

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

**DATE: June 27, 2012**

**SPECIAL MEETING**

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**MINUTES**

**A SPECIAL BOARD MEETING OF THE BOARD OF EDUCATION**, was duly called and held on Wednesday, June 27, 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 Marenghi  
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

**I. CALL TO ORDER**

- A.** Pledge of Allegiance
- B.** Mr. Pappas called the Special Board Meeting to order at 6:30 PM. On a motion by Mr. Porrazzo seconded by Ms. Marenghi and approved (7-0) that the Board adjourn to Executive Session to discuss items on the Executive Session Agenda relating to personnel.
- 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 and a moment of silence for our troops fighting overseas.

**II. PUBLIC BE HEARD**

(none)

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III. REPORTS

A. Superintendent:

1. Report: APPR Update

Dr. Grossane commented that he had good news regarding the APPR Plan. He reported that after over 30 meetings with the APPR Committees, which consisted of members from the LUT, ALSA and Central Administration, the plan was completed for the 2012 – 2013 school year. This guarantees that we will receive our state aid. Dr. Grossane commended everyone on the committee for their hard work and noted that not every school district is in our position. He remarked that we will be able to move instruction forward with this plan.

Dr. Grossane responded to a question asked at the last Board meeting on Automatic External Defibrillators (AED). He passed around a sheet detailing the number and locations of the AED's. They are also on the fields during contact sports, and the trainers carry them on their carts when they are out. Dr. Grossane stated that all of our coaches are trained as required by New State Law. Mr. Porrazzo asked about the age of some of the defibrillators. Dr. Grossane remarked that he had noticed some of the devices were old but noted they do get tested periodically. He mentioned that he was meeting with the Athletic Director to discuss the calibration, how often they are tested and at what point is repurchase recommended.

Dr. Grossane brought up another question that was previously asked about regarding our records for when we dispose of our textbooks and library books. He noted that a new form was crafted by modifying the printout from BOCES.

Mr. Pappas thanked the Superintendent, Central Office, LUT President, ALSA President and all groups involved in the discussion for APPR. He noted Levittown has again met its deadlines.

Mr. Pappas remarked that everyone knew the importance of having this plan submitted in a timely fashion and came together in a harmonious way. It's a testament to all those working for the district.

IV. NEW BUSINESS: ACTION ITEMS

1. **MOTION:** Mr. Porrazzo moved, "RESOLVED, that in accordance with New York State's commitment to provide safe and orderly schools for its students and in accordance with New York State Education Law §12[2] and 8 NYCRR §100.2[1][2], the Levittown Board of Education does, hereby, approve the attached amendment to the Code of Conduct to comply with the requirements of the Dignity Act."

RESOLUTION # 11-12-232  
Code of Conduct -  
Dignity Act

Seconded: Mr. Moran

**NOTE:** Dr. Grossane commented that we are in compliance with NYS Law and have appointed our compliance officers for each building. He noted there will be on-going training this summer. Ms. Marengi asked if the administration, teachers, parents and students would be informed of the this new law. She requested that this new regulation be posted on our website along with the parent forms. Ms. Marengi inquired if there would be a presentation at Back to School Night. Ms. Rhatigan commented that there will be a committee formed to discuss how to proceed.

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IV. NEW BUSINESS: ACTION ITEMS

NOTE: Mr. Porrazzo left the room.

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

**APPROVED 6-0.**

2. **MOTION:** Mr. Regan moved, "WHEREAS, in compliance with New York State Government Accounting practices, the following budget transfers has been prepared and is recommended by the Assistant Superintendent for Business & Finance:

RESOLUTION # 11-12-233  
Budget Transfers

	<u>Code (from)</u>	<u>Code (to)</u>	<u>Amount</u>
a.	A22504500A0 (for Nassau County Maintenance Costs)	A22504700A0	\$ 50,000
b.	A19804490A0	A99509000A0 (provide additional funding necessary to do a total tile asbestos abatement at Gardiners Avenue Elementary School)."	\$ 175,000

