NOTICE OF MEETING
BOARD OF EDUCATION
ROSLYN UNION FREE SCHOOL DISTRICT
Re-organization Meeting of the Board of Education
to be held on WEDNESDAY, July 6, 2011
Administration Building

AGENDA

ANNUAL RE-ORGANIZATION MEETING [2011-2012]

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 Wednesday, July 6, 2011.

*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: Clifford Saffron Term: July 1, 2011 - June 30, 2014
   Name: Meryl Waxman Ben-Levy Term: July 1, 2011 - June 30, 2014

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

2. Nomination for the Office of President of the Board for 2011-2012

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

   Election of President: Name(s)
   Motion Second Vote

3. Nomination for the Office of Vice President of the Board for 2011-2012

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

   Election of Vice President: Name(s)
   Motion Second Vote
4. 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**

5. Administration of Oath of Office to Superintendent of Schools

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

6. Appointment of Interim District Clerk

Recommendation that Cathie L. Britt be appointed as Interim District Clerk for the 2011-2012 school year at a per diem rate of compensation of $273.

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

**Board President:**

7. Appointment of Interim District Treasurer

Recommendation that Dominic Savino be appointed as Interim District Treasurer for the 2011-2012 school year at a per diem rate of compensation of $650

**Board President:**

8. 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 2011-2012 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, 2011. [The annual retainer fee also includes the first three 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 2011-2012 school year
11. Appointment of Bond Counsel

Recommendation that the firm of Hawkins Delafield & Wood be engaged as bond counsel for the 2011-2012 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 2010-2011].

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 2011-2012 school year [No costs to the district]

13. Appointment of Claims Auditor

Recommendation that Diane Sheffield be appointed as Claims Auditor for the 2011-2012 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 2011-2012 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 2010-2011]

15. 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 2011-2012 school year for the workers compensation program at a cost not to exceed $2,000.

16. 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.

17. 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 $11,346 and to authorize the Board President to execute the letter of agreement dated May 24, 2011.
18. **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 2011-2012 school year at a fee estimated to be $7,500 pursuant to acceptance of a letter of agreement dated June 30, 2011 and to authorize the Board President to execute same.

19. **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 2011-2012 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 the same.

20. **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.

21. **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 2011-2012 school year. [Same rate as 2010-2011]

22. **Central Treasurer: High School Extra-Classroom Activity Account**

Recommendation that for the 2011-2012 school year, William Marvin 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.

23. **Central Treasurer: Middle School Extra-Classroom Activity Account**

Recommendation that for the 2011-2012 school year, Diane Triebe be appointed as Central Treasurer for the Extra-Classroom Activity Account in the Middle School as per RTA contract. Craig Johanson is authorized as co-signer of checks which are subject to review by the claims auditor.
24. 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.

25. Recommendation that the Assistant to the Superintendent for Administration be authorized as the Deputy 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 2011-2012 school year.

26. 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, 2011 to June 30, 2012.

27. Designation of Bid Officials for the School Year 2011-2012

Recommendation that the District Clerk and/or the Superintendent, or the Superintendent’s designee, shall serve as the district bid officials for the 2011-2012 school year.

28. 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 2011-2012 school year.

29. Certification of Payrolls

Recommendation that the Superintendent of Schools be appointed as the person authorized to certify payrolls of the District for the 2011-2012 school year.

30. 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 2011-2012 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.]

July 6, 2011 Roslyn Public Schools    Reorganization Agenda    Page 5
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).

31. 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 2011-2012 school year as may be determined by the District Clerk.

32. Appointment of School District Asbestos Designee

Recommendation that for the 2011-2012 school year, Dan Brenner 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.

33. Appointment of Asbestos Consultant

Recommendation that the firm of J.C. Broderick & Associates, Inc. be appointed as asbestos consultant for the 2011-2012 school year in accordance with the fee schedule. [No change in fee; as needed basis].

34. 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 2011-2012 school year. [Same since 2007]

35. 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 2011-2012 school year.

