Research program."

On behalf of the Board of Education, Ms. Ben-Levy expressed their heartfelt congratulations to Ms. Kim on her award. Ms. Kim will be presented with a certificate from the board recognizing her accomplishments.

Recommendation to accept the Claims Audit Report for December 2016

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0, (Mr. Dubner absent) to accept the Claims Auditors Report for December 2016.

Recommendation to accept the Quarterly Claims Audit Report for October, November and December 2016

Ms. Shari Diamond, CIA, Supervisor, IT Consultant, Cerini & Associates, LLP presented an overview of the Audit reports for October - December 2016

Ms. Diamond commented the auditors reviewed 1,305 claims from the General, Trust & Agency, School Lunch, Federal, and Capital Funds. The report showed 3.30% of the claims were flagged for informational purposes, which included confirming purchase orders, purchase orders increased after their invoice date and the incorrect budget year. Ms. Diamond commented that the business office continues to educate the staff on the district's purchasing policies and practices and they continue to speak with the auditors in regard to any claim's related question prior to processing the claim.

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0, (Mr. Dubner absent) to accept the Claims Auditors Reports for October 2016 – December 2016.

Recommendation to accept the Treasurer's Report(s) for November 2016 (**Attachment T1**) and December 2016 (**Attachment T2**) along with a request to "Write-Off" a number of stale checks that were each issued at least six months ago (**Attachment T3**)

Ms. Gillespie presented and discussed the Treasurer's Reports for November 2016, December 2016 and the Write-Off report.

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0, (Mr. Dubner absent) to accept the Treasurer's Report for November 2016, December 2016 and Write-Off report.

Mr. Haber questioned the decrease in school lunch fund. In addition, he requested that a procedure be instituted to deal with stale estate reimbursement checks and to reissue

these checks.

Recommendation to accept the minutes from the following meeting:
December 15, 2016

Mr. Saffron moved, seconded by Dr. Valauri, carried by a vote of 5-0, (Mr. Dubner absent, Mr. Haber abstained) to accept the minutes for December 15, 2016.

Board President's Comments

Ms. Ben-Levy commented on the following items:

The Middle School Spotlight will be performing the Sound of Music, she encouraged everyone to attend.

She attended the Town of North Hempstead 2017 State of the Town Address presented by Town Supervisor Judi Bosworth. Ms. Ben-Levy stated there were several town initiatives discussed that she thought would benefit from student input such as members of the OCC. In addition, there may be an opportunity for our students to have a senior experience within the local government after the Advanced Placement (AP) exams

Superintendent's Comments

Ms. Brown announced the Adult Continuing Education Catalogue was released today. She thanked Barry Edelson, Director of Adult Education, Andrea Rubin and staff for all their hard work.

Student Delegate's Comments

Mr. Allen announced the OCC is currently holding their Valentine sale and planning the Clash of the Classes. In addition, the High School fashion show raised approximately \$24,000.

Discussion Item(s):

Superintendent's Budget Presentation

Ms. Brown presented a PowerPoint presentation "Budget Presentation - Board of Education Meeting 2.2.17" to introduce the proposed 2017-2018 budget. She announced the following dates for the department budget presentations:

February 16, 2017 – Technology, PPS and Special Education and Transportation

March 9, 2017 – Athletics, Facilities, Capital Budget

March 23, 2017 – Enrollment, Staffing, Salary & Benefits

April 6, 2017 – Revenue and Tax Rate Implications

April 20, 2017 – Proposed Budget approved by Board of Education

May 4, 2017 – Budget Hearing

May 16, 2017 Annual Budget Vote and Trustee Election

Ms. Brown stated the 2017-2018 budget was built based on the board goal to closely reflect actual revenue and expenditures. The budget incorporated the 2% tax cap and looked for ways to reduce expenses without impacting the current offerings.

Personnel

Included in the budget will be the following personnel increases at the Heights school:

- One (1) ABA teacher
- Three (3) teacher assistants
- One (1) Assistant Principal with teaching responsibilities

Capital Work

- \$1,750,000 transfer to capital to complete capital projects that may not have been included in the bond proposition.

