

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

Thursday, September 1, 2011

8:30 p.m.

Board Room – Administration Building

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
Carlos Perez	Assistant to the Superintendent for Administration
Nancy Carney Jones	District Clerk
Daniel Pollack	Student Delegate

ABSENT

7:30 p.m.-Executive Session

Pursuant to Public Officers Law, Section 105, it was duly moved, seconded and carried by a vote of 7-0 that the Board of Education adjourns to Executive Session at 7:30 p.m.

The Executive Session adjourned at 8:40 p.m. and the Board reconvened in Public Session in the Administration Building Board Meeting at 8:45 p.m.

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

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

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

Mr. Savino presented an unaudited report and discussed with the Board of Education the Treasurer's Report for June 2011. The external auditor will be completed by September 2, 2011. The audit report is due the third week of September.

Mr. Dragone spoke on the need to go out to bid every five years for an external auditor. An RFP needs to be issued this December or January to consider proposals. A decision then needs to be made at either the March or April Board of Education meeting.

Mr. Stern moved, seconded by Mr. Seinfeld and it was carried by a vote of 7-0 to accept the Treasurer's Report for June 2011.

Board President's Comments

Ms. Ben-Levy commented on the district's opening day ceremony and seeing the reaction of faculty and staff as they walked into the new cafeteria. She mentioned that the cafeteria project was completed on time and in budget and much of the credit goes to Dr. Brenner. Ms. Ben-Levy then presented the picture montage she had prepared for the Superintendent's Opening Day ceremony.

Superintendent's Comments

Dr. Brenner presented his power point presentation "The Good, The Bad and the Ugly". The presentation had been shown to the faculty and staff at the Superintendent's opening day ceremony.

Student Delegate's Comments

Mr. Pollack reported on how excited the high school students are about starting school tomorrow. The incoming freshmen were being given tours of the building and the students are very excited about the new cafeteria. Mr. Pollack stated he is looking forward to a great year.

Mr. Saffron requested that a suggestion box be placed in the cafeteria to get student feedback on the new cafeteria and food.

Ms. Ben-Levy then spoke on the outstanding job our custodial staff did in getting our schools ready for the first day of school and how prepared our facilities were in anticipation of Hurricane Irene.

Discussion Item(s):

1. Utilization of the Board Room

There has been a change in plans for the utilization of the board room. The board room is now to become the new business office. The change in plans is due to the cost to renovate the basement. Originally the renovation appropriation was 400k and the bids came in at 550K. With this change a savings of 200K is estimated. Construction on this space is scheduled to start in the next 3 months. The new board room is to be relocated to the high school. Discussion took place regarding using the cafeteria for board meetings.

2. Board of Education Goals for 2011-2012 (**Attachment DI2**)

The board goals were worked on at a July 20, 2011 board retreat and are attached to these minutes. Mr. Haber requested an additional item be added to the Community goals. Community goal will be amended as follows: "To encourage the cooperation of other government agencies for the mutual benefit of our common taxpayer". Under Technology, item #5 will be removed as a duplicate.

3. Club Money Distribution (**Attachment DI3**)

Principal Kevin Scanlon presented the first draft of ideas to deal with the equity issue of club money distribution. The newspaper, yearbook, theatrical productions, and marching band were not included in this analysis. No decision was made at this time. It was agreed that this was the start of conversation on this topic and administration will come back to the board in one month for further discussion.

Mr. Scanlon is currently looking into fund raising possibilities by bringing in outside corporations to present their fund raising ideas.

4. Screening for the Turf Field

Dr. Brenner described this as a safety issue at High School. The screening process will cost approximately \$20,000.00. The Board of Education decided that this was a valid issue to proceed with. A discussion followed on whether the cost should be applied to the Repair Reserve or the Capital Fund. The board decided that the Repair Reserve fund should be used. A public hearing will now be required to approve the funds. Ms. Ben-Levy asked Dr. Brenner to come back to the board with his recommendations.

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)**

P.3. **Recommendation** to approve the Adult Education Instructor Salaries for the Fall 2011 session attached as **(Attachment P.3)**.

Mr. Perez requested from the floor the following corrections to: Item 12, item 13, item 69.

13	Thomas Burke	Appointment Correction	Is: Substitute	
12	Ann Marie Covino	Correct End Date	Special Education	Is: 11/25/11
69	Cathleen Marx	Salary Correction	After-school Paraprofessional (7 hrs/month max)	Is: \$25/hr.