36. Appointment of Advertising Agency

Recommendation that the firm of Miller Advertising be appointed as advertising agency for the 2011-2012 school year to be responsible for the placing of recruitment advertisements in various newspapers [No charge to district]
37. Designation of Depository for District Funds

Recommendation that Roslyn Union Free School District funds be deposited/invested for the 2011-2012 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

38. Appointment of District Records Management Officer

Recommendation that the Assistant to the Superintendent for Administration be appointed District Records Management Officer for the 2011-2012 school year.

39. 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 2011-2012 school year

b) Recommendation that the Assistant to the Superintendent for Administration be appointed as District Records Access Officer for matters related to employee records for the 2011-2012 school year.

c) Recommendation that the Director of Guidance be appointed District Records Access Officer for Family Educational Rights and Privacy Act (FERPA) requests for the 2011-2012 school year for matters related to student records

40. 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 2011-2012 school year.

41. Appointment of Section 504 Officer (Special Education)

Recommendation that the Director of Pupil Personnel Services be appointed District Section 504 Compliance Officer for the 2011-2012 school year
42. Appointment of Title IX Compliance Officer (Gender Equity)

Recommendation that the Assistant to the Superintendent for Administration be appointed District Title IX Compliance Officer for the 2011-2012 school year

43. Appointment of School District Physicians

Recommendation that Winthrop University Hospital continue as school district physicians for the 2011-2012 school year in accordance with the existing letter of agreement.

44. 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 2011-2012 school year
   Doris Letendre   Phyllis Zuckerman

b) Recommendation that four members of the Board of Registration be paid at a rate of $12.00 per hour for the 2011-2012 school year
   Minnie Gibbs    Jacqueline Harleston
   Ruth Quintero   Howard Zuckerman

45. 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 2012 and any Special District Meetings which may be convened during the 2011-2012 school year.]

Recommendation that the District Election Clerks and Inspectors of Election be paid at a rate of $10.00 per hour for the 2011-2012 school year

Dorothy Bausch   Zakiya Jabari   Rowena Ramphal
Maxine Brenner   Evelyn Kern   Alan Rosenwasser
Sheila Brummel   Pornthip Losophonkul   Barbara Sutro
Shirley Carter   Sharon Margolin   Khalil Tafreshi
Jaclyn Combs   Francine Mathis   Christopher Vacchio
Ronnie Combs   Judith Milgrom   Stephanie Vacchio
Katherine Cunningham   Phyllis Minkoff   Latisha Willis
Debra Davis   Keri Murtagh   Cheryl Windless
Dianne Glasco   Lee Parker   Hilda Yohalem
Rose Hayes   Anna Pell

The Board also authorizes the District Clerk to hire additional workers as needed.
46. Appointment of Committee on Pre-K Special Education for 2011-2012

Recommendation that the following individuals be appointed to the Committee on Pre-K Special Education for the 2011-2012 school year:

Chairperson: Dr. Stuart Grossman
Co-Chairpersons: Marnie Cohen
Parent Members:

Name            Address
Adler, Deborah  50 Peacock Drive, Roslyn, NY 11576
Azad, Fariba    45 Woods Drive, Roslyn, NY 11576
Berger, Deborah 38 Magnolia Lane, Roslyn Heights, NY 11577
Dauplaise, Debra 5 Georgian Court, Roslyn, NY 11576
Fein, Stephanie 86 Tara Drive, Roslyn Heights, NY 11577
Fox, Andrea     2 The Poplars, Roslyn, NY 11576
Freeman, Brooke 22 Hummingbird Drive, Roslyn, NY 11576
Gerstman, Cheryl 5 The Hemlocks, Roslyn, NY 11576
Golden, Jodi    21 Tara Drive, Roslyn, NY 11576
Greenberg, Amy  11 Hunters Lane, Roslyn, NY 11576
Jacobson, Shari 47 Center Court, Roslyn Heights, NY 11577
Kanner, Lynne   44 Entrance Road, Roslyn, NY 11577
Kaplan, Randi   30 Partridge Drive, Roslyn, NY 11576
Kessler, Caren  69 Diana’s Trail, Roslyn, NY 11576
Klein, Debra    33 Birchdale Lane, Pt. Washington, NY 11050
Roberts, Lisa   25 Arbor Rd., Roslyn Heights, NY 11577
Rubinstein, Susan 98 Deer Run, Roslyn Heights, NY 11577
Samers, Robin   123 Milburn Lane, East Hills, NY 11577
Schultz, Hillary 57 Wagon Rd., Roslyn, NY 11576
Siller, Gail    53 Wildwood Lane, Roslyn Heights, NY 11577

