

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

**DATE: January 11, 2012**

**REGULAR MEETING**

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**MINUTES**

**THE REGULAR BOARD MEETING OF THE BOARD OF EDUCATION**, was duly called and held on Wednesday, January 11, 2012 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. 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 6:00 PM. On a motion by Mr. Porrazzo, seconded by Mr. Powers and approved (7-0) that the Board adjourn to Executive Session to discuss items on the Executive Session Agenda relating to negotiations.
- 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 overseas.

**II. ANNOUNCEMENTS**

Dr. Grossane reported that the district has two Intel semi-finalists from MacArthur High School. He congratulated them and wished them well.

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

DATE: January 11, 2012

REGULAR MEETING

---

Page 2

**III. APPROVAL OF MINUTES**

**MOTION:** Mr. Moran moved to “Make the necessary corrections and move the approval of the minutes of November 9, 2011 (Regular Meeting) and December 14, 2011 (Regular Meeting).”

**APPROVAL OF MINUTES**

Seconded: Mr. Powers

**NOTE:** Mr. Pappas requested changes to the December 14, 2011 minutes which were reflected in the approved minutes.

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

**APPROVED 7-0.**

**IV. REPORTS**

A. Recognition:

1. Gina Interdonato and Esta Lachow – Adopt-A-Family Program  
(See Resolution # 11 Below)

Mr. Pappas recognized two very important community and family members. Ms. Interdonato, a former Board of Education member, and Ms. Lachow, a former PTA Council President who coordinated the Holiday Adopt-A-Family Program. This grass roots effort benefited over 180 people. Mr. Pappas, on behalf of the Board and the district, thanked them for an amazing job. They were certificates by the Board.

2. Summit Lane Student Academic Presentation  
(Summit Spotlight on Science)

Ms. Rifkin announced that some fifth graders were here tonight to present information on a trip that they had taken that ties into their science curriculum. She called on Dr. Evans, Principal of Summit Lane, to introduce the program, the fifth grade teachers and students to the audience. The twelve students spoke about their exciting science lessons and school activities. There were photos projected on a screen, and the students shared their work. The highlight for the students was their amazing class trip out to sea on the Yankee Three, a fishing boat out of Captree boat basin. On this boat, the students were able to see many of the animals they had studied in the classroom. The students described their experiences on this trip through poems. They read two of them and showed posters they made. These students were very excited about learning and wanted to know more about science.

3. Art Display – Gardiners Avenue Elementary School

Dr. Grossane thanked the students for the beautiful artwork that graces the Board room and hallways. He noted it is a highlight enjoyed by Central Office.

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

DATE: January 11, 2012

REGULAR MEETING

---

Page 3

IV. REPORTS – Continued

B. Superintendent:

1. Follow-up to Public Be Heard Questions  
(none)
2. Follow-up to Board Questions

Dr. Grossane remarked that there were Board questions over the week-end that he had responded to. He noted that he would be sending out some outstanding information to Mr. Moran.

3. Reports: Division Avenue Cafeteria – Timeline

Mr. Flower reported that Mr. Mark, one of the architects, was not available for tonight's meeting due to an unfortunate accident requiring surgery but had sent an e-mail with his updates. Mr. Flower commented that the architects were in their final stages of preparing all of their specifications and hope to have them done by the end of the month. They are planning to present their final proposal to the Board at the January 25th Planning Session and then send the plans up to SED for approval. The process should take about four weeks turnaround time so they can award the contracts by March 15<sup>th</sup> to a vendor. They will then preorder all of the materials to begin construction at the end of June and a certificate of substantial completion will be submitted back to SED by August 12<sup>th</sup>. Mr. Flower noted that this timeline still keeps us on schedule.

Dr. Grossane shared that after the December Board meeting, he met with the architects along with Dr. Ianni and Mr. Flower to discuss several of the Board's recommendations. He will make sure that Mr. Mark is available for the next meeting.

The Board was disappointed that they had not received any written information from the architects on items such as preliminary pricing, break down on cost options and a complete timeline.

Mr. Flower and Dr. Grossane stated that they would reach out to the architects for another update by e-mail and put this information in the Board's Friday packet.

