

# NOTICE OF MEETING

## BOARD OF EDUCATION ROSLYN UNION FREE SCHOOL DISTRICT

Re-organization Meeting of the Board of Education

to be held on **THURSDAY, July 15, 2010**

### Administration Building

### A G E N D A

#### ANNUAL RE-ORGANIZATION MEETING [2010-2011]

Board Counsel: Call to Order

"There being a quorum of the Board of Education present, I hereby call to order this Annual Re-organization Meeting of the Roslyn Union Free School District Board of Education on Thursday, July 15, 2010.

\*Preliminary Announcements (Superintendent of Schools)  
Emergency Procedures  
Cell Phones

#### \*\*\*ELECTIONS, APPOINTMENTS AND ACTIONS\*\*\*

#### ***District Clerk:***

1. Administration of Oath of Office to Newly Elected Board Members

Name: Stanley D. Stern Term: July 1, 2010 - June 30, 2013

Name: Bruce G. Valauri Term: July 1, 2010 - June 30, 2013

"Please raise your right hand and repeat after me . . . . .

2. Nomination for the Office of President of the Board for 2010-2011

"Nominations are now in order for the Office of President."

Election of President:	Name(s)	
Motion	Second	Vote

- Nomination for the Office of Vice President of the Board for 2010-2011

“Nominations are now in order for the Office of Vice President.”

Election of Vice President: Name(s)		
Motion	Second	Vote

- Administration of Oath of Office to President and Vice President

“Please raise your right hand and repeat after me . . . . .”

STATEMENT FROM THE NEWLY ELECTED BOARD PRESIDENT  
STATEMENT FROM THE NEWLY ELECTED BOARD VICE PRESIDENT

**Board President**

- Administration of Oath of Office to Superintendent of Schools

“Please raise your right hand and repeat after me . . . . .”

- Appointment of District Clerk

Recommendation that Cathie L. Britt be appointed as District Clerk for the 2010-2011 school year and authorizes the President of the Board of Education to execute a contract with Mrs. Britt as prepared by our attorney.

“Please raise your right hand and repeat after me . . . . .”

**Board President:**

- Appointment of District Treasurer

Recommendation that \_\_\_\_\_ be appointed as District Treasurer for the 2010-2011 school year at an annual rate of compensation not to exceed \$25,000 and authorizes the President of the Board of Education to execute a contract with the District Treasurer as prepared by our attorney.

**Board President:**

- Administration of Oath of Office to the District Treasurer

“Please raise your right hand and repeat after me . . . . .”

**Board President:**

9. Appointment of General Counsel to the Board of Education

Recommendation that the firm of Ingerman Smith, LLP be engaged as legal counsel to the Board of Education during the 2010-2011 school year at an annual retainer fee of \$150,000 and to authorize the Board President to execute the letter of agreement dated July 1, 2010. [The annual retainer fee also includes the first six hundred (300) hours of legal services in connection with "Non-Retainer Services". All excess hours will be billed at the rate of \$200 per hour].

10. Appointment of Special Counsel to the Board of Education

Recommendation to re-affirm the appointment of Farrell Fritz, PC as special counsel to the Board of Education during the 2010-2011 school year

11. Appointment of Bond Counsel

Recommendation that the firm of Hawkins Delafield & Wood be engaged as bond counsel for the 2010-2011 school year at a fee not to exceed \$10,000 pursuant to acceptance of a letter of agreement and to authorize the Board President to execute same. [The fee schedule is the same as 2009-2010].

12. Appointment of Bond Agent for Building Bond Issues

Recommendation that Depository Trust be designated as paying agent, registration agent, and cremation agent for the Bond Account during the 2010-2011 school year [No costs to the district]

13. Appointment of Claims Auditor

Recommendation that Diane Sheffield be appointed as Claims Auditor for the 2010-2011 school year at a fee for services not to exceed \$40,000 and authorizes the President of the Board of Education to execute the same.

14. Appointment of Internal Auditors

Recommendation that the firm of Nawrocki Smith LLP be engaged as Internal Auditors for the 2010-2011 school year at a fee not to exceed \$50,800 in accordance with the agreement and to authorize the Board President to execute the same. [This rate did not change from 2009-2010]

15. Appointment of External Auditor

Recommendation that the firm of O'Connor Davies Munns & Dobbins, LLP/Bennett, Kielson, Storch & DeSantis Division be engaged as external auditors for the 2010-2011 school year at a fee not to exceed \$63,000.

16. Appointment of Insurance Broker

Recommendation that School Insurance Group (SIG) a Division of Bollinger, Inc. be appointed as the school district's insurance broker for the 2010-2011 school year for the workers compensation program at a cost not to exceed \$2,000.

17. Appointment of District Construction Management Firm

Recommendation that Park East Construction be appointed Construction Manager effective immediately at a rate of 3% of construction costs and to authorize the Board President to execute a contract approved by our attorney.

18. Appointment of 403b Administrator

Recommendation to appoint The Omni Group as a Third Party Administrator of the school district's 403b annuities at an annual cost of \$10,699. and to authorize the Board President to execute the letter of agreement dated June 8, 2010.  
[This is a decrease in cost over the 2009-2010 – BOCES cooperative agreement]

19. Appointment of Financial Advisors

Recommendation that the firm of New York Municipal Advisors Corporation (NYMAC) be engaged as financial advisors to assist the district with tax anticipation notes for the 2010-2011 school year at a fee estimated to be \$7,500 pursuant to acceptance of a letter of agreement dated June 18, 2010 and to authorize the Board President to execute same

20. Appointment of Cooperative Bidding Agent

Recommendation that Educational Data Services, Inc. be appointed as sole administrative agent for the Educational Cooperative Pricing System with respect to the district's Cooperative Supply Bids for the 2010-2011 school year at a fee not to exceed \$10,000 pursuant to acceptance of a letter of agreement March 9, 2010 and to authorize the Board President to execute the same.

