

MINUTES
BOARD OF EDUCATION
ROSLYN UNION FREE SCHOOL DISTRICT

ANNUAL RE-ORGANIZATION MEETING [2009-2010]

**of the Board of Education
held on Tuesday, July 9, 2009
in the Board Room**

PRESENT

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

ALSO PRESENT

Dr. Dan Brenner	Superintendent
Dr. Edward A. Salina, Jr.	Assistant Superintendent for Administration
Joseph C. Dragone	Assistant Superintendent for Business
Cathie Britt	District Clerk
Cathy Kelley	Acting District Clerk

The Executive Session adjourned at 8:30 p.m. and the Board convened in Public Session in the Board Room at 8:35 p.m.

EMERGENCY PROCEDURES

Ms. Kline informed all present of procedures to be followed in the event of an emergency during the meeting.

CELL PHONES

Ms. Kline requested that all cell phones be turned off or placed in vibrate mode during the conduct of this meeting.

Pledge of Allegiance

District Clerk Call to Order

“There being a quorum of the Board of Education present, I hereby call to order this Annual Re-organization Meeting of the Roslyn Union Free School District Board of Education on Tuesday, July 9, 2009.”

a vote of 7-0 to approve Agenda Item #7.

8. Administration of Oath of Office to the District Treasurer

Ms. Ben-Levy administered the oath of office to Mr. Savino.

9. Appointment of General Counsel to the Board of Education

Recommendation that the firm of Ingerman Smith, LLP be engaged as legal counsel to the Board of Education during the 2009-2010 school year at an annual retainer fee of \$150,000 and to authorize the Board President to execute the letter of agreement dated July 1, 2009. [The annual retainer fee also includes the first six hundred (600) hours of legal services in connection with “Non-Retainer Services”. All excess hours will be billed at the rate of \$200 per hour].

Ms. Ben-Levy moved, seconded by Mr. Saffron and it was carried by a vote of 7-0 to approve the resolution of Agenda Item #9 as amended.

10. Appointment of Special Counsel to the Board of Education

Recommendation to re-affirm the appointment of Farrell Fritz, PC as special counsel **for the purposes of ongoing matters** to the Board of Education during the 2009-2010 school year.

Ms. Ben-Levy moved, seconded by Mr. Saffron and it was carried by a vote of 7-0 to approve the resolution of Agenda Item #10 as amended.

11. Appointment of Bond Counsel

Recommendation that the firm of Hawkins Delafield & Wood be engaged as bond counsel for the 2009-2010 school year at a fee not to exceed \$10,000 pursuant to acceptance of a letter of agreement and to authorize the Board President to execute same. [The fee schedule is the same as 2008-2009].

12. Appointment of Bond Agent for Building Bond Issues

Recommendation that Depository Trust be designated as paying agent, registration agent, and cremation agent for the Bond Account during the 2009-2010 school year. [No costs to the district]

13. Appointment of Claims Auditor

Recommendation that Diane Sheffield be appointed as Claims Auditor for the 2009-2010 school year at a fee for services not to exceed \$25,000 and

- authorizes the President of the Board of Education to execute the same.
14. Appointment of Internal Auditors

Recommendation that the firm of Nawrocki Smith LLP be engaged as Internal Auditors for the 2009-2010 school year at a fee not to exceed \$50,800 in accordance with the agreement and to authorize the Board President to execute the same.

15. Appointment of External Auditor

Recommendation that the firm of O'Connor Davies Munns & Dobbins, llp/Bennett, Kielson, Storch & DeSantis Division be engaged as external auditors for the 2009-2010 school year at a fee not to exceed \$71,000.

16. Appointment of Insurance Broker

Recommendation that School Insurance Group (SIG) be appointed as the school district's insurance broker for the 2009-2010 school year for the workers compensation program at a cost not to exceed \$2,000.

17. Appointment of District Construction Management Firm

Recommendation to approve the continued appointment of School Construction Consultants as the district's construction management firm at a total estimated to be \$50,750 pursuant to acceptance of a letter of agreement dated June 12, 2009.

