ROSLYN UNION FREE SCHOOL DISTRICT
Meeting of the Board of Education

Thursday, December 2, 2010

8:30 p.m.

Administration Building – Board Room

7:30 p.m. - Executive Session

8:30 p.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recommendation to accept check warrants for October 2010 (reviewed by Mr. Seinfeld)

Recommendation to accept Treasurer’s Report for October 2010 (Attachment T, page 7)

Recommendation to accept the minutes from the following meeting(s):
November 18, 2010

Board President’s Comments

Superintendent’s Comments
    Student Recognition
    Staff Recognition

Student Delegate’s Comments

Discussion Item(s):
1. B.B.S. Restroom Presentation
2. Proposed 2011-2012 School Calendar

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
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, page 17)

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, page 19)

P.3. BE IT RESOLVED that the Board of Education hereby approves the attached Salary and Benefits agreements for the 2010-2011 school year between the Board of Education and certain Central Office Administrators and certain non-aligned employees and confidential support staff in accordance with the compensation schedules previously approved by the Board of Education at its September 16, 2010 public meeting;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the Board President to execute said Salary and Benefits agreements.

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.)

(i) Contractor: *J. C. Broderick & Associates, Inc.
Services: Air Sampling and Testing of Asbestos/Lead Containing Materials
Fees: $42.00 / hour Asbestos Inspector
$15.00 / sample
$42.00 / hour Asbestos Project Designer Cost
$ 42.00 / hour Asbestos Air Sampling Technician/Project Monitor
$ 72.00 / hour Management Services/Project Manager Cost
Total estimated to be $ 50,000.00

B.2. Recommendation to approve the following flow-through contracts: [The Individuals with Disabilities Act (IDEA) requires the use of federal flow-through funding for pre-school and school age disabled children. The 611 Grant is for all students; the 619 Grant is an additional amount for students 5 years or younger]

(i) Contractor: Henry Viscardi
Services: Instructional services for 3 students for the 2010-11 school year
Fees:

611 Grant
$2,136.00 per student (3 students)
Total will be $6,408.00

B.3. Recommendation to approve a payment in the amount of $19,213.70 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 10/31/10.

B.4. Recommendation to declare surplus the following items located in the high school which are no longer needed:
- Hamilton Piano, “Built by Baldwin”, Roslyn asset tag #006204 and #300360
- Hamilton Piano, “Built by Baldwin”, no Roslyn asset tag and no serial number (there is a #19 written inside the case)

B.5. Bid for Maintenance Building Roof Reconstruction

Bid advertised: May 13, 2010
Bid mailed: May 13, 2010
Bid opening: May 27, 2010
Number of invitations to bid mailed or picked up: 21
Number of bids received: 16

Recommendation that award based on low cost satisfactorily meeting specifications be made to Sea Breeze General Construction, Inc., Astoria, NY 11103 for General Construction work as per contract documents:
Total base bid: $227,000.00
Add Alternate #1: $ 4,000.00
Total Award: $231,000.00

Total bid amount of the contract is within the 2010-2011 Capital Budget. [The bid submitted by DME Construction was reviewed by Ingerman Smith and was deemed incomplete; therefore it could not be accepted.]
B.6  Recommendation that, pursuant to receipt of a gift in the amount of $7,800.00 from the Hilltop Foundation, the Board of Education hereby, accepts the gift, approves the expenditure of funds for the purpose of purchasing five Apple Computers for use in the High School File Lab, and increases the appropriation in A2630-220-03-1100-311 (Computer Assisted Instruction Equipment) by $7,800.00 with the understanding that this increase in appropriations is the result of unanticipated revenue and therefore will result in no impact on tax levy.

B.7.  Recommendation to approve a Capital Budget expenditure transfer request as per Attachment B.7., page 21  [The purpose of this expenditure transfer is to allocate the payments to the proper code in the Capital Fund. We have been paying the architect from the General Fund while waiting for SED approval. Our attorneys have advised us that we do not need to receive approval from the State Education Department prior to expending funds for architectural services as long as we have secured voter approval.]

B.8.  Recommendation to accept the following Extraclassroom activity fund reports:  Attachment B.8., page 23

- Middle School:  October 2010
- High School:  October 2010

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 November 3, 2010 and November 8, 2010.

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 November 4, 2010.

BOARD OF EDUCATION
BOE.1. Recommendation to rescind the following resolution which was approved by the BOE at its meeting on October 7, 2010:

BOE.3 Recommendation to add Nassau Athletics and Arts Programs (Shostakovich Cultural Program 501 (c3) Non Profit) to the list of approved non-profit facilities users in accordance with policy 1500 (Attachment BOE.3, page 93)

BOE.2  Recommendation to add Nassau Athletics and Arts Programs (Shostakovich Cultural Program 501 (c3) Non Profit) as an approved distributor of fliers in accordance with Policy #1511. (Attachment BOE.2, page 25)

BOE.3  Recommendation that the Board of Education hereby adopts the proposed amendment to Policy # 8121-E, Emergency Protocols. (Attachment BOE.3, page 27)
BOE.4 **Recommendation** that the Board of Education hereby adopts the proposed amendment to Policy # 8132, Emergency Drills. (Attachment BOE.4, page 35)

BOE.5 **Recommendation** that the Board of Education hereby adopts the proposed amendment to Policy # 8134-E, Emergency School Closing Procedures & Delayed School Opening Procedures. (Attachment BOE.5, page 37)

BOE.6 **Recommendation** that the Board of Education of the Roslyn Union Free School District conduct the first reading of Policy #4330 – Independent Educational Evaluations. (Attachment BOE.6, page 39)

BOE.7 **Recommendation** that the Board of Education of the Roslyn Union Free School District conduct the first reading of Policy #2800 – District-owned iPads for use by the Board of Education. (Attachment BOE.7, page 43)

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment
## ROSLYN PUBLIC SCHOOLS
### TREASURER’S REPORT FOR THE MONTH OF OCTOBER, 2010

<table>
<thead>
<tr>
<th>General Fund</th>
<th>General Fund</th>
<th>General Fund</th>
<th>General Fund</th>
<th>General Fund</th>
<th>General Fund</th>
<th>General Fund</th>
<th>General Fund</th>
<th>Sch Lunch</th>
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<tbody>
<tr>
<td>Capital One#1</td>
<td>Citibank#2</td>
<td>Capital One#3</td>
<td>B of Ame#4</td>
<td>Chase#5</td>
<td>Citibank#6</td>
<td>Capital One#7</td>
<td>Capital One#8</td>
<td>Capital One#9</td>
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<td>Acct#8555</td>
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<td>Acct#9768</td>
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<td>A200.01</td>
<td>A200.04</td>
<td>A201.00</td>
<td>A201.01</td>
<td>A201.03</td>
<td>A201.04</td>
<td>A201.05</td>
<td>C200.00</td>
</tr>
</tbody>
</table>

**Book Balance**

**Beginning of Month**
- 181,025.97
- 938.31
- 195,580.02
- 1,222.04
- 1,625.42
- 43,659.85
- 23,339,921.08
- 719,715.30
- 81,866.84

**Receipts/Deposits**
- 1,904,846.42
- 0.08
- 60,069.06
- 0.10
- 0.19
- 3.71
- 6,024,239.15
- 2,445.10
- 90,003.72

**Total**
- 2,085,872.39
- 938.39
- 255,649.08
- 1,222.14
- 1,625.61
- 43,663.56
- 29,364,160.23
- 722,160.40
- 171,870.56

**Disbursements**
- 2,033,750.77
- 0.00
- 600.33
- 0.00
- 0.00
- 0.00
- 11,751,072.35
- 0.00
- 115,362.36

**Book Balance**

**End of Month**
- 52,121.62
- 938.39
- 255,048.75
- 1,222.14
- 1,625.61
- 43,663.56
- 17,613,087.88
- 722,160.40
- 56,508.20

