

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

Thursday, October 6, 2016

8:00 P.M.

Roslyn High School – Board Room

MINUTES

Meryl W. Ben-Levy, President
Clifford Saffron, Vice President
David Dubner
Adam Haber (Arrived at 8:53 p.m.)
Steven Litvack
David Seinfeld
Bruce G. Valauri

ALSO PRESENT

Allison Brown	Superintendent
Joseph C. Dragone	Assistant Superintendent for Business and Administration
Michael Goldspiel	Assistant Superintendent for Secondary Education
Karina Báez	Assistant Superintendent for Primary 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 6-0; (Mr. Haber had not arrived) that the Board of Education adjourns to Executive Session at 7:00 p.m., to discuss a personnel matter.

The Executive Session adjourned at 8:05 p.m. The Board reconvened in Public Session in the Board Room at 8:16 p.m.

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

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition: 2017 National Merit Scholarship Semifinalists
National Merit Commended Students

Dr. Andrews, High School Principal, presented the following 2017 National Merit Commended Students and National Merit Scholarship Semifinalists. This year Roslyn received 12 winners in each category, the greatest number of students to receive these awards in one year.

National Merit Scholarship Semifinalists

Shawn Anand
Behnam Ardebili
Abigail Flyer
Kamyar Ghiam
Felicia Hou
Yoosol Jung
Eunice Kim
Mark Kong
Ritwik Rudra
Alyssa Rust
Edgar Sit
Todd Warshawsky

National Merit Commended Scholars

Landon Allen
Steven Bochner
Samuel Crabtree
Benjamin Faber
Rachel Ginsberg
Anuj Gupta
Kellie Hon
Heather Kim
Evan Kirsh
Parker Miller
Christine Om
Marisa Ruttgeizer

The Board of Education recognized these students by presenting them with a certificate of recognition.

Recommendation to accept the Treasurer's Report(s) for July 2016 (**Attachment T1**) and August 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 with the Board of Education the Treasurer's Reports for July 2016 and August 2016. In addition, she reviewed the list of stale checks to be written-off.

Mr. Dubner moved, seconded by Mr. Saffron, carried by a vote of 6-0, (Mr. Haber had not arrived at the meeting) to accept the Treasurer's Report for July 2016 and August 2016 and the "Write-Off" list of stale checks.

Recommendation to accept the minutes from the following meeting:
September 8, 2016

Mr. Saffron moved, seconded by Mr. Dubner, carried by a vote of 6-0, (Mr. Haber had not arrived at the meeting) to accept the minutes for September 8, 2016.

Board President's Comments

Ms. Ben – Levy acknowledged the artwork in the board room. She passed on her comments due to the presentations this evening.

Superintendent's Comments

Ms. Brown announced the district is bringing back neuroscientist, Dr. Stephen Dewey. He recently presented to the 7th and 8th graders. Last year he spoke to the current 9th grade. He is scheduled to speak to the 10th grade on October 14th and the 11th and 12th grade on October 28th. An evening presentation "The Effects of Drugs on the Fragile Teenage Brain" will be held on October 25th. All middle school and high school parents and students are invited. Ms. Brown thanked Mr. Seinfeld and the Bellmore-Merrick School District for inviting the Roslyn Administration to Dr. Dewey's presentation at their district.

Ms. Brown announced that one of the Board goals in technology has been completed with the elementary progress memos are online. The elementary teachers are currently being trained. The memos will be given to parents at their conference and then be posted on the parent portal.

Ms. Brown thanked Mr. Allen, OCC President and the OCC representatives for inviting her to the first OCC meeting of each month.

Student Delegate's Comments

Mr. Landon commented the OCC loved having Ms. Brown attend their meeting. He announced homecoming was very successful and they are preparing for the Halloween festivities.

Tax Rate 2016-2017

Mr. Dragone presented the tax rate for 2016-2017. He announced Nassau County Department of Assessment is currently sending out the tax bills to the district residents. He outlined the following:

District tax levy - .31%.

Nassau County tax rate - 3.58%.

District assessed value of homes decreased - 2.5%

Mr. Dragone explained that due to the decrease in the assessed values of homes in the district, 50% of the homeowners will pay an annual school tax bill that will increase by \$66 or less.

