

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

DATE: February 13 , 2013

REGULAR MEETING

THE REGULAR BOARD MEETING OF THE BOARD OF EDUCATION, was duly called and held on Wednesday, February 13, 2013 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

Ms. Peggy Marengi
Mr. James Moran
Mr. Michael Pappas – President
Mr. Peter Porrazzo – Vice President
Mr. Edward Powers
Mr. Kevin Regan – Secretary
Mr. Frank Ward – (excused absence)

ADMINISTRATION

Dr. James Grossane – Superintendent of Schools
Ms. Darlene Rhatigan – Assistant Superintendent
Ms. Debbie Rifkin – Assistant Superintendent
Mr. Mark Flower – Assistant Superintendent

OTHERS

Mr. Robert H. Cohen – School Attorney
Ms. Elizabeth Appelbaum – District Clerk
Ms. Jennifer Newins – MacArthur High School Student Liaison
Mr. James Reilly - Division Avenue High School Student Liaison

I. CALL TO ORDER

- A. Pledge of Allegiance
- B. Mr. Pappas, called the Regular Board Meeting to order at 5:00 PM. On a motion by Mr. Porrazzo, seconded by Mr. Powers and approved (6-0) that the Board adjourn to Executive Session to discuss items on the Executive Session Agenda relating to negotiations.
- C. The Board reconvened in Public Session at 7:40 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. ANNOUNCEMENTS

Mr. Pappas announced that the MacArthur and Division Avenue High School Girls Cheerleading Squads did very well in their competition in Florida with MacArthur finishing 9th in the nation. Dr. Grossane shared that MacArthur High School senior Liam Lang has been named a finalist in the 2013 National Merit Scholarship Program.

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III. APPROVAL OF MINUTES

MOTION: Mr. Porrazzo moved to “Make the necessary corrections and move the approval of the minutes of January 9, 2013 (Regular Meeting).”

APPROVAL OF MINUTES

Seconded: Mr. Regan

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

IV. REPORTS

A. Recognition:

1. PTA Executive Board and Unit Co-Presidents

Mr. Pappas noted that tonight was a special meeting because we get to recognize all our PTA's throughout the district for their diligent work. He remarked that there is a small group of people in every community that do a large share of the work and our PTA happens to be a part of that. Dr. Grossane expressed on behalf of the Board, Administration, teachers and staff within the district, his gratitude for all the great work the PTA does for the district. He stated that they help us out on so many things in so many ways. The Board presented the PTA members with a certificate of appreciation followed by a reception.

2. Art Display – Summit Lane Elementary School

Dr. Grossane commented on the beautiful art work by Summit Lane Elementary School. He asked that everyone take a look at the display before they leave.

B. Superintendent's Reports

1. Scope of Work – Masonry Project (Lucchesi Engineering)

Dr. Grossane shared that Mr. Mark from Lucchesi Engineering would be presenting a plan for our masonry and roofing projects. Mr. Flower explained that all the plans are ready to go to SED for approval. He noted that there had been discussion with the Board on these emergency projects in regard to alternative material that could be used. Mr. Flower wanted the Board to hear from Mr. Mark what the renovations and scope of the work would entail. Mr. Mark reported that the extent of the work was for a masonry restoration project which is to repair items that are broken, cracked or damaged as well as to take care of the cause of the problem. Mr. Mark discussed the different areas that were looked at. He advised that he didn't see any red flags from what was examined.

Mr. Porrazzo remarked that he was originally under the impression that this was going to be a much more extensive project and that was why the Board wanted to discuss alternate materials. He didn't think a lengthy discussion was necessary now. Mr. Mark stated he wanted

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the Board to know that Lucchesi was replacing all materials in kind and not changing the look or appearance of the buildings. Mr. Porrazzo asked about ground dropping at Salk. Mr. Mark reported that there was some which could have been caused by impact damage but he saw no reflection cracks, settlement or movement. Mr. Porrazzo wanted to know about the roof. Mr. Mark stated that the roof was in good shape.

Mr. Power remarked that the Board was led to believe that more extensive stripping was required.

