

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

Thursday, October 5, 2017

8:00 P.M.

Roslyn High School – Board Room

Minutes

Meryl W. Ben-Levy, President
David Dubner
Adam Haber
Steven Litvack

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

Clifford Saffron, Vice President
David Seinfeld
Bruce G. Valauri

7:00 p.m. - Executive Session

Pursuant to Public Officers Law, Section 105, it was duly moved, seconded and carried by a vote of 4-0 (Messrs. Saffron, Seinfeld and Dr. Valauri absent); that the Board of Education adjourns to Executive Session at 7:00 p.m., to discuss personnel and legal matters.

The Executive Session adjourned at 8:00 p.m. The Board reconvened in Public Session in the Board Room at 8:11 p.m.

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

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition:

Mr. Greg Wasserman, Director of Guidance, presented the following students to the Board of Education

The Board of Education presented certificates of recognition to the following students for their accomplishments as 2018 National Merit Scholarship Semifinalists, National Merit Commended Scholars and a Qualifier for the National Hispanic Recognition Award

National Merit Scholarship Semifinalists

Ella Eisenberg
Adam Robbins
Stephanie Tom

National Merit Commended Scholars

Tommy Drenis	Justin Leu
Zachary Khazzam	Seth Rosen
Noah Kim	Devin Rosenthal
Camryn Kozuch	Benjamin Rosman
Spencer Lazar	Jason Wu
Austin Lee	

PSAT National Hispanic Program

Marilyn Pesantez

On behalf of the Board of Education, Ms. Ben-Levy congratulated the students and their parents on their outstanding achievements.

Recommendation to accept the minutes from the following meeting(s):
September 7, 2017
September 15, 2017

Mr. Litvack moved, seconded by Mr. Dubner, carried by a vote of 4-0 (Messrs. Saffron, Seinfeld and Dr. Valauri absent), to accept the minutes for September 7, 2017 and September 15, 2017.

Board President's Comments

Ms. Ben-Levy had no comment this evening.

Superintendent's Comments

Ms. Brown had no comment this evening.

Student Delegate's Comments

Mr. Yao, Student Delegate, recently spoke at the grade assemblies and the new student breakfast to explain the OCC (Organization of Class Councils). The 9th grade OCC representative elections were held and they attended their first meeting. Currently the OCC is preparing for the pep rally and homecoming. The week of October 16th student delegates, athletes, cheerleaders and members of the marching band will visit all the schools to talk about homecoming. On Friday, October 20th, the High School will hold their annual pep rally with the Marching Band and cheerleaders performing. Homecoming is Saturday, October 21st. The schedule of events is: 11:00am - Breakfast, 12:15 - Parade, 1:30pm - Opening ceremony and 2:00pm - Football game. He thanked the PFA for their shirts.

Discussion Item(s):

1. Presentation of Independent Audit – Jill Sanders, CPA Cullen & Danowski, LLP (District's External Auditor's)

Ms. Sanders presented at PowerPoint presentation: *Roslyn Union Free School District – Auditor's Report to the Board of Education.*

The auditor's reviewed the District's financial statements, Distribution of Revenue for two years, Revenue and Expenditures compared to budget, Fund Balance Analysis, Extraclassroom Activity Funds and the Federal Single Audit. The auditor's issued the District an Unmodified Opinion. Ms. Sanders commented the District has very good internal controls and a good financial plan.

Mr. Dubner thanked the community members of the CAAC (Citizen's Audit Advisory Committee) for their review of the audit.

Ms. Ben-Levy thanked the board members of the CAAC – Mr. Saffron, Mr. Dubner and Mr. Litvack, community members of the CAAC, as well Mr. Dragone, Ms. Warren and members of the Business office for their outstanding work on the audit.

2. K-5 Reading - Literacy Approach – Ms. Karina Báez, Assistant Superintendent for Elementary Education presented a PowerPoint presentation *Literacy K-5 @ Roslyn Elementary Schools.*

Ms. Báez presented an overview of the district's literacy program. She explained that the district's Literacy Committee examined, evaluated and identified strengths and weaknesses of our current program, Teachers College Readers and Writers Workshop. As a result, seven programs were evaluated to address the weaknesses with the goal to compliment the strengths of the Readers and Writers workshop model. After a collaborative decision making process, JOURNEYS was selected for its high quality of resources, intervention and differentiation. Ms. Báez explained the goal is to raise our students to be lifelong learners. In addition, our teachers have received professional development training starting in May and three days of training are scheduled for next week.

PUBLIC COMMENT #1 Limited to Agenda Items ONLY

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

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

Dr. Gilbert, Parent, inquired if we are still using the Wilsons Reading program and how will it fit in with the JOURNEYS program.