Ms. Kline moved, seconded by Mr. Saffron and it was carried by a vote of 6-0 to approve (Mr. Haber stepped out of the room) Agenda Items numbered P.1, Addendum P.1 P.2, Addendum P.2, P.3, and corrections from the floor.

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) and authorize their execution by the Board of Education president.

- (i) Contractee: East Meadow School District
Services: One student from East Meadow to attend the Hilltop Academy for the 2011-2012 school year
Fees: \$ 70,000.00 tuition school year
Roslyn to receive \$70,000.00

- (ii) Contractor: The Summit School (Jamaica Estates)
Services: Instructional services for 1 student for the period of 9/1/11 thru 6/30/12
Fees: \$ 29,115.00 tuition school year
Total estimated to be \$29,115.00

- (iii) Contractor: Home Care Therapies, LLC
d/b/a Horizon Healthcare Staffing
Services: Nursing services for the period of July 1, 2011 thru June 30, 2012
Fees: \$ 21.00 / hour Certified Nurses' Aides
\$ 38.00 / hour Licensed Practical Nurses
\$ 47.50 / hour Registered Nurses
Total estimated to be \$20,000.00

- (iv) Contractor: Specialty Risk Services - SRS
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
Total estimated to be \$ 250,000.00
[Proposal presented at the Business Meeting of the BOE 7/6/11 Item B.1 (vi). Draft attached to this agenda is being finalized by our attorney.] **[Attachment B.1 (iv)]**

B.2. Bid for Music Instrument Handbell Package Bid #18-2011-2012

Bid advertised: August 11, 2011
Bid opened: August 18, 2011
Number of Invitations to bid mailed: 3
Number of bids received: 1

Recommendation: That award based on low cost satisfactorily meeting bid specifications be made to SCHULMERICH BELLS, Allentown PA 18104 in the amount of \$ 12,850.93.

Estimated total cost is within budget allocation for the 2011-2012 budget

- 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:

Drinks – Non-Carbonated WITHOUT Equipment

Bid advertised:	April 13, 2011
Bid awarded:	May 13, 2011
Number of invitations to bid mailed:	20
Number of bids received:	15

The Drink Coffee with Equipment 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: Big Geyser, Colonial Coffee, Coca Cola, Cookies & More, H. Schrier & Co., Jaybee Distributors, Mivila Foods, Pepsi-Meadowbrook Distributing Center, Savory Foods, Snapple Distributors Inc., T.A. Morris, Tropicana DSD.

- B.4.** Recommendation to approve the Cooperative Transportation Bids - Private, Parochial and Special Transportation Cooperative Bid with Carle Place, East Williston, Glen Cove, Great Neck, North Shore, Port Washington, Roslyn and Westbury Schools Districts for 2011-2012

Bid advertised:	August 9, 2011
Bid opened:	August 22, 2011
Number of invitations to bid mailed:	10
Number of bids received:	6

Recommendation to award on low cost satisfactorily meeting specifications be made to the following companies: Acme, Anytime, First Student, Veterans, WE Transportation, Dell Transportation.

Total estimated to be \$21,210.00 (**Attachment B.4.**)

- B. 5** Recommendation to approve a payment of \$2,841.37 to Burton Behrendt Smith Architects for Architectural Services rendered to the district pertaining to the Interior Alterations of Lecture Room B at the Roslyn High School. [Funds will be deducted from the 2007-2008 Capital Budget Code H2110.245.08.2805].