47. Appointment of Committee on Special Education for 2011-2012

Recommendation that the following individuals be appointed to the Committee on Special Education for the 2011-2012 school year:

Chairpersons: Dr. Stuart Grossman
Marnie Cohen
Physician: To be assigned by Winthrop University Hospital

Parent Members:

Name            Address
Azad, Fariba    45 Woods Drive, Roslyn, NY 11576
Barberer, Sharon 199 Salem Road, Roslyn Heights, NY 11577
Berger, Deborah 38 Magnolia Lane, Roslyn Heights, NY 11577
Bourhill, Tracy 43 Wickham Road, Roslyn Heights, NY 11577
Chaite, Wendy   39 Pool Drive, Roslyn, NY 11576
48. Appointment of Sub-Committee on Special Education for 2011-2012

Recommendation that the following individuals be appointed to the Sub-Committee on Special education for the 2011-12 school year:

Chairpersons: Dr. Stuart Grossman
               Marnie Cohen

Physician: To be assigned by Winthrop University Hospital

49. Appointment of Parent Surrogates for 2011-2012

Recommendation that the following individual be appointed as a parent surrogate for the 2011-2012 school year:

Tracy Bourhill 43 Wickham Road, East Hills, NY 11576
50. Appointment of Impartial Hearing Officers 2011-2012

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:

<table>
<thead>
<tr>
<th>IHO Rotation List for 2011-2012</th>
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<tbody>
<tr>
<td>Agoston, Linda</td>
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<td>Albert, Peter</td>
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<td>Almeleh, Lynn</td>
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<td>Bauchner, Stuart</td>
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<td>Cohen, Diane</td>
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<td>Dewan, Debra</td>
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<td>Diamond, Murray</td>
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<td>Ebenstein, Barbara</td>
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<td>Farago, John</td>
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<td>Feinberg, Rona</td>
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<td>Finkelstein, Sharyn</td>
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<td>Flame, Lana</td>
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<td>Gross, Lorraine</td>
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<td>Halberstam, Sinai</td>
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<td>Hampton, Nancy</td>
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<td>Wooley, Joseph</td>
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<td>Ziev, Joel</td>
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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. 2011-2012 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 2011-2012 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).}
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)*

c) **Use of Facilities**  
Recommendation that the Use of Facilities Policy #1500 continue to be reviewed annually by the Board of Education *(Attachment R53c)*

d) **Advertising in the Schools**  
Recommendation that the Advertising in the Schools Policy #1511 continue to be reviewed annually by the Board of Education *(Attachment R53d)*

54. **Memberships**

Recommendation that the following professional organizations be approved for possible membership for the 2011-2012 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.
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 of 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.
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 heeds 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.
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.
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 inquiries 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.
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
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.
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 #5240

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 statutes 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 diversify 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

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.
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.
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
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
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
POLICY #1500

PUBLIC USE OF SCHOOL FACILITIES

The Board of Education authorizes the Superintendent of Schools, or the Superintendent's designee, to permit the use of school facilities by school groups or organizations which meet established criteria.

The Superintendent shall submit applications for facilities use from other responsible groups to the Board for authorization to place them on the approved list as facilities users.

The Board's guidelines for approval of such organizations shall be consistent with §414 of the Education Law and with such other criteria as set forth in this policy.

At the end of each school year, the Superintendent shall provide the Board of Education with a list of all facility users for that year.

The District Administration is further authorized to establish rates for the use of school facilities as set forth in this policy.

The Board of Education further authorizes that the rules governing this policy and the fees associated with the use of facilities shall be waived during the Thanksgiving holiday weekend (Thursday, Friday and Saturday). First preference will be given to permit holders; however, the fields will be open to all.