Discussion Item(s):

1. 2016 Roslyn Summer Academy - Ms. Marnie Cohen, Summer School Academy Principal.

Ms. Cohen presented a power point presentation on the enhancements of the programs. She announced this year they instituted weekly themes which promoted creativity for the students and staff. She stated that the students loved being in the High School building. This year the program had consistent attendance. She spoke of the high school students who volunteered each year and what a difference they make to the program. She presented a video of the students during the summer camp created by one of the high school volunteers.

2. Acceptance of External Auditors Report (O'Connor Davies)

Mr. Robert Daniele, Partner, PKF O'Connor Davies LLP, presented a power point presentation *Auditors' Report to the Board of Education*.

The auditor issued an "Unmodified Opinion", the highest level of opinion that can be awarded to an entity. Mr. Daniele stated the school district is financially solvent. The board entered into a lengthy discussion and were pleased with the report.

The meeting was interrupted due to a fire alarm at 9:23 p.m. The meeting reconvened at 9:29 p.m.

Ms. Ben-Levy thanked Mr. Saffron for his leadership on the Citizen Audit Advisory Committee (CAAC) and Mr. Dragone for his leadership in the business office. In addition she thanked Messrs. Dubner and Litvack for their participation on the Citizen Audit Advisory Committee (CAAC).

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

No public comments.

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)**

Mr. Dubner moved, seconded by Mr. Saffron, and carried by a vote of 7-0, to approve Agenda Items numbered 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) Contractee: Plainview-Old Bethpage Central School District
Services: One (1) student from Plainview-Old Bethpage to attend The Hilltop Academy for the 2016-2017 school year
October 13, 2016-June 23, 2017
Fees: \$65,735.29 (pro-rated) tuition per student
Total estimated to be \$65,735.29 (Roslyn to receive)

Recommendation to **amend** the following contract (ii) which was approved by the Board of Education on August 11, 2016 (item B.23):

- (i) Recommendation to approve the following cafeteria bids awarded by the Long Island School Nutrition Directors' Association (LISNDA) for the 2016-2017 school year:

DIRECT DIVERSION

The Long Island School Nutrition Directors' Association opened the Cooperative Commodity Direct Diversion Bid at 11:00am on January 8, 2016 for the period of July 1, 2016 – June 30, 2017. The Bid was advertised in Newsday on December 28, 2015. The Bids were sent to 33 vendors and 19 submitted bids for RFP.

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 # 272 Commodity Foods Direct Diversion Bid 2016- 2017: Advance Pierre Foods, Cargill, Jennie O Turkey, JTM Food Group, Maid-Rite Steak Co. Inc., Mivila, Nardone Bros, National Food Group, Peterson Farms, Pilgrim Pride Corp, Rich Products Corp, S. Foods, T.A. Morris, Tasty Brands, and *Michael Foods, Inc.*

- B.2.** Recommendation to approve 2015-2016 budget increase/appropriation request:

<u>FROM REVENUE CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
A5999.000	9901-930-03-9000-303	\$1,556,473.60
Appropriated Fund Balance	School Lunch Fund	
	Subtotal	\$1,556,473.60

REASON FOR TRANSFER REQUEST: To appropriate Fund Balance to cover prior years School Lunch Deficit, per External Auditors.

- B.3.** 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 the addition of 2 students. **(Attachment B.3.)**
- B.4.** Recommendation to approve the following payments to KG&D Architects for professional services rendered to the district and reimbursable expenses pertaining to capital improvements at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.

Payment	Location/ Project	Budget	PO #S	Inv #
\$6,009.28	New Bus Garage	2110-245-03-1502	H15-00014	24
\$4,883.21	EH Prof. Svcs & Reimbs.	2110-245-04-1504	H15-00014	17
\$13,856.68	EH Reimbursables	2110-245-04-1504	H15-00014	14
\$9,041.18	HH Prof. Svcs & Reimbs.	2110-245-07-1507	H15-00014	18
\$9,695.49	HS Prof. Svcs & Reimbs.	2110-245-08-1508	H15-00014	19
\$2,917.05	MS Prof. Svcs & Reimbs.	2110-245-09-1509	H15-00014	14

- B.5.** Recommendation by David Shoob, Supervisor of Transportation, to declare the following bus surplus:

Minimum \$1,000.00

Bus #37: 2002 Ford E350 7.3 Girardin Body, VIN# 1FDSE35F62HA09505, miles 207,410. Needs new engine.

