

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

**DATE: December 14, 2011**

**REGULAR MEETING**

**MINUTES**

**THE REGULAR BOARD MEETING OF THE BOARD OF EDUCATION**, was duly called and held on Wednesday, December 14, 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. Edward Powers  
Mr. Kevin Regan - Secretary  
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 called the Regular Board Meeting to order at 6:15 PM. On a motion by Mr. Powers, seconded by Mr. Regan and approved (7-0) that the Board adjourn to Executive Session to discuss items on the Executive Session Agenda relating to schedules.
- C. The Board reconvened in Public Session at 7:35 PM at which time Mr. Pappas asked everyone to stand for the Pledge of Allegiance and a moment of silence for our troops fighting abroad and for the family of the New York City police officer who was killed in the line of duty.

**II. ANNOUNCEMENTS**

Mr. Pappas, on behalf of the Board of Education, wished everyone a Merry Christmas, Happy Hanukah and a very healthy and happy new year. He also thanked the Wind Ensemble for a fantastic performance.

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**III. APPROVAL OF MINUTES**

**MOTION:** Mr. Porrazzo moved to “Make the necessary corrections and move the approval of the minutes of November 9, 2011 (Regular Meeting).”

**APPROVAL OF MINUTES**

Seconded: Ms. Marenghi

**NOTE:** Mr. Porrazzo requested that Mr. Flower’s comments under Ad Hoc, regarding financing for the cafeteria renovation, be included in the minutes for the Regular Meeting. After listening to the tapes, Ms. Appelbaum, discovered that his remarks were discussed in Executive Session not in the public session.

**MOTION:** Mr. Porrazzo moved “To table this item for further information until the January 11, 2012 Regular Meeting.”

**MOTION TO TABLE**

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**IV. REPORTS**

A. Recognition:

1. Music Presentation  
(7:00 PM MacArthur Wind Ensemble Performance)

The students of the MacArthur Winter Wind Ensemble Orchestra presented a program of holiday music. Dr. Grossane thanked the students for a beautiful holiday performance in the lobby prior to the start of the Board meeting.

2. Student Academic Presentation – East Broadway (Second Grade Envision Math Spotlight)

Ms. Rifkin reported that a new math program was implemented in kindergarten, first and second grade called Envision Math that aligns with the new common core curriculum. She announced that some students and staff from East Broadway were present to give the Board a glimpse of the new math. Ms. Wink, principal of East Broadway, noted that her school was very excited about the program and the students have exceeded expectations. She welcomed this opportunity to show how much the students have learned and how well the teachers are doing within the program. Ms. Wink reported that students use a math envision video on the smart board every day. Two second grade teachers gave a brief overview of program. They introduced the students who were there to show the Board the new vocabulary and terminology they have learned. The teachers stated their presentation would be focusing on the Home to School Connection which has an internet piece that gives the parent everything that is learned in the classroom at home.

Dr. Grossane thanked everyone for an excellent demonstration and remarked that there would be a parent workshop in January on this program. He commented that the State is raising expectations and the children are rising to the challenge.

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IV. REPORTS (Continued)

3. Art Display – East Broadway Elementary School

Dr. Grossane expressed his gratitude and appreciation to the students of East Broadway for their beautiful artwork that adorns our large Board room and hallways.

B. Superintendent:

1. Follow-up to Public Be Heard Questions

(none)

2. Follow-up to Board Questions – Corrective Action Plan – External Auditor’s Report

Dr. Grossane pointed out that the Board had questions regarding the Corrective Action Plan to the Auditors Report and asked Mr. Flower to present a status report on the plan. Mr. Flower reported on the findings and described where the District stands on implementing the plan that was approved in October.

