

**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, October 19, 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 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**

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

**ADMINISTRATION**

**Dr. Tonie McDonald - Superintendent of Schools**  
**Mr. William Pastore – Assistant Superintendent**  
**Ms. Debbie Rifkin - Assistant Superintendent**  
**Dr. Donald Sturz – Assistant Superintendent – excused absence**  
**Mr. Todd Winch - Assistant Superintendent**

**OTHERS**

**Mr. Robert H. Cohen - School Attorney**  
**Ms. Elizabeth Appelbaum - District Clerk**  
**Ms. Arianna Wynn, Student Liaison for MacArthur High School**  
**Mr. Steven Reilly, Student Liaison for Division Avenue High School**

**I. CALL TO ORDER**

**A. Mr. Moran, President, called the Regular Board Meeting to order at 6:30 PM. On a motion by Ms. Adrian, seconded by Ms. Marenghi and approved (5-0) that the Board adjourn to Executive Session to seek legal advice from the Board's Attorney.**

**B. The Board reconvened to Public Session at 7:30 PM on a motion by Mr. Pappas second by Ms. Adrian and approved (5-0). Mr. Moran asked everyone to stand for the Pledge of Allegiance and a moment of silence for our servicemen and women serving overseas and at home protecting us.**

**II. ANNOUNCEMENTS**

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

Mr. Pastore introduced Mr. Hoffman and Mr. Coffey from Cullen and Danowski, our Internal Auditors, and gave a brief background on each gentleman. Mr. Hoffman discussed the draft of the Risk Assessment Report. He noted that this report is a follow up to all prior recommendations and interviews with new staff and confirmation with existing staff that the processes and procedures are still in place. Mr. Coffey commented that the District had some changes in key positions including Assistant Superintendent for Human Resources, Assistant Superintendent for Instruction, Treasurer and Junior Accounts. He noted that the District was active in addressing and closing out half the recommendations from prior reports. Mr. Coffey stated that there were four new items identified in this report such as year-end closing, adult education program, accounts receivable balances and scheduling transportation routes. Mr. Pappas had questions on items in the draft report relating to financial system user accounts and Policy # 3280.1 – Use of Facilities. There was a discussion on these questions which were responded to by the Auditors and the Superintendent.

Mr. Coffey noted that the next steps in the process is to prepare a Corrective Action Plan which needs to be approved by the Board and then sent up to State Education Department. The Auditors will put together an Engagement Letter for the work to be done over the winter in the recommended areas having to do with the Transportation Department Financial Operations, and the Revenue Management, Cash and Investment Management, and Bank Reconciliations

**IV.** At 7:50 PM the Audit Committee Meeting was adjourned. Mr. Moran call the Regular Meeting to order on a motion by Ms. Marengi and seconded by Ms. Adrian

**V. REPORTS**

**A. Student Presentations**

**i. Student Academic Presentation – Abbey Lane School**

Mr. Mauer, Principal of Abbey Lane, remarked that he is very fortunate to work in a District where ideas are brought to fruition. He noted that tonight you will see the hard work and dedication of amazing teachers and students and the support we receive from the Tech Department, PTA, Central Administration and Board of Education to bring the vision of a morning news program to realization. Mr. Mauer turned the program over to the students (Crew) of the Abbey Action News Program. The Crew explained that this club is a weekly morning news program comprised of fifth grade students who write and produce a show to highlight all the happenings of the Abbey Lane community. A short video was presented to show segments that are featured regularly. The students talked about how much fun and enjoyment they had being a part of this program.

**B. Recognition**

**i. Student Art Presentation – Abbey Lane School**

Dr. McDonald commented on the great job the students did on the art display. She stated they outdid themselves.

ii. College Board Honorees

Mr. Winch was pleased to announce that tonight we would be honoring our National Merit Commended students. He noted that approximately 1.6 million students nationwide participate in the National Merit Program. He added that to be recognized as a Commended Student, they have to score within the top 5% of students nationwide. This year we have four students from Division and four students from MacArthur being recognized for their exceptional academic promise. This is a tremendous achievement by these students, and we are very proud of them. He asked that the Principals from Division and MacArthur High Schools, Mr. Coscia and Mr. Sheehan, introduce their students and speak a few words about their achievements.

