

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

Thursday, October 8, 2009

8:30 p.m.

Held in the Administration Building Board Room

MINUTES

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

ALSO PRESENT

Dan Brenner, Ph.D
Edward A. Salina, Jr., Ed.D
Frank Banta, Ed.D

Superintendent
Assistant Superintendent for Administration
Interim Assistant Superintendent for Curriculum &
Instruction
Assistant Superintendent for Business
District Clerk
Student Delegate

Joseph C. Dragone
Cathie L. Britt
Trevor Faden

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 8:39 p.m. and the Board reconvened in Public Session in the Administration Building Board Meeting at 8:40 p.m.

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

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recommendation to accept check warrants for August 2009. (Reviewed by Ms. Kline)

Mr. Stern moved, seconded by Mr. Seinfeld and it was carried by a vote of 7-0 to accept the check warrants for August 2009.

Recommendation to **accept** the minutes from the following Board of Education Meeting: September 24, 2009

Mr. Saffron moved, seconded by Mr. Stern and it was carried by a vote of 6-0-1 (Mr. Seinfeld abstained since he was not present at that meeting) to accept the minutes from the September 24, 2009 Board Meeting.

Board President's Comments

Ms. Ben-Levy thanked Dr. Brenner, Dr. Salina, Mr. Mohrman and the entire staff for all their hard work on the installation of the beautiful new sign in front of the High School.

Ms. Ben-Levy announced that Senator Johnson notified her that the District has been awarded a third grant in the amount of \$100,000. The District had previously been awarded two grants in the amounts of \$100,000 and \$50,000.

Ms. Ben-Levy announced the next Board Meeting scheduled for Thursday, October 22, 2009 will be held at the East Hills School. Board members, Mr. Seinfeld and Mr. Stern, to visit with the Principal, tour the school and provide a report at the next Board Meeting.

Ms. Ben-Levy reported that she and Ms. Kline will be attending the 13th Annual Pre-Convention School Law Seminar to be held on Thursday, October 15, 2009.

Superintendent's Comments

Dr. Brenner thanked Dr. Salina and Mr. Mohrman for all their hard work on the installation of the new state-of-art District message board and sign.

Dr. Brenner thanked the students of Harbor Hill School for the beautiful art work displayed in the Administration Building Board Room.

Dr. Brenner congratulated Jason Gellar on being awarded the 2009 Yale Educator Award.

Dr. Brenner reported this is National Bullying Prevention Week and various anti-bullying activities will center on the book *Stand Tall, Molly Lou Melon* by Patty Lovell.

Student Delegate's Comments (Trevor Faden)

Mr. Faden reported the Class of '59 consisting of approximately 60 people visited the High School on Saturday, October 3, 2009. Mr. Faden said it was interesting to hear about their experiences and the vast changes the campus has undergone.

Mr. Faden announced the students are getting ready for the Pep Rally scheduled for October 23, 2009 and the Homecoming Celebration scheduled for October 24, 2009. He reported there is a great deal of excitement and school spirit surrounding these upcoming events.

Discussion Item(s):

A motion was made and there was a consensus by the Board to take Discussion Item #1 out of order.

(1) External Audit Report (Attachment D1 – Separate Document)

Susan M. Barossi and Alan Kassay, partners in the firm of O'Connor, Davies, Munns & Dobbins, LLP, presented a PowerPoint presentation of the Auditors' Report to the Board for fiscal year June 30, 2009.

Ms. Barossi and Mr. Kassay reported that all internal accounting controls were reviewed within the context of their audit and they found management's judgment and accounting estimates appear appropriate.

Further, they reported to the Board that their audit concluded there was no incident, suspicion or allegation of fraud.

Dr. Brenner noted that the District is in much better shape than many of our surrounding school district's due to the proper planning and fiscal responsibility as directed by the Board.

For a complete copy of the Auditors' Report, please visit the District's website.

The Board and the Citizens' Audit Advisory Committee expressed concerns over the school lunch fund deficit and suggested a great deal of work needs to be done to find ways to reduce the deficit.

The Administration to provide a recommendation to the Board by November as to how to handle unencumbered balances for capital projects prior to 2004.

