

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

MINUTES

THE REGULAR BOARD MEETING OF THE BOARD OF EDUCATION, was duly called and held on Wednesday, October 12, 2011 in the Board Meeting Room of the Levittown Memorial Education Center.

CERTIFICATION:

The District Clerk certified that pursuant to Section 104, Open Meetings Law, notice of meeting was sent to the local newspapers, the Public Library and posted on the district's website. Further, all members of the Board of Education had due notice of said meeting.

PRESENT:

BOARD MEMBERS

Mr. James Moran
Ms. Peggy Marengi
Mr. Michael Pappas – President
Mr. Peter Porrazzo – Vice President
Mr. Kevin Regan - Secretary
Mr. Edward Powers
Mr. Frank Ward

ADMINISTRATION

Dr. James Grossane – Superintendent of Schools
Ms. Darlene Rhatigan – Assistant Superintendent
Ms. Debbie Rifkin – Assistant Superintendent
Mr. Mark Flower – Assistant Superintendent

OTHERS

Mr. Robert H. Cohen– School Attorney
Ms. Elizabeth Appelbaum – District Clerk
Ms. Ellen Chaleff - Division Avenue High School Student Liaison
Ms. Colleen Bradley - MacArthur High School Student Liaison

I. CALL TO ORDER

- A.** Pledge of Allegiance

- B.** Mr. Pappas, President, called the Regular Board Meeting to order at 6:15 PM. On a motion by Mr. Regan, seconded by Mr. Porrazzo and approved (7-0) that the Board adjourn to Executive Session to discuss items on the Executive Session Agenda relating to schedules and personnel matters.

- C.** The Board reconvened in Public Session at 7:45 PM at which time Mr. Pappas asked everyone to stand for the Pledge of Allegiance and a moment of silence for our troops fighting overseas and Breast Cancer Awareness Month.

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

Page 2

II. **ANNOUNCEMENTS**

(none)

III. **APPROVAL OF MINUTES**

MOTION: Mr. Regan moved to “Make the necessary corrections and move the approval of the minutes of September 14, 2011 (Regular Meeting) and September 21, 2011 (Special Meeting).”

APPROVAL OF MINUTES

Seconded: Mr. Ward

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

IV. **REPORTS**

A. Recognition:

1. Recognition

Mr. Pappas acknowledged Dr. George Chesterton in the audience. He remarked that on behalf of the Board of Education, Central Office and the entire community, he wanted to applaud Dr. Chesterton for a fantastic job. Mr. Pappas noted that under tough economic times and intense budget negotiations, Dr. Chesterton was able to produce a budget that passed.

2. Presentation of New Employees

Ms. Rhatigan introduced the district’s new employees to the Board of Education. The Board congratulated and welcomed each of them to the district.

3. Reception for New Employees

Ms. Rhatigan directed everyone to the Panther Room for a reception for the new employees.

4. Art Display – Wisdom Lane Middle School

Ms. Rifkin thanked the students and teachers at Wisdom Lane for the art work and encouraged everyone to admire it in the hallway and Board room.

B. Superintendent:

1. Follow-up to Prior Public Be Heard Questions

Ms. Rifkin responded to a question asked regarding the use of calculators for home use. She reported that in the last couple of years the district has purchased a pool of calculators for students use at home. Under the current budget constraints, the district put in place that we would distribute only one calculator per family to create a budget savings. State law requires the district to provide one for students for use on home assignments. We could provide a pool of calculators available in the school or public library but we chose to allow students to use one as they would use a textbook. However, we did limit it to one per family so we would not have to buy any additional calculators this year.

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

Page 3

IV. REPORTS - Continued

2. Follow-up to Board Questions
(None)

3. Reports:

- a) 2011-2012 Board Goals

Dr. Grossane reviewed for the public the Board's goals that were adopted at the last meeting. He pointed out that they were broad based goals providing us with direction to work with our administrative team, teachers, staff and Board of Education to keep the focus on education and moving our students forward while being financially responsible to our constituents. He thanked the Board for their support in the development and approval of these goals and looked forward to reporting back in June on their accomplishments. Dr. Grossane noted the goals would be disseminated throughout the schools and to the administrative staff and be available on the website.

- C. Board of Education:

1. Comments & Reports

Mr. Pappas commented that the Board welcomed Dr. Grossane being here and the ambitious plan for the Board Goals which can only move us forward.

2. Correspondence
(None)

3. Student Liaisons to the Board of Education

Mr. Pappas introduced the student liaisons. Ms. Bradley remarked that she was preparing for MacArthur High School's homecoming which is next weekend. Ms. Chaleff commented that Division Avenue High School just had their homecoming, which was very successful. Additionally, she reported that they were taking excess library books from the Board and donating them to Better World Books, a non-profit, who will sell them to others who want them. They then use the proceeds to open up libraries and literary centers.

