

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

Thursday, August 4, 2011

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 May 2011 (reviewed by Ms. Ben-Levy)

Recommendation to accept the minutes from the following meeting(s):

June 30, 2011

July 6, 2011

July 6, 2011 (Annual Reorganization Meeting)

July 20, 2011

Board President's Comments

Superintendent's Comments

Student Delegate's Comments

Discussion Item(s):

1. Financial Policy (Item 53a on Reorg agenda) (**Attachment DI1**)

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**).

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**)

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 (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP.)

- (i) Contractor: Helping Hands Children Services
Services: ABA/Parent Training/1:1 aide services for the period of 7/1/2011 thru 6/30/2012
Fees: \$ 40.00 / hour Level 2 Staff
\$ 70.00 / hour PhD/MA/BCBA
\$100.00 / hour Behavior Consultation: Intensive Crisis Behavior
\$100.00 / hour Intervention Services
\$100.00 / hour CSE meetings
\$100.00 / hour Autism Workshops
Total estimated to be \$300,000.00

- (ii) Contractor: Bifolco Consultants
Services: ABA consulting, workshops (half or full days) for the period of 7/1/2011 thru 6/30/2012
Fees: \$1,200.00 / day (6 hours)
\$ 700.00 / half day (3 hours)
Total estimated to be \$20,000.00

B.2. Recommendation to adopt the following resolution with respect to the setting of the School District Tax Levy for the 2011-2012 school year:

WHEREAS, the budget of the necessary claims and expenditures in the Roslyn Union Free School District in the Towns of North Hempstead and Oyster Bay for the school year 2011-2012 amounting to \$97,634,983 for "School Purposes" and \$4,657,257 for "Library Purposes" totaling \$ 102,292,240 is hereby accepted, and

WHEREAS, the Board of Education has determined that \$2,300,000 be applied from the school district fund balance and \$939,606 be applied from the Employee Benefits Accrued Liability Reserve and \$834,308 be applied from the Debt Service Fund as of June 30, 2011 for the 2011-2012 school year and has estimated the revenue from all other sources including State Aid to be \$5,935,972; and

WHEREAS, the Library Board of Trustees has estimated the revenue from all other sources for 2011-12 to be \$67,200;

NOW, THEREFORE, BE IT RESOLVED that the sums of \$87,625,097 for "School Purposes" and \$4,590,057 for "Library Purposes" totaling \$92,215,154 being the remainder of the budget adopted as above and the net amount which must be raised by taxation for the Roslyn Union Free School District, be levied upon the taxable property of said school district as said property has been certified to the Nassau County Board of Assessors for the school year 2011-2012.

[Note: Based on tentative assessed values of \$9,729,720 (which will be finalized by the Nassau County Assessor) and uncertified base proportions (which will be certified by the Nassau County Legislature) the estimated tax levy in Class 1 (residential) for school purposes will be \$67,357,298 and for library purposes will be \$3,528,371 resulting in estimated tax rates of \$692.284 per \$100 of Assessed Value for school purposes and \$36.264 per \$100 of Assessed Value for Library Purposes.]

Recommendation to approve this Tax Levy Resolution:

YES _____ NO _____ ABSTAIN _____

B.3. Recommendation to declare the following televisions and VCR's surplus and obsolete as they are no longer in good working order:

- Panasonic Television – tag number 006669
- VCR – tag number 006625
- Sharp TV – tag number 005553-004415
- Panasonic TV – tag number 006639
- Hitachi TV – tag number 302052
- Panasonic TV – tag number 005587
- Hitachi VCR – tag number 005588

- B.4.** Recommendation to approve a payment in the amount of \$46,659.87 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 6/30/2011.
- B.5.** Recommendation to approve a Capital Budget appropriation transfer request as per **Attachment B.5.**
- B.6.** Recommendation that, pursuant to receipt of a donation in the amount of \$750, the Board of Education hereby accepts the gift and increases the balance in the FINA Fund (TE 0301) by \$750.00.
- B.7.** Recommendation to approve the **REVISED** Transportation Contract Extensions for 2011-2012 which was originally approved by the BOE at its meeting on 7/20/2011, item B.2. (Note: Cost for matron added, marked in bold). (**Attachment B.7.**)
- B.8.** Recommendation to increase the "Payment in the amount of" from ~~\$6,400.00~~ to \$6,600.00 to Eberlin and Eberlin, P.C. Consulting Engineers, Planners, Landscape Architects which was originally approved by the BOE at its meeting on 7/220/2011, item B.8.
- B.9.** Recommendation that, pursuant to the receipt of a donation, the district accept four flat files (four sections 46 3/4"W x 33 1/2"D) to be used by the High School art department from Mr. Bennett Chaite, A.C. Desk Co., Inc.
- B.10.** Recommendation to approve a payment in the amount of \$1,395.33 to Burton Behrendt Smith Architects for Architectural Services rendered to the district pertaining to the High School Exterior Wall Reconstruction & New Flood Door Installation. [Funds will be deducted from the 2010-2011 Capital Budget Code H2110.245.08.1110].
- B.11.** Recommendation to reject all bids received for the Renovation of the Administration Building as follows:

Bid advertised: June 17, 2011
 Bid opened: July 1, 2011

Number of invitations to bid: 16
 Number of bids received: 5

Bids are rejected because they exceed the budget available for the project and it is therefore in the best interest of the school district to do so.