The Board discussed the extra classroom activity funds and advised that each club needs to develop a business plan as to how this money will be spent. Dr. Brenner reported that he has spoken with both secondary schools and that each club has been advised to create a business plan outlining how their funds will be spent.

(2) Middle School Field Project, Additional items to consider

Dr. Brenner presented to the Board additional improvements to consider with respect to the Middle School Field Project.

- (1) Parking Lot Lighting – Dr. Brenner recommended to the Board to use the existing lighting poles and to lease from LIPA the lighting at an estimated cost of \$1,200.00 annually. Dr. Salina explained the contract from LIPA would include the installation of the lighting, replacement of light bulbs and ongoing maintenance.

Dr. Brenner noted to purchase lights would result in a significantly greater cost and expense to the District, and therefore, the most cost effective option to light the parking lot is to use the existing lighting poles.

A consensus was reached by the Board to grant the Administration permission to move forward and act upon the above recommendation to install lighting at the Middle School Parking Lot.

Dr. Brenner presented two additional improvements and requested the Board consider these improvements, but are not required to give direction at this time.

(2) Installation of Two (2) Security Cameras

- (i) The first camera to be located at the new exit of the Middle School Parking Lot on Locust Lane.
- (ii) The second camera to be installed on the top of the gym to scan the gym and fields.

Dr. Brenner explained the installation of security cameras could be costly due to the retrenching and installation of cabling required from the Parking Lot to the Administration Building.

The Board and Administration discussed the purpose and goal of the new security cameras and the various technologies which should be investigated, including the use of Wi-Fi cameras.

(3) Installation of an Awning from the cafeteria exit door to the parking lot

In an effort to alleviate the traffic at the Middle School during dismissal, students are directed to exit out the cafeteria door and the installation of an awning is suggested to address inclement weather conditions. The Administration received a preliminary estimate to install a permanent, steel awning structure at an estimated cost of \$50,000 - \$75,000. Other less expensive options are also under investigation.

Dr. Brenner presented these preliminary findings to the Board and stressed further investigation and analysis must be completed before any formal recommendation is presented to the Board.

(3) Facilities Use Policy (Attachment D3 – page 7)

- a. Fee structure revisited**
- b. Access to groups – Profit and non-profit**
- c. Security**

C. Security:

As presented under Discussion Item #2, Dr. Brenner continued the discussion regarding the increase use of cameras and/or manpower to address security concerns expressed by the Board and to develop a plan to increase surveillance of District property.

Dr. Brenner reported a 30 ft pole and camera will be installed within the next few weeks outside the Administration Building, which will have a camera scanning and recording a 360 degree area 24 hours a day, seven days a week. The recorded data will be stored on the District's servers.

Dr. Brenner presented some additional options for the Board to consider, however, he stressed these are only options and not recommendations.

(1) Hilltop Academy Camera – Install a 15' pole and camera to cover the area surrounding the building and track at a cost of \$15,000 (cost includes camera and cabling). The Board and Administration discussed the fact that picture quality will vary depending on the camera cost. Dr. Brenner noted Hilltop Academy is already properly cabled and wired and the only additional cost would be the purchase of a security camera.

(2) Middle School Cameras – as discussed under Discussion Item #2.

(3) Hire Additional Security Personnel –

- a. Increase security presence by hiring one additional security guard for high peak usage periods during the summer at an estimated cost of \$6,000 annually. No additional security vehicle is required; however, Dr. Brenner suggested having the existing Ford Taurus painted white with a fluorescent stripe at an estimated, one-time cost of \$1,500.
- b. Increase security presence by hiring one additional security guard to work weekends, year-round at an estimated cost of \$7,000 annually.

New and additional signage will be installed and is part of the original capital improvement plan for the Middle School.

A consensus was reached by the Board and direction given to the Administration

to further develop a comprehensive security plan outlining the various security options to be considered by the Board.

B. Access to Groups:

A consensus was reached by the Board and it was agreed to keep access of the District's facilities to not-for-profit organizations.

A. Fee Structure:

Ms. Ben-Levy polled the Board to determine whether the fee schedule for the Facilities Use Policy should be revised.