The Board had questions on some of the procedures Mr. Flower was putting in place such as:

Mr. Porrazzo questioned the plan to correct the length of time on outstanding checks especially with the Student Activity Funds. He felt the problem was not with Central Office making the deposit once they have it but with the location holding the checks such as with delaying sending in field trip money. Mr. Porrazzo didn't think Mr. Flower's new process would resolve this issue and suggested that he reinforce that checks have to be forwarded to Central office in a timely fashion. Mr. Flower commented that he was meeting with the Student Activity Treasurers to stress that they need to process those transactions on a timely basis. Additionally, he would like to introduce online payments for different activities that parents could use. This arrangement could be beneficial because money could be collected quickly and verified where the money went thus eliminate sending cash or checks to the school. Mr. Ward was in favor of on-line payments and suggested using it for PTA members. Mr. Flower commented that there is a service fee associated with on line payments of 3.6% of the transaction cost. The issue of who pays for this fee has to be resolved. Ms. Marengi commented that "timely fashion" leads to a wide range of interpretation. Dr. Grossane remarked he would like to use a three day turnaround with not more than five days and a weekly deposit. Mr. Porrazzo recommended keeping any monies in the school safe.

Mr. Pappas had questions on the Internal Claims Audit, specifically the increase in confirming purchase orders. Mr. Flower reported that he gave a presentation to all clerical staff who generate requisition orders within Finance Manager. He explained to them that an invoice date can never be before a purchase order date. If this occurs, the auditors flag this as a confirming purchase order. School districts operate on making sure money is available for an expense and having proper authorization. If the exact amount of the item for the requisition is not known, an estimate can be created in order to encumber an approximate amount of money needed. If there is a change, we can either increase or liquidate the purchase order after the invoice has

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IV. REPORTS (Continued)

come in to make that adjustment or create an open purchase order if we know we are going to be receiving an invoice at a later date. Mr. Flower feels these steps should avoid confirming purchase orders. Mr. Pappas remarked that the number of invoices over 90 days almost doubled. Mr. Flower commented that there was a tremendous amount of backlog due to the loss of an accounts payable person. Since adding personnel, the productivity has increased significantly and the department has caught up. Mr. Flower remarked that the only way to see an item past 90 days at this time, is if an invoice was not forward to the Business Office. Mr. Pappas felt the reason for the increase in 90 day invoices was because of flushing out but he did not expect to see the number of confirming purchase orders go up. Mr. Flower explained that with confirming purchase orders, the schools have to look at renewals that come in every year in order to anticipate what needs to be ordered for the next year. He noted that a memo was being sent out to each school to have them verify why they had a need to violate our Board policy and General Municipal Law by placing an order without proper approval. Mr. Flower hoped this approach would make improvements. If not, he will have the offender pay for the item out of pocket. Mr. Ward asked what the ramifications were if a group was still not following the guidelines and what we were doing to correct this. Mr. Flower responded that after meeting the Treasurers at Wisdom and MacArthur, he was very impressed with their record keeping skills and doesn't feel there will be an issue there. On the purchase orders, if the plan is not followed, he will work with Ms. Rhatigan to develop corrective action.

Mr. Porrazzo asked what group falls under professional services and noted the numbers were high. Mr. Flower responded they are the auditor, consultants, and special education services providers. Mr. Pappas mentioned that there was a tremendous increase in invoices preceding purchase orders. He asked how to lower this number even though he acknowledged that it could never be zero since emergencies do arise. Mr. Porrazzo commented that there is no excuse for having professional services that the Board is not aware of. Mr. Flower noted that the special education service providers were sending in their invoices late which was causing the number to rise. Mr. Flower pointed out that this year, in preparation for developing next year's budget, he created reports on all of the vendors used last year and gave them to all the budget managers. The purpose for this is to have them look at where the monies were spent the previous year so that on July first 1st, they can go back and see what purchase orders need to be in place by the beginning of the school year.

Mr. Pappas stated that the Board gave a deadline of February 1<sup>st</sup> to straighten out these problems. He commented that he did not expect to see such a sharp spike in confirming purchase orders. That is a lot of money being spent before it is approved. Mr. Pappas felt Mr. Flower's explanation was valid and hoped to see an improvement.

