

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

Wednesday, July 6, 2011

8:30 p.m.

Held in the Administration Building Board Room

MINUTES

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

ALSO PRESENT

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

ABSENT

Daniel Pollack Student Delegate

9:20 p.m. Mr. Seinfeld moved, seconded by Dr. Valauri to reconvene to the Business Meeting of the Board of Education

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recommendation to accept check warrants for April 2011 (reviewed by Ms. Kline)
[Tabled at the June 30, 2011 board meeting]

Ms. Kline suggested to the board that the monthly check warrant process be reviewed and modified to diversify and add other items to be reviewed, such as payroll, etc. Dr. Brenner stated a recommendation will presented to the board within the next few weeks.

Mr. Saffron moved, seconded by Dr. Valauri and it was carried by a vote of 6-0 (Mr. Stern out of the room) to accept the check warrants for April 2011.

Recommendation to accept check warrants for May 2011 (reviewed by Ms. Ben-Levy)
[TABLED]

Mr. Saffron moved, seconded by Mr. Seinfeld and it was carried by a vote of 6-0 (Mr. Stern out of the room) to TABLE the check warrants for May 2011.

Recommendation to accept Treasurer's Report for May 2011 (**Attachment T**)

Mr. Savino presented and discussed with the Board of Education the Treasurer's Report for May 2011.

Ms. Kline moved, seconded by Dr. Valauri and it was carried by a vote of 7-0 to accept the Treasurer's Report for May 2011.

Recommendation to accept the Claims Auditor's Report for April 2011 and May 2011.

Ms. Sheffield presented and discussed the Claims Auditor's Report for April 2011 and May 2011. Ms. Sheffield asked the board for guidance with respect to when and under which circumstances (employees vs. non-employees or invited guests) snacks should be provided and paid for by the district. Mr. Saffron suggested this item be discussed with the audit committee and a recommendation be provided for board consideration.

Ms. Kline moved, seconded by Mr. Stern and it was carried by a vote of 7-0 to accept the Claims Auditor's Report for April 2011 and May 2011.

Board President's Comments - No comments at this time.

Superintendent's Comments - No comments at this time.

Student Delegate's Comments - Mr. Pollack not present at this meeting.

Discussion Item(s):

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

No public comments.

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)**

Mr. Dragone moved from the floor to add items numbered #7 through #13 to Personnel Action Report, Professional (ADDENDUM P.1) and to add item numbered #2 to Personnel Action Report, Classified (ADDENDUM P.2) as follows.

Dr. Brenner clarified for payroll purposes that items numbered #12 and #13 for mentoring are to be split between Karen Lucchese and Amy Braunstein (half-time).

Personnel Addendum, P.1:

Item	Name	Action	Position / Replacing	Location	From	To	Certification Class / Step Salary
7	Carlos Perez	Revise Start Date			Is: 7/7/11 Was: 7/15/11		
8	Lauren Lopez	Revise Position	Is: Lunch Recreation Specialist Was: Lunch Recreation Supervisor				
9	Mark Hattem	Revise Position	Is: Lunch Recreation Specialist Was: Lunch Recreation Supervisor				
10	Lindsay Kohart	Appointment Leave Repl.	Elementary (M. Herz)	HH	9/1/11	6/30/12	Early Childhood Ed Birth-Grade 2 (init), Childhood Ed 1-6 (init)/MA Step 4 \$73,385
11	Denise Romanello	Summer Work (30 hrs./max.)	Teacher	MS	Summer 2011	Summer 2011	Per RTA Contract
12	Amy Braunstein	Appointment	Teacher Mentor .5 (To be split with Karen Lucchese- half-time)		9/1/11	6/30/12	Per RTA Contract
13	Karen Lucchese	Appointment	Teacher Mentor .5 (To be split with Amy Braunstein-half-time)		9/1/11	6/30/12	Per RTA Contract

Personnel Addendum, P.2:

Item	Name	Action	Civil Service Title	Class	Type of App't	Location	From	To	Salary Schedule Step & Rate
2	Cathie Britt	Revise Interim Appointment End Date	District Clerk					Is: 7/29/11 Was: 8/31/11	