**Ending balance per bank**
- 930,107.33
- 938.39
- 244,785.75
- 1,222.14
- 1,625.61
- 43,663.56
- 17,624,282.57
- 722,160.40
- 75,371.46

**Less outstanding checks**
- (877,985.79)

**Add deposits in transit**
- 10,263.00

**Bank Discrepancies/Error**
- 0.08

**Recode Adjustment made 10/1/2010**
- (11,194.69)

**Bank Charge to be Reversed**
- P/R #1 thru #4 MTA

**MTA Prior Year Adjustments**

**Bank’s Net Balance**
- 52,121.62
- 938.39
- 255,048.75
- 1,222.14
- 1,625.61
- 43,663.56
- 17,613,087.88
- 722,160.40
- 56,508.20

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**Vivian Zhang**

**Reviewed By**

**Date:** 11/10/2010
## ROSLYN PUBLIC SCHOOLS
### TREASURER'S REPORT FOR THE MONTH OF OCTOBER, 2010

<table>
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<tr>
<th>Checking</th>
<th>Capital Fund</th>
<th>Capital Fund</th>
<th>Capital</th>
<th>T&amp;A Fund</th>
<th>T&amp;A Payroll</th>
<th>T&amp;E Fund</th>
<th>T&amp;E Fund</th>
<th>Debt Ser Fund</th>
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<tr>
<td>Chase#10</td>
<td>B of Ame#11</td>
<td>B of Ame#12</td>
<td>Deutsch Bank</td>
<td>Capital One#13</td>
<td>Capital One#14</td>
<td>Capital One #16</td>
<td>Capital One #17</td>
<td>Capital One#15</td>
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<td>Acct#0887</td>
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<td>Acct#8603</td>
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<td>Acct#5714</td>
<td>Acct#2679</td>
<td>Acct#2687</td>
<td>Acct#5185</td>
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<table>
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<tr>
<th></th>
<th>F200.00</th>
<th>H200.00</th>
<th>H201.00</th>
<th>H202.00</th>
<th>TA200.00</th>
<th>TA200.02</th>
<th>TE200.00</th>
<th>TE201.00</th>
<th>V201.00</th>
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<tbody>
<tr>
<td>Book Balance Beginning of Month</td>
<td>(5,164.90)</td>
<td>1,936.64</td>
<td>1,056,984.92</td>
<td>173,034.89</td>
<td>968,885.70</td>
<td>4,148.46</td>
<td>112.46</td>
<td>220,964.00</td>
<td>2,990,068.01</td>
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<tr>
<td>Receipts/Deposits</td>
<td>131,672.27</td>
<td>9,012.75</td>
<td>89.92</td>
<td>1.12</td>
<td>7,220,692.38</td>
<td>4,070,327.98</td>
<td>300.07</td>
<td>243.27</td>
<td>1,397.05</td>
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<td>Total</td>
<td>126,507.37</td>
<td>10,949.39</td>
<td>1,057,074.84</td>
<td>173,036.01</td>
<td>8,189,578.08</td>
<td>4,074,476.44</td>
<td>412.53</td>
<td>221,207.27</td>
<td>2,991,465.06</td>
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<td>Disbursements</td>
<td>121,819.92</td>
<td>9,548.75</td>
<td>9,010.00</td>
<td>7,056,298.68</td>
<td>4,064,277.67</td>
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<td>Book Balance End of Month</td>
<td>4,687.45</td>
<td>1,400.64</td>
<td>1,048,064.84</td>
<td>173,036.01</td>
<td>1,133,279.40</td>
<td>10,198.77</td>
<td>112.53</td>
<td>220,907.27</td>
<td>2,991,465.06</td>
</tr>
</tbody>
</table>

**BANK RECONCILIATION SUMMARY**

- **Ending balance per bank**: 51,288.92
- **Receipts/Deposits**: 9,010.64
- **Less outstanding checks**: 1,048,064.84
- **Add deposit in transit**: 1,73,036.01
- **Payroll 10/1/2010 posted 9/30/2010**: 1,22,433.65
- **Payroll Adjustment**: 270,788.70
- **Bank Discrepancies/Error**: 662.53
- **P/R Recode A to F Fund**: 220,907.27
- **Payroll Adjustment**: 2,991,465.06

<table>
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<tr>
<th></th>
<th>(46,601.47)</th>
<th>(4,510.00)</th>
<th>(102,749.31)</th>
<th>(260,589.93)</th>
<th>(550.00)</th>
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<tbody>
<tr>
<td>Less outstanding checks</td>
<td>46,601.47</td>
<td>4,510.00</td>
<td>102,749.31</td>
<td>260,589.93</td>
<td>550.00</td>
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</table>

**Bank's Net Balance**: 4,687.45, 1,400.64, 1,048,064.84, 173,036.01, 1,133,279.40, 10,198.77, 112.53, 220,907.27, 2,991,465.06
## ROSLYN PUBLIC SCHOOLS
### STATEMENT OF GENERAL FUND RECEIPTS
October 2010

<table>
<thead>
<tr>
<th>Revenue Account</th>
<th>Description</th>
<th>Estimated Revenue</th>
<th>Current Month Revenue</th>
<th>Y-T-D Revenue</th>
<th>Y-T-D Receipt to Estimated Revenue %</th>
<th>Anticipated Balance</th>
<th>Excess Revenue</th>
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<tr>
<td>1001.000</td>
<td>Real Property Taxes</td>
<td>80,224,564.00</td>
<td>6,000,000.00</td>
<td>6,006,381.02</td>
<td>7.49%</td>
<td>74,218,182.98</td>
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<td>1081.000</td>
<td>Other Pmts in Lieu of Tax</td>
<td>650,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
<td>650,000.00</td>
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<td>1085.000</td>
<td>STAR Reimbursement</td>
<td>5,740,929.00</td>
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<td>0.00</td>
<td>0.00%</td>
<td>5,740,929.00</td>
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<td>Continuing Ed Tuition</td>
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<td>2230.000</td>
<td>Day School Tuit-Oth Dist. NYS*</td>
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<td>164,189.60</td>
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<td>2410.000</td>
<td>Rental of Real Property-Individuals**</td>
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<td>18,272.42</td>
<td>18,272.42</td>
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<td>Sale Scrap &amp; Excess Material</td>
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<td>1,451.20</td>
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<td>Sale of Transportation Equipment</td>
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<td>2690.005</td>
<td>Recovery of Misappropriated Funds</td>
<td>400,000.00</td>
<td>2,108.00</td>
<td>408,432.00</td>
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<tr>
<td>2700.000</td>
<td>Reimb of Medicare D Exp</td>
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<td>75,197.55</td>
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<td>Refund PY Exp-BOCES Aided</td>
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<td>2702.000</td>
<td>Refund PY Exp-Contracted</td>
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<td>2703.000</td>
<td>Refund PY Exp-Other -Not Transp</td>
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<td>1,631.77</td>
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<td>2705.003</td>
<td>Gifts and Donations Increase Approp</td>
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<td>2770.000</td>
<td>Other Unclassified Rev</td>
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<td>3101 to 4601</td>
<td>State Aid</td>
<td>3,769,211.00</td>
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<td>1,810,826.99</td>
<td>48.04%</td>
<td>1,958,384.01</td>
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<td>0.00%</td>
<td>200,000.00</td>
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<td>5050.000</td>
<td>Interfund Trans. For Debt</td>
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<td>0.00%</td>
<td>966,531.00</td>
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<td><strong>TOTAL</strong></td>
<td></td>
<td>93,416,235.00</td>
<td>7,153,685.68</td>
<td>8,871,594.83</td>
<td>9.50%</td>
<td>84,691,413.08</td>
<td>146,772.91</td>
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<tr>
<td>Appropriated Fund Balance</td>
<td></td>
<td>2,400,000.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00%</td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
<td></td>
<td>95,816,235.00</td>
<td>7,153,685.68</td>
<td>8,871,594.83</td>
<td>9.50%</td>
<td>84,691,413.08</td>
<td>146,772.91</td>
</tr>
</tbody>
</table>

