

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

**DATE: JULY 27, 2016**

**SPECIAL MEETING**

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**MINUTES**

**THE SPECIAL MEETING OF THE BOARD OF EDUCATION**, was duly called and held on Wednesday, July 27, 2016 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.

**I. CALL TO ORDER**

**BOARD OF EDUCATION**

**PRESENT:**

Mr. James Moran, President  
Ms. Peggy Marengi, Vice President  
Ms. Marianne Adrian  
Ms. Christina Lang  
Mr. Michael Pappas, excused absence  
Ms. Karen Quinones-Smith  
Mr. Frank Ward (in memorium)

**ADMINISTRATORS**

Dr. Tonie McDonald – Superintendent of Schools  
Mr. William Pastore– Assistant Superintendent for Business  
Ms. Debbie Rifkin - Assistant Superintendent for Human Resources  
Mr. Todd Winch - Assistant Superintendent for Instruction  
Dr. Donald Sturz – Assistant Superintendent for Pupil Services

- I.** Mr. Moran, President, called the Special Meeting to order at 6:30 PM. On a motion by Ms. Lang, seconded by Ms. Adrian and approved (5-0) that the Board adjourn to Executive Session to discuss negotiations conducted pursuant to the Taylor Law involving the LUT.
- II.** The Board reconvened to Public Session at 7:30 PM on a motion by Ms. Marengi seconded by Ms. Adrian and approved (5-0). Mr. Moran asked everyone to stand for the Pledge of Allegiance and a moment of silence to remember our friend and fellow Board member, Frank Ward. He commented that as a Board member and a member of the East Broadway PTA where he served as a treasurer, Frank was a staunch advocate for children. Frank always wanted what was best for the children of our district. As we all came to the realization that Frank was gone from our lives, we kept hearing the same thing from all the people who knew him. That he was a kind man with a big heart and a big smile. Mr. Moran stated that we will miss him deeply and asked that everyone keep his family in mind in the future. He shared that there will be discussions with his family about the best way to honor him. Mr. Moran advised that discussions were on going about how to handle the vacant seat left by Frank and the Board will let the community know when a decision is made.

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III. The Audit Committee Meeting was called to order at 7:35 PM by Mr. Moran.

Mr. Pastore introduced Mr. Hoffman from Cullen and Danowski, our Internal Auditors. He discussed the Draft of the Independent Accountant's Report on Applying Agreed-Upon Procedures for Personnel Administration and Staff Attendance during the winter/spring of 2016. Mr. Hoffman reviewed his procedures for the audit and reported on his findings. He noted that two areas he was observing was the communication flow and segregation of duties between the Personnel Department and Payroll Department and staff attendance record keeping. He noted that it was a positive review. He found the administration of personnel and payroll activities to be well organized and understood within the District. Forms and communication appear adequate to allow personnel and payroll to operate effectively and efficiently. Mr. Hoffman reported that a key finding is a lack of detailed written procedures that would assist in training new staff and in the event of employee turnover. Additionally, he recommended that there be a checklist for procedures performed on an annual basis.

In regards to attendance record keeping, Mr. Hoffman advised that this task is complicated by the terms and conditions of the various collective bargaining agreements and individual employee contracts. He noted that the District has procedures in place to help ensure that our attendance record keeping is accurate. The personnel office reviews all attendance entries, and compares these records to substitutes, and additional class coverage to help ensure absences are recorded. Communication related to leaves of absence appears to be strong and he noted no errors in our detail testing. Mr. Hoffman recommended that the District develop written procedures related to attendance recordkeeping; review and clarify which, if any employees are not required to sign in each day; and consider standardizing the use of sign-in sheets as a source of data for the preparation of the attendance sheet for that day.

Mr. Hoffman explained that the process from now is that he will finalize the report and the District has ninety days to file a corrective action plan to the recommendations that were made.

He noted that the corrective action plan will be reviewed and approved by the Board of Education and submitted to SED. The Board had questions for Mr. Hoffman about the recordkeeping process.

Mr. Pastore advised that the District received the final State Audit Report for the State Comptroller's office. He noted that there were two areas that were reviewed, reserve funds and extra-classroom activity funds. Mr. Pastore reviewed the findings and recommendations. There was a discussion with the Board.

IV. At 7:45 PM the Audit Committee Meeting was adjourned. Mr. Moran called the Special Meeting to order on a motion by Ms. Marengi and seconded by Ms. Quinones-Smith.