21. Appointment of Engineers/Architects

Recommendation that Burton Behrendt and Smith be appointed District Architect effective immediately at a rate of 5% of construction costs and to authorize the Board President to execute a contract approved by our attorney.

22. Appointment of Special Education Consultants

Recommendation that the firm of Management Advisory Group Business Operations be engaged as Special Education Consultants for the purpose of monitoring and filing for Medicaid reimbursement at a fee of \$3,900 per year for the 2010-2011 school year. [Same rate as 2009-2010]

23. Central Treasurer: High School Extra-Classroom Activity Account

Recommendation that for the 2010-2011 school year, \_\_\_\_\_ be appointed as Central Treasurer for the Extra-Classroom Activity Account in the High School as per RTA contract. Jay Pilnick is authorized as co-signer of checks which are subject to review by the claims auditor.

24. Central Treasurer: Middle School Extra-Classroom Activity Account

Recommendation that for the 2010-2011 school year, Diane Triebe be appointed as Central Treasurer for the Extra-Classroom Activity Account in the Middle School as per RTA contract. Barbara Schultz is authorized as co-signer of checks which are subject to review by the claims auditor.

25. Check-Signing Procedure

Recommendation that the signatures of both the District Treasurer and the District Clerk be authorized and required to be affixed to all checks issued by the District and that such checks may be signed with the facsimile signatures of these District agents (as per revised policy #6410) and to further authorize the Assistant Superintendent of Business to serve as the alternate signatory for the District Treasurer and the Assistant Superintendent for Curriculum and Instruction to serve as the alternate signatory for the District Clerk

26. Recommendation that the Assistant Superintendent for Administration be authorized as an alternate Claims Auditor in the absence or the unavailability of the Claims Auditor and to notify the Board of Education in writing of each instance when this option is utilized for the 2010-2011 school year.

27. Designation of Purchasing Agent

Recommendation that the Assistant Administrator for Business be designated as Purchasing Agent and that in his absence the Assistant Superintendent for Business be responsible for the purchasing functions and authorized to sign purchase orders of the school district from July 1, 2010 to June 30, 2011.

28. Designation of Bid Officials for the School Year 2010-2011

Recommendation that the District Clerk and/or the Superintendent, or the Superintendent's designee, shall serve as the district bid officials for the 2010-2011 school year.

29. School Lunch Officials

Recommendation that School Lunch Manager be appointed as the official who will sign school lunch agreements, reports, and claims for the school lunch program for the 2010-2011 school year.

30. Certification of Payrolls

Recommendation that the Superintendent of Schools be appointed as the person authorized to certify payrolls of the District for the 2010-2011 school year.

31. Insuring the Faithful Performance of Employees

Recommendation that faithful performance coverage (Crime Insurance) be procured to cover all employees of the district as per General Municipal Law §11 and per the New York State Comptroller's five-point plan of June 2005. [For the 2010-2011 school year, St. Paul Traveler's has issued a commercial crime policy to the Roslyn UFSD which provides Employee Dishonesty coverage for all district employees, School Board members, Audit Committee members, the Internal Auditor and the Claims Auditor, irrespective of names, positions or job titles. The limit is \$5,000,000 per loss (the highest limits available for any client)].

32. Designation of Official Newspapers

Recommendation that The Roslyn News and/or Newsday be designated as newspapers in which all advertisements required by law be published during the 2010-2011 school year as may be determined by the District Clerk.

33. Appointment of School District Asbestos Designee

Recommendation that for the 2010-2011 school year, Thomas Mohrman be appointed as the person designated by the District to ensure that all actions required by the Asbestos Hazard Emergency Response Act (AHERA) are implemented.

34. Appointment of Asbestos Consultant

Recommendation that the firm of New York Environmental & Material Testing Laboratories, Inc. be appointed as asbestos consultant for the 2010-2011 school year in accordance with the fee schedule. [No change in fee; as needed basis].

35. Petty Cash

Recommendation that the amount of \$100.00 be advanced as petty cash to the Assistant Superintendent for Business, Director of Transportation, School Lunch Manager, each school building principal and the District Athletic Director for the 2010-2011 school year. [Same since 2007]

36. Conference Attendance

Recommendation that the Board of Education will approve overnight conference attendance for staff members upon presentation of a recommendation by the Superintendent of Schools who wish to attend professional conferences in advance of such conferences for the 2010-2011 school year.

37. Appointment of Advertising Agency

Recommendation that the firm of Miller Advertising be appointed as advertising agency for the 2010-2011 school year to be responsible for the placing of recruitment advertisements in various newspapers [No charge to district]

38. Designation of Depository for District Funds

Recommendation that Roslyn Union Free School District funds be deposited/invested for the 2010-2011 school year in banks designated below with the understanding that all participating banks will not charge for checks or services:

Banks:

Bank of America

Capital One Bank

Chase Bank

Citibank

Flushing Commercial Bank

HSBC

TD Bank

39. Appointment of District Records Management Officer

Recommendation that Thomas Mohrman be appointed District Records Management Officer for the 2010-2011 school year.

40. Appointment of District Records Access Officers

a) Recommendation that the School District Clerk be appointed District Records Access Officer for Freedom of Information Law (FOIL) requests for the 2010-2011 school year

b) Recommendation that the Assistant Superintendent for Administration be appointed as District Records Access Officer for matters related to employee records for the 2010-2011 school year.

a) Recommendation that the Director of Guidance be appointed District Records Access Officer for Family Educational Rights and Privacy Act (FERPA) requests for the 2010-2011 school year for matters related to student records

41. Appointment of Designated Educational Official (DEO)

Recommendation that pursuant to the SAVE (Safe Schools Against Violence in Education) legislation, Chapter 181 of the Laws of 2000, the Superintendent of Schools be appointed as the District's Designated Educational Official (DEO) for the 2010-2011 school year.

