

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

MINUTES

THE REGULAR MEETING OF THE BOARD OF EDUCATION was duly called and held on Wednesday, August 26, 2015 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 Public Library and posted on the district's website. Further, all members of the Board of Education had due notice of said meeting.

BOARD OF EDUCATION

Ms. Peggy Marengi, President
Mr. Kevin Regan, Vice President – excused absence
Ms. Karen Quinones-Smith, Secretary
Ms. Marianne Adrian
Mr. James Moran
Mr. Michael Pappas
Mr. Frank Ward

ADMINISTRATION

Dr. Tonie McDonald - Superintendent of Schools
Ms. Darlene Rhatigan - Assistant Superintendent
Ms. Debbie Rifkin - Assistant Superintendent
Mr. William Pastore – Assistant Superintendent
Dr. Donald Sturz – Assistant to the Superintendent

OTHERS

Mr. Robert H. Cohen - School Attorney

I. CALL TO ORDER

- A. Ms. Marengi, President, called the Planning Session/Regular Board Meeting to order at 7:30 PM on a motion by Ms. Adrian second by Ms. Quinones-Smith and approved (6-0). Ms. Marengi asked everyone to stand for the Pledge of Allegiance and a moment of silence to remember all those fighting overseas for our freedom.
- B. The Audit Committee Meeting was called to order at 7:35 PM by Ms. Marengi.
Mr. Pastore introduced Ms. Battaglia from R.S. Abrams, our External Auditors. She reviewed the External Audit Plan. She reported on the financial statement reports that will be issued, such as the Independent Audit Report, Report on Internal Control over Financial Reporting, Report on Compliance with Requirements and the Management Letter. Ms. Battaglia went over the audit methodology which has a four-phase audit

workflow and the audit timeline. She provided information on new regulations and legislation such as health care reform changes, single audit changes and amendment of reporting of pension plans. Ms. Battaglia informed the Board of the top ten control deficiencies cited in the New York State controller's report. This gives us an idea of what the controller is looking at from all schools. She remarked that three years ago the number one area that they seem to be interested in was the Treasurer's function, this year it is fund balance and financial management. She noted that what they are looking for is documentation and to have a five year plan of where you see your district's fund balance and reserve. This issue was discussed. Dr. McDonald stated that we should have no problems with documentation since we always discuss our financials in public.

- D. At 7:45 PM the Audit Committee Meeting was adjourned and the Planning Session Meeting resumed.
- E. At 8:25 PM the Planning Session Meeting was adjourned and the Regular Meeting was called to order on a motion by Mr. Moran seconded by Mr. Pappas and approved (6-0).

II. ANNOUNCEMENTS

(None)

IV. REPORTS

A. Recognition
(none)

B. Superintendent

1. Comments and Reports
(none)

2. Follow-up to Prior Public Be Heard Questions

Dr. McDonald shared that she had follow-up answers to questions from three community members.

Ms. Vaughan Ware wanted to know if there was a district policy on unilateral teaching for extra credit. Dr. McDonald responded that we do not have a policy on unilateral teaching, however, Ms. Rifkin will discuss a more uniform practice regarding extra credit with teachers and administrators when the school year begins. Ultimately, however, it is up to the individual teacher to determine if extra credit is to be offered in their classroom.

A second question asked by Ms. Vaughan Ware was regarding how summer school teachers are hired. Dr. McDonald explained that summer school positions are posted internally. She noted that our current teachers have the first opportunity to apply for those jobs. If they are not filled internally, we would advertise externally.

Ms. Vaughan Ware's last question was whether the Financial Algebra course was eligible for NCAA credit. Dr. McDonald remarked that Financial Algebra I and II have been approved and the course catalogue will be updated accordingly. She also mentioned that Ms. Vaughan Ware raised concerns that parents may not be aware that their children would not have the opportunity to take either a Common Core or a traditional Trigonometry Regents exam. Ms. Rifkin reported that the district recently received a letter from New York State stating that they will most likely be offering the option for both the traditional Algebra II Trigonometry Exam in addition to the Common Core Algebra II Regents. Ms. Rifkin stated that this is a good thing for our students in that we always want to give them the opportunity to get the higher score.