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

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: Churchill School Center
 Services: 1 Roslyn resident attending the Churchill School Center service in the 2011-2012 school year
 Fee: Tuition \$31,390.00 (9/1/2011 through 6/30/2012)
 Total estimated to be \$31,390.00

- (ii) Contractor: Green Chimneys Children’s Services, Inc.
 Services: Residential/Educational Placement for one Roslyn resident for the 2010-2011 school year. (7/1/2010 through 6/30/2011)
 Fee: Summer Tuition - \$5,582.00
 Summer Maintenance: \$30,694.96
 Summer Dormitory Authority: \$734.00
 School Year Tuition 9/1/2010 through 6/30/2011
 School Year Tuition - \$33,494.00
 School Year Dormitory Authority - \$4,403.00
 Total estimated cost to be \$74,907.96

- (iii) Contractor: Green Chimneys Children’s Services, Inc.
 Services: Residential/Educational Placement for one Roslyn resident for the 2011-2012 school year.
 Fee: Summer Tuition 7/11/2011 through 8/19/2011 - \$5,582.00
 Summer Maintenance: \$30,694.96
 Summer Dormitory Authority: \$734.00
 School Year Tuition 9/6/2011 through 6/20/2012
 School Year Tuition - \$33,494.00
 School Year Dormitory Authority - \$4,403.00
 Total estimated cost to be \$74,907.96

- (iv) Contractor: Onward Healthcare

- Services: Nursing services for the period of 7/1/11 through 6/30/12
 Fee: \$ 28.00 per hour Health Care Aide
 Total estimated to be \$75,000.00
- (v) Contractor: Walsworth Publishing Company
 Services: Publication and printing of Class of 2012 Yearbook
 Fees: \$ 34,000.00
 Total estimated to be \$ 34,000.00
 [Bid approved by BOE 11/4/10 Item B.12.; extended for one year at same cost.]
- (vi) Contractor: Specialty Risk Services – SRS **[Approved subject to counsel review of the contract between SRS and Roslyn UFSD]**
 Services: Worker’s compensation claims management for the 2010-2011 school year
 Fee: Claim Service Fees handle to conclusion: (Fixed Fee)
 \$ 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
 Total estimated to be \$ 250,000.00

Mr. Dragone moved from the floor to amend Business Agenda Item numbered B.1 as indicated in bold below.

- (vii) **Recommendation to increase the “Total estimated to be” amount from \$250,000 to \$311,000 on the following contract, which was approved by the BOE at its meeting on 8/5/2010, item B.1. (iv):**

Contractor: Helping Hands Children Services
Services: ABA services for the period of 7/1/2010 thru 6/30/2011
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 ~~\$250,000.00~~ \$311,000.00

- B.2.** Recommendation to authorize the Claims Auditor to approve the payment of revised tuition rates pursuant to New York State Education Law.
- B.3.** Recommendation to approve the following cafeteria bids awarded by the Long Island School Nutrition Directors’ Association (LISNDA) for the 2011-2012 school year:

a) **Direct Diversion**

Bid advertised:	January 8, 2011
Bid opened:	February 8, 2011
Bid awarded:	February 28, 2011
Number of invitations to bid mailed:	11
Number of bids received:	9

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for the Direct Diversion bid.

The following companies were awarded: Driscoll Foods, J.T.M., Jennie-O, Michaels Foods, Nardone Bros. Baking Co., Rich's Foods, Savory Foods, T.A. Morris, and Tasty Brands.

b) **Cheese-Pizza**

Bid advertised:	January 8, 2011
Bid opened:	February 8, 2011
Bid awarded:	February 28, 2011
Number of invitations to bid mailed:	12
Number of bids received:	6

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for the Cheese-Pizza bid.

The following companies were awarded: Giorgio, Mivila, Nardone Brothers Baking, Pierre, Savory and T.A. Morris.

c) **Bagels**

Bid advertised:	April 13, 2011
Bid opened:	May 13, 2011
Bid awarded:	June 8, 2011
Number of invitations to bid mailed:	9
Number of bids received:	4

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for the Bagel Bid.