* Day School tuition is recorded as revenue when originally invoiced but has not yet been received.
**Rental of Real Property-Individuals is recorded as revenue when originally invoiced but has not yet been received.
ROSLYN PUBLIC SCHOOLS
CUMULATIVE CASH RECEIPT BY MONTH - GENERAL FUND
STATEMENT OF GENERAL FUND RECEIPTS
October 2010
## ROSLYN PUBLIC SCHOOLS
### SUMMARY STATEMENT OF GENERAL FUND ENCUMBRANCES AND DISBURSEMENTS
#### COMPARED WITH ADJUSTED BUDGET APPROPRIATIONS
**October 2010**

<table>
<thead>
<tr>
<th>Description</th>
<th>Original Appropriations $</th>
<th>Appropriation Adjustment $</th>
<th>Current Appropriations $</th>
<th>Y-T-D Expenditures $</th>
<th>Outstanding Encumbrances $</th>
<th>Y-T-D Expenditures to Current Appropriation %</th>
<th>Y-T-D Encumbrance to Current Appropriation %</th>
<th>Balance $</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Support Code 1000</td>
<td>12,307,131.75</td>
<td>638,253.70</td>
<td>12,945,385.45</td>
<td>3,525,447.78</td>
<td>6,993,688.55</td>
<td>27.23%</td>
<td>54.02%</td>
<td>2,426,249.12</td>
</tr>
<tr>
<td>Instruction Code 2000</td>
<td>51,705,847.21</td>
<td>169,930.33</td>
<td>51,875,777.54</td>
<td>9,403,784.50</td>
<td>34,454,935.54</td>
<td>18.13%</td>
<td>66.42%</td>
<td>8,017,057.50</td>
</tr>
<tr>
<td>Pupil Transportation Code 5000</td>
<td>4,292,668.06</td>
<td>2,867.21</td>
<td>4,295,535.27</td>
<td>1,065,041.66</td>
<td>2,403,321.00</td>
<td>24.79%</td>
<td>55.95%</td>
<td>827,172.61</td>
</tr>
<tr>
<td>Recreation Code 7000 to 8000</td>
<td>13,822.00</td>
<td>0.00</td>
<td>13,822.00</td>
<td>0.00</td>
<td>357.00</td>
<td>0.00%</td>
<td>2.58%</td>
<td>13,465.00</td>
</tr>
<tr>
<td>Undistributed Code 9000</td>
<td>27,496,765.98</td>
<td>(57,597.00)</td>
<td>27,439,168.98</td>
<td>8,957,750.46</td>
<td>14,844,773.54</td>
<td>32.65%</td>
<td>54.10%</td>
<td>3,636,644.98</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>95,816,235.00</strong></td>
<td><strong>753,454.24</strong></td>
<td><strong>96,569,689.24</strong></td>
<td><strong>22,952,024.40</strong></td>
<td><strong>58,697,075.63</strong></td>
<td><strong>23.77%</strong></td>
<td><strong>60.78%</strong></td>
<td><strong>14,920,589.21</strong></td>
</tr>
<tr>
<td>Effective Date</td>
<td>Trans ID</td>
<td>Transaction Description</td>
<td>Budget Account</td>
<td>Description</td>
<td>Amount Transferred From</td>
<td>Amount Transferred To</td>
<td></td>
<td></td>
</tr>
<tr>
<td>----------------</td>
<td>----------</td>
<td>-------------------------</td>
<td>----------------</td>
<td>-------------</td>
<td>-------------------------</td>
<td>----------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/04/2010</td>
<td>005165</td>
<td>5% increase in Service Contract on EMA Ultima65 at the Heights School</td>
<td>A2020-450-06-9000-601 R</td>
<td>SUPVSN OFFICE SUPP HTS</td>
<td>-17.00</td>
<td>17.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/04/2010</td>
<td>005167</td>
<td>Increase Purchase Order to cover additional cost of textbooks due to price change.</td>
<td>A2110-480-08-2600-801 R</td>
<td>TCHG TEXTBK - WRLD LAN</td>
<td>-300.00</td>
<td>300.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/04/2010</td>
<td>005168</td>
<td>To cover the cost of the trip going to Team USA Sports Camp in Port Jervis NY on August 23, 2010 returning August 26, 2010</td>
<td>A2855-430-08-6800-309 R</td>
<td>INTER-SCH CONTR HS</td>
<td>-2,347.21</td>
<td>2,347.21</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/05/2010</td>
<td>005802</td>
<td>To cover the stipend paid to the Pre-Kindergarten coordinator in accordance with the RTA contract</td>
<td>A2110-121-03-9000-303 R</td>
<td>TCHR SAL ELEM ADDL</td>
<td>-2,700.00</td>
<td>2,700.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/05/2010</td>
<td>005833</td>
<td>Installation of mirrors in Annex Room 14 (as per Franklen Glass estimate attached)</td>
<td>A2330-430-03-5800-304 R</td>
<td>ADULT ED CONTR</td>
<td>-2,087.55</td>
<td>2,087.55</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/05/2010</td>
<td>005890</td>
<td>To cover the cost of &quot;GASB 45 Valuation Service&quot;</td>
<td>A1320-443-03-9000-303 R</td>
<td>BUSINESS CONTRACTUAL</td>
<td>-2,399.00</td>
<td>2,399.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/05/2010</td>
<td>006008</td>
<td>Carol Neitz should have received this payment during 2009-10 but because her resignation for the purpose of retirement was out of sequence, The payment should be made out of 9089.152 for accounting purposes.</td>
<td>A2250-152-07-9000-303 R</td>
<td>SP ED TCHR- HH</td>
<td>-3,903.00</td>
<td>3,903.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10/05/2010</td>
<td>006164</td>
<td>To pay invoices for Middle School water</td>
<td>A1620-426-09-9000-310 R</td>
<td>OPER WATER- MS</td>
<td>-7,000.00</td>
<td>7,000.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Fund: H - CAPITAL FUND**

<table>
<thead>
<tr>
<th>Effective Date</th>
<th>Trans ID</th>
<th>Transaction Description</th>
<th>Budget Account</th>
<th>Description</th>
<th>Amount Transferred From</th>
<th>Amount Transferred To</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/04/2010</td>
<td>005166</td>
<td>Capital Appropriation Transfer  BOE approved at the 9/16/2010 BOE meeting agenda item B.3.</td>
<td>H1620-000-03-2998 R</td>
<td>09Cap Res-No Exp/Balance</td>
<td>-4,510.00</td>
<td>4,510.00</td>
</tr>
<tr>
<td>10/04/2010</td>
<td>005166</td>
<td>To cover the cost of Eberlin &amp; Eberlin Consulting Engineers, Planners</td>
<td>H2110-246-09-2909 R</td>
<td>Cont and Other Engineering</td>
<td>-4,510.00</td>
<td>4,510.00</td>
</tr>
</tbody>
</table>

**Total for Fund A - GENERAL FUND**

-5,253.76  5,253.76

**Total for Fund H - CAPITAL FUND**

-4,510.00  4,510.00
Roslyn Public Schools
Budgetary Transfer Report
Fiscal Year: 2011
Current Appropriation - Effective From: 10/01/2010 To: 10/31/2010

| Total Current Appropriation | 25,263.76 |

Selection Criteria
Type: Current Appropriation
Date From: 10/01/2010
Date To: 10/31/2010
Date Used: Effective in Budget
Printed by Joseph Dragone
### Roslyn Public Schools Lunch Fund
#### Profit and Loss Statement