3. Reports: Class Rank

Dr. Grossane gave a brief overview on the topic of class rank. He noted that across the tri-state area and a large part of the country, there is discussion on class rank and whether it helps or hurts your college admissions.

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IV. REPORTS (continued)

Ms. Rifkin asked the guidance counselors from Division and MacArthur High School to join her in presenting a power point presentation on class rank. She shared that currently, we provide ranking information to colleges which is based on the weighted GPA of all the credit bearing courses that the student is taking through the eleventh grade. She explained ranking is provided to the colleges by giving the top 10% of the students an individual numeric rank. After the top 10%, but before the 50 percentile, the students are ranked by decile and students who fall after this are ranked by quartile. Ms. Rifkin reported that a committee was formed to look at what other districts are doing with this issue and how ranking affects our students. Some of the concerns the committee had with the district's current policy were: ranking penalizes excellent students, students should stand on merit of their performance, value should not be placed on statistically insignificant differences in GPA, students in the bottom half do not benefit and a lot of districts are eliminating ranking. Ms. Rifkin discussed the committee's recommendations which are: to eliminate class ranking as it currently exists, to send colleges the students GPA along with the school profile, and in a very few cases send the ranking only if the student will be penalized by the college if they do not receive it. The schools will still have a Valedictorian and Salutatorian and eliminating class ranking should be phased in with the class of 2014. Dr. Grossane remarked that colleges will now look at students as a whole not a number.

There was much discussion from the Board on this issue. Questions were asked about whether eliminating ranking will take away students' motivation; will students be as competitive and strive to excel with just their GPA; can we rank the students but not publish the numbers and when is the right time to phase in elimination of ranking especially if some students are being penalized by waiting. The Student Liaisons were asked their opinions and they felt that ranking means something to the students and by taking it away, you are removing a motivator. The higher up in class rank you are will push you further to try and get into the top 10%.

After a consensus from the Board, it was decided to eliminate class ranking by the class of 2013.

C. Board of Education:

1. Comments & Reports

Mr. Pappas noted that he and Mr. Porrazzo attended the World Math Society Induction Ceremony which was fantastic.

2. Correspondence

(None)

3. Student Representatives to Board

The Student Liaisons reported that the Division Avenue Thanksgiving Food Drive collected over 6000 items and fed 30+ families. This was twice the amount of food and volunteers, and they were finished in half the time, than in previous drives. Additionally, regarding the disposing of the obsolete equipment, they are looking into how the items will be packaged in order to get an estimate.

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V. **PUBLIC BE HEARD**  
(Attached)

VI. **ACTION ITEMS: OLD BUSINESS**

1. **MOTION:** Mr. Regan moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve the revision to Policy #6150 – Budget Transfer."

RESOLUTION # 11-12-129  
Policy #6150 – Budget Transfer

Seconded: Mr. Porrazzo

**Note:** Mr. Pappas requested changes to the policy to address transfers under \$10,000 that should be presented to the Board of Education within two business days and then again in a cumulative monthly report. In this way, he can see where the money is going.

Mr. Porrazzo asked if Finance Manager could produce a report each month tracking the budget transfers. He would like to start with this approach.

Dr. Grossane suggested that these changes be procedure and not policy. If this plan is not satisfactory to the Board, it can then be made a policy.

Mr. Cohen, legal counsel, agreed with Mr. Pappas that it could be put in the policy on an informational basis to the Board.

Mr. Flower concurred with Mr. Porrazzo that a simple report from Finance Manager on transfers could be included with the Treasurer's Report on a monthly basis.

Mr. Ward inquired if this report could be bi-weekly.

After discussion, Mr. Pappas decided a monthly cumulative report would be sufficient. Additionally, Mr. Porrazzo recommended that we work on a policy of what reports we are required to have. Mr. Flower asked that he be allowed to find documentation of what we need to be including. He will then make sure the Treasurer's reports contain the monthly fund balance projections and the budget transfers. At that point if we need to, we can change the document to a policy. The resolution was tabled until the January Board Meeting.

