

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

Tuesday, September 19, 2017

8:00 P.M.

Roslyn High School – Board Room

Minutes

Meryl W. Ben-Levy, 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
Michael Goldspiel	Assistant Superintendent for Secondary Education
Nancy Carney Jones	District Clerk

ABSENT

Clifford Saffron	Vice President
Karina Báez	Assistant Superintendent for Elementary Education
Vincent Yao	Student Delegate

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. Saffron absent) that the Board of Education adjourns to Executive Session at 7:00 p.m., to discuss a personnel and legal matters.

The Executive Session adjourned at 7: 58 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

Recommendation to accept the Treasurer's Report for the month of June 2017
(Attachment T)

Ms. Gillespie presented and discussed the Treasurer's Reports for June 2017.

Mr. Litvack moved, seconded by Mr. Dubner, carried by a vote of 6-0, (Mr. Saffron absent) to accept the Treasurer's Report for June 2017.

Recommendation to accept the Claims Auditor's Quarterly Report for April, May and June 2017

Mr. Ken Cerini, Managing Partner, Cerini & Associates, LLP presented an overview of the Audit reports for April – June 2017

Mr. Cerini commented the auditors reviewed 1,078 claims from the General, Trust & Agency, School Lunch, Federal, and Capital Funds. The report showed 1.39% of the claims were flagged for informational purposes, which included: confirming purchase orders, confirming purchase orders – signed by the District and purchase orders increased after the invoice date- signed by District. 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's related question prior to processing the claim. Mr. Cerini commented that Roslyn has the lowest incident rate of any client they work with.

Mr. Litvack moved, seconded by Dr. Valauri, carried by a vote of 6-0, (Mr. Saffron absent) to accept the Claims Auditors Reports for April 2017 – June 2017.

Board President's Comments

Ms. Ben-Levy passed on her comments this evening. She reported for the student delegate, Vincent Yao who could not be here this evening.

Superintendent's Comments

Ms. Brown announced everyone should have received their Adult Education catalogues. She thanked Barry Edelson and Andrea Rubin for creating the catalogue.

Construction Update:

Harbor Hill

- Window replacement – completion date April 2018
- Sports fields – drainage installation to start on 9/21/17, once completed the irrigation will be installed and then the sod. Estimated date of completion is 10/20/17.

High School

- Main Hallway wood trim- installed and stained by 9/22/17
- Steel Canopy installation to start on 9/21/17
- Final pavement, signs and stripping 9/21/17- 9/23/17 (Currently faculty and student parking lots are only a base coat)

- Gymnasium floor – installation complete. The week on 9/25 to apply the floor finish with striping, installation of the bleachers. The turnover of the gymnasium should be 10/20/17
- Gymnasium lights – installation started 9/19/17
- Landscaping due to start 9/22/17. Forest Pansy Rosebud trees have been selected to plant in the large planters outside the main entrance. In addition, eight crepe myrtles were presented to the district by our architect and project managers.

Heights

- The new sanitary system installation has been completed and is operational.

Student Delegate's Comments

Ms. Ben-Levy reported on behalf of Mr. Yao.

The OCC held elections today for the freshman representatives. They are planning and organizing homecoming events including the pep rally, Homecoming breakfast and the parade. Homecoming is Saturday, October 21st.

Discussion Item(s):

1. KG&D Update - Ms. Brown presented this update during her comments.
2. Middle School Transition Presentation –
Mr. Craig Johanson, Principal Middle School, presented a PowerPoint presentation *6th Grade Transition Initiative – A Mindful Approach*.

Mr. Johanson explained that a Board of Education goal was to “Explore Mindfulness/Mental Health and its impact on student learning, individual effectiveness, collaboration and student environment, including professional development.” Mr. Johanson, Dr. Scordo and Mr. Lazarus, the Middle School Administrators decided one of their goals would be to enhance the 5th grade to 6th grade transition using a mindfulness approach. The goal of this initiative was to ease the stress and anxiety students feel at the start of the new school year and to equip them with the skills to adapt to their new environment. The approach included the training of Take 5, (a mindful relaxation technique), a grade level assembly to explain the best way to navigate the cafeteria. The Middle School had purchased lunch tables that accommodate 25 students, this allows more students to sit together and reduce the stress associated with the lunch room experience. The day ended with a field day. The goal was to have the students create a sense of community through team building activities. Mr. Johanson stated the day was a huge success. He also announced a new grading program called *Second Chances* for the 6th grade. If a student has a difficult time in the 1st quarter transiting to their classes, their 1st quarter grades will be forgiven if the 2nd quarter grades are better. The Middle School Administration team plans to start working on the 8th grade to 9th grade transition.

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 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.