Ms. Finkelstein had voiced her concerns about the use of the fields which was discussed in public. She also asked when the district would be presenting the results of the Regents exams as well as 3 – 8 testing. Dr. McDonald stated that we plan to present that data at the next meeting (Sept 16th).

Mr. Powers raised a question about why we purchase textbooks if teachers are not going to use them. Dr. McDonald shared that the Board of Education approves, with the recommendation of the Superintendent of Schools, textbook adoption as well as curriculum. She noted that before the Board is asked to vote, great care is taken to insure that all teachers have an opportunity to provide their thoughts regarding instructional materials. It is not up to individual teachers to decide whether or not they will use district approved materials. Dr. McDonald commented that teachers are free to supplement their teaching with additional materials that they deem useful. She stated that Ms. Rifkin will be discussing this matter with the Director of Mathematics to insure that all teachers are using district approved textbooks.

Ms. Marengi shared that in her district they have a book inventory. She reported that they know every textbook and workbook ordered, along with who has them. In this way, they do not over order. Ms. Marengi noted that although this would be a daunting task, she would like every building to be responsible for their own inventory. Dr. McDonald responded that they are.

Ms. Marengi stated she would like a spreadsheet of this. Ms. Rifkin explained the procedure we use. There was a discussion on this.

Regarding item i on Policy #5674, Data Networks and Security Access, Mr. Powers wanted to know why it was being removed. Dr. McDonald stated that with the staff and resources we currently have, we feel that it is not possible to meet this criteria. However, Ms. Rhatigan is working with our attorneys to develop wording directing the district to work toward the goal listed in item i. This new wording will be presented at the August 26th meeting.

Mr. Powers reported that many parents were concerned about the responsibility of the devices being sent home for the 1:1 Initiative and if these devices could be stored at school. Dr. McDonald stated that this initiative was presented at prior meetings as a take-home model. She noted that this will facilitate the use of the device for homework and in order to access school material from home. Dr. McDonald shared that these devices are listed in our insurance policy, and the cost for all the devices is \$5,096. This would mean if the device is stolen or broken, the parent would be responsible for \$100 deductible which is not significantly different from the price a parent would have to pay for a lost or stolen textbook or calculator. She reported that parents will be provided with a full packet of information regarding the devices the first week of school.

Relating to the Purchasing Agent position, Mr. Powers wanted to know how many people applied for this job. Dr. McDonald responded ten.

Pertaining to Dr. Sturz's contract, Mr. Powers noted there was a typographical error. Dr. McDonald thanked him for pointing this out and stated it will be corrected. Additionally, Mr. Powers asked where Dr. Sturz would be placed in the Table of Organization. Dr. McDonald shared that Dr. Sturz has a cabinet level position reporting directly to the Superintendent.

Another question asked by Mr. Powers was if the Board was aware that two people on the schedules were not interviewed. Dr. McDonald reported that she asked Mr. Powers to contact her to discuss the two entries to which he refers. She noted that she is not aware of any individual who was presented for appointment without being interviewed but will certainly investigate this further with additional information.

Mr. Powers asked if the same procedure used by our new Claims Auditors in preparation of our Claims Audit Report was the same procedure used by our previous Claims Auditors. The answer is yes.

There was a discussion regarding whether to read the letters sent home for Follow-up to Prior Public Be Heard Questions at Board meetings. Dr. McDonald stated that the Board had directed her to read the letters in public. After several Board members stated their opinions, it was decided to continue to read these letters.

3. Follow-up to Board Questions
(none)

C. Board of Education

1. Comments and Reports

Ms. Marengi reported that she had visited several of the school buildings for inspection for school opening. She remarked that they were impeccable with shiny floors and fresh paint. She was happy to point out the pride the custodian have in their work. Mr. Pappas commented to keep up the good work. Mr. Ward stated the morale is up in the buildings. Dr. McDonald shared that it was heartwarming to see how proud the custodians were of their work. Mr. Moran advised that the new guidance room at Division looks beautiful. Dr. McDonald thanked Mr. Milano and his entire staff. Ms. Rhatigan remarked that sometimes we do not realize all the work the IT Department has to do to prepare for the school year. Dr. McDonald commended them for always finishing their jobs on time. Ms. Marengi noted that we appreciate and recognize all that our staff does to prepare for the new school year.