[This is based on 3-1/2% of \$1,450,000. of capital work for 2009-2010. This rate is the same as 2008-2009].

18. Appointment of 403b Administrator

Recommendation to appoint The Omni Group as a Third Party Administrator of the school district's 403b annuities at an annual cost of \$12,447. and to authorize the Board President to execute the letter of agreement dated June 15, 2009.

[This increase is due to the new requirements with respect to 403b management]

19. Appointment of Financial Advisors

Recommendation that the firm of New York Municipal Advisors Corporation (NYMAC) be engaged as financial advisors to assist the district with tax anticipation notes for the 2009-2010 school year at a fee estimated to be \$7,200 pursuant to acceptance of a letter of agreement dated June 4, 2009 and to authorize the Board President to execute same.

20. Appointment of Cooperative Bidding Agent

Recommendation that Educational Data Services, Inc. be appointed as sole administrative agent for the Educational Cooperative Pricing System with respect to the district's Cooperative Supply Bids for the 2009-2010 school year at a fee not to exceed \$9,680 pursuant to acceptance of a letter of agreement March 28, 2009 and to authorize the Board President to execute the same. [This fee has not changed since 2007-2008].

21. Appointment of Engineers/Architects

Recommendation to approve the continued appointment of BJLJ Engineers and Architects, PC for the 2009-2010 school year pursuant to acceptance of a letter of agreement dated June 16, 2009 [They have agreed to an extension of the current contract at a rate of 7.00% without modification. This would result in a total estimated fee not to exceed 7.00% of \$1,450,000].

22. Appointment of Special Education Consultants

- a) Recommendation that the firm of Management Advisory Group Business Operations be engaged as Special Education Consultants for the purpose of monitoring and filing for Medicaid reimbursement at a fee of \$3,900 per year for the 2009-2010 school year.

23. Central Treasurer: High School Extra-Classroom Activity Account

Recommendation that for the 2009-2010 school year, Melvin Levitan be appointed as Central Treasurer for the Extra-Classroom Activity Account in the High School as per RTA contract. Jay Pilnick is authorized as co-signer of checks which are subject to review by the claims auditor.

24. Central Treasurer: Middle School Extra-Classroom Activity Account

Recommendation that for the 2009-2010 school year, Diane Triebe be appointed as Central Treasurer for the Extra-Classroom Activity Account in the Middle School as per RTA contract. Barbara Schultz is authorized as co-signer of checks which are subject to review by the claims auditor.

25. Check-Signing Procedure

Recommendation that the signatures of both the District Treasurer and the District Clerk be authorized and required to be affixed to all checks issued by the District and that such checks may be signed with the facsimile signatures of these District agents (as per revised policy #6410) and to further authorize the Assistant Superintendent of Business to serve as the alternate signatory for the District Treasurer and the Assistant Superintendent for Administration to serve as the alternate signatory for

the District Clerk

26. Recommendation that the Stenographic Secretary assigned to the Office of Curriculum and Instruction be authorized as an alternate Claims Auditor (signatory) in the absence or the unavailability of the Claims Auditor and to notify the Board of Education in writing of each instance when this option is utilized for the 2009-2010 school year.

27. Designation of Purchasing Agent

Recommendation that the Business Manager be designated as Purchasing Agent and that in his absence the Assistant Superintendent for Business be responsible for the purchasing functions and authorized to sign purchase orders of the school district from July 1, 2009 to June 30, 2010.

28. Designation of Bid Officials for the School Year 2009-2010

Recommendation that the District Clerk and/or the Superintendent, or the Superintendent's designee, shall serve as the district bid officials for the 2009-2010 school year.

29. School Lunch Officials

Recommendation that School Lunch Manager be appointed as the official who will sign school lunch agreements, reports, and claims for the school lunch program for the 2009-2010 school year.

30. Certification of Payrolls

Recommendation that the **Superintendent** be appointed as the person authorized **pursuant to the audit of the Claims Auditor** to certify payrolls of the District for the 2009-2010 school year.