Mr. Goldspiel called from the floor to update P.1 item #29

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)**

Addendum

Item	Name	Action	Position/ Replacing	Location	From	To	Tenure Area	Certification / Class / Step / Salary
29		Delete Duplicate to Item #18						

Mr. Litvack moved, seconded by Dr. Valauri, and carried by a vote of 6-0, (Mr. Saffron absent) to approve Agenda Items numbered P.1 (as amended) and P.2

BUSINESS/FINANCE:

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

B.1. WHEREAS, the Board of Education entered into an agreement with Star Quality Printing, Inc. d/b/a Star Communications for brochure printing services pursuant to Bid #15/16-35A (the "Contract"); and

WHEREAS, the Contract provides for annual renewal for up to three additional one-year terms;

WHEREAS, the School District is desirous of renewing the Contract and contacted Star Quality Printing, Inc. d/b/a Star Communications concerning renewal;

WHEREAS, Star Quality Printing, Inc. d/b/a Star Communications has notified the School District that it was purchased by Sterling North America, Inc. and has requested that the Contract be assigned to Sterling North America, Inc.;

WHEREAS, the Sterling North America, Inc. desires to assume the Contract and perform the obligations thereof;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby agrees to the assignment of its Contract with Star Quality Printing, Inc. d/b/a Star Communications to Sterling North America, Inc. in accordance with the annexed written assignment; and

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute said Consent and Assignment of the Agreement.

BE IT FURTHER RESOLVED that the Board of Education authorizes the renewal of the agreement at the same rates for the 2017-2018 school year.

B.2. Recommendation to **extend** the following contract [(i) which was first approved by the Board of Education on June 25, 2015 (item B.21, Bid# 15/16-35A), and extended on June 28, 2016 (item B1 (vi)), in order to renew:

(i) Contractor: Sterling N.A. (formerly Star Communications)
Services: Printing of Commencement Booklets 2017-2018 school year
Fees: Total estimated to be \$3,375.00

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

(ii) Contractee: Hewlett Woodmere Public Schools
Services: One (1) student from Woodmere Hewlett to attend The Hilltop Academy for the 2017-2018 school year (September 1, 2017 through June 22, 2018)
Fees: Total est. to be \$73,235.29 (Prorated) (Roslyn to receive)

Recommendation to **amend** the following contract which was first approved by the Board of Education on June 27, 2017 (item B.1. (iii))

(iii) Contractee: Plainedge Public Schools
Services: One (1) Plainedge resident to attend: Special program 2017-18 school year

Fees: 10 Month Tuition - ~~\$102,964.00~~ - \$51,482.00
 Secondary Rate
 (September 5, 2017 through June 22, 2018 – **attending ½ day sessions**)
 Total estimated to be ~~\$102,964.00~~ \$51,482.00 (Roslyn to receive)

B.3. Recommendation to approve Capital Fund Budget appropriation transfer requests as per **Attachment B.3.**

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
5510-210-03-9000-510	Trans Buses	<u>\$55,000.00</u>
	Subtotal	\$55,000.00
 <u>TO BUDGET CODE</u>		 <u>AMOUNT</u>
5540-430-03-5500-510	Trans Special Schools	<u>\$55,000.00</u>
	Subtotal	\$55,000.00

REASON FOR TRANSFER REQUEST: To cover child transportation to special schools for the 2017-18 school year.

B.5. Recommendation to approve general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
A2250-490-03-9000-307	BOCES Sp. Ed	<u>\$68,200.00</u>
	Subtotal	\$68,200.00
 <u>TO BUDGET CODE</u>		 <u>AMOUNT</u>
A2250-472-03-9000-307	Private School Tuition	<u>\$68,200.00</u>
	Subtotal	\$68,200.00

REASON FOR TRANSFER REQUEST: To cover cost of increase in Intense Behavioral Therapeutic Services-2016/17 Eden II Programs.

B.6. 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 #
\$1,607.00	EH Reimbursements	2110-201-04-1504	H15-00015	26
\$10,000.00	HGT Reimbursements	2110-201-06-1506	H15-00015	26
\$15,000.00	HH Reimbursements	2110-201-07-1507	H15-00015	26
\$40,000.00	HS Reimbursements	2110-201-08-1508	H15-00015	26

B.7. 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 #
\$2,610.68	EH Site & Field Work	2110-245-04-1504	H15-00014	24
\$8,158.51	Hts Prof. Svcs & Reimbs.	2110-245-06-1506	H15-00014	19
\$6,288.33	HH Prof. Svcs & Reimbs.	2110-245-07-1507	H15-00014	30
\$33,142.82	HS Prof. Svcs & Reimbs.	2110-245-08-1508	H15-00014	31

- B.8.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Maccarone Plumbing, Inc. in the amount of **\$2,911.05** which will increase purchase order H16-00020 in account code H1620.295.08.1608.

Maccarone Plumbing, Inc. (HS PC-005) for all additional costs to provide labor and materials to relocate the existing storm drain piping in the way of the new ductwork installation as a result of the existing condition of the building and lack of available space above the ceiling in order to keep the ceiling height as is, as discussed. This was first presented to the Board of Education as a Pending Change Order on August 24, 2017 Item B24 with an estimated cost at that time of \$3,000.

