

**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, November 4, 2020 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 MEMBERS

Ms. Peggy Marengi, President
Ms. Christina Lang, Vice President
Ms. Jennifer Messina, Secretary
Ms. Marianne Adrian – excused absence
Mr. Dillon Cain
Mr. James Moran
Mr. Michael Pappas

ADMINISTRATION

Dr. Tonie McDonald – Superintendent of Schools
Dr. Chris Dillon– Assistant Superintendent
Ms. Debbie Rifkin – Assistant Superintendent
Mr. Todd Winch – Assistant Superintendent

OTHERS

Mr. Bob Cohen – Legal Counsel
Ms. Elizabeth Appelbaum – District Clerk
Mr. James Katcher - Student Liaison MacArthur High School

I. CALL TO ORDER

- A. Ms. Marengi, President, called the Regular Board Meeting to order at 6:00 PM. She asked everyone to stand for the Pledge of Allegiance and requested a moment of silence for all those serving our country at home and abroad. On a motion by Ms. Messina, seconded by Ms. Lang and approved (6-0) that the Board adjourn to Executive Session for the purpose of seeking legal advice from the Board's Attorney.
- B. The Board reconvened to Public Session at 7:00 PM for the Audit Committee Meeting with reports by Cullen & Danowski and R.S. Abrams & Co.
- C. The Board adjourned the Audit Committee Meeting and reconvened to the Regular Board Meeting at 7:40 PM.

I. REPORTS

B. Recognition

i. Art Display

Dr. McDonald acknowledged the beautiful artwork in the Board Room and hallway from the students at Lee Road School and Summit Schools.

C. Superintendent

1. Comments and Reports

A. Drivers Education

Mr. Winch gave an overview of the new regulations because of COVID-19 that the State has imposed. He reported that Drivers Education is a self-sustaining program in the Levittown School District so that it does not come out of taxpayer funds. It is completely funded by parents who enroll their students in it. He shared that the program enrolls about 300 students each year. Mr. Winch noted that the program is divided into two components, the lecture component which is classroom instruction on driver's safety and a lab portion which is in the car. Each of those portions is 24 hours and all lecture hours are provided by Levittown teachers. He advised that our goal is to provide Driver Education to as many students as possible while at the same time keeping it budget neutral with up-to-date cars that are safe. He commented that our tuition is comparable to surrounding schools that offer it. He pointed-out that several Districts are not offering Drivers Education this fall due to all the complexities that have come up with COVID-19. Mr. Winch reported that when schools opened in September there was not a lot of guidance about what we needed to do with Drivers Education so we came up with our own health and safety protocols. Recently, the Governor and State Education came out with new guidelines that were conflicting. Therefore, we had to cancel the in-car portions of the program and the parents had to complete that part of Drivers Education. We provided a 50% refund. Dr. McDonald noted that to make it easier for the parents, we developed a form for them to use and certify, and a mock road test to take at the end. Mr. Winch remarked that we don't know what is going to happen in the Spring.

B. Tax Anticipation Note (TAN)

He explained that a TAN is a short-term security issued to a school district. The notes must be redeemed within one-year of issuance. Notes are usually sold to address short-term cash flow imbalances such as delays in taxes or state aid to school district. Dr. Dillon reported on the TANS and a revenue status update. He remarked that when the Governor's budget was passed it enacted him to be able to cut state aid to schools based upon their quarterly revenue analysis. He shared that this was expected to happen during the 2000/2021 school year. However, the final payments in 2020 regarding excess cost aid payment, final BOCES aid payment and the Teacher Center Grant, which are all state funded, were reduced by 20%. Dr. Dillon commented that this was seen across the board in all school districts. At the moment there is no word on when or if the District will receive that money. Dr. Dillon noted that due to an Executive Order by the Governor, the 2020-2021 school tax levy has been delayed one month to November 1st and payable without penalty up to December 10, 2020. He stated that this has a great impact on every school district in Nassau County. Mr. Pappas shared that another reason for the TAN is that the Town of Hempstead has withheld disbursement of taxes that have been collected, causing a cash flow shortage in our District. Dr. Dillon remarked that after working with our Bond Council and financial advisors, we came up with an amount to borrow. The Board had questions for Dr. Dillon which he addressed.