C. Board of Education:

1. Comments & Reports

Mr. Pappas wished everyone a Happy New Year. He commented that the year was going very quickly and smoothly.

Mr. Ward asked if we were on schedule with the SmartBoards. Dr. Grossane responded that he had a preliminary contract with pricing from BOCES that he would give to the Board for review. He mentioned that he had asked BOCES to prepare a contract with different breakouts so that the Board would have different options. Mr. Pappas was glad that the district was moving forward with technology.

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

DATE: January 11, 2012

REGULAR MEETING

---

Page 4

IV. **REPORTS** – Continued

2. Correspondence  
(None)

3. Student Liaisons to Board of Education

Ms. Bradley remarked that students were gearing up for the mid-terms.

V. **PUBLIC BE HEARD**  
(None)

VI. **ACTION ITEMS: OLD BUSINESS**

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

RESOLUTION # 11-12-143  
Policy #6150-Budget Transfer

Seconded: Mr. Ward

NOTE: Dr. Grossane noted a sentence had been added to the policy.

**AMEND AS FOLLOWS:** Include the following sentence at the end – *Once monthly the Board of Education will receive a report of all budget transfers for the time period of the treasurer’s report with the yearly aggregate of transfers per budget code.*

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

**APPROVED AS AMENDED 7-0.**

VII. **ACTION ITEMS: NEW BUSINESS**

NOTE: This resolution was taken out of order.

2. **MOTION:** Mr. Ward moved, “RESOLVED, that the Levittown Board of Education does, hereby, express its sorrow at the untimely death of Dennys Barrera, a student who attended Wisdom Lane Middle School.”

RESOLUTION # 11-12-144  
Death of A Student

Seconded: Ms. Marengi

NOTE: Mr. Pappas remarked that it was very sad for the District to have a death of a another one of our students . He commented that we read this motion as a tribute to that student. Mr. Pappas noted that even though it sounds impersonal to recognize a student this way, it is the only way the Board is allowed to speak as a unit to recognize the death of an employee, student or a prominent person in the community. Our condolences go out to the family.

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

**APPROVED 7-0.**

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

DATE: January 11, 2012

REGULAR MEETING

---

Page 5

**VII. ACTION ITEMS: NEW BUSINESS**

3. **MOTION:** Ms. Marengi 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 # 11-12-145  
Warrants

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

Seconded: Mr. Regan

**NOTE:** Mr. Powers asked if we are required to pay for services rendered prior to a contract being in place. He noted this point was raised by the Claims Auditor. Dr. Grossane stated this happens when a student is placed, by the Committee on Special Education, in a school where placement is available but the contract has not yet been finalized. He asked Mr. Cohen if we are obligated to pay even though we do not have a signed contract. Mr. Cohen stated that we are legally obligated to pay but the practice at most places is not to pay until the contract is signed. If there is never a contract, the person who provided the services is entitled to restitution. Dr. Grossane noted that we do not make any payments until a contract is signed.

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

**APPROVED 7-0.**

4. **MOTION:** Mr. Powers moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Treasurer's Report for the month ending November 30, 2011 and place same on file."

RESOLUTION # 11-12-146  
Treasurer's Report

Seconded: Mr. Moran

**NOTE:** Mr. Porrazzo asked if interest rates were being monitored on the district's bank accounts. Mr. Flower remarked that we get little interest so we keep the majority of our money in a money market account. Since we are entitled to six wire transfer a month, we move the money over to either the payroll or checking account to be able to make payments. Mr. Flower commented that he tries to maximize what little interest to do get as much as we possibly can. He reported that we will changing from Capital One to Chase Bank because they have a no fee structure and are giving us a better rate.

Mr. Flower commented that on the Treasurer's Report there are two additional reports that are not normally included. One is a Cash Flow Analysis which has the projected cash flow for the entire year on the top part of the report and on the bottom half is the actual cash flow. This allows us to compare how well we did on our projections for that particular year. This analysis was a result of the Auditor's recommendation. The second report is a Fund Balance Projection which the Controller has demanded all school districts provide, starting in January every year. This report shows our opening fund balance and what money was used for the year.