Mr. Haber responded to keep the current fee schedule as is and to create a mechanism to fund the future replacement of the fields. Mr. Seinfeld responded to decrease the fees. Ms. Kline suggested the Board consider creating a new group whereby a different fee would be imposed if the composition of the group consisted of less than 50% of the children from the District. The Board discussed that registration will vary from year to year and to implement an option which requires the residency of each participant be examined could be too arduous to implement. After further discussion, Ms. Kline concluded she would keep the current fee schedule as is. Mr. Stern responded he needed more time to evaluate. Mr. Saffron concluded he would not change the current fee schedule. Ms. Hunter suggested the Board consider those organizations who are struggling to pay the Facilities Use Fee and suggested creating a hardship fee waiver.

The Board voted and it was carried by a vote of 5-2-0 (Ms. Hunter and Mr. Seinfeld opposed) to maintain the District's current fee schedule for the Facilities Use Policy, Policy #1500.

Ms. Ben-Levy noted there is an outstanding question for counsel as to whether to create a new class for civic associations. Dr. Brenner to review the Facilities Use Policy, Policy #1500 with counsel and obtain final approval and direction regarding the classification of civic associations pursuant to this policy.

B. SAVE Binder – Formal Presentation

Dr. Banta reported the Roslyn School District Comprehensive Safety and Emergency Management Plan has been updated and distributed.

C. Start Time

Dr. Brenner asked the Board for their permission to distribute to the residents of the community the Start Time Questionnaire. Ms. Ben-Levy requested the Start Time Questionnaire be distributed to the Board and the Board granted permission to mail the questionnaire.

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: a resident commented on the Auditors' Report presentation and stated that it was promised last year that a summary would be given or possibly a separate meeting scheduled versus the hour and a half presentation provided this evening; a resident thanked the board on behalf of Albertson Soccer for keeping the current Facilities Use Fee schedule and encouraged the Board to develop a plan to fund the future replacement of the field; a resident reported that October is National Walk-to-School Month and suggested he would volunteer to coordinate a walking school bus; and a resident expressed concern that civic associations have not been addressed by counsel regarding the District's Facility Use Policy.

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) and Attachment P.2 (Classified) (page 17)**

Dr. Salina moved from the floor to amend item 1 to correct the date to reflect 03/08/2010 (not 09/08/2010), item 8 to correct the Assoc Sup rate to reflect \$165 (not \$65) on Attachment P.1 and to add items 1 and 2 on Attachment P.2 (Classified).

Mr. Stern moved, seconded by Ms. Hunter and it was carried by a vote of 7-0 to approve Agenda Item P.1 as amended and to add items 1 and 2 on 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 which were prepared in accordance with General Municipal Law and Board of Education Policy.
- (i) Contractor: Manhasset Public Schools
Services: District of Location Special Education Services for IEP service Requirements for 1 student residing in Roslyn attending private school in Manhasset for the period of 7/1/08-6/30/09
Fees: \$ 4,103.33 total cost of services
\$ -1,333.00 less grant
Total estimated to be \$ 2,800.00
 - (ii) Contractor: EAC Nassau Learning Center
Services: Instructional and related services for the period of July 1, 2009 thru June 30, 2010
Fee: \$ 225.00 per annual enrollment
\$ 59.00 per session for tutoring, home instruction, resource room, counseling and proctoring of Regents/RCT, midterm, final or PSAT exams
\$177.00 per full exam proctoring of Regents/RCT
\$100.00 per progress report per class
Total estimated to be \$ 30,000.00
 - (iii) Contractor: Diane Raspanti
Services: Massage therapy services for the period of 9/2/09 thru 6/30/10
Fees: \$ 85.00 per hour
Total estimated to be \$ 5,000.00
 - (iv) Contractor: Marion K. Salomon and Associates
Services: ABA home services for the period of July 1, 2009 thru June 30, 2010
Fees: \$100.00 per hour PhD provider
\$ 80.00 per hour non PhD provider
Total estimated to be \$40,000.00
 - (v) Contractor: All About Kids
Services: ABA and speech services for the period of July 1, 2009 thru June 30, 2010
Fees: \$ 75.00 per hour ABA home services
\$ 80.00 per hour ABA consultation services
\$ 40.00 per thirty minute individual speech therapy session
Total estimated to be \$50,000.00
- B.2. Recommendation to approve the following flow-through contracts: [The Individuals with Disabilities Act (IDEA) requires the use of federal flow-through funding for pre-school and school age disabled children. The 611 Grant is for all

students; the 619 Grant is an additional amount for students 5 years or younger]