2. Correspondence
(none)

3. Student Liaisons

The new student liaisons were not present.

V. **PUBLIC BE HEARD**

Comments appear at the end of the minutes.

VI. ACTION ITEMS: NEW BUSINESS

1. Approval of Bank Collateral Agreements

RESOLUTION # 15-16-71

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached Collateral Agreement with the HSBC Bank."

RESULT:	MOTION CARRIED [UNANIMOUS]
MOVER:	Frank Ward
SECONDER:	Mike Pappas
AYES:	Ward, Quinones- Smith, Marengi, Adrian, Moran, Pappas
ABSENT:	Kevin Regan

2. Amendment to 403(b) Plan - ALSA

RESOLUTION # 15-16-72

MOTION: "WHEREAS, the Levittown UFSD ("District") maintains the Levittown UFSD 403(b) Retirement Plan ("Plan"); and

WHEREAS, the Plan, which was last amended and restated effective January 1, 2009 by the District's Board of Education ("Board"); and

WHEREAS, the Board desires to restate and amend the Plan as regards section 2.7 Nonelective Employer Contributions;

NOW, THEREFORE, BE IT RESOLVED that section 2.7 Nonelective Employer Contributions of the Plan is hereby restated and amended to read as follows:

2.7 Nonelective Employer Contributions

Employer Non-Elective Contributions shall be permitted under the Plan at the discretion of the Employer to certain class(es) of Employee(s), as specified or referenced in the Plan Adoption Agreement and/or consistent with terms and conditions of the Employer's collective bargaining agreement(s), memorandum(s) of agreement, or similar written arrangement.

The Employer shall be solely responsible for determining that a contribution is Non-Elective. Neither The OMNI Group, Inc., nor any recordkeeper, nor any Participating Service Provider, shall have any right or duty to inquire into the amount or appropriateness of any Non-Elective Employer Contribution made by the Employer, the method used in determining the amount of any such contribution, or to collect the same.

BE IT FURTHER RESOLVED that the Plan, as restated and amended is hereby approved and adopted."

AND BE IT FURTHER RESOLVED, that the Board ratifies the attached Memorandum of Agreement between the District and the Association of Levittown School Administrators dated August __, 2015, and authorized the Board President to sign same."

RESULT:	MOTION CARRIED [UNANIMOUS]
MOVER:	Frank Ward
SECONDER:	Mike Pappas
AYES:	Ward, Quinones- Smith, Marengi, Adrian, Moran, Pappas
ABSENT:	Kevin Regan

3. Appointment of Homeless Liaison

RESOLUTION # 15-16-73

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, appoint Dr. Donald Sturz as Homeless Liaison for Levittown Schools. In addition, appoint Dr. Donald Sturz to the Committee on Special Education and Committee on Preschool Special Education."

RESULT:	MOTION CARRIED [UNANIMOUS]
MOVER:	Frank Ward
SECONDER:	Mike Pappas
AYES:	Ward, Quinones- Smith, Marengi, Adrian, Moran, Pappas
ABSENT:	Kevin Regan

4. SENTCO Bid

RESOLUTION # 15-16-74

MOTION: "RESOLVED, that the Levittown Union Free School District Board of Education award bids on Special Education and Out-of-District transportation for the 2015-2016 school year per the attached computation sheet, at the prices therein indicated, these companies being the lowest qualified bidders at the bid opening of August 11, 2015. Bids on Special Education and Out-of-District transportation for the 2015-2016 school year for the Southeast Nassau Transportation Cooperative (SENTCO) were solicited from the following prospective bidders:

Acme Bus, Educational Bus, We Transport, Suburban Bus, First Student

RESULT:	MOTION CARRIED [UNANIMOUS]
MOVER:	Frank Ward
SECONDER:	Mike Pappas
AYES:	Ward, Quinones- Smith, Marengi, Adrian, Moran, Pappas
ABSENT:	Kevin Regan

5. SEQRA Type II-Elementary Cooling Stations

RESOLUTION # 15-16-75

MOTION: "WHEREAS, the Board of Education of the Levittown Union Free School District desires to embark upon a capital project for installation of Elementary School Cooling Stations (the "Project"); and 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(c)(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 \$1,091,417 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."

