

BOARD OF EDUCATION

ROSLYN UNION FREE SCHOOL DISTRICT

Meeting of the Board of Education

Thursday, July 15, 2010

Held in the Administration Building Board Room

MINUTES

PRESENT

Meryl Waxman Ben-Levy, President
Clifford Saffron, Vice President
Dani E. Kline,
Adam Haber
David Seinfeld
Stanley D. Stern
Bruce G. Valauri

ALSO PRESENT

Dr. Dan Brenner	Superintendent
Allison Brown	Assistant Superintendent for Curriculum & Instruction
Dr. Edward A. Salina, Jr.	Assistant Superintendent for Administration
Joseph C. Dragone	Assistant Superintendent for Business
Cathie Britt	District Clerk
Carrie Anne Tondo, Esq.	Ingerman Smith, LLP

ABSENT

Nicole Berman Student Delegate

9:35 p.m. Reconvene to the Business Meeting of the Board of Education

Recommendation to accept check warrants for May 2010 (reviewed by Ms. Ben-Levy)
[TABLED]

Ms. Ben-Levy moved, seconded by Mr. Saffron and it was carried by a vote of 7-0 to TABLE the check warrants for May 2010.

Recommendation to accept the Claims Auditor's Report(s) for:
April 2010, May 2010, June 2010

Ms. Sheffield presented the Claims Auditor's Reports and discussed the reports and her recommendations with the Board and the administration.

With consensus of the Board, it was agreed that the audit committee will review the recommendations presented by Ms. Sheffield and the audit committee to evaluate and present their final recommendations to the Board for their approval.

Mr. Saffron thanked Mr. Picardi for his hard work on the audit committee and his

participation in the district treasurer interview process.

Mr. Saffron thanked Ms. Sheffield for her diligence, meticulous attention to detail and professionalism in her dealings with the staff and administration.

Mr. Saffron moved, seconded by Mr. Haber and it was carried by a vote of 7-0 to accept the Claims Auditor's Reports for April 2010, May 2010 and June 2010.

Board President's Comments

Ms. Ben-Levy reported the Board will be visiting the Summer Program on Friday, July 16, 2010.

Superintendent's Comments

Dr. Brenner noted the Summer School decorated the Board Room and believes the Board will be very pleased with the academics taught during the Summer Program as well as having the Summer Program held at the Middle School.

Dr. Brenner marked his one-year anniversary as Superintendent of Schools and he stated he is quite pleased with the accomplishments of the year, what the future holds and the talent and strength of the administrative team.

Student Delegate's Comments – Ms. Berman not present.

Discussion Item(s):

1. Reserve Funds

- Reserves, Revenues and Appropriations - 3 Year Analysis

Dr. Brenner explained the first part of the discussion regarding Reserve Funds will begin tonight and the second part to be presented at the August 5, 2010 board meeting.

Mr. Dragone presented an overview of the history of fund balances from 06/2007 through 06/2010 (projected), including expenditures and revenues and reflecting a projected fund balance of \$21,514,003 as of 6/30/2010. Mr. Dragone explained the sources and impact of expenditures and revenues will be presented at the August 5, 2010.

A discussion ensued between the Board and the administration regarding what was reserved for encumbrances, reserve fund transfers, pending state legislation and year over year expenditure increases. Mr. Dragone recommended that the Board keep the amount of 4% unreserved and undesignated, which is the amount allowed by law.

Mr. Stern recommended that it be clarified to the community as to the source of the \$20 million dollar fund balance and why it is fiscally responsible that this practice continue.

2. CAAC – Charge & Qualifications to Serve

On behalf of the Board of Education, Ms. Ben-Levy acknowledged and thanked Abel Picardi (and Mrs. Picardi) for his dedicated service to the audit committee.

Ms. Ben-Levy asked Mr. Saffron if he will continue to lead the audit committee and Mr. Saffron graciously agreed to continue to serve as the Chairperson of the Citizens' Audit Advisory Committee.