Seconded: Mr. Powers

NOTE: Mr. Flower explained that the first transfer was from a bill for special education services that Nassau County provides that was above what we had anticipated getting. The second transfer is an inter fund transfer from General Fund to Capital. Mr. Flower explained what prompted this transfer was that originally this money was for three projects; tile asbestos abatement for hallways at Gardiners, playground equipments throughout the district and site improvements. When our engineers looked at the tile project, they realized that since the building would be closed, they could get rid of all the asbestos in the building. In order to do this, the cost of the project needed to be increased. This transfer would provide the additional funds. Mr. Flower noted that this resolution might need a caveat since the budget transfer was not in the original budget proposal for the 2011 – 2012 school year. If necessary, there is enough money left in the Capital Fund to move forward with the tile abatement project without the transfer. With Board approval, the engineers can proceed with the scope proposed.

Mr. Porrazzo suggested checking the legality of the transfer. He noted that in any case, there is enough capital to do the project. (*see minutes of July 11, 2012 for further clarification*).

Dr. Grossane commented that it is a good time to do the work since the building will be closed. The resolution has to be approved before the district's year end.

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

**APPROVED 7-0.**

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2. **MOTION:** Mr. Ward moved, "WHEREAS, by action of the Board of Education, the Levittown Union Free School District has previously established certain reserves having the following balances as of the fiscal year ending June 30, 2011:

RESOLUTION # 11-12-234  
Reaffirmation of Reserves

<b>Reserves</b>	<b>Fiscal Year Ending 6/30/11</b>
Workers' Compensation	\$ 4,484,789
Unemployment	\$ 2,418,654
Compensated Absences	\$10,717,398
Employees' Retirement	\$10,948,906
<b>Total Reserves</b>	<b>\$28,569,747;</b>

and,

WHEREAS, the Levittown Board of Education wishes to utilize and/or contribute additional funds where appropriate,

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education hereby authorizes transfers of 2011-2012 fund balance to any of the properly established reserves not to exceed:

<b>Reserves</b>	<b>Transfers Not to Exceed</b>
Employees' Retirement	\$ 3,000,000
<b>Total Reserves</b>	<b><del>\$20,000,000</del></b>

Seconded: Ms. Marenghi

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**NOTE:** Mr. Flower remarked that the second table should be changed and the total reserves should be crossed out. He explained that \$3,000,000 was added to the employees' retirement and the \$20,000,000 should not be there since it would limit the total reserves.

Mr. Porrazzo noted that this table is usually presented differently. Mr. Flower pointed out that when he had a discussion with the External Auditor, she was concerned with the level at which the other reserves were funded. This was the only one that we felt we had some room to be able to put some additional reserve money into.

**AMEND AS FOLLOWS:** Eliminate the Total Reserves column of \$20,000,000 on the second table.

**MOTION CARRIED.** Six members present voting yes.  
One member abstaining (Mr. Pappas)

**APPROVED AS AMENDED 6-0-1.**

- 4. MOTION:** Ms. Marengi moved, "WHEREAS, in compliance with Commissioner's Regulations 100.2 Section 30-2.3, which requires the Board of Education to adopt an Annual or Multi-Year Professional Performance Review Plan on a form prescribed by the Commissioner of Regulations;

RESOLUTION # 11-12-235  
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 July 1, 2012."

Seconded: Mr. Porrazzo

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

**APPROVED 7-0.**

- 5. MOTION:** Mr. Porrazzo moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve the Modification to the Memorandum of Terms of Employment between the District and the Assistant Superintendent for Business & Finance, as per the terms of the attached memorandum."