The following companies were awarded: Grimaldi Baking Corp.

d) **Dairy**

Bid advertised:	April 13, 2011
Bid opened:	May 13, 2011
Bid awarded:	June 8, 2011

Number of invitations to bid mailed: 6
Number of bids received: 5

The LISNDA Cooperative Bid Committee recommends the Board of Education of the participating districts approve the awards as indicated on the Supplier Award Summary for the Dairy Bid.

The following companies were awarded: H. Schrier, Mivila, Oak Tree Dairy, Savory and T.A. Morris

e) Ice Cream w/Equipment

Bid advertised: April 13, 2011
Bid opened: May 13, 2011
Bid awarded: June 8, 2011
Number of invitations to bid mailed: 3
Number of bids received: 1

Recommendation: That the award, based on low cost satisfactorily meeting specifications, be made to the following companies: Circusman

f) Grocery

Bid advertised: April 13, 2011
Bid opened: May 13, 2011
Bid awarded: June 10, 2011
Number of invitations to bid mailed: 16
Number of bids received: 6

Recommendation: That the award, based on low cost satisfactorily meeting specifications, be made to the following companies: Driscoll, H. Schrier, Jaybee, Mivila, Savory, T.A. Morris

g) Bread

Bid advertised: April 13, 2011
Bid opened: May 13, 2011
Bid awarded: June 10, 2011
Number of invitations to bid mailed: 7
Number of bids received: 6

Recommendation: That the award, based on low cost satisfactorily meeting specifications, be made to the following company: Modern Italian Bakery.

h) Meat

Bid advertised: April 13, 2011
Bid opened: May 13, 2011
Bid awarded: June 9, 2011
Number of invitations to bid mailed: 7

Number of bids received: 6

Recommendation: That the award, based on low cost satisfactorily meeting specifications, be made to the following companies: Flynn's Provision, H. Schrier, T.A. Morris, Savory, Island Wholesale Meats and Foods, Mivila

i) Snacks

Bid advertised:	April 13, 2011
Bid opened:	May 13, 2011
Bid awarded:	June 10, 2011
Number of invitations to bid mailed:	13
Number of bids received:	11

Recommendation: That the award, based on low cost satisfactorily meeting specifications, be made to the following companies: Big Apple Pretzel, Cookies and More, Driscoll, H. Schrier, Jaybee, McKee, Mivila

j) Paper/Plastic

Bid advertised:	April 13, 2011
Bid opened:	May 13, 2011
Bid awarded:	June 10, 2011
Number of invitations to bid mailed:	11
Number of bids received:	8

Recommendation: That the award, based on low cost satisfactorily meeting specifications, be made to the following companies: Appco Paper & Plastics Corp., Borax, J & F Supplies, Mivila

k) Frozen Food

Bid advertised:	April 13, 2011
Bid opened:	May 13, 2011
Bid awarded:	June 7, 2011
Number of invitations to bid mailed:	11
Number of bids received:	8

Recommendation: That the award, based on low cost satisfactorily meeting specifications, be made to the following companies: H. Schrier, Jaybee, Mivila, Savory, T.A. Morris

- B.4.** Recommendation to approve a budget appropriation transfer request in the 2010-2011 budget in the amount of \$ 35,000.00 from A1680-200-03-9000-311 – Central printing equipment – prior balance \$ 85,161.42 to A2630-490-03-9000-311 – BOCES Computer Services DW – prior balance \$ 27,614.48 [To cover the cost of BOCES June Invoice].