- (i) Contractor: Association for Children with Down Syndrome
Services: Instructional services for 1 student for the 2009-2010 school year
Fees:
611 Grant
\$2,119.00 per student (1 student)
619 Grant
\$ 718.00 per student (1 student)
Total will be \$2,837.00

- (ii) Contractor: Maryhaven Center for Hope
Services: Instructional services for 1 student for the 2009-2010 school year
Fees:
611 Grant
\$2,119.00 per student (1 student)
Total will be \$2,119.00

- (iii) Contractor: Nassau BOCES
Services: Instructional services for 2 students for the 2009-2010 school year
Fees:
611 Grant
\$2,119.00 per student (2 students)
619 Grant
\$ 718.00 per student (2 students)
Total will be \$5,674.00

- (iv) Contractor: The Summit School
Services: Instructional services for 1 student for the 2009-10 school year
Fees:
611 Grant
\$2,119.00 per student (1 student)
Total will be \$ 2,119.00

- (v) Contractor: UCPA of Nassau County, Inc.
Services: Instructional services for 1 student for the 2009-10 school year
Fees:
611 Grant
\$2,119.00 per student (1 student)
619 Grant
\$ 718.00 per student (1 student)
Total will be \$2,837.00

B.3. Recommendation to approve a Deduct Change Order to Ankers Electric Service, Inc. in the amount of \$2,000. pertaining to the Parking Lot Lighting Reconstruction Work at the Roslyn High School. This change order is for

additional saw cutting and asphalt repair work as well as the removal and disposal of an existing concrete base. The proposal for this work total \$3,000. However, there is a \$5,000. allowance built into this contract which will be allocated towards this work. Therefore, this is a deduct change order in the amount of \$2,000 for unused allowance money. The contract amount of \$79,675 will be reduced to \$77,675.

- B.4. Recommendation to approve the attached general resolution, giving permission to the Superintendent of Schools to execute the cooperative bidding agreement with Nassau BOCES [The charges associated with this agreement were agreed to in the BOCES Preliminary Contract for 2009-2010 which was approved by the Board of Education at its meeting on 9/10/09] **Attachment B.4. (page 21)**
- B.5. Recommendation **to rescind resolution B.6. from the 8/26/09 agenda** [which was: Recommendation to approve a budget appropriation transfer request in the amount of \$4,000.00 from F2250-450-0904 (Federal fund 619 supplies – prior balance \$4,139.00) to F2250-447-0907 (Federal fund 619 consultants – prior balance \$-1,828) [Money was available in a different code]
- B.6. Recommendation to approve transportation for one special education student who will be attending Western Suffolk BOCES, at Brennan High School in North Babylon for the period of October 1, 2009 thru June 30, 2009 at an additional cost to the district of \$3,648.00 per month [Total estimated to be \$33,000.00]
- B.7. Recommendation to revise Appendix “A” to the Jericho UFSD contract approved by the Board of Education at its meeting on July 9, 2009 as per **Attachment B.7. (page 25)**
July 9, 2009 agenda Item B.1. (vi)
[Appendix “A” to this agreement may be amended in future if additional students from Jericho attend]
- B.8. Recommendation to approve a budget appropriation transfer request in the amount of \$35,000.00 from 9711-700-03-9000-303 (Principal Serial Bonds – prior balance \$82,193.12) to 9711-600-03-9000-303 (Interest Serial Bonds – prior balance \$-35,000.00) [To correctly code the interest payments due on Serial Bonds in the 2009-2010 School Year]
- B.9. Recommendation to accept the following Extra classroom activity fund reports, **Attachment B.9. (page 27)**
Middle School August 2009
High School August 2009
- B.10. Recommendation to approve budget appropriation transfer requests for the fiscal year ending June 30, 2009 in accordance with the recommendations of our auditor as per **Attachment B.10. (page 29)**

Mr. Stern moved, seconded by Ms. Hunter 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 and B.10.