42. Appointment of Section 504 Officer (Special Education)

Recommendation that the Director of Pupil Personnel Services be appointed District Section 504 Compliance Officer for the 2010-2011 school year

43. Appointment of Title IX Compliance Officer (Gender Equity)

Recommendation that Assistant Superintendent for Administration be appointed District Title IX Compliance Officer for the 2010-2011 school year

44. Appointment of School District Physicians

Recommendation that Winthrop University Hospital continue as school district physicians for the 2010-2011 school year in accordance with the existing letter of agreement.

45. Appointment of Board of Registration

[The appointments of the members of the Board of Registration expire thirty days following the date of the annual budget vote.]

- a) Recommendation that the Board of Registration Chief and Assistant to the Clerk be paid at a rate of \$15.00 per hour for the 2010-2011 school year
- b) Recommendation that four members of the Board of Registration be paid at a rate of \$12.00 per hour for the 2010-2011 school year

46. Rate of Pay - Election Clerks/Inspectors of Election

[The rate of pay for the Election Clerks and Inspectors of Election will apply to the Annual Meeting, Budget Vote and Election of Trustees which will take place in May 2011 and any Special District Meetings which may be convened during the 2010-2011 school year.]

Recommendation that the District Election Clerks and Inspectors of Election be paid at a rate of \$10.00 per hour for the 2010-2011 school year

47. Appointment of Committee on Pre-K Special Education for 2010-2011

Recommendation that the following individuals be appointed to the Committee on Pre-K Special Education for the 2010-2011 school year:

Co-Chairpersons: Dr. Stuart Grossman

Marnie Cohen

Parent Members:

<u>Name</u>	<u>Address</u>
Azad, Fariba	45 Woods Drive, Roslyn, NY 11576
Berger, Deborah	38 Magnolia Lane, Roslyn Hts., NY 11577
Burko, Sandy	80 Westwood Circle, Roslyn Hts., NY 11577



Dauplaise, Debra	5 Georgian Court, Roslyn, NY 11576
Fein, Stephanie	86 Tara Dr., Roslyn Hts., NY 11577
Fox, Andrea	2 The Poplars, Roslyn, NY 11576
Freeman, Brooke	22 Hummingbird Dr., Roslyn, NY 11576
Gerstman, Cheryl	5 The Hemlocks, Roslyn, NY 11576
Golden, Jodi	21 Tara Drive, Roslyn, NY 11576
Gordon, Shari	29 Emm Lane, Roslyn, NY 11576
Greenfield, Sandi	58 Midland Road, Roslyn Hts., 11577
Jacobson, Shari	47 Center Street, Roslyn Hts., 11577
Kanner, Lynne	44 Entrance Road, Roslyn, NY 11577
Kaplan, Randi	30 Partridge Drive, Roslyn, NY 11576
Klein, Debra	33 Birchdale Lane, Pt. Washington, NY 11050
Nalitt, Robin	75 Birch Drive, Roslyn, NY 11576
Prince, Meredith	44 Center Court, Roslyn Heights, NY 11577
Roberts, Lisa	25 Arbor Rd., Roslyn Hts., NY 11577
Rubinstein, Susan	98 Deer Run, Roslyn, Hts., NY 11577
Ruderman, Nicole	200 Elm Drive, Roslyn, NY 11576
Valauri, Geri	7 Vanad Drive, Roslyn, NY 11576
Wink, Stacey	1127 Old Northern Blvd. Roslyn, NY 11576

48. Appointment of Committee on Special Education for 2010-2011

Recommendation that the following individuals be appointed to the Committee on Special Education for the 2010-2011 school year:

Chairpersons: Dr. Stuart Grossman  
Marnie Cohen

Physician: To be assigned by Winthrop University Hospital

Parent Members:

<u>Name</u>	<u>Address</u>
Azad, Fariba	45 Woods Drive, Roslyn, NY 11576
Barberer, Sharon	199 Salem Road, Roslyn Hts, NY 11577
Berger, Deborah	38 Magnolia Lane, Roslyn Hts, NY 11577
Bourhill, Tracy	43 Wickham Road, Roslyn Hts, NY 11577
Chaite, Wendy	39 Pool Drive, Roslyn, NY 11576
Chalup, Carrie	30 Wren Drive, East Hills, NY 11576
Epprecht, Lisa	53 Revere Rd., Roslyn Hts., NY 11577
Fein, Stephanie	86 Tara Drive, Roslyn, NY 11576
Fox, Andrea	2 The Poplars, Roslyn, NY 11576
Freeman, Brooke	22 Hummingbird Drive, Roslyn, NY 11576
Gerstman, Cheryl	15 Melby Lane, Roslyn, NY 11576
Golden, Jodi	21 Tara Drive, Roslyn, NY 11576
Greenberg, Amy	11 Hunters Lane, Roslyn, NY 11576
Greenfield, Sandi	58 Midland Road, Roslyn Hts., 11577
Hason, Lori	65 Peach Drive, Roslyn, NY 11576