- B.6.** Recommendation to approve a payment of \$105.42 to Burton Behrendt Smith Architects for Architectural Services rendered to the district pertaining to the High School Exterior Wall Reconstruction. [Funds will be deducted from the 2010-2011 Capital Budget Code H2110.245.08.1110].
- B.7.** Recommendation to approve a payment in the amount of \$4,376.00 to Burton Behrendt Smith Architects for Architectural Services rendered to the district pertaining to the High School, Middle School, East Hills, Harbor Hill and Heights bathroom reconstruction [Funds will be deducted from the 2010-11 Capital Budget Codes: (EH) H2110-246-04-1103, (HS) H2110-246-08-1104, (MS) H2110-246-09-1105, (HTS) H2110-246-06-1106 and (HH) H2110-246-07-1107].
- B.8.** Recommendation to approve a payment of \$112.65 to Burton Behrendt Smith Architects for Architectural Services rendered to the district pertaining to the Harbor Hill and East Hills Natural Gas Conversion. [Funds will be deducted from the 2011-2012 Capital Budget Code H2110.245.04.1201 and H2110.245.07.1201].
- B.9.** Recommendation to approve a payment of \$2,815.32 to Burton Behrendt Smith Architects for Architectural Services rendered to the district pertaining to the Lecture Room B project. [Funds will be deducted from the 2007-2008 Capital Budget Code H2110.245.08.2805].
- B.10.** Recommendation to approve a payment in the amount of \$15,644.47 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 7/31/2011.
- B.11.** Recommendation to approve the attendance of Susan Warren at the NYSASBO Fall Business Management Workshop in Albany, NY from November 28, 2011 thru December 1, 2011 at an estimated cost to the district of \$1,023.40 [The cost of registration and lodging is budgeted for in the 2011-2012 budget code A1310-440-03-9000-303-Business Travel and Conference]
- B.12.** Recommendation to approve a Capital Budget appropriation transfer request as per **Attachment B.12.**
- B. 13** 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: One student added to BOCES – Jerusalem Avenue School, marked in bold.) (**Attachment B.13.**)
- B. 14** Recommendation to declare the attached schedule of ten CPU's, twenty-five computer monitors and one printer surplus and obsolete as they are no longer in good working order and have no residual value. (**Attachment B.14.**)

- B.15.** Recommendation to approve a general fund appropriation transfer request as per **Attachment B.15.**
- B.16.** Recommendation to approve a general fund appropriation transfer request of \$125,000 from A2250-471-03-9000-307 to A2250-472-03-9000-307 (per recent NYSED legislation, '4201' schools are now required to bill school districts for tuition for all students attending these schools. Since this is an unanticipated expense, this transfer request is necessary.)
- B.17.** Recommendation to approve a change order in the amount of \$27,827.87 to Excel Builders for the High School Cafeteria Renovation to provide and install three additional non-fire rated access doors, install one pizza oven as requested by district and masonry seating wall around outdoor patio. Excel Builders revised contract was \$950,347.14 plus this Change Order of \$27,827.87; Excel Builders revised contract is \$978,175.01.
- B.18.** Recommendation to approve a change order in the amount of \$1,398.00 to Telsan Electric Inc. for the High School Cafeteria Renovation for providing kitchen corridor lighting in accordance with Add Alternate No. 5. Telsan Electric Inc.'s contract was \$196,554.53 plus this Change Order of \$1,398.00; Telsan Electric Inc. revised contract is \$197,952.53.
- B.19.** Extra classroom activity fund reports, **Attachment B.19.**
Middle School June 2011
High School June 2011

Mr. Dragone requested from the floor to add the items B.20 and B.21:

- B.20.** Recommendation to approve a general fund appropriation transfer request of \$280,000 from A9060-800-03-9000-303 (Medical Insurance) and \$220,000 from A9760-700-03-9000-303 (Tax Anticipation Note Interest) to A9901-960-03-9000-303 (Transfer to Debt Service)

B.21. Transfer to Debt Service Fund

Recommendation that the Board of Education hereby authorizes a transfer from the 2010-11 General Fund to the Debt Service Fund an amount not to exceed \$500,000 based upon the recommendation of the superintendent of schools after final determination of the fund balance available on June 30, 2011.

Ms. Kline moved, seconded by Mr. Stern 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.6, B.7, B.8, B.9, B.10, B.11, B.12, B.13, B.14, B.15, B.16, B.17, B.18, B.19, and the addition of items B.20, B.21

CURRICULUM AND INSTRUCTION

C&I.1 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 August 18, 2011.

C&I.2 Recommendation to approve the Roslyn High School Marching Band (60 students) along with 6 chaperones to attend the Marching Band Orlando Trip in Orlando, Florida from February 17 through 24, 2012 at an estimated cost to the district of \$24,190.00. [Total cost of trip is \$114,790.00, 79%% is student contribution (\$90,600.00), 21% is district contribution (\$24,190.00)].

Ms. Brown requested from the floor to add agenda item C&I.3:

C&I.3 Recommendation to accept the confidential stipulations of the CSE for the date(s) 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 August 29, 2011.