31. Insuring the Faithful Performance of Employees

Recommendation that faithful performance coverage (Crime Insurance) be procured to cover all employees of the district as per General Municipal Law §11 and per the New York State Comptroller's five-point plan of June 2005.

[For the 2009-2010 school year, St. Paul Traveler's has issued a commercial crime policy to the Roslyn UFSD which provides Employee Dishonesty coverage for all district employees, School Board members, Audit Committee members, the Internal Auditor and the Claims Auditor, irrespective of names, positions or job titles. The limit is \$5,000,000 per loss (the highest limits available for any client)].

32. Designation of Official Newspapers

Recommendation that The Roslyn News and/or Newsday be designated as newspapers in which all advertisements required by law be published during the 2009-2010 school year as may be determined by the District Clerk.

33. Appointment of School District Asbestos Designee

Recommendation that for the 2009-2010 school year, Thomas Mohrman be appointed as the person designated by the District to ensure that all actions required by the Asbestos Hazard Emergency Response Act (AHERA) are implemented.

34. Appointment of Asbestos Consultant

Recommendation that the firm of New York Environmental & Material Testing Laboratories, Inc. be appointed as asbestos consultant for the 2009-2010 school year in accordance with the fee schedule. [No change in fee; as needed basis].

35. Petty Cash

Recommendation that the amount of \$100.00 be advanced as petty cash to the Assistant Superintendent for Business, Director of Transportation, School Lunch Manager, each school building principal and the District Athletic Director for the 2009-2010 school year. [Same since 2007]

36. Conference Attendance

Recommendation that the Board of Education will approve overnight conference attendance for staff members upon presentation of a recommendation to the Board of Education by the Superintendent of Schools who wish to attend professional conferences in advance of such conferences for the 2009-2010 school year.

37. Appointment of Advertising Agency

Recommendation that the firm of Miller Advertising be appointed as advertising agency for the 2009-2010 school year to be responsible for the placing of recruitment advertisements in various newspapers [No charge to district]

38. Designation of Depository for District Funds

Recommendation that Roslyn Union Free School District funds be deposited/invested for the 2009-2010 school year in banks designated below with the understanding that all participating banks will not charge for

checks or services:

Banks:

Bank of America

Capital One Bank

Chase Bank

Citibank

Flushing Commercial Bank

HSBC

TD Bank

39. Appointment of District Records Management Officer

Recommendation that Thomas Mohrman be appointed District Records Management Officer for the 2009-2010 school year.

40. Appointment of District Records Access Officers

a) Recommendation that the School District Clerk be appointed District Records Access Officer for Freedom of Information Law (FOIL) requests for the 2009-2010 school year

b) Recommendation that the Assistant Superintendent for Administration be appointed as District Records Access Officer for matters related to employee records for the 2009-2010 school year.

c) Recommendation that the Director of Guidance be appointed District Records Access Officer for Family Educational Rights and Privacy Act (FERPA) requests for the 2009-2010 school year for matters related to student records

41. Appointment of Designated Educational Official (DEO)

Recommendation that pursuant to the SAVE (Safe Schools Against Violence in Education) legislation, Chapter 181 of the Laws of 2000, the Superintendent of Schools be appointed as the District's Designated Educational Official (DEO) for the 2009-2010 school year.

42. Appointment of Section 504 Officer (Special Education)

Recommendation that the Director of Pupil Personnel Services be appointed District Section 504 Compliance Officer for the 2009-2010 school year

43. Appointment of Title IX Compliance Officer (Gender Equity)

Recommendation that Assistant Superintendent for Administration be appointed District Title IX Compliance Officer for the 2009-2010 school year

44. Appointment of School District Physicians

Recommendation that Winthrop University Hospital continue as school district physicians for the 2009-2010 school year in accordance with the existing letter of agreement.

45. Appointment of Board of Registration

[The appointments of the members of the Board of Registration expire thirty days following the date of the annual budget vote.]