C. Strategic Plan

Ms. Rifkin reviewed what has been going on with this Committee since the hiatus because of the onset of COVID -19. She reported that the Committee recently met and discussed how everyone was affected by the virus personally and professionally. The Agenda and goals were reset and past accomplishments and areas of focus reviewed such as student performance, human capital and behavior management. Ms. Rifkin shared that some time was spent looking at the strengths, the opportunities, weaknesses and the challenges for the District. She noted the Committee will reconvene again and discuss where we aspire to as a District.

D. Art in the Classroom

Mr. Winch explained that since we have had to postpone some student presentations, we wanted to show you some snippets of things that are going on in the schools since things are different than they usually are. He stated that at each meeting we are going to try to show you some of the good things that are going on in the classroom in these different times. Mr. Winch commented that we are trying to keep as many things as routine as possible to try to create a sense of normalcy. He noted that all of this information is available on the Google classroom pages of all the remote teachers.

E. Chrome Books

Mr. Winch gave an update on the chrome books. He shared that we got a notification from Dell that we will be receiving a partial shipment in the next week. He advised that it will take a couple of days to configure them and then we will start to give them out. Mr. Winch pointed out that the most equitable way to hand out the devices was by grade level. He noted that by the holiday all chrome books should be received. He explained that as part of the process they will be sent to the schools to be distributed with a letter to the parents indicating that if you already have been loaned a device, you need to bring that one back in order to receive a new one. Dr. McDonald applauded the Computer Department for a great job in making sure that anyone who has called with an urgent need has already been taken care of. The Board asked if these devices are insured which Mr. Winch responded affirmatively. The Board thanked the entire Technology Department for all the hard work they have done.

2. Follow-up to Prior Public Be Heard Questions

Dr. McDonald reported that she responded in writing to the one question that was asked from the last meeting.

3. Follow-up to Board Questions
(None)

D. Board of Education

1. Comments and Reports

Ms. Marengi stressed that although the Board is always thanking the Central Administration and Administrators, we forget how many moving parts it takes to make this Organization run so well and she hoped that the thanks filters down to everyone.

Mr. Moran gave a brief report on the highlights at the Annual Business Meeting held virtually from the New York State School Boards Association (NYSSBA) Annual Convention. He noted that nineteen resolutions were adopted, including four as amended. He stated that one resolution that was discussed was that NYSSBA is looking to work collaboratively with Superintendents, Administrators, teachers and parents to try to revamp the current testing situation in the State. Another resolution he found interesting was that NYSSBA is looking to get less legislation passed to make it easier for school districts to recover attorney's fees and legal cases related to Special Education where the District is the prevailing party. He commented that a discussion followed regarding shifting the burden of proof in Special Education due process complaints away from the District and back to the party seeking relief. Mr. Moran remarked that it was a pleasure to represent the Levittown School District.

2. Correspondence
(None)

3. Student Liaison

James Katcher, the student representative from MacArthur High School, reported that last week was a successful and motivating Spirit Week; photographs were taken for the Class of 2021 school yearbook; an on-site admission program is planned; the Annual Food Drive is slated to begin its collection and several students were named National Merit Commended Students.

II. PUBLIC BE HEARD
(NONE)

III. CONSENT AGENDA

1. Minutes - Approval of Minutes

RESOLUTION # 20-21-155

MOTION: "Make the necessary corrections and move the approval of the minutes of the October 14, 2020 Regular Board Meeting."

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

2. Business Office Reports

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, accept the following reports from the Business Office:

- Appropriation and Revenue Report for the period 7/1/19 to 6/30/20 and 7/1/2020 to 9/30/2020
- Trial Balance for the period 7/1/2019 to 6/30/2020
- Claims Auditors Report October 2019
- Treasurer's report for the month ending June 2020 and September 2020
- Credit Card statement from Citibank for statement dated 10/6/2020."

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

RESOLUTION # 20-21-157

3. Budget Transfer

MOTION: "WHEREAS, in compliance with New York State Government Accounting practices, the attached budget transfer has been prepared and recommended by the Assistant Superintendent for Business and Finance,

<u>Code</u>	<u>Code Description</u>	<u>Amount From</u>	<u>Amount To</u>
A2110.4490-00-2100	MUSIC ACCOMPANISTS	\$15,455.00	
A2110.1270-00-0000	EXTRAP PERIOD PAY CODE		\$15,455.00

Reason: In order to offer ensemble music, we must set up remote and socially distant in-person groups.