Horowitz, Jody	50 Fir Drive, Roslyn, NY 11576
Jacobson, Shari	47 Center Court, Roslyn Hts., 11577
Kanner, Lynne	44 Entrance Road, Roslyn Heights, NY 11577
Kessler, Caren	69 Diana's Trail, Roslyn, NY 11576
Kletz, Diane	50 Motts Cove Road, S., Roslyn Hts., NY 11577
Konecky, Joanne	38 The Birches, Roslyn Estates, NY 11576
Lefcort, Marilyn	1 Diana's Circle, Roslyn, NY 11576
Markowitz, Jody	42 Meadow Lane, Roslyn Hts., NY 11576
Perlman, Ann	130 Walnut Drive, Roslyn, NY 11576
Rabin, Carol	10 Overhill Lane, Roslyn, NY 11576
Rentzer, Pamela	175 Ash Drive, Roslyn, NY 11576
Rosenstein, Phyllis	40 Birch Drive, Roslyn, NY 11576
Rouso, Faith	69 The Intervale, Roslyn Estates, NY 11576
Rubinstein, Susan	98 Deer Run, Roslyn Hts., 11577
Ruderman, Nicole	200 Elm Drive, Roslyn, NY 11576
Scalavino, Joan	29 MacGregor Avenue, Roslyn Hts., NY 11577
Schultz, Hillary	57 Wagon Road, Roslyn, NY 11577
Seidner, Lisa	35 Oriole Drive, Roslyn, NY 11576
Siller, Gail	53 Wildwood Lane, Roslyn Hts., NY 11577
Spector, Karen	6 Peacock Drive, East Hills, NY 11576
Spelke, Leslie	75 Great Oaks Road, Roslyn Heights, NY 11577
Trust, Stacey	10 Redwood Drive, East Hills, NY 11577
Wasserman, Cheryl	97 Westwood Circle, East Hills, NY 11577
Weisbein, Linda	55 Poplar Drive, Roslyn, NY 11576
Zauderer, Stacey	35 Redwood Drive, Roslyn, NY 11576
Zisis, Androulla	30 Circle Drive, Roslyn Hts., NY 11577

49. Appointment of Parent Surrogates for 2010-2011

Recommendation that the following individual be appointed as a parent surrogate for the 2010-2011 school year:

Tracy Bourhill	43 Wickham Road, East Hills, NY 11576
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50. Appointment of Impartial Hearing Officers 2010-2011

Recommendation that pursuant to the amendments to Section 2002 of the Regulations of the Commissioner of Education, effective July 31, 1998, relating to the establishment and rotation of the list of impartial hearing officers, the Board of Education of the Roslyn Union Free School District hereby appoints the following list of individuals who are certified and eligible to serve as impartial hearing officers in Nassau County for students with disabilities:

IHO Rotation List for 2010-2011		
Agoston, Linda	Kandilakis, George	Quinn, Joseph
Albert, Peter	Kaufman, Eugene	Reichel, Heidi
Almeleh, Lynn	Kehoe, Martin	Richmond, Susan
Bauchner, Stuart	Kershen, Harry	Ritzenberg, Kenneth
Blaustone, Beryl	Lassinger, Dora	Roberts, George
Brandenburg, Wendy	Latzman, Patricia	Rosen, Paul
Brescia, JeanMarie	Lazan, Michael	Rosenzweig, Jean
Briglio, Robert	Lederman, Nancy	Rostanski, Bernard
Bumbalo, Paul	Lushing, Susan	Schad, Jerome
Cohen, Diane	Mackreth, Robert	Schiff, Martin
DeLeon, Edgar	McKeever, James	Schneider, Judith
Dewan, Debra	Monk, James	Shachter, Annette
Diamond, Murray	Moore, Christine	Sheehan, Vanessa
Ebenstein, Barbara	Mora, Esther	Silver, Marjorie
Farago, John	Nachman, Eric	Stewart, Kenneth
Feinberg, Rona	Naun, John	Tessler, Craig
Finkelstein, Sharyn	Nisely, Robert	Thaler, Richard
Flame, Lana	Noe, Mary	Turetsky, Aaron
Goldsmith, Steven	Nydick, David	Venezia, Arthur
Gross, Lorraine	Odom, Veronica	Wall, William
Halberstam, Sinai	Orland, Janice	Walsh, James
Hampton, Nancy	Owens, Jane	Wanderman, Carl
Hughes, Sherri	Pennington, Ralph	Weiner, Marc
Itzla, Amy	Peters, Gary	Wolman, Mindy
Jacob, Howard	Peters, Kenneth	Wooley, Joseph
Joyner, Theresa		Ziev, Joel

51. Appointment of Board Representatives authorized to appoint Impartial Hearing Officers

WHEREAS, a board of education is required by Section 200.5 of the Regulations of the Commissioner of Education to initiate the process for selecting an impartial hearing officer by no later than two (2) business days after receipt by the school district of a written request for hearing by a parent or guardian of a disabled student; and

WHEREAS, the Commissioner's Regulations specifically authorize a board of education to designate one or more of its members to appoint an impartial hearing officer in lieu of action by the full board in order to meet the timelines of the amended Regulations;

BE IT RESOLVED, that the President of the Board of Education, or on the occasion of his or her absence or inability, the Vice President of the Board of Education, is hereby authorized and directed to appoint an impartial hearing

officer from the District's alphabetical rotational list previously adopted by the Board of Education; and be it further

RESOLVED, that the President of the Board of Education, or on the occasion of his or her absence or inability, the Vice President of the Board of Education, shall make such appointment in accordance with the principles set forth in Section 200.5 of the Regulations of the Commissioner of Education. The District Clerk, or acting District Clerk, under the direction of the President of the Board, shall initiate the selection process by contacting the impartial hearing officer whose name first appears after the impartial hearing officer who last served, and shall canvass the list as provided in the Regulations until an appointment is accepted.