RESOLUTION # 11-12-236  
Modification to Memorandum  
of Understanding –  
Assistant Superintendent  
for Business & Finance

Seconded: Mr. Ward

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

**APPROVED 7-0.**

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**IV. NEW BUSINESS: ACTION ITEMS**

6. **MOTION:** Mr. Moran moved, "WHEREAS, the Board of Education of the Levittown Union Free School District desires to embark upon a capital project for the flooring replacement and associated abatement of VAT tiles at Gardiners Avenue Elementary School (the "Project"); and

RESOLUTION # 11-12-237  
SEQRA – Gardiners Avenue  
Asbestos Abatement

WHEREAS, said Project is subject to classification under the State Environmental Quality Review Act ("SEQRA"); and

WHEREAS, the replacement, rehabilitation or reconstruction of an existing structure or facility, in kind, on the same site, is classified as a Type II Action under the current Department of Environmental Conservation SEQRA Regulations (Section 6 N.Y.C.R.R. 617.5©(2)); and

WHEREAS, the SEQRA Regulations declare Type II Actions to be actions that have no significant impact on the environment and require no further review under SEQRA; and

WHEREAS, the Board of Education, as the only involved agency, has examined all information related to the Project and has determined, based upon the recommendation from its Architect/Engineer LUCCHESI ENGINEERING P.C., in connection with its review and examination of the Project, that the Project is properly classified as a Type II Action pursuant to SEQRA Regulations;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education hereby declares itself as the lead agency in connection with the requirements of SEQRA; and

BE IT FURTHER RESOLVED, that the Board of Education hereby declares that the Project is a Type II Action, which requires no further review under SEQRA; and

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the proposed expenditure for the Project at a total estimated cost of Three hundred forty-four thousand, four hundred eighteen (\$344,418) Dollars, inclusive of all construction costs, furnishings and architectural fees pursuant to the attached Preliminary Construction Cost Estimate, and authorizes LUCCHESI ENGINEERING, P.C., to submit its plans and specifications for the Project to the Facilities Planning Department of the New York State Education Department for review and approval; and

BE IT FURTHER RESOLVED, that the Board of Education hereby authorizes the transmission of an official copy of this Resolution to the New York State Education Department in connection with the District's application for approval of the Project."

Seconded: Mr. Regan

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

**APPROVED 7-0.**

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**IV. NEW BUSINESS: ACTION ITEMS**

7. **MOTION:** Mr. Powers moved, "RESOLVED, that in accordance with necessity of scheduling positions for the 2012-2013 school year, and in accordance with the appropriate section of the New York State law, the five teaching positions listed on page 2 of Schedule 2011-G-14, Terminations/Resignations, will not be required." RESOLUTION # 11-12-238  
Declaration of Excess  
Positions

Seconded: Ms. Marengi

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

**APPROVED 7-0.**

8. **MOTION:** Mr. Powers moved, "To approve the following schedules: RESOLUTION # 11-12-239  
Schedules

Schedule 11-G-14 (Resignation/Termination – Certified Personnel)."	1001 <b>Revised</b>
Schedule 11-GG-14 (Resignation/Termination – Non-Instructional Personnel)."	1002
Schedule 11-H-18 (Appointments – Certified Personnel)."	1003 <b>Revised</b>
Schedule 11-H-18a (Appointments – Administrators)."	1004
Schedule 11-H-18c (Designation - Consultants)."	1005
Schedule 11-H-18f (Appointments – Summer School)."	1006
Schedule 11-HH-18 (Appointments – Non-Instructional Personnel)."	1007
Schedule 11-K-13 (Leave of Absence – Certified Personnel)."	1008

Seconded: Ms. Marengi

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

**APPROVED 7-0.**

**NOTE:** Dr. Grossane was pleased to announce two new hires joining our staff. One is the Assistant Director of Special Education, Dr. Susan Farber, and the other is Assistant Principal for Elementary, Jennifer Thearle.

Mr. Pappas was pleased that the district could welcome back some of the teachers who were previously let go.

