

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

Thursday, March 12, 2020

8:00 P.M.

Administration Building – Superintendent’s Office

MINUTES

Meryl W. Ben-Levy, President
Clifford Saffron, Vice President
David Dubner
Michael Levine
David Seinfeld
Bruce Valauri

ALSO PRESENT

Allison Brown	Superintendent
Joseph C. Dragone	Assistant Superintendent for Business and Administration
Nancy Carney Jones	District Clerk
Carrie Anne Tondo	District Counsel

ABSENT

Steven Litvack	
Karina Báez	Assistant Superintendent for Primary Education
Michael Goldspiel	Assistant Superintendent for Secondary Education
Andrew Antenberg	Student Delegate

6:30 p.m. - Executive Session

Pursuant to Public Officers Law, Section 105, duly moved, seconded, and carried by a vote of 6-0 (Mr. Litvack absent); that the Board of Education adjourns to Executive Session at 6:31 p.m., to discuss legal, real estate, contract negotiations and personnel matter.

The Executive Session adjourned at 8:15 pm. The Board reconvened in Public Session in the Administration Building – Superintendent’s Office at 8:17 p.m.

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

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition: Kenny Kim - Scholastic Gold Key Poetry Award

There was no student recognition due to the abbreviated meeting this evening.

Recommendation to accept the Claims Audit Report for January 2020

Mr. Saffron moved, seconded by Mr. Dubner, carried by a vote of 6-0, (Mr. Litvack absent) to accept the Claims Auditors Report for January 2020

Recommendation to accept the Treasurer's Reports for December 2019 (**Attachment T1**) and January 2020 (**Attachment T2**) along with a request to "Write-Off" a number of stale checks that were each issued at least six months ago (**Attachment T3**)

Mr. Saffron moved, seconded by Dr. Valauri carried by a vote of 6-0, (Mr. Litvack absent) to accept the Treasurer's Report for December 2019, January 2020 and Stale checks.

Recommendation to accept the minutes from the following meeting:
February 6, 2020

Mr. Levine moved, seconded by Mr. Dubner, carried by a vote of 6-0, (Mr. Litvack absent) to accept the minutes for February 6, 2020.

Board President's Comments

Ms. Ben-Levy commented on the brevity of tonight's meeting due to the safety and concern of the public and members of staff and Board of Education with issues arising from the recent outbreak of the Coronavirus.

Superintendent's Comments

Ms. Brown had no comments this evening.

Student Delegate's Comments

Mr. Antenberg was not in attendance this evening.

Discussion Item(s):

Due to the abbreviated meeting the Budget Presentation were postponed.

- Facilities
- Technology
- Physical Education, Health & Athletics
- Budget Update

PUBLIC COMMENT #1 Limited to Agenda Items ONLY

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

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

No comments.

ACTION ITEMS

Action may be taken for each individual resolution or by the titled subgroups. Bracketed information following resolutions is not part of the Board's official action and does not become part of the official record.

Ms. Ben-Levy moved, Mr. Saffron seconded and carried by a vote of 6-0, (Mr. Litvack absent) to move to a consent agenda.

Ms. Ben-Levy moved, Mr. Saffron seconded and carried by a vote of 6-0, (Mr. Litvack absent) to accept the Personnel, Business/Finance, Curriculum and Instruction and Board of Education Agenda Items and Addendum Items.

PERSONNEL:

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

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.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Tenure Area	Certification / Class / Step / Salary
83	Ellen Dickinson	Resignation for the Purposes of Retirement	Teaching Assistant	HTS		6/29/20 (last day of employment)		
84	Christine Marotta	Appointment Summer Academy*	Teacher		6/29/20	7/24/20		Per RTA Contract
85	Nicholas Hall	Appointment	RCP - Percussion	HS	3/19/20	On or about 3/28/20		\$600 Stipend

**Appointment is contingent on passage of the 2020-21 school budget on May 19, 2020 and necessary enrollment.*

Ms. Ben-Levy moved, seconded by Mr. Saffron, carried by a vote of 6-0, (Mr. Litvack absent) to approve Agenda Items numbered P.1 - P.2 and Addendum P.1