**MOTION:** Mr. Regan moved, to table Agenda Item #1 until the January 11, 2012 Board Meeting.

**MOTION TO TABLE**

**MOTION CARRIED.** Seven members present voting yes.

**APPROVED 7-0.**

VII. **ACTION ITEMS: NEW BUSINESS**

2. **MOTION:** Mr. Regan moved, "RESOLVED, that the Levittown Board of Education does, express its sorrow at the untimely death of Kenneth E. Auer, Sr., who served as a member of the Board of Education from 1992 – 1998 and 1999 – 2008."

RESOLUTION # 11-12-130  
Death of Former  
Board Member

Seconded: Mr. Ward

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**VII. ACTION ITEMS: NEW BUSINESS (Continued)**

**NOTE:** Mr. Pappas commented that Mr. Auer was a decorated New York City Police Officer, a member of the Kiwanis, a football coach and a school Board member and President. He had been a very active member of the community donating his time and energy. He will be sorely missed.

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

- 3. MOTION:** Ms. Marenghi moved, "WHEREAS, all claims, warrants and charges against the School District have been reviewed by the Claims Auditor and have been certified by the Claims Auditor for payment,

RESOLUTION # 11-12-131  
Warrants

NOW, THEREFORE, BE IT RESOLVED, that the November 2011 report of the Claims Auditor be accepted."

Seconded: Mr. Moran

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

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

RESOLUTION # 11-12-132  
Treasurer's Report

Seconded: Mr. Moran

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

- 5. MOTION:** Mr. Regan moved, "WHEREAS, in compliance with New York State Government Accounting practices, the attached list of budget transfers dated December 14, 2011 has been prepared and is recommended by the Assistant Superintendent for Business & Finance,

RESOLUTION #11-12-133  
Budget Transfers

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

Seconded: Mr. Powers

**NOTE:** Mr. Flower requested another budget transfer be added to the budget transfer list. It is for a bond payment for a bond that was generated this year that was not included in the budget.

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**VII. ACTION ITEMS: NEW BUSINESS (Continued)**

**MOTION:** Mr. Regan moved, "RESOLVED, that the Levittown Board of Education does, hereby, suspend the policy rules to add the following budget transfer to Resolution #5: From Code A9760-7000-A-O TANS Interest transfer to Code A9715-6000-A-5 2011 School District Bond Principal for \$66,551.82.

**NOTE:** Mr. Porrazzo explained that last year the budget was put together before the bond was issued. He was thankful that someone realized that a bond interest payment was due. Mr. Porrazzo inquired about the amount of the interest. Mr. Flower said it was for the first interest payment.

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

- 6. MOTION:** Ms. Marengi moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Appropriation and Revenue Status Reports for the period ending October 31, 2011."

RESOLUTION # 11-12-134  
Appropriation and Revenue  
Status Reports

Seconded: Mr. Moran

**NOTE:** Mr. Porrazzo inquired if all the items on the report had been encumbered. Mr. Flower responded that major expenses such as payroll have been encumbered but there are still some large items missing for instance debt service and some medical. Mr. Porrazzo mentioned that he felt other items needed to be included such as the teacher's PRS and the bond payments. Mr. Flower commented that he would make sure those items were encumbered.

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

- 7. MOTION:** Ms. Marengi moved, "RESOLVED, that the Levittown Board of Education, does, hereby, approve the attached contract between the Levittown Public Schools and Hofstra University in the sums of \$8,000 for the license fee for the use of the facility and estimated applicable expenses of \$8,586 for two high school graduations to be held at the David S. Mack Sports Complex of Hofstra University on June 16, 2012."