- B.12.** Recommendation to approve an agreement with American Red Cross regarding the certification of coaches in accordance with the requirements of New York State Education Department Guidelines for Coaching Certification. [This agreement will allow our certified instructors already on staff to provide first aid and CPR/AED training to the other members of our staff who have certifications that have already expired. The agreement is currently being negotiated by our attorney]
- B.13.** Recommendation to approve an agreement with Varsity Media to provide videotaping of interscholastic athletic contests in accordance with the requirements of Section VIII football. [The fee we will be paying to Varsity Media will allow our coaches to have access to videotape that can be used for scouting purposes within Section VIII and for student athletes who may be recruited by colleges under NCAA rules. In the past we have done this through a private contractor. The agreement is currently being negotiated by our attorney.]

CURRICULUM AND INSTRUCTION

- C&I.1** Recommendation to approve the contract between Wilson Language Training Corporation and the Roslyn School District for the 2011-2012 school year for on-site professional development for a total estimated cost to the district of \$9,600.00.
- C&I.2** Recommendation to approve the contract between Dr. Nanci Smith and the Roslyn School District for the 2011-2012 school year for on-site professional development for a total estimated cost to the district of \$25,000.00.
- C&I.3** Recommendation to approve Art Mandel to attend the National Association for College Admission Counseling Annual Conference in New Orleans, Louisiana from September 20 through 25, 2011 at an estimated cost to the district of \$1,952.40.
- C&I.4** Recommendation to approve the contract between Educational Vistas, Inc. and the Roslyn School district for the purchase of NYS Assessment Scoring and DataMate Reporting at an estimated cost of \$39,602.00.

BOARD OF EDUCATION

- BOE.1** Recommendation to approve Dr. Dan Brenner to attend the New York State Council of School Superintendents 2011 Fall Leadership Summit in Saratoga Springs, NY from September 24 through 26, 2011 at an estimated cost to the district of \$1,351.00

BOE.2 BE IT RESOLVED that the Board of Education hereby approves the agreement between the Board of Education and the Board of Education of the Herricks Union Free School District in the form attached hereto;

BE IT FURTHER RESOLVED that the Board of Education hereby authorizes the President of the Board of Education to execute said agreement on its behalf, which was previously approved by the Board at its January 20, 2011 Board of Education meeting.

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

ROSLYN PUBLIC SCHOOLS
Roslyn, New York
POLICY #6700

PURCHASING

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

:AMK

Adopted: 12/1989

Revised: 12/1994

7/2005

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

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

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #6700-R

PURCHASING REGULATION

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

Definitions

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

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

General Municipal Law

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

Competitive Bidding Required

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

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

B. Contract Combining Professional Services and Purchase

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

C. Opening and Recording Bids: Awarding Contracts

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

D. Documentation of Competitive Bids

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

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

E. Purchase of Instructional Materials

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

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

F. Leases of Personal Property

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

Documentation:

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

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

Exceptions to Competitive Bidding Requirements

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

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

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

Documentation:

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

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

Documentation:

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

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

Documentation:

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

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

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.