Ms. Zimmerman, Parent, questioned if parents are invited to discuss curriculum and to express their views on different curriculum.

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)**

Addendum

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

Mr. Dubner moved, seconded by Mr. Litvack, and carried by a vote of 4-0 (Messrs. Saffron, Seinfeld and Dr. Valauri absent), to approve Agenda Items numbered P.1, P.2 and Addendum P.3

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
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been prepared pursuant to a previous award of an RFP or bid):

- (i) Contractor: The Summit School, Upper Nyack
Services: Instructional services for the 2016-17 school year
Fees: **611 Grant**
\$1,906.00 per student (1 student)
Total will be \$1,906.00

- (ii) Contractor: ACDS
Services: Instructional services for the 2017-18 school year
Fees: **611 Grant**
\$1,947.00 per student (4 students)
Total will be \$7,788.00
619 Grant
\$558.00 per student (4 students)
Total will be \$2,232.00

- (iii) Contractor: Anderson Center for Autism
Services: Instructional services for the 2017-18 school year
Fees: **611 Grant**
\$1,947.00 per student (1 student)
Total will be \$1,947.00

- (iv) Contractor: Brookville Center for Children's Services
Services: Instructional services for the 2017-18 school year
Fees: **611 Grant**
\$1,947.00 per student (12 students)
Total will be \$23,364.00
619 Grant
\$558.00 per student (10 students)
Total will be \$5,580.00

- (v) Contractor: Developmental Disabilities Institute, Inc.
Services: Instructional services for the 2017-18 school year
Fees: **611 Grant**
\$1,947.00 per student (2 students)
Total will be \$3,894.00

- (vi) Contractor: Mid-Island Therapy Associates
Services: Instructional services for the 2017-18 school year
Fees: **611 Grant**
\$648.00 per student (2 students)
Total will be \$1,296.00
619 Grant
\$186.00 per student (2 students)
Total will be \$372.00

- (vii) Contractor: Mill Neck Manor School for the Deaf
 Services: Instructional services for the 2017-18 school year
 Fees: **611 Grant**
 \$1,947.00 per student (7 students)
 Total will be \$13,629.00
619 Grant
 \$558.00 per student (7 students)
 Total will be \$3,906.00

- (viii) Contractor: Summit School
 Services: Instructional services for the 2017-18 school year
 Fees: **611 Grant**
 \$1,947.00 per student (1 student)
 Total will be \$1,947.00

- (ix) Contractor: United Cerebral Palsy Association of Nassau County, Inc. –
 The Children’s Learning Center
 Services: Instructional services for the 2017-18 school year
 Fees: **611 Grant**
 \$1,947.00 per student (1 student)
 Total will be \$1,947.00

- (x) Contractor: Variety Child Learning Center
 Services: Instructional services for the 2017-18 school year
 Fees: **611 Grant**
 \$1,947.00 per student (3 students)
 Total will be \$5,841.00
619 Grant
 \$558.00 per student (3 students)
 Total will be \$1,674.00

- (xi) Contractor: S.E.E.D.S of the Willistons, Inc.
 Services: Special Education Services
 July 1, 2017 through June 30, 2018
 Fees: Total estimated to be \$15,600

B.2. BE IT RESOLVED that the Board of Education hereby authorizes Kaeyer, Garment & Davidson Architects, P.C. ("KG&D") to provide design services to the District in connection with the Data/Telephone, Public Address and Clock Wiring at the Roslyn High School, East Hills Elementary School and Harbor Hill Elementary School locations, subject to the receipt and review of a proposal by KG&D in accordance with the terms and conditions of the Agreement between the District and KG&D and approval by District counsel;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute the necessary documents to effectuate the KG&D

proposal for design services for the Projects identified herein on behalf of the Board of Education.

- B.3.** Recommendation to approve 2016-2017 general fund appropriation transfer requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2250-472-03-9000-307	Private Sch Tuition	\$135,000.00
2250-430-03-9000-307	Sp Ed Contact Svcs	\$105,000.00
9010-800-03-9000-303	Empl Ret System	\$125,000.00
9020-800-03-9000-303	Tchr Ret System	\$150,000.00
9030-800-03-9000-303	Social Security	\$110,000.00
9040-800-03-9000-303	Workers Comp	\$65,000.00
9060-800-03-9000-303	Medical Ins Adm	\$310,000.00
9950-970-03-9000-303	Transfer Repair Reserve	<u>\$200,000.00</u>
	Subtotal	\$1,200,000.00
<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
9901-960-03-9000-303	Transfer to the Debt Svc Fund	<u>\$1,200,000.00</u>
	Subtotal	\$1,200,000.00

REASON FOR TRANSFER REQUEST: Transfer Surplus Funds to the Debt Service Fund. This will enable us in the future to pay down debt we have just incurred for the 2014 Bond Project in a similar way as we are currently using the funds in Debt Service Fund to pay down the 2000 Bond Project debt.