iii. Board Recognition

Dr. McDonald reported that October is Board of Education Recognition Month, and each year we spend a few minutes to recognize our Board members for their incredible service to our community. She noted that in the time allowed we cannot possibly thank you for all that you do, but we hope that the presentations that are made here tonight will convey our thanks and our gratitude. Mr. Winch presented citations from local politicians for the Board. Members of the three Unions, ALSA, LUT and the CSEA were in attendance to honor the Board along with the PTA Council President. Representatives from each school came up to speak a few words about the dedication and commitment of the Board. The Board thanked everyone for their gifts. A reception followed sponsored by ALSA, LUT and the CSEA. Mr. Winch thanked the Unions and students of the GC Tech Culinary Program along with Chef Samboy and Lillian Creedon.

**C. Superintendent**

1. Comments and Reports

A. Cold War Veterans' Exemption

Dr. McDonald shared that Mr. Pastore had worked up a spreadsheet which indicates how much it will cost each of our taxpayers if the Board decides to approve this resolution. Mr. Pastore then explained the exemption. He noted that Governor Cuomo signed a bill that would allow school districts to partially exempt real property owned by Cold War Veterans who served in the military during the period September 2, 1945 to December 26, 1991. Mr. Pastore stated that this exemption is very similar to the Veterans Exemption that was introduced two years ago. He explained the qualifications necessary for eligibility. He commented that there are two options for school districts to choose from, 10% or 15% which amounts to a reduction of \$20 or \$30 off the assessed value. The cost of this exemption would be \$14.10 to the average taxpayer. This means that if every entitled veteran took this exemption, all other taxpayers in the community would have to pay that amount. Mr. Pastore remarked that in order for this exemption to be part of the October 2017 tax bills, the Board has to adopt this resolution prior to January 2, 2016. Mr. Cohen, Board attorney, noted that Veterans can only take one exemption on their taxes. The Board had questions on the previous exemption and life estates which were discussed. Mr. Pappas stated his opinion is that he is in favor of the exemption because we should take care of our Veterans but feels that this should be picked up by the State not our neighbors. Dr. McDonald commented that this resolution would be on the November Agenda for adoption.

B. Board Goals

Dr. McDonald asked the Board if they had any questions on the Board Goals that were handed out. Since there were none; she advised that she would put them on the November Agenda for adoption.

C. Foreign Field Trip

Dr. McDonald advised the Board that she was recommending that the Foreign Field Trip scheduled for February, be rescinded due to the situation that exists of uncertainty in Europe. She asked the Board for a consensus. The Board agreed with Dr. McDonald. She advised that they will try to reschedule the trip for somewhere domestic.

2. Follow-up to Prior Public Be Heard Questions

Dr. McDonald read a letter sent to Laura Brown regarding LifeTouch Photography.

3. Follow-up to Board Questions  
(none)

D. Board of Education

1. Comments and Reports

New York State School Boards Association (NYSSBA) Resolution

Mr. Moran reported that he is the voting delegate at the Annual NYSSBA Convention in October. He stated that if there were had no objections, he would advise that the Board vote as recommended by NYSSBA. The Board agreed.

2. Correspondence  
(none)

3. Student Liaisons

Ms. Wynn, the student representative from MacArthur High School, reported that a lot of exciting things have happened recently such as: an extremely successful homecoming with a thrilling football victory; three College Mini Fairs; Annual Back to School Night; fundraising for Breast Cancer Awareness Month; administration of PSAT exams; Marching Band showcased at the Newsday Marching Band Festival; and our Annual LEADD Week with a Walk and Fair.

The Student Liaison for Division, Mr. Reilly, announced that: the football team is currently 3-3; the boys Soccer Team finished their season with 3 wins and 6 loses and 2 ties; the girls Volleyball Team is having their Dig Pink Game; the District Swim Team has become Conference Champs; the Marching Band will be competing at the State Competition at Syracuse; a student was awarded the Youth Recognition Award for Volunteerism; two sisters were selected as All-State violinists; and an English teacher was selected as a University of Chicago Outstanding Educator Award Winner;

IV. PUBLIC BE HEARD

Comments appear at the end of the minutes.

