

# APPROVED MINUTES

## BOARD OF EDUCATION • ROOSEVELT, NEW YORK

ROOSEVELT UNION FREE SCHOOL DISTRICT • TOWN OF HEMPSTEAD • NASSAU COUNTY

www.rooseveltufsd.org

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**PLANNING MEETING****ROOSEVELT HIGH AUDITORIUM****THURSDAY, MARCH 10, 2016**

*“The Mission of the Roosevelt Union Free School District is to educate the whole child to excel, thereby ensuring achievement for all. Failure is Not an Option”*

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The Planning Meeting of the Roosevelt Union Free School District Board of Education was held on **THURSDAY, MARCH 10, 2016** at the Roosevelt High School, 1 Wagner Avenue, Roosevelt, New York 11575

### I. CALL TO ORDER

The Board of Education Meeting was called to order by Board President, Robert Summerville at 3:15 p.m.

### II. DETERMINATION OF QUORUM

*The following members of the Board were present:*

Robert Summerville, Board President

Willa Scott, Vice President

Charlena H. Croutch, Trustee *late*

Wilhelmina Funderburke, Trustee

Alfred T. Taylor, Trustee

Lenore Pringle, District Clerk

*The following school administrators were present:*

Marnie Hazelton,

Interim Superintendent of Schools

Dr. Robert Brisbane,

Assistant Superintendent for Human Resources and Professional Development

Greg Hamilton,

Assistant to the Superintendent for School Services

Dr. J Lange,

Interim Assistant Superintendent for Secondary Education

Lyne Taylor,

Assistant Superintendent for Business and Finance

Michele Van Eyken

Acting Assistant to the Superintendent for Elementary Education

**III. MOTION TO CONVENE IN EXECUTIVE SESSION** **TIME: 3:19 p.m.**

For discussing the following:

- Matters of personnel concerning “appointments, negotiations, tenure appointments, discipline of a teacher and/or student and district legal matters ”

**MOTION BY: W. Scott   SECOND BY: A. Taylor   YEA: 4  
NAY: 0  
ABSTAIN: 0**

**IV. CALL TO ORDER** **TIME: 5:49 p.m.****V. MOTION TO RECONVENE IN REGULAR SESSION**

**MOTION BY: W. Scott   SECOND BY: A. Taylor   YEA: 5  
NAY: 0  
ABSTAIN: 0**

**VI. PLEDGE OF ALLEGIANCE****VII. SUPERINTENDENT’S REPORT**

- Roosevelt High School ~ *Trevia Patton* **reschedule for March 31, 2016**
- Budget Workshop #4 ~ *Lyne M. Taylor*

**VIII. RESOLUTIONS FOR ACTION *pages 4-8***

- A.** Organizational Items
  - 1. Adoption of Policy 7513 and 7521
- B.** Curriculum and Instruction *No Items*
- C.** Business
  - 1. Budget Transfers
  - 2. Receipt of Funds
  - 3. Budget Amendment
- D.** Human Resources & Professional Development
  - Schedule A: Certified Staff Resolutions
- E.** School Services
  - 1. Use of Facilities

**RESOLUTIONS FOR DISCUSSION *pages 11-14***

- A.** Organizational Item
  - 1. Approval of Board Minutes
  - 2. 1<sup>st</sup> Reading Policy 8721
- B.** Curriculum and Instruction
  - 1. Approval of CSE Minutes
  - 2. Out of State –Overnight Senior Field Trip
- C.** Business
  - 1. Warrants
  - 2. Treasurers Report
  - 3. Claims Audit Report
  - 4. Year End Internal Audit
- D.** Human Resources & Professional Development
  - Schedule A: Certified Staff Resolutions
  - Schedule B: Classified Staff Resolutions
  - Schedule E: Substitute Teachers
  - Schedule G: Field Placement
- E.** School Services *No Items*

***Supplemental Items Page 16***

- IX. FROM THE PUBLIC ON ACTION ITEMS ONLY PLEASE USE THE COMMENT CARDS**  
*(Members of the public who wish to comment or inquire regarding an ACTION Item appearing on the meeting agenda are ask to complete a public comment card. The card should be submitted to the District Clerk prior to the point in the meeting at which the item is called.)*

**INDIVIDUAL ITEMS FOR ACTION****A. ORGANIZATIONAL ITEMS****1. POLICY 7513/ 7521 UPDATE ADOPTION – ADMINISTRATION OF MEDICATION**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby acknowledges the Adoption of the “**revisions**” to Policy 7513 – Administration of Medication.
- b. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby acknowledges the Adoption of the “**revisions**” to Policy 7521 – Administration of Medication.