Curriculum & Instruction

Ms. Karina Baéz, Assistant Superintendent for Primary Education presented the proposed programs for the K-5 elementary program which include:

- Curriculum Writing/Professional Development/Materials and Supplies
- Reading/Writing Program K-5
- Response to Intervention (RIT)
- New Integrated Social Studies Curriculum
- Go Math – New and updated version
- Next Generation Science Standards
- STEAM Lab @ Heights
- STEM & Makerspaces – East Hills and Harbor Hill Libraries
- PLTW LAUNCH – Grade 5 Robotics – Enrichment Class
- zSpace VR
- Polar Go Fit A360

Mr. Michael Goldspiel, Assistant Superintendent for Secondary Education presented the proposed programs for the Middle School and High School.

- Curriculum Writing/Professional Development/Materials and Supplies
- Next Generation Science Standards

Middle School - New Elective Classes:

- Social Issues and Awareness – 6th grade
- Exploring Myths & Facts of Science – 7th and 8th grade
- Facing Our Future – 8th grade
- Introduction to American Sign Language – 8th grade

High School - New Elective Classes:

- Mandarin 2 and 2 Honors
- TED Talks
- Senior Experience
- App Inventor
- PLTW – Principles of Engineering
- Experiential Learning

Secondary Technology:

- Coding Electives – Grades 6-12

- zSpace VR in cooperation with READ
- 21st Century Middle School Library – Makerspace, Spheros, 10 iPads, 25 Dell Laptops
- HS Robotics Club

Revenue & Tax Cap Issues - Joseph Dragone, Assistant Superintendent for Business

Mr. Dragone presented the 2017-2018 budget of \$107,871,383, an increase of 2.64% over the 2016-2017 budget.

He outlined the large ticket increases (including salaries and new positions)

- Health Insurance \$ 1,242,105 an increase of 9.3%
- Debt Service \$ 1,249,644 an increase of 49.7%
- Special Education \$ 234,584 an increase of 2.3%
- Central Services \$ 457,942 an increase of 5.0%
(Digitizing School Records)

Large Ticket Decreases

- Teachers Retirement Systems \$ 504,731 a decrease of 9.6%
- Occupational Education \$ 204,185 a decrease of 54.2%
- Legal Services \$ 80,000 a decrease of 18.2%
- Tax Anticipation Notes \$ 50,000 a decrease of 100.0 %

Since this is the starting point of the budget, Mr. Dragone commented that the departments are continuing to work on ways to reduce their expenditures and he will present updates during the budget development process.

Mr. Dragone stated that based on revenue and expenditure estimates, the anticipated revenue for 2016-2017 will increase by \$4.8M over what was projected.

Mr. Dragone explained the tax levy estimate. With an increase in the applied reserve of \$1.8M to offset the debt service the current estimated tax levy is .64%. Based on the formula for the tax levy, the District's current tax levy could be 1.08%.

The Board entered into a discussion on the topics presented, they commented on the solid financial plan that has been implemented by the Board and Administration and how this budget reflects the Board's goals and is in the best interest of the children of this community.

Mr. Seinfeld commented on the \$500,000 savings with the TRS (Teacher's Retirement System). He expressed his concern on the current inability to establish a savings fund for the ERS (Employee Retirement System). He asked the Administration to put pressure on their school business organizations/associations to deal with public relations firms to force the issue of creating an ERS savings fund.

In addition, the Board entered into a discussion on the proposal to establish a new capital reserve fund and to borrow \$3.9 million. This money would be set aside to carry out the capital projects that were not part of the 2014 bond.

In response to Mr. Dragone's presentation and the Board's discussion, the Board approved by a consensus the borrowing of \$ 3.9 Million for capital projects.

Ms. Brown asked the Board to approve the add-on alternate projects that were presented by the Mr. Erik Kaeyer, Architect at the January 26, 2017 board meeting.

Ms. Ben-Levy asked for a consensus to approve the projects that were presented at the January 26, 2017 meeting. The approved by consensus the add-on projects.

