

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

**Thursday, July 13, 2017**

**7:00 A.M.**

**Administration Building**

**MINUTES**

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

**ALSO PRESENT**

Allison Brown	Superintendent
Karina Báez	Assistant Superintendent for Primary Education
Michael Goldspiel	Assistant Superintendent for Secondary Education
Nancy Carney Jones	District Clerk

**ABSENT**

Clifford Saffron, Vice President  
Joseph C. Dragone Assistant Superintendent for Business and Administration

**7:00 a.m. - Board of Education Meeting**

The Board convened in Public Session in the office of the Superintendent at 7:11a.m.

Preliminary Announcements  
Emergency Procedures  
Cell Phones

**Pledge of Allegiance**

**Board President's Comments**

Ms. Ben-Levy commented on the loss of a Roslyn alumni and the impact it has had on the Roslyn community.

**Superintendent's Comments**

No comments.

## **PUBLIC COMMENT #1 Limited to Agenda Items ONLY**

(Will be limited to ½ hour, no more than 2 minutes per speaker).

Though not required by law, the Roslyn Board of Education invites public comment during its meetings. Citizens will be recognized by the presiding officer. Please state your name and address before speaking and direct all comments to the Board. This is not a time for citizen to citizen exchanges. We ask that comments not include the names of students or staff members, and comments are not permitted with respect to confidential matters. Please also be reminded that Board meetings are designed by law to facilitate the school district's business and provide for public Board deliberations. Thank you

No public comment.

### **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. Seinfeld, and carried by a vote of 6-0, (Mr. Saffron absent) 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 Capital Fund Budget appropriation transfer requests as per **Attachment B.1.**

**B.2.** 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 #
\$11,320.60	New Bus Garage	2110-245-03-1502	H15-00014	33
\$23,983.73	HS Prof. Svcs & Reimbs.	2110-245-08-1508	H15-00014	28

- B.3.** 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 #
\$2,678.00	DW Prof. Svcs	2110-201-03-1502	H15-00015	24
\$7,500.00	EH Prof. Svcs	2110-201-04-1504	H15-00015	24
\$11,360.00	Hts. Prof. Svcs	2110-201-06-1506	H15-00015	24
\$14,700.00	HH Prof. Svcs	2110-201-07-1507	H15-00015	24
\$32,170.00	HS Prof. Svcs	2110-201-08-1508	H15-00015	24

- B.4.** 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.

HH General Construction PCO#11: Stalco, Inc. Proposed Change Order #1613-013 (Harbor Hill) for additional work at an estimated cost of **\$3,000**. This change order represents the cost to provide labor and materials to install a new retro fit roof drain and downspout at the Multi-Purpose Room addition canopy and tie in to the underground drainage structure as per the KG&D Architect Bulletin # 3. Park East Construction Corp. along with KG&D Architects have reviewed the proposal and find it to be fair and just based on the scope of work.

- B.5.** 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.

HH General Construction PCO#13: Stalco, Inc. Proposed Change Order #13 (Harbor Hill) for additional work at an estimated cost of **\$1,000**. This change order represents the cost to provide labor and materials to paint additional ceiling

areas due to revisions in ceiling layout as per KG&D Architect's direction in the field. Park East Construction Corp, along with KG& D Architects have reviewed the proposal and find it to be fair based on the scope of work.

- B.6.** Recommendation to approve a pending change order 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 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.

HS General Construction PCO#18R: Stalco Proposed Change Order #18R (High School) for additional work at an estimated cost of **\$1,600**. This change order represents the cost to provide labor and material to install additional aluminum picket fencing along the concrete retaining wall required as a result of the additional linear footage of the wall at the Gymnasium addition which was part of the previously approved change order GC 008. Park East Construction Corp. has reviewed the proposal and finds it to be fair based on the scope of work.

- B.7.** 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.