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

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

RESOLUTION # 20-21-158

4. External Audit and Corrective Action Plan

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Corrective Action Plan and Financial Statement in response to the External Auditor's recommendations contained in the report dated November 4, 2020.

BE IT FURTHER RESOLVED, that the Assistant Superintendent for Business and Finance is authorized to submit the Corrective Action Plan to New York State."

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

RESOLUTION # 20-21-159

5. Internal Audit/Risk Assessment and Corrective Action Plan

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Risk Assessment Update Report and the Corrective Action Plan in response to the Internal Auditor's recommendations contained in the report dated November 4, 2020.

BE IT FURTHER RESOLVED, that the Assistant Superintendent for Business and Finance is authorized to submit the Corrective Action Plan to New York State."

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

6. Destruction of Surplus Election Ballots

RESOLUTION # 20-21-160

MOTION: "Upon recommendation of the Superintendent of Schools, it is hereby RESOLVED that the District Clerk is authorized to destroy and discard surplus ballots from the May 2020 annual election."

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

RESOLUTION # 20-21-161

7. Adoption of Retention and Disposition Schedule

MOTION: "RESOLVED, by the Board of Education of the Levittown Union Free School District that Retention and Disposition Schedule for New York Local Government Records (LGS-1) ("Schedule LGS-

1”), issued pursuant to Article 57-A of the New York Arts and Cultural Affairs Law (“Article 57-A”), and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein; and

FURTHER RESOLVED, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in Schedule LGS-1 ([LGS-1 Web Resource <http://www.archives.nysed.gov/records/local-government-record-schedule/introduction>](http://www.archives.nysed.gov/records/local-government-record-schedule/introduction) [<http://www.archives.nysed.gov/records/local-government-record-schedule/introduction>](http://www.archives.nysed.gov/records/local-government-record-schedule/introduction)) after they have met the minimum retention periods described therein; and
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.”

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

RESOLUTION # 20-21-162

8. Amendment to Lease Agreement - BOCES

MOTION: "RESOLVED, upon recommendation of the Superintendent of Schools and district legal counsel, it is hereby resolved that the Board of Education approves the attached amendment to the lease agreement dated July 17, 2019 with Nassau BOCES and Levittown Union Free School District, and the Board President is hereby authorized to execute this agreement on behalf of the Board.”

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

9. Agreement with LICADD/Open Arms

RESOLUTION #20-21-163

MOTION: "RESOLVED that, upon recommendation of the Superintendent of Schools, the Board of Education hereby approves the agreement with the Long Island Council on Alcoholism & Drug Dependence,

Inc. (LICADD)/Open Arms EAP dated 11/1/20 and the Superintendent of Schools is authorized to execute this agreement on behalf of the Board; and

BE IT FURTHER RESOLVED that, upon recommendation of the Superintendent of Schools, the Board of Education hereby ratifies the agreement between the District and the CSEA for the period 11/1/20 through 10/31/21.

BE IT FURTHER RESOLVED that, upon recommendation of the Superintendent of Schools, the Board of Education hereby ratifies the agreement between the District and the LUT for the period 11/1/20 through 10/31/21.

BE IT FURTHER RESOLVED that, upon recommendation of the Superintendent of Schools, the Board of Education hereby ratifies the agreement between the District and ALSA dated for the period 11/1/20 through 10/31/21.”

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

10. Extra Classroom Activity Fund Treasurer's Reports

RESOLUTION #20-21-164

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Extra Classroom Activity Fund Reports for the period July 1, 2020 through September 30, 2020."

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

11. Approval of School Clubs

RESOLUTION #20-21-165

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached Extra Classroom Activity Club Charters for the 20120-21 school year."