V. PUBLIC BE HEARD
(Attached)

1. **MOTION:** Mr. Powers moved, "WHEREAS, all claims, warrants and charges against the School District have been reviewed by the Internal Claims Auditor and have been certified by the Internal Claims Auditor for payment,

RESOLUTION # 11-12-88
Warrants

NOW, THEREFORE, BE IT RESOLVED, that the August 2011 and September 2011 reports of the Internal Claims Auditor be accepted."

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

Page 4

VII. ACTION ITEMS: NEW BUSINESS

Seconded: Ms. Marenghi

NOTE: Mr. Porrazzo asked what the outcome was from the Internal Claims Auditor on signing off on the warrants. Mr. Flower reported that the issue on behalf of the Claims Auditors was that they did not prepare the top document, and the concern was that if there was an item that was pulled from a warrant, it would change the dollar figure. They will sign off on each individual warrant which is more appropriate.

Seconded: Ms. Marenghi

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

- 2. MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Treasurer's Report for the month ending August 31, 2011, and place same on file.

RESOLUTION # 11-12-89
Treasurer's Report

Seconded: Ms. Marenghi

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

- 3. MOTION:** Mr. Powers moved, "WHEREAS, in compliance with with New York State Government Accounting practices, the attached list of budget transfers dated October 12, 2011 has been prepared and is recommended by the Assistant Superintendent for Business & Finance.

RESOLUTION #11-12-90
Budget Transfers

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, approve the attached list of budget transfers."

Seconded: Mr. Regan

NOTE: Mr. Porrazzo asked Mr. Flower why we were transferring out code A1989, the LAMP Program. Mr. Flower responded it was a self funding program, and the revenue could replenish and be credited back.

Mr. Pappas had a question on salary transfers. Mr. Flower reported that these expenses should be encumbered so that we know exactly how much is being spent out of these codes. These transfers represent the true expenditures that will be coming out of those codes.

MOTION CARRIED. Seven members present voting yes.

APPROVED 7-0.

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

Page 5

VII. **ACTION ITEMS: NEW BUSINESS– Continued**

4. **MOTION:** Mr. Powers moved, “RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Appropriation and Revenue Status Reports for the Period ending August 31, 2011.”
- RESOLUTION #11-12-91
Appropriation and Revenue Status Reports

Seconded: Mr. Regan

MOTION CARRIED. Seven members present voting yes.

APPROVED 7-0.

5. Recommended Motion: “RESOLVED, that the Levittown Board of Education does, hereby, approve the attached ‘Purchasing Policy & Procedures Manual’ for the 2011-2012 school year.”
- PULLED**
Purchasing Policy & Procedure Manual

NOTE: The Board discussed this policy and had questions on exclusively using state contracts. They asked that the policy be studied more thoroughly with specific changes in mind. Mr. Flower agreed to rewrite some of the statements.

6. Recommended Motion: “WHEREAS, in compliance with Commissioner’s Regulations 100.2(o), the Board of Education adopts an Annual Professional Performance Review Plan;
- PULLED**
Annual Professional Performance Review Plan

NOW, THEREFORE, BE IT RESOLVED, that the Levittown

Board of Education does, hereby, adopt the attached Annual Professional Performance Review Plan dated September 20, 2010.”

NOTE: Dr. Grossane asked that this motion be pulled and be brought back when it is complete and appropriate for approval.

7. **MOTION:** Mr. Porrizzo moved, “WHEREAS, in compliance with Commissioner’s Regulations 100.2(dd), the Board of Education adopts a Professional Development Plan annually and subsequent addendums thereto; and
- RESOLUTION #11-12-92
Professional Development Plan

WHEREAS, additional changes to the existing plan have been recommended;

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, adopt the attached revised Professional Development Plan for the 2011/2012 school year.”

Seconded: Mr. Regan

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

Page 6

VII. ACTION ITEMS: NEW BUSINESS– Continued

NOTE: Ms. Rifkin addressed this motion by stating that this plan has very little changes from last year except for the stipend for coordinating the mentors because the structure need to be reworked. She noted that in the future it will look different as a result of the APPR.

Mr. Porrazzo asked how much the surveys in the back of the document go into developing the program. Ms. Rifkin responded that it's a combination of the needs assessment from the Teacher's Center and mandates from both the district and state.

MOTION CARRIED. Seven members present voting yes.

APPROVED 7-0.

8. **MOTION:** Mr. Porrazzo moved, "RESOLVED, that the Levittown Board of Education does, hereby, appoint Mr. Regan of the Board of Education as legislative liaison for the 2011-2012 school year."

