

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

Thursday, November 19, 2015

7:15 p.m.

Roslyn High School – Cafeteria

7:15 p.m. - Board of Education Meeting

Preliminary Announcements
Emergency Procedures
Cell Phones

Pledge of Allegiance

Recognition:

The Marching Band – State Championship

Recommendation to accept the minutes from the following meeting(s):
October 22, 2015

Board President's Comments

Superintendent's Comments

Student Delegate's Comments

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

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 attached as **(Attachment P.3).**

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 and to authorize the Board of Education President to execute (those contracts marked with an asterisk have been prepared pursuant to a previous award of an RFP or bid).
- (i) Contractor: Glen Cove City School District
Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private schools in Glen Cove for the period of 7/1/15 thru 6/30/16
Fees: Total estimated to be - \$20,000
 - (ii) Contractor: South Huntington Union Free School District
Services: District of Location Special Education Services for IEP service requirements for one student residing in Roslyn attending private schools in South Huntington for the period of July 1, 2015 thru June 30, 2016
Fees: Total estimated to be - \$40,000
 - (iii) Contractor: East Williston Union Free School District
Services: Combining the students on the Varsity Fencing team at Roslyn High School and at East Williston at The Wheatley School for the period of November 9, 2015 thru February 14, 2016
Fees: Total estimated to be - \$0

B.2. Recommendation to approve general fund appropriation transfer requests:

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
2110-490-08-5200-308	2330-490-08-5500-308	\$13,754.93
BOCES TAP	BOCES Summer School	
	Subtotal	\$13,754.93

REASON FOR TRANSFER REQUEST: Additional allocation needed for summer school. BOCES bill- \$58,316.93, CoSer 443.510

B.3. Recommendation to approve a payment in the amount of \$26,422.28 to Ingerman Smith, L.L.P. for legal services rendered to the district for the period ending 10/31/2015.

B.4. Recommendation to approve a payment in the amount of \$1,822.00 to Hawkins Delafield & Wood for professional services rendered to the district for the 2015 lease financing agreement with US Bancorp.

B.5. Recommendation to approve the following payments to KG&D Architects for professional services rendered to the district and reimbursable expenses pertaining to capital improvements at the locations indicated in the table below. [Funds will be deducted from the Capital Budget Codes indicated in the table below.

Payment	Location/ Project	Budget	PO #S	Inv #
\$197.75	EH Capital Projects	2110-245-04-1504	H15-00014	9
\$10,623.12	DW Capital Projects	2110-245-03-1502	H15-00014	14

B.6. Recommendation to approve general fund appropriation transfer requests:

<u>FROM BUDGET CODE</u>	<u>TO BUDGET CODE</u>	<u>AMOUNT</u>
2110-200-04-2000-309	2110-200-08-2000-309	\$7,417.50
Equipment EH Phys Ed	Equipment HS Phys Ed	
	Subtotal	\$7,417.50

REASON FOR TRANSFER REQUEST: High School Phys Ed equipment to be purchased in place of East Hills equipment.

B.7. Recommendation to approve general fund expenditure transfer requests:

<u>FROM BUDGET CODE</u>		<u>AMOUNT</u>
9060-800-03-9000-303	Hospital, Medical & Dental Ins.	\$1,500.00
	Subtotal	\$1,500.00

<u>TO BUDGET CODE</u>		<u>AMOUNT</u>
9080-800-03-9000-303	Benefits Non Cash Annuity	\$1,500.00
	Subtotal	\$1,500.00

REASON FOR TRANSFER REQUEST: The non-elective deferrals of compensation specified in employment agreements has increased from last year.

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 October 28, 2015 and November 4, 2015.

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 October 27, 2015, November 2, 2015 and November 4, 2015.

BOARD OF EDUCATION

BOE.1 BE IT RESOLVED that the Board of Education of the Roslyn Union Free School District hereby casts its vote to nominate for the position of Area 11 Director on the NYSSBA Board of Directors effective January 1, 2016 one of the following candidates: Jean Fichtl, Michael Jaime, B.A. Shoen and Stephen B. Witt. **(Attachment BOE.1)**

BOE.2 Recommendation to conduct the *first reading* of Board of Education Policies 4410,4510,4511,4526.1,4531,4710,4720,4730,4750,4810,4850,4850–E.1 and 4850-E.2 **(Attachment BOE.2)**

Public Comments #2

EXECUTIVE SESSION (if needed)

Adjournment

Personnel Action Report
Professional

P.1
November 19, 2015

Item	Name	Action	Position / Replacing	Location	From	To	Certification / Class / Step / Salary
1	Kathleen Dwyer	Substitute Appointment	Per Diem Substitute Teacher		11/20/15	6/30/16	Physical Ed (init) \$115/day
2	Kathleen Dwyer	Substitute Appointment	Per Diem Substitute Teaching Assistant		11/20/15	6/30/16	Physical Ed (init) \$79/day
3	Beth Wahn	Substitute Appointment	Per Diem Substitute Teacher		11/20/15	6/30/16	Nursery - Gr 6 (perm) \$115/day
4	Susan Hurwitz	Appointment	Building Tutor		11/20/15	6/30/16	Nursery-Gr 6 (perm) \$115/day
5	Guy Barnett	Appointment	Home Instruction Tutor		11/20/15	6/30/16	\$60/hour
6	Mark Diercks	Appointment	Home Instruction Tutor		11/20/15	6/30/16	\$60/hour
7	Bryan Patterson	Revise Appointment	Regular Substitute, Physical Ed (M. Cawley)	MS	8/31/15	12/23/15	Health (init) & Physical Education (init ext), MA/Step 1, per RTA Contract
8	Bryan Patterson	Revise Appointment	Lunch Recreation Specialist	EH	1/4/16	6/30/16	Per RTA Contract
9	Matthew Maidhof	Revise Appointment	Lunch Recreation Specialist	HH	9/11/15	12/23/15	Health (init) & Physical Education (init ext), MA/Step 1, per RTA Contract
10	Matthew Maidhof	Substitute Appointment	Per Diem Substitute Teaching Assistant		11/20/15	6/30/16	Physical Ed (init) Per RTA Contract

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
1	Douglas Martinez	Part-Time Appointment	P/T Cleaner (E. Lopez Sanchez)		p/t	HTS	12/23/15		\$12.25/hour
2	Erik Chocianowski	Leave of Absence	Teachers Aide			HS	11/23/15	6/30/15	
3	Erik Chocianowski	Part-Time Appointment	.9 Teachers Aide		p/t	HS	11/23/15	6/30/15	
4	Pauline Hrelja	Rescind Appointment	Monitor (S. Salgado)	Non-Comp	p/t	EH	11/6/15		
5	Karen Rabich	Resignation	Food Service Worker			HS	11/13/15 (last day of employment)		
6	Karen Witzgall	Appointment	Monitor (A. Liebman)	Non-Comp	p/t	HH	11/23/15		\$14.66/hour

Adult Education Instructors – Fall 2015 Begin -11/20/2015 – End 1/31/2016			
Last Name	First Name	Total Salary	Course Name
Zanetto	Rosemarie	132.00	Crochet (Extension)

Area 11 Members -

During the recent Annual Business meeting on Tuesday, October 20, Susan Bergtraum was elected to the position of President effective January 1, 2016, creating a vacancy for the position of Area 11 Director on the NYSSBA Board of Directors. The Area 11 Director term will run from January 1, 2016 to December 31, 2017.

According to NYSSBA Bylaw 8, nominations of persons to be directors shall be in writing and endorsed by at least five member boards from the nomination area. Emails or faxes will suffice.

Nominations will be received in the Association office by 5 p.m. on Wednesday, December 2. If only one individual has been nominated (i.e. received the required minimum of five nominations), that individual will be deemed the elected area representative, and will take office on January 1. If more than one individual has been properly nominated, a ballot will be electronically sent to all member boards in Area 11 by Friday, December 4. Ballots must be filled out and returned electronically by 5 p.m. on Monday, January 4, 2016, when the ballots will be counted and the winner announced.

Nominations should be sent, on district letterhead, to:

New York State School Boards Association
Attn. Mary Metheny
24 Century Hill Drive, Ste. 200
Latham, NY 12110

You can also fax (518-783-0211) or email (mary.metheny@nyssba.org) your nomination.

If you have any questions about the nomination process or the duties of a director, please contact Mary at mary.metheny@nyssba.org or 800-342-3360.

You received this message because you are subscribed to e-mail communications sent from the New York State School Boards Association (NYSSBA). If you do not wish to receive "NYSSBA News" e-mail communications from the Association in the future, please [click here](#).