HH Electrical Construction PCO#3: Relle, Inc. for additional work at an estimated cost of **\$12,000**. This change order represents the cost to provide labor and material to remove and relocate existing conduits in the second floor corridor ceiling in conflict with the new ductwork to be installed due to limited space and height of new ceiling install. Park East Construction Corp. along with the office of KG&D Engineers reviewed the proposal and finds it to be fair based on the scope of work.

- 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.

HH Electrical Construction PCO#4: Relle, Inc. for additional work at an estimated cost of **\$4,000**. This change order represents the cost to provide labor and materials to remove and relocate the existing receptacles in to the new casework, as requested. Park East Construction Corp. along with the office of KG&D Engineers reviewed the proposal and finds it to be fair based on the scope of work.

- B.9.** 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#4: Palace, Inc. for additional work at an estimated cost of **\$70,000**. This change order represents the cost to provide labor and material to replace existing BX type wiring circuits not properly grounded creating the current arching condition at all classroom locations. Park East Construction Corp. along with the office of KG&D Engineers reviewed the proposal and finds it to be fair based on the scope of work.

- 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; 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#6: Palace, Inc. for additional work at an estimated cost of **\$60,000**. This change order represents the cost to provide labor and material to replace existing BX type wiring circuits not properly grounded creating the current arching condition at all corridor locations. Park East Construction Corp. along with the office of KG&D Engineers reviewed the proposal and finds it to be fair based on the scope of work.

- B.11.** Recommendation to approve a pending change order 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 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.

HS General Construction PCO#19: Stalco Proposed Change Order #19 (High School) for additional work at an estimated cost of **\$42,000**. This change order represents the cost to provide labor and material to perform the additional site work including concrete curbs and related work, an additional modification as per the revised civil drawing submitted to NCDPW.

- B.12.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Hi Tech Air Conditioning Service in the amount of \$2,206.71 which will increase purchase order H17-0014 in account code H1620.294.08.1608

Hi Tech Air Conditioning Service (HS MC-002) represents the cost to provide an alternate cabinet unit heater for installation in Gym Storage 190 which is required to replace the original unit which will no longer fit due to the reconfiguration of the storage room to add the new toilet room. (This was first presented to the Board of Education as a Pending Change Order on June 27, 2017 item B13 in the estimated amount of \$2,250)

- B.13. Whereas** the Board of Education authorized the president of the board to execute the 2016-2017 Initial AS-7 Contract with Nassau BOCES in the amount of \$2,681,576.29 on August 11, 2016 and

**Whereas** the final AS-7 Contract has been presented to the district in the amount of reflecting an increase of \$256,147.12 in services received, now therefore be it

**Resolved** that the Board of Education authorize the president of the board to execute the 2016-2017 Final AS-7 Contract with Nassau BOCES in the amount of \$2,937,723.41.

- B.14. WHEREAS,** It is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2017-18 school year.

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

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

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

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

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

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

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

- B.15.** Recommendation to approve the following cafeteria bids awarded by the Long Island School Nutrition Directors' Association (LISNDA) for the 2017-2018 school year:

**BAGEL**

The Long Island School Nutrition Directors' Association opened the Cooperative BAGEL BID GROUPS 1-5 at 11:00 am on April 27, 2017 for the period of July 1, 2017-June 30, 2018.

The bid was advertised in Nassau and Suffolk Newsday on April 3, 2017. Bids were sent to 9 vendors and 1 vendor submitted bids for RFP Group 1 -357, Group 2 - 358, Group 3 - 359, Group 4 - 360, Group 5 - 361.

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 #357, 358, 359, 360 361 , with an award to Modern Bakery for all groups.

**DRINKS**

The Long Island School Nutrition Directors' Association opened the Cooperative Beverages/Coffee Bid at 11 AM on April 27, 2017 for the period of July 1, 2017– June 30, 2018. The bid was advertised in Nassau and Suffolk Newsday on April 3, 2017.

Bids were sent to 22 vendors and 12 vendors' submitted bids for RFP#'s 330, 347, 348,350, and 351.