V. CONSENT AGENDA

1. Minutes - Approval of Minutes

RESOLUTION # 16-17-145

**MOTION:** "Make the necessary corrections and move the approval of the minutes of the September 14, 2016 and September 21, 2016 Regular Meetings."

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

2. Warrants

RESOLUTION # 16-17-146

**MOTION:** "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,

NOW, THEREFORE, BE IT RESOLVED, that the SEPTEMBER 2016 report of the Claims Auditor be accepted."

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

3. Business Office Reports

RESOLUTION # 16-17-147

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

- Appropriation and Revenue reports for the month ending September 2016
- Claims Auditors Report prepared by Nawrocki Smith LLP for the month ending September 2016
- Treasurer's report for the month ending August 2016
- Credit card statement from Citibank for period ending 9/22/16"

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

4. Budget Transfers

RESOLUTION # 16-17-148

**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,

Code	Code Description	\$ From	\$ To	Reason	
A16201660	O&M Custodial Overtime	300,000.00		To re-class budget and establish categories for overtime for Custodians, Grounds and Maintenance. These categories provide a clearer understanding of why the budget is created and how it is spent.	
A16201661	O&M Custodial OT/Security Coverage		5,000.00		
A16201662	O&M Cust. OT/District Meetings		20,000.00		
A16201663	O&M Cust. OT /Outside Groups		50,000.00		
A16201664	O&M Cust. OT Athletics/Extra		50,000.00		
A16201666	O&M Cust. OT /Special Projects		60,000.00		
A16201667	O&M Cust. OT/ Coverage		20,000.00		
A16201816	O&M Groundskeeper OT /Snow Removal		95,000.00		
A16201810	O&M Groundskeeper/O/T	75,000.00			
A16201815	O&M Groundskeeper OT/Athl		15,000.00		
A16201817	O&M Grndskeeper/Special Projects		20,000.00		
A16201816	O&M Grndskeeper/snow Removal		40,000.00		
A16211660	Maintenance Overtime	70,000.00			
A16211661	Maintenance OT/Security		1,000.00		
A16211664	Maintenance OT/Athletic		500.00		
A16211666	Maintenance OT/Special Projects		49,000.00		
A16211668	Maintenance OT/ Emergency Repairs		15,000.00		
A16211665	Maintenance OT/Snow Removal		4,500.00		
	Total	445,000.00	445,000.00		

Code	Code Description	\$ From	\$ To	Reason
A2110.4900	BOCES	46,933.00		
A2110.4500	Materials & Supplies Instruction		46,933.00	Assessment Scoring

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

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

5. Corrective Action Plan in response to NYS Audit, July 2016

RESOLUTION # 16-17-149

**MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Corrective Action Plan in response to the recommendations contained in the Office of the New York State Comptrollers Audit 2016M-174 dated July 2016, and;

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

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

6. Change Order

RESOLUTION # 16-17-150

**MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached Change Order in the amount of \$34,135 dated 9/27/16 from Laser Industries which references RFP #LPS16-008 previously approved at the 7/6/16 Board of Education Meeting for the Division Avenue High School Bleachers.

BE IT FURTHER RESOLVED, that the President of the Levittown Board of Education is, hereby, authorized to sign the attached change order."

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

7. Food Service Committee 2016-17

RESOLUTION # 16-17-151

**MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, appoint the individuals on the attached list to the Levittown School District Food Service Committee for the 2016-2017 school year."

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

8. Contract with MTI Production

RESOLUTION # 16-17-152

**MOTION:** "RESOLVED that the Levittown Board of Education approve a contract with MTI Production, with terms as outlined in the attached contract for a license for an amateur production of "Pippin" at Division Avenue High School (3 performances) for the 2016-17 school year; and that the President of the Board of Education is, hereby, authorized to execute same."