If you do not wish to receive any further e-mail communications from the Association [click here](#) to be permanently removed from all e-mail lists. Please allow up to 10 business days for this request to be processed.

The New York State School Boards Association
24 Century Hill Drive, Suite 200 Latham, New York 12110-2125
Connect with NYSSBA

Jean Fichtl
184 Jefferson Street
Franklin Square, NY 11010
(H) 516-354-6488 (C) 516-567-1879

November 3, 2015

Dear District Clerk,

I would be most appreciative if you would distribute the enclosed letter to your Board of Education members. The enclosed is in reference to nominations for the New York State School Boards Association Area 11 Director. Nominations are due on or before December 2, 2015 at 5:00 p.m. Should your Board nominate me, the resolution of nomination should be on District letterhead, signed by the Board President, Superintendent or District/Board Clerk, and may be submitted in three ways as follows:

By mail to:
Mary Metheny, Executive Assistant
NYSSBA
24 Century Hill Drive
Suite 200
Latham, NY 12110

Scanned and email to:
mary.metheny@nyssba.org

Or faxed to:
518-783-0211

If you have any questions, please call me at 516-354-6488, or you can call Mary Metheny at NYSSBA at 518-783-3709.

Thank you for your assistance.

Sincerely,

Jean Fichtl

Jean Fichtl
184 Jefferson Street
Franklin Square, NY 11010
(H) 516-354-6488 (C) 516-567-1879

November 3, 2015

Dear Colleagues,

I write to ask for your support and nomination as I seek to run for the seat on the New York State School Boards Association Board of Directors as your Area 11 Director.

I have served proudly as a school board member since 1996 for the Franklin Square UFSD, as well as the Sewanhaka Central High School District Board of Education since 1997. Throughout my tenure on these boards, I have served as president of the Sewanhaka CHSD for seven years. Additionally, I have served on numerous committees.

I have worked diligently to build relationships within our boards and with local colleagues, administrators, staff, community members and local legislators. I have served on the BOCES Budget Committee and Gender Equity Committee. I have been the voting delegate for the Sewanhaka CHSD for many years and have a long history of attending and participating in National School Boards conferences, NYS School Boards conventions and law conferences, as well as the annual Capital Conference in Albany.

My experience over the past two decades includes working to obtain much needed resources for our students while advocating for meaningful education reforms and mandate relief. The issues we face today are multi-faceted and my experience, commitment and long history of advocacy will help to give Long Island a strong voice in Albany.

I would like the opportunity to continue the great work Ms. Bergtraum has done making Long Island's voice heard and our needs better understood. I will continue to advocate for local control where we are best suited to determine and meet the needs of the children within our communities. Additionally, I will continue to fight for equity with regard to resources for our districts.

I would greatly appreciate if your Board would place my name in nomination for Area 11 Director at your next meeting. Nominations are due by December 2, 2015.

Thank you for your consideration and support. Please feel free to contact me with any questions.

Sincerely,

Jean Fichtl

EXPERIENCE

Franklin Square School District

Franklin Square, NY

- Served as Board of Education Trustee 7/1996 - Present
- Member of the Franklin Square Board of Education Audit Committee
- Member of the Franklin Square School Board Strategic Planning Committee
- Member of the Franklin Square Board of Education Budget Advisory Committee
- Member of the Franklin Square Board of Education Facilities Expansion Committee
- Successfully passed \$14 million bond referendum for facilities upgrade
- Assisted in the search process for hiring Superintendents and Assistant Superintendents
- Original member of the Advisory Council for the Drug Free Schools and Community Act

Sewanhaka Central High School District

Floral Park, NY

- Served as Board of Education Trustee 7/1997 – Present
- Served as President of the Sewanhaka Central High School District Board of Education 7/2006 – 7/2013
- Member of the Nutritional Committee
- Member of the Shared Decision Making Committee
- Member of the Five Year Strategic Planning Committee
- Member of the Audit Committee
- Sewanhaka Central High School District awarded the New York State Excelsior Award
- Sewanhaka Central High School District awarded the National Blue Ribbon District of Excellence
- Voting member for the Sewanhaka Central High School District at several New York State School Board Association Conferences
- Attended New York State School Board Conventions and Law Conferences
- Attended the New York State Leadership Network in Albany, New York
- Attended the New York State Capital Conference annually
- Successfully passed \$89 million bond referendum for facilities upgrade
- Attended National School Board Conference, 2002, 2005, 2012 - 2015

Nassau BOCES

- Served on Nassau BOCES Budget Advisory Committee
- Served on Nassau BOCES Gender Equity Committee
- Served as representative for Nassau BOCES for the New York State School Board Association Everett R. Dwyer Distinguished Service Award, 2013, 2015

Awards and Achievements

- New York State School Board Association Excellence Award, 2010, 2012, 2014
- New York State School Board Association Lifetime Achievement Award, 2015
- Awarded the Jeanne Kirkpatrick Women of Distinction Award, 2007
- National PTA Lifetime Achievement Award, 1997
- Nominated for the Everett R. Dwyer Distinguished Service Award, 2014

Tuesday, November 03, 2015

Dear Dedicated School Colleagues:

As you may well know, our Area 11 Director Susan Bergtraum was recently elected President to the New York State School Board Association. This means as of January 1st the position for Area 11 Director will become vacant.

I am contacting you to seek the nomination from your board to become the next representative for Nassau county school board members. I believe that every Child and School Board Member needs a champion, and I believe I am positioned to represent those interests that we on Long Island value! ***"Local Control"***

Why should your Board consider me as a viable candidate?

I am in my 9th year of service to my community and school district, and have served as the Board President for the past 5 consecutive years. Additionally, I have served on my Central High School Board for three years in which I was instrumental in garnering community support for a bond-referendum to refurbish our buildings across four communities. I am proud that amidst the imposed tax-cap my district has worked diligently with each bargaining unit to avoid lay-offs and program cuts.

I am a highly engaged Board member and currently serve on the N-SSBA Executive Legislative Committee and the NYSSBA Board as a non-voting liaison member to the New York State Black Caucus of Schools Members, whereby I have developed a working relationship with all of the area directors across the state.

Personally, I have over 30 years of professional experience in corporate finance, risk, and compliance. Recently, I started my own Management Consulting firm leveraging my experience and contacts in the banking industry thereby providing a more flexible work-life balance.

I have three children whom continue to benefit from public elementary and secondary education on Long Island.

I have mentored two New York City high school students to help them bridge the achievement gap and path the way to college.

I am one of the founding members of the Elmont Dads' Service Club that links significant parental/familiar male role models in the community with students

Nominations should be sent, on district letterhead, to:
New York State School Boards Association
Attn. Mary Metheny
24 Century Hill Drive, Ste. 200
Latham, NY 12110

You can also fax ([518-783-0211](tel:518-783-0211)) or email (mary.metheny@nyssba.org) your nomination.

to engage in community service activities to provide pay-it-forward opportunities for the students.

As I mentioned “Every Child and Board Member deserves a Champion” I believe that I have cultivated the right relationships across the state to serve as your next Area Director, and when I am elected I will champion our specific issues and concerns with the passion that each one of us exhibits back in our communities.

I thank you in advance for you support!!

Best Regards,

Michael A. Jaime

Elmont Union Free School District

Board President

mjaime@elmontschools.org

Excerpt from Mary Metheny of NYSSBA outlining the process for selecting the new Area Director:

According to NYSSBA Bylaw 8, nominations of persons to be directors shall be in writing and endorsed by at least five member boards from the nomination area. Emails or faxes will suffice.

Nominations will be received in the Association office by 5 p.m. on Wednesday, December 2. If only one individual has been nominated (i.e. received the required minimum of five nominations), that individual will be deemed the elected area representative, and will take office on January 1. If more than one individual has been properly nominated, a ballot will be electronically sent to all member boards in Area 11 by Friday, December 4. Ballots must be filled out and returned electronically by 5 p.m. on Monday, January 4, 2016, when the ballots will be counted and the winner announced.

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Latham, NY 12110

You can also fax ([518-783-0211](tel:518-783-0211)) or email (mary.metheny@nyssba.org) your nomination.

Robert “BA” Schoen

969 Hayes Street, Baldwin, NY 11510
516.242.2190 baschoen@optonline.net

November 2, 2015

Dear Colleagues,

As you know, Susan Bergtraum, currently our New York State School Boards Association Area 11 Director was recently elected President of the Association. This means, as of January 1 the position of Area Director will be vacant.

I would like to fill that vacancy and I ask your help to do so.

Won't you please consider nominating me for the position?