RESOLUTION #11-12-93
Legislative Liaison

Seconded: Mr. Powers

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0

9. **MOTION:** Mr. Porrazzo moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve Mr. Regan and Mr. Ward of the Board of Education as members of the Levittown School District Wellness Committee for the 2011-2012 school year."

RESOLUTION #11-12-94
2010-2011 District
Wellness Committee

Seconded: Mr. Ward

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

10. **MOTION:** Mr. Moran moved, "RESOLVED, that the Levittown Board of Education does, hereby, appoint the seven individuals on the attached list dated September 30, 2011 as the Citizens Budget Advisory Committee for the 2012-2013 school budget development, with Tom Kohlman as temporary chairperson; and

RESOLUTION #11-12-95
Citizens Advisory Committee
for 2012/2013 Budget.

BE IT FURTHER RESOLVED, that this committee and its members shall abide by the policies of the school district and adhere to any guidelines established by the Board of Education for this committee."

Seconded: Mr. Powers

NOTE: Mr. Powers recommended Tom Kohlman for temporary chair since he has been on the committee for several years.

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

Page 7

VII. ACTION ITEMS: NEW BUSINESS– Continued

- 11. MOTION:** Mr. Ward moved, “RESOLVED, that the Levittown Board of Education does, hereby, appoint the thirteen people on the attached list to the Levittown School District Food Service Committee for the 2011-2012 school year.”
- RESOLUTION #11-12-96
Food Service Committee-
2011-2012 School Year

Seconded: Mr. Porrazzo

NOTE: The Board decided to remove one name from the list due to a conflict of interest for one employee who is in the Food Service Department.

AMEND AS FOLLOWS: Change thirteen to twelve since one name was removed from the list.

MOTION CARRIED. Seven members voting yes.

APPROVED AS AMEND 7-0.

- 12. MOTION:** Ms. Marengi moved, “RESOLVED, that the Levittown Board of Education does, hereby, declare the items on the following lists obsolete and that they may be discarded and/or donated as possible:
- RESOLUTION # 11-12-97
Obsolete Equipment

<u>School/Building</u>	<u>Number of Items</u>	<u>Date</u>
Division Avenue (computers)	6	June 16, 2011
Abbey Lane (computers)	7	July 1, 2011
Gardiners (computers)	12	July 1, 2011
Summit Lane (computers)	4	July 1, 2011
Northside (computers)	5	July 1, 2011
East Broadway (computers)	3	July 1, 2011
Lee Road (computers)	4	July 1, 2011
GC Tech (refrigerator)	1	September 13, 2011
Gardiners (computer)	1	September 19, 2011
Buildings & Grounds (computers)	2	July 1, 2011.”

Seconded: Mr. Powers

NOTE: Mr. Ward had a question on the Dell PC – OptiPlex GX280 computers. He wanted to know why the cost to replace these items were different. Dr. Grossane responded he would look into the pricing.

Mr. Pappas discussed having students sell the items on the list on e-bay for fundraising. Ms. Rhatigan commented she would look into this. Dr. Grossane advised the student liaisons to contact their advisors and work with Ms. Rhatigan.

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

Page 8

VII. ACTION ITEMS: NEW BUSINESS– Continued

13. **MOTION:** Ms. Marenghi moved, “RESOLVED, that the Levittown Board of Education does, hereby, declare vehicles previously donated to the GC Tech Automotive Shop obsolete and that they may be discarded and/or donated as possible:
- RESOLUTION # 11-12-98
Obsolete Vehicles

1996 Saturn – VIN #1G8ZK5270TZ235114

1995 Mercury Mystique – VIN #1MELM65385K603050.”

Seconded: Mr. Powers

NOTE: Mr. Pappas asked about the motor vehicle acquisition or disposition report that is needed to dispose of the vehicles. He noted this had been requested previously on other disposed vehicles. Additionally, he felt one of these vehicles had been on a prior agenda.

Mr. Porrazzo inquired about how they were being disposed. Mr. Flower replied that a salvage yard would be called to try to get money for them. In addition, Mr. Porrazzo wanted documentation that the disposal process had occurred.

The Board discussed the issue of disposition of vehicles. Dr. Grossane remarked he would look into this issue.

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

14. **MOTION:** Mr. Porrazzo moved, “WHEREAS, the Levittown School District has undertaken a review and update of all existing Levittown Board Policies; and
- RESOLUTION # 11-12-99
Approval of Policies

WHEREAS, the Levittown Board of Education has completed its review of the Instructional Policy series with all appropriate parties and revised same as necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Instructional Policy 8000 Series.”