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 # 330, 347, 348, 350, and 351, BEVERAGES/COFFEE BID July 1, 2017– June 30, 2018: Big Geyser, Coca Cola, Colonial Coffee Service, Cookies & More, Jaybee, Mivila Foods, Mountain Service, Pepsi-Meadowbrook, H. Schrier, Snapple, T.A. Morris, & Tropicana.

### **BREAD**

The Long Island School Nutrition Directors' Association opened the Cooperative BREAD BID GROUPS 1-5 at 11:00 am on April 27, 2017 for the period of July 1, 2017-June 30, 2018.

The bid was advertised in Nassau and Suffolk Newsday on April 3, 2017. Bids were sent to 6 vendors and 1 vendor submitted a bid for RFP Group 1-324, Group 2 - 343, Group 3 - 344, Group 4 - 345, Group 5 - 346.

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 # 342, 343, 344, 345 and 346, with an award to Modern Bakery for all groups.

### **DAIRY**

The Long Island School Nutrition Directors' Association opened the Cooperative Dairy Bid at 11:00 AM on April 27, 2017 for the period of July 1, 2017 – June 30, 2018. The bid was advertised in Nassau and Suffolk Newsday on April 3, 2017. Bids were sent to six (6) vendors and four (4) vendors submitted a bid for Bid ID: 276.

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 # 276 Dairy 2015-2016: Cream-O-Land Dairy, H. Schrier, Meadow Provision, Mivila and T.A. Morris

### **DIRECT DIVERSION**

The Long Island School Nutrition Directors' Association opened the Cooperative Commodity Direct Diversion Bid at 11:00 AM on January 19, 2017 for the period of July 1, 2017 – June 30, 2018. The Bid was advertised in Newsday on January 6<sup>th</sup>, 2017. The Bid was emailed to 40 vendors and 21 submitted bids for RFP#321

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 # 321 Commodity Foods Direct Diversion Bid 2017-2018: Advance Pierre Foods, Asian Food Solutions, Brookwood Farms Inc., Cargill Kitchen Solutions, Channel Fish Processing Co, E S Foods, Jennie O Turkey, JTM Food Group, Michael Foods Inc., Mivila Foods, Nardone Bros. Baking Co., Petersons Farms, Rich Products Corp. T.A. Morris & Tasty Brands.

### **FROZEN**



The Long Island School Nutrition Directors' Association opened the Cooperative Frozen Bid at 11:00 am on April 27, 2017 for the period of July 1, 2017 – June 30, 2018. The bid was advertised in Nassau and Suffolk Newsday on April 3, 2017. Bids were sent to 10 vendors and 5 submitted bids for RFP # 329.

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 # 329 Frozen Bid: H. Schrier, Island Wholesale Meats & Foods, Mivila Foods, Nardone Bros. Baking & T.A. Morris.

### **GROCERY**

The Long Island School Nutrition Directors Association opened the Cooperative GROCERY BID at 11:00 am on April 27, 2017 for the period of July 1, 2017- June 30, 2018. The bid was advertised in Nassau and Suffolk Newsday on April 3, 2017

Bids were sent to 10 vendors and 5 submitted bids for RFP # 362.

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 # 362 GROCERY BID: Cookies & More, H. Schrier, Jaybee, Mivila, and TA Morris.

### **ICE CREAM**

The Long Island School Nutrition Directors Association opened the Cooperative Ice Cream WITH Equipment Bid at 11:00 AM on April 27, 2017 for the period of July 1, 2017 – June 30, 2018. The bid was advertised in Nassau and Suffolk Newsday on April 3, 2017. Bids were sent to 8 vendors and 1 vendor submitted BID ID: 332

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the award as indicated on the Supplier Award Summary for RFP # 332 Ice Cream WITH Equipment July 1, 2017-June 30, 2018: American Classic Ice Cream

### **MEAT**

The Long Island School Nutrition Directors Association opened the Cooperative Meat Bid at 11 AM on April 27, 2017 for the period of July 1, 2017 – June 30, 2018. The bid was advertised in Nassau and Suffolk editions of Newsday on April 3, 2017.