Recently you may have received an email from Mary Metheny of NYSSBA outlining the process for selecting the new Area Director. I include below an excerpt:

According to NYSSBA Bylaw 8, nominations of persons to be directors shall be in writing and endorsed by at least five member boards from the nomination area. Emails or faxes will suffice. Nominations will be received in the Association office by 5 p.m. on Wednesday, December 2. If only one individual has been nominated (i.e. received the required minimum of five nominations), that individual will be deemed the elected area representative, and will take office on January 1. If more than one individual has been properly nominated, a ballot will be electronically sent to all member boards in Area 11 by Friday, December 4. Ballots must be filled out and returned electronically by 5 p.m. on Monday, January 4, 2016, when the ballots will be counted and the winner announced.

Nominations should be sent, on district letterhead, to:

New York State School Boards Association

Attn. Mary Metheny

24 Century Hill Drive, Ste. 200

Latham, NY 12110

You can also fax ([518-783-0211](tel:518-783-0211)) or email (mary.metheny@nyssba.org) your nomination.

Why should your Board nominate and (hopefully) vote for me?

I am in my 20th year of School Board Service and have been actively engaged in advocacy for all of that time. I have served on the Board of R.E.F.I.T. for 15 years and served three terms as President. I was asked to serve as a NYSSBA “Ambassador” a program where I spoke to various civic groups (Churches, Service Clubs, Chambers of Commerce) about Public Education. I received the Nassau Suffolk School Board association Distinguished Service Award. The citation says, among other things that I am: “An articulate and effective spokesman on behalf of Public Education” and a “Courageous Defender of Educational Causes under Political Attack”.

When I am the Area Director I will bring our issues and our concerns, our reality to the table; in our organization and in the halls of government.

I am actively retired from regular employment and have the time, the energy and the passion for the cause that Public Education in Nassau County deserves.

Thank you for your support!

B.A. Schoen

*Stephen B. Witt
105 Finucane place
Woodmere, New York 11598*

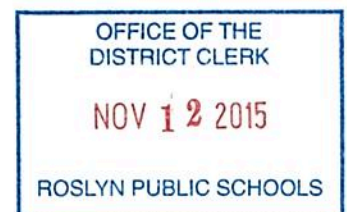
Memo: November 9, 2015
To: District Clerk, Roslyn UFSD
From: Stephen Witt
Subject: NYSSBA Area 11 Director

I am a candidate for the position of NYSSBA Area 11 Director for Nassau County which is being vacated by Susan Bergtraum to become President of NYSSBA.

I am a Board Member of Hewlett-Woodmere School District and Nassau BOCES.

Please forward the attached letter and resume to your Board of Education members.
Thank you,

Steve Witt



Stephen B. Witt
105 Finucane Place
Woodmere, New York 11598

Dear Board Colleagues,

I am running for the Area 11 Director of NYSSBA (to replace Susan Bergtraum, President Elect) and to ask you to nominate me and subsequently vote for me. As you will see from the attached resume, I am on the **Hewlett-Woodmere Board of Education** having first been elected to that board in 1984 and **Nassau BOCES** since 1996 and was named President in July 2009. I was on the Board of Directors of the New York State School Boards Association for two years (NYSSBA) and had to resign due to my wife's health who subsequently passed away. While on the NYSSBA I was responsible for changing its workshops from Albany to regional locations. I was on the Investment Advisory Committee and continue to remain on it due to my financial background. I think that by remaining on a local component Board, it gives me a better appreciation of the many issues we all face with Albany and Washington DC. I believe my experience will help NYSSBA continue to find new and improved ways to service your district and to better represent you in Albany. The one thing I can guarantee is that as long as I am your Area Director representing your school district, I will never be complacent. Rather I take it as a sign that our component districts want to be partners with NYSSBA in our shared mission of improving the quality and cost effectiveness of educational services to Nassau County's residents. I intend to pursue our efforts to build Education of the Future because Nassau's economy, students, and needs are changing and not always consistent with the SED and State legislators and to improve internal efficiencies and focus on innovative programs that will bolster the effectiveness of your district and will leverage economies of scale to achieve savings for schools and other public entities through shared services.

I would appreciate your support in nominating me by December 2nd and subsequently vote for me on January 4th to replace Susan's open seat as your Area 11 Director and the opportunity to work with you in these very onerous times.

Sincerely yours,

Steve

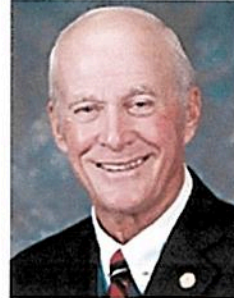
Stephen B. Witt
Enclosure:

Because I Care About All Our Children

Hewlett-Woodmere and BOCES Board

Stephen B. Witt

Stephen Witt has been a Nassau BOCES Board member since 1996 and was named President in July 2009. He has served as President, Vice President and Treasurer of the Nassau-Suffolk School Boards Association and was the recipient of its Everett R. Dyer Award in 2009 as the state's outstanding board member. He continues to serve on its Executive, Legislation, and Finance Committees.



Witt is also a member of the Hewlett-Woodmere School Board, serving most recently since July of 2003 and was named Vice President in July 2009. He had previously been on the Hewlett-Woodmere School Board from 1984-1996, where he served in the capacity of both member and vice president. He has been awarded that district's Distinguished Service Award and the 2009 Town of Hempstead Make a Difference Award.

In 1997, the Governor of New York appointed him as the school-board representative to the STAR Cash Flow Commission. In 2008, the New York State Commissioner of Education appointed Witt to represent school board members on the Integrated Algebra Measurement Commission. He also has served on the Commissioner's Advisory Council, the Long Island Educational Coalition, and the Long Island Association's Regional Advisory Board.

He was on the Board of Directors of the New York State School Boards Association (NYSSBA) and has served on many of its ad-hoc committees, including the Committee on Alternative Means of Funding, the Resolutions Committee, Task Force on Dues Structure and the Teacher Quality Task Force. Witt is presently on the Investment Advisory Committee, and was an Ambassador for NYSSBA representing Nassau County School Districts. He formerly served as a member of the State and Federal Legislative Network and has authored three articles for *On Board*, the NYSSBA Journal, titled "How to Prepare an Effective Budget," "A Modest Teacher Appraisal Proposal," and "The Case for Extracurricular Activities." Witt has been awarded the NYSSBA Distinguished Service Award. He was named the 2009 recipient of the Everett R. Dyer Award for Distinguished School Board Service by the NYSSBA.

Witt received the Nassau BOCES "Education Partner" award in May 2009 for his contributions to the students in Nassau County, the Tri-M Honor Society Honorary Lifetime Membership Award, the Lifetime PTA Membership Award, and the U.S. President's Volunteer Service Award presented by the President's Council on Service and Civic Participation. He holds a B.S. in accounting and an M.B.A. He is a retired executive of J.P. Morgan and Citigroup. In addition, he coaches football, basketball and lacrosse at Hewlett High School and is a member of Peninsula Kiwanis where he serves as the Liaison to Hewlett High School's Key Club and received the Kiwanis Pediatric Trauma Center Foundation Fellow award for his work with children.

Roslyn UFSD
1st Reading of Policies
November 19, 2015

POLICY 4410

Guidance Program

1ST READ OF REVISED POLICY

Policies Being Replaced	Policy 4600 – Guidance Programs
Reason for Revision	Updating substance of policy to align with current law and practice

The Board of Education believes that a guidance program is an integral part of the total instructional program at all grade levels. The major objective of the guidance program is to assist students in learning to make decisions in the educational, vocational and personal aspects of their lives and to provide a positive approach to correction of behavioral problems.

The Superintendent of Schools or his/her designee will coordinate the School District's curriculum plan, as set forth by Commissioner's Regulations, to assure articulation between the elementary and secondary levels. Staff members will be involved in developing and implementing the objectives, activities, and provisions for annual assessment in the School District plan. At the secondary level, special attention will be paid to providing, as fully as possible, information needed by students to make college and career decisions, including test scores and vocational information. Students also will be instructed in the use of such data and advice. In grades 7-12, each student will have his/her educational and career plan reviewed on an individual basis annually.

The School District's guidance program recognizes that some pupils are in greater need of individual guidance than others, and will work to provide individualized guidance while striving for the growth and improvement of all students in the School District.

Cross-ref: 4200 Curriculum Management

Ref:

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4600

GUIDANCE PROGRAMS

The District provides guidance services at each level of education for students. Services include program planning, individualized testing, evaluation of student progress, personal conferences, group counseling sessions, parent contact, college planning and career exploration.