- B.4.** Recommendation to approve a change order as indicated below. This change order will increase the contract with Maccarone Plumbing in the amount of **\$9,287.96** and therefore increase the purchase order to Maccarone Plumbing H18-00010 in account code H-1620-295-06-1606.

Maccarone Plumbing, Inc. (HTS PC-001) represents the cost to provide labor and material to modify existing interior piping to the exterior for the new sanitary system because the new addition was placed directly above the old sanitary system. This was first presented to the Board of Education as a pending change order in the estimated amount of \$10,200 as item B20 on the agenda of 9/7/17.

- B.5.** Recommendation to approve a change order as indicated below. This change order will increase the contract with Sipala Landscape Services, Inc. in the amount of **\$13,945** and therefore increase purchase order **H18-00011** in account code H-1620-293-07-1607.

Sipala Landscape Services, Inc. (HHI GC-002) This change order represents the cost to provide labor and materials to install additional trees as a screen for the new bus garage. This was first presented to the Board of Education as pending change orders PCO #1 and #2 in the estimated amount of \$14,000 as item B10 on the agenda of September 7, 2017. We expect to receive a credit change order from

WJ Northridge in the amount of \$7,000 resulting in a net cost to the district of approximately \$6,945.

- B.6.** Recommendation to approve a change order as indicated below. This change order will increase the contract with Sipala Landscape Services, Inc. in the amount of **\$158,400** and therefore increase purchase order **H18-00011** in account code H-1620-293-07-1607.

Sipala Landscape Services, Inc. (HHI GC-003) This change order represents the cost to provide sod in place of seed for the new athletic fields. This was first presented to the Board of Education as pending change order PCO #4 in the estimated amount of \$158,400 as item B21 on the agenda of September 7, 2017. We expect to receive a credit change order from Stalco in the amount of at least \$32,400 resulting in a net cost to the district of not more than \$126,000.

- B.7.** 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.8.** 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; 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#25: Stalco, Inc. Proposed Change Order #25 (Harbor Hill) for additional work at an estimated cost of **\$9,000**. This change order represents the cost to provide labor and materials to perform the work included in the revised bulletin 10 R as per the redesign of the library, as requested. Park East Construction Corp. and KG&D Architects have reviewed the proposal and find it to be fair based on the scope of work. Upon BOE approval the office of KG&D Architects will create a formal change order and forward for signature.

- B.9.** Recommendation by Michael Brostowski, Director of Health, Physical Education,
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and Athletics, to declare as surplus the following items which have been rejected and have been declared unusable.

- (18) Cascade boys' lacrosse helmets

Addendum

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 to approve Capital Budget Appropriation Transfers as per attached. (**Attachment B.11.**)

B.12. 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; 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#21: Stalco, Inc. Proposed Change Order #21 (Harbor Hill) for additional work at an estimated cost of **\$4,500**. This change order represents the cost to provide labor and materials to install additional supplemental steel for the roof top HVAC units, as required in addition to support shown on drawings due to the configuration of the units. Park East Construction Corp along with KG&D Architects have reviewed the proposal and finds it to be fair based on the scope of work. Upon BOE approval the office of KG&D will create a formal change order and forward for signatures.

B.13. 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; 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 #10: Relle, Inc. Proposed Change Order #10 (Harbor Hill) represents a **credit** of **\$1,723.20** against the amount of PCO No.8 which included the revisions to the Library electrical scope indicated in Bulletin 10 & 10 R as well as ESK 5 & 6 & ESK 5R & 6R, as a result of the revised design of the Library Computer Room, as requested. Park East Construction Corp along with KG&D Architects have reviewed the proposal and finds it to be fair based on the scope

of work. Upon BOE approval the office of KG&D will create a formal change order and forward for signatures.

Mr. Litvack moved, seconded by Mr. Dubner, carried by a vote of 4-0 (Messrs. Saffron, Seinfeld and Dr. Valauri absent), to approve Agenda Items numbered B.1 – B.9 and Addenda B.10 – B.13

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 August 28, 2017, August 30, 2017 and September 25, 2017.

C&I.2 Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on June 8, 2017 and September 14, 2017.

C&I.3 Recommendation to approve Soowook Lee to attend the Association of Mathematics Teachers of New York State Annual Conference in Buffalo, New York from November 2 through 5, 2017 at an estimated cost to the district of \$1,968.13.