Bids were sent to 9 vendors and 6 vendors' submitted bids for BID ID: 353

The LISNDA Cooperative Bid Committee recommends the Boards of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for RFP 353, Cooperative Meat Bid July 1, 2017 through June 30, 2018: H. Schrier, Island Wholesale Meats, Meadow Provisions, Mivila Foods, Slope Farms LLC, & T.A. Morris.

## **PAPER**

The Long Island School Nutrition Directors Association opened the Cooperative Bid ID: 328, Paper, Disposables & Cleaning Supplies on April 27, 2017 at 11:00 A.M. for the period of July 1, 2017 to June 30, 2018. The bid was advertised in Nassau and Suffolk Newsday on April 3, 2017. Bids were sent to 6 vendors and 4 vendors' submitted bids for Bid ID: 328.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for Bid ID: 328, Paper, Disposables & Cleaning Supplies Bid 2017-18: Appco Paper & Plastics, H. Schrier, J&F Supplies and Mivila.

## **SMALLWARES AND LARGE EQUIPMENT**

The Long Island School Nutrition Directors' Association opened the Equipment 2017-18 bids at 11:00 a.m. on January 9, 2017 for the period of 2/1/17 to 1/31/18. The bid was advertised in Nassau and Suffolk Newsday on January 6, 2017

Bids were sent to 11 vendors (large) and 8 vendors (small): 6 vendors submitted Large Equipment bids; 6 vendors submitted Smallwares bids. The bids were advertised in Nassau and Suffolk Newsday on January 6, 2017.

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating district approve the awards as indicated on the Supplier Award Summary: Bar Boy Products, Calico Industries, Inc., J&F Supplies, Mivila Foods, Nassau Foodservice Equipment, Sam Tell Companies & WB Mason.

## **SNACKS**

The Long Island School Nutrition Directors' Association opened the Cooperative Dairy Bid at 11:00 am on April 27, 2017 for the period of July 1, 2017-June 30, 2018. The bid was advertised in Nassau and Suffolk Newsday on April 3, 2017. Bids were sent to 11 vendors and 6 vendors' submitted bids for RFP 334.

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 334 Smart Snack Bid for the period of July 1, 2017 to June 30, 2018: Big Geyser, Cookies & More, H. Schrier, Jay Bee Distributors, Mivila, TA Morris.

## **Addendum**

- B.16.** 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.

HH General Construction PCO#15: Stalco, Inc. Proposed Change Order #15 (Harbor Hill) for additional work at an estimated cost of **\$20,000**. This change order represents the cost to completely firestop the corridors and stairwells at the second floor of Harbor Hill School. The existing conditions find numerous instances of non-rated construction which will be addressed with the work as outlined. This proposal excludes the fire-stopping of the hallway to classroom penetrations presently being completed by other Prime Contractors working in the area. Park East Construction Corp, along with KG& D Architects, have reviewed the proposal and find it to be fair based on the scope of work.

- B.17.** 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.

HH HVAC PCO#3 R: JNS. Proposed Change Order #3R (Harbor Hill) for additional work at an estimated cost of **\$3,900**. This change order represents the cost to provide labor only to install the cabinet unit heater taken from the High School gym addition to be installed in the multipurpose room vestibule ceiling. .

**Mr. Litvack moved, seconded by Mr. Seinfeld, carried by a vote of 6-0, (Mr. Saffron absent) to approve Agenda Items numbered B.1- B.15, Addenda B.16 – B.17**

## **Public Comments #2**

No public comments.

## **Adjournment**

**There being no further business to come before the Board of Education Mr. Dubner moved, seconded by Mr. Seinfeld, and carried by a vote of 6-0, (Mr. Saffron absent) to adjourn at 7:16 a.m.**

**Respectfully submitted,**

*Nancy Carney Jones*

**Nancy Carney Jones  
District Clerk**