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

**APPROVED 7-0.**

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

DATE: January 11, 2012

REGULAR MEETING

---

Page 6

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

5. **MOTION:** Mr. Ward moved, "WHEREAS, in compliance with New York State Government Accounting practices, the attached list of budget transfers dated January 11, 2012 has been prepared and is recommended by the Assistant Superintendent for Business & Finance,

RESOLUTION #11-12-147  
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

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

**APPROVED 7-0.**

6. **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 November 30, 2011."

RESOLUTION #11-12-148  
Appropriation and Revenue  
Status Reports

Seconded: Ms. Marenghi

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

**APPROVED 7-0.**

7. **MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does hereby, accept with thanks, the following gifts:

RESOLUTION # 11-12-149  
Gifts to School

- a. three checks in the amounts of \$317.30, \$480.00, and \$410.00 for the Abbey Lane Student Activity Fund, given by General Mills "Box Tops for Education", P.O. Box 200, Young America, MN 55553."

Seconded: Mr. Moran

**NOTE: Mr. Pappas thanked all who coordinated this effort.**

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

**APPROVED 7-0.**

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

DATE: January 11, 2012

REGULAR MEETING

Page 7

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

- 8. MOTION:** Mr. Powers moved, “RESOLVED, that the Levittown Board of Education does hereby, declare the following books obsolete and that they may be discarded and/or donated as possible: RESOLUTION # 11-12-150  
Obsolete Books

Division Ave. (encyclopedia sets, 1984 and 1994)	2 sets
Wisdom Lane (library books)	492 books
MacArthur (music texts)	3 series.”

Seconded: Mr. Porrazzo

**NOTE:** Mr. Porrazzo reported that a lot of the obsolete books were encyclopedias that were outdated. He asked if the district was going to an electronic format for encyclopedias. Ms. Rifkin remarked affirmatively that an electronic format was available for the students. Mr. Powers asked if it was centralized. Ms. Rhatigan commented that if students get a library card, they can use the tremendous library resources from their computers at home. Mr. Porrazzo inquired if we had a requirement for a minimum number of books on our school shelves. Dr. Grossane responded that there is a per pupil requirement. Ms. Rhatigan noted that we have a real solid catalogue. She reported that our new purchases of books would be aligned with the the common core and informational texts.

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

**APPROVED 7-0.**

- 9. MOTION:** Mr. Powers moved, “RESOLVED, that the Levittown Board of Education, does, hereby, declare the following items obsolete and that they may be discarded: RESOLUTION # 11-12-151  
Obsolete Equipment

<u>Building/Department</u>	<u># of Items</u>	<u>Date</u>
Gardiners Avenue (pianos)	3	12/9/11
MacArthur (printer)	1	12/5/11
Salk (microwaves)	2	11/2/11.”

Seconded: Mr. Porrazzo

**NOTE:** Mr. Powers asked if the three pianos slated to be excessed were being replaced. Dr. Grossane responded that the pianos were replaced years ago. These pianos have been in storage a long time and need to be tuned every month. Mr. Porrazzo inquired if anyone had tried to donate them. Dr. Grossane commented that he was making attempts to offer them to different groups.

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

**APPROVED 7-0.**

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

DATE: January 11, 2012

**REGULAR MEETING**

Page 8

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

10. **MOTION:** Mr. Ward moved, “RESOLVED, pursuant to Section 315.4 of the regulations of the NYCRR (New York Codes, Rules and Regulations), the Levittown Public Schools hereby establishes the following as Standard Work Days for appointed officials and will report the days worked to the New York State and Local Employees’ Retirement System based on the daily records of time worked as maintained by the Levittown Public Schools:

RESOLUTION # 11-12-152  
Reporting of Appointed  
Officials for 2011-2012

Appointed Officials:

Title	Name	SS# Last 4 Digits	Registration Number	Standard Work Day hours/day	Term Begins/ Ends	Participates in Employers Time Keeping	Days/Months (based on Record of Activities)
District Clerk	Elizabeth Appelbaum	XXXX	XXXXXXX	6	07/01/11 6/30/12	Yes	N/A

Seconded: Mr. Powers

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

**APPROVED 7-0.**

**NOTE: This resolution was taken out of order.**

11. **MOTION:** Mr. Porrizzo moved, “RESOLVED, that the Levittown Board of Education, does, hereby, express its thanks and appreciation to Gina Interdonato and Esta Lachow for their exceptional and selfless efforts in coordinating the Adopt-A-Family Program.”