**Sep-10** | **Oct-10** | **YTD**
---|---|---
**OPERATING DAYS - L** | 16 | 20
**OPERATING DAYS - B** | 16 | 20
**ADP LUNCH** | 1128 | 1201
**ADP BREAKFAST** | 82 | 103
**TYPE A REGULAR PAID LUNCH** | 14464 | 18528 | 32992
**TYPE A REDUCED LUNCH** | 1200 | 1922 | 3122
**TYPE A FREE LUNCH** | 2381 | 3566 | 5947
**TOTAL LUNCH MEALS** | 18045 | 24016 | 42061
**TYPE A REGULAR PAID BREAKFAST** | 370 | 640 | 1010
**TYPE A REDUCED BREAKFAST** | 328 | 421 | 749
**TYPE A FREE BREAKFAST** | 616 | 994 | 1610
**TOTAL BREAKFAST MEALS** | 1314 | 2055 | 3369
**TOTAL BRK & LUN MEAL COUNT** | 19359 | 26071 | 45430

#### DISTRICT REVENUE:

<table>
<thead>
<tr>
<th>Description</th>
<th>Sep-10</th>
<th>Oct-10</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEAL REVENUE (PAID &amp; REDUCED)</td>
<td>$74,905.35</td>
<td>$42,064.50</td>
<td>$116,969.85</td>
</tr>
<tr>
<td>A LA CARTE</td>
<td>$28,735.38</td>
<td>$40,028.90</td>
<td>$68,764.28</td>
</tr>
<tr>
<td>HS VENDING SALES</td>
<td>$2,893.41</td>
<td>$3,756.61</td>
<td>$6,650.02</td>
</tr>
<tr>
<td>INTEREST</td>
<td>$7.33</td>
<td>$12.85</td>
<td>$22.17</td>
</tr>
<tr>
<td>REFUNDS OF PRIOR YEAR EXP</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>CATERING</td>
<td>$671.27</td>
<td>$3,295.25</td>
<td>$10,397.07</td>
</tr>
<tr>
<td>FEDERAL &amp; STATE REIMBURSEMENTS</td>
<td>$15,761.00</td>
<td>$22,960.00</td>
<td>$38,721.00</td>
</tr>
<tr>
<td>GENERAL FUND SUBSIDY</td>
<td>$12,500.00</td>
<td>$12,500.00</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>SURPLUS FOOD</td>
<td>$5,721.33</td>
<td>$6,191.50</td>
<td>$11,912.83</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>$141,195.07</td>
<td>$130,809.61</td>
<td>$278,437.22</td>
</tr>
</tbody>
</table>

#### EXPENSES:

<table>
<thead>
<tr>
<th>Description</th>
<th>Sep-10</th>
<th>Oct-10</th>
<th>YTD</th>
</tr>
</thead>
<tbody>
<tr>
<td>BEGINNING FOOD INVENTORY</td>
<td>$5,469.29</td>
<td>$6,126.77</td>
<td>$5,469.29</td>
</tr>
<tr>
<td>TOTAL FOOD PURCHASES</td>
<td>$25,540.84</td>
<td>$32,856.54</td>
<td>$58,397.38</td>
</tr>
<tr>
<td>ENDING FOOD INVENTORY</td>
<td>$6,126.77</td>
<td>$8,322.70</td>
<td>$8,322.70</td>
</tr>
<tr>
<td><strong>TOTAL FOOD COST</strong></td>
<td>$24,883.36</td>
<td>$30,660.61</td>
<td>$55,543.97</td>
</tr>
<tr>
<td>TOTAL DIRECT LABOR</td>
<td>$26,202.70</td>
<td>$76,868.72</td>
<td>$110,623.34</td>
</tr>
<tr>
<td>OVERTIME/SUBSTITUTES</td>
<td>-</td>
<td>$2,823.31</td>
<td>$2,823.31</td>
</tr>
<tr>
<td>BENEFITS</td>
<td>$15,721.62</td>
<td>$46,121.23</td>
<td>$66,374.00</td>
</tr>
<tr>
<td><strong>TOTAL PERSONNEL COST</strong></td>
<td>$41,924.32</td>
<td>$125,813.26</td>
<td>$179,820.65</td>
</tr>
<tr>
<td>BEGINNING PAPER/SUPPLIES INVENTORY</td>
<td>$3,332.94</td>
<td>$3,801.71</td>
<td>$3,332.94</td>
</tr>
<tr>
<td>TOTAL PAPER/SUPPLIES PURCHASES</td>
<td>$622.45</td>
<td>$4,494.85</td>
<td>$5,117.30</td>
</tr>
<tr>
<td>ENDING PAPER/SUPPLIES INVENTORY</td>
<td>$3,801.71</td>
<td>$4,327.89</td>
<td>$4,327.89</td>
</tr>
<tr>
<td><strong>TOTAL PAPER/SUPPLIES EXPENSE</strong></td>
<td>$153.68</td>
<td>$3,968.67</td>
<td>$4,122.35</td>
</tr>
<tr>
<td>OTHER EXPENSES (INCL. QTLY SALES TAX)</td>
<td>$263.84</td>
<td>-</td>
<td>$263.84</td>
</tr>
<tr>
<td>EQUIPMENT &amp; REPAIR COST</td>
<td>$247.00</td>
<td>$3,057.59</td>
<td>$3,304.59</td>
</tr>
<tr>
<td><strong>TOTAL OTHER EXPENSES</strong></td>
<td>$9,042.76</td>
<td>$6,887.00</td>
<td>$15,929.76</td>
</tr>
<tr>
<td><strong>NET OPERATING COSTS</strong></td>
<td>$76,004.12</td>
<td>$167,329.54</td>
<td>$255,416.73</td>
</tr>
<tr>
<td><strong>NET CAFETERIA PROFIT/LOSS</strong></td>
<td>$65,190.95</td>
<td>$(36,519.93)</td>
<td>$23,020.49</td>
</tr>
</tbody>
</table>
### Personnel Action Report

#### Professional

**December 2, 2010**

<table>
<thead>
<tr>
<th>Item</th>
<th>Name</th>
<th>Action</th>
<th>Position/Location Replacing</th>
<th>From</th>
<th>To</th>
<th>Tenure Area</th>
<th>Certification Class/Step</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Melvyn Levitan</td>
<td>Rescind Appointment</td>
<td>Perm Sub/HS C. Rude</td>
<td>9/7/10</td>
<td></td>
<td></td>
<td>Special Ed &amp; Elementary (Perm)</td>
<td>$431.52/day</td>
</tr>
<tr>
<td>2</td>
<td>Melvyn Levitan</td>
<td>Appointment</td>
<td>Special Ed/HS C. Rude</td>
<td>9/7/10</td>
<td>12/2/10</td>
<td></td>
<td>$125/day</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Melvyn Levitan</td>
<td>Appointment</td>
<td>Perm Sub/HS</td>
<td>12/3/10</td>
<td>1/10/11</td>
<td></td>
<td>Childhood Ed &amp; Student w/Disabilities 1-6 (int)</td>
<td>$125/day</td>
</tr>
<tr>
<td>4</td>
<td>Lori Karson</td>
<td>Appointment</td>
<td>Perm Sub/HH M. Arden</td>
<td>12/3/10</td>
<td>2/4/10</td>
<td>NA</td>
<td>Spanish 7-12 (perm)</td>
<td>$60/hour</td>
</tr>
<tr>
<td>5</td>
<td>John Figueroa</td>
<td>Appointment</td>
<td>Tutor</td>
<td>12/3/10</td>
<td></td>
<td></td>
<td>Italian (int)</td>
<td>$60/hour</td>
</tr>
<tr>
<td>6</td>
<td>Michelina Zeni</td>
<td>Appointment</td>
<td>Tutor</td>
<td>12/3/10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Susan Gidwill</td>
<td>Appointment IEP Mandated</td>
<td>Parent Training for Children with Autism Spectrum Disorder 5 hours/month max.</td>
<td>12/3/10</td>
<td>6/30/11</td>
<td>Per RTA contract</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Janti Eisakharian</td>
<td>Appointment</td>
<td>Sub Teacher</td>
<td>12/3/10</td>
<td>6/30/11</td>
<td>Childhood Ed 1-6 (int)</td>
<td></td>
<td>$115/day</td>
</tr>
</tbody>
</table>
## Personnel Action Report