:FPB

Adopted: 12/1989

POLICY 4510

Instructional Materials

1ST READ OF REVISED POLICY

Policies Being Replaced	Policy 4510 – Instructional Materials
Reason for Revision	Updating substance of policy to align with current law and practice

The Board of Education shall, within appropriate budget constraints, provide appropriate instructional materials for all School District students and teachers. The Board of Education is charged with the legal responsibility for the selection and approval of instructional materials. Instructional materials include textbooks, library books, audio-visual recordings, and any other instructional, resource, and support materials. The Board of Education delegates the authority for selection of instructional materials to the Superintendent of Schools, who will make recommendations based upon input from the professional staff.

It is the responsibility of the professional staff to select instructional materials of the highest quality that will support the educational goals of the School District, including:

1. the enrichment of the learning experience;
2. the growth of factual knowledge; and
3. the presentation of various viewpoints to foster the development of critical thinking skills and provide background from which students may draw information for intelligent decision-making.

The Board of Education will provide free textbooks to all School District students to use and return at the end of the school year. Children who are residents of the School District and attend private or parochial schools will be loaned textbooks on an equitable basis as students attending the public schools. Private, parochial, and charter school students will make individual requests for each textbook they require. Textbooks for students attending private, parochial, and charter schools are subject to the same five (5) year replacement restrictions as apply to textbooks designated for the School District's schools.

All requests for textbooks for nonpublic school students must be received in writing by the School District by June 1 of the school year prior to the one for which the textbook are requested, or within thirty (30) days of enrolling in a nonpublic school.

The Board of Education authorizes the Superintendent of Schools to establish any and all rules, regulations, and procedures necessary to implement and maintain this policy.

Cross-ref: 4200 Curriculum Management
4511 Textbook and Library Materials Selection and Adoption

Ref: Education Law §701
8 NYCRR §21.2

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4510

INSTRUCTIONAL MATERIALS

The Board of Education of the Roslyn Union Free School District shall provide free textbooks to all pupils residing in the Roslyn School District.

:FPB

Adopted: 12/1989

Ref: Education Law §§701; 703

POLICY 4511

Textbook and Library Materials Selection and Adoption

1ST READ OF REVISED POLICY

Policies being Replaced	4511 – Textbook Selection and Adoption 4513 – Library Materials Selection and Adoption 4524 – School Libraries
Reason for Revision	(1) Consolidation of existing policy statements into one policy (2) Updating substance of policy to reflect current law and practice

The Board of Education is responsible for the selection and designation of all textbooks to be used in School District schools. The Superintendent of Schools or his/her designee shall recommend suitable lists of textbooks to be used in the schools for the Board of Education's consideration. The textbooks recommended for adoption will support the best current instructional methods and be consistent with the curriculum established in the School District.

Texts, once approved by the Board of Education, shall not be superseded for a period of five (5) years, except by a three-fourth ($\frac{3}{4}$) vote of the Board of Education.

The Superintendent of Schools or his/her designee shall establish procedures for the selection and recommendation of textbooks and a method for selecting staff members who shall serve in the selection and recommendation process.

Criteria for the selection of textbooks may include:

1. adaptability to existing instructional program;
2. accuracy of the information presented;
3. sufficient scope to meet the requirements of the curriculum as developed locally and approved by the State Education Department;
4. objectivity and impartiality in treatment of subject matter and freedom from bias and prejudice;
5. appropriateness to grade level as to vocabulary, sentence structure, and organization;
6. textbook series should meet grade-to-grade requirements. They should contain supplementary aids to learning, when desirable and necessary, such as a table of contents, introduction, study activities, exercises, questions, problems, selected references, bibliography, index glossary and appendices; and
7. texts should include appropriate illustrative materials--pictures, maps, charts, graphs, diagrams, etc., which clarify the text and enrich the content;

Criteria for selection of literary works for classroom use in teaching literature, as well as the assignment of such works to particular grade levels:

1. sophisticated use of literary devices (i.e., metaphor, point of view, tone) to further student understanding of written concepts;
2. levels of student maturity and experience necessary for empathic reading of literature;
3. capacity of a work to capture student interest;
4. thematic treatment which promotes sound and healthy values for students;
5. intrinsic qualities that establish a work as a significant part of the literary heritage; and
6. variety to avoid duplication of theme, plot, setting, etc., unless such duplication affords opportunities for comparison and contrast or serves to reinforce understanding.

Cross-ref: 4200 Curriculum Management
 4510 Instructional Materials
 6900 Disposal of District Property

Ref: Education Law §§701 et seq.; 1711(d)

Reviewed by Counsel:

Adopted:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4511

TEXTBOOK SELECTION AND ADOPTION

The Board of Education of the Roslyn Union Free School District relies on the Building Principals for advice on textbook and materials selection. The professional staff should be consulted during the selection process and those textbooks which adequately meet the basic requirements for each course will be adopted by the Board of Education, upon the recommendation of the Superintendent of Schools.

:FPB

Adopted: 12/1989

Ref: Education Law §1709(4)

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4513

LIBRARY MATERIALS SELECTION AND ADOPTION

The Board of Education recognizes that the responsibility of the school library is to:

1. Provide materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information which will enable pupils to make intelligent judgments in their daily life.
4. Provide materials on opposing sides of controversial issues so that young citizens may develop, under guidance, the practice of critical reading and thinking.
5. Provide materials representative of the many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Place principle above personal opinion and reason above prejudice in the selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

Initial purchase suggestions for library materials may come from all personnel including teachers, coordinators, and administrators. Students will also be encouraged to make suggestions. The librarian will be responsible for evaluation and recommendation of all library materials recommended to be included in the school library. Final approval and authority for distribution of funds will rest with the Building Principal, subject to the approval of the Superintendent of Schools.

POLICY #4513

Page 2

Gifts of library books will be accepted in keeping with the above policy on selection. Complaints about library books will be handled in line with Board policy on complaints about instructional materials.

:FPB

Adopted: 12/1989

Cross-ref: 1420, Complaints about Curricula/
Instructional Materials

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4524

SCHOOL LIBRARIES

The Libraries within the Roslyn Union Free School District endeavor to meet the needs of pupils, teachers, parents and the community.

:FPB

Adopted: 12/1989

POLICY 4526.1

Internet Safety

1ST READ OF NEW POLICY

Policies Being Replaced	None
Reason for New Policy	Adopt Policy – Policy Required by Law

The Board of Education is committed to undertaking efforts that serve to make safe for children the use of School District computers for access to the Internet and the World Wide Web. To this end, although unable to guarantee that any selected filtering and blocking technology will work perfectly, the Board of Education directs the Superintendent of Schools to procure and implement the use of technology protection measures that block or filter Internet access by:

- adults to visual depictions that are obscene or child pornography, and
- minors to visual depictions that are obscene, child pornography, or harmful to minors, as defined in the Children's Internet Protection Act.

Subject to staff supervision, however, any such measures may be disabled or relaxed for adults conducting bona fide research or other lawful purposes, in accordance with criteria established by the Superintendent of Schools or his or her designee.

The Superintendent of Schools or his or her designee also shall develop and implement procedures that provide for the safety and security of students using electronic mail, chat rooms, and other forms of direct electronic communications; monitoring the online activities of students using School District computers; and restricting student access to materials that are harmful to minors.

In addition, the Board of Education prohibits the unauthorized disclosure, use and dissemination of personal information regarding students; unauthorized online access by students, including hacking and other unlawful activities; and access by students to inappropriate matter on the Internet and World Wide Web. The Superintendent of Schools or his/her designee shall establish and implement procedures that enforce these restrictions.

The individual(s) designated under the School District's policy on the acceptable use of School District computers shall monitor and examine all School District computer network activities to ensure compliance with this policy and accompanying regulation. He or she also shall be responsible for ensuring that staff and students receive training on their requirements.

All users of the School District's computer network, including access to the Internet and World Wide Web, must understand that use is a privilege, not a right, and that any such use entails responsibility. They must comply with the requirements of this policy and accompanying regulation, in addition to generally accepted rules of network etiquette, and the School District's policy on the acceptable use of computers and the internet. Failure to comply may result in disciplinary action including, but not limited to, the revocation of computer access privileges.

As part of this policy, and the School District's policy on acceptable use of School District computers, the School District shall also provide age-appropriate instruction regarding appropriate online behavior, including:

1. interacting with other individuals on social networking sites and in chat rooms, and
2. cyberbullying awareness and response.

Instruction will be provided even if the School District prohibits students from accessing social networking sites or chat rooms on School District computers.

The following rules and regulations implement the Internet Safety Policy adopted by the Board of Education to make safe for children the use of School District computers for access to the Internet and World Wide Web.

