

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

Thursday, October 19, 2017

7:15 P.M.

Roslyn High School – Board Room

Minutes

Meryl W. Ben-Levy, President
David Dubner arrived 7:40pm
Adam Haber
Steven Litvack
David Seinfeld arrived 7:20pm
Bruce G. Valauri

ALSO PRESENT

Allison Brown	Superintendent
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
Joseph C. Dragone Assistant Superintendent for Business and Administration

7:15 p.m. - Board of Education Meeting

The Board convened in Public Session in the Board Room at the Roslyn High School at 7:18 p.m.

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition:

Louis Kotler & Sophie Rubin – *Best in Class & Editors' Choice Awards at the 8th Annual World Maker Faire New York*

Dr. Andrews, High School principal, introduced senior Sophie Rubin and junior Louis Kotler to the Board of Education, Sophie and Louis won the Best in Class and Editors' Choice Award at the World Maker Faire for their work with the STEAM Shack. The STEAM Shack provides children with cancer the ability to learn science, technology, engineering, art and math at hospitals and the Sunrise Association's summer day camp. The Board of Education presented the students with certificates of recognition for their outstanding achievements.

In addition, Dr. Andrews announced the High School recently received an award from AXA Achievement Scholarship Program to match the award 2017 graduate Rachel Sterneck received. The money will be used to continue to grow our engineering and STEAM program.

Board of Education – School Board Recognition Week

Ms. Brown announced that tonight we are recognizing the Board of Education. Ms. Brown commented that "it takes strong schools to build a strong community. The Board devotes countless hours to making sure our schools are helping every child learn at a higher level in a nurturing and loving environment. Each member of the board makes tough decisions and spends a lot of time studying educational law and regulations in order to provide the accountability that our community deserves". Ms. Brown stated the main concern of the board is making the right decisions for the kids.

Ms. Brown and Mr. Jason Lopez, Chief Technology Officer presented a video of student responses to Ms. Brown's questions "Who is the Board of Education". Student representatives from each school thanked the Board of Education and presented the Board members with cards and posters of appreciation.

In addition, Ms. Brown presented the Board with copies of *The Starbucks Experience: 5 Principles for Turning Ordinary into Extraordinary* by Joseph Michelli. The Administration is currently studying this book.

The members of the Board of Education thanked the community for all their support.

At 7:45pm Ms. Ben-Levy requested a short recess to enjoy the cake presented to the Board by the CCPA.

The meeting reconvened in public session at 7:59pm

Recommendation to accept the Third Quarter Claims Audit Report and the September Claims Audit Report

Ms. Shari Diamond, CIA, Supervisor, IT Consultant, Cerini & Associates, LLP presented an overview of the Audit reports for July – September 2017

Ms. Diamond commented the auditors reviewed 1,247 claims from the General, Trust & Agency, School Lunch, Federal, Scholarship and Capital Funds. The report showed 1.68% of the claims were flagged for informational purposes, which included: 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 related questions prior to processing the claim. Ms. Diamond once again stated that Roslyn has the lowest incident rate of any of their clients.

Dr. Valauri moved, seconded by Mr. Dubner, carried by a vote of 6-0, (Mr. Saffron absent) to accept the Claims Auditors Reports for September 2017 and July – September 2017 Quarterly Claims Audit Report.

Recommendation to accept the Treasurer's Reports for July 2017 (**Attachment T1**) and August 2017 (**Attachment T2**)

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

Dr. Valauri moved, seconded by Mr. Litvack, carried by a vote of 6-0, (Mr. Saffron absent) to accept the Treasurer's Report for July 2017 and August 2017.

Recommendation to accept the minutes from the following meeting(s):
September 19, 2017 and October 5, 2017

Mr. Haber moved, seconded by Mr. Litvack, carried by a vote of 6-0 (Mr. Saffron absent), to accept the minutes for September 19, 2017 and October 5, 2017.

Board President's Comments

Ms. Ben-Levy thanked the CCPA for the cake and requested the artwork presented by the children this evening be displayed in the board room. She commented we've had a great Spirit week, the High School pep rally is tomorrow and homecoming on Saturday. Ms. Ben-Levy stated for her, homecoming is one of the best days of the year.