CURRICULUM AND INSTRUCTION

C&I.1 Recommendation to approve Melissa Vanco to go on a college visit to the following colleges in Pennsylvania: Bucknell, Penn State, Bloomsburg, and East Stroudsburg from November 9 through 10, 2009 at an estimated cost to the district of \$237.50.

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 Board on September 10, 2009; September 15, 2009.

C&I.3 Recommendation to appoint the following curriculum writer for the 2009-2010 school year calculated proportionately at 1.25% of current salary for 15 hours:

Karina Baez Language Lab Lessons: Spanish 6-8 10 Hours

C&I.4 Recommendation to approve Phyllis Granat, Jeri Malloy and 11 students to attend the DECA North Atlantic Region Leadership Conference in Buffalo, NY from November 5 through 8, 2009 at an estimated cost of \$5,504.80. [Total cost of trip is \$8,504.80, 35% is fundraising = \$3,000 and 65% is School Contribution = \$5,504.80]

C&I.5 Recommendation to approve Jill Scheinberg to attend the New York State Association for Health, Physical Education, Recreation and Dance Conference from November 18 through 21, 2009 at an estimated cost to the district of \$1,341.28.

C&I.6 Recommendation to approve Michael Coffey's to attend the NYSSMA Winter Conference in Rochester, NY from December 3 through December 6, 2009 at an estimated cost to the district of \$1,085.

C&I.7 Recommendation to approve Patrick Patterson to attend the NYSSMA Winter Conference in Rochester, NY from December 3 through December 6, 2009 at an estimated cost to the district of \$1,476.83.

C&I.8 Recommendation to approve 98 members of the Roslyn High School Marching Band and 11 chaperones to attend the NYS Field Band Conference Championship in Syracuse, NY from October 30 through November 2, 2009 at an estimated cost to the district of \$26,187.00 [Total cost of trip is \$50,687.00,

48% is Student Contribution=\$24,500 and 52% is District Contribution =26,187.00]

Mr. Saffron moved, seconded by Mr. Haber and it was carried by a vote of 7-0 to approve Agenda Items numbered C&I.1, C&I.2, C&I.3, C&I.4, C&I.5, C&I.6, C&I.7 and C&I.8.

BOARD OF EDUCATION

BOE.1 Recommendation that the Board of Education of the Roslyn Union Free School District conduct the third reading of Policy #9645 – Disclosure of Wrongful or Unlawful Conduct (Whistleblower Policy). **(Attachment BOE.1 – page 31)**

BE IT RESOLVED, that the Board of Education of the Roslyn Union Free School District hereby adopts Policy #9645 – Disclosure of Wrongful or Unlawful Conduct (Whistleblower Policy).

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

The Board asked the Administration to create a District-wide implementation plan for the new Disclosure of Wrongful or Unlawful Conduct (Whistleblower Policy), Policy #9645.

Mr. Dragone moved from the floor to add the following Agenda Item BOE.2.

BOE.2 WHEREAS, the District received the annual audit report from its external auditor on or about October 1, 2009;

WHEREAS, such annual audit report was reviewed by the District Audit Committee;

WHEREAS, based upon such review, the Audit Committee recommends that the Board of Education accept the annual audit report;

NOW THEREFORE, BE IT RESOLVED, that the Board of Education, upon the recommendation of the Audit Committee, hereby accepts the annual audit report prepared by Bennett Kielson Storch DeSantis Division of O'Connor Davies Munns & Dobbins, LLP.

Mr. Saffron moved, seconded by Mr. Stern and it was carried by a vote of 7-0 to add and approve Agenda Item BOE.2.

Public Comments #2

The following items were discussed during public comments: a resident asked

whether the BAC committee members were approved. Ms. Ben-Levy responded that all applicants have been accepted by the Board at this meeting. A resident inquired about the process for requests for proposals for projects over \$10,000, architect services, and commented on whether there is a need for an awning at the Middle School given the significant cost.

Adjournment

There being no further business to come before the Board of Education, Ms. Hunter moved, seconded by Mr. Stern and it was carried by a vote of 7-0 to adjourn at 11:05 p.m.

Respectfully submitted,

Cathie L. Britt

Cathie L. Britt
District Clerk