It is beyond its useful life and needs considerable repair: (We intend to put Bus #37 up for public auction with minimum bid price as specified. If minimum bid not met after auction, then it will be sold for scrap)

- B.6.** WHEREAS, on or about August 30, 2016, the Roslyn Union Free School District (the "School District") issued a Request for Proposals to finance the purchase of eight (8) new school vehicles at a total cost of \$889,179 over a five (5) year term; and

WHEREAS, on September 7, 2016, the School District received and opened sealed proposals for the financing of the School District's installment purchase of the school vehicles; and

WHEREAS, the School District Administration and its Financial Advisor reviewed the proposals received in response to the Request for Proposal; and

WHEREAS, based upon said review, the School District Administration and the District's Financial Advisor recommend that the Board of Education of the Roslyn Union Free School District award the financing of the new school vehicles to US Bancorp Government Leasing and Finance, Inc. at a rate of 1.612% for a five (5) year term, which represents the lowest responsible proposal received by the School District.

NOW THEREFORE, BE IT RESOLVED, that the Board of Education, acting in the best interest of the School District, awards the financing of the eight (8) new school vehicles to US Bancorp Government Leasing and Finance, Inc.

BE IT FURTHER RESOLVED, that the President of the Board of Education, Vice President of the Board of Education, Superintendent of Schools and the Assistant Superintendent for Business (each an "Authorized Representative") acting on behalf of the School District and with the advice of counsel are each hereby authorized to negotiate, enter into, approve, execute and deliver one or more equipment leases and/or schedules, subject to review and modification by counsel.

BE IT FURTHER RESOLVED, that the School District's obligations under any new master lease purchase agreement and schedules entered into by the District to finance the eight (8) new vehicles shall be subject to annual appropriation or renewal by the Board of Education of the District; the District's obligations under such master lease purchase agreement and schedules shall not constitute a general obligation of the District or indebtedness under the Constitution or laws of the State of New York and such master lease purchase agreement and schedules shall comply with Section 109-b of the New York State General Municipal Law.

BE IT FURTHER RESOLVED, that the proceeds of any master lease purchase agreement and schedules may be applied to reimburse the School District for expenditures made after the effective date of this resolution for the purpose for which said proceeds are authorized, or on or prior to such date if the Board of Education of the School District has adopted a prior statement of intent to issue lease obligations for such purpose; the foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate any master lease purchase agreement and schedules on behalf of the Board of Education and to take any and all other action necessary or desirable in connection with said master lease purchase agreement and schedules. This resolution shall take effect immediately. (Agreement is subject to review and approval by district counsel)

B.7. Recommendation to approve change orders to the contract with Baruti as indicated below.

A. EH-003 - net credit of \$11,490 for various changes made to doors and hardware – SED Project # 28-04-03-03-0-001-024 - PO H15-0007 reduction in code 1620-293-04-1405

B. HH-003 - net credit of \$14,225 for various changes made to doors and hardware – SED Project # 28-04-03-03-0-009-024 - PO H15-0007 reduction in code 1620-293-07-1406

C. HS-004 - net credit of \$29,523.75 for various changes made to doors and hardware – SED Project # 28-04-03-03-0-002-040 - PO H15-0007 reduction in code 1620-293-08-1408

D. HS-005 - additional costs of \$11,169.70 to replace 6' stockade fence with 8' stockade on 3" posts, extend fence 24 linear feet, repair existing chain link fence - SED Project # 28-04-03-03-0-002-040 - PO H15-0007 increase in code 1620-293-08-1408

E. RH-003 - additional cost of \$3,527 for various changes made to doors and hardware - SED Project # 28-04-03-03-0-007-023 PO H15-0007 increase in code 1620-293-06-1407