Mr. Pappas asked when the project would be completed. Mr. Mark noted that once the Board approved the project, it would go to SED for review. This review usually takes between 2 - 4 weeks. Mr. Pappas mentioned that the cost of the project was originally \$1,000,000 and now was \$200,000. Mr. Mark pointed out that the sum of the projects were well over in masonry construction totals and well under in roof construction totals.

Dr. Grossane asked what was needed from the Board. Mr. Flower noted just signatures.

2. Follow-up to Public Be Heard Questions
(none)
3. Follow-up to Board Questions

Dr. Grossane reported that there were two questions from the Board from the last meeting.

One question was on what department the refrigerator, that was being discarding from Salk, came from. After review, it was determined it came from the Home Economics Department.

The other question was on the procedure for contract signature and presentation to the Board President for his signature. Dr. Grossane noted that he met with Mr. Cohen, our legal counsel, Ms. Rhatigan and the Special Education Office to develop a process by which each contract would be checked. In reviewing those contracts in question, the ones from our district were done correctly but there were a few from other districts that had issues and were sent back for corrections. He reported that a procedure was developed for dealing with new companies and new contracts.

Mr. Porrazzo asked if there was any discussion regarding disclosure of relationships on contracts between people requesting these contracts especially with new vendors. Dr. Grossane did not recall any discussions. He mentioned that the external auditors send documents to Administration that have to be signed, stating we have no business relationship with our vendors. Mr. Porrazzo wanted to know if any districts have a policy on this. Mr. Cohen stated it would be like a non-collusion affidavit from a bidder. He commented that he would look into preparing a waiver or disclosure form. Mr. Powers asked that Dr. Grossane check if the memo that Administration signs annually includes Directors. Mr. Pappas wanted to see if any other district has something like this.

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C. Board of Education:

1. Comments & Reports

Mr. Regan commented that he had the pleasure of attending the art exhibit at the Levittown Library for the students at Salk and Wisdom Lane. He mentioned that the students were extremely talented and showed great work. Mr. Regan pointed out that the MacArthur and Division students art work will be exhibited next. He advised anyone with the opportunity to go to see this interesting work.

Mr. Pappas wished everyone in the Catholic faith a holy Lenten Season. He noted he went to activities at East Broadway, Wisdom Lane and Lee Road. He remarked that it makes you feel good and have pride about the next generation when you see these events. He spoke about the caring members of the Kiwanis, Key Club and the Builders Club.

Mr. Moran noted he attended the Salk girls basketball game before the Board meeting and reported they were winning.

Mr. Porrazzo asked when the banners in the gyms honoring the sports teams will be updated. Dr. Grossane commented that he would look into it. Additionally, Mr. Porrazzo asked about signs for the front lawns from the county regarding the winning sports teams. Dr. Grossane remarked that we had gotten the most recent one from the town but he would check into the the ones from the county. Mr. Pappas reported that there was discussion for MacArthur to construct an area to display signs from the town and county . He noted that the signs could be made up for teams going back as many years as you want. Mr. Porrazzo asked who requests these signs from the county. Dr. Grossane responded that they usually just come to us but he would find out from Mr. Snyder. Mr. Porrazzo advised that both schools should have this tradition.

Mr. Pappas commented that he had attended Senior Academy Awards. He remarked how everyone was cheering each other on with lots of hugs to go around.

2. Correspondence
(None)

3. Student Liaisons to the Board

Mr. Reilly reported on the events at Division Avenue. He noted that the Science Olympiad Team placed 5th in the Regional Competition so this qualifies them for the State Competition; the girls Varsity Basketball Team went undefeated in their Conference; the Track and Field Team broke some records at their Meet ; the Boys Wrestling Team did well in the Counties; the Bowling Team qualified for the State Tournament and the Cheerleading Team was in Florida for the Nationals. Additionally, he reported that some students left this morning for the European Trip with the Foreign Language Department. Mr. Reilly shared that coming up is a fundraiser called Hoop for Heart and Spirit Week. After some prompting, Mr. Reilly announced that he was the Valdictorian for Division Avenue.