Adopted: 12/1989
Revised: 07/2011 (tentative)
PUBLICATIONS OF SCHOOL FACILITIES

The Board of Education authorizes the Superintendent or the Superintendent’s designee to permit the use of school facilities by school groups or organizations which meet established criteria.

The Superintendent shall submit applications for facilities use from responsible groups to the Board for authorization to place them on the approved list of facilities users.

The Board’s guidelines for approval of such organizations shall be consistent with §414 of the Education Law and with such other criteria as set forth in this policy.

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CLASSIFICATION OF GROUPS

Class I

a. Organizations with direct school connections, such as parent-teacher organizations, classes, clubs, employee associations, committees of the Board of Education, etc.

b. Organizations of a semi-educational nature, such as Boy Scouts, Girl Scouts, Little League, Booster Basketball, etc.

Class II

Organizations with a social, civic, recreational or entertainment purpose, such as service and charitable organizations, civic associations and adult sports groups.
Class III
a. Nassau County Board of Elections
b. Governmental entities or officials, such as federal, state, town or village governments or officials, for the purpose of holding political and non-political meetings, forums or hearings.

FEE SCHEDULE

The Superintendent of Schools shall implement a fee schedule based upon an organization’s classification:

1. **Classification** Fee
   
   1A None
   
   1B No room fee on school days; field use fee, if applicable
   
   II Room fee or field use fee, if applicable
   
   IIIA County-determined fee
   
   IIIB No room fee on school days

2. **Room Fees**
   Room fees shall be charged to Class IB, Class II and Class IIIB organizations on weekends, holidays and any other days when school is not in regular session.

3. **Custodial and Security Costs**
   Facilities users shall be charged at prevailing rates for any custodial or security services that are in addition to any such services provided by the school district as part of its regular course of business. Custodial costs for Class IIIA (Nassau County Board of Elections) shall be county-determined.

4. **Cafeteria Costs**
   Any use of a cafeteria that also includes use of the kitchen requires, by law, the presence of cafeteria staff, whose services will be billed at prevailing rates.
REGULATIONS FOR FACILITIES USE

1. Priority for all facility space shall be determined as follows:
   a. Regular school activities, including classes, clubs, teams, etc.
   b. Adult Continuing Education Program activities
   c. Approved non-school groups, assigned in the order in which their applications are received, with preference given to organizations whose participants are predominantly Roslyn School District residents.

   NOTE: Permits are not issued to for-profit entities.

2. Time of occupancy shall terminate at 10:45 p.m. unless the user's permit indicates that prior arrangements have been made for payment of added custodial overtime costs.

3. Applications for use of school facilities must be submitted at least 10 days before the anticipated use. Fees set according to the schedule enumerated in this policy must be paid at the time the application is approved, or, for multiple uses on a single permit, within one week of the first use. Failure to pay fees on time will result in revocation of permit and/or withholding of approval of future permits.

4. Notification to cancel activity for which space has been reserved must be made by the applicant at least 3 business days in advance. Any actual costs incurred by the district due to cancellation with 3 business day notice will be billed to the organization. Late cancellation or schedule changes will not result in reduced fees. In the event of cancellation by the district, notice will be given as far in advance as possible. The Board reserves the right to make such cancellation at any time without liability therefore.
5. Any activity carried on in school facilities shall be according to New York State Law and in conformity with village and Town Ordinances and school district policies and regulations. No meeting shall be held in a school building:

   a. for the purpose of advancing any doctrines or theory subversive to the State of New York or the United States of America.
   b. For the purpose of advocating social or political violence or which is of a nature likely to incite such violence.

6. The Board of Education, because of its responsibility for protecting the school district’s buildings and property, may restrict use of space within buildings and grounds to certain times and areas. It may also revoke a permit at any time and must have free access to all rooms at all times. When schools are closed due to inclement weather, scheduled community use shall be automatically cancelled.

7. Smoking is not permitted in school buildings or on school grounds. Alcoholic beverages may not be brought to or consumed in school building or on school grounds. Commercial products or promotional materials may be exhibited or displayed with the prior consent of the Superintendent of Schools or his/her designee, but only for the period of time covered by the permit application.