### Classified

**December 2, 2010**

<table>
<thead>
<tr>
<th>Item</th>
<th>Name</th>
<th>Action</th>
<th>Civil Service Title</th>
<th>Class</th>
<th>Type of App’t</th>
<th>Location</th>
<th>From</th>
<th>To</th>
<th>Salary Schedule Step &amp; Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Carol Samide</td>
<td>Retirement Resignation</td>
<td>Stenographic Sec'y</td>
<td></td>
<td></td>
<td>Annex</td>
<td>12/31/2010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>June Keurian</td>
<td>Appointment</td>
<td>Monitor</td>
<td>Non-Comp</td>
<td>p/t</td>
<td>EH</td>
<td>12/6/10</td>
<td>6/30/11</td>
<td>$13.01/hour</td>
</tr>
<tr>
<td>3</td>
<td>Ana Palencia</td>
<td>Appointment</td>
<td>Monitor</td>
<td>Non-Comp</td>
<td>p/t</td>
<td>EH</td>
<td>12/6/10</td>
<td>6/30/11</td>
<td>$13.01/hour</td>
</tr>
</tbody>
</table>
### Roslyn Union Free School District - Capital Budget

#### EXPENDITURE TRANSFER

<table>
<thead>
<tr>
<th>Transfer Dollar Amount</th>
<th>From Code</th>
<th>Previous Total Expenditure</th>
<th>Revised Total Expenditure</th>
<th>To Code</th>
<th>Previous Total Expenditure</th>
<th>Revised Total Expenditure</th>
</tr>
</thead>
<tbody>
<tr>
<td>$46,559.26</td>
<td>A1621.443.03.9000.310</td>
<td>$53,043.76</td>
<td>$6,484.50</td>
<td>H2110.245.08.1102</td>
<td>$</td>
<td>$46,559.26</td>
</tr>
</tbody>
</table>

Maint Prof/Tech Svces 2010-2011 General Fund Bud

Vendor: Kayser, Garment & Davidson Architects, PC

---

APPROVED: Thomas P. Mohrman  
DATE: 11/29/10

APPROVED: DR. DANIEL BRENNER  
DATE: 11/22/10

BOE APPROVED: __________
## ROSLYN UNION FREE SCHOOL DISTRICT, NEW YORK

### EXTRACLASSROOM ACTIVITY FUNDS

STATEMENT OF CASH RECEIPTS, CASH DISBURSEMENTS AND CASH BALANCES

MONTH ENDING OCTOBER 31, 2010

<table>
<thead>
<tr>
<th></th>
<th>Cash Balances</th>
<th></th>
<th>Cash Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Beginning</td>
<td>Receipts</td>
<td>Disbursements</td>
</tr>
<tr>
<td>Middle School:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GO</td>
<td>1,001.48</td>
<td>0.00</td>
<td>1,001.48</td>
</tr>
<tr>
<td>Human Relations</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>One World Club</td>
<td>280.84</td>
<td>280.84</td>
<td>280.84</td>
</tr>
<tr>
<td>Spotlight</td>
<td>5,217.98</td>
<td>5,217.98</td>
<td>5,217.98</td>
</tr>
<tr>
<td>Student Advisory</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Yearbook</td>
<td>23,148.67</td>
<td>23,148.67</td>
<td>23,148.67</td>
</tr>
</tbody>
</table>

$ 29,648.97  0.00  0.00  $ 29,648.97
## Extraclassroom Activity Funds

### Statement of Cash Receipts, Cash Disbursements and Cash Balances

**Month Ending October 31, 2010**

<table>
<thead>
<tr>
<th>Cash Balances</th>
<th>Cash Balances</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beginning</td>
<td>Receipts</td>
</tr>
<tr>
<td>High School:</td>
<td></td>
</tr>
<tr>
<td>AIDS Awareness</td>
<td>$1,206.00</td>
</tr>
<tr>
<td>Art Club</td>
<td>788.20</td>
</tr>
<tr>
<td>Astronomy Club</td>
<td>646.76</td>
</tr>
<tr>
<td>Athletes Helping Athletes</td>
<td>315.10</td>
</tr>
<tr>
<td>Cheerleaders</td>
<td>302.11</td>
</tr>
<tr>
<td>Chess</td>
<td>0.00</td>
</tr>
<tr>
<td>Chorus</td>
<td>16.12</td>
</tr>
<tr>
<td>DECA/School Store</td>
<td>588.89</td>
</tr>
<tr>
<td>Environment</td>
<td>527.27</td>
</tr>
<tr>
<td>Film Society</td>
<td>1,902.71</td>
</tr>
<tr>
<td>Foreign Language Honor Society</td>
<td>197.23</td>
</tr>
<tr>
<td>Gay Straight Alliance</td>
<td>226.61</td>
</tr>
<tr>
<td>Global Awareness</td>
<td>101.55</td>
</tr>
<tr>
<td>Habitat for Humanity</td>
<td>547.00</td>
</tr>
<tr>
<td>Harbor Hill Light Yearbook</td>
<td>21,151.20</td>
</tr>
<tr>
<td>Honor Society</td>
<td>723.72</td>
</tr>
<tr>
<td>Interest and Bank Charges</td>
<td>257.65</td>
</tr>
<tr>
<td>Junior Scope</td>
<td>1,158.00</td>
</tr>
<tr>
<td>Key Club</td>
<td>1,582.64</td>
</tr>
<tr>
<td>Medical Explorers</td>
<td>246.73</td>
</tr>
<tr>
<td>Model Congress</td>
<td>3,533.47</td>
</tr>
<tr>
<td>Organization of Class Councils</td>
<td>38,461.38</td>
</tr>
<tr>
<td>Principal's Advisory Committee</td>
<td>18.50</td>
</tr>
<tr>
<td>Beacon newspaper</td>
<td>96.05</td>
</tr>
<tr>
<td>Royal Crown Players</td>
<td>7,890.81</td>
</tr>
<tr>
<td>Research</td>
<td>2,658.52</td>
</tr>
<tr>
<td>SADD</td>
<td>1,914.50</td>
</tr>
<tr>
<td>Sewing/Fashion</td>
<td>105.36</td>
</tr>
<tr>
<td>Student's for Social Responsibility</td>
<td>1,326.65</td>
</tr>
<tr>
<td>Special Events/Misc.</td>
<td>2,687.42</td>
</tr>
<tr>
<td>STEP Club</td>
<td>0.00</td>
</tr>
<tr>
<td>Stock Market</td>
<td>70.43</td>
</tr>
<tr>
<td>Student Prints</td>
<td>119.42</td>
</tr>
<tr>
<td>Tzuh-Ling (Chinese Yo-Yo)</td>
<td>50.00</td>
</tr>
<tr>
<td>V.E.D.D.A. (formerly V.E.R.Y.)</td>
<td>174.79</td>
</tr>
<tr>
<td>Youth Against Cancer</td>
<td>66.65</td>
</tr>
<tr>
<td><strong>Book Balance</strong></td>
<td><strong>$91,688.43</strong></td>
</tr>
</tbody>
</table>

### Bank Reconciliation

- **CD**: 17,642.29
- **Savings**: 7,927.78
- **Checking**: 99,695.70
  - **Outstanding**: 5,651.10
  - **Net Checking**: 94,044.60
- **Bank Balance**: 119,614.67

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**December 2, 2010 BOE Agenda**

**Roslyn Public Schools**

**Page 24**
POLICY #1511

ADVERTISING IN THE SCHOOLS

Literature containing information about meetings or functions may be distributed to pupils within the schools only when said meetings or functions are conducted directly by the Board of Education, a school or schools, a parent organization or The Bryant Library.