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Ms. Newins reported that at MacArthur, the Winter Track and Field Girls Team won the Conference Championship for the eighth year in row which broke the school record. Also the girls and boys teams have been going to the State qualifying meet and the runners and field event students are going to the Long Island Elite Meet with a few going to Nationals. The Varsity Cheerleaders, who just came back from Disney, placed 9th in the nation. For the Wrestling Team, a few are going to the States. As with Division Avenue, the students going on the European trip left in the morning. Ms. Newins mentioned that last week were the Senior Academy Awards which was a fun time and Ms. Bissoondial was having a free Prom Boutique for students in grades 11 and 12, donated by the staff. Upcoming events is a Back Alley Cabaret and the Varsity Boys Lacrosse Fundraiser for Autism.

Mr. Pappas acknowledged that we have an excellent staff in our schools. He noted that some teachers go above and beyond what is expected. One such teacher is Ms. Bissoondial, who has a heart of gold and is in it for the children.

V. PUBLIC BE HEARD

(Attached)

VI. ACTION ITEMS: OLD BUSINESS

1. **MOTION:** Ms. Marengi moved, "WHEREAS, the Levittown School District had previously contracted with Cost Management Services for Medicaid billing services; and

RESOLUTION # 12-13-139
Medicaid Billing Services Contract
Sivic Solutions Group, LLC.

WHEREAS, Cost Management Services no longer provides this service:

NOW, THEREFORE BE IT RESOLVED, that the Levittown Board of Education does, hereby, enter into an agreement with Sivic Solutions Group, LLC, to provide Medicaid billing services; and

BE IT FURTHER RESOLVED, that the President of the Levittown Board of Education is, hereby, authorized to sign the attached agreement with Sivic Solutions Group, LLC."

Seconded: Mr. Moran

NOTE: Dr. Grossane reported that questions had been raised previously regarding this contract. He noted that Mr. Flower was working very diligently with this firm and has identified 119 students who are Medicaid eligible. He commented that we will be using this consultant to assist us in setting up a system for our staff. Dr. Grossane remarked that he would like to work with her through the year and then see how we can absorb this revenue source into our own work stream. We can then use this consultant for updates only. He felt it was worth the investments because it is a significant revenue source.

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VI. ACTION ITEMS: OLD BUSINESS (continued)

Mr. Porrazzo reported that he is familiar with this work and that 90% of the work has to be done by the school district. He would like to see this service done in-house and hopes the consultant can train our staff properly since he is aware of consultants who overbill the state. Mr. Porrazzo noted he would be monitoring this service. Dr. Grossane stated that the consultant is helping us with back billing for our services and putting record keeping in place. He commented that it is important for us to stay on top of this.

Mr. Cohen mentioned the there will be a cap on the consultant's salary.

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

2. **MOTION:** Mr. Regan moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve new #Policy 6400 – Identification Badges."

RESOLUTION # 12-13-140
Policy #6400 -
Identification Badges

Seconded: Mr. Powers

NOTE: Mr. Pappas complemented Dr. Grossane on a nice job on the policy.

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

3. **MOTION:** Mr. Porrazzo moved, "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,

RESOLUTION # 12-13-141
Warrants

NOW, THEREFORE, BE IT RESOLVED, that the January 2013 report of the Claims Auditor be accepted."

Seconded: Ms. Marengi

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

4. **MOTION:** Mr. Porrazzo moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Treasurer's Report for the month ending December 31, 2012 and place same on file."

RESOLUTION # 12-13-142
Treasurer's Report

Seconded: Ms. Marengi

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0

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VI. ACTION ITEMS: NEW BUSINESS

5. **MOTION:** Mr. Porrazzo moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Claims Auditor Reports prepared by Albrecht, Viggiano, Zureck & Company, P.C., for the months ending November 30, 2012, December 31, 2012 and *January 31, 2013.*"