RESULT:	MOTION CARRIED [UNANIMOUS]
MOVER:	Frank Ward
SECONDER:	Mike Pappas
AYES:	Ward, Quinones- Smith, Marengi, Adrian, Moran, Pappas
ABSENT:	Kevin Regan

6. Cooperative Purchasing Agreements

RESOLUTION # 15-16-76

MOTION: "RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves and authorizes the President of the Board to sign the Interlocal Agreement and agree to the terms and agreement of the Standard Membership Agreement.

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves and authorizes the President of the Board to sign the Mater Intergovernmental Cooperative Purchasing Agreement.

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves and authorizes the President of the Board to sign the Joint Powers Agreement."

RESULT:	MOTION CARRIED [UNANIMOUS]
MOVER:	Frank Ward
SECONDER:	Mike Pappas
AYES:	Ward, Quinones- Smith, Marengi, Adrian, Moran, Pappas
ABSENT:	Kevin Regan

7. Approval of Board of Education Policy

RESOLUTION # 15-16-77

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, approve Policy #7421 Concussion Management Protocol."

RESULT:	MOTION CARRIED [UNANIMOUS]
MOVER:	Karen Quinones-Smith
SECONDER:	Marianne Adrian
AYES:	Ward, Quinones- Smith, Marenghi, Adrian, Moran, Pappas
ABSENT:	Kevin Regan

8. Obsolete Textbooks

RESOLUTION # 15-16-78

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, declare the books on the attached list obsolete and that the items may be discarded and/or sold at the highest possible salvage value."

RESULT:	MOTION CARRIED [UNANIMOUS]
MOVER:	Frank Ward
SECONDER:	Mike Pappas
AYES:	Ward, Quinones- Smith, Marenghi, Adrian, Moran, Pappas
ABSENT:	Kevin Regan

9. Schedules

RESOLUTION # 15-16-79

MOTION: "RESOLVED, that the Levittown Board of Education approve the following schedules:

1001	2015-G- No.4	Resignation/Termination - Certified Personnel
1002	2015-GG-No.4	Resignation/Termination-Non-Instructional Personnel
1003	2015-H-No.4	Appointments - Certified Personnel
1004	2015 -H-No.4a1	Salary Change, Certified Personnel
1005	2015-H-No.4g	Designation, Coaching
1006	2015-HH-No.4	Appointments, Non-Instructional Personnel
1007	2015-JJ-No.2	Permanent Status, Non-Instructional Personnel
1008	2015-H-No.4c	Designation, Consultants

VII. AD HOC

(NONE)

VII. MOTION TO ADJOURN

RESULT:	MOTION CARRIED [UNANIMOUS]
MOVER:	Frank Ward
SECONDER:	Karen Quinones-Smith
AYES:	Adrian, Ward, Quinones-Smith, Regan, Marenghi, Pappas
ABSENT:	Kevin Regan

The Board adjourned the public meeting at 9:15 PM

ELIZABETH APPELBAUM

District Clerk

NOTE: Tapes of the meeting are available for review at the Levittown Library

PUBLIC BE HEARD

PLEASE NOTE: COPIES OF ATTACHMENTS SUBMITTED ARE GIVEN TO THE BOARD OF EDUCATION AND THEN KEPT WITH THE OFFICIAL MINUTES IN THE DISTRICT CLERK'S OFFICE.

The guidelines pertaining to Public Be Heard were read by the Board President.

Jane Finkelstein

848 Mayer Drive, Wantagh, NY

Ms. Finkelstein asked about summer school grades and what was the percentage that passed the Regents. Additionally, regarding Trigonometry, she wanted to know if extra help will be offered again and what the turnout was for this last year.

