

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

Thursday, March 23, 2017

8:00 P.M.

Roslyn High School – Board Room

Minutes

Meryl W. Ben-Levy, President
Clifford Saffron, Vice President
David Dubner
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 Elementary Education
Michael Goldspiel	Assistant Superintendent for Secondary Education
Nancy Carney Jones	District Clerk
Landon Allen	Student Delegate

ABSENT

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 8:03 p.m. The Board reconvened in Public Session in the Board Room at 8:11 p.m.

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

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition – Valedictorian -Todd Warshawsky & Salutatorian - Abigail Flyer
Dr. Andrews, High School Principal, presented Valedictorian Todd Warshawsky & Salutatorian Abigail Flyer to the Board of Education. The board presented the students with certificates for their outstanding achievements.

Recommendation to accept the Treasurer’s Report(s) for January 2017 (**Attachment T1**) and February 2017 (**Attachment T2**) and **Addendum** – Food Service Program Revenues

Addendum

Treasurer’s Report February 2017 -Food Service Program Revenues (**Addendum Attachment T2**)

Ms. Gillespie presented and discussed the Treasurer’s Reports for January 2017 and February 2017

Mr. Saffron moved, seconded by Dr. Valauri, carried by a vote of 7-0, to accept the Treasurer’s Report for January 2017 and February 2017 and Addendum Food Service Program Revenues February 2017

Board President’s Comments

Ms. Ben-Levy commented “of all the wonderful things we do at the Roslyn Schools, the things I like the best, are the things that involve our community and our children.” Next week at the High School the Royal Crown Players will be presenting *Bye Bye Birdie*. She encouraged everyone to attend the show. She promised it would be a great show with “some really special moments”.

Superintendent’s Comments

Ms. Brown commented that she is looking forward to the production of *Bye Bye Birdie*.

Student Delegate’s Comments

Mr. Allen announced that a group of 30 senior peer leaders hosted a Challenge Day follow up assembly for the freshman class. The current senior class had the privilege of attending Challenge Day twice and the seniors shared their experiences as freshman and seniors and how they have changed. Mr. Allen commented they received great feedback from the assembly. In addition this week is Clash of the Classes with the finale on Friday.

Discussion Item(s):

Ms. Brown requested to take the presentations out of order and start with the construction topic first. Ms. Ben-Levy requested that Discussion Item #2 be taken out of order. All members of the Board of Education approved.

1. Construction Update –Travis Schnell, KG&D and Kevin Castrova, Park East Construction presented to the Board three additional proposed Capital Improvements that was requested by the Board of Education and the

Administration. The projects are in the preliminary stages and Mr. Schnell asked the Board to review the following capital improvements at the Roslyn High School.

- Toilet room addition adjacent to the new gym. The cost of this addition is estimated at \$85,000 -\$90,000.
- Main Office Security Vestibule. The cost of this addition is estimated at \$70,000 - \$75,000. This improvement is being proposed to increase the security at the High School. This would eliminate the need to access the building for drop-off or deliveries through the main entrance during school hours.
- Locker Room Renovations – The proposal includes the Boys', Girls' and Upper Locker rooms at an estimated cost of approximately \$1,000,000. The major component of this renovation will be the installation of a new mechanical ventilation system to provide fresh air.

The Board entered into a discussion on issues that pertain to the locker room that include anticipating the need for the locker room to be comfortable for all students, including those students who identify with a sex other than that they were born. The need for individual bathroom stalls and private shower stalls. The Board requested Ms. Brown to research the number of lockers that are required in the locker rooms.

The architects, KG&D would like to submit these renovations to the State Education Department by the end of June 2017. Currently the State Education Department has a 6 month waiting period. If the plans are submitted by June, the architects are planning to send the projects out to bid in February so construction could start summer of 2018. SED by the end of June - 6 month waiting period – so we could bid out by February for summer of 2018.

Mr. Dubner requested information on the current condition of the Middle School Locker room. Ms. Brown will follow up and update the Board with this information.

2. Budget Presentations

- a. Staffing and Enrollment – Ms. Brown introduced the presentation on staffing stating that staffing is driven by enrollment, program and Board of Education goals.

Ms. Karina Baez, Assistant Superintendent for Elementary Education and Mr. Michael Goldspiel, Assistant Superintendent for Secondary Education presented a PowerPoint presentation - *Staffing Presentation for the 2017-2018 School Year*.