**ITEM TABLED DECEMBER 17, 2015 – PENDING FURTHER EDITS**

**MOTION TO UNTABLE**

**MOTION BY:** \_\_\_\_\_ **SECOND BY:** \_\_\_\_\_ **YEA:** \_\_\_\_\_

**NAY:** \_\_\_\_\_

**ABSTAIN:** \_\_\_\_\_

**REMAIN TABLED**

**B. CURRICULUM & INSTRUCTION****C. BUSINESS****1. BUDGET TRANSFERS**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the following budget transfers:

TRANSFERRED FROM					TRANSFERRED TO		
Account Code	Description	Beginning Balance	Transfer Amount	Ending Balance	Account Code	Description	Transfer Amount
A1310.160-09-0000	Business: Non-Certified Salaries	\$ 76,351.94	\$ 35,000.00	\$ 41,351.94	A1310.469-09-0000	Contract Expenses	\$ 35,000.00
A9030.800-09-0000	Social Security	\$ 50,392.55	\$ 25,000.00	\$ 25,392.55	A1620.418-09-0000	Telephone	\$ 25,000.00
<b>TOTAL</b>			<b>\$ 60,000.00</b>				<b>\$ 60,000.00</b>

MOTION BY: A. Taylor SECOND BY: C. Croutch YEA: 5  
 NAY: 0  
 ABSTAIN: 0  
 MOTION PASSED

**2. RECEIPT OF FUNDS \*BLOCK VOTE**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby accepts a grant in the amount of \$5,000.00 from the Fuel Up and Play 60 program and the New York Jets.
- b. **BE IT RESOLVED**, that upon the recommendation of the Superintendent, the Board of Education hereby accepts a scholarship from Munistat Services in the amount of \$500.00 to the Roosevelt High School Scholarship Fund. The scholarship will be awarded to a member of the graduating class of 2016.
- c. **BE IT RESOLVED**, that upon the recommendation of the Superintendent, the Board of Education hereby accepts funds in the amount of \$13,607.34. The funds were received from the New York State Schools Insurance Reciprocal (NYSIR) to cover the cost to repair a boiler at Washington Rose School.

MOTION BY: A. Taylor SECOND BY: C. Croutch YEA: 5  
 NAY: 0  
 ABSTAIN: 0  
 MOTION PASSED

**2. BUDGET AMENDMENT \*BLOCK VOTE**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves amending the 2015-2016 Budget by \$5,000.00. The amendment is funded by a grant received from the Fuel Up and Play 60 program and the New York Jets.

Appropriation Code	Description	Budget
A2855.463-08-0000	Interscholastic Sports Uniforms	\$ 5,000.00
<b>Total</b>		<b>\$ 5,000.00</b>

- b. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves amending the 2015-2016 school budget in the amount of \$13,607.34. The amendment is funded by an insurance claim that was received from New York State Schools Insurance Reciprocal (NYSIR) to cover the cost of repair of a boiler at Washington Rose School.

Account Code	Description	Amount
A1621.462-09-0000	Maintenance-Building Repair	\$13,607.34
<b>Total</b>		<b>\$13,607.34</b>

MOTION BY: A. Taylor    SECOND BY: W. Scott    YEA: 5  
    NAY: 0  
    ABSTAIN: 0  
    MOTION PASSED

**D. HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT****SCHEDULE A****CERTIFIED STAFF RESOLUTIONS**

All fingerprint and background checks have been satisfactorily completed.

**1. CERTIFIED STAFF APPOINTMENT**

- a. BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the appointment of the following certified faculty member:

Name:	Davis, Kenneth
Appointment:	Leave Replacement
Position:	Music Teacher
Certification:	Music/Initial
Replaces:	Stacy Dewar
Location:	Centennial ES
Date of Start:	March 14, 2016
Salary:	BA Step 3 \$56,905.00 (pro-rated)

**Appropriation in Budget: A2110.120-02-AIG2(General Fund)**

**MOTION BY: A. Taylor    SECOND BY: W. Scott    YEA: 4**  
**NAY: 0**  
**W. Funderburke    ABSTAIN: 1**  
**MOTION PASSED**

**E. SCHOOL SERVICES****1. USE OF FACILITIES**

- a. BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the Use of Facilities request form for the PAL to use the Athletic Complex on Saturdays and Sundays between March 5, 2016 and June 12, 2016. Charges per Regulation 3280 total \$5,460.00 include 15 Sundays of field use @ \$175/day totaling \$2,625.00 and overtime costs of \$2,835.00 (\$31.50/hour, 6 hours per day for 15 Sundays).