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9. Ad Hoc –

a) Elementary Report Cards

Mr. Rifkin reported that several years ago a Report Card Committee was formed to review the district's elementary report card since it was felt they were outdated. She pointed out that the committee was looking into developing standard based report cards when rumors circulated that New York State was changing the standards. The committee was ceased at that point. The committee reconvened this year to develop a Common Core Standard based Report Card. Ms. Rifkin passed out a copy of the Report Card for grades 2 – 5. One change noted is that there are three reporting periods instead of four. This is because feedback suggested that it was very difficult to assess the elementary students so soon in the school year. Each section has standards related assessments and participation and effort grades in each of the areas including the special areas. Ms. Rifkin noted that in the past a separate report card was given for the special areas, now it is incorporated it all in one report card. Ms. Rifkin commented that this summer several teachers have volunteered to participate on a curriculum writing committee to develop a parent handbook and a teacher handbook to go along with the report card with specific guidelines. In the Fall, workshops will be held for both teachers and parents. Ms. Rifkin acknowledged that this new report card allows us to be more consistent with our grading throughout the year to match the end of the year assessment.

Dr. Grossane questioned if the students would be graded numerically or by letters. Ms. Rifkin responded that students will be graded on a four through one rubric, with four being the highest. The report card will incorporate both standards of learning and participation and effort grades.

Mr. Porrazzo asked how test scores would be translated to the reported standards since there seems to be such a wide range. Ms. Rifkin remarked that in the past, we did not have number based grading. She noted that at the elementary level, we just assess the different areas that the standards address.

Ms. Marengi remarked that she liked the new report card because it supports what we are moving towards in getting away from grades. It promotes looking at the sub-categories. She noted that guidelines have to be set. Ms. Marengi had suggestions regarding the second grade level standards which Dr. Grossane agreed should be added to the legend.

Mr. Powers asked how the marking periods would be broken up. Ms. Rifkin responded that there would be an equal number of school days in each period. He also questioned where the legend would appear. Ms. Rifkin noted it would be in the beginning and at the end of each section.

Mr. Ward asked about the statement in the legend that states "+indicates progressing towards next standard level". Ms. Rifkin noted that it means a grade can have a number with a plus sign to give the teachers more flexibility.

Mr. Pappas remarked that there was complex terminology in the wording of the report cards especially under English Language Arts. He felt some parents might be confused. Ms. Rifkin noted this can be reviewed for modification, but that the handbook would be helpful for the parents.



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a) Elementary Report Cards (cont'd)

There was a lengthy discussion on the subject of three and four marking periods.

Mr. Pappas was concerned about how many times parents can check on the progress of their children. He commented that a large part of the educational process is progress monitoring on behalf of the parent. He was concerned about parents of children in the low to middle section of the evaluation rubric. He cautioned that these parents would not receive a proper evaluation of their child until late November. Ms. Rifkin noted that the new standards are very meaningful and it would be difficult for the teachers to assess the students on the standards so quickly in the beginning of the school year. Since parent teacher conferences are before the first report card is sent home, parents will have a chance to speak to teachers about their child. Ms. Rifkin commented that if the time span between report cards is too short on the elementary level, you will not see students move between the different levels. They need the time to make their progress.

Ms. Marengi commented that she was in support of the three marking periods. It takes a solid two weeks in the beginning of the school year for a good teacher to gather data on the student, analyze it and set forth the correct course of action for each individual child in their class. Ms. Marengi mentioned that she looking for a model report card that combines the Common Core Standards for ELA with Science and Social Studies.

The Board recognized Ms. Wink, a member of the Report Card Committee, who spoke about some of the decisions the committee made and why. She noted that the handbook was made easier for parents to understand since they are used to numerical grades.

Mr. Porrazzo requested a comparison of the number of school days in four marking periods vs. three marking periods. There was discussion on this issue. Dr. Grossane noted that it is approximately a 45 day marking period vs. a 60 day marking period.

Dr. Grossane and Ms. Rifkin remarked they would review all the suggestions mentioned. The Board agreed that Central Office should move forward with the new report card.

b) Policies – Business Section

Dr. Grossane noted this was the second reading for Business policies #5571 - #5741 policies. Those policies that needed changes were reviewed.

**MOTION:** Mr. Porrazzo moved, "That the Board go into Executive Session at 9:05PM to discuss personnel issues.

**EXECUTIVE SESSION**

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IV. **NEW BUSINESS: ACTION ITEMS**

III. **ADJOURN**

**MOTION:** Mr. Porrazzo moved, seconded by Mr. Regan  
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.**