F. MS-002 - additional cost of \$10,000 to install swing gates at RMS that were not included in original design - SED Project # 28-04-03-03-0-006-030 - PO H15-0007 increase in code 1620-293-09-1409

[It should be noted that these change orders will reduce Baruti's contract by an additional \$30,542.05 in addition to the previous change orders which reduced his contract by \$121,903.30 for a total reduction in cost to the district of \$152,445.35 as a result of the careful supervision of this work by our construction manager, PEC]

B.8. Recommendation by Craig Johanson, Middle School Principal, to declare the following books to be discarded due to obsolescence:

200 Glencoe Physical Science Textbooks, Glencoe 1999, ISBN 0-02-827567-5

B.9. Recommendation by Jessica Kemler, Harbor Hill Principal, to declare the attached list of books to be discarded due to obsolescence. **(Attachment B.9.)**

B.10. Recommendation by Craig Johanson, Middle School Principal, to declare as surplus the following items that are broken and non-repairable, have no value and will be scrapped.

- 3 Ping Pong Tables (no Roslyn tags)

Addendum

B.11. 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. HH General Construction PCO#1: Stalco, Inc. GC Proposed Change Order #1 (Harbor Hill) for additional work at an estimated cost of **\$72,000**.

[General Construction PCO#1 (Harbor Hill) represents the cost to provide additional labor and materials as required including additional structural steel and concrete which was not specified in the construction documents that were the basis of the bid that was accepted by the Board of Education.]

- b. New Bus Garage Plumbing PCO#1: WHM Plumbing Proposed Change Order #1 (New Bus Garage) for additional work at an estimated cost of **\$94,000**.

[Plumbing PCO #1 (New Bus Garage) represents the cost to comply with the requirements of the Nassau County Department of Health in order to contain and filter liquids within the garage work area to contain floor drains with piping to an onsite subsurface 500 gallon liquid storage tank where the entire system is double-walled with an alarm system. The school district will need to enter into a maintenance contract for regular liquid waste removal.]

- c. New Bus Garage Electrical PCO#1: Relle Electric Proposed Change Order #1 (New Bus Garage) for additional work at an estimated cost of **\$16,000**.

[Electrical PCO #1 (New Bus Garage) represents the cost to comply with the requirements of the Nassau County Department of Health in order to contain and filter liquids within the garage work area. Specifically, this change order provides an alarm system.]

Mr. Saffron moved, seconded by Mr. Litvack, and carried by a vote of 7-0, to approve Agenda Items numbered B.1- B.10 and Addendum B.11

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 September 15, 2016, September 27, 2016 and September 28, 2016.

- 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 September 13, 2016, September 20, 2016 and September 23, 2016
- C&I.3** Recommendation to approve Thomas Lynch to attend the Project Lead the Way STEM Conference in Rochester, New York from October 12 through 14, 2016 at an estimated cost to the district of \$1,061.92.
- C&I.4** Recommendation to approve Suzanne Falcone to attend the Project Lead the Way STEM Conference in Rochester, New York from October 12 through 14, 2016 at an estimated cost to the district of \$798.68.
- C&I.5** Recommendation to approve Dan Oggeri to attend the Project Lead the Way STEM Conference in Rochester, New York from October 12 through 14, 2016 at an estimated cost to the district of \$598.00.
- C&I.6** Recommendation to approve Lisa Spyridon to attend the Project Lead the Way STEM Conference in Rochester, New York from October 12 through 14, 2016 at an estimated cost to the district of \$598.00.
- C&I.7** Recommendation to approve Doug Sherry to attend the Project Lead the Way STEM Conference in Rochester, New York from October 12 through 14, 2016 at an estimated cost to the district of \$598.00.
- C&I.8** Recommendation to approve Marnie Cohen to attend the New York State Division on Career Development and Transition Talking Transition Forum in Saratoga Springs, New York from November 8 through 10, 2016 at an estimated cost to the district of \$768.70.
- C&I.9** Recommendation to approve Lawrence Reiff to attend the EdTechTeacher Innovation Summit in Boston, Massachusetts from November 2 through 3, 2016 at an estimated cost to the district of \$1,350.16.
- C&I.10** Recommendation to approve Lawrence Reiff to attend the National Council of Teachers of English Annual Convention in Atlanta, Georgia from November 16 through 20, 2016 at an estimated cost to the district of \$2,111.62.

Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 7-0, to approve Agenda Items numbered C&I.1 – C&I.10.

Mr. Dragone requested agenda items BOE.3 and BOE.4 be amended due to updates to Policies 6415 and 6420.

BOARD OF EDUCATION:

BOE.1 Recommendation to conduct the *third* reading of Board of Education Policies 6010 Fiscal Controls, Policy 6100 Annual Budget and 6140 Budget Transfers. **(Attachment BOE.1)**

BOE.2 BE IT RESOLVED that the Board of Education of the Roslyn Public Schools hereby ***abolishes the following policies:***

- Policy 6100 (Annual Budget)
- Policy 6110 (Budget Planning)
- Policy 6111 (Budget Deadlines and Schedules)
- Policy 6130 (Budget Adoption)
- Policy 6131 (Budget Vote)
- Policy 6140 (Budget Transfer)

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

- Policy 6010 (Fiscal Controls)
- Policy 6100 (Annual Budget)
- Policy 6140 (Budget Transfers)

BOE.3 Recommendation to conduct the *second* reading of Board of Education Policies 6220 Federal Funds, 6410 Authorized Signatures and ~~6415 Wire Transfers~~. **(Attachment BOE.3) [As amended]**

BOE.4 Recommendation to conduct the *first* reading of Board of Education Policies ~~6420 Online Banking~~, 6550 Extracurricular Activity Funds and 6600 Fiscal Accounting and Reporting. **(Attachment BOE.4) [As amended]**

BOE.5 RESOLVED, upon the recommendation of the Citizens Audit Advisory Committee, that the Board of Education of the Roslyn Union Free School District accepts the External Audit Report for the 2015-16 school year submitted by O'Connor Davies, LLP.

BOE.6 WHEREAS, the labor agreement between the Board of Education of the Roslyn Union Free School District (hereinafter "District") and the Roslyn Educational Secretaries Association (hereinafter "Association") expired on June 30, 2012;

WHEREAS, representatives of the respective parties have engaged in negotiations for a successor agreement to said expiring labor agreement; and **WHEREAS**, the representatives of the District and the Association memorialized their agreement in a Memorandum of Agreement dated 9/7/16 in the form attached hereto;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District herewith ratifies the Memorandum of Agreement hereinabove referenced and authorizes the expenditure of funds necessary to implement said Agreement; and,

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the Board President and the Superintendent of Schools to incorporate said Memorandum of Agreement into a more formal written agreement and further authorizes the Board President and the Superintendent of Schools to execute said formal written agreement.

Mr. Saffron moved, seconded by Mr. Litvack, and carried by a vote of 7-0, to approve Agenda Item BOE.1, BOE.2, BOE.3 (as amended), BOE.4 (as amended), BOE.5 and BOE.6.

Ms. Ben-Levy recognized Ms. Rubin, RESA representative, and thanked her in regard to agenda item BOE.6. She expressed the board's appreciation and looks forward to putting this chapter behind us and moving forward.

On the behalf of RESA, Ms. Rubin expressed how proud they are to serve the district and to work with the Administration.

Public Comments #2

Ms. Eleanor Russell, RTA President, commented on the Summer School Academy presentation. She spoke of the positive impact the Summer Academy had on the students as both as an enrichment and remedial program. She stated staffing had increased from last year and that more students attended consistently. She recommended the best way to assess what the students learned is to ask the students what they learned and what they thought was most important and have the students submit their answers to the board in writing. She stated this is a very beneficial program.

Mr. Seinfeld thanked Ms. Brown for acknowledging the Bellmore Merrick school district in regard to Dr. Dewey. He stated many district were invited to his presentation but few accepted the invitation.

Adjournment

**There being no further business to come before the Board of Education
Mr. Litvack moved, seconded by Mr. Dubner, and carried by a vote of 7-0, to adjourn at 9:48 p.m.**

Respectfully submitted,

Nancy Carney Jones

**Nancy Carney Jones
District Clerk**