RESOLUTION # 11-12-153  
Adopt-A-Family Program

Seconded: Mr. Regan

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

**APPROVED 7-0.**

12. **MOTION:** Mr. Regan moved, “RESOLVED, that effective with the 2012/2013 school year, the Levittown Public Schools eliminate the reporting of “rank-in-class”.

RESOLUTION # 11-12-154  
Elimination of Reporting  
of Class Rank

Seconded: Mr. Porrizzo

**NOTE:** Dr. Grossane reported that this item was discussed at the last planning session. He noted that the trend across the tri-state area is to move away from class ranking. He stated that the colleges are looking more and more to the strength of the program the student is taking. Dr. Grossane pointed out the experience of many school districts throughout the county, has been that they have seen a rise in acceptance from more prestigious and competitive colleges. Mr. Pappas and Mr. Porrizzo concurred with the speakers that many schools in the area have eliminated class ranking. Additionally, Mr. Pappas commented that it is apparent that class ranking hurts the better school.

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

**APPROVED 7-0.**



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

DATE: January 11, 2012

REGULAR MEETING

Page 9

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

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|---|---|
| <b>13. MOTION:</b> Mr. Moran moved, "To approve the following Schedules:      | RESOLUTION# 11-12-155<br><u>Schedules</u> |
| Schedule 11-G-8<br>(Resignation/Termination – Certified Personnel)."          | 1001                                      |
| Schedule 11-GG-8<br>(Resignation/Termination – Non-Instructional Personnel)." | 1002                                      |
| Schedule 11-H-9<br>(Appointments – Certified Personnel)."                     | 1003                                      |
| Schedule 11-H-9c<br>(Designation - Consultants)."                             | 1004                                      |
| Schedule 11-H-9g<br>(Designation – Coaches)."                                 | 1005                                      |
| Schedule 11-H-9h<br>(Appointments – Certified – Extra Curricular)."           | 1006                                      |
| Schedule 11-HH-9<br>(Appointments – Non-Instructional Personnel)."            | 1007                                      |
| Schedule 11-K-7<br>(Leave of Absence – Certified Personnel)."                 | 1008                                      |
| Schedule 11-N-2<br>(Health Services)."  | 1009                                      |
| Schedule 11-O-7<br>(Students with Disabilities)."                             | 1010                                      |
| Schedule 11-P-1<br>(Tuition – Out of District Placements)."                   | 1011                                      |

Seconded: Ms. Marengi

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

**APPROVED 7-0.**

**14. Ad Hoc – For Discussion Only, No Action Taken**

a) Policy 7000 Series Review

Dr. Grossane noted this was the third reading for several of the 7000 policies. Those policies that were discussed at the December Board Meeting and required changes will be reviewed.

b) Public Participation at Board Meetings – Policy

Dr. Grossane reported that this was the second reading of this policy. He pointed out the Board's suggested changes were made. The Board requested other changes which were discussed. This policy, with the Board's recommendations, will be adopted at the next Board meeting.

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

DATE: January 11, 2012

REGULAR MEETING

---

Page 10

VII. ACTION ITEMS: NEW BUSINESS – Continued

c) Calendar

Dr. Grossane distributed to the Board copies of three different scenarios of the school calendar for next year. He advised the Board that the State Education Department has informed school districts, that next year there is a strong possibility that they will be moving up Regents Week to be in compliance with the APPR Regulations. Therefore, the regents may be given earlier. He commented that there was concern among the County Superintendents on how best to utilize the loss of school days. Dr. Grossane pointed out that there was talk of making adjustments to the February break in terms of picking up instructional time. However, as a County, the Superintendents decided not to move forward with that plan this year, but will be discussing it for next year. Dr. Grossane was recommending the version with two days of Superintendent's Conferences in the beginning of the school year. He noted that with all the new initiatives in the district, two days were needed to work with staff. The Board asked that this be put on the Planning Session Agenda for a consensus vote, so they would have more time to review the different versions.

d) School Dude Software Program

Mr. Flower reported on a software package from BOCES that he wanted approval from the Board to purchase. He explained that this web based program called School Dude is used nationwide. There are three particular modules that he would like to acquire. They are called Facilities Direct, Trip Direct and Maintenance Direct. Mr. Flower went on to discuss how each program would assist the district and make a significant improvement to the overall operations. He noted the cost involved and that it was BOCES aidable.