8. No food or drink (other than water in bottles or other closed containers) is permitted in gymnasiums at any time. Chairs and tables may not be placed on gym floors or other playing surfaces. No pets are permitted anywhere on school grounds or in school buildings.
9. Organizations receiving permission to use school facilities are responsible for the conduct of both participants and spectators and for making provision to handle anticipated crowds. Underage participants must be properly supervised at all times. Improper conduct, vandalism or other misuse of school property may result in the revocation of the permit. The cost of repairing damage caused by such misuse will be charged to the applicant.

10. Admission charges for activities held in school facilities shall be made only for educational and/or charitable purposes. Activities must be open to the public. Non-school groups sponsoring or presenting programs for which admission is charged are required to file a copy of the Statement to the Collector of Internal Revenue with the Superintendent. The Board of Education will not be liable for the payment of any taxes due on admission charges.

11. Arrangements for audio/visual or any other equipment is solely the responsibility of the applicant. The school district does not loan the use of equipment for non-school related activities.

PERMIT PROCEDURES

1. All permits for the use of school facilities shall be restricted to responsible organizations or adult individuals under the provisions outlined in this policy. Applicants must satisfy the issuing officer that they represent responsible local organizations, that they will guarantee orderly behavior and that they will underwrite any damage due to their use of the premise.
The school district reserves the right to request rosters of participants in the activities of applicants to verify that they are organizations whose participants are predominately Roslyn School District residents and thereby eligible for preferential consideration over other organizations.

2. Each applicant must provide the district with an insurance certificate naming the district as an additional insured, carrying a minimum of $1,000,000 coverage.

3. The district administration shall make available applications for use of school facilities. An applicant who signs a permit application thereby agrees to abide by these regulations and procedures and all other applicable laws and district policies.

:FPZ
Adopted: 12/1989
Revised: 11/2004
11/2010
07/2011 (tentative)
## USE OF FACILITIES FEE SCHEDULE

### ROOMS - $ per hour

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafeterias</td>
<td>$45</td>
</tr>
<tr>
<td>Auditoriums High School, Middle School</td>
<td>$115</td>
</tr>
<tr>
<td>Auditoriums East Hills</td>
<td>$75</td>
</tr>
<tr>
<td>Libraries, HS Commons, Conference Rooms</td>
<td>$45</td>
</tr>
<tr>
<td>Classrooms</td>
<td>$30</td>
</tr>
<tr>
<td>Gymnasiums HS, MS, EH &amp; HH</td>
<td>$75</td>
</tr>
<tr>
<td>Gymnasiums Heights</td>
<td>$55</td>
</tr>
</tbody>
</table>

### CUSTODIAL AND SECURITY CHARGES

$75 per staff member per hour for any custodial or security services that are in addition to any such services provided by the school district as part of its regular course of business. Minimum charge is 3 hours, including 1/2 hour before and 1/2 hour after use.

### FIELDS

#### League (youth):

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All schools</td>
<td>$150</td>
</tr>
</tbody>
</table>

A single per diem field use fee of $150 is charged for use of multiple fields by one organization at one location, up to eight hours for each weekend day or holiday.

#### League (adult):

<table>
<thead>
<tr>
<th>Location</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>All schools</td>
<td>$150</td>
</tr>
</tbody>
</table>

A field use fee of $150 is charged for each day of play, up to eight hours.

#### Non-League (adult):

A $75 permit fee will be assessed for each permit application.

#### Synthetic Turf Field at RHS

$85/hour regular use; $150/hour for tournaments.

*Revised 11/4/10*
EXHIBIT #1500-E.2

USERS OF SCHOOL FACILITIES BY CLASSIFICATION
(Effective July 6, 2011)

CLASS 1A - NO CHARGE

Organizations with direct school connections.