I. Definitions

In accordance with the Children's Internet Protection Act:

- "Child pornography" refers to any visual depiction, including any photograph, film, video, picture or computer or computer generated image or picture, whether made or produced by electronic, mechanical, or other means, of sexually explicit conduct, where the production of such visual depiction involves the use of a minor engaging in sexually explicit conduct. It also includes any such visual depiction that (a) is, or appears to be, of a minor engaging in sexually explicit conduct; or (b) has been created, adapted or modified to appear that an identifiable minor is engaging in sexually explicit conduct; or (c) is advertised, promoted, presented, described, or distributed in such a manner than conveys the impression that the material is or contains a visual depiction of a minor engaging in sexually explicit conduct.
- "Harmful to minors" means any picture, image, graphic image file, or other visual depiction that (a) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; (b) depicts, describes or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and (c) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

II. Blocking and Filtering Measures

- The Superintendent of Schools, or his or her designee, shall secure information about, and ensure the purchase or provision of, a technology protection measure that blocks access from all School District computers to visual depictions on the Internet and World Wide Web that are obscene, child pornography or harmful to minors.
- The person designated to oversee the School District's computer network shall be responsible for ensuring the installation and proper use of any Internet blocking and filtering technology protection measure obtained by the School District.
- The person designated to oversee the School District's computer network or his or her designee may disable or relax the School District's Internet blocking and filtering

technology measure only for adult staff members conducting research related to the discharge of their official responsibilities.

- The person designated to oversee the School District's computer network shall monitor the online activities of adult staff members for whom the blocking and filtering technology measure has been disabled or relaxed to ensure there is not access to visual depictions that are obscene or child pornography.

III. Monitoring of Online Activities

- The person designated to oversee the School District's computer network shall be responsible for monitoring to ensure that the online activities of staff and students are consistent with the School District's Internet Safety Policy and this regulation. He or she may inspect, copy, review, and store at any time, and without prior notice, any and all usage of the School District's computer network for accessing the Internet and World Wide Web and direct electronic communications, as well as any and all information transmitted or received during such use. All users of the School District's computer network shall have no expectation of privacy regarding any such materials.
- Except as otherwise authorized under the School District's Acceptable Use of Computers and Network Policy, students may use the School District's computer network to access the Internet and World Wide Web only during supervised class time, study periods or at the school library, and exclusively for research related to their course work.
- Staff supervising students using School District computers shall help to monitor student online activities to ensure students access the Internet and World Wide Web, and/or participate in authorized forms of direct electronic communications in accordance with the School District's Internet Safety Policy and this regulation.
- The person designated to oversee the School District's computer network shall monitor student online activities to ensure students are not engaging in hacking (gaining or attempting to gain unauthorized access to other computers or computer systems), and other unlawful activities.

IV. Training

- The person designated to oversee the School District's computer network shall provide training to staff and students on the requirements of the Internet Safety Policy and this regulation at the beginning of each school year.
- The training of staff and students shall highlight the various activities prohibited by the Internet Safety Policy, and the responsibility of staff to monitor student online activities to ensure compliance therewith.
- The School District shall provide age-appropriate instruction to students regarding appropriate online behavior. Such instruction shall include, but not be limited to: positive interactions with others online, including on social networking sites and in chat rooms; proper online social etiquette; protection from online predators and

- personal safety; and how to recognize and respond to cyberbullying and other threats.
- Students shall be directed to consult with their classroom teacher if they are unsure whether their contemplated activities when accessing the Internet or Worldwide Web are directly related to their course work.
 - Staff and students will be advised to not disclose, use and disseminate personal information about students when accessing the Internet or engaging in authorized forms of direct electronic communications.
 - Staff and students will also be informed of the range of possible consequences attendant to a violation of the Internet Safety Policy and this regulation.

V. Reporting of Violations

- Violations of the Internet Safety Policy and this regulation by students or staff shall be reported to the Building Principal.
- The Principal shall take appropriate corrective action in accordance with authorized disciplinary procedures.
- Penalties may include, but are not limited to, the revocation of computer access privileges, as well as school suspension in the case of students and disciplinary charges in the case of teachers.

Cross-ref: 0115 Dignity for All Students Act
 4526 Acceptable Use of School District Computers
 5300 Code of Conduct
 8630 Computer Resources and Data Management

Ref: Children's Internet Protection Act, Public Law No. 106-554
 Broadband Data Services Improvement Act/ Protecting Children in the 21st Century Act,
 Public Law No. 110-385; 47 USC §254(5); 20 USC §6777
 Education Law 1701

Adoption Date:

POLICY 4531

Field Trips and Excursions

1ST READ OF REVISED POLICY

Policies Being Replaced	Policy 4531 – Field Trips and Excursions
Reason for Revision	Update policy to provide more generalized statement regarding field trips or keep existing?

The Board of Education recognizes the desirability of providing off-campus experiences which will reinforce or enhance the educational program of the school system. The Superintendent of Schools will determine the frequency and content of class field trips. Each student must secure the permission of his/her parent or guardian before participating in such activity.

Factors relevant in consideration of approval of such field trips may include the relationship to the curriculum, benefits to students, the distance of the trip, availability of transportation and personnel, sufficient liability insurance, the cost involved, weather conditions, and full utilization of transportation. In order to make necessary transportation arrangements, all requests for day field trips must be submitted to the appropriate Building Principal at least one week prior to the trip date.

Overnight or Long-Distance Field Trips

Trips in excess of one day involving overnight travel, or beyond Long Island and/or New York City, must be approved by the Board of Education prior to making any commitments or arrangements. Requests for overnight trips should be made at least three (3) months in advance of the planned event.

Transportation

When the School District provides transportation to students on a school-sponsored field trip, extracurricular activity or any other similar event, it shall provide transportation back to either the point of departure or to the appropriate school in the School District unless:

1. the parent or legal guardian of a student participating in such event has provided the School District with a written notice authorizing an alternative form of return transportation for the student; or
2. intervening circumstances make such transportation impractical.

Where intervening circumstances have made transportation back to the point of departure or to the appropriate school in the School District impractical, a representative of the School District shall remain with the student until such student's parent or legal guardian has been contacted and the student has been delivered to his/her parent or legal guardian.

Cross-ref: 4200 Curriculum Management
5300 Code of Conduct

Ref: Education Law §§1709; 1804

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

Field Trip Policy

Policy #4531

1. Purpose: The board believes that field trips are a viable way for providing off campus experiences which enhance the educational program of the school system. Properly planned and executed field trips can:
 1. Supplement and enrich classroom learning by providing educational experiences in an environment outside the schools.
 2. Arouse new interests among students.
 3. Help students relate academic learning to the reality of the world outside of school.
 4. Introduce community resources such as natural, cultural, industrial, commercial, governmental and educational.
 5. Afford students the opportunity to study real things and real processes in their actual environment.
2. Definition: For purposes of this policy, a field trip shall be defined as any trip by students away from school premises that is an integral part of approved planned instruction, is conducted as a first-hand educational experience not available in the classroom and is supervised by a teacher or district employee.

Students shall not be required to go on school sponsored field trips, and there will be no penalties associated with nonattendance.

3. Authority: Students on field trips remain under the supervision and responsibility of district personnel acting on behalf of the Board and are subject to its rules and regulations as outlined in the district's code of conduct and individual school's student handbooks. All overnight field trips require prior board approval. The board does

POLICY #4531

PAGE 2

not endorse, support nor assume responsibility in any way for any district staff member who takes students on trips not approved by the board or superintendent. No staff member may solicit district students for such trips within district facilities or on school grounds without board permission.

The superintendent and/or board has the right and responsibility to cancel any field trip where the destination is considered dangerous to student safety, at any time such danger has been identified.

4. Delegation of Responsibility: The superintendent or designee shall prepare and implement procedures for operation of field trips.

5. Field trips shall also be governed by guidelines which ensure that:

1. The safety and well-being of students will be protected at all times.
2. Parental permission is sought and obtained before any student may participate.
3. The principal approves the purpose, itinerary and duration of each proposed trip.
4. The assistant superintendent for curriculum and instruction will review the appropriateness of each field trip and is authorized to deny field trips deemed inappropriate.

6. Cancellation/safety concerns:

In the event of a catastrophe that might impact the safety of our students, the superintendent's cabinet reserves the right to review all field trips and recommend to the superintendent those that should

POLICY #4531

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be cancelled due to concerns regarding student safety.