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

Sharon Reifer, Parent and Teacher commented on the current K-5 curriculum and instruction initiatives. She recommended alternative programs that she is currently using in the district she teaches to consider for our math and Reading/Writing Program.

Ms. Brown explained that the staff has reviewed those programs and we will continue with the programs we have in place.

Ms. Colardi, Height Principal, wanted to voice her support of the personnel being proposed in the 2017-2018 budget for the Heights School.

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)**

Addendum

P.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification / Class / Step / Salary
6	William Cates	Substitute Appointment	Per Diem Substitute Teacher		2/3/17	6/30/17		\$130/day

Mr. Saffron moved, seconded by Dr. Valauri, and carried by a vote of 6-0, (Mr. Dubner absent) to approve Agenda Items numbered P.1 and Addendum P.1

BUSINESS/FINANCE:

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

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

- (i) Contractor: Glen Cove City School District
Services: District of Location Special Education Services for IEP service requirements for two students residing in Roslyn attending private schools in Glen Cove for the 2016-17 school year
Fees: Total estimated to be - \$40,000
(Agreement is subject to review and approval by district counsel)

B.2. Recommendation to approve general fund appropriation transfer requests:

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
2810-121-03-9000-308 Elem. Home Instruction	2810-474-08-9000-308 Contract Home Instruction	\$12,000
	Subtotal	\$12,000

REASON FOR TRANSFER REQUEST: Increased need for Contract Home Instruction.

B.3. Recommendation to approve general fund appropriation transfer requests:

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
2810-131-03-9000-308 Secondary Home Instruction	2810-474-08-9000-308 Contract Home Instruction	\$25,000
	Subtotal	\$25,000

REASON FOR TRANSFER REQUEST: To cover the cost for an increase in home instruction.

- B.4.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Relle Electric in the amount of \$2,422.15 which will increase purchase order H16-00018 in account code H1620.296.09.1609

Relle Electric (~~MS EC-001~~) (MS EC-002) for the work necessary to install 8 wire guards for emergency lights (wire guards protect the lights from balls thrown in the gymnasium) and three exit signs in the gymnasium. This was first presented to the Board of Education as a pending change order in the estimated amount of \$2,500 as item B12 on the agenda of 12-15-16.) **[As amended]**.

- B.5.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with W. J. Northridge in the amount of **\$8,232.74** which will increase purchase order H16-00019 in account code H1620.293.04.1604

W. J. Northridge (EH GC-006) for all work necessary to remove and replace an existing 8x6 block drain pool and reconnect the new pools. (This was first presented to the Board of Education as part of a Pending Change Order on May 17, 2016 – Item B.12) [NB – this change order is slightly less than the estimate provided to the board on May 17 of \$8,280]

- B.6.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with W. J. Northridge in the amount of **\$4,011.67** which will increase purchase order H16-00019 in account code H1620.293.04.1604

W. J. Northridge (EH GC-007) for all work necessary to accommodate the installation of large electric equipment in the basement including credits for work not required as per Architectural Sketch ASK-1. (This was first presented to the Board of Education as part of a Pending Change Order on May 17, 2016 – Item B.12) [NB – this change order is slightly less than the estimate provided to the board on May 17 of \$4,200.]

- B.7.** Recommendation that, pursuant to receipt of a donation in the amount of \$1,767 from Joseph Dragone, the Board of Education hereby accepts the money for deposit to the FINA Fund (TE 0301). The gift is payment for credits that were granted at LIU C.W. Post by the University for his service as the cooperating administrator for a previous intern.

- B.8.** Extraclassroom Activity Treasurer Reports (**Attachment B.8.**)
High School, November & December 2016
Middle School, November & December 2016

- B.9.** Recommendation by Craig Johanson, Middle School Principal, to declare the attached list of books from the library, to be discarded due to obsolescence.

(Attachment B.9.)