The presentation outlined the student enrollment and staffing

requirements by grade proposed for next year. Currently the projected enrollment figures are as follows:

Schools	Projected Enrollment
Heights	372
East Hills	485
Harbor Hill	462
Middle School	756
High School	1,022

The Administration is proposing an increase of a total of 2.42 FTE's. The Elementary teaching staff will increase by 6.32 FTE's and the Secondary teaching staff will decrease by 2.9 FTE's. In addition, there will be a decrease of 1.0 FTE in Buildings and Grounds.

The Board entered into a discussion on the enrollment numbers presented. The Board expressed their concern over the size of the incoming Kindergarten class and requested that Administration keep close tabs on the enrollment and be prepared to adjust the number of classes as needed. In addition, the Board spoke about creating the master schedule at the High School and the request to make sure there are classes available for students to challenge themselves.

b. Salaries and Benefits –

Mr. Joseph Dragone, Assistant Superintendent for Business and Administration presented a PowerPoint *Salaries and Benefits 2017-18*. The total dollars allocated in the budget for salaries in General Support, Transportation, Instruction and Supervision will increase by \$613,608 and benefits will increase by \$566,332. These numbers reflect approximately 80% of the budget.

In addition, Mr. Dragone outlined with the Board the budget changes to date. The current budget increase is 1.99%. The current tax levy increase is 0%, but we could increase the tax levy to 1.12%.

The Board entered into a lengthy discussion on the budget. The Board asked Administration to look at class size, programs and staffing and to make recommendation on additional changes to the upcoming budget.

Mr. Dragone reminded the Board that the budget must be adopted at the April 6th meeting.

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

Dr. Allison Gilbert, parent, commented on the ABA program currently held at the Height School questioned where it will be held in the future. She asked that the demographics of the classrooms be considered so that children in the program have the opportunity to interact with their peers. In addition, Dr. Gilbert asked that Professional Development in the ABA classrooms be related to the children they serve.

ACTION ITEMS

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

PERSONNEL:

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

P.1. It is the recommendation of the Superintendent of Schools that the following resolution be adopted:

RESOLVED, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional)**

P.2. It is the recommendation of the Superintendent of Schools that the following resolution be adopted:

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

P.3. **RESOLVED**, for operational and/or budgetary reasons, the position of Part Time Senior Stenographer, 10-month position, in the District's organizational structure is hereby added effective March 27, 2017.

Addendum

P.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification / Class / Step / Salary
37	Christopher Borer	Coach Appointment	Asst. Lacrosse II/1	HS	3/24/17	6/11/17		Per RTA Contract

P.2 Classified

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
5	Jamil Dutaille	Appointment	PT Bus Driver	Non-Comp	P/T	Bus Garage	3/27/17		\$20.50/hour
6	Mathilde Genefede	Appointment	PT Bus Driver (T. Lusman)	Non-Comp	P/T	Bus Garage	3/27/17		\$20.50/hour

Mr. Saffron moved, seconded by Mr. Litvack, and carried by a vote of 7-0, to approve Agenda Items numbered P.1 – P.3, Addenda P.1- P.2

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: Garden City Union Free School District
 Services: Health Services for 5 students attending out of district schools for the 2016/2017 school year.
 Fees: \$913.41 per student
 Total estimated to be \$4,567.05

Recommendation to **amend** the following contract which was first approved by the Board of Education on August 11, 2016 (item B.1(iii)):

- (ii) Contractor: Creative Tutoring, Inc.
 Services: Tutoring services as necessary for the period of July 1, 2016 through June 30, 2017
 Fees: \$40.00 per hour
 Total estimated to be ~~\$22,800~~ \$42,800, an increase of \$20,000

B.2. Recommendation to approve General Fund Budget appropriation transfer requests as per **Attachment B.2.** [This is an annual set of transfers required to bring the 2016-17 budget into balance at the ST-3 level and to correct some budget coding errors.]

B.3. WHEREAS, the Board of Education entered into an Agreement with Kaeyer, Garment & Davidson Architects, P.C. (“KG+D”) for the provision of architectural and engineering services for various capital improvement projects at the District on or about August 20, 2013;

WHEREAS, said Agreement authorizes KG + D to engage the services of consultants for additional services if authorized by the Board of Education;

WHEREAS, KG + D is seeking to engage the consultant services of Watsky Associates, Inc. for purposes of conducting roof condition evaluations at the Roslyn High School (including the District Administration Wing), Roslyn Middle School, East Hills Elementary School, Harbor Hill Elementary School and the Heights Primary School;

WHEREAS, District Administration recommends that the Board of Education authorize these consultant services as an additional service; and,

WHEREAS, the Board of Education has determined that it is in its best interest to authorize the consultant services described herein.