Should the superintendent and/or board, upon recommendation from the cabinet, cancel a field trip under the provisions of this policy, the district will not be responsible to the students or the parents for any monies lost as a result of the cancellation. In order to reduce the possibility of losing money due to cancellation whenever trip arrangements are made, the travel agency (where applicable) must make available, as an option to the students and their parents, trip cancellation insurance for all international and major national trips. The decision whether to purchase trip cancellation insurance will be up to each family. Although there may be limitations on the scope or coverage of such insurance and, as a result of such limitations, a cancellation by the superintendent and/or board hereunder may not qualify for coverage, the district nonetheless encourages families to consider purchasing cancellation insurance. The administration will take steps to ensure that the foregoing information and policy are made known to all parents as part of the information made available to families regarding a proposed field trip.

Prior to any significant national trip or any international trip, a meeting of parents and building administrators must take place to outline district policy and cancellation parameters.

Meetings of parents and administrators may also be convened to discuss the viability of a scheduled trip in the event a dangerous circumstance places the continuation of the trip in jeopardy.

Fundraising for specified trips should not begin prior to the approval of the board.

POLICY #4531

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7. Alternate Transportation: Transportation services provided by sources other than from Roslyn Public School District personnel must comply with Board of Education policies prior to commitment with such transportation source. Private transportation sources (i.e. parents) must provide administration with a signed "alternative return transportation form" prior to the departure of any event that includes district transportation.
8. Written permission shall be obtained by the District from the parent/guardian of each student. While the content of the field trip permission form used for a particular trip shall be prepared by administration, the permission forms for all trips must include the following:
 - a. A statement that students will be subject to all school rules as outlined in the district code of conduct and applicable student handbook.
 - b. A provision designating another adult who will be responsible for the student in the event that the parent/guardian cannot be reached during the trip and corresponding phone numbers that make all parties accessible while the children are on the trip.
 - c. A statement that the parent/guardian for the student agrees to be responsible for arranging for picking up the student during the course of the trip in the event that it is determined by the District supervisory personnel that the child is in need of returning home as a result of violating rules of conduct.
 - d. A signature line for the parent/guardian and a separate signature line for the student (high school only) indicating that both have read the contents of the permission form and agree to its terms.

POLICY #4531

PAGE 5

9. A meeting for all parents and participants must take place prior to any overnight field trip. The meeting will be run by the advisor/coach who will review the Roslyn School District's policies and expectations regarding student behavior and consequences for misbehavior, as well as the school district's cancellation policy.

/AMK

Adopted: March, 2007

ROSLYN PUBLIC SCHOOLS
Roslyn, New York
Policy #4531-E1

Roslyn Public Schools

TO: All Participating in Field Trips

FROM: Roslyn Public School Administration and Staff

RE: School Trip Cancellation Policy

As we begin planning for field trips, it is important to understand that the safety of our students and staff is always our primary concern in any decisions that are made regarding the approval of school sanctioned trips.

The Roslyn Board of Education and administration reserve the right to, at any time, cancel or alter a field trip, and are not liable for any deposits or payments that may be lost resulting from such a decision. This cancellation or alteration may be due to any unforeseen events that in our judgment jeopardize the safety and well being of our students and staff.

Please sign and return this form to _____.

Your signature confirms that you have read the above statement and that you understand (1) that your choice to have your student participate on field trips is voluntary, (2) that you will bear the financial risk that any such trip may be cancelled by the Roslyn Public Schools, and (3) that the Roslyn Public Schools are not responsible for any deposits or payments that may be lost resulting from such a decision. If you have any questions, please contact the school's main office.

Policy #4531-E1

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Parent Name:

Parent Signature:

Student Name:

Student Signature:

/amk

Adopted: March 2007

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

Policy #4531-E2

Roslyn Public Schools

Parental Field Trip Permission Slip
(SAMPLE)

My child, (name) _____ wishes to
participate in a supervised trip to
(destination) _____. The trip will depart from
(name of school) on, (date).

As a parent of a student in the Roslyn Public Schools,
I acknowledge that my child must comply with all of
the school rules and regulations as outlined in the
district's code of conduct.

I also agree that I have made my child aware that in
the event that it becomes necessary to send him/her
home I, as the parent, or another responsible adult
will be picking him/her up prior to the conclusion of
the trip. I agree to take full responsibility and release
the district from liability in the event that it becomes
necessary to send my child home prior to the
conclusion of the trip.

I understand and accept the terms of this permission
form, explained it to my child and agree to comply
with the above understanding.

Parent/Guardian Signature

Date

Policy #4531-E2

Page 2

Contact Information

The information listed below must be completed and returned prior to the date of the trip. If it is not completed, your child will not be permitted to attend.

Name of parent or guardian _____

Work # _____ Home # _____
Cell # _____

Name of responsible adult to be contacted in the event parent or guardian can't be reached:

Work # _____ Home # _____
Cell # _____

I will inform the appropriate school personnel at least 48 hours prior to the beginning of the field trip of any special needs my child may have while participating on this field trip.

/amk

Adopted: March 2007

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

Policy #4531-E3

ROSLYN PUBLIC SCHOOLS

Alternative Return Transportation Form

I, _____, the parent/guardian of

Student's Name

hereby notify the Roslyn Public School District that
return transportation from the Roslyn Public School
District school-sponsored field trip, extracurricular
activity or other similar event, specifically,

Description of Event

scheduled for _____ will be
Date of Trip/Event

provided by _____
Name of Return Transportation Provider

I authorize this alternative form of return
transportation and release the District from any
liability which may be incurred through this alternative
form of return transportation.

Date: _____, 200 ____

Signature of Parent/Guardian

/amk

Adopted: March, 2007

POLICY 4710

Grading Systems

1ST READ OF REVISED POLICY

Policies Being Replaced	Policy 4710 – Grading Systems Policy 4713 – Student Conferences
Reason for Revision	Updating substance of policy to reflect current law and practice

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The School District shall use a uniform grading system. Classroom teachers shall evaluate students and assign grades according to the established system.

Grading shall be based upon student improvement, achievement, and participation in classroom discussions and activities. Parents/guardians shall be provided a written report card at least four (4) times a year regarding their child's progress. The use of marks and symbols will be appropriately explained.

Grading shall not be used for disciplinary purposes, i.e., reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the student's teacher an appropriate means of making up the missed work. Every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

Cross-ref: 5170 Student Attendance

Ref: Education Law §1709(3);
8 NYCRR 1003.(b)(2); 100.4(d)(1); 100.5(a)(4); 100.5(b)(5); 100.5(c)(5)

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4710

GRADING SYSTEMS

Grading is considered a positive tool to indicate achievement and development in each class or subject in which a student is enrolled. The Board of Education recognizes that the classroom teacher has the primary responsibility to evaluate students and determine student grades.

The District will use a uniform grading system. Classroom teachers will evaluate students and assign grades according to the established system.

Grading will not be used for disciplinary purposes, i.e., reducing grade for an unexcused absence, although a lower grade can be given for failure to complete assigned work or for lack of class participation.

All students are expected to complete the assigned class work and homework as directed. Students are also expected to participate meaningfully in class discussions and activities in order to receive course credit. If work is missed due to absence, the student is expected to make up the work. The student and/or the student's parent(s) or guardian(s) should discuss with the teacher an appropriate means of making up the missed work.

In the case of legal absences, every effort will be made to provide students with the opportunity and assistance to make up all work missed as a result of absence from class.

:FPB

Adopted: 1/2002

POLICY #4710

Page 2

Ref: Education Law §§3202; 3205 et seq.
Matter of Nathaniel D., 32 EDR 67 (1992)
Matter of Hegarty, 31 EDR 232 (1992)
Matter of Shepard, 31 EDR 315 (1992)
Matter of Handicapped Child, 32 EDR 83 (1992)
Matter of Ackert, 30 EDR 31 (1990)
Matter of Augustine, 30 EDR 13 (1990)
Matter of Boylan, 24 EDR 421 (1985)
Matter of Burns, 29 EDR 103 (1989)
Matter of Chipman, 10 EDR 224 (1971)
Matter of Dickershaide, 26 EDR 112 (1986)
Matter of Fitchett-Delk, 25 EDR 178 (1985)
Matter of Gibbons, 22 EDR 134 (1982)
Matter of LaViolette, 24 EDR 37 (1984)
Matter of MacWhinnie, 20 EDR 145 (1980)
Matter of McClurkin, 28 EDR 136 (1988)
Matter of Reid, 65 Misc 2d 718 (1971)
Matter of Rivers, 27 EDR 73 (1987)
Matter of Shamon, 22 EDR 428 (1983)

Cross-Ref: 4712, Student Progress Reports to Parents
5100, Student Attendance
5160, Student Absences and Excuses

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

REGULATION #4710-R

GRADING SYSTEMS – HIGH SCHOOL

Most courses in the High School are graded using the following system: A+, A, B+, B, C+, C, D, F (failure). This system is mandated for all High School courses except:

- Driver Education
- Writing Enrichment
- World Literature Lab
- Math I, II, III Labs
- American Literature Lab
- Language and Literature Lab
- Support Classes
- STRIVE
- Work Study
- All I.D. Classes

These courses are graded only on a High Pass (HP) / Pass (P) / No Credit (NC) basis.