The Board discussed and agreed that those selected to serve on this committee should have the proper qualifications. The Board encourages those community members with a background in finance, investment, auditing and/or accounting apply for committee membership by sending a letter of interest to the District Clerk, including a description of their background.

By a vote of 7-0, the Board voted to establish and recharge the Citizens' Audit Advisory Committee (CAAC) with the same goals as set forth during the last school year (2009-2010). The Board agreed and directed Mr. Saffron and Mr. Picardi to develop and provide specific qualifications and criteria for membership.

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

The following items were discussed during public comments: Nancy Goldman, co-president of the CCPA, welcomed Mr. Valauri, congratulated Mr. Stern and thanked and congratulated Ms. Ben-Levy and Mr. Saffron as they continue to serve in their roles as President and Vice President of the Board of Education. Eleanor Russell noted contractually teachers are required to work 200 days and the summer school program teaches three different themes each week.

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

Dr. Salina moved from the floor to amend Personnel Action Report, P.1 Professional (see Personnel Action Report, P.1 Professional ADDENDUM).

P.1. It is the recommendation of the Superintendent of Schools that the following resolution be adopted:

RESOLVED, that the Roslyn Board of Education approves the appointments, resignations, terminations, elimination of positions, transfers, and leaves of

absence as detailed in the Personnel Action Reports attached as **(Attachment P.1 Professional, page 7)**

Dr. Salina moved from the floor to add Personnel Agenda item number P.2, Personnel Action Report, P.2 Classified (see Personnel Action Report, P.2 Classified ADDENDUM)

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)**

Mr. Stern moved, seconded by Ms. Kline and it was carried by a vote of 7-0 to approve Agenda Items numbered P.1 as amended and to add agenda item numbered P.2.

BUSINESS/FINANCE

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

B1. 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: Capital Computer Associates, Inc.
Services: Continued support for WinCap financial and human resources software for the 2010-11 school year
Fees: \$ 4,000.00 Annual Support Fee
\$ 6,100.00 Annual Support & Maint. Accounting
\$ 6,100.00 Annual Support & Maint. Payroll
\$ 2,000.00 Annual Support & Maint. Employee Attendance
\$ 2,000.00 Annual Support & Maint. H/R Appointments
\$ 2,000.00 Annual Support & Maint. Employee Benefits
\$ 1,500.00 Support & Maint. Enhanced Reporting Module
Total estimated to be \$25,000.00
[These annual rates remain the same as they were for the 2009-2010 school year]
- (ii) Contractee: North Shore Central School District
Services: One student from North Shore to attend special class in Roslyn for the 2010-11 school year
Fees: \$ 78,527.00 tuition 10-month program
Roslyn to receive \$78,527.00
- (iii) Contractor: Specialty Risk Services - SRS

Services:	Worker's compensation claims management for the 2009-10 school year
Fee:	Claim Service Fees handle to conclusion: <u>2010-11 school year</u>
	\$ 1,743.00 / claim Other than medical only
	\$ 196.00 / claim Medical only
	\$ 50.00 / claim Incidents / record only
	\$ 2,184.00 / claim Annual administration fee
	\$ 35.00 / claim Medical review
	Total estimated to be \$ 120,000.00

- B.2.** Recommendation to set the standard mileage rate for the business use of employee-owned vehicles at .50 cents per mile (IRS rate) for the period of 7/1/10 thru 6/30/11
- B.3** Recommendation to authorize the Claims Auditor to approve the payment of revised tuition rates pursuant to New York State Education Law.
- B.4.** Recommendation that, pursuant to receipt of a donation in the amount of \$300.00 from the Roslyn Bulldogs Booster Association, the board of education hereby, accepts the money, approves the expenditure of funds for the purpose of supporting student attendance at Summer Football Camp and increases the balance in the Trust and Agency Fund (T&A) by \$300.00.
- B.5.** WHEREAS, it is the plan of a number of public school districts in Nassau/Suffolk Counties, New York to bid jointly on selected Food Service Commodities, Food and Food Service Supplies for the 2010-11 school year.