- a) Recommendation that the Board of Registration Chief and Assistant to the Clerk be paid at a rate of \$15.00 per hour for the 2009-2010 school year
- b) Recommendation that four members of the Board of Registration be paid at a rate of \$12.00 per hour for the 2009-2010 school year

46. Rate of Pay - Election Clerks/Inspectors of Election

[The rate of pay for the Election Clerks and Inspectors of Election will apply to the Annual Meeting, Budget Vote and Election of Trustees which will take place in May 2010 and any Special District Meetings which may be convened during the 2009-2010 school year.]

Recommendation that the District Election Clerks and Inspectors of Election be paid at a rate of \$10.00 per hour for the 2009-2010 school year

47. Appointment of Committee on Pre-K Special Education for 2009-2010

Recommendation that the following individuals be appointed to the Committee on Pre-K Special Education for the 2009-2010 school year:

Chairperson: Mary Wood
 Co-Chairpersons: Dr. Stuart Grossman Dr. Rona Weiss
 Marnie Cohen

Parent Members:

<u>Name</u>	<u>Address</u>
Azad, Fariba	45 Woods Drive, Roslyn, NY 11576
Berger, Deborah	38 Magnolia Lane, Roslyn Hts., NY 11577
Dauplaise, Debra	5 Georgian Court, Roslyn, NY 11576
Fein, Stephanie	86 Tara Dr., Roslyn Hts., NY 11577
Freeman, Brooke	22 Hummingbird Dr., Roslyn, NY 11576
Gerstman, Cheryl	5 The Hemlocks, Roslyn, NY 11576
Gordon, Shari	29 Emm Lane, Roslyn, NY 11576
Greenberg, Amy	11 Hunters Lane, Roslyn, NY 11576
Kanner, Lynne	44 Entrance Road, Rosly, NY 11577
Kaplan, Randi	30 Partridge Drive, Roslyn, NY 11576
Kessler, Caren	69 Diana's Trail, Roslyn, NY 11576
Klein, Debra	33 Birchdale Lane, Pt. Washington, NY 11050
Nalitt, Robin	75 Birch Drive, East Hills, NY 11576
Prince, Meredith	44 Center Court, Roslyn Heights, NY 11577

Roberts, Lisa	25 Arbor Rd., Roslyn Hts., NY 11577
Rouso, Faith	69 The Intervale, Roslyn, NY 11576
Schultz, Hillary	57 Wagon Rd., Roslyn, NY 11576
Siller, Gail	53 Wildwood Lane, Roslyn Hts., NY 11577

48. Appointment of Committee on Special Education for 2009-2010

Recommendation that the following individuals be appointed to the Committee on Special Education for the 2009-2010 school year:

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

Parent Members:

<u>Name</u>	<u>Address</u>
Azad, Fariba	45 Woods Drive, Roslyn, NY 11576
Barberer, Sharon	199 Salem Road, Roslyn Heights, NY 11577
Berger, Deborah	38 Magnolia Lane, Roslyn Heights, NY 11577
Bourhill, Tracy	43 Wickham Road, Roslyn Heights, NY 11577
Chaite, Wendy	39 Pool Drive, Roslyn, NY 11576
Chalup, Carrie	30 Wren Drive, East Hills, NY 11576
Epprecht, Lisa	53 Revere Rd., Roslyn Hts., NY 11577
Fein, Stephanie	86 Tara Drive, Roslyn, NY 11576
Freeman, Brooke	22 Hummingbird Drive, Roslyn, NY 11576
Gerstman, Cheryl	15 Melby Lane, Roslyn, NY 11576
Greenberg, Amy	11 Hunters Lane, Roslyn, NY 11576
Hason, Lori	65 Peach Drive, Roslyn, NY 11576
Horowitz, Jody	50 Fir Drive, Roslyn, NY 11576
Kanner, Lynne	44 Entrance Road, Roslyn Hts., NY 11577
Kessler, Caren	69 Diana's Trail, Roslyn, NY 11576
Kletz, Diane	50 Motts Cove Road, S., Roslyn Hts., NY 11577
Konecky, Joanne	38 The Birches, Roslyn Estates, NY 11576
Lefcort, Marilyn	1 Diana's Circle, Roslyn, NY 11576
Markowitz, Jody	42 Meadow Lane, Roslyn Hts., NY 11576
Perlman, Ann	130 Walnut Drive, Roslyn, NY 11576
Rabin, Carol	10 Overhill Lane, Roslyn, NY 11576
Rentzer, Pamela	175 Ash Drive, Roslyn, NY 11576
Rosenstein, Phyllis	40 Birch Drive, Roslyn, NY 11576
Rouso, Faith	69 The Intervale, Roslyn Estates, NY 11576
Scalavino, Joan	29 MacGregor Ave., Roslyn Hts., NY 11577
Schreiner, Eleanor	56 Middle Neck Road, Roslyn, NY 11576
Schultz, Hillary	57 Wagon Road, Roslyn, NY 11577
Seidner, Lisa	35 Oriole Drive, Roslyn, NY 11576
Spector, Karen	6 Peacock Drive, East Hills, NY 11576