Letter grades have the following numerical conversions:

<u>Numeric</u>		<u>Alpha</u>
95-100	=	A +
90-94	=	A
85-89	=	B +
80-84	=	B
75-79	=	C +
70-74	=	C
65-69	=	D
0-64	=	F

:AMK

Adopted: 12/1989

Revised: 1/2002

7/2005

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4713

STUDENT CONFERENCES

Student conferences with teachers may be scheduled by the student to discuss grade changes or other matters.

:FPB

Adopted: 12/1989

POLICY 4720

Student Progress Reports to Parents

1ST READ OF REVISED POLICY

Policies Being Replaced	Policy 4712 – Student Progress Reports to Parents Policy 4714 – Parent Conferences – Elementary Schools
Reason for Revision	Updating existing policy to reflect current practice

An important aspect of the instructional program of the school is reporting student progress to parents. The goal is to communicate as often as is necessary and as effectively as possible with the parents of each child, and to encourage parents to communicate with the school. Information provided to parents shall reflect the educational growth of the student in relationship to his/her ability, attitudes, interests, conduct or citizenship, and achievement.

Parents/guardians shall be provided with reports on their child's progress. Elementary Schools will receive four (4) progress reports, Middle Schools and High School one (1) report card and one interim report each quarter. Copies of letters sent to parents/guardians relating to a particular situation or problem will be kept in the student's folder.

The School District's formal reporting system includes report cards and/or forms developed by the professional staff and issued periodically, scheduled conferences between parents and teachers, and interim reports issued as needed or required. Parents are urged to visit the school and to confer with guidance counselors and teachers as deemed necessary.

Informal communication regarding student(s) school experiences is also encouraged.

Cross-ref: 4730 Homework
 4750 Promotion and Retention of Students

Ref: 8 NYCRR 1003.(b)(2); 100.4(d)(1); 100.5(a)(4); 100.5(b)(5); 100.5(c)(5)

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4712

STUDENT PROGRESS REPORTS TO PARENTS

Report Cards are distributed four (4) times a year at Roslyn High School and the Roslyn Middle School to keep students and parents officially informed of the each student's educational development. Additionally, an interim report may be sent home at any time by a teacher to report on problem areas as well as signs of significant improvement.

At the elementary level, progress memorandum forms are completed two (2) times a year to reflect the progress each child has made during the school year.

:FPB

Adopted: 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4714

PARENT CONFERENCES – ELEMENTARY SCHOOLS

Parent conferences with teachers are scheduled once in the fall and again in the spring. Parents at all levels are encouraged to make an appointment through the office with teachers when they feel it is necessary to discuss a student's progress.

There is provision for an evening conference if parents are not available during the daytime conference period.

:FPB

Adopted: 12/1989

POLICY 4730

Homework

1ST READ OF NEW POLICY

Policies Being Replaced	None
Reason for New Policy	Adopt policy to reflect current practice

The Board of Education believes that homework, as long as it is properly designed, carefully planned, and geared to the development of the individual student, meets a real need and has a definite place in the educational program.

The Board of Education also recognizes the role parents play in helping their children be successful in school. The Board of Education believes that parental involvement in students' homework is essential to making homework an integral part of the educational program. Parents are expected to encourage and monitor homework assignments and, to the extent possible, provide conditions that are conducive to their successful completion.

Homework shall be assigned according to these guidelines:

1. Homework should be a properly planned part of the curriculum extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
4. The number, frequency, and degree of difficulty of homework assignments should be based on the abilities, activities, and needs of the student. However, the grade given for the homework is dependent on the student's performance.
5. As a valid educational tool, homework should be clearly assigned and its product carefully and promptly evaluated.

Cross-ref: 4720 Student Progress Reports to Parents
 4750 Promotion and Retention of Students

Ref:

Adoption Date:

POLICY 4750

Promotion and Retention of Students

1ST READ OF REVISED POLICY

Policies Being Replaced	Policy 4750 – Promotion and Retention of Students Policy 4751 - Acceleration Policy 4752 – Student Course Selections and Placements
Reason for Revision	Updating existing policy to reflect current law practice

The School District is committed to making every effort to place students in the most appropriate class and level for a successful educational experience, by considering their academic, social and emotional development.

The School District also provides a comprehensive assessment program, including local and state evaluations, standardized achievement testing programs, written and oral teacher-developed exams, and performance observations to continually monitor that students are meeting the district's educational goals.

School District curriculum guides indicate goals for achievement by students at each grade level. However, academic growth, like physical growth, does not take place at the same pace or time for all individuals. Certain students may achieve mastery in a shorter period, while others need additional time. Early identification and intervention, promotion and retention are methods of meeting the needs of such children.

The following guidelines shall govern student progression:

Building Principals shall be responsible for making written standards for student progress at each grade level are available to parents and others upon request. Such academic standards are to be forwarded to the Superintendent of Schools each year.

Early Identification/Intervention

Classroom teachers are expected to make every effort, consistent with the School District's implementation of response to intervention (RTI), to identify early those students at risk of failing. The Building Principal and the parents/guardian must be notified promptly if retention is anticipated, and a special support program shall be designed for each child identified as in danger of failing. Such support services may include, but are not limited to, individualized assistance before, during or after the school day; a change in instructional approach, remedial classes; and, where appropriate, referral to the Instructional Support Team (IST), or the Committee on Special Education for evaluation.

Promotion/Retention

At the elementary and middle school levels, students who make progress in all subjects are annually promoted to the next grade level, unless school personnel believe that grade level retention will be in the best interest of those students due to their educational achievement, age, ability and maturity levels, social needs, or environmental influences. In instances where retention is being considered, school personnel will apprise the student's parents and provide them with an explanation, although school administrators shall make the final decision. Generally, students who do not make satisfactory progress in one or more basic subjects - English, Math, Social Studies and Science shall be considered for retention. Students may be allowed to make progress in summer school, or be assigned to a different level, as an alternative to retention.

At the High School level, graduation shall be contingent upon the passing of all required subjects and the accumulation of the required number of credits as required by law.

A decision to retain shall be arrived at by consensus from a case conference approach involving the teacher, Building Principal, school psychologist, and parent/guardian. Factors to be considered include teacher recommendation; classroom achievement and attitude; standardized test scores; social and emotional development; results of the family conference; and, for identified students, recommendations by the Committee on Special Education. Standardized test scores, including grades 3-8 Math and ELA assessments, will not be the sole or primary factor in the decision. If a consensus cannot be reached, the decision of the Building Principal shall be final.

No student will be retained without an appropriate educational plan defining what will occur that is instructionally different for the student. Once the educational plan has been implemented, the student will be monitored regularly. The educational plan will be revised until the student demonstrates acceptable performance.

In order to inform parents/guardians about the School District's approach to promotion and retentions, this policy will be posted on the School District's website and included in student and/or parent handbooks.

Cross-ref:

Ref: Education Law §§1709; 3202
8 NYCRR §100.4

Adoption date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4750

PROMOTION AND RETENTION OF STUDENTS

At the elementary and Middle School levels, the teacher(s), Principal and parents will discuss the possible holding back of a student based on individual progress, student maturity and ability.

For promotion to 10th grade, a total of four and a half (4 ½) credits is necessary (including one credit of English, one credit of social studies, AND one credit of sciences OR mathematics).

For promotion to 11th grade, a total of nine credits is necessary (including two credits of English, two credits of social studies AND two credits of science OR mathematics).

For promotion to 12th grade, a total of thirteen credits is necessary (including three credits of English, three credits of social studies AND at least one credit in science OR one credit in mathematics.) (A student may have accumulated two credits in either science OR mathematics.) In addition, a student MAY be denied promotion to 12th grade if he/she has not completed two years of physical education.

As appropriate, all students are monitored by their teachers, counselor, and administrators to correct and support any problem area.

More significantly, after the mid-year reports, at-risk junior students are identified by counselors and administrators. A letter, noting the specific academic deficiencies and requesting a conference, is sent to parents by the Director of K-12 Guidance. These students are closely monitored.

POLICY #4750

Page 2

Parents of senior students in danger of not graduating are notified in a series of letters beginning with the mid-year reports and updated periodically until mid-June. Parents are called to confer with counselor, Director of K-12 Guidance, and Principal, as necessary.

