

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

**Thursday, May 3, 2018**

**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 arrived at 8:31p.m.  
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
Vincent Yao	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 legal and personnel matters.

The Executive Session adjourned at 8:10 p.m. The Board reconvened in Public Session in the Board Room at 8:17 p.m.

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

Preliminary Announcements  
Emergency Procedures  
Cell Phones

**Pledge of Allegiance**

**8:00 p.m. - Budget Hearing** [Even though the law requires a “Budget Hearing”, please understand that the law also requires that nothing can be changed in the budget at this time. This “hearing” is purely informational.]

Mr. Dragone presented the following information:

The District “profit” for the 2017-2018 budget has increased to \$1.1 million since the last board meeting. The 2018-2019 expenditure budget shows an increase of 2.59% which is \$ 2,778,669. The tax levy is a 1.72% increase. The average tax levy increase on Long Island is 2.38%. Mr. Dragone stated “compared to other districts Roslyn is in very good shape”.

- **Public Comment – no comment.**

**Ms. Ben-Levy closed the budget hearing.**

**8:22 p.m. - Public Hearing – Repair Reserve**

Capital Improvement projects to be funded from the Repair Reserve include: repair of the rooftop HVAC unit at the Roslyn High School; repair of the rooftop HVAC unit at the Roslyn Middle School; complete refinishing of the Roslyn High School gym floor; complete refinishing of the Roslyn Middle School gym floor; repair of the septic system outside the kitchen at the Roslyn High School; replacement of the Roslyn High School turf carpet; and restriping of the running track at the Roslyn High School at a total cost of approximately \$800,000.

- **Public Comment - no comment**

**Ms. Ben-Levy closed the public hearing.**

**Recognition:**

Psychology Fair Awards - Ella Eisenberg, Sanwood Gim, Johanna Kann & Mayessa Rahman

Dr. Allyson Weseley presented the following students for their outstanding achievements at the 9<sup>th</sup> Annual Long Island High School Psychology Fair.

Ella Eisenberg – Best in Cognitive Psychology

Sanwood Gim - Best in Educational Psychology

Johanna Kann & Mayessa Rahman - Best in Developmental Psychology – Team Project

On behalf of the Board of Education, Ms. Ben-Levy presented certificates of achievement to the students.

Ms. Ben-Levy requested to take the Discussion item out of order.

**Discussion Item:**

1. East Hills STEM Presentation

Ms. Melissa Krieger, East Hills Principal and Ms. Kimberly Murphy, Computer Technology teacher introduced students from grades 2 – 5 to present their STEM projects. The students have been working on technology projects in their computer classes with Ms. Murphy. The presentations showed the technology skill levels the

students have accomplished in the computer classes currently being offered in the district.

Mr. Saffron thanked Ms. Murphy for tonight's presentation. He spoke of how proud he is of the progress the District has made and continues to make in the area of technology.

Ms. Brown shared that 17 years ago when she was an elementary school principal and wanted students to start to learn to use a mouse for the computer, she was told the students were too young to learn. Now students are creating apps and writing computer programs.

Recommendation to accept the Claims Audit Report for March 2018

**Mr. Saffron moved, seconded by Dr. Valauri, carried by a vote of 7-0, to accept the Claims Auditors Report for March 2018.**

The Quarterly Report for January, February and March 2018

**Mr. Saffron moved, seconded by Dr. Valauri, carried by a vote of 7-0, to accept the Claims Auditors Reports for January 2018 – March 2018 Quarterly Claims Audit Report**

Ms. Shari Diamond, CIA, Supervisor, IT Consultant and Ms. Nicole Mezier, Senior Claims Auditor, Cerini & Associates, LLP presented an overview of the Audit reports for January 2018 through March 2018.

Ms. Diamond and Ms. Mezier commented the auditors reviewed 1,270 claims from the General, Trust & Agency, School Lunch, Federal, and Capital Funds. The report showed 1.42% of the claims were flagged for informational purposes, which included: confirming purchase orders, confirming purchase orders-signed by the District,, purchase orders increased after the invoice date- signed by District. They commented on the proactive measures being implemented by the Business Office continues to educate the staff on the district's purchasing policies and practices. They continue to speak with the auditors in regard to any claim related questions prior to processing the claim. A number of the issues that were discovered throughout the quarter were related to staffing issues within the Buildings and Grounds department.

Ms. Diamond once again stated that Roslyn has the lowest incident rate of any of their clients.

Mr. Joseph Dragone thanked Ms. Jean Barbieri and Ms. Italia Parisi, members of the Accounts Payable staff for "the remarkable job they do in identifying problems that we need to address before the claims auditor even sees it."