NOW THEREFORE, BE IT RESOLVED that the Board of Education hereby authorizes KG + D to engage the services of Watsky Associates, Inc. for purposes of conducting roof condition evaluations at the Roslyn High School (including the District Administration Wing), Roslyn Middle School, East Hills Elementary School, Harbor Hill Elementary School and the Heights Primary School at a cost not to exceed \$7,500. **[TABLED]**

B.4. Recommendation to approve pending change orders as indicated below. It is understood that 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.

a. HS General Construction PCO: Stalco, Inc. Proposed Change Order #11-R (High School) to provide a ***credit*** for deleted lockers for the second floor at an amount of approximately **\$28,000**.

[*General Construction PCO#11-R (High School) represents the cost to provide a credit for the deletion of 200 second floor lockers and the addition of 790 Masterlock Combination locks for the remaining lockers on the first floor of the school . This proposal only covers the lockers and the installation thereof.]

b. HS General Construction PCO: Stalco, Inc. Proposed Change Order #8R (High School) to provide a ***credit*** for deleted enlarger booths and adding a box-out for a vertical drain pipe in the room of at least **\$3,200**.

[*General Construction PCO#8-R (High School) represents the cost to provide a credit for the deletion of two enlarger booths estimated at \$1,986 each plus the addition of a box-out for a vertical drain pipe in the middle of the room. PEC is still negotiating the actual credit amount with Stalco but this PCO approval will allow them to continue the work necessary to install the pipe chase.]

- B.5.** Recommendation by Craig Johanson, Middle School Principal, to declare the following books to be discarded due to their poor condition:
75 Earth Science: Physical Setting Textbooks, Thomas McGuire, AMSCO Publishing 2005, ISBN 0-87720-196-X (**Attachment B.5**)

Addendum

- B.6.** Recommendation to approve Capital Fund Budget appropriation transfer requests as per **Attachment B.6**.

- B.7** WHEREAS, the Board of Education of the Roslyn Union Free School District, desires to embark upon the following capital improvement projects: technology, electrical and telephone capital improvement upgrades, including classroom phones, clocks with digital messaging, intercom capability, bell scheduling, connected centralized building door alarms, additional network switches, routers, storage, software and licensing upgrades and all labor, materials, equipment, apparatus, and incidental costs associated therewith.

WHEREAS, said capital improvement projects are subject to classification under the State Environmental Review Act (SEQRA); and

WHEREAS, the SEQR Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQR; and

WHEREAS, the Board of Education has examined all information related to the capital improvement projects, and has determined that the above-described capital improvement projects are classified as Type II Actions pursuant to Section 617.5(c)(1), (c)(2) and (c)(8) of the SEQR Regulations;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby declares itself lead agency in connection with the requirements of the State Environmental Quality Review Act (SEQRA); and

BE IT FURTHER RESOLVED, that the Board of Education hereby declares the above-referenced capital improvement projects to be Type II Actions, which require no further review under SEQR.

BE IT FURTHER RESOLVED, that the Board of Education hereby shall forward an official copy of this Resolution to the New York State Education Department together with a copy of the correspondence from the New York State Office of Parks, Recreation and Historic Preservation in connection with its request for approval of the capital improvement project from the New York State Education Department.

- B.8.** Recommendation to approve a pending change order as indicated below. It is understood that: 1) the work of the change order 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. HS General Construction PCO#15: Stalco Proposed Change Order #15 (High School) for additional work at an estimated cost of **\$4,800**.

[This change order represents a unit price to provide labor to remove the existing doors, cut them to allow doors to freely operate and reinstall doors necessary because of the installation of the new resilient terrazzo flooring tile in the corridors. This will allow the flooring work to proceed without delay during the summer months. Park East Construction Corp. has reviewed the proposal and finds it to be fair based on the scope of work and consistent with previously approved labor rates.]

Mr. Haber moved, seconded by Mr. Litvack and carried by a vote of 7-0, to table Agenda Item numbered B.3. This item was tabled to review the cost.

Mr. Saffron moved, seconded by Mr. Litvack and carried by a vote of 7-0, to approve Agenda Items numbered B.1 – B.2, B.3 (TABLED) B.4- B.5, Addenda B.6- B.8

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 February 15, 2017, March 1, 2017, March 2, 2017, March 3, 2017 and March 15, 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 February 3, 2017 and February 28, 2017.

Mr. Saffron moved, seconded by Dr. Valauri, carried by a vote of 7-0, to approve Agenda Items numbered C&I.1 and C&I.2.

BOARD OF EDUCATION:

BOE.1 Recommendation to adopt the 2017-2018 Board of Education Calendar of Meetings (**Attachment BOE.1**).