Posters, placards, displays or other such advertising media shall not be placed in any school building or on other school property without the specific approval of the Superintendent of Schools. Such approval is limited to the list of organizations specified by the Board of Education.

Requests other than those specified by the provisions of the previous paragraph must be submitted to the Board of Education.

The following shall be permitted to make two distributions of any informative announcement per school year, form and content to be subject to the approval of the Superintendent of Schools. No distribution shall contain any tear-off sheet or other provision for return of any material through the school.

- Booster Club
- Roslyn Little League
- North Shore Soccer Club
- Roslyn Day Care Center
- Albertson Soccer Club
- Port Washington Soccer
- Brownies
- 4-H Club
- Police Athletic League
- Boy Scouts
- Cub Scouts
- Girl Scouts
North Shore Child & Family Guidance Association
Roslyn Hilltop Educational Foundation
Foundation for the Advancement of Student Technology
Advocates for Individuals with High Functioning Autism, Asperger’s Syndrome and other Pervasive Developmental Disorders (AHA/AS/PDD)
The Great Knights Chess Club
Sid Jacobson Jewish Community Center
Roslyn Landmark Society
Roslyn Lacrosse Club
**Nassau Athletics and Arts Program**

School facilities and personnel may not be used for the distribution of advertising for private gain, nor may charitable contributions be solicited from students by any organization, except those permitted by the Board of Regents.

:FPB

Adopted: 12/1989
Revised: 4/1993
1/1996
12/1999
2/2001
1/2002
12/2002
12/2006
9/2009

Ref: NYS Constitution, Article VIII, §1
Matter of Schanbarger, 11 EDR 70 (1971)
EMERGENCY PROTOCOLS

The following protocols are guidelines for medical emergencies. If available, call a nurse or person trained in first-aid. In the event of a severe emergency, call for an ambulance and notify the parent and administrator immediately. It is important to remain calm and use common sense in an emergency. Latex gloves should always be worn when in contact with any bodily fluids. It is recommended that adults and teenagers seek training in first-aid and Cardio-Pulmonary Resuscitation (CPR).

Health Services and Corresponding Emergency Protocols

ANAPHYLAXIS:
Evaluate patient - call for ambulance immediately. Start CPR, if needed.

ASTHMA:
Difficulty breathing/wheezing - Home, or ambulance as needed. Patient's own medication, if available.

BITES OR STINGS:
Insect:
Remove stinger if present. Apply cold compress. Check for history of allergies. Insect sting pads or Meat Tenderizer may be applied to site. Call parent if any reaction such as hives, generalized rash, pallor, weakness, nausea, vomiting, tightness of chest or throat develops. In case of severe reaction, call ambulance.

Animal:
Wash with soap and water. Apply sterile dressing. Advise parent to consult physician.
EXHIBIT #8121-E

BLEEDING:
Apply direct pressure using dry sterile dressing, if available. Latex gloves required for contact with blood and all other body fluids. Elevate part. If bleeding is severe, call ambulance.

BRUISES:
Rest injured part. Apply cold compress (no ice next to skin). If skin is broken, treat as a cut.

BURNS AND SCALDS:
Of Limited Extent:
If caused by heat - immerse burns of extremities in cold water. Apply ice or cold wet pack to areas on the trunk or face. Apply non-adhesive dressing (such as a Telfapad).

If Caused by Chemicals:
Wash burned area thoroughly with water. Notify parent or guardian and consult family physician if indicated.

Extensive Burns:
Evaluate patient. Keep in flat position. Call ambulance. Start CPR if needed. (Note: Do not put ointments, etc. on these injuries).

Patient Unconscious from Shock by Electricity:
Immediate CPR probably necessary. Send someone to call for an ambulance.

BUS TRANSPORTATION:
MD note and CSE referral needed for special transportation (Pupil Personnel Services). Questionable cases can be directed to School Physician.

CHEST PAIN:
Allow patient to rest. Monitor vital signs. Observe for respiratory and/or cardiac problems. Notify parent-medical evaluation advised. Call ambulance as needed.
CHOKING:
If patient can speak, do nothing. Encourage coughing.

If patient is unable to speak, inform patient that you will deliver abdominal thrusts. Stand behind patient. Grasp one fist with other hand, place fist between breastbone and navel and press into abdomen with quick upward thrusts. Continue until object is dislodged. Advise medical follow-up.

If patient is unconscious, place him/her on back, straddle thighs, four upward abdominal thrusts. Finger sweep if foreign body seen in mouth. Call ambulance. Start CPR if needed.

COLD AND COUGHS:
If uncontrolled by proper hygiene, send home.

CONVULSIONS:
See seizures.

CRUTCHES:
The necessity and extent of activity with crutches requires MD note.

CUTS:
Small:
Wash with soap and water. Apply dry sterile dressing.

Large:
Apply dressing firmly at site to stop bleeding (wear latex gloves). Bandage, notify parent.

DIABETES:
Test blood sugar. If in doubt, give some form of sugar (e.g. orange juice, milk). Notify parent, and call ambulance if unconscious.
DIARRHEA:
Send home.

DRUG/ALCOHOL:
Notify administrator, psychologist, nurse, or social worker for team evaluation and follow-up.

EAR - FOREIGN BODY:
Notify parent. Recommend MD follow-up.

EARACHE:
Check temperature. Send home. Medical evaluation advised.

EYES - FOREIGN BODY:
Do not remove foreign body from cornea (eyeball). Flush with water. Seek medical attention as needed.

FAINTING & UNCONSCIOUSNESS:

FEVER:
Above 100 F. - Send home.

FRACTURES:
Any deformity of an injured part indicates a possible fracture. Suspected fractures of arms, wrists and hands should be splinted at site. Ankle and foot injuries can be moved, with no weight on injured part to nurse's office. Elbow, upper arm and shoulder injuries are to be immobilized in the position found. Leg, neck, and back injuries are not to be moved. Notify parent. Call ambulance on any suspected major fracture.
HEADACHE:
Check temperature. Evaluate cognitive function. If persistent, notify parent. If severe, check blood pressure.

HEAD INJURIES:
Have patient rest, apply icepack. Evaluate patient; check vital signs and watch for loss of consciousness. Notify parent, advise medical follow-up as needed.

HUMAN BITES:
Wash with soap and water. Apply dry sterile dressing. Notify parent; advise medical follow-up.

INFECTIOUS DISEASES:
Diagnosis of infectious disease may require an MD note for re-entry to school.

LACERATIONS & ABRASIONS:
Notify parent. If wound is readily accessible, wash with soap and water, using Latex gloves, and apply a dry sterile dressing. Antibiotic ointment may be applied. If wound or injury is not readily accessible, (e.g. if on a private body area), refer to parent for parental and/or medical follow-up.

LICE:
Home isolation. May return to school after being properly treated.