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: Carlton on the Park
Services: Catering and Facilities for 2021 Senior Prom
Fees: The entire cost of this affair is estimated to be \$30,215.13 and will be paid by students and student fundraising activities of the Class of 2021; no district funds will be used.
- (ii) Contractor: Nassau Neuropsychological Services
Services: Various services for the 2019-20 school year as specified in the agreement
Fees: Total estimated to be \$9,000.00
- (iii) Contractor: The Elija Farm, Inc.
Services: Various services for the period of April 1, 2020 through October 31, 2020
Fees: Total estimated to be \$18,200 (\$2,600/month x 7 months)
- (iv) Contractor: Uniondale Union Free School District
Services: Health and Welfare Services for 17 students attending out of district schools for the 2019-2020 school year
Fees: \$863.07 per student
Total estimated to be \$14,672.19
- (v) Contractor: Jericho Union Free School District
Services: Health and Welfare Services for 2 students attending out of district schools for the 2019-2020 school year
Fees: \$1,311.36 per student
Total estimated to be \$2,622.72
- (vi) Contractor: Syosset Central School District
Services: Health and Welfare Services for 4 students attending out of district schools for the 2019-2020 school year
Fees: \$1,018.24 per student
Total estimated to be \$4,072.96

Recommendation to **amend** the following contract (vii) which was approved by the Board of Education on June 27, 2019 (item B.1. (xlv)):

- (vii) Contractor: HorseAbility
- Services: Vocational Horsemanship, internship experience for the 2019-2020 school year
- Fees: \$50.00 per ~~session~~ hour

Recommendation to **amend** the following contract (viii) which was approved by the Board of Education on June 27, 2019 (item B.1. (xxx)), and first amended on January 23, 2020 (item B.1. (v)):

- (viii) *Contractor: Brookville Center for Children’s Services, Inc.
- Services: Full day autism program for 4 students for the 2019-20 summer and 4 students for the 2019-20 school year
- Fees: *\$9,512.00 per student for 2 students attending the tuition-based summer program (code 9000) + \$12,698.00 per student for 2 students attending the summer autism program (code 9001) Total of \$44,420.00*
\$57,071.00 per student for 2 students attending the tuition-based program (code 9000) for the school year + \$76,190.00 per student for 2 students attending the autism program (code 9001) for the school year. Total of \$266,522.00
 Total estimated to be \$310,942.00 or state approved rate when finalized

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

B.3. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
5540-430-03-9000-510	TRANS PRIVATE SCHOOLS	\$10,474.40
	Subtotal	\$10,474.40

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
5540-490-03-5500-510	BOCES SVCS	\$10,474.40
	Subtotal	\$10,474.40

REASON FOR TRANSFER REQUEST: To cover transportation costs associated with busing a new BOCES student.

B.4. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2850-448-08-6700-801	CO-CURR FIELD TRIPS	\$682.33
	Subtotal	\$682.33

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
5510-163-03-9000-303	TRANS N C SAL SUPLM	\$682.33
	Subtotal	\$682.33

REASON FOR TRANSFER REQUEST: To cover transportation costs associated with the RHS Forensics trip to Harvard University.

B.5. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2810-131-03-9000-308	Secondary Home Instructor	\$10,000.00
	Subtotal	\$10,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2810-474-08-9000-308	Contract Home Instruction	\$10,000.00
	Subtotal	\$10,000.00

REASON FOR TRANSFER REQUEST: To cover costs associated with an increased need for contracted home instruction versus staff instruction.

B.6. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2110-230-03-9000-301	DISTRICT Classroom Furn	\$25,000.00
	Subtotal	\$25,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2010-450-03-9000-301	CURRIC SUPPLIES	\$25,000.00
	Subtotal	\$25,000.00

REASON FOR TRANSFER REQUEST: Moving purchases below the \$500 threshold from equipment/furniture to supplies.

B.7. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
2250-430-03-9000-307	SP ED CONTRACT SVCES	\$202,200.00
9060-800-03-9000-303	MEDICAL INS ADM	\$229,466.00
	Subtotal	\$431,666.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
2250-490-03-9000-307	SP ED BOCES	\$431,666.00
	Subtotal	\$431,666.00

REASON FOR TRANSFER REQUEST: To cover costs associated with new student placement within BOCES programs.