52. 2010-2011 Free and Reduced Price Meal/Special Milk Program

Recommendation that the Board of Education of the Roslyn Union Free School District, the governing body of this School Food Authority, hereby accepts the 2010-2011 Free and Reduced Price Meal/Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all attachments, as prescribed by the State Education Department, and authorizes the President of the Board to execute the prescribed Certificate of Acceptance on behalf of the District

- a) Recommendation that the School Lunch Manager be appointed as the Hearing Official in connection with the Free and Reduced Price Meal/Special Milk Program
- b) Recommendation that Tanya Fernandez be appointed as the Reviewing Official and Verification Official in connection with the Free and Reduced Price Meal/Special Milk Program

53. Annual School District Policy Review

**a) Financial Policies**

Recommendation that pursuant to the provisions of General Municipal Law the financial policies of the Roslyn UFSD continue to be subject to an annual review by the Board of Education and its designated representatives including members of the professional staff and members of the Citizen Audit Advisory Committee. [Policies to be reviewed on an annual basis are Purchasing #6700, Investment #6240 and Budget Transfers #6140 (**Attachment R53a, Page 15**).

**b) District Owned Cell Phone Policy**

Recommendation that the District Owned Cell Phone Policy #8332 of the Roslyn UFSD continue to be subject to an annual review by the Board of Education and its designated representatives (**Attachment R53b, Page 32**).

## 54. Memberships

Recommendation that the following professional organizations be approved for possible membership for the 2010-2011 school year:

- a) Board Memberships
  - National School Boards Association
  - New York State School Boards Association
  - Nassau-Suffolk School Boards Association
- b) School District Memberships
  - New York State Council of School Superintendents
  - Nassau County Council of School Superintendents
  - American Association of School Administrators
  - Association for Supervision and Curriculum Development
  - Nassau Association of District Curriculum Officials
  - LI Association for Supervision and Curriculum Development
  - American Association of School Personnel Administrators
  - NYS Association of School Personnel Administrators
  - Long Island Association of School Personnel Administrators
  - Nassau Association of School Business Officials
  - NYS Association of School Business Officials
  - Long Island School Public Relations Association
  - National Notary Association
  - North American Association of Educational Negotiators
  - Long Island Food Service Directors Association
  - American Education Research Association

55. Annual Reaffirmation of School Employees and Officers Indemnification  
Recommendation that the Board of Education of the Roslyn Union Free School District hereby reaffirms its adoption of Public Officer's Law §18 as adopted on August 7, 1986.



**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**  
**POLICY #6700**

## **PURCHASING**

The Board of Education views purchasing as serving the educational program by providing necessary supplies, equipment and related services. Purchasing will be centralized in the business office under the authority of the Purchasing Agent designated by the Board.

It is the goal of the Board of purchase competitively, without prejudice or favoritism, and to seek the maximum educational value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$10,000 and public work contracts involving an expenditure of more than \$20,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

In accordance with law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats. The term "alternative format" shall mean any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district (or program of a BOCES), including but not limited to Braille, large print, open and closed captioned, audio, or an electronic file in a format compatible with alternative format

conversion software that is appropriate to meet the needs of the individual student.

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption.

Alternative proposals or quotations will be secured by requests for proposals, written quotations or any other appropriate method of procurement, except for procurements:

1. under a county contract;
2. under a state contract;
3. of articles manufactured in state correctional institutions; or
4. from agencies for the blind and severely disabled.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in cooperation with the requisitioning authority. The educational welfare of the students is the foremost consideration in making any purchase;
3. to ensure that all purchases fall within the framework of budgetary limitations and that they are consistent



- with the educational goals and programs of the district;
4. to maintain an appropriate and comprehensive accounting and reporting system to record and document all purchasing transactions; and
  5. to ensure, through the use of proper internal controls, that loss and /or diversion of district property is prevented.

Opportunities shall be provided to all responsible suppliers to do business with the school district. Purchases will be made through available state contracts of the Office of General Services, county contracts, or agreements entered into by school districts for joint purchasing whenever such purchases are in the best interests of the district. In addition, the district will make purchases from correctional institutions and severely disabled persons through charitable or non-profit-making agencies, as provided by law.

The district will provide justification and documentation of any contract awarded to an offer or other than the lowest responsible dollar offer or, setting forth the reasons why such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law.

The Purchasing Agent will not be required to secure alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items); or
3. very small procurements (\$1,000.00 or less) when solicitations of competition would not be cost-effective.

The Board authorizes the Superintendent of Schools, with the assistance of the Purchasing Agent, the Treasurers and

the Internal Auditors to establish and maintain an internal control structure to ensure, to the best of their ability, that the district's assets will be safeguarded against loss from unauthorized use or disposition, that transactions will be executed in accordance with the law and district policies and regulations, and recorded properly in the financial records of the district.

The Purchasing Agent, Treasurers and Internal Auditors shall be responsible for the establishment and implementation of the procedures and standard forms for use in all purchasing and related activities in the district. Such procedures shall comply with all applicable laws and regulations of the state and the Commissioner of Education.

No Board member, officer or employee of the school district shall have an interest in any contract entered into by the Board or the district, as provided in Article 18 of the General Municipal Law.

The Purchasing Agent shall meet with the Board annually to review the district's procurement procedures including this purchasing policy and regulation.

The unintentional failure to fully comply with the provisions of section 104-b of the General Municipal Law or the district's policies regarding procurement will not be grounds to void action taken nor give rise to a cause of action against the district or any officer or employee of the district.

:AMK

Adopted: 12/1989

Revised: 12/1994

7/2005

Ref.: Education Law §§305(14); 1604(29-a); 1709(4-a)(9)(14)(22); 2503(7-a); 2554(7-a)

General Municipal Law §§102l 103; 104-b; 109-a; 800 et seq.