The Facilities tool would help us plan the use of our facilities, allow people to see what is going on in the buildings and assist in our facilities usage fee schedule. It would be a significant improvement on what we currently do.

The Trip Direct is a web-based trip planning and management tool. It enables requesters to easily submit trip requests and check request status online. Additionally, it records trip details. Mr. Flower remarked that our existing program is lacking in getting the transportation group involved in the process especially when arranging for the buses. This program would put costs into the approval process so we know how much a trip costs before it goes on the road.

Mr. Flower noted that at present we have an in-district maintenance program. The Maintenance Direct Plan is more enhanced and streamlines the entire work order process from request to completion. It is an easy to use web based reporting system that allows us to look at what type of craft is needed, the status of the reports, how long they are outstanding and how much money we are spending in terms of labor and materials. This tool gives us the ability to analyze what is going on with the maintenance department and see how efficiently they are working.

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

DATE: January 11, 2012

REGULAR MEETING

---

Page 11

VII. ACTION ITEMS: NEW BUSINESS – Continued

Mr. Porrizzo noted that several years ago there was a similar program in place that didn't work because of lack of maintenance and input to the system. Mr. Flower responded that School Dude is a significantly better program with new improvements. Additionally, Mr. Porrizzo asked who would be maintaining the programs. Mr. Flower responded that the Facilities Direct Program would be under the Athletic Department, the Maintenance Direct would be the Building and Grounds Department and the Transportation Department with the Department of Instruction responsible for the Field Trip Program. Mr. Porrizzo asked if Mr. Flower had evaluated the module that interacts with Real Asset Manager as they may do the same function. Mr. Flower responded he had not but would be willing to review it.

Dr. Grossane commented that if the information is not implemented properly, you will not get the correct information or their work order processed.

Ms. Rhatigan reported that the in-house program that the district had previously had many constraints, such as lack of computers for the custodians and staff. She noted the new program seems much improved and sounds like a great idea.

Mr. Ward asked if there was a system that can be built specifically for a school district or have modules added on for just Levittown, so that the district uses only one system. Ms. Rhatigan responded that School Dude is a pretty common program and with the new technology that is Ziff compliant, we have been able to automate a lot with one system to make changes and populate through others.

Mr. Regan inquired if there was any oversight over these programs. Mr. Flower stated that one of the problems with the district's current system is there is no oversight. He remarked that the new program will give him the ability to see what is happening with the other departments and have the tools to do his job better.

Mr. Powers had questions on the pricing which Mr. Flower explained.

Ms. Marengi commented that the program is only as good as the person overseeing it.

The Board took a consensus and agreed to have Mr. Flower move forward with purchasing the software.

e) Enrollment and Facilities Study Proposals

Dr. Grossane reported that earlier in the school year there was discussion about the possible shifting of students in the catchment areas. At that time, he had stated to the Board that this was a much larger issue in light of the 2% tax levy cap. He had recommended looking at the whole picture to make sure we were using all of our building the best we possibly could. To do this, accurate census data, projections of live births and real estate sales are needed. Dr. Grossane shared that he had reached out to consultants who perform these tasks. After reviewing their contracts, he was recommending Western Suffolk BOCES for the job. He noted that they are directly aidable with a cross contract and located close by. Dr. Grossane commented that he will report back to the Board with the final numbers.

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

**DATE: January 11, 2012**

**REGULAR MEETING**

---

**Page 12**

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

**MOTION:** Mr. Ward moved, "That the Board go into Executive Session at 9:15 to discuss personnel issues.

Executive Session

Second Ms. Marenghi

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

**Approved 7-0.**

**VIII. ADJOURN**

**MOTION:** Mr. Powers moved, seconded by Ms. Marenghi to adjourn the public meeting 10:00 PM.

**ADJOURNMENT**

Respectfully submitted

Elizabeth Appelbaum  
District Clerk

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