B.8. Recommendation to approve **2019-20** general fund appropriation requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
1680-200-03-9000-311	COMPUTER EQPT	\$35,000.00
	Subtotal	\$35,000.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
1680-460-03-9000-311	SUPVSN SOFTWARE CC	\$35,000.00
	Subtotal	\$35,000.00

REASON FOR TRANSFER REQUEST: To cover costs associated with a centralized video surveillance system upgrade.

B.9. Recommendation to approve a payment in the amount of \$45,849.41 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 12/31/2019.

B.10. Recommendation to approve a payment in the amount of \$32,039.45 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 01/31/2020.

B.11. Recommendation to approve the following payments to BBS 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 #
\$151.20	HH Reimbursables	2110-245-07-1807	H18-00056	3
\$128.25	HH Reimbursables	2110-245-07-20HH	H19-00022	4
\$49.68	HH Reimbursables	2110-245-07-20HH	H19-00022	5
\$128.25	HH Reimbursables	2110-245-07-20HF	H20-00023	5
\$52.50	HH Reimbursables	2110-245-07-20HF	H20-00023	6
\$18.87	HH Reimbursables	2110-245-07-20HC	H20-00029	1
\$128.25	HS Reimbursables	2110-245-08-20HL	H20-00023	5
\$128.25	MS Reimbursables	2110-245-09-20MS	H20-00016	4

B.12. WHEREAS it is the desire of the participating school districts of the Southern Westchester Board of Cooperative Educational Services, adopting this Resolution to bid jointly in those supplies, commodities, materials and equipment set forth below.

Now, therefore, be it

RESOLVED that the Roslyn Union Free School District agrees to participate with other school districts of the Southern Westchester Board of Educational Services, Westchester County, New York adopting this in the joint bidding of:

	Please check either	
	<u>YES</u>	<u>NO</u>
1. Art Supplies	_____	__X__
2. General School Supplies	_____	__X__
3. Office Supplies	_____	__X__
4. Fine Paper Supplies	_____	__X__
5. Audio Visual Supplies & Equipment	_____	__X__
6. Bakery Goods	_____	__X__
7. Cafeteria Food Supplies	_____	__X__
8. Custodial Supplies	__X__	_____
9. Custodial Paper Supplies	_____	__X__
10. Lumber Supplies	__X__	_____
11. Laser & Ink Jet Toners , OEM	__X__	_____
12. Microcomputer Hardware	_____	__X__
13. Office & Classroom Furniture	__X__	_____

BE IT FURTHER RESOLVED that this Resolution shall remain in effect until June 30, 2021, and

BE IT FURTHER RESOLVED that it is agreed that the specifications as presented will be used, and that this Board agrees to bid its required amount of said commodities jointly with other participating school districts in Southern Westchester and the Southern Westchester Board of Cooperative Educational Services. The recommendation of the Purchasing Steering Committee will be considered when this Board acts on the purchase of said Commodities.

BE IT FURTHER RESOLVED that the invitation to bid will be advertised by BOCES in the Journal News in accordance with the provisions of Section 103 to the General Municipal Law.

B.13. BE IT RESOLVED that the Board of Education approve the Business Associate Agreement with Brown & Brown of Garden City, Inc., and

BE IT FURTHER RESOLVED that the President of the Board of Education be authorized to execute the agreement on behalf of the district in accordance with HIPAA subject to approval by counsel.

B.14. Recommendation by Thomas Szajkowski, Assistant to the Superintendent for Administration and Special Projects, to declare as obsolete the attached items which are no longer of use in the district. They are either not functioning and cannot be repaired, or have become obsolete. These items may be sold as scrap, put up for auction, or discarded as is deemed appropriate. **(Attachment B.14.)**

B.15. Recommendation by Jason Lopez, Assistant to the Superintendent for Technology & Security Infrastructure (Information Technology Specialist III), to declare as

surplus the attached computers, monitors and printers which are no longer operational or upgradable and have outlived their useful life. Items will be put up for public sale based on their salvage value. Any items not sold will be disposed of properly. **(Attachment B.15.)**

B.16. Recommendation by Dr. Michael Brostowski, Director of Health, Physical Education, and Athletics, to declare as obsolete the attached items which are no longer of use within the district. These items may be sold as scrap, put up for auction, or discarded as is deemed appropriate. **(Attachment B.16.)**

B.17. Recommendation to accept, pursuant to receipt by Craig Johanson, Middle School Principal, a gift from the MS PFA, in the total amount of \$1,800.00 to be appropriated to 1620.200.09.9000.310 to be used for purchasing a filtered water bottle filling station, with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on the tax levy.