**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**REGULATION #6700-R**

**PURCHASING REGULATION**

The following sets forth the procedures for the procurement of goods and services by the district:

Definitions

*Purchase Contract:* a contract involving the acquisition of commodities, materials, supplies or equipment

*Public Work Contract:* a contract involving services, labor or construction

General Municipal Law

The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$10,000 and public work contracts involving an expenditure of more than \$20,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar items to be purchased in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

Competitive Bidding Required

A. Method of Determining Whether Procurement is Subject to Competitive Bidding

1. The district will first determine if the proposed procurement is a purchase contract or a contract for public work.
2. If the procurement is either a purchase contract or a contract for public work, the district will then determine whether the amount of the procurement is above the applicable monetary threshold as set forth above.
3. The district will also determine whether any exceptions to the competitive bidding requirements (as set forth below) exist.

B. Contract Combining Professional Services and Purchase

In the event that a contract combines the provision of professional services and a purchase, the district, in determining the appropriate monetary threshold criteria to apply to the contract, will determine whether professional service or the purchase is the predominant part of the transaction.

C. Opening and Recording Bids: Awarding Contracts

The District Clerk will be authorized to open and record bids and to forward them to the Purchasing Agent. Contracts will be awarded to the lowest responsible bidder meeting specifications (as recommended by the Purchasing Agent), who has furnished the required security where applicable, after responding to an advertisement for sealed bids.

D. Documentation of Competitive Bids

The Purchasing Agent will maintain proper written documentation which will set forth the method in which it determined whether the procurement is a purchase or a public work contract.

A quote which exceeds the bid limit will be awarded only when such award is in the best interests of the district and otherwise furthers the purposes of section 104-b of the General Municipal Law. The district will provide justification and documentation of any such contract awarded.

E. Purchase of Instructional Materials

In accordance with Education Law, the district shall give a preference in the purchase of instructional materials to vendors who agree to provide materials in alternative formats (i.e., any medium or format for the presentation of instructional materials, other than a traditional print textbook, that is needed as an accommodation for a disabled student enrolled in the district, including but not limited to Braille, large print, open and closed captioned, audio or an electronic file in an approved format.

The district will establish and follow a plan to ensure that every student with a disability who needs his or her instructional materials in an alternative format will receive those materials at the same time that they are available to non-disabled students.

F. Leases of Personal Property

In addition to the above-mentioned competitive bidding requirements, section 1725 of the Education Law requires that the district be subject to competitive bidding requirements for purchase contracts when it enters into a lease of personal property.

Documentation:

The district will maintain written documentation such as quotes, cost-benefit analysis of leasing versus purchasing, etc.

Any legal issues regarding the applicability of competitive bidding requirements will be presented to the school attorney for review.

Exceptions to Competitive Bidding Requirements

The district will not be subject to competitive bidding requirements when the Board, in its discretion, determines that one of the following situations exists:

1. emergency situations where:
  - a. the situation arises out of an accident or unforeseen occurrence or condition;
  - b. a district building, property, or the life, health, or safety of an individual on district property is affected; or
  - c. the situation requires immediate action which cannot await competitive bidding.

However, when the Board passes a resolution that an emergency situation exists, the district will make purchases at the lowest possible cost, seeking competition by informal solicitation of quotes or otherwise, to the extent practicable under the circumstances.

Documentation:

The Purchasing Agent will maintain records of verbal (or written) quotes.

2. when the district purchases surplus or second-hand supplies, materials or equipment from the federal or State governments or from any other political subdivision or public benefit corporation within the State.

Documentation:

The Purchasing Agent will maintain market price comparisons (verbal or written quotes) and the name of the government entity.

3. when the district separately purchases eggs, livestock, fish and dairy products (other than milk), juice, grains and species of fresh fruits and vegetables directly from producers or growers. The amount expended in any fiscal year by the district may not exceed an amount equal to fifteen cents multiplied by the number of days in the school year multiplied by the total enrollment of the district.

Documentation:

The Purchasing Agent will maintain documentation consistent with sections 114.3 of the Regulations of the Commissioner of Education;

4. when the district separately purchases milk directly from licensed milk processors employing less than forty (40) people. The amount expended in any fiscal year by the district may not exceed an amount equal to twenty-five cents multiplied by the number of days in the school year multiplied by the total enrollment of the district or exceed the current market price.

Policy #6700-R

Documentation:

The district will maintain documentation consistent with sections 114.4 of the Regulations of the Commissioner of Education; or

5. when there is only one possible source from which to procure goods or services required in the public interest.

Documentation:

The district will maintain written documentation of the unique benefits of the item or service purchased as compared to other items or services available in the marketplace; that no other item or service provides substantially equivalent or similar benefits; and that, considering the benefits received, the cost of the item or service is reasonable, when compared to conventional methods. In addition, the documentation will provide that there is no possibility of competition for the procurement of the goods.

Standardization

Upon the adoption of a resolution by the Board stating that, for reasons of efficiency or economy, there is a need for standardization, purchase contracts for a particular type or kind of equipment, material or supplies of more than \$10,000 may be awarded to the lowest responsible bidder furnishing the required security after advertisement for sealed bids. The resolution must contain a full explanation of the reasons for its adoption.

Quotes When Competitive Bidding Not Required

Goods and services which are not required by law to be procured by the district through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies in the best interests of the taxpayers. When deemed necessary by the district, alternative proposals or quotations will be secured by request for proposals, written or verbal quotations or any other appropriate method of procurement, as set forth below.

A. Method of Documentation

1. Verbal Quotations: the telephone log or other record will set forth, at a minimum, the date, item or service desired, price quoted, name of vendor, name of vendor's representative;
2. Written Quotations: vendors will provide, at a minimum, the date, description of the item or details of service to be provided, price quoted, name of contact. The district will maintain documentation that will include advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required.