B.10. Recommendation to approve pending change orders as indicated below. It is understood that: 1) the work of the change orders is required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

a. EH Electrical Construction PCO: Relle Electric, Inc. Proposed Change Order #9 (East Hills) for additional work at an estimated cost of **\$3,200.**

[*Electrical Construction PCO#9 (East Hills) represents the cost to tie in the security window to the existing FACP system]

b. MS Electrical Construction PCO: Relle Electric, Inc. Proposed Change Order #10 (Middle School) for additional work at an estimated cost of **\$3,200.**

[*Electrical Construction PCO#10 (Middle School) represents the cost to tie in the security window to the existing FACP system]

Addendum

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).

- (ii) Contractor: Eden II/Genesis School
Services: Instructional and related services for one student for the period from February 6, 2017 thru June 23, 2017(as per CSE)
Fees: \$43,963.00 for the 10 month tuition period.
Total estimated to be \$21,981.50 (prorated)
\$23,439.00 for the 1:1 aide 10 month period
Total estimated to be \$11,719.50 (prorated)
Total Agreement to be \$33,701.00
(Agreement to be prepared by district counsel)

B.11. Recommendation to approve capital fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1620-000-03-1696	Available Bond Proceeds	\$48,207.00
1620-000-03-1697	Available Funds from 14/15	\$40,793.00
	Subtotal	\$89,000.00
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>

2110-200-04-1604	Furniture-EH Library	\$89,000.00
	Subtotal	\$89,000.00

REASON FOR TRANSFER REQUEST: Furniture for East Hills Library and Computer Room.

- B.12.** Recommendation to approve a revision to the Cooperative Transportation Contract Extensions for 2016-2017, which were approved on June 28, 2016 (item B.11) to include an additional school & child.

Mr. Saffron moved, seconded by Mr. Litvack, and carried by a vote of 6-0, (Mr. Dubner absent) to approve Agenda Items numbered B.1 - B.3, B.4 (amended), and B.5 - B.10, Addenda B.1 (ii), and B.11 B.12

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 January 18, 2017.

C&I.2 Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on January 13, 2017.

C&I.3 Recommendation to approve Michael Brostowski to attend the New York State Athletic Administrators' Association 2017 Conference in Saratoga Springs, New York from March 14 through 17, 2017 at an estimated cost to the district of \$1,417.26.

Addendum

C&I.4 Recommendation to approve 24 students and 5 chaperones from the Forensics Club to attend the 2017 Harvard Forensics Tournament at Harvard University, Cambridge, Massachusetts from February 17 through 20, 2017 at an estimated cost to the district of \$21,007.14. [Student contribution: \$5,940.24 (28% - includes \$200.00 fundraising); District contribution: \$15,066.90 (72%).]
(Original BOE approval item C&I.3 on the January 26, 2017 agenda.)

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0, (Mr. Dubner absent) to approve Agenda Items numbered C&I.1 – C&I.3 and Addendum C&I.4

BOARD OF EDUCATION:

BOE.1 Recommendation to conduct the *third* reading of Board of Education Policies 4720 Student Progress Reports to Parents, 4750 Promotion and Retention of Students and 6650 Claims Auditor. **(Attachment BOE.1)**

BOE.2 BE IT RESOLVED that the Board of Education of the Roslyn Public Schools

hereby ***abolishes the following policies:***

- Policy 4710 Grading Systems
- Policy 4712 Student Progress Reports to Parents
- Policy 4713 Student Conferences
- Policy 4714 Parent Conferences – Elementary Schools
- Policy 4750 Promotion and Retention of Students
- Policy 4751 Acceleration
- Policy 4752 Student Course Selection and Placements
- Policy 6650 Claims Auditor

and hereby ***adopts the following policies in their place:***

- Policy 4720 Student Progress Reports to Parents
- Policy 4750 Promotion and Retention of Students
- Policy 6650 Claims Auditor

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 6-0, (Mr. Dubner absent) to approve Agenda Item BOE.1- BOE.2

Public Comments #2

No public comment.

Adjournment

**There being no further business to come before the Board of Education
Dr. Valauri moved, seconded by Mr. Saffron, carried by a vote of 6-0, (Mr. Dubner absent) to adjourn at 10:14 p.m.**

Respectfully submitted,

Nancy Carney Jones

**Nancy Carney Jones
District Clerk**