B.18. Recommendation that, pursuant to receipt of a donation in the amount of \$385.47 from the Roslyn Community Emergency Fund, the Board of Education hereby accepts the money for deposit to the FINA Fund (TE 0301).

B.19. Extraclassroom Activity Treasurer Reports **(Attachment B.19.)**
High School, December 2019 and January 2020
Middle School, December 2019 and January 2020

B.20. WHEREAS, the Board of Education of the Roslyn Union Free School District requested proposals for internal auditing services (“RFP”) on December 10, 2019;

WHEREAS, the School District received proposals in response to its RFP, which were opened by the School District on January 9, 2020;

WHEREAS, the Audit Committee reviewed and evaluated the proposals submitted by the auditing firms in connection with the School District’s RFP;

WHEREAS, based upon said review and evaluation of the proposals, the Audit Committee recommends that the Board of Education appoint Nawrocki Smith, L.L.P. as its internal auditing firm;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District hereby accepts the recommendation of the Audit Committee, and hereby appoints Nawrocki Smith, L.L.P. as the School District’s internal auditor for the 2020-2021 school year; and,

BE IT FURTHER RESOLVED that the Board of Education of the Roslyn Union Free School District authorizes the School District to enter into a contract with Nawrocki Smith, L.L.P. for internal auditing services subject to the terms and conditions of an agreement to be prepared by District counsel; and,

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Board President to execute the Agreement between the Board of Education and Nawrocki Smith, L.L.P. on behalf of the Board of Education.

Addendum

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

- (ix) Contractee: Locust Valley Union Free School District
- Services: One (1) student from Locust Valley to attend Roslyn Public Schools for the 2019-2020 school year
March 10, 2020 through June 26, 2020
- Fees: Total estimated to be \$27,954.55 (Prorated)
(Roslyn to receive)

Ms. Ben-Levy moved, seconded by Mr. Saffron, carried by a vote of 6-0, (Mr. Litvack absent) to approve Agenda Items numbered B.1 – B.20 and Addendum B.1 (ix)

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 February 4, 5 and 13, 2020.

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 December 17, 2019; January 15, 23, 27 and 29, 2020; February 5, 6, 7, 10, 12, 21 and 27, 2020.

C&I.3 Recommendation to approve Joe Dragone to attend the New York Schools Insurance Reciprocal Destigmatizing Mental Health Symposium in Tarrytown, NY from August 4 through August 5, 2020 at an estimated cost to the district of \$341.50.

C&I.4 Recommendation to approve Scott Segal and 6 students from the Varsity Quiz Bowl team to attend the National Academic Championship in Washington DC from May 28 through May 31, 2020 at an estimated cost to the district of \$3,793.23. [Total cost of trip is \$4,872.71; student contribution \$1,079.48; district contribution \$3,793.23].

C&I.5 Recommendation for the Board of Education to authorize the Board President to execute an Instructional Services Contract with Nassau BOCES for the Regional Summer School High School Program as outlined in the agreement from July 1 to August 31, 2020.

C&I.6 Recommendation to approve Craig Johanson to attend the NASSP 2020 Principals Conference in National Harbor, MD from July 6 through July 9, 2020 at an estimated cost to the district of \$2,129.40.

C&I.8 Recommendation to approve Jennifer Sheehan to attend the NASSP 2020 Principals Conference in National Harbor, MD from July 6 through July 9, 2020 at an estimated cost to the district of \$1,620.00.

C&I.9 Recommendation to approve Jennifer DiPietro to attend the Uncharted National Summit 2020 in Chicago, IL from July 20 through July 24, 2020 at an estimated cost to the district of \$1,999.86.