Spelke, Leslie 75 Great Oaks Rd., Roslyn Heights, NY 11577
 Trust, Stacey 10 Redwood Drive, East Hills, NY 11577
 Wasserman, Cheryl 97 Westwood Circle, East Hills, NY 11577
 Weisbein, Linda 55 Poplar Drive, Roslyn, NY 11576
 Zauderer, Stacey 35 Redwood Drive, Roslyn, NY 11576
 Zisis, Androulla 30 Circle Drive, Roslyn Hts., NY 11577

49. Appointment of Parent Surrogates for 2009-2010

Recommendation that the following individual be appointed as a parent surrogate for the 2009-2010 school year:

Tracy Bourhill 43 Wickham Road, East Hills, NY 11576

50. Appointment of Impartial Hearing Officers 2009-2010

Recommendation that pursuant to the amendments to Section 2002 of the Regulations of the Commissioner of Education, effective July 31, 1998, relating to the establishment and rotation of the list of impartial hearing officers, the Board of Education of the Roslyn Union Free School District hereby appoints the following list of individuals who are certified and eligible to serve as impartial hearing officers in Nassau County for students with disabilities:

IHO Rotation List for 2009-2010		
Agoston, Linda	Kehoe, Martin	Ritzenberg, Kenneth
Albert, Peter	Kershen, Harry	Roberts, George
Almeleh, Lynn	Lassinger, Dora	Rosen, Paul
Bauchner, Stuart	Latzman, Patricia	Rosenzweig, Jean
Black-Pennington, Dale	Lazan, Michael	Rostanski, Bernard
Blaustone, Beryl	Lederman, Nancy	Schad, Jerome
Brandenburg, Wendy	Lushing, Susan	Schiff, Martin
Brescia, JeanMarie	Mackintosh, Mary	Schneider, Judith
Briglio, Robert	Mackreth, Robert	Shachter, Annette
Bumbalo, Paul	McKeever, James	Sheehan, Vanessa
Burger, Joseph	Monk, James	Silver, Marjorie
Cohen, Diane	Moore, Christine	Stewart, Kenneth
DeLeon, Edgar	Nachman, Eric	Tessler, Craig
Dewan, Debra	Naun, John	Turetsky, Aaron
Diamond, Murray	Nisely, Robert	Venezia, Arthur
Ebenstein, Barbara	Noe, Mary	Wall, William
Farago, John	Nydick, David	Walsh, James
Feinberg, Rona	Odom, Veronica	Wanderman, Carl
Finkelstein, Sharyn	Orland, Janice	Weiner, Marc
Flame, Lana	Owens, Jane	Wolman, Mindy
Goldsmith, Steven	Pennington, Ralph	Wooley, Joseph

Gross, Lorraine Halberstam, Sinai Hampton, Nancy Heidelberger, Jonathan Hughes, Sherri Itzla, Amy Jacob, Howard Joyner, Theresa Kandilakis, George Kaufman, Eugene	Peters, Gary Peters, Kenneth Pierce, Judith Quinn, Joseph Reichel, Heidi Richmond, Susan	Ziev, Joel
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51. Appointment of Board Representatives authorized to appoint Impartial Hearing Officers