II. PUBLIC BE HEARD

(None)

**III. ACTION ITEMS: NEW BUSINESS**

**1. Setting the Tax Levy**

**RESOLUTION # 16-17-80**

**MOTION: RESOLVED**, that the following budget (\$212,936,137) of the necessary claims and expenditures in Levittown Union Free School District (#5), in the Town of Hempstead, school year 2016-2017, amounting to:

	\$ 205,449,470	School Purpose
	\$ 7,486,667	Library Purpose
<b>Total</b>	<b>\$ 212,936,137</b>	<b>be and the same is hereby accepted; and</b>

**BE IT FURTHER RESOLVED**, that the sum of:

	\$ 134,739,685	School Purpose
	\$ 7,342,667	Library Purpose

**Total** \$ 142,082,352 be the remainder of the budget adopted as above and the amount which must be raised by taxation \$134,739,685 for School Purposes and \$ 7,342,667 for Library Purposes; total of \$142,082,352 for the Levittown Union Free School District (#5) of the Town of Hempstead, Nassau County, New York for the year 2016-2017 be levied upon the taxable property of said school district as said property has been certified by the Board of Assessors for the school year 2016-2017; and

**BE IT FURTHER RESOLVED**, that the District Clerk of this School District be and is hereby authorized and directed, pursuant to Section 6-20.0 and amendments thereto of the Nassau County Administrative Code to file a certified copy of these resolutions with the Nassau County Legislature and the Board of Assessors, Mineola, New York, on or before August 15, 2016."

<b>RESULT:</b>	<b>MOTION CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Peggy Marengi, Vice President
<b>SECONDER:</b>	Karen Quinones-Smith
<b>AYES:</b>	Adrian, Marengi, Quinones-Smith, Moran, Lang
<b>ABSENT:</b>	Mike Pappas

**2. School Physician**

**RESOLUTION # 16-17-81**

**MOTION: "RESOLVED**, that the July 6, 2016 Resolution appointing Dr. Salvatore Corso as a School Physician is hereby rescinded effective immediately."

**RESULT:** MOTION CARRIED [UNANIMOUS]  
**MOVER:** Marianne Adrian  
**SECONDER:** Karen Quinones-Smith  
**AYES:** Adrian, Marengi, Quinones-Smith, Moran, Lang  
**ABSENT:** Mike Pappas

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3. Special Education Contracts

RESOLUTION # 16-17-82

**MOTION:** “RESOLVED, that the Levittown Board of Education does, hereby, approve the attached contracts between the Levittown Public Schools and the following vendors to provide special education services for the 2016 - 17 school year.

- Lynbrook UFSD
- East Meadow UFSD
- Roslyn Public Schools
- Wantagh School District
- Woodward Children Center

BE IT FURTHER RESOLVED that the Board of Education President is, hereby, authorized to execute these contracts.”

**RESULT:** MOTION CARRIED [UNANIMOUS]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Peggy Marengi, Vice President  
**AYES:** Adrian, Marengi, Quinones-Smith, Moran, Lang  
**ABSENT:** Mike Pappas

4. Approval of Board of Education Policies

RESOLUTION # 16-17-83

**MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, approve the following revised policies:

Policy No. 7521 Students with Life-Threatening Health Condition

**RESULT:** MOTION CARRIED [UNANIMOUS]  
**MOVER:** Marianne Adrian  
**SECONDER:** Christina Lang  
**AYES:** Adrian, Marengi, Quinones-Smith, Moran, Lang  
**ABSENT:** Mike Pappas

5. Schedules

RESOLUTION#16-17-84

**MOTION:** “That the Levittown Board of Education approve the following Schedules:

1001	2016-G-No. 2	Resignations/Terminations, Certified Personnel
1002	2016-GG-No. 2	Resignations/Terminations, Non-Instructional Personnel

1003	2016-H-No. 2	Appointments, Certified Personnel
1004	2016-H-No. 2a	Appointments, Administrators
1005	2016-H-No. 2c	Designation, Consultants
1006	2016-H-No. 2f1	Appointments, Summer School
1007	2016-HH-No.2	Appointments, Non-Instructional
1008	2016-K-No. 2	Leave of Absence, Certified Personnel
1009	2016-KK-No.2	Leave of Absence, Non-Instructional Personnel

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**AMEND AS FOLLOWS:** Schedule 2016-H-No. 2, 1003 #10 should read .8 position instead of full time.

<b>RESULT:</b>	<b>APPROVED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Adrian, Marengi, Quinones-Smith, Moran, Lang
<b>ABSENT:</b>	Mike Pappas

**IV. MOTION TO ADJOURN**

<b>RESULT:</b>	<b>APPROVED AS AMENDED [UNANIMOUS]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Christina Lang
<b>AYES:</b>	Adrian, Marengi, Quinones-Smith, Moran, Lang
<b>ABSENT:</b>	Mike Pappas

The Board adjourned the Special Meeting at 7:55 PM.

Elizabeth Appelbaum  
District Clerk

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