Recommendation to accept the minutes from the following meeting:  
March 22, 2018

**Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 7-0, to accept the minutes for March 22, 2018**

### **Board President's Comments**

Ms. Ben-Levy commented on the beautiful art work on display in the board room created by the students of the Heights School. Ms. Ben-Levy recently attended her 17<sup>th</sup> kindergarten orientation and in her opinion this was one of the best. She acknowledged Ms. Colardi, Principal and Ms. Hazen, Assistant Principal for their outstanding presentations. She remarked the orientation was well attended and for many of the families this will be the first time they will have a child in the District. This year, Ms. Brown included her budget presentation as part of the orientation which was warmly received by the parents. Currently there are 207 children enrolled for kindergarten and there is a possibility that we may need to open another class based on enrollment.

Ms. Ben-Levy announced the Middle School Art show will be held at the Bryant library starting on May 16<sup>th</sup>.

In addition, Ms. Ben-Levy acknowledged the passing of former first lady Barbara Bush and 7<sup>th</sup> grade student Todd Rosbash. She spoke of their lives and requested a moment of silence.

Ms. Ben-Levy thanked Mr. Johanson, Middle School Principal, for what he and the Middle School did for Todd's family.

### **Superintendent's Comments**

No further comments.

### **Student Delegate's Comments**

Mr. Yao announced that the Medical Explores Club is hosting a run tomorrow at 3 p.m. on the lacrosse field to raise money for Parkinson Disease research.

### **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 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.

Mr. Goldspiel requested from the floor to delete agenda item addendum P.2 item #7.

### **PERSONNEL:**

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

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

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

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

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

**P.3.** Recommendation to approve the Adult Education Instructor Salaries attached as (**Attachment P.3**).

**Addendum**

**P.1 Professional**

Item	Name	Action	Position / Replacing	Location	From	To	Certification Class / Step Salary
10	Joshua Steffens	Appointment	Accuplacer Review (not to exceed 5 sessions)	HS	5/4/18	6/30/18	Per RTA Contract
11	Matthew Vogt	Appointment	Accuplacer Review (not to exceed 8 sessions)	HS	5/4/18	6/30/18	Per RTA Contract

**P.2. Classified**

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
7	Melanie Seger	Part-Time Appointment	.48 FTE Part-Time Typist-Clerk	Non-Comp	p/t	MS	On or about 5/21/18 (pending Civil Service approval)		Grade 6B/Step 4, per RESA Contract, prorated
8	Denis Brazil	Probationary Appointment	Head Custodian II (L. Majano)	Comp	Prob	HS	On or about 5/21/18 (pending Civil Service approval)		Grade 8/Step 7, Per RCBDMA Contract

**Mr. Saffron moved, seconded by Dr. Valauri, and carried by a vote of 7-0, to approve Agenda Items numbered P.1, P.2, P.3, Addenda P.1 and P.2 (As amended)**

Mr. Dragone requested from the floor to delete agenda item B.5

**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: Jericho Union Free School District  
 Services: District of Location Special Education Services for IEP service requirements for 3 students residing in Roslyn attending private school in Jericho for the period of July 1, 2016 thru June 30, 2017  
 Fees: Total estimated to be \$1,908.26

(ii) Contractor: Westbury Union Free School District  
 Services: Health Services for 8 students attending out of district schools for the 2017-2018 school year.  
 Cost- \$906.77 per student  
 Fees: Total estimated to be \$7,254.16

(iii) \*Contractor: Bell Auto School, Inc.  
 Services: In-car driving instruction for the 2018-19 school year  
 Fees: \$335 per student  
 Total estimated to be \$48,240.00  
**No net cost to the District** (as amended)  
 (Agreement is subject to review and approval by district counsel)

(iv) Contractor: Great Neck Union Free School District  
 Services: Health Services for 23 students attending out of district schools for the 2017-18 school year.  
 Fees: Cost- \$1,005.62 per student  
 Total estimated to be \$23,129.26

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

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9060-800-03-9000-303	Medical Ins Adm	\$6,837.08
	<b>Subtotal</b>	<b>\$6,837.08</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2850-448-08-6700-801	Co-Curr Field Trips	\$6,837.08
	<b>Subtotal</b>	<b>\$6,837.08</b>

REASON FOR TRANSFER REQUEST: To cover the excess costs associated with the change in departure dates due to weather for the most recent DECA competition in Rochester, NY.

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2330-430-03-2900-301	Confucius Inst Cont Svces	\$2,256.96
	<b>Subtotal</b>	<b>\$2,256.96</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2330-440-03-2900-301	Confucius Inst Conf Exp	\$2,256.96
	<b>Subtotal</b>	<b>\$2,256.96</b>

REASON FOR TRANSFER REQUEST: Funds are needed to cover the cost of conference expenses for Jennifer Sheehan and Huichee Yeh to attend the National Chinese Language Conference in Salt Lake City, UT. Trip approved at the 4/17/18 BOE meeting.