RESOLUTION # 11-12-135  
Contract for June 2012  
Commencement – Hofstra  
University

Seconded: Mr. Moran

**NOTE:** Mr. Powers asked if the cost was less this year. Ms. Rifkin remarked it was \$496 more than last year.

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**



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**VII. ACTION ITEMS: NEW BUSINESS (continued)**

- 8. MOTION:** Mr. Powers moved, "RESOLVED, that the Levittown Board of Education does hereby, accept with thanks, the following gifts: RESOLUTION # 11-12-136  
Gifts to School

- a. a potter's wheel for the art department at MacArthur High School, given by Josephine Bianco, 1080 Hastings Street, Baldwin, NY 11510;
- b. playground equipment for Summit Lane Elementary School, given by the Summit Lane Students Activities Fund, 4 Summit Lane, Levittown, NY 11756."

Seconded: Mr. Regan

**NOTE:** The Board had questions regarding the Summit Lane Students Activities Fund giving a donation and if the playground equipment met safety requirements. Dr. Grossane remarked he will get more information from Dr. Evans. He will make sure it meets the safety standards before it is purchased or change the gift. The gift was approved pending further inquires. Mr. Pappas thanked everyone for their donations.

**MOTION CARRIED. Seven members present voting yes. APPROVED 7-0.**

**NOTE:** Mr. Regan left the room.

- 9. MOTION:** Mr. Ward 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 # 11-12-137  
Obsolete Equipment

<u>School/Building</u>	<u>Number of Items</u>	<u>Date</u>
Division Avenue (Office Equipment)	3	November 8, 2011
Lee Road (computers)	2	November 1, 2011
LMEC (computer equipment)	5	October 25, 2011
MacArthur (computer equipment)	2	October 24, 2011
Bldgs & Ground(Toro Ground Master)	1	November 10, 2011
Wisdom (computers)	8	November 7, 2011
LMEC (shredder, fax)	2	November 10, 2011
Gardiners (computer)	1	November 10, 2011
Salk (computers)	10	November 22, 2011."

Seconded: Mr. Powers

**MOTION CARRIED. Six members present voting yes. APPROVED 6-0.**

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**VII. ACTION ITEMS: NEW BUSINESS (continued)**

- 10. MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education, does, hereby, declare the following vehicles obsolete and that they may be discarded and/or sold at the highest possible salvage value:

RESOLUTION # 11-12-138  
Obsolete Vehicles

Buildings & Grounds

<u>Year/Make</u>	<u>VIN</u>
1974 Ford Van #428	M45HVR91783
1987 Dodge Van #453	2B7HB23H5HK287842
1987 Chevy Utility #456	1GCFR24H6HJ1577551
1991 Chevy Truck #469	1GBHC34K3ME213288
1973 Ford Tractor #508	C375345
1972 Ford Tractor #600	C3230001

GC Tech Shop Cars (previously donated to the automotive program)

<u>Year/Make</u>	<u>VIN</u>
1997 Ford Contour - red	1FALP6537VK116036
1999 Jeep LMT - white	1J4GW68N4XC601821."

Seconded: Mr. Powers

**NOTE:** Mr. Moran asked if we know what Mr. Sabo does with the obsolete vehicles. Mr. Porrazzo commented that the last ones were sold for scrap. Dr. Grossane responded that the information was in the Board's Friday Update. Mr. Porrazzo noted the reporting of the obsolete items needs more tightening up. He stated that disposition forms were not included. Mr. Pappas pointed out he did not see a certain vehicle on the report that he knew had been disposed of. Mr. Flower commented that only buses were reported on this form since they were the only ones disposed of. He noted that Mr. Hahn was still in the process of disposing of all the other vehicles and they were sitting in the garage area. Mr. Pappas requested a list for the Board of all the vehicles that were declared obsolete in the past year and the disposition of them. Mr. Porrazzo asked if tractor parts were interchangeable. Mr. Hahn responded no.

**MOTION CARRIED. Six members present voting yes.**

**APPROVED 6-0.**

**NOTE: Mr. Regan returned to the room.**

- 11. MOTION:** Mr. Porrazzo moved, "RESOLVED, that the Levittown Board of Education, does, hereby, accept the attached proposal from Transportation Advisory Services (TAS) for a student transportation efficiency study for the Levittown Public Schools."