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #6240

INVESTMENT POLICY

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

Delegation of Authority

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

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

Prudence

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

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

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

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

Diversification

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

Internal Controls

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

Designation of Depositories

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

Collateralizing of Deposits

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

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

Authorized Financial Institutions and Dealers

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

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

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

POLICY #6240

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Purchase of Investments

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

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

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

Operations Audit and Reporting

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

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

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

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POLICY #6240

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

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

:FPZ

Adopted: 7/1994

Rev.: 1/1996

7/2005

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

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #6140

BUDGET TRANSFERS

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

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

Personnel Action Report
Professional

Attachment P.1
August 4, 2011

Item	Name	Action	Position / Location / Replacing	Location	From	To	Certification Class / Step Salary
1	Lisa Spyridon	Rescind Excessing					
2	Lisa Spyridon	Appointment Probationary	Science	HS	7/1/11	9/15/13	General Science & Biology 7-12 (initial) MA/Step 2 \$67,239
3	Melissa Sajewicz	Appointment Part Time	.3 Math HS .2 Math MS	MS & HS	9/1/11	6/30/12	Math 7-12 (initial) BA/Step 1 \$55,794 prorated
4	Madelyn Arden	Appointment	Permanent Substitute	HH	9/1/11	6/30/12	Elementary (perm) \$125/day
5	Anne McCormack	Appointment	Permanent Substitute	HS	9/1/11	6/30/12	Math 7-12 (initial) \$125/day
6	Stacy Wilhelm	Appointment	Tutor - Students w/Disabilities	HS	9/1/11	6/30/12	Students w/Disabilities (init) \$60/hr.
7	Patricia Collins	Appointment	Intramurals - Spring	MS	2/9/11	6/30/11	Per RTA Contract
8	Katelyn Gillen	Appointment	Intramurals - Spring	MS	3/24/11	6/30/11	Per RTA Contract
9	Michelle Crennan	Appointment	Coach - Girls' Soccer II/4	MS	9/1/11	6/30/12	Per RTA Contract
10	Lauren Lopez	Appointment	Coach - Asst. Girls' Varsity Soccer II/1	HS	9/1/11	6/30/12	Per RTA Contract
11	Lynn Harkins	Rescind Appointment	Head Coach/HS Girls' JV Volleyball II/2				
12	Annemarie Levane	Appointment	Coach - JV Girls' Volleyball	HS	9/1/11	6/30/12	Per RTA Contract
13	Robert Jannelli	Appointment	Coach - JV Football I/1	HS	9/1/11	6/30/12	Per RTA Contract
14	Maribeth Finn	Revise Salary	Parent-Child Coordinator (2 days/wk. max.)	HTS	9/1/11	6/30/12	\$185/day
15	Jonathan Totillo	Appointment Club Advisor	Club Advisor - RCP Stagecraft	HS	9/1/11	6/30/12	Per RTA Contract


Personnel Action Report
Classified

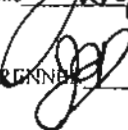
Attachment P.2
August 4, 2011

Item	Name	Action	Civil Service Title	Class	Type of App't	Location	From	To	Salary Schedule Step & Rate
1	Phyllis Mattia	Revise Retirement Resignation Date	Sr. Account Clerk			Admin	To: 8/30/11 Was: 8/31/11		
2	Jean Dormevil	Appointment	Bus Driver p/t	Non-Comp	PT	Bus Garage	8/9/11		\$19.00/hr.
3	Marie Eugene	Appointment	Bus Driver p/t	Non-Comp	PT	Bus Garage	8/9/11		\$19.00/hr.

Roslyn Union Free School District - Capital Budget
APPROPRIATION TRANSFER

Transfer Dollar Amount	From Code	Previous Balance	Revised Balance	To Code	Previous Balance	Revised Balance
1 \$ 811.00	H2110.245.03.1109 Maint. Roof Project AIA Fee Capital Budget 2010-2011	\$ 17,100.18	\$ 16,289.18	H2110.246.03.1109 Maint. Roof Project Eng. Fee Capital Budget 2010-2011	\$ 5,000.00	\$ 5,811.00

APPROVED: Joseph C. Dragone  DATE _____

APPROVED: DR. DANIEL BRENNAN  DATE _____

BOE APPROVED: _____

\$ -

2011 - 2012 COOPERATIVE TRANSPORTATION EXTENSIONS
PRIVATE, PAROCHIAL AND SPECIAL TRANSPORTATION
Cooperative Bid with Carle Place, East Williston, Glen Cove, Great Neck,
North Shore, Manhasset, Port Washington, Roslyn and Westbury Schools Districts.

REVISED

(Contractors will extend the current contract at a 2.9% increase)

ACME BUS CO

SCHOOL	STUDENTS	COSTS monthly 1 st Pupil/	TOTAL YEARLY
Cheder at the Ohel, Cambria Hts	2	750.87	15,017.40
Yeshiva Ohr Haim, Richmond Hill	3	680.41	20,412.30
		TOTAL	37,470.93

ANYTIME BUS

SCHOOL	STUDENTS	COSTS monthly 1 st Pupil	Matron	TOTAL YEARLY
Little Village School need monitor	1	1,992.82	2,121.70	41,145.20
Mill Neck Manor need monitor	1	2,734.25	1,682.62	44,168.70
		TOTAL		89,730.77

DELL TRANSPORTATION

SCHOOL	STUDENTS	COSTS monthly 1 st Pupil	Matron/ Van	TOTAL YEARLY
Boces-Seaman Neck School	2	1,002.92		20,058.40
Holy Child, Old Westbury	2	362.81		7,256.20
St Dominic High School	0	808.27		0
St Dominic Elementary	1	953.70		9,537.00
Summit Upper/Lower, Roslyn only	1	2,082.59		20,825.90
Vincent Smith	1	760.61		7,606.10
Long Island Hebrew Academy	0	1,119.99		0
ALP-Hicksville	0	1,016.92		0
4 Hours van O/District cca program + monitor	0		2,366.18/3,836.37	0
Holy Trinity	2	408.51		8,170.20
		TOTAL		73,453.80

FIRST STUDENT

SCHOOL	STUDENTS	COSTS monthly 1 st Pupil	TOTAL YEARLY
Boces - Carman Road school + nurse	2	1,285.09	25,701.80
Boces - Jerusalem Avenue School	1	1,787.78	17,877.80
		TOTAL	43,579.60

SUBURBAN BUS

SCHOOL	STUDENTS	COSTS monthly Matron/ Van	TOTAL YEARLY
Developmental Disabilities Inst + monitor	2	2,351.46/4,369.35	67,208.10
		TOTAL	67,208.10