WHEREAS, the Roslyn Union Free School District, is desirous of participating with other districts in Nassau/Suffolk Counties in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and,

WHEREAS, the Roslyn Union Free School District, wishes to appoint a committee to assume the responsibility for drafting of specification, advertising for bids, accepting and opening bids, reporting the results to the boards of education and making recommendations thereon; therefore,

BE IT RESOLVED, that the BOARD OF EDUCATION of the Roslyn Union Free School District, hereby appoints Long Island School Nutrition Directors Association Cooperative Bid Committee to represent it in all matters related above, and,

BE IT FURTHER RESOLVED, that Roslyn Union Free School District's Board of Education authorized the above-mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and,

BE IT FURTHER RESOLVED, that Roslyn Union Free School District's Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

BE IT FURTHER RESOLVED, that Roslyn Union Free School District's Board of Education agrees (1) to abide by majority decisions of the participating districts on quality standards; (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee (3) that after award of contract(s), it will conduct all negotiations directly with the successful bidder(s).

B.6. Recommendation to approve a payment in the amount of \$7,698.81 to Farrell Fritz, PC for legal services rendered to the district for the period ending 4/30/2010 [Tabled at the 6/30/10 BOE meeting Item B.5.] **[TABLED]**

B.7. Recommendation to appoint Robin Shea as Interim Purchasing Agent until such time as the Assistant Administrator for Business is appointed.

B.8. Recommendation to accept the following Extraclassroom activity fund reports: **(Attachment B.8., page 27)**

Middle School: June 2010
High School: June 2010

B.9 Recommendation to approve the following consulting contracts as specified below:

Contractor: Networking Doc
Services: Senior IT Consulting Services for the 2010-11 school year
Fee: \$500.00 per diem
Total Estimated to be 100 days / \$50,000.00

Ms. Ben-Levy moved, seconded by Mr. Saffron and it was carried by a vote of 7-0 to TABLE Agenda Item numbered B.6.

Mr. Stern moved, seconded by Mr. Haber and it was carried by a vote of 7-0 to approve Agenda Items numbered B.1, B.2, B.3, B.4, B.5, B.7, B.8 and B.9.

CURRICULUM AND INSTRUCTION

C&I.1 Recommendation to accept the confidential stipulations of the CPSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on June 2, 2010; June 9, 2010; June 14, 2010 and June 17, 2010

C&I.2 Recommendation to accept the confidential stipulations of the CSE for the dates listed below as well as the implementation plans for the corresponding special education programs, services and parent notification as previously approved by the Committee on May 24, 2010; June 2, 2010; June 14, 2010; June 17, 2010;

June 18, 2010; June 21, 2010 and June 23, 2010

Mr. Dragone moved from the floor to amend C&I.3 as follows.

C&I.3 ~~Recommendation that the Board of Education accept the payment from a parent for a student to attend the Nassau BOCES Marine Biology summer session and approve the expenditure of \$1275 in accordance with the purpose outlined above with the understanding that this is the result of unanticipated revenue and therefore will result in no impact on the tax levy.~~

C&I.3 BE IT RESOLVED, that the Board of Education is authorized to participate in a CoSer for attendance of a certain pupil at the Nassau BOCES Marine Biology Summer Session.

BE IT FURTHER RESOLVED, that the Board of Education accepts the payment of tuition from the parent of said pupil, said payment to be decreased for District-related expenses and eligible State Aid, if any, as determined by the Assistant Superintendent for Business.

Mr. Saffron moved, seconded by Mr. Valauri and it was carried by a vote of 7-0 to approve Agenda Item numbered C&I.1, C&I.2 and C&I.3 as amended.

Public Comments #2 – no additional public comments.

EXECUTIVE SESSION

Mr. Valauri moved, seconded by Mr. Stern and it was carried by a vote of 7-0 to adjourn to Executive Session at 11:00 p.m.

Adjournment

There being no further business to come before the Board of Education, Mr. Saffron moved, seconded by Mr. Valauri and it was carried by a vote of 7-0 to adjourn at 11:35am.

Respectfully submitted,

Cathie L. Britt

**Cathie L. Britt
District Clerk**