**B.5. Withdrawn per Mr. Joseph Dragone**

~~Recommendation to approve general fund appropriation requests:~~

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
<del>1620-425-08-9000-310</del>	<del>Electricity HS</del>	<del>\$100,000.00</del>
<del>1620-425-09-9000-310</del>	<del>Electricity MS</del>	<del>\$25,000.00</del>
	<b>Subtotal</b>	<b>\$125,000.00</b>

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
<del>1620-450-03-9000-310</del>	<del>Cust Supp Dist</del>	<del>\$125,000.00</del>
	<b>Subtotal</b>	<b>\$125,000.00</b>

~~REASON FOR TRANSFER REQUEST: To replenish depleted supply code for district-wide purchases for remainder of school year.~~

**B.6.** Recommendation to approve a payment in the amount of \$24,815.62 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 03/31/2018.

**B.7.** Recommendation to approve the following payments to Park East Construction Corporation for construction management services and reimbursements rendered to the district pertaining to various projects 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 #	Inv #
\$1,500.00	New Bus Facility Reimbs.	2110-201-03-1502	H15-00015	30
\$12,000.00	HGT Reimbursements	2110-201-06-1506	H15-00015	30
\$10,000.00	HH Reimbursements	2110-201-07-1507	H15-00015	30
\$24,471.00	HS Reimbursements	2110-201-08-1508	H15-00015	30

**B.8.** 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; 2) a formal change order prepared by the architect and executed by the architect and the contractor and the construction manager will be subsequently presented for formal approval by the board of education and executed by the board

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

HS Electrical Construction PCO#16: Palace, Inc. for additional work at an estimated cost of \$7,500. Proposed change order No.16 represents the cost to provide replacement light fixtures for the Auditorium corridor. Upon the review and approval of the Board of Education, the office of KG&D Architects will create a formal change order and forward for signature.

- B.9.** Recommendation that, pursuant to receipt of a grant in the amount of \$200.00 from NYIT, to be used to reimburse our student, Maleeha Rahman, for supplies she purchased to complete her Research project, the Board of Education hereby accepts the grant, and increases the appropriation in *2110-450-08-6100-801 (Research-Supl & Mat)*, by \$200.00 with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy, and to defer the revenue and appropriation to 2017-18.
- B.10.** Recommendation that, pursuant to receipt of a gift in the amount of \$280.00 from Rochester Institute of Technology, to be used for PLTW programming, the Board of Education hereby accepts the gift, and increases the appropriation in *2110-450-08-3000-801 (Tchg Supplies HS Stem)* by \$280.00 with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy.
- B.11.** Recommendation to approve a proposed confirming change order as indicated below. It is understood that: 1) the work of the change orders was required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HTS General Construction PCO #x: Baruti Proposed Change Order PCO # x at an estimated cost of \$5,000. This change order represents the cost to remediate the discovery of an abandoned drain pool. Park East Construction Corp. has reviewed and confirmed the cost as a not to exceed amount and will prepare a ticket for the eventual cost. The office of KG&D Architects will create a formal change order and forward for signature.

### **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).

(v) Contractor: Manhasset Union Free School District



Services: Health Services for 13 students attending out of district schools for the 2017-2018 school year.  
Fees: Cost- \$1,048.38 per student  
Total estimated to be \$13,628.94

Recommendation to **amend** the following contract (vi) which was first approved by the Board of Education on August 11, 2016 (item B1 (iii)) and extended on August 24, 2017 (item B1 (vii)), in order to renew:

(vi) Contractor: Creative Tutoring, Inc.  
Services: Tutoring services as necessary for the period of July 1, 2017 through June 30, 2018  
Fees: \$40.00 per hour  
Total estimated to be ~~\$17,500~~ \$24,000, an increase of \$6,500

**B.12.** Recommendation to approve a proposed confirming change order as indicated below. It is understood that: 1) the work of the change orders was required in order to continue the projects and meet the projected completion date; 2) a formal change order prepared by the architect and executed by the architect and the construction manager and the contractor will be subsequently presented for formal approval by the board of education and executed by the board president at a future meeting; and 3) the amount estimated for these change orders will be the maximum allowed unless specifically approved by the BOE when the formal change order is presented.

HTS General Construction PCO #y: Baruti Proposed Change Order PCO #y at an estimated cost of \$9,500. This change order represents the cost to dig two more test holes in the new sanitary field as required by the NC Department of Health. Park East Construction Corp. has reviewed and confirmed the cost as a not to exceed amount and will prepare a ticket for the eventual cost. The office of KG&D Architects will create a formal change order and forward for signature. This work is in the critical path of the project and cannot wait for the preparation of the actual PCO so we have authorized Baruti to proceed.