**ITEM TABLED JANUARY 28, 2016 – PENDING FURTHER DISCUSSION REGARDING  
PAST DUE BALANCE**

**MOTION TO UNTABLE**

**MOTION BY:** \_\_\_\_\_ **SECOND BY:** \_\_\_\_\_ **YEA:** \_\_\_\_\_  
**NAY:** \_\_\_\_\_  
**ABSTAIN:** \_\_\_\_\_  
**REMAIN TABLE**



**RESOLUTIONS FOR DISCUSSION****A. ORGANIZATIONAL ITEMS****1. APPROVAL OF BOARD MINUTES**

- a. **BE IT RESOLVED**, that the Board of Education hereby approves the minutes for the following months:

\*February 11, 2016 ~ Planning Meeting

\*February 25, 2016 ~ Action Meeting

\*February 29, 2016 ~ Emergency Meeting

**Move to: Individual Agenda**

**2. POLICY 8271– INTERNET SAFETY/INTERNET CONTENT FILTERING**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby acknowledges the 1<sup>st</sup> Reading to Policy 8271 Internet Safety/Internet Content Filtering.

**Move to: Individual Agenda**

**B. CURRICULUM & INSTRUCTION****1. APPROVAL OF COMMITTEE ON SPECIAL EDUCATION MINUTES**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the Committee on Special Education Classification and Placement Report for the period of February 2016.

**Move to: Individual Agenda**

**2. OUT OF STATE- OVERNIGHT (SENIOR) TRIP**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the overnight field trip for Roosevelt High School Seniors to Pine Grove Resort Ranch, Kerhonkson, NY, from Friday, May 20, 2016 to Sunday, May 22, 2016 at no cost to the District

**Move to: Consent Agenda**

**C. BUSINESS****1. WARRANTS**

- a. **BE IT RESOLVED**, that upon the recommendation of the Superintendent, the Board of Education hereby accepts the warrants for **DECEMBER 2015** as approved by the Claims Auditor.

<b>FUND NAME</b>	<b>FUND</b>	<b>NOVEMBER</b>
General Fund	Fund A	2,455,274.63
Federal/State Grants	Fund F	48,804.94
Capital Projects	Fund H	110,699.98
Cafeteria	Fund C	378,365.76
Trust and Agency	Fund T & A	513,100.18
Debt Service	Fund V	No Payment Due
Academic Improvement Grant	Fund AIG 1	No Payment Due

**Move to: Individual Agenda**

**2. TREASURER'S REPORT**

- a. **BE IT RESOLVED**, that upon the recommendation of the Superintendent, the Board of Education hereby accepts the Treasurer's Report for **DECEMBER 2015**.

**Move to: Individual Agenda**

**3. CLAIMS AUDITOR'S REPORT**

- a. **BE IT RESOLVED**, that upon the recommendation of the Superintendent, the Board of Education hereby accepts the Claims Auditor's Report for **DECEMBER 2015**.

**Move to: Individual Agenda**

**4. INTERNAL AUDIT FOR YEAR ENDED JUNE 30, 2015**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby accepts the 2014-2015 Risk Assessment (Internal Audit Report) from Nawrocki Smith, LLP.

**Move to: Individual Agenda**

**D. HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT****SCHEDULE A****CERTIFIED STAFF RESOLUTIONS**

All fingerprint and background checks have been satisfactorily completed

**1. CERTIFIED STAFF LEAVE REQUEST**

- a. BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the leave request of the following certified staff members:

Name:	Brisbane, Robert
Position:	Assistant Superintendent for Human Resources and Professional Development
Location:	Central Administration
Effective:	Paid Leave February 12, 2016/Intermittent
Reason:	FMLA/Family Member

Name:	Charles, Nicole
Position:	Speech Teacher
Location:	Roosevelt MS
Effective:	Paid Leave October 8, 2015/Intermittent
Reason:	FMLA/Family Member

**Move to: Individual Agenda**

**SCHEDULE B****CLASSIFIED STAFF RESOLUTIONS**

All fingerprint and background checks have been satisfactorily completed

**1. CLASSIFIED STAFF APPOINTMENTS**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the appointment of the following classified staff members:

Name:	Hoe, Katia
Appointment:	Probationary
Position:	Teacher Aide
Replaces:	David Solomon
Location:	Washington Rose ES
Effective:	March 29, 2016
Probationary Period:	March 29, 2016-September 28, 2016
Salary:	\$21,626.00 (pro-rated)

**Appropriation in Budget: A2250.163-09-0000**

**Move to: Individual Agenda**

**2. CLASSIFIED STAFF LEAVE REQUEST**

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the leave request of the following classified staff members:

Name:	Battle, Diane
Position:	Senior Typist Clerk
Location:	Central Administration
Effective:	Paid Leave/March 10, 2016-March 18, 2016 Unpaid Leave/March 21, 2016-May 6, 2016
Reason:	FMLA/ Medical

**Move to: Consent Agenda**

**SCHEDULE E**  
**SUBSTITUTE TEACHERS**

**1. SUBSTITUTE TEACHERS**

- a. BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the appointment of the following substitute teachers. The certified rate of pay is \$110.00 per diem and the non-certified rate of pay is \$90.00 per diem.