C&I.4 Recommendation to approve Jennifer Sheehan to attend the American Council on the Teaching of Foreign Languages Annual Convention and World Language Expo in Nashville, Tennessee from November 16 through 19, 2017 at an estimated cost to the district of \$1,968.98.

C&I.5 Recommendation to approve Larry Reiff to attend the National Council of Teachers of English Annual Conference in St. Louis, Missouri from November 16 through 19, 2017 at an estimated cost to the district of \$2,287.57.

Addendum

C&I.6 Recommendation to approve Joseph Dragone to attend the NYSASBO School Business Management Workshop in Albany, New York from November 14 through 17, 2017 at an estimated cost to the district of \$792.00

Mr. Litvack moved, seconded by Mr. Haber, carried by a vote of 4-0 (Messrs. Saffron, Seinfeld and Dr. Valauri absent), to approve Agenda Items numbered C&I.1 - C&I.5 and Addendum C&I.6

BOARD OF EDUCATION:

BOE.1 Recommendation to conduct the *second* reading of Board of Education Policy 8505 Charging School Meals (**Attachment BOE.1**)

BOE.2 Recommendation that the Board of Education accepts the 2017-2018 District Safety Plan.

BOE.3 WHEREAS, applications were made to Section VIII of the New York State Public High School Athletic Association to consolidate and combine the Roslyn UFSD Girls' and Boys' Fencing Teams with the East Williston Girls' and Boys' UFSD Fencing Teams for the 2017-2018 winter season;

WHEREAS, the Roslyn UFSD was notified that Section VIII recommended and approved said applications;

WHEREAS, the District Administration recommends that the Board of Education approve the consolidation of the Roslyn UFSD Girls' and Boys' Fencing Teams with the East Williston UFSD Girls' and Boys' Fencing Teams;

WHEREAS, the Board of Education has determined that it is in the best interest of the Roslyn UFSD to combine the Girls' and Boys' Roslyn UFSD Fencing Teams with the East Williston UFSD Fencing Teams;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby authorizes the Roslyn UFSD to enter into an Agreement with East Williston UFSD in connection with the consolidation of the Roslyn UFSD Girls' and Boys' Fencing Teams with the East Williston UFSD Girls' and Boys' Fencing Teams, subject to the terms and conditions of an Agreement to be prepared by District counsel;

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

BOE.4 Recommendation that the Board approve the attendance of Nancy Carney Jones at the Eastern Suffolk BOCES District Clerk Semi-Annual Workshop to be held on October 12, 2017 in Holbrook, NY at an estimated cost to be \$36.00 for travel expense.

Addendum

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 2016-17 school year submitted by Cullen Danowski, LLP.

BOE.6 WHEREAS, an application was made to Section VIII of the New York State Public High School Athletic Association to consolidate and combine the Roslyn UFSD Boys' Swimming Team with the Port Washington UFSD Boys' Swimming Team for the 2017-2018 winter season;

WHEREAS, the Roslyn UFSD was notified that Section VIII recommended and approved said application;

WHEREAS, the District Administration recommends that the Board of Education approve the consolidation of the Roslyn UFSD Boys' Swimming Team with the

Port Washington UFSD Boys' Swimming Team;

WHEREAS, the Board of Education has determined that it is in the best interest of the Roslyn UFSD to combine the Roslyn UFSD Boys' Swimming Team with the Port Washington UFSD Boys' Swimming Team;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby authorizes the Roslyn UFSD to enter into an Agreement with the Port Washington UFSD in connection with the consolidation of the Roslyn UFSD Boys' Swimming Team with the Port Washington UFSD Swimming Team, subject to the terms and conditions of an Agreement to be prepared by District counsel;

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

BOE.7 BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District approves the Letter of Engagement, dated April 29, 2017, issued by Cullen & Danowski, L.L.P. for the 2016-2017 audit in the form attached hereto and consistent with the Agreement, dated April 20, 2017, between the Board of Education and Cullen & Danowski, L.L.P.

BE IT FURTHER RESOLVED that the Board of Education authorizes the Board President to execute the Letter of Engagement on behalf of the Board of Education.

Mr. Dubner moved, seconded by Mr. Litvack, carried by a vote of 4-0 (Messrs. Saffron, Seinfeld and Dr. Valauri absent), to approve Agenda Items BOE.1 – BOE.4, Addenda BOE.5 - BOE.7

Public Comments #2

No comment.

Adjournment

**There being no further business to come before the Board of Education
Mr. Litvack moved, seconded by Mr. Dubner, carried by a vote of 4-0 (Messrs. Saffron, Seinfeld and Dr. Valauri absent), to adjourn at 9:09 p.m.**

Respectfully submitted,

Nancy Carney Jones
**Nancy Carney Jones
District Clerk**