**Ms. Ben-Levy moved, seconded by Mr. Saffron, carried by a vote of 7-0, to amend Agenda Item numbered B.1 (iii) to include the wording “No net cost to the District”**

**Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 7-0, to approve Agenda Items numbered B.1 –B.4, B.6- B.11 and Addendum B.1 (v. and vi.) , B.12 and B.1 (iii), as amended, B.5 (Deleted)**

#### **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 1, 2018, March 2, 2018, March 12, 2018, March 15, 2018, March 27, 2018, April 11, 2018, April 16, 2018 and April 18, 2018.

**C&I.2** Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on February 7, 2018, February 28, 2018, March 2, 2018, March 5, 2018, March 6, 2018, March 8, 2018, March 9, 2018, March 12, 2018, March 16, 2018 and March 28, 2018.

**C&I.3** Recommendation to approve Jenna Ruber to attend Project Lead the Way Training in Concord, New Hampshire from August 5 through 11, 2018 at an estimated cost to the district of \$2,488.62.

**C&I.4** Recommendation to approve Jennifer DiPietro to attend the Incubatoredu National Summit in Chicago, Illinois from July 15 through 19, 2018 at an estimated cost to the district of \$1,686.23.

**C&I.5** Recommendation to approve Joseph Dragone to attend the New York State Association of School Business Officials Annual Conference in Saratoga Springs, New York from June 3 through 6, 2018 at an estimated cost to the district of ~~\$1,158.25~~ \$1,278.25. [*Original Board approval C&I.3 on March 22, 2018.*]

#### **Addendum**

**C&I.6** Recommendation to approve the contract with Uncharted Learning, NFP and the Roslyn School District for the INCubatoredu-License and Initial Annual Fee (which includes the remainder of the 2017-2018 school year and the 2018-2019 school year) at an estimated cost to the district of \$25,000.00, subject to the terms and conditions of an agreement between the parties to be approved by District counsel and to execute the necessary documents to effectuate said Agreement.

The Board entered into a discussion on the INCubatoredu curriculum, the location, set up and furniture of the classroom. Currently there are 60 students registered to take this class. With this approval of agenda item C&I.6 the district will have access to the curriculum to start planning for the 2018-2019 school year.

Mr. Saffron spoke of his recent visit to Harbor Hill School and how proud he is of what the Board and community have afforded the students with such items as the mindfulness room and the mini gym. He recommended to his fellow board members that everyone needs to tour the buildings. Ms. Ben-Levy suggested the Board to plan on touring the schools while in session in September.

**Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 7-0, to approve Agenda Items numbered C&I.1 - C&I.5 and Addendum C&I.6**

#### **BOARD OF EDUCATION:**

**BOE.1** Recommendation to adopt the 2018-2019 Board of Education Calendar of Meetings (**Attachment BOE.1**).

**BOE.2 BE IT RESOLVED**, that the annual organizational meeting of the District for the 2018-2019 school year will be held on July 10, 2018 in accordance with the requirements set forth at Section 1707(2) of the Education Law.

**BOE.3** Recommendation to approve the agreement between the Roslyn Union Free School District and the Glen Cove Mansion Hotel & Conference Center located at 200 Dosoris Lane, Glen Cove, NY 11542, for the purpose of the 2018 Board Retreat to be attended by the Board of Education and Central Administration on Tuesday, July 10, 2018 at an estimated cost of \$100 per person (not to exceed \$1,100.00) and the ATM (Administrative Team Meeting) Retreat for 32 people on Tuesday, August 28, 2018 at an estimated cost of \$70 per person (not to exceed \$2,240.00).

**BOE.4** Recommendation to add *Big Brothers and Big Sisters of Long Island*, a non-profit organization to the Approved Advertisers List in accordance with Policy #1511. **(Attachment BOE.4)**

**BOE.5** Recommendation that the District Election Clerks and Inspectors of Election be paid at a rate of \$11.00 per hour for the 2018 school year for the Annual Meeting, Budget Vote and Election of Trustees. The Board also authorizes the District Clerk to hire additional workers as needed.

#### **Addendum**

**BOE.6 BE IT RESOLVED**, that the Board herewith authorizes an Agreement between the Board and a civil service employee known to the Board of Education. The Board has previously reviewed said Agreement in Executive Session.

**BE IT FURTHER RESOLVED**, that the Board authorizes the Board President to execute the Agreement.

**Mr. Saffron moved, seconded by Mr. Litvack, and carried by a vote of 7-0, to approve Agenda Items BOE.1 - BOE.5 and Addendum BOE.6.**

#### **Public Comments #2**

No comment.

#### **Adjournment**

**There being no further business to come before the Board of Education Mr. Saffron moved, seconded by Mr. Litvack, carried by a vote of 7-0, to adjourn at 9:35 p.m.**

**Respectfully submitted,**

*Nancy Carney Jones*

**Nancy Carney Jones**

**District Clerk**