Ms. Ben-Levy commented that she has observed how the football team interacts and supports one another. She stated she feels that based on this behavior no matter the outcome of Saturdays' game the team has already won. The Marching Band will be competing in the state championship in Syracuse next week.

Superintendent's Comments

Ms. Brown announced students Vincent Yao has been named a semifinalist and Austin Lee a Regional Finalist in the 2017 Siemens competition. The girls' tennis team will compete in the county championship on Friday in Eisenhower Park. On the addendum there is a resolution to approve the Middle School chorale group to perform the National Anthem at the December 3, 2017 Jets game at MetLife Stadium.

Student Delegate's Comments

Mr. Yao updated the Board on the OCC's preparation for Homecoming. Students visited every school to promote homecoming. He announced the Marching Band presented a show at the Sun Harbor Nursing Home. This year the seniors started a new tradition by taking their class photo in the shape of 2018. He thanked the Board of Education for their support of the OCC and the marching band.

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.

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.2

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
3	Santos Carodza	Substitute Appointment	Substitute Food Service Worker	Labor		District	10/20/17		\$13.50/hour

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, P.2 and Addendum P.2

BUSINESS/FINANCE:

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

B.1. Recommendation to approve the following contracts and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid):

- (i) Contractor: North Shore School District
Services: District of Location Special Education Services for IEP service requirements for two students residing in Roslyn attending private school in North Shore for the 2017-18 school year
Fees: Total estimated to be \$7,000.00
- ii) Contractor: HorseAbility
Services: Vocational Horsemanship, internship experience for the 2017-2018 school year
Fees: \$50 per session
(subject to review and approval by district counsel)
- (iii) Contractor: Sid Jacobson JCC – VTEC Program
Services: Vocational Internship Program for the period of 2017-2018 school year
Fees: No cost to district
(subject to review and approval by district counsel)

B.2. Recommendation that the President of the Board of Education be authorized to execute the 2017-2018 Initial AS-7 Contract with Nassau BOCES in the amount of \$2,509,219.33 in accordance with the attached document. **(Attachment B.2.)**

B.3. Recommendation to approve Capital Budget Appropriation Transfers as per attached. **(Attachment B.3. revised)**

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

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
5110-210-03-9000-510	Trans Buses	<u>\$29,842.60</u>
	Subtotal	\$29,842.60
 <u>TO BUDGET CODE</u>		 <u>AMOUNT</u>
9785-600-03-9000-303	Principal	\$26,736.86
9785-700-03-9000-303	Interest	<u>\$3,105.74</u>
	Subtotal	\$29,842.60

REASON FOR TRANSFER REQUEST: Transfer Appropriated Funds between Budget Codes. Since we budget for the purchase of the buses under 5510.210 to make transparent our intentions, but now we have entered into a lease purchase agreement with Key Government Finance, Inc. to finance this purchase over 5 years. Approved by the BOE 08/24/2017 Item B.2.

B.5. Recommendation to approve the following payment to KG&D Architects for professional services rendered to the district and reimbursable expenses pertaining to capital improvements at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.]

Payment	Location/ Project	Budget	PO #S	Inv #
\$6,276.19	HH Reimbursements	2110-245-07-1507	H15-00014	31
\$7,740.51	HS Reimbursements	2110-245-08-1508	H15-00014	32
\$7,626.88	New Bus Facility Reimbs.	2110-245-03-1502	H15-00014	36
\$6,405.24	New Bus Facility Reimbs.	2110-245-03-1502	H15-00014	37

B.6. Recommendation to approve a payment in the amount of \$14,036.69 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 8/31/2017.

B.7. Recommendation to approve a change order as indicated below. This change order will increase the contract with Baruti Construction in the amount of **\$5,785.30** and therefore increase the purchase order to Baruti in account code H-1620-293-06-1606.

Baruti Construction Inc. (HTS GC-002) represents the cost to provide labor and materials to remove the existing drywall partitions at multiple locations including along the exterior wall of the Music Room, re-install and finish upon completion of the rerouting of the piping to the exterior for the new sanitary system installation as required. This was first presented to the Board of Education as a pending change order in the estimated amount of \$6,000 as item B1 on the agenda of 9/15/17.