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

RESOLUTION # 20-21-166

12. Transportation Contract

MOTION: “Resolved that pursuant to Article 156.5 of the New York State Education Law, the Levittown

Board of Education does, hereby, approve the following 2020-2021 Transportation Contracts:

2020-2021 Contract Extensions

<u>Contract #</u>	<u>Bid Date</u>	<u>Contractor</u>	<u>Cost</u>
New	N/A	NASSAU BOCES	\$ 24,887.85
New	N/A	NASSAU BOCES	\$472,684.00
New	10/20/2020	WE Transport Inc.	\$328,152.00
New	10/20/2020	First Student	\$44,696.00

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

RESULT: MOTION CARRIED (6-0-0)
MOVER: James Moran
SECONDER: Mike Pappas
AYES: Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT: Marianne Adrian

RESOLUTION # 20-21-167

13. Bid Approval – Transportation 2020-2021 School Year

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, award the bid for transportation for the 2020-2021 school year as per the attached evaluation.”

RESULT: MOTION CARRIED (6-0-0)
MOVER: James Moran
SECONDER: Mike Pappas
AYES: Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT: Marianne Adrian

RESOLUTION # 20-21-168

14. Hicksville Transportation Contract

MOTION: "RESOLVED, pursuant to Article 156.5 of the New York State Education Law, the Levittown Board of Education, does, hereby, approve the attached transportation contracts between the Levittown Public Schools and the Hicksville School District for the purpose of Levittown providing transportation services to students in the Hicksville School District;

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

RESULT: MOTION CARRIED (6-0-0)
MOVER: James Moran
SECONDER: Mike Pappas
AYES: Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT: Marianne Adrian

15. Special Education Contracts

RESOLUTION # 20-21-169

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 as indicated.

- West Hempstead UFSD
- Comprehensive Resources, Inc.
- Mid Island Therapy Association dba All About Kids
- West Islip UFSD

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

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

RESOLUTION # 20-21-170

16. Obsolete Books/Calculators

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

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

17. Obsolete Equipment

RESOLUTION # 20-21-171

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

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

NOTE: Dr. McDonald reported that the District will be excessing the different items that are in the kitchen since we no longer have the GC Tech program. She explained that everything that does have an asset tag will have to go to Auctions International but everything else will be available for the Foundation to sell.

18. Schedules

RESOLUTION # 20-21-172

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

- 1001 “Resignations, Certified Personnel”
- 1002 “Resignations, Non-Instructional Personnel”
- 1003 “Appointments, Certified Personnel”
- 1004 “Consultants”
- 1005 “Extra-Curricular”
- 1006 “Salary Change, Certified Personnel”
- 1007 “Tenure”
- 1008 “Appointments, Non-Instructional Personnel”
- 1009 “Leave of Absence, Certified Personnel”
- 1010 “Leave of Absence, Non-Instructional Personnel
- 1011 “Students w/Disabilities”

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	James Moran
SECONDER:	Mike Pappas
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

IV. ACTION ITEMS

A.. New Business

1. Gift to Schools

RESOLUTION #20-21

MOTION: "RESOLVED, that the Levittown Board of Education does, hereby, accept with thanks the following gift:

- Musical instruments to be donated to the Levittown School Music Department from All Music INC, Guy Brogna, 397 S Oyster Bay Road, Unit D, Plainview, NY 11803."

NOTE: The Board thanked all of the generous donors.

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	Christina Lang, Vice President
SECONDER:	Dillon Cain
AYES:	Cain, Lang, Marenghi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

V. AD HOC

1. Board Policies - First Read

Policy No. 5670 Records Management

Ms. Rifkin explained that there was a small change in our Records Management Policy. She noted that tonight the Board adopted a new schedule released by New York State Records Management. This change is just to take out the specific schedule name so that every time there is a change the Board doesn't have to adopt a new policy. This makes the policy a little more general and makes us compliant with New York State.

**Policy No. 7315 Student Use of Computerized Information Resources
(Acceptable Use Policy)**

Ms. Rifkin shared that we took our Acceptable Use Policy that we have and added in references to remote teaching since that is the current state of affairs and we have to address these issues. We were advised by our attorney not to have a separate policy but to incorporate the changes into our existing policy.

Dr. McDonald stated that if there were no questions, these two policies will be posted on the next meeting's agenda for approval.

VI. MOTION TO ADJOURN

RESULT:	MOTION CARRIED (6-0-0)
MOVER:	Jennifer Messina, Secretary
SECONDER:	Christina Lang, Vice President
AYES:	Cain, Lang, Marengi, Messina, Moran, Pappas
ABSENT:	Marianne Adrian

The Board adjourned the public meeting at 8:40 PM.