RESOLUTION # 12-13-143
Claims Auditor Reports

Seconded: Ms. Marengi

NOTE: Mr. Pappas remarked that he had been in touch with the Claims Auditor and was told that the Board's report could be available prior to the each Board meeting. After next month, we will be seeing one report per month. Additionally, Mr. Pappas was questioning the procedure for discovering confirming purchase orders. Mr. Flower reported that when it is determined that a invoice predates the purchase order date, he sends out a memo to the person generating the purchase order for an explanation on why they violated our policy. This memo is to be signed by a Supervisor and then sent back to the Business Office where it will be presented to the auditor. He is trying to educate the staff as to what was done wrong, to prevent it from happening again. Mr. Pappas wanted to know why the auditor was finding more confirming purchase orders than the Business Office. Mr. Flower reported that the majority of the confirming purchase orders have gone through a delayed approval time especially with professional services. Mr. Flower explained some of the reasons why we are cited. Mr. Porrazzo asked why the Business Office is not aware of every time there is a confirming purchase order. Mr. Flower responded that the confirming purchase order notices come from the purchasing agent. He noted it would be a good idea to have the accounts payable department involved before they submit the payment for approval to the auditor. He commented that he would look into this as soon as possible. Mr. Pappas inquired about invoices over 90 days. He mentioned that there is a new form being used that includes individual's names. Mr. Flower remarked that he had asked that names be included to try to identify those individuals who are generating the improper invoices. Mr. Pappas felt it was not necessary for the Board to have these names.

AMEND TO INCLUDE: January 31, 2013.

MOTION CARRIED. Six members present voting yes.

APPROVED AS AMENDED 6-0.

6. **MOTION:** Mr. Porrazzo moved, "WHEREAS, in compliance with New York State Government Accounting practices, the attached lists of budget transfers have been prepared and are recommended by the Assistant Superintendent for Business & Finance,

RESOLUTION #12-13-144
Budget Transfers

1. <u>Code (from)</u>	<u>Code (to)</u>	<u>Amount</u>
A2630.4900	A2630.4500	\$ 20,000

(for the purchase of cartridges for new Lexmark machines being installed);

2. <u>Code (from)</u>	<u>Code (to)</u>	<u>Amount</u>
A1989.4000	A1620.1811	\$ 72,675.83

(overtime costs due to Superstorm Sandy, to be recovered by FEMA);

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

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VI. ACTION ITEMS: NEW BUSINESS – Continued

Seconded: Ms. Marengi

NOTE: Mr. Moran inquired as to why money is being transferred for the storm related FEMA which will be reimbursed. He questioned if we had the money available for overtime. Mr. Flower responded that the money was available in an overtime code but he wanted to create a new budget code for the FEMA monies. This would make for easier reporting.

Mr. Powers asked about the acquisition of the Lexmark machines. Mr. Flower explained they are copiers that are replacing our leased copiers from Xerox. He noted that since we now own these new machines, we are responsible for the toner cartridges. It seems the consumption of toner was underestimated in these copiers. Mr. Powers asked if this was for replacement of toners after the initial toners were empty. Mr. Flower answered yes. Ms. Rhatigan explained that we were having tremendous problems with our Xerox machines breaking down so the big copiers were not working and the smaller inefficient ones had to be used. She commented that Xerox gave up their servicing of the machines and subcontracted this out which caused major time delays for service. Ms. Rhatigan reported she was in talks with other companies that do their own service. Mr. Porrazzo asked if we were buying color cartridges for the Lexmark machines. Mr. Flower responded no. Additionally, Mr. Porrazzo wanted to know if we were requiring employees to input their codes to use the machines and if we limit the number of copies made. Ms. Rhatigan answered that employees have to use their codes and are restricted to monthly quotas. Mr. Porrazzo questioned if employees can use their ID badges to log onto the machines. Ms. Rhatigan said that conversations are starting to take place regarding that issue.

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

7. **MOTION:** Mr. Porrazzo moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Appropriation and Revenue Status Reports for the period ending December 31, 2011." and ending January 31, 2013."

RESOLUTION # 12-13-145
Appropriation and Revenue
Status Reports

Seconded: Ms. Marengi

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

8. **MOTION:** Mr. Porrazzo moved, RESOLVED, that the Levittown Board of Education does, hereby, approve the following bids:

RESOLUTION #12-13-146
Approval of Bids –
LPS-12-003

LPS-12-003 – Division Avenue High School Cafeteria Renovation

Contract #1 – HVAC Construction – Ultimate Power, Inc.	\$ 430,000
Contract #E-1 – Electrical Construction – JP Daly & Sonds, Inc.	\$ 220,466
Contract #P-1 – Plumbing Construction – Seaford Avenue Corp.	\$ 42,500
Contract #G-1 – General Construction – Tromel Construction Corp.	\$1,038,000."