Seconded: Mr. Regan

NOTE: Dr. Grossane reported that these policies had been read extensively two other times and there were some questions. He went over those policies that were corrected or changed.

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

Page 9

VII. ACTION ITEMS: NEW BUSINESS– Continued

- 15. MOTION:** Mr. Ward moved, “RESOLVED, that the Levittown Board of Education does, hereby, accept with thanks the following gifts: RESOLUTION #11-12-100
Gifts to Schools

- a. checks in the amounts of \$140.24 and \$54.05 for East Broadway and Lee Road, respectively, given by Dover Gourmet Corp., dba Quick Snack Foods & Carnival Ice Cream, 11 Skyline Drive, Plainview, NY 11803;
- b. checks for the following schools in the indicated amounts, given by Target Take Charge of Education, Mail Stop 2A-O, P.O. Box 59214, Minneapolis, MN 55459-0214

Abbey Lane	\$ 599.86	Division Ave.	\$ 642.39
Gardiners	676.30	MacArthur	2,203.80
Summit Lane	328.87	Salk	578.26
Northside	600.61;		

- c. two hundred dictionaries for Salk Middle School, given by Target 3850 Hempstead Turnpike, Levittown, NY 11756;
- d. clay and sod for the softball and baseball fields at Division Avenue High

Seconded: Ms. Marenghi

NOTE: As Board President, Mr. Pappas, thanked all of the groups and individuals who have donated especially Target.

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

- 16. MOTION:** Mr. Regan moved, “RESOLVED, that the Levittown Board of Education does, hereby, enter into a Cross Contract with Eastern Suffolk BOCES for an agreement with Syntax Communication for communication services for the 2011-2012 school year.”

RESOLUTION #11-12-101
Agreement with Syntax
Communication

Seconded: Mr. Powers

NOTE: Dr. Grossane explained that Syntax is a company that we will be working with to assist us in creating publications, and communicating with the general public as to what goes on in the district, and help us educate the community in terms of the budget and brochure. He introduced Ms. Beattie, our representative, and noted they would be officially starting on Friday. Ms. Beattie commented that Lee Road would be appearing in Newsday that next day for an event they held.

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 12, 2011

KIND OF MEETING: REGULAR MEETING

Page 10

VII. ACTION ITEMS: NEW BUSINESS– Continued

- 17. MOTION:** Mr. Porrazzo moved, “To approve the following Schedules:

RESOLUTION# 10-11-117-102
Schedules

Schedule 11-G-5 (Resignation/Termination – Certified Personnel).”	1001	
Schedule 11-GG-5 (Resignation/Termination-Non-Instructional Personnel).”	1002	
Schedule 11-H-6 (Appointments – Certified Personnel).”	1003	
Schedule 11-H-6a (Appointments – Administrators).”	1004	
Schedule 11-H-6c (Designation - Consultants).”	1005	
Schedule 11-H-6g (Designation – Coaches).”	1006	
Schedule 11-HH-6 (Appointments – Non-Instructional Personnel).”	1007	
Schedule 11-I-3 (Use of Buildings).”	1008	PULLED
Schedule 11-K-4 (Leave of Absence – Certified Personnel).”	1009	
Schedule 11-O-3 (Students with Disabilities).”	1010	
Schedule 11-O-3a (Tuition for Vocational Education Students).”	1011	

Seconded: Mr. Powers

AMEND AS FOLLOWS: Schedule 11-I-3 **PULLED**.

MOTION CARRIED. Seven members voting yes.

APPROVED AS AMENDED 7-0.

18. Ad Hoc –

- a. Policy Series Review – 1000 (By-laws) & 2000 (Internal Operations)

The Board reviewed these policies for a first reading.

- b. Policy #6150 – Budget Transfer

Dr. Grossane reviewed this policy with the Board. Mr. Porrazzo suggested adding language for an aggregate for better control of transfers. The Board, legal counsel and Mr. Flower discussed this issue and decided to make changes.

BOARD OF EDUCATION
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, NY

DATE: October 12, 2011

REGULAR MEETING

Page 11

VII. ACTION ITEMS: NEW BUSINESS– Continued

MOTION: Mr. Regan moved, “That the Board go into Executive Session at 10:25 to discuss a personnel issue.

Seconded: Mr. Ward

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

NOTE: The Board reconvened in public at 11:30 PM.

VIII. ADJOURN

MOTION: Mr. Regan moved, seconded by Mr. Powers to adjourn the public meeting 11:35 PM.

ADJOURNMENT

Respectfully submitted

Elizabeth Appelbaum
District Clerk

NOTE: TAPES OF THE MEETING ARE AVAILABLE FOR REVIEW A THE LEVITTOWN LIBRARY