NOSEBLEEDS:
In a sitting position, head slightly forward, have patient apply firm, continuous pressure against outside of lower tip of nose for 5 minutes using clean tissue or dressing. Icepack may be applied to bridge of nose. If bleeding continues, insert a tight wedge of gauze into bleeding nostril. If bleeding stops, leave in place and notify parent. If bleeding persists, notify parent, advise medical follow-up.
POISONING:
Call Poison Control Center (542-2323). Notify parent. Save poison container if possible. Send patient to hospital if indicated or confirmed by Poison Control.

PUNCTURE WOUNDS:
Wash with soap and water, apply dry sterile dressing. Check date of last Tetanus booster. Notify parent, advise medical follow-up.

RASHES:
Ice may be applied. Refer for MD follow-up. If infectious disease is suspected, send home. Poison ivy, if oozing send home.

RED EYES:
Send home if purulent drainage. If not resolved, MD note required.

SCRAPES:
See abrasions and lacerations.

SEIZURES:
Protect head and body from injury. Do not restrain. Turn on side with head turned. Do not put pens, pencils, or fingers in mouth. Give nothing by mouth; keep warm. Call ambulance. Notify parents, advise further medical evaluation.

SEVERED PART:
If any part of the body is severed, apply direct pressure to injured site. Lie patient down, legs elevated; keep warm. Call ambulance and notify parent. Transport severed part with patient (packed in plastic bag in a second bag with ice). If any tooth is dislodged, put in milk and transport with patient.
SORE THROAT:
Check temperature. If elevated or if sore throat is severe, notify parent, advise medical follow-up.

SPLINTERS:
Wash with soap and water. Remove with tweezers if readily accessible. If large or deep, notify parent, advise medical follow-up.

SPORTS INJURIES:
Note from private MD needed for re-entry.

SPRAINS:
Elevate and rest injured part. Apply icepack. Notify parent; advise medical follow-up as needed.

SUSPICION OF CHILD ABUSE:
Document everything. Notify principal or school nurse for evaluation of possible referral to Child Protective Services.

TICKS:
Wearing gloves, remove entire tick with tweezers, if possible. Wash with soap and water; apply antibiotic ointment and a Band-Aid. Save tick in sealed container. Notify parent, advise further medical advice.

VOMITING:
Send home.

Telephone Numbers to Remember
1. Ambulance 911 or 742-3300
2. Poison Control Center 542-2323
3. Dr. Ronald Marino 516-663-2532
4. Dawn Cerrone 801-5164
5. Dr. Stuart Grossman 801-5060
6. North Shore University Hospital 562-0100
   Emergency Room 562-4125
7. Long Island Jewish Hospital 470-7000
   Emergency Room 470-7500
   Schneider Children's Hospital 470-3000
8. St. Francis Hospital 562-6000
   Emergency Room 562-6600
9. Roslyn School Nurses:
   Heights – Colleen Feehan, RN 801-5501
   East Hills – Elaine Kerr, RN 801-5310
   Harbor Hill – Amy Kula, RN 801-5410
   Middle School –
     Pat Collins, RN 801-5210
   High School -
     Jan Safford, RN 801-5110

:FPB
Adopted: 12/1989
Revised: 1/2002

NOTE: Emergency Protocols / Standing Orders are
updated bi-annually.
EMERGENCY DRILLS

Fire Drills

The Board of Education will have all buildings inspected at least once each year for fire hazards. In addition, the Superintendent of Schools will be responsible for providing safety training for students.

As required by State Law, fire drills will be held in each school at least twelve (12) times each school year. Eight of these drills must be conducted prior to December 1st, and the remaining four prior to the end of the school year.

Early Dismissal

In case of severe weather, schools will be dismissed in the following order and at these approximate times:

<table>
<thead>
<tr>
<th>School</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td>11:00 a.m. 12:10 p.m.</td>
</tr>
<tr>
<td>Pre-Kindergarten</td>
<td>11:30 a.m. 10:30 a.m.</td>
</tr>
<tr>
<td>Middle School</td>
<td>11:45 a.m. 11:35 a.m.</td>
</tr>
<tr>
<td>East Hills</td>
<td>12:30 p.m. 12:55 p.m.</td>
</tr>
<tr>
<td>Harbor Hill</td>
<td>12:30 p.m. 12:10 p.m.</td>
</tr>
<tr>
<td>Kindergarten Heights</td>
<td>1:15 p.m. 12:55 p.m.</td>
</tr>
</tbody>
</table>

The early dismissal sequence is designed so that middle and high school students are at home when younger siblings arrive.

Go Home Early

The District shall annually conduct at least one go home early drill in each school building. Students are dismissed at some time prior to their regular dismissal time, and transported to their homes.
Note: Any early dismissal may fulfill the go home early drill requirement.

:FPB
Adopted: 12/1989
Revised: 1/2002

Ref: Education Law §§807; 808
EMERGENCY SCHOOL CLOSING PROCEDURES
DELAYED SCHOOL OPENING PROCEDURES

EMERGENCY SCHOOL CLOSING PROCEDURES
In the event it is necessary to close schools, we will attempt to provide the earliest possible notification to parents and staff. If emergency conditions prevail prior to the start of the school day, every attempt will be made to activate a taped message on the school telephone numbers listed below. Selected radio and TV stations will also carry this information.

Roslyn Heights School  625-6400  801-5500
East Hills School  625-6424  801-5300
Harbor Hill School  625-6395  801-5400
Roslyn Middle School  625-6408  801-5200
Roslyn High School  625-6340  801-5100

Emergency School Closings are decided by the Superintendent based on police department reports on road conditions from local villages and Nassau County, area weather reports and local weather conditions, and checks of road conditions by school district personnel. The decision must be made before 6:00 a.m. School closing, or delayed opening announcements are provided by the following radio stations and TV channels:

WGSM 740  WGBB 1240
WHLI 1100  WINS 1010
WBZO 103.1
WALK 1370 and 97.5
Cablevision News 12 Long Island
Channel 38 (Village of East Hills)

Students attending non-public schools are affected if the Roslyn Public Schools are closed. All bus transportation
is canceled, including transportation for students attending private, parochial, BOCES, and other special schools outside the area. When the Roslyn Public Schools are closed, RAP (Roslyn After School Program) is also closed.

**DELAYED SCHOOL OPENING PROCEDURES**

Delayed Openings delay the opening of school by one or two hours. The delayed school opening schedule is as follows:

<table>
<thead>
<tr>
<th>Grades</th>
<th>1-Hour Delay</th>
<th>2-Hour Delay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-K</td>
<td>10:05</td>
<td>9:55 No Classes</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>10:05 9:55</td>
<td>11:05 10:55</td>
</tr>
<tr>
<td>Heights (Grade 1)</td>
<td>10:05 9:55</td>
<td>11:05 10:55</td>
</tr>
<tr>
<td>Harbor Hill (1-5)</td>
<td>9:20 9:10</td>
<td>10:20 10:10</td>
</tr>
<tr>
<td>East Hills (2-5)</td>
<td>10:05 9:55</td>
<td>11:05 10:55</td>
</tr>
<tr>
<td>Middle School (6-8)</td>
<td>8:55 8:35</td>
<td>9:55 9:35</td>
</tr>
<tr>
<td>High School (9-12)</td>
<td>8:25 9:10</td>
<td>9:25 10:10</td>
</tr>
</tbody>
</table>

A delayed school opening means bus schedules will also be delayed one or two hours. For example, if your child’s bus is normally scheduled to arrive at 7:54 a.m., a 1-hour delay will change it to 8:54 a.m., a 2-hour delay, to 9:54 a.m. A delayed opening is subject to change if the weather and/or road conditions remain hazardous. The Superintendent retains the option to close the schools when the potential for a hazardous situation exists.