BOE.2 BE IT RESOLVED THAT the Board of Education shall present to the qualified voters of the Roslyn Union Free School District at the annual meeting to be held on May 16, 2017 the following propositions in substantially the following form:

Proposition to finance the purchase of buses

Shall the Board of Education of the Roslyn Union Free School District be authorized to enter into a five (5) year lease purchase agreement for the purchase of three (3) vans and two (2) buses in the amount of no more than \$175,000 per annum?

Note: (If the 2017-18 budget is approved, the funds for the first year of the lease purchase would be available in that budget and therefore no additional increase in the tax levy would occur with the passage of this proposition).

Proposition to establish a 2017 Capital Reserve

~~BE IT RESOLVED that, pursuant to Education Law Section 3651, the Board of education of the Roslyn Union Free School District is hereby authorized to establish a Capital Reserve Fund (hereinafter referred to as the "2017 Capital Reserve") for the purpose of the following work at the district buildings including all schools and other buildings: masonry renovation, plumbing upgrades, electrical upgrades, mechanical upgrades (including heating, ventilation and air conditioning), technology upgrades, telephone upgrades, roof replacement, door replacement, window replacement, site work, classroom and corridor renovations, and/or the purchase of furnishings and equipment. The ultimate amount of the aforesaid Capital Reserve Fund is \$25,000,000 and the probable term is to be twenty (20) years; the funds are to be transferred from surplus monies remaining in the general fund including a sum not to exceed \$3,000,000 from the 2016-2017 budget and thereafter in an annual amount of not more than \$3,000,000.00 for each remaining year of the probable term. The Superintendent of Schools or his/her designee is hereby directed to deposit monies of this reserve fund in a separate bank account to be known as the "2017 Capital Reserve Fund". The Superintendent of Schools or his/her designee is hereby authorized to invest, from time to time, the monies of this fund pursuant to Section 1723 of the Education Law.~~

Addendum

BOE.2 Proposition #4 to establish a 2017 Capital Reserve (as amended)

BE IT RESOLVED that, pursuant to Education Law Section 3651, the Board of education of the Roslyn Union Free School District is hereby authorized to establish a Capital Reserve Fund (hereinafter referred to as the "2017 Capital Reserve") for the purpose of the following work at the district buildings including all schools and other buildings: masonry renovation, plumbing upgrades, electrical upgrades, mechanical upgrades (including heating, ventilation and air conditioning), security upgrades, technology upgrades, telephone upgrades, roof replacement, door replacement, window replacement, site work, classroom and corridor renovations, and/or the purchase of furnishings and equipment including security vehicles. The ultimate amount of the aforesaid Capital Reserve Fund is \$25,000,000 plus investment income and the probable term is to be twenty (20) years; the funds are to be transferred from surplus monies remaining in the general fund including a sum not to exceed \$3,000,000 from the 2016-2017 budget and thereafter in an annual amount of not more than \$3,000,000.00 for each remaining year of the probable term. The Superintendent of Schools or

his/her designee is hereby directed to deposit monies of this reserve fund in a separate bank account to be known as the "2017 Capital Reserve Fund". The Superintendent of Schools or his/her designee is hereby authorized to invest, from time to time, the monies of this fund pursuant to Section 1723 of the Education Law.

Proposition #5:

BE IT RESOLVED that the Board of Education hereby authorizes the following proposition to be included on the ballot at its Annual Meeting on May 16, 2017 as follows:

SHALL the Board of Education be authorized to expend a sum not to exceed \$892,712 from the 2011 Construction Capital Reserve Fund established in May 2011 and an additional sum not to exceed \$607,288 from the 2015 Construction Capital Reserve Fund established in May 2015 for the purpose of completing Districtwide technology, electrical and telephone capital improvement upgrades, including classroom phones, clocks with digital messaging, intercom capability, bell scheduling, connected centralized building door alarms, additional network switches, routers, storage, software and licensing upgrades and all labor, materials, equipment, apparatus, and incidental costs associated therewith.

BE IT FURTHER RESOLVED that the District Clerk is directed to include in the legal notice of the annual meeting the text of the afore-described propositions, and to take all necessary steps to include this propositions on the ballot for said election.

Mr. Saffron moved, seconded by Mr. Litvack and carried by a vote of 7-0, to approve Agenda Item BOE.1 and BOE.2.

Mr. Saffron moved, seconded by Mr. Litvack and carried by a vote of 7-0, to approved Addendum BOE.2.

Public Comments #2

No comment.

Adjournment

**There being no further business to come before the Board of Education
Mr. Saffron moved, seconded by Mr. Dubner, and carried by a vote of 7-0, to adjourn at 10:22 p.m.**

Respectfully submitted,

Nancy Carney Jones

**Nancy Carney Jones
District Clerk**