RESOLUTION # 11-12-139  
Student Transportation  
Efficiency Study

Seconded: Mr. Ward

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**VII. ACTION ITEMS: NEW BUSINESS (continued)**

**NOTE:** Mr. Ward asked when the Board will be receiving the findings from the report. Mr. Flower answered at the end of the month.

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

**12. MOTION:** Mr. Porrazzo moved, "To approve the following Schedules:

RESOLUTION# 11-12-140

	<u>Schedules</u>
Schedule 11-G-7 (Resignation/Termination – Certified Personnel)."	1001
Schedule 11-GG-7 (Resignation/Termination – Non-Instructional Personnel)."	1002
Schedule 11-H-8 (Appointments – Certified Personnel)."	1003
Schedule 11-H-8-c (Designation - Consultants)."	1004
Schedule 11-H-8g (Designation – Coaches)."	1005
Schedule 11-H-8h (Appointments, Extra-Curricular)."	1006 <b>AMENDED</b>
Schedule 11-HH-8 (Appointments – Non-Instructional Personnel)."	1007 <b>AMENDED</b>
Schedule 11-J-3 (Tenure)."	1008
Schedule 11-K-6 (Leave of Absence – Certified Personnel)."	1009
Schedule 11-KK-6 (Leave of Absence – Non-Instructional Personnel)."	1010
Schedule 11-O-6 (Students with Disabilities)."	1011

Seconded: Mr. Regan

**AMEND AS FOLLOWS:** Schedule 11-H-8h– **Items #2, 10, 12 PULLED,**  
Schedule 11-HH-8 – **Items #2, 3, 4 PULLED**

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED AS AMENDED 7-0.**

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VII. ACTION ITEMS: NEW BUSINESS – Continued

13. **MOTION:** Mr. Powers moved, “RESOLVED, that the Levittown Board of Education does, hereby, suspend the policy rules to add an agenda item, #14.

RESOLUTION # 11-12-141  
Add an Agenda Item

Second: Mr. Ward

**NOTE:** Mr. Pappas remarked that once the Board votes on this resolution and it is approved, it will be sent to the State Liquor Authority, the Town of Hempstead, Levittown Tribune, Levittown Patch, AMC and neighboring school districts.

**MOTION CARRIED. Seven members present voting yes.**

**APPROVED 7-0.**

14. **Motion:** Mr. Powers moved, “RESOLVED, that the Levittown Board of Education expresses its strong objection to the application of the American Multi-Cinema, (commonly known as Loews Theatres) located on Hempstead Turnpike, Levittown, NY for a license to sell alcoholic beverages on its premises which the Board believes will be detrimental to the both the welfare and safety of its students and the Levittown Community as a whole.

RESOLUTION #11-12-142  
Opposition to Application  
for Liquor License

Seconded: Mr. Ward

**MOTION CARRIED. Seven members voting yes.**

**APPROVED 7-0.**

**Ad Hoc –**

- a. Division Ave High School Cafeteria

The architects passed out the proposed floor plans and 3D renderings for the renovation. They noted that they had met with various individuals to determine the requirements and service needs of the cafeteria. They needed to view the way the system operates to understand the deficiencies to come up with solutions. They took an inefficient floor plan and redesigned it to open up the space making it a more inviting environment. An overview of their design was to redesign the serving line, bring the four serving areas to one common area and open space up so that the two cafeterias have a visual connection to each other, create more natural light, and increase efficiency to give students more time to eat. The architects wanted to keep as much of the infrastructure of the kitchen in place as they could, to keep budget costs down. They wanted to spend the money in places that had more impact to the students. They spoke about using an area for a tech lounge that would be glass enclosed so it would be visible to all. This is a place where students could go for quiet time or to use their computers and eat lunch instead of going to the library where food is not allowed. The Board had many questions for the architects on their designs such as; how the area would function; the use of the quiet space; use of the storage closet; U shaped serving line; using booths instead of tables; the preliminary budget; flooring; placement of vending machines; equipment replacement; dishwashing vs. trays and the different materials being used. After a lengthy discussion, Dr. Grossane and the Board requested a presentation from the architects

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

**a. Division Ave High School Cafeteria (continued)**

using a sample board of what materials are being put in the cafeteria. The architects will have a color rendering prepared for the January 11th Board meeting. Additionally, the architects spoke about scheduling for the project. They hope to have Board approval in January so that they can get the plans up to SED by the end of January and award bids in mid March. They assured the Board that the cafeteria would be completed by September.