Policy #6700-R

3. Requests for Proposals: the district will contact a number of professionals (e.g., architects, engineers, accountants, lawyers, underwriters, fiscal consultants, etc.) and request that they submit written proposals. The RFPs may include negotiations on a fair and equal basis. The RFPs and evaluation of such proposals will consider price plus other factors such as:
  - a. the special knowledge or expertise of the professional or consultant;
  - b. the quality of the service to be provided;
  - c. the staffing of the service; and
  - d. the suitability for the district's needs.

The district will first locate prospective qualified firms by:

- a. advertising in trade journals;
- b. checking listing of professionals; or
- c. making inquires of other districts or other appropriate sources.

The district will then prepare a well-planned RFP which will contain critical details of the engagement, including the methods which it will use in selecting the service.

B. Purchases/Public Work: Methods of Competition to be Used for Non-Bid Procurement: Documentation to be Maintained

The district will require the following methods of competition be used and sources of documentation maintained when soliciting non-bid procurement in the most cost-effective manner possible:

1. Purchase Contracts up to \$10,000
  - a. Contracts up to \$1,000: No quotations required
  - b. Contracts in excess of \$1,000 to \$5,000: Verbal quotes
  - c. Contracts in excess of \$5,000 up to \$10,000: Written Quotes
2. Public Work Contracts up to \$20,000
  - a. Contracts up to \$1,000: No quotations required
  - b. Contracts in excess of \$1,000 to \$5,000: Verbal quotes
  - c. Contracts in excess of \$5,000 up to \$20,000: Written Quotes
3. Emergencies: Verbal quotes  
Documentation will include notations of verbal quotes
4. Insurance: Written quotes  
Documentation will include bid advertisements, specifications and the awarding resolution. Alternatively, written or verbal quotation forms will serve as documentation if formal bidding is not required. "Requests for Proposals" (RFPs), documented in the same manner as described herein, may also be used.

## Policy #6700-R

5. Professional Services: RFPs must be solicited at least once every five years for every professional service which would result in an expenditure in excess of \$10,000 in any given year.
6. Second Hand Equipment from Other Governments: Written quotes- Documentation will include market price comparisons (verbal or written quotes) and the name of the government.
7. Certain Food and Milk Purchases: Written quotes Documentation will be consistent with sections 114.3 and 114.4 of the Regulations of the Commissioner of Education.
8. Sole Source: Written or verbal quotes Documentation will include, among other things, the unique benefits of the patented item as compared to other items available in the marketplace; that no other item provides substantially equivalent or similar benefits; and that considering the benefits received, the cost of the item is reasonable, when compared to conventional methods. Notations of verbal quotes will be maintained by the district. In addition, the district will document that there is no possibility of competition for the procurement of the goods.

Quotes Not Required When Competitive Bidding Not Required

The district will not be required to secure alternative proposals or quotation for those procurements:

1. under any county or BOCES contract;
2. under a state contract;
3. of articles manufactured in State correctional institutions; or
4. from agencies for the blind and severely disabled.

In addition, the district will not be required to secure such alternative proposals or quotations for:

1. emergencies where time is a crucial factor;
2. procurements for which there is no possibility of competition (sole source items);
3. procurement of professional services which, because of the confidential nature of the services, do not lend themselves to procurement through solicitation; or
4. very small procurements when solicitations of competition would not be cost-effective.

/amk

Adopted: 12/1989

Revised: 12/1994

7/2005

9/2007



Policy #6700-R

Ref.: Education Law §§305(14);1709(9)(14)(22)

General Municipal Law §§102;103;104-b;109-a;800 et seq.

8NYCRR §§114.3; 114.4; 170.2

NOTE: This Regulation is reviewed annually by the Board of Education at the July Re-Organization Meeting.

**ROSLYN PUBLIC SCHOOLS**  
Roslyn, New York

**POLICY #6240**

**INVESTMENT POLICY**

The investment program of the School District is authorized by the Board of Education. It is an essential element of sound fiscal management and serves to secure a maximum yield of interest revenues to supplement other School District revenues for the support of the educational program of the School District. The objectives of the School District's investment policy are to: safeguard School District funds and to minimize risk; ensure that investments mature when cash is required to finance operations; and to ensure a competitive rate of return.

Delegation of Authority

The Board of Education authorizes the Superintendent of Schools to manage all activities associated with its investment program in such a manner as to accomplish all of the objectives and intentions of this Policy. These responsibilities include annual review and assessment of the School District's investment program and the filing of a report with his/her recommendations to the Board on an annual basis. The report shall address any relevant recommendations of the independent auditor.

The Superintendent shall be vested with the authority to sign any and all documents relating to the investment program, on behalf of the Board, provided copies of all documents are provided to the Board in a timely fashion. The Superintendent shall also have the authority to utilize reputable consultants regarding investment decisions when necessary. A monthly progress report of investments shall be issued to the Board.

Prudence

The School District's investment program shall be administered in a manner that ensures that all participants exercise good judgment and care in the management of the School District's investments and act responsibly in their capacity as custodians of the public trust. Any transactions that might impair or shake the public confidence in the School District's fiscal management or may give the appearance of impropriety shall be avoided.

POLICY #6240

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The School District's investment program, shall ensure the continual investment of all fund balances and money available to the School District for investment purposes; the maintenance (revised following each transaction) of a yearly cash flow chart that will provide data to assist proper planning and decision making regarding the amount term and type of investment made by the School District.

Pursuant to General Municipal Law §11, the School District may use any of the following investment mechanisms.

- Special time deposit accounts
- Certificates of deposits
- Obligations of the United States of America
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America
- Obligations of the State of New York
- Obligations issued pursuant to Local Finance law 24.00 or 25.00 with the approval of the State Comptroller
- Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statues governing such entities authorizes such investments.
- Certificates of Participation issued pursuant to General Municipal Law 109-b
- Obligations issued by the local government provided that money used for these investments

#### Diversification

It is the policy of the Roslyn Union Free School District to diversity its deposits and investments by financial institution and by maturity scheduling.