Bulldog Boosters  
Dr. Martin Luther King, Jr. Scholarship Committee  
East Williston/Roslyn Community Coalition for Drug-Free Youth  
Foundation for Roslyn’s Educational Advancement and Development (R.E.A.D.)  
Foundation for the Advancement of Student Technology (F.A.S.T.)  
Friends of Royal Crown Players  
Friends of Spotlight  
Parent Associations (CCPA, RHS, RMS, EH, HH, HTS, SEPTA.)  
Marching Band Fans  
Nassau BOCES  
Roslyn Alliance Against Drug & Alcohol Abuse (RADA)  
Roslyn Employee Associations  
   Roslyn Administrators & Supervisors Association  
   Roslyn Custodial, Bus Drivers and Maintenance Association  
   Roslyn Educational Secretaries Association  
   Roslyn Food Service Association  
   Roslyn Paraprofessional Association  
   Roslyn Teachers Association (RTA)  
   Retired RTA  
Roslyn High School Scholarship Fund Committee  
Senior Party Parents

CLASS IB – NO ROOM FEE; FIELDS USE FEE; CUSTODIAL CHARGE, IF APPLICABLE

Organizations of a semi-educational nature.

Albertson Soccer  
Archangel Michael Greek Orthodox Church & School  
Concerned Citizens for Roslyn Youth  
Roslyn Booster Basketball Club  
Boy Scouts  
Girl Scouts  
Great Knights Chess Program  
L.I. Lightning (aka Roslyn Wolverines)  
Roslyn Little League  
Sid Jacobson JCC  
Roslyn Lacrosse Club
**CLASS II – APPLICATION FEE, ROOM FEE, FIELD USE FEE AND/OR CUSTODIAL CHARGE, AS APPLICABLE**

*Organizations with a social, civic, recreational or entertainment purpose, such as service and charitable organizations, civic associations, summer programs and adult sports groups.*

American Cancer Society (Relay for Life)
Canterbury Woods Civic Association
Chabad of Roslyn Summer Program
East Hills Men’s Softball
E Joy Community Resource Center
Friends of the Bryant Library
Greenvale Civic Association
Nassau Yankees Men’s Softball League
Roslyn Chamber of Commerce
Roslyn Graduates Bulldogs Softball
Roslyn Heights Civic Association
Roslyn Men’s Basketball Group
Roslyn Men’s Monday Basketball Group
Roslyn Men’s Softball
Roslyn Rockets Men’s Baseball
Temple Beth Sholom Day Camp
Unified Civic Association

**CLASS IIIA - COUNTY-DETERMINED FEE**

Nassau County Board of Elections

**CLASS IIIB – NO CHARGE**

*Governmental entities or officials, such as federal, state, town or village governments or officials, for the purpose of holding political and non-political meetings, forums or hearings.*

Bryant Library
Roslyn Highlands Fire Dept.
Roslyn Rescue Fire Dept.
Nassau County
New York State
Town of North Hempstead
Roslyn Water District
Village of East Hills
Village of Flower Hill
Village of Roslyn
Village of Roslyn Estates
Village of Roslyn Harbor
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.

4-H Club
Albertson Soccer Club
American Cancer Society
Boy Scouts
Brownies
Concerned Citizens for Roslyn Youth
Cub Scouts
POLICY #1511

Destination Science
E Joy Community Resource Center
East Williston/Roslyn Community Coalition for Drug Free Youth
Foundation for Roslyn’s Educational Advancement and Development (READ)
Foundation for the Advancement of Student Technology
Girl Scouts
Great Knights Chess Club (Chessmates)
Korean Parents Association of Long Island
Mineola – Roslyn PAL
Nassau Athletics and Arts Program
North Shore Boys & Girls Club
North Shore Child & Family Guidance Association
PAL North Shore Roller Hockey League
Police Athletic League
Roslyn Alliance Against Drug and Alcohol Abuse (RADA)
Roslyn Booster Basketball Club
Roslyn Chamber of Commerce
Roslyn Day Care Center
Roslyn Fire Companies
Roslyn Lacrosse Club
Roslyn Landmark Society
Roslyn Little League
Roslyn Youth Lacrosse Assoc.
Sid Jacobson Jewish Community Center
Town of North Hempstead
Town of Oyster Bay
YMCA at Glen Cove

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.
POLICY #1511

:FPZ
Adopted: 12/1989
Revised: 4/1993
1/1996
12/1999
2/2001
1/2002
12/2002
1/2005
12/2006
9/2009
11/2010
12/2010
04/2011
07/2011 (tentative)

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