**b. New York Schools Insurance Reciprocal (NYSIR) Safety Report**

Mr. Hahn introduced Ms. Robertson, from NYSIR, who was visiting Levittown schools for its Annual Survey. Ms. Robertson reported that Wright Risk Management operates the NYSIR Program and is the third party administrator for the district's Workers Compensation Program. Mr. Hahn had done a walk thru of the school district with Ms. Robertson. He commented that they had focused their inspection on slip and fall hazards of the district such as sidewalks, pathways, walkways, driveways and parking lots. She noted that she is here representing employee, visitor and student safety. Ms. Robertson gave a photo presentation of the Risk Assessment Report which the insurance company provides. She reported on some of the items that she recommended be addressed. She explained the coding system for the report and how her company defines their recommendations.

The Board had a discussion on the photos. Dr. Grossane remarked that we need to have an architect or engineer comment on whether some of the things that were seen in the photos were structurally sound. He commented that we have to create an action plan for next year's budget in a timely fashion. The projects should be prioritized and funds allocated for those areas that need immediate attention.

**c. Textbook Adoption – Math Grades 3 -5**

Dr. Grossane reported that the Board has been given a memo from Ms. Rifkin regarding the continuation of the Envision Program, which is aligned with the Common Core Program. He wanted the Board's consensus to move forward to grade three, four, and five. He noted that he had gotten positive feedback from the staff. Dr. Grossane felt it would be a good idea to expand the program to the other grades since it is interactive with the use of the smart board technology.

Ms. Marengi commented that she had major concerns about expanding the program. She commented that she was in favor of the program but felt a lot of new initiatives would be introduced next year and the teachers will be overwhelmed. She reported that the Envision Program for three thru five is a very complex program and would need a lot of staff development to make the teachers proficient. Ms. Marengi stated that she would be more inclined to do grade three because then you would have the continuity of the children who have already had it in grade two. She mentioned that it takes a lot of time, energy and training to do comprehensive, in depth lessons on the smart board.

Ms. Rifkin remarked that while the program has been difficult for grades one and two, the teachers commented on how far the students had come. She felt it was a good way to incorporate the common core. Dr. Grossane advised that he would look into this in depth, get more information and confer with other districts that have adopted the program to find out their experiences.

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

d. Public Participation at Board Meetings (NYSSBA Policy)

Mr. Pappas reported on attending a NYSSBA Meeting where this policy was discussed. A copy of a sample policy had been sent to the Board. Mr. Pappas felt that Levittown's policy should be adjusted to be in compliance with the law. The Board members and legal counsel talked about the policy and how it relates to our meetings. The policy was changed to reflect the suggestions made and will be put on the next meeting's agenda for a second reading.

e. Calendar

Dr. Grossane noted that the Board had received two versions of the calendar. Both scenarios have the three conference days built into the beginning of the year which is very important. He noted that the Superintendent's Association has asked school districts to wait until January to adopt a new calendar. The Association hopes to get a sense of a county wide calendar and how to move forward with that. The Board agreed to wait.

f. Policy 7000 Series Review (Students)

Dr. Grossane reviewed the 7000 series policies that needed changes from the previous reading.

**VIII. ADJOURN**

**MOTION:** Mr. Ward moved, seconded by Mr. Powers to adjourn the public meeting at 12:01 PM.

**ADJOURNMENT**

Respectfully submitted

Elizabeth Appelbaum  
District Clerk

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

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