WHEREAS, a board of education is required by Section 200.5 of the Regulations of the Commissioner of Education to initiate the process for selecting an impartial hearing officer by no later than two (2) business days after receipt by the school district of a written request for hearing by a parent or guardian of a disabled student; and

WHEREAS, the Commissioner’s Regulations specifically authorize a board of education to designate one or more of its members to appoint an impartial hearing officer in lieu of action by the full board in order to meet the timelines of the amended Regulations;

BE IT RESOLVED, that the President of the Board of Education, or on the occasion of his or her absence or inability, the Vice President of the Board of Education, is hereby authorized and directed to appoint an impartial hearing officer from the District’s alphabetical rotational list previously adopted by the Board of Education; and be it further

RESOLVED, that the President of the Board of Education, or on the occasion of his or her absence or inability, the Vice President of the Board of Education, shall make such appointment in accordance with the principles set forth in Section 200.5 of the Regulations of the Commissioner of Education. The District Clerk, or acting District Clerk, under the direction of the President of the Board, shall initiate the selection process by contacting the impartial hearing officer whose name first appears after the impartial hearing officer who last served, and shall canvass the list as provided in the Regulations until an appointment is accepted.

52. 2009-2010 Free and Reduced Price Meal/Special Milk Program

Recommendation that the Board of Education of the Roslyn Union Free

School District, the governing body of this School Food Authority, hereby accepts the 2009-2010 Free and Reduced Price Meal/Special Milk Program Policy Statement, including the Family Income Eligibility Criteria and all attachments, as prescribed by the State Education Department, and authorizes the President of the Board to execute the prescribed Certificate of Acceptance on behalf of the District

- a) Recommendation that the School Lunch Manager be appointed as the Hearing Official in connection with the Free and Reduced Price Meal/Special Milk Program
- b) Recommendation that Tanya Fernandez be appointed as the Reviewing Official and Verification Official in connection with the Free and Reduced Price Meal/Special Milk Program

53. Annual School District Policy Review

a) **Financial Policies**

Recommendation that pursuant to the provisions of General Municipal Law the financial policies of the Roslyn UFSD continue to be subject to an annual review by the Board of Education and its designated representatives including members of the professional staff and members of the Citizen Audit Advisory Committee.

[Policies to be reviewed during 2009-2010 are Purchasing #6700, Investment #6420 and Budget Transfers #6140 (Attached)].

b) **District Owned Cell Phone Policy**

Recommendation that the District Owned Cell Phone Policy #8332 of the Roslyn UFSD ~~continue to~~ be subject to an annual review by the Board of Education and its designated representatives (Attached).

Ms. Kline moved, seconded by Mr. Saffron and it was carried by a vote of 7-0 to approve the resolution of Agenda Item #53b as amended.

54. Memberships

Recommendation that the following professional organizations be approved for possible membership for the 2009-2010 school year:

- a) Board Memberships
 - National School Boards Association
 - New York State School Boards Association
 - Nassau-Suffolk School Boards Association
- b) School District Memberships
 - New York State Council of School Superintendents
 - Nassau County Council of School Superintendents
 - American Association of School Administrators
 - Association for Supervision and Curriculum Development

- Nassau Association of District Curriculum Officials
- LI Association for Supervision and Curriculum Development
- American Association of School Personnel Administrators
- NYS Association of School Personnel Administrators
- Long Island Association of School Personnel Administrators
- Association of School Business Officials
- NYS Association of School Business Officials
- Long Island School Public Relations Association
- National Notary Association
- North American Association of Educational Negotiators
- Long Island Food Service Directors Association

- American Education Research Association

54. Annual Reaffirmation of School Employees and Officers Indemnification Recommendation that the Board of Education of the Roslyn Union Free School District hereby reaffirms its adoption of Public Officer's Law §18 as adopted on August 7, 1986.

Mr. Stern moved, seconded by Mr. Saffron and it was carried by a vote of 7-0 to approve Agenda Items numbered 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53a and 54, including to approve the resolutions of Agenda Items 21 and 30 as amended.

Respectfully submitted,

**Cathie L. Britt
District Clerk**

ADJOURNMENT TO BUSINESS MEETING