#### Internal Controls

The second part of this policy is problematic because it permits the Superintendent to set the internal control structure. The Board should solicit the Superintendent's input on the types of internal controls that should be implemented but the Board should ultimately make that decision. The Policy should reflect the controls established.

Designation of Depositories

The School District shall use an open competitive system of bidding and/or quotes, in accordance with the Purchasing Policy, to obtain the maximum yield possible on all investments from all financial institutions.

Collateralizing of Deposits

In accordance with the provisions of General Municipal Law §10, all deposits of the Roslyn Union Free School District, including certificates of deposits, savings accounts, money market accounts and special time deposits, shall be fully secured by insurance from the Federal Deposit Insurance Corporation or by obligations of New York State, the United States of America, New York State school districts and federal agencies whose principal and interest are guaranteed by the United States of America.

Deposits in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured by a pledge of "eligible securities," from the categories designated in Appendix A to this policy, with an aggregate "market value" as provided by General Municipal Law §10, at least 105% of the aggregate amount of deposits.

Authorized Financial Institutions and Dealers

The district shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution, or dealer. All financial institutions with which the district conducts business must be credit worthy.

Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Board or its designee. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers.

The Superintendent of Schools or his /her designees are responsible for evaluating the financial position and maintaining a list of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

POLICY #6240

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Purchase of Investments

The Superintendent of Schools or his/her designee are authorized to contract for the purchase of investments.

1. Directly from an authorized trading partner; and
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No 88-46, and the specific program has been authorized by the Board of Education.

All purchase obligations, unless registered or inscribed in the name of the district shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such a bank trust company only in accordance with prior written authorization from the Superintendent of Schools or his/her designee. All such transactions shall be confirmed in writing to the Board of Education by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law §10.

Operations Audit and Reporting

***No oral directives shall be given.*** All directives should be issued in writing. The Purchase of securities through telephone or other solicitations can only be done this way if the purchasing policy permits it. The remainder of the substance of this policy is reflected above.

The Superintendent of Schools or his/her designee will authorize the purchase and sale of all securities and execute contracts for investments and deposits on behalf of the district. Oral directions concerning the purchase or sale of securities will be confirmed in writing. The district will pay for purchased securities upon the simultaneous delivery or book entry, thereof.

The District will encourage the purchase and sale of securities through a competitive process involving telephone or other solicitations for a least three quotations.

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POLICY #6240

The Superintendent of Schools or his/her designee will prepare Monthly Investment Reports to the Board of Education, which will be reviewed and reported by the Treasurer to the Board.

Independent auditors will audit the investment procedures of the district for compliance with district policy.

:FPZ

Adopted: 7/1994

Rev.: 1/1996

7/2005

NOTE: This policy is reviewed annually by the Board of Education at the July Re-Organization Meeting.

**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**POLICY #6140**

**BUDGET TRANSFERS**

Upon the adoption of a resolution, the Board of Education may transfer certain amounts from one budget code to another within the General Fund. Transfers may be made in accordance with the Uniform System of Accounts and Regulations of the Commissioner of Education. On an annual basis the Board shall authorize the Superintendent of Schools to make budget transfers up to \$10,000. Transfers which exceed this dollar amount shall only be made upon adoption of a resolution by the Board authorizing such transfers prior to the transfer taking place.

:FPB  
Adopted: 12/1989  
Rev.: 7/2005  
Rev.: 9/2007

**ROSLYN PUBLIC SCHOOLS  
Roslyn, New York**

**POLICY #8332**

**DISTRICT OWNED CELLULAR TELEPHONES**

The Board of Education recognizes that certain district employees will be required to carry district-owned cellular telephones to meet their job responsibilities. Job titles requiring district-owned cellular telephones shall be listed in Regulation # 8332 R. Such lists shall be reported to and approved by the Board of Education each year at the district's organizational meeting in July.

The District shall establish the level of service contract for each specific employee. Said contract shall be reviewed and approved by the Board of Education.

The employee shall make every attempt to use their cellular phones for business purposes only. In the event an employee uses a district-owned cellular telephone for other than business purposes, he/she shall reimburse the District for such non-business calls within thirty (30) days of notice. Authorization to use a district-owned cellular telephone shall be restricted for any employee who is delinquent in reimbursing the District for non-business calls.

At district-owned cellular telephones are to remain the property of the District. District-owned cellular telephones shall be returned immediately upon the employee's termination of employment or upon request. Employees who fail to return a district-owned cellular telephone upon termination of employment or at the District's request will be billed for the actual cost of the cellular telephone and for all charges made after termination of employment or the District's request.



As with any district-owned equipment, employees must take proper care of cell phones and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Assistant Superintendent for Business.

At least once each year the Assistant Superintendent for Business shall evaluate the District's cellular telephone plan and shall recommend any appropriate modifications thereto.

:FPZ

Adopted: 7/2005

**ROSLYN PUBLIC SCHOOLS**  
**Roslyn, New York**

**REGULATION #8332-R**

**CELLULAR TELEPHONE REGULATION**

Effective July 1, 2004, the following positions are authorized for district-owned cellular telephones:

- Samples of positions that may require a cellular telephone
  - Superintendent
  - Deputy superintendent
  - Assistant Superintendents
  - Athletic Director
  - Facilities Director
  - Transportation Director
  - Supervisors of Instructional Technology
  - Supervisor of Operations
  - Maintenance Supervisor
  - Grounds Supervisor
  - Security Supervisor
  - Bus Drivers
  - Computer Assistant
  - Computer Support Technicians
  - Custodial Supervisors

:FPZ

Adopted: 7/2005