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

BOARD OF EDUCATION

BOE.1 was amended during the Discussion Section of the Board of Education Agenda.

BOE.1. BE IT RESOLVED that the following goals for the Board of Education be adopted. (**Attachment BOE. 1**)

BOE.2 Recommendation that, in addition to the professional organizations specifically listed in the Reorganization Meeting Agenda, Item 54, for possible membership for the 2011-2012 school year, the Superintendent of Schools and/or the Assistant Superintendent for Curriculum and Instruction be authorized to approve memberships in other professional associations when they have determined that such memberships are in the best interest of the school district.

BOE.3 Recommendation that the Board of Education accepts the gift of a Repogle Globe circa 1980 from A Nu START NY Inc., 565 Plandome Road, Manhasset, NY 11030 for the High School Social Studies Study Center. (**Attachment BOE.3**)

Dr. Brenner requested from the floor to add agenda item BOE.4.

BOE.4 RESOLVED, that the Board of Education herewith adopts the attached documents in compliance with Education Law Section 3012-c, 8 N.Y.C.R.R. 30-2 and 8 N.Y.C.R.R. 100.2; and

BE FURTHER RESOLVED, that the Superintendent of Schools is directed to file the foregoing documents in the Office of the District Clerk and post the attached documents on the District website, on or after September 1, 2011 but before September 10, 2011.

Mr. Stern moved, seconded by Mr. Saffron and it was carried by a vote of 7-0 to approve Agenda Items numbered as [Amended BOE.1], BOE.2, BOE.3 and the addition of BOE.4

Public Comments #2

The following items were discussed during public comments:

Ms. Russell RTA President – Requested that Dr. Brenner’s Opening Day power point presentation be made available on the website.

CCPA Co-President Nancy Goldman – Thanked the Board of Education for keeping the school organizations informed and wished everyone good luck in the coming year.

Adjournment

There being no further business to come before the Board of Education, Ms. Kline moved, seconded by Dr. Valauri and it was carried by a vote of 7-0 to adjourn at 10:59 p.m.

Respectfully submitted,

Nancy Carney Jones

**Nancy Carney Jones
District Clerk**

**ROSLYN UNION FREE SCHOOL DISTRICT
BOARD OF EDUCATION GOALS 2011-2012**

Curriculum & Instruction	Business & Finance	Community	Facilities	Technology
<ol style="list-style-type: none"> 1. To implement a K-12 comprehensive plan for foreign language. 2. To begin the implementation of the TC Reading Workshop at the elementary level. 3. To begin the implementation of the Writers Workshop into the MS. 4. To explore the possibility of Earth Science for all in the 8th grade. 	<ol style="list-style-type: none"> 1. To monitor the 2011-2012 budget as it reflects actual expenses from the previous year. 2. To analyze creative ways to provide health benefits. 3. To monitor the plan for distribution of reserves to the community as it applies to the current and future budgets. 4. To explore ways to cooperate with other school districts to reduce operational costs. 5. To continue to examine ways to reduce the school lunch fund deficit. 	<ol style="list-style-type: none"> 1. To support the new READ foundation through a collaboration of community and administrative efforts. 2. To expand opportunities [particularly with technology] to promote the home-school-community connections showing a sense of responsiveness as we continue to promote a trusting, collaborative relationship. 3. To fully utilize technology to more effectively and efficiently communicate to our school community. 4. To seek more effective ways to communicate and promote accomplishments of the school district. 5. To encourage the cooperation of other government agencies for the mutual benefit of our common taxpayers. 	<ol style="list-style-type: none"> 1. To maintain a schedule of field maintenance that creates first class fields. 2. To continue to review and address priorities as indicated in the five year plan and to review and establish new priorities as they arise. 3. To complete capital projects on time, within budget; balancing the needs of rehabilitating educational spaces while maintaining safe, efficient buildings. 	<ol style="list-style-type: none"> 1. To digitize the HR function and begin the integration of the business office into the plan. 2. To roll out a new website with features that will integrate parent communication and ease of use for the end user. 3. To continue to support the tablet initiative at the HS toward a play of a fully integrated one-to-one program. 4. To create a "paperless" district-wide communication system acknowledging the efficiencies, cost savings and positive environmental impact that will result from the changeover.