

**BOARD OF EDUCATION
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, NY**

DATE: October 26, 2011

SPECIAL MEETING

MINUTES

THE SPECIAL MEETING OF THE BOARD OF EDUCATION, was duly called and held on Wednesday, October 26, 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

Ms. Peggy Marenghi (excused absence)
Mr. James Moran – (left meeting at 8:20 PM)
Mr. Michael Pappas – President
Mr. Peter Porrazzo – Vice President
Mr. Edward Powers
Mr. Kevin Regan – Secretary
Mr. James Ward

ADMINISTRATION

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

I. CALL TO ORDER

- A.** Pledge of Allegiance
- B.** Mr. Pappas, President, called the Special Meeting to order at 6:30 PM. On a motion by Mr. Porrazzo, seconded by Mr. Powers approved (6 -0) that the Board adjourn to Executive Session to meet with legal counsel.
- C.** The Board reconvened in Public Session at 7:30 PM at which time Mr. Pappas asked everyone to stand for the Pledge of Allegiance. He asked for a moment of silence for our troops fighting overseas and also for a former employee who recently passed away.

NOTE: Since it was Board Appreciation Night, Mr. Pappas changed the order of the Agenda so the students in the audience could get home to do their homework.

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I. Public Be Heard
(none)

NOTE: Mr. Moran left the meeting.

III. ACTION ITEMS: OLD BUSINESS.

1. **MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached "Purchasing Policy & Procedure Manual' for the 2011-2012 school year.

RESOLUTION #11-12-103
Purchasing Policy & Procedure
Manual

Seconded: Mr. Regan

MOTION CARRIED. Five members voting yes.

APPROVED 5-0.

IV. ACTION ITEMS: NEW BUSINESS.

2. **MOTION:** Mr. Moran moved, "RESOLVED, that the Levittown Board of Education does, hereby, express its sorrow at the untimely death of Frank Mazza, a teacher aide at Division Avenue High School (DLC Program), who worked for the District for four and one-half years."

RESOLUTION #11-12-104
Death of Employee

Seconded: Mr. Porrazzo

NOTE: Mr. Pappas remarked that Mr. Mazza was a well loved person who did a lot of good for a lot of people. He gave the Board's condolences to the family.

MOTION CARRIED. Five members voting yes.

APPROVED 5-0.

3. **MOTION:** Mr. Ward moved, "WHEREAS, in compliance with New York State Government Accounting practices, the attached list of budget transfers dated October 26, 2011 has been prepared and is recommended by the Assistant Superintendent for Business & Finance,

RESOLUTION #11-12-105
Budget Transfers

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

Seconded: Mr. Moran

MOTION CARRIED. Five members voting yes.

APPROVED 5-0.

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IV. ACTION ITEMS: NEW BUSINESS.

4. **MOTION:** Mr. Ward moved, "RESOLVED, that the pursuant to Article 156.5 of the New York State Education Law, the Levittown Board of Education does, hereby, approve the attached transportation contract with Nassau BOCES for the 2011-2012 school year outdoor trips at a cost of \$27,300; and;

RESOLUTION #11-12-106
2011-2012 Outdoor
Education Transportation
Contract

BE IT FURTHER RESOLVED, that the President of the Board of Education is, hereby, authorized to execute the attached contract."

Seconded: Mr. Moran

MOTION CARRIED. Five members voting yes.

APPROVED 5-0.

5. **MOTION:** Mr. Porrazzo moved, "RESOLVED, that response to external auditor's management letter for the fiscal year ending June 30, 2011 be accepted by the Levittown Board of Education; and

RESOLUTION #11-12-107
Annual Audit Report

BE IT FURTHER RESOLVED, that the Assistant Superintendent for Business & Finance is authorized to submit the management letter and action plan to the New York State Comptroller's Office, pursuant to the Five Point Fiscal Accountability Plan."

Seconded: Mr. Regan

NOTE: Ms. Van Duyne, of R.S. Abrams, gave a brief report on the findings of the external audit of June 2011. She noted that her company issues a management letter. Within that letter is the current year's findings as well as the status of prior years findings. Ms. Van Duyne commented that Mr. Flower had initiated a corrective action plan on implementing the recommendations of the audit. Additionally, the district has hired an outside appraisal company to do a full fixed asset appraisal which was one of their recommendations. In November, R.S. Abrams will be coming to the district to assist the business department in moving forward with the recommendations for this year. Ms. Van Duyne remarked that short and long term, Levittown has, financially, a strong balance sheet. She commented that it was a positive audit. The Board asked questions on specific items.

Mr. Flower remarked that once the corrective action plan is approved by the Board, it will be submitted to the State Controller's Office as well as the State Education Department. He noted that since one of the significant findings of the audit was concerning our capital assets, NYSIR, our insurance carrier, will be paying for a fixed capital asset inventory in November. In this way, we can reinstate our capital assets going forward. Mr. Flower reported that the plan is to bring in NYSIR on an annual basis to help update our records to insure that a fixed asset report is done in a timely fashion for our financial statement.

MOTION CARRIED. Five members voting yes.

APPROVED 5-0.

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IV. ACTION ITEMS: NEW BUSINESS.

- 6. MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, suspend the policy rules to add an agenda item, #7.

RESOLUTION #11-12-108
Add an Agenda Item

Seconded: Mr. Regan

MOTION CARRIED. Five members voting yes.

APPROVED 5-0.

- 7. MOTION:** Mr. Ward moved, " That the Levittown Board of Education approve the following Schedule:

RESOLUTION #11-12-109
Schedules

Schedule 11-I-3
(Use of School Fields & Buildings)."

Seconded: Mr. Powers

MOTION CARRIED. Five members voting yes.

APPROVED 5-0.

V. ADJOURN

MOTION: Mr. Ward moved, seconded by Mr. Regan to adjourn the public meeting 9:07 PM.

ADJOURNMENT

Respectfully submitted

Elizabeth Appelbaum
District Clerk

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