:FPB

Adopted 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4751

ACCELERATION

A student will be permitted to accelerate only when the Principal of the school, after consultation with the student's teacher(s) and with the school psychologist, determines that such acceleration will be better suited to the student's individual capabilities and potential of development.

No student will be accelerated more than one grade while enrolled in the elementary program.

The Regents' Action Plan rules regarding 8th grade acceleration will be followed.

:FPB

Adopted 12/1989

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4752

STUDENT COURSE SELECTIONS AND PLACEMENTS

Our schools are designed to meet the needs of all of our students, to challenge their full potential in all areas, and to provide worthwhile educational opportunities and experiences. Therefore, we approach student course placements carefully and purposefully.

Course placement recommendations made by the school professional staff will identify students who are capable of meeting the academic requirements of the various courses. School recommendations will take into consideration criteria such as the student's past performance, standardized test results, and the teachers' and administrators' recommendations. We recognize that school professionals and parents and students may not always have the same opinion regarding placement. In that case, the school professionals will discuss their recommendations, but the final decision regarding the placement in a course level will remain with the student and parent.

Recognizing that each student, subject area and course is unique, great care will be taken when making recommendations and communicating them to students and parents. Administrators, teachers and guidance counselors will also share information regarding specific course requirements and expectations.

The District reserves the right to exempt certain courses and programs from this policy.

:FPB

Adopted: 1/1997

POLICY 4810

Teaching about Controversial Issues

1ST READ OF REVISED POLICY

Policies Being Replaced	Policy 4810 – Teaching about controversial issues
Reason for Revision	Updating substance of policy to align with current practice

The Board of Education recognizes their broad responsibility for providing for a course of study in the schools that is appropriate to the age and ability of the students in the School District. The Board of Education also recognizes that within the broad parameters of curriculum, a teacher must be free to engage the classroom discussion and debate in order to stimulate the exchange of ideas and critical thinking.

Controversial issues may arise that deal with matters about which there are varied levels of opposing views, biases emotions, and/or conflict. The Board of Education wishes to ensure that controversial issues are presented in a manner that preserve the academic integrity of the School District and reflects community values. Therefore, the Board of Education establishes the following guidelines for teachers to follow when presenting controversial issues in the classroom:

1. In the classroom, matters of a controversial nature shall be handled as they arise in the normal course of instruction and not introduced for their own sake. Such issues shall be neither sought nor avoided.
2. When presenting various positions on a controversial issue, the teacher shall take care to balance major views and to assure that as many sides of the issues as possible are presented in a fair manner, with no position being espoused by the teacher as the only one acceptable.
3. When materials dealing with controversial topics are to be used, assigned or recommended, such materials must:
 - have educational value and be relevant to the curriculum;
 - be appropriate to the age and maturity level of the students; and
 - not adversely affect the attainment of the School District's instructional goals or result in substantial disruption of the normal operation of the classroom.

Prior to presenting controversial materials to their students all teachers shall:

1. review carefully any and all material to be distributed to students with the understanding that they will be responsible and accountable for all materials distributed; and
2. notify the Department Chairperson in advance of the dissemination of any material likely to be considered controversial by staff, class or community.

The Chairperson will review the materials pursuant to the guidelines above.

Cross-ref: 4200 Curriculum Management
4511 Textbook and Library Materials Selection and Adoption

Ref:

Adoption Date:

EXISTING POLICY

ROSLYN PUBLIC SCHOOLS
Roslyn, New York

POLICY #4810

TEACHING ABOUT CONTROVERSIAL ISSUES

Teachers handling controversial issues in class must ensure objectivity and make a competent effort to research and present varying opinions on each controversial topic. The age and maturity of students must be taken into account when deciding which curriculum materials to present.

:FPB

Adopted: 12/1989

POLICY 4850

Animals in the Schools

1ST READ OF NEW POLICY

Policies Being Replaced	None
Reason for New Policy	Adopt policy – Required by Law

The Board of Education recognizes that the study of living things is essential to effective instruction in the life sciences. The primary goals for demonstrations and investigations involving animals are to achieve an interest in and an understanding of the life processes, to demonstrate biological principles, and to teach proper care and handling of animals. Therefore, the Board of Education requires that any such instructional activities, investigations, and projects be well-planned and adequately supervised, and be conducted with a respect for life and an appreciation of the health and safety of both animals and students.

The Board of Education also recognizes that some students have a moral or religious objection to dissection or otherwise harming or destroying animals. In accordance with state law, students shall have the right to opt out of dissection activities, provided that the student performs an alternative project approved by the student's teacher. The objection must be substantiated in writing by the student's parent or guardian.

At the start of the school year, parents and teachers will be advised of this policy. Teachers of courses that include animal dissection shall give additional notice to the students in those classes of their opt-out rights and responsibilities under the law and this policy. Such notice shall be shared with parents of those students, and also be available upon request in the school's main office.

Cross Ref:

Ref: Education Law §809(4)

Adoption date:

Notice of Opportunity to “Opt Out” of Animal Dissection

NOTICE TO STUDENT

You are enrolled in [Insert Class] with [Insert Teacher], which class includes animal dissection. Pursuant to [School District]'s Policy and Education Law, you have the right to “opt out” of the animal dissection for moral or religious objections. In order to “opt out” of the animal dissection, your parent/guardian must substantiate your objection in writing to the Building Principal and [Insert Teacher] on the School District's form, which is enclosed, and you must complete an alternative project approved by [Insert Teacher].

Notice of Opportunity to “Opt Out” of Animal Dissection**NOTICE TO PARENT/GUARDIAN**

Your son/daughter is enrolled in [Insert Class] with [Insert Teacher], which class includes animal dissection. Pursuant to [School District]’s Policy and Education Law, students have the right to “opt out” of animal dissection for moral or religious objections. If your son/daughter wishes to “opt out” of the animal dissection due to moral or religious objections, you, as the parent/guardian, must substantiate the student’s objection in writing and deliver same to the Building Principal and [Insert Teacher] on the School District’s form, which is enclosed. The student must also complete an alternative project approved by [Insert Teacher].

The “opt out” form must be returned to the School District no later than [Insert Date].

"Opt Out" Form for Animal Dissection for Religious or Moral Objections

I am the parent/guardian of _____ a _____ Middle School/High School student in the School District.

I have read the School District's Notice of Opportunity to "Opt Out" of Animal Dissection and I understand that, pursuant to the Notice and in accordance with the School District's Policy and Education Law, my son/daughter has the right to "opt out" of animal dissection based on moral or religious objections.

I further understand that, in accordance with the Policy and Notice, my son/daughter must complete an alternative project approved by his/her teacher.

I herewith confirm that my son/daughter _____
(student's name)
objects to participating in animal dissection based on the following reasons:

and give him/her permission to "opt out" of animal dissection.

He/She will complete an alternative project which has been approved by his/her teacher.

Parent/Guardian Signature

Date

Print Name

ROSLYN PUBLIC SCHOOLS BOARD OF EDUCATION MEETING

AGENDA ADDENDUM

Thursday, November 19, 2015

PERSONNEL:

P.1 Professional

Item	Name	Action	Position / Replacing	Location	From	To	Certification / Class / Step / Salary
4	Susan Hurwitz	Appointment	Building Tutor		11/20/15	6/30/16	Nursery-Gr 6 (perm) \$60/hour
10	Matthew Maidhof	Substitute Appointment	Per Diem Substitute Teaching Assistant		11/20/15	6/30/16	Physical Ed (init), \$79/day

P.2

Classified

Item	Name	Action	Position / Replacing	Class	Type of Appt	Location	From	To	Certification Class / Step Salary
2	Erik Chocianowski	Leave of Absence	Teachers Aide			HS	11/23/15	6/30/ 16	
3	Erik Chocianowski	Part-Time Appointment	.9 Teachers Aide		p/t	HS	11/23/15	6/30/ 16	

BUSINESS/FINANCE:

B.8 WHEREAS, the Board of Education of the Roslyn Union Free School District received bids for the “Roslyn Transportation and Maintenance Facility Project” on November 13, 2015;

WHEREAS, the School District’s Architect, Kaeyer Garment & Davidson Architects (“KG&D Architects”) and it’s

Construction Manager, Park East Construction, Inc. ("Park East") reviewed the bids submitted by the bidders for the Roslyn Transportation and Maintenance Facility Project;

WHEREAS, based upon such review, the School District Administrators, KG&D Architects and Park East recommend that the Board of Education reject all bids received;

WHEREAS, the Board of Education of the Roslyn Union Free School District believes it to be in the best interest of the School District to reject all bids received for the Roslyn Transportation and Maintenance Facility Project;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education hereby rejects all bids received for the Roslyn Transportation and Maintenance Facility Project.