<u>Name</u>	<u>Rate</u>
Noel, Khalema	\$90.00
Bigelow, Gina	\$90.00
Pepe, Mark	\$110.00

**Appropriation in Budget: A2110.140-09-0000 (General Fund)**

**Move to: Individual Agenda**

## SCHEDULE G

## FIELD PLACEMENT

Administrative Internship Candidates, Student Teachers, Student Observers, Tutors/Federal Work Study Program Students and Social Services Interns who will be completing their Field Placement assignments at Roosevelt UFSD are listed for information purposes only. All assignments function with no expense to the District and are subject to change at the discretion of the District. Roosevelt staff members requesting to complete their field placement assignment at Roosevelt UFSD must demonstrate to the District that their field placement assignment does not coincide with their work day schedule.

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the following Adelphi University student observers at Centennial ES for the 2015-2016 school year.

Name  
Colon, Corrina  
Consiglio, Amanda  
Waisne, Caitlin  
Zhao, Vicky

**Move to: Consent Agenda**

- b. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the following Touro College student observer at Ulysses Byas ES for the 2015-2016 school year.

Name  
Potter, Brien

**Move to: Consent Agenda**

**X. QUESTIONS FROM THE PUBLIC ON -PLEASE USE THE COMMENT CARDS**

*(Members of the public who wish to comment or have district concerns are ask to complete a public comment card. The card should be submitted to the District Clerk prior to the point in the meeting)*

**XI. ADJOURNMENT**

**TIME: 7:00 p.m.**

MOTION BY: A. Taylor      SECOND BY: C. Croutch      YEA: 5  
NAY: 0  
ABSTAIN: 0

*Next Board Meeting (Action)*

***Date: MARCH 31, 2016***

***Time: 7:00 pm***

## SUPPLEMENTAL ITEMS

## A. ORGANIZATIONAL ITEMS

## 1. BOCES ELECTION OF BOARD TRUSTEES

- a. BE IT RESOLVED**, the Board of Education hereby nominate the following candidates to the Board of Cooperative Education Services Board of Trustees:
- **Ronald Ellerbe**
  - **Fran Langsner**
  - **Robert “B.A.” Schoen**

**MOTION BY: A. Taylor      SECOND BY: W. Scott      YEA: 5**  
**NAY: 0**  
**ABSTAIN: 0**  
**MOTION PASSED**

### C. BUSINESS

## 1. BUDGET TRANSFERS

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the following budget transfer:

Transferred From				Transferred To		
Account Code	Description	Balance	Amount	Account Code	Description	Amount
A1621.467-09-0000	Sewer Tax	\$ 27,500.00	\$ 23,680.00	A1621.462-09-0000	Main. of Plant-Building Repairs	\$ 23,680.00
A9030.800-09-0000	Social Security	\$ 45,392.55	\$ 45,000.00	A9063.800-09-0000	Dental Insurance	\$ 45,000.00
<b>Total</b>			<b>\$ 68,680.00</b>			
				<b>\$ 68,680.00</b>		

**MOTION BY: A. Taylor      SECOND BY: W. Funderburke      YEA: 4**  
**NAY: 0**  
***W. Funderburke* ABSTAIN: 1**  
**MOTION PASSED**

#### D. HUMAN RESOURCES & PROFESSIONAL DEVELOPMENT

**SCHEDULE C**  
**EXTRA DUTY STIPEND**

## 1. EXTRA DUTY STIPEND

- a. **BE IT RESOLVED**, that upon the recommendation of the Interim Superintendent, the Board of Education hereby approves the appointment of the following certified faculty member as Boys' Middle School Wrestling Head Coach for the 2015-2016 school year:

<u>Name</u>	<u>Stipend</u>
Syers, Benjamin	\$3,231.00

**MOTION BY: A. Taylor      SECOND BY: C. Croutch    YEA: 5**  
**NAY: 0**  
**ABSTAIN: 0**  
**MOTION PASSED**