- B.5.** Recommendation to approve a budget appropriation transfer request in the 2010-2011 Budget in the amount of \$ 25,000.00 from A1670-200-03-9000-311 – Central printing equipment – prior balance \$ 34,968.72 to A1680-490-03-9000-311 – BOCES Computer Data Processing – prior balance \$ 3,355.75 [To cover the cost of BOCES June Invoice].
- B.6.** Recommendation to approve a budget appropriation transfer request in the 2010-2011 Budget in the amount of \$ 8,381.48 from A1621-443-03-9000-310 – Maintenance Prof/Tech Services – prior balance \$ 23,146.244 to A1621-450-03-9000-310 – Maintenance Supplies DW – prior balance \$ 8,381.48 [To cover the cost of Maintenance Supplies].
- B.7.** Recommendation to approve a payment in the amount of \$528.00 to BJLJ Engineers & Architects, P.C. for Architectural Services rendered to the district pertaining to the Roslyn Middle School Roof Project. [Funds will be deducted from the 2010-2011 General Fund Budget Code A1621.443.03.9000.310].
- B.8.** Recommendation to approve a payment in the amount of \$2,397.00 to BJLJ Engineers & Architects, P.C. for Architectural Services rendered to the district pertaining to the Roslyn Administration Basement Renovation & Fire Alarm Project. [Funds will be deducted from the 2009-2010 Capital Budget Code H2110-245-03-1005]
- B.9.** Recommendation to approve a payment in the amount of \$3,070.54 to BJLJ Engineers & Architects, P.C. for Architectural Services rendered to the district pertaining to the Roslyn Middle School Athletic Field Reno and Parking Lot Project [Funds will be deducted from the 2009-2010 Capital Fund Budget Code H2110.245.09.1001].
- B.10.** Recommendation to approve a payment in the amount of \$2,899.82 to BJLJ Engineers & Architects, P.C. for Architectural Services rendered to the district pertaining to the Roslyn Maintenance Building Roof Replacement [Funds will be deducted from the 2010-2011 Capital Fund Budget Code H2110.245.03.1109].
- B.11.** Recommendation to approve a payment in the amount of \$804.08 to BJLJ Engineers & Architects, P.C. for Architectural Services rendered to the district pertaining to the Roslyn Hilltop Academy [Funds will be deducted from the 2009-2010 Capital Fund Budget Code H2110.245.03.1003].
- B.12.** Recommendation to approve change order no. 3 to Excel Builders Group pertaining to the HS Cafeteria Renovation for additional work / extras / deletions in the amount of \$5,352.50. Excel's contract prior to this change order was \$917,856.62 with this change order Excel's revised contract is \$923,209.12. **(Attachment B.12)**

B.13. Recommendation to approve change order no. 4 to Excel Builders Group pertaining to the HS Cafeteria Renovation for a new finish floor installation in the amount of \$7,343.90. Excel's contract prior to this change order was \$923,209.12 with this change order Excel's revised contract is \$930,553.02. **(Attachment B.13)**

Mr. Saffron moved, seconded by Mr. Stern and it was carried by a vote of 7-0 to approve Agenda Items numbered B.1 as amended, B.1(vi) has been approved subject to further review of counsel of the contract between SRS and Roslyn UFSD, B.2, B.3, B.4, B.5, B.6, B.7, B.8, B.9, B.10, B.11, B.12 and B.13.

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 22, 2011.

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 19, 2011; May 23, 2011; June 1, 2011; June 2, 2011; June 3, 2011; June 13, 2011; June 15, 2011; June 16, 2011; June 17, 2011; June 22, 2011 and June 23, 2011.

C&I.3 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. **[TABLED]**

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

Mr. Saffron moved, seconded by Mr. Stern and it was carried by a vote of 7-0 to TABLE Agenda Item numbered C&I.3.

BOARD OF EDUCATION

BOE.1 Recommendation that the Board of Education of the Roslyn Union Free School District conduct the **third** reading of Policy #6630 – Fund Balance.

BE IT RESOLVED, that the Board of Education of the Roslyn Union Free school District hereby adopts Policy #6630 – Fund Balance. **(Attachment BOE.1)**

Mr. Saffron moved, seconded by Dr. Valauri and it was carried by a vote of 7-0 to approve Agenda Items numbered BOE.1.

Public Comments #2 – No public comments.

EXECUTIVE SESSION

Mr. Saffron moved, seconded by Mr. Stern and it was carried by a vote of 7-0 to adjourn to Executive Session at 10:24 p.m.

Adjournment

There being no further business to come before the Board of Education, Mr. Saffron moved, seconded by Mr. Stern and it was carried by a vote of 7-0 to adjourn at 11:15 p.m.

Respectfully submitted,

Cathie L. Britt

**Cathie L. Britt
District Clerk**