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 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#46: Stalco Proposed Change Order #46 (High School) for additional work at a cost of **\$8,300**. This change order represents the cost to provide labor and material to install structural steel, framing and dens glass to compensate for the removed concrete panel required to access existing steel beam in order to tie in the new main entrance roof structure and terminate as shown in sketch ASK-22 provided by KG&D Architects. Park East Construction Corp. is requesting this proposal be presented to the BOE as a not to exceed amount pending verification of these budgetary numbers. Upon verification and approval the office of KG&D Architects will create a formal change order and forward for signatures.

- B.9.** 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#34: Stalco Proposed Change Order #34 (High School) for additional work at a cost of **\$1,500**. This change order represents the cost to provide labor and materials to install framing and drywall on the North and East walls of RM 149H not shown on drawings as requested by KG&D Architects. (Please note the painting portion of the proposal is not valid as the finish schedule calls for these walls to be painted and has therefore been deleted.) Upon BOE approval the office for KG&D Architects will create a formal Change order and forward for signature.

- B.10.** 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#26: Stalco, Inc. Proposed Change Order #26 (Harbor Hill) for additional work at an estimated cost of **\$8,200**. This change order

represents the labor and material needed to saw cut the existing concrete slab, excavate, backfill, compact and restore slab at Library as required to replace existing broken storm drain piping under slab. Park East Construction Corp. has reviewed the proposal and requests the BOE approve as a not to exceed amount with verification of time and material required. Following verification, the office of KG&D Architects will create a formal change order and forward for signature.

- B.11.** Recommendation to approve 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 Plumbing Contract PCO #5: Ambrosio, Inc. Proposed Change Order #5 (Harbor Hill) in the amount of **\$5,000** for the cost to provide labor and equipment to replace the existing under slab storm drain piping at the library. Park East Construction Corp. has reviewed the proposal and requests the BOE approve as a not to exceed amount with verification of time and material required. Following verification, the office of KG&D Architects will create a formal change order and forward for signature.

- 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 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 Electrical Contract PCO #1: Palace Electric Proposed Change Order PCO# 1 for additional work at an estimated cost of **\$16,200**. This change order represents the cost to provide labor and materials to install a Six (6) strand Multimode Fiber Optic cable, terminate and test as requested by our IT Department head Jason Lopez. Park East Construction Corp. requests the District present this as a not to exceed amount and they will follow up with request and verification of labor amounts and costs prior to requesting that KG&D issue a formal change order document for execution.

- 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 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#32: Stalco Proposed Change Order #32 (High School) for additional work at a cost of **\$832.47**. This change order represents the cost to provide labor and materials to repair and reinstall portions of the existing ceiling in the Yearbook Room 151 as directed by Park East Construction Corp. in the field as a result of complaints from the room occupants. Park East Construction Corp. has verified and documented via signed field ticket (see attached) based on the time and materials utilized to perform the work. We are presenting this to the BOE as a PCO for Allowance Authorization to be deducted from the Special Provisions allowance included in Stalco's contract. Upon approval the office of KG&D Architects will create a formal Allowance Authorization and forward for signature. This "proposed" change order is actually confirming since this work has already been completed.

B.14. Recommendation to accept, pursuant to receipt by Scott Andrews, Roslyn High School Principal, a check from the AXA Achievement Scholarship Program, in the total amount of \$1,000.00 to be appropriated to 2110.450.08.3000.801 to be used for purchasing additional supplies for the STEM/PLTW programs, 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. These funds represent a matching grant to an award earned by one of our 2017 graduates, Rachel Sterneck.

B.15. Extraclassroom Activity Treasurer Reports (**Attachment B.15.a, B.15.b, B.15.c, and B.15.d.**)

High School, July 2017
Middle School, July 2017
High School, August 2017
Middle School, August 2017

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 Sipala General Construction PCO **Clay**: Sipala Proposed Change Order **Clay** (Harbor Hill) for an estimated amount of \$66,875. This change order represents the cost to provide labor and materials to upgrade the new ballfields with clay for

the southeast softball field and the southwest little league field. The cost includes the removal of 5" of topsoil and supplying and installing 5" clay mix base and a total of 5 tons of Clay Top Dressing as well as the renovation of the irrigation system for the new turf infield on the Southwest field. It is estimated that the clay will replace the need for a total of 10,500 square feet of sod which will result in a credit of 10,500 x \$0.88 per square foot = \$9,240. Therefore the net cost of this change order will be \$57,635.