- B.9.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Palace Electrical Contractors in the amount of **\$29,935.73** which will increase purchase order H17-00017 in account code H1620.296.08.1608

Palace Electrical Change Order HS EC-005 combines two proposed change orders (5R and 6R) for all labor and material to 1.) replace surface mounted receptacle boxes in the corridor in order to be flush with the new tile including the replacement of 41 receptacles that are old and brittle and 2.) to install new 1¼” conduit for the site lighting in the East parking lot which needed to be removed in order to install the new curbs required by the NCDPW. These were first presented to the Board of Education as Pending Change Orders on August 10, 2017 as items B.15 and B.16 at which time the estimated cost for the two proposals was \$31,000.

- B.10.** Recommendation to approve a revision to the Cooperative Transportation Contract Extensions for 2017-2018, which were approved on June 27, 2017 (item B.22) to include an additional child.

- B.11.** Recommendation by Jason Lopez, Instructional and Administrative Chief Technology Officer, to declare as surplus the following computers and technology items which are obsolete, have no value, and will be discarded. (**Attachment B.11.**)

- B.12.** Extraclassroom Activity Treasurer Reports (**Attachment B.12.a. and B.12.b.**)
 High School, June 2017 and 2016-17 Summary Report
 Middle School, June 2017 and 2016-17 Summary Report

Dr. Valauri moved, seconded by Mr. Litvack, carried by a vote of 6-0, (Mr. Saffron absent) to approve Agenda Items numbered B.1 - B.12

CURRICULUM AND INSTRUCTION:

C&I.1 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 August 18, 2017 and August 22, 2017

C&I.2 Recommendation to approve 104 students and 12 chaperones to attend the New York State Field Band Conference in Syracuse, New York from October 27 through 30, 2017 at an estimated cost to the district of \$29,310.00. [Total cost of trip: \$60,510.00; student contribution: \$31,200.00(52%); district contribution: \$29,310.00(48%).]

C&I.3 Recommendation to approve Wendy Svitek to attend the New York Teacher Center Fall Focus and Statewide Committee Meeting in Albany, New York from October 22 through 24, 2107, at an estimated cost of \$341.00 to be paid by the Teacher Center Grant.

C&I.4 Recommendation to approve Karina Báez to attend the NYSASPA Annual Conference in Cooperstown, New York from October 29 through November 1, 2017 at an estimated cost to the district of \$1,754.00.

C&I.5 Recommendation to approve Susan Warren to attend the NYSASPA Annual Conference in Cooperstown, New York from October 29 through November 1, 2017 at an estimated cost to the district of \$1,174.00.

C&I.6 Recommendation to approve Angela Dunne to attend the NYSASPA Annual Conference in Cooperstown, New York from October 29 through November 1, 2017 at an estimated cost to the district of \$1,174.00

C&I.7 Recommendation to approve one student and one chaperone to attend the NYSSMA Conference in Rochester, New York from November 30 through December 3, 2017 at an estimated cost to the district of \$3,388.00.

Mr. Litvack moved, seconded by Dr. Valauri, carried by a vote of 6-0, (Mr. Saffron absent) to approve Agenda Items numbered C&I.1 - C&I.7

BOARD OF EDUCATION:

BOE.1. BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby adopts the Two-Year Plan of Service for Special Education for the period from September 2017 through September 2019 in accordance with Section 200.2 (c) of the Regulations of the Commissioner of Education.

BOE.2. Recommendation to add *Long Island Bridge for Youth*, a 501c3 Charitable Organization established in 2009 to teach children how to play bridge, to the Approved Advertisers List in accordance with Policy #1511. **(Attachment BOE.2)**

BOE.3. Whereas the Board of Education has sought community volunteers to serve as members of the Citizens Audit Advisory Committee, and

Whereas George Horowitz has indicated that for personal reasons he will resign from the Citizens Audit Advisory Committee,

Now therefore be it resolved that the following community members who have expressed an interest in continuing to serve on the CAAC are hereby appointed for a term of July 1, 2017 through June 30, 2020.

- Prabhat Kumar
- Eileen Rosenbaum

BOE.4 Recommendation to conduct the *first* reading of Board of Education Policy 8505 Charging School Meals **(Attachment BOE.4)**

BOE.5 BE IT RESOLVED that the Board of Education hereby adopts the revised Audit Committee Charter in the form attached hereto changing the composition of the Audit Committee to thirteen (13) members, including three (3) Board of Education members and ten (10) outside individuals. **(Attachment BOE.5)**

BOE.6 BE IT RESOLVED, that the Board of Education hereby authorizes the School District to enter into Agreement with North Shore Monuments in connection with the “Repair and Restoration of the Historic Marble Horse from the Mackay Estate”, subject to an Agreement to be prepared by District counsel;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the President of the Board of Education to execute the necessary documents to effectuate said Agreement on behalf of the Board of Education.

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

Public Comments #2

Ms. Eleanor Russell, RTA President, asked to remind everyone the use of staff names are not to be used in a public forum.

Adjournment

There being no further business to come before the Board of Education Dr. Valauri moved, seconded by Mr. Litvack, and carried by a vote of 6-0, (Mr. Saffron absent) to adjourn at 8:51 p.m.

Respectfully submitted,

Nancy Carney Jones
Nancy Carney Jones
District Clerk