C&I.10 Recommendation to approve Elizabeth Brown to attend a Florida college tour (schools included are; Lynn University, University of Miami, Florida Atlantic University and Nova Southeastern University) from April 28 through May 2, 2020 at an estimated cost to the district of \$1,718.22.

~~**C&I.11** Recommendation to approve Sallykaye Kaufman, 1 chaperone and 7 students from the DECA Club to attend the DECA International Career Development Conference in Nashville, TN from April 28 through May 3, 2020 at an estimated cost to the district of \$13,710.12. [Total cost of trip is \$19,558.42; student contribution \$5,848.30; district contribution \$13,710.12]. **[See Addendum]**~~

Addendum

~~**C&I.11** Recommendation to approve Sallykaye Kaufman, 2 chaperones and 7 students from the DECA Club to attend the DECA International Career Development Conference in Nashville, TN from April 28 through May 3, 2020 at an estimated cost to the district of \$13,710.12. [Total cost of trip is \$19,558.42; student contribution \$5,848.30; district contribution \$13,710.12].~~

Ms. Ben-Levy moved, seconded by Mr. Saffron, carried by a vote of 6-0, (Mr. Litvack absent) to approve Agenda Item numbered C&I.1 - C&I.11 and Addendum C&I.11 as revised

BOARD OF EDUCATION:

BOE.1 BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District hereby approves the Memorandum of Agreement between the District and Nassau County Board of Elections; and,

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 Memorandum of Agreement on behalf of the Board of Education.

BOE.2 Recommendation to conduct the *Second reading* of the Board of Education Policies:
1900 Parental Involvement

5151 Homeless Children
9645 Disclosure of Wrongful Conduct (**Attachment BOE.2**)

BOE.3 Recommendation that the District Election Clerks and Inspectors of Election be paid at a rate of \$13.00 per hour for the 2020 school year for the Annual Meeting, Budget Vote and Election of Trustees. The Board also authorizes the District Clerk to hire additional workers as needed.

BOE.4 BE IT RESOLVED, that the Board of Education herewith authorizes and approves a certain Letter Agreement and General Release between a particular probationary employee and the Board of Education of the Roslyn Union Free School District; and

BE IT FURTHER RESOLVED, that the Board of Education herewith extends the probationary period for the above-referenced probationary employee from July 20, 2020, to July 20, 2021, in accordance with the above-referenced Letter Agreement and General Release

~~**BOE.5 BE IT RESOLVED**, THAT THE Board of Education hereby approves a Settlement Agreement and Release in connection with a contemplated due process complaint, a copy of which has been provided to and reviewed by the members of the Board of Education.~~

~~**BE IT FURTHER RESOLVED**, that the President of the Board of Education is authorized to execute said agreement on behalf of the Board. [See Addendum]~~

BOE.6 BE IT RESOLVED, THAT THE Board of Education hereby approves a Settlement Agreement and Release in connection with a contemplated due process complaint, a copy of which has been provided to and reviewed by the members of the Board of Education.

BE IT FURTHER RESOLVED, that the President of the Board of Education is authorized to execute said agreement on behalf of the Board.

Addendum

BOE.5 BE IT RESOLVED, THAT THE Board of Education hereby approves a Settlement Agreement and Release in connection with a contemplated due process complaint **with respect to case #101538**, a copy of which has been provided to and reviewed by the members of the Board of Education.

BE IT FURTHER RESOLVED, that the President of the Board of Education is authorized to execute said agreement on behalf of the Board.

Ms. Ben-Levy moved, seconded by Mr. Saffron, and carried by a vote of 6-0, (Mr. Litvack absent) to approve Agenda Items BOE.1 – BOE.6 and Addendum BOE.5 as revised

Public Comments #2

Mr. Adam Haber, Resident, spoke about the upcoming budget vote and asked the Board to consider closing the schools concerning the Coronavirus pandemic.

Adjournment

There being no further business to come before the Board of Education Mr. Saffron moved, seconded by Mr. Dubner carried by a vote of 6-0, (Mr. Litvack absent) to adjourn at 8:23 p.m.

Respectfully submitted,

Nancy Carney Jones
Nancy Carney Jones
District Clerk