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

9. GC Tech Tuition Contracts

RESOLUTION # 16-17-153

**MOTION:** "RESOLVED, that the Levittown Board of Education, does, hereby, approve the attached tuition contracts between the Levittown Public Schools and the following school districts for the purpose of Levittown providing specialized educational services at the GC Tech program to children residing in those districts:

- Wantagh Union Free School District
- Plainedge Union Free School District
- East Meadow Union Free School District

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

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

10. Special Education Contracts

RESOLUTION # 16-17-154

**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.

- Plainedge UFSD
- Center for Developmental Disabilities
- Just Kids Early Learning Center
- Syosset Central School District
- Mid Island Therapy

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

**RESULT:** MOTION CARRIED [5-0-0]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Marianne Adrian  
**AYES:** Pappas, Moran, Adrian, Marengi, Quinones-Smith  
**ABSENT:** Christina Lang

11. Obsolete Textbooks

RESOLUTION # 16-17-155

**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 [5-0-0]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Marianne Adrian  
**AYES:** Pappas, Moran, Adrian, Marengi, Quinones-Smith  
**ABSENT:** Christina Lang

12. Obsolete Equipment

RESOLUTION # 16-17-156

**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 [5-0-0]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Marianne Adrian  
**AYES:** Pappas, Moran, Adrian, Marengi, Quinones-Smith  
**ABSENT:** Christina Lang

13. Schedules

RESOLUTION # 16-17-157

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

- 1001 Resignations/Terminations, Instructional Personnel
- 1001.1 Resignations/Terminations, Non-Instructional Personnel
- 1002 Appointments, Certified Personnel
- 1003 Designation, Coaching
- 1004 Designation, Consultants
- 1005 Appointments, Extra-Curricular
- 1006 Appointments, Non-Instructional Personnel
- 1007 Salary Change, Instructional
- 1008 Leave of Absence, Non-Instructional Personnel
- 1009 Students w/Disabilities

**AMEND AS FOLLOWS: Pull schedule 1006, #6.**

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

**VI. ACTION ITEMS: NEW BUSINESS**

1. Gifts to School

RESOLUTION # 16-17-158

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

- A check in the amount of \$172.07 to be deposited in the Abbey Lane School Student Activity Fund from eScrip, 1810 Gateway Drive, Suite 380, San Mateo, CA 94404
- One Electric Baby Grand Piano to be donated to MacArthur High School for use in Room 100D for Grades 9 - 12 from Ms. Roberta Quinn, 341 Twin Lane South, Wantagh, NY 11793."

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Marianne Adrian
<b>SECONDER:</b>	Mike Pappas
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

**VII. AD HOC**

1. Policies - First Read

Ms. Rifkin explained the changes made to the following policies:

Policy #7270 Rights of Non-Custodial Parents

This is a new policy for the District recommended by Erie I BOCES. It addressed what to do in situations where there is a custodial parent and what rights they have, what rights the non-custodial parent has and also if the court documentation is silent, that the custodial parent would be deemed the decision- maker for the child.

Policy #6160 Professional Growth/Staff Development

The only changes on this policy are based on new State regulations that going forward all teachers and teaching assistants need 100 hours of continuing education.

**Policy #6215 Probation and Tenure**

The changes are a result of State regulations amending tenure from three years to four years.

**Policy #6130 Evaluation of Personnel**

The policy has a number of changes based on the change from New York State 3012-c to 3012-d for APPR.

**Policy #3420 Non-Discrimination and Anti-Harassment in the School District**

Policies should never have a particular name referenced in it. It should have just a title. Therefore, the policy was changed to reflect that.

Dr. McDonald polled the Board to see if there were any objections to waving the second read on these policies and putting them up for adoption at the next Board Meeting since they were all very straight forward. The Board agreed.

**VIII. DATES**

November 2 - Audit Committee Meeting

November 2 - Regular Meeting

November 16 - Planning Session

**IX. MOTION TO ADJOURN**

<b>RESULT:</b>	<b>MOTION CARRIED [5-0-0]</b>
<b>MOVER:</b>	Marianne Adrian
<b>SECONDER:</b>	Mike Pappas
<b>AYES:</b>	Pappas, Moran, Adrian, Marengi, Quinones-Smith
<b>ABSENT:</b>	Christina Lang

**The Board adjourned the public meeting at 9:40 PM.**

Elizabeth Appelbaum  
District Clerk

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