Students attending non-public schools will be affected by a delayed opening in the Roslyn Public Schools. Buses used to transport students to private, parochial, BOCES, and other special schools outside the area will also be delayed one or two hours.

FT:FPB

Adopted: 1/1994
Revised: 1/2002
INDEPENDENT EDUCATIONAL EVALUATIONS

The Roslyn School District has established the following procedures for obtaining independent educational evaluations(s) (IEE(s)) for children who are classified by the Committee on Special Education (CSE) or Committee on Preschool Education (CPSE) as having a disability or who are suspected of having a disability.

Parents with children who have been classified with a disability or children who are suspected of having an educationally related disability have the right under Federal and State regulations to obtain an IEE at public expense under certain conditions. Regulatory standards are outlined in New York State Regulations of the Commissioner of Education § 200.5(g) and Federal Regulations 34 CFR § 300.502. Additionally, A Parent’s Guide to Special Education: Your Child’s Right to an Education in New York State and the Procedural Safeguards Notice, published by the New York State Education Department, detail IEE requirements. These documents are available from the Roslyn School District Special Education Office for parents who desire to review them.

**Definition**

An independent educational evaluation (IEE) means an evaluation conducted by qualified examiners as defined in § 300.502(a)(3)(i) who are not employed by the District. If a parent or guardian disagrees with the evaluation conducted by the District, the parent or guardian may have the right to obtain one IEE at public expense for each District evaluation. If a parent requests an IEE at public expense, the District must, with unnecessary delay, either: (a) file a due process complaint to request an impartial hearing before an impartial hearing officer to contest, the IEE for failure to comply with the District’s criteria and/or to defend the appropriateness of the evaluation conducted by the District, or (b) provide the IEE at public expense. If the impartial hearing officer determines that the District’s evaluation is appropriate, the parents/guardian would not have the right to publicly funded IEE or the right to reimbursement for the IEE.

**Timeline**

A parent may request an IEE at public expense from the District an any time. However, a parent is entitled to only one IEE at public expense each time the District conducts an evaluation of his/her child with which he/she disagrees. If a parent unilaterally obtains an evaluation at private expense and wishes to submit the private evaluation to the District for reimbursement as an IEE at public expense, the parent will have up to ninety (90) days from the date of the private evaluation to request IEE reimbursement from the District. A copy of the private evaluation report and an itemized invoice must be attached by the parent to the request for IEE reimbursement.
Requests should be in writing to: Dr. Stuart Grossman  
Director of Pupil Personnel Services  
Roslyn Public Schools  
Annex  
440 Round Hill Road  
Roslyn Heights, New York  11577

If the parent requests an IEE, the District may ask why the parent objects to the evaluation of the child done by the District. The District may not require an explanation and may not unreasonably delay either providing the IEE at public expense or filing a due process complaint to request an impartial hearing to contest the IEE and/or defend the evaluations conducted by the District.

**Public Expense**  
Public Expense means that the District either pays for the full cost of the IEE or ensures that the evaluation is otherwise provided at no cost to the parent/guardian. The District has set the following rates as the maximum allowable fees per evaluation:

<table>
<thead>
<tr>
<th>Evaluation Type</th>
<th>Maximum Allowable Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Psychological Evaluation – Cognitive</td>
<td>$600</td>
</tr>
<tr>
<td>Evaluation – Projective Evaluation</td>
<td>$500</td>
</tr>
<tr>
<td>Neurological Evaluation</td>
<td>$800</td>
</tr>
<tr>
<td>Educational Evaluation</td>
<td>$300</td>
</tr>
<tr>
<td>Speech/Language Evaluation</td>
<td>$400</td>
</tr>
<tr>
<td>OT Evaluation</td>
<td>$350</td>
</tr>
<tr>
<td>PT Evaluation</td>
<td>$300</td>
</tr>
<tr>
<td>Psychiatric Evaluation</td>
<td>$800</td>
</tr>
<tr>
<td>Neuropsychological</td>
<td>$2400</td>
</tr>
<tr>
<td>Audiological Evaluation</td>
<td>$300</td>
</tr>
<tr>
<td>Central Auditory Processing Evaluation</td>
<td>$500</td>
</tr>
<tr>
<td>Assistive Technology</td>
<td>$75/hour</td>
</tr>
</tbody>
</table>

The District may pay for an IEE only if conducted by an individual who possesses current license or certification from the New York State Education Department in the area of the evaluation. The maximum allowable fees set by the District will be high enough to permit parents to choose among qualified professionals within a 50-mile radius of the District. Requests for exception to the maximum allowable fees may be allowed by the District if justified by the student’s unique circumstances. Any request for such an exception should be forwarded in writing to the Director of Pupil Personnel Services.
Responsibilities
Parents may select any professional who meets the criteria stated previously. The District has established a list of qualified professionals who are in private practice or employees of other public agencies to whom parents may go to secure an IEE. It is the responsibility of the independent evaluator to contact the District to arrange for payment, dates of classroom visitations and discussions with school staff. The independent evaluator is also responsible for sending a copy of his/her current NYS certification/license to the Director of Pupil Personnel Services.

The District has the responsibility to designate the geographic area in which the parents would be limited in their search for an independent evaluator. The District will consider for public funding evaluations conducted within a 50-mile radius of the district. The District is not responsible for travel expenses and/or mileage to and from the evaluation site. Requests for exception to this geographic area limitation may be allowed by the District if justified by the student’s unique circumstances. Any request for such an exception should be forwarded in writing to the Director of Pupil Personnel Services.

:CLB

Adopted:
POLICY # 2800

DISTRICT-OWNED iPADs FOR USE BY THE BOARD OF EDUCATION

In an ongoing effort by the School District to embrace environmentally friendly strategies, including minimizing the District’s use of paper and adapting “green” technologies to the District’s current practices, the Board of Education authorizes the purchase and use of iPad computers by Board members for the purpose of conducting School District business (e.g. Board meetings).

The District shall establish the type of iPad necessary for Board members to carry out School District business in accordance with the current District technology profile and program. Board members shall use their iPad for District business purposes. In the event that a Board member uses the iPad for ancillary personal use, the Board member shall be responsible for all costs associated with his/her personal use.

All District-owned iPads are and will remain the property of the District. District-owned iPads shall be returned upon the conclusion of a Board member’s term of office. Board members who fail to return a District-owned iPad upon conclusion of his/her term of office will be billed for the fair market value of the iPad.

As with any District-owned equipment, Board members must take proper care of the iPads 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 implementation of this Policy and shall recommend any appropriate modifications thereto.

Any purchase of District-owned iPads for the purpose of Board usage and any such usage shall comply with the policies of the School District.

Adopted:

<table>
<thead>
<tr>
<th>Item</th>
<th>Name</th>
<th>Action</th>
<th>Position/Locating Replacing</th>
<th>From</th>
<th>To</th>
<th>Tenure Area</th>
<th>Certification Class/Step Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>9</td>
<td>Tara Berkowitz</td>
<td>Appointment</td>
<td>Student Advisor/HS After School Fundraising Cancer Benefit Fashion Show</td>
<td>12/3/10</td>
<td>4/4/11</td>
<td></td>
<td>Per RTA contract</td>
</tr>
<tr>
<td>10</td>
<td>Diana Sabzevari</td>
<td>Appointment</td>
<td>Student Advisor/HS After School Fundraising Cancer Benefit Fashion Show</td>
<td>12/3/10</td>
<td>4/4/11</td>
<td></td>
<td>Per RTA contract</td>
</tr>
</tbody>
</table>
C&I. 3  Recommendation to approved Allyson Weseley and one student to attend the Siemens National Finals in Washington, DC from December 3 through December 5, 2010 at an estimated cost to the district of $1,732.51.