- B.17.** Recommendation to approve a change order as indicated below. This change order will increase the contract with Stalco Construction in the amount of **\$4,415.91** and therefore increase purchase order H17-00015 in account code H-1620-293-07-1607.

Stalco Construction Inc. (HH GC-010) represents the cost to provide supplemental steel supports for the rooftop HVAC units. This was first presented to the Board of Education as a pending change order in the estimated amount of \$4,500 as item B12 on the agenda of 10/5/2017.

- B.18.** Recommendation to approve a change order as indicated below. This change order will increase the contract with Stalco Construction in the amount of **\$8,878.87** and therefore increase purchase order H17-00015 in account code H-1620-293-07-1607.

Stalco Construction Inc. (HH GC-011) represents the cost to perform the additional work included in bulletin 10-R with respect to the redesign of the library. This was first presented to the Board of Education as a pending change order in the estimated amount of \$9,000 as item B8 on the agenda of 10/5/2017.

- B.19.** Recommendation to approve a change order as indicated below. This change order will result in an increase in the contract with Stalco, Inc. in the amount of **\$3,162.49** which will increase purchase order H17-00015 in account code H1620.293.08.1608

Stalco, Inc. (HS GC-014) represents the cost to provide labor and materials to make much needed repairs to the existing corridor at the Boy's locker room caused by the steam leak as per the KG&D Architects Bulletin 8 & 8A, as requested. Park East Construction Corp. and KG&D Architects have reviewed the proposal and find it to be fair. KG&D Architects have created a formal Change order which now needs to be executed.

- B.20.** Recommendation to approve 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 present 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 Contract PCO #6R: JNS, Inc. Proposed change Order #6R (Harbor Hill) in the amount of **\$16,000.00** for the cost to provide labor and equipment for additional piping for the unit ventilators in 5 classrooms at HH School. Park East Construction Corp. has reviewed the proposal and requests the BOE approve as a not to exceed amount with verification of time and material required. Following verification, the office of KG&D Architects will create a formal change order and forward for signature. **(Withdrawn by Administration)**

B.21. BE IT RESOLVED that the Board of Education hereby approves the Middle School Chorale field trip to the MetLife Stadium on December 3, 2017, subject to the receipt and approval of the necessary insurance and driver certifications from the transportation provider and parental permission slips for all student participants.

Mr. Litvack moved, seconded by Mr. Dubner, carried by a vote of 6-0 (Mr. Saffron absent), to approve Agenda Items numbered B.1, B.2, B.3(revised), B.4 - B.15, Addenda B.16 – B.19, B.20 (withdrawn) and B.21

Mr. Haber asked that before and after pictures be put on line for the capital projects to see the changes.

The Board requested the Administration find out about the possibility of air conditioning in the gym.

CURRICULUM AND INSTRUCTION:

C&I.1 Recommendation to accept the confidential stipulations of the CPSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on September 27, 2017, October 2, 2017 and October 4, 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 September 25, 2017, September 26, 2017 and September 27, 2017.

C&I.3 Recommendation to approve Lawrence Reiff to attend the Apple Distinguished Educator Workshop Boot Camp in Austin, Texas from November 2 through 5, 2017 at an estimated cost to the district of \$130.00.

C&I.4 Recommendation to approve the following consultants as Roslyn Teacher Center In-Service Class instructors (fees to be reimbursed by Teacher Center Grant)

<u>Name</u>	<u>Class</u>	<u>Dates</u>	<u>Fee</u>
Aileen Monks	Poverty Project	12/2/17	\$400
Betsy Weinman	Poverty Project	12/2/17	\$400
Danielle Guerra	Poverty Project	12/2/17	\$400
Dee Martelluci	Poverty Project	12/2/17	\$400

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

BOARD OF EDUCATION:

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

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

- Policy 8505 Charging School Meals

Dr. Valauri moved, seconded by Mr. Dubner, carried by a vote of 6-0 (Mr. Saffron absent), to approve Agenda Items BOE.1 – BOE.2

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 6-0 (Mr. Saffron absent), to adjourn at 8:15 p.m.

Respectfully submitted,

Nancy Carney Jones
Nancy Carney Jones
District Clerk