Seconded: Mr. Regan

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VI. ACTION ITEMS: NEW BUSINESS – Continued

NOTE: Mr. Porrazzo remarked that we had previously paid fees based on a higher amount. Mr. Flower noted that we still owe Lucchesi Engineering the balance of 30%. When that is paid, the balance of what we owe will be reduced.

MOTION CARRIED. Five members present voting yes.
(Mr. Pappas, Mr. Porrazzo, Mr. Regan, Mr. Moran)
One member voting no. (Mr. Powers)

APPROVED 5-1-0.

9. **MOTION:** Mr. Moran moved, "RESOLVED, that the Levittown Board of Education does hereby, accept with thanks, the following gifts:

RESOLUTION # 12-13-147
Gifts to School

- a. a check in the amount of \$2,000 for the Broadcast Club and a check in the amount of \$500 for a scholarship both for MacArthur High School, given by MSG Varsity c/o Cablevision, 1101 Stewart Avenue, Bethpage, NY 11714;
- b. a check in the amount of \$250 for the Career Development Creative Arts Show at Division Avenue High School, given by NEFCU, 1000 Corporate Drive, P. O. Box 9003, Westbury, NY 11590;
- c. a check in the amount of \$574.30 for classroom supplies at Gardiners Avenue Elementary School, given by Box Tops for Education, P. O. Box 2185, Young America, NM 55553-2185;
- d. a bicycle for the winner of a Grade Level Reading Program at Salk Middle School, given by Brands Cycle & Fitness, 1966 Wantagh Avenue, Wantagh, NY 11793;
- e. a 2000 Chevrolet Malibu – VIN #1G1ND52J6123574 for the auto shop at GCTech, given by Thomas Williams, 72 Martin Road North, Bethpage, NY 11714."

Seconded: Ms. Marengi

NOTE: Mr. Pappas thanked the donors for their generous gifts to support the students and school district.

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

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VI. ACTION ITEMS: NEW BUSINESS – Continued

- 10. MOTION:** Mr. Regan moved, “RESOLVED, that the Levittown Board of Education, does, hereby, declare the items on the following lists obsolete and that the items may be discarded and/or sold at the highest possible salvage value:

RESOLUTION # 12-13-148
Obsolete Equipment

<u>School/Building</u>	<u>Number of Items</u>	<u>Date</u>
LMEC (computers)	4	1/8/13
LMEC (projectors)	8	1/8/13
Purchasing (date stamp/dictaphone)	2	2/5/13
Supt’s Office (typewriter)	1	1/17/13
MacArthur (laminator)	1	1/18/13
Summit (crash mat)	1	1/25/13
Division (audio/visual)	27	1/23/13.”

Seconded: Mr. Powers

NOTE: Mr. Powers asked for clarification on some items.

MOTION CARRIED. Six member present voting yes.

APPROVED 6-0.

- 11. MOTION:** Mr. Regan moved, “RESOLVED, that the Levittown Board of Education, does, hereby, declare the library books on the following list obsolete and that the items may be discarded and/or sold at the highest possible salvage value:

RESOLUTION # 12-13-149
Obsolete Books

<u>School/Building</u>	<u>Number of Items</u>	<u>Date</u>
Gardiners Avenue	401	12/21/12.”

Seconded: Mr. Powers

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

- 12. MOTION:** Mr. Moran moved, “RESOLVED, that the Levittown Board of Education, does, hereby, the participation in Nassau County Superintendent of Buildings & Grounds Association (NCSBGA) Purchasing Consortium with forty other Nassau County School Districts for preparation and use of bids related to buildings and grounds purchases as per the list of bids approved by the Cooperative Bid Committee.

RESOLUTION # 12-13-150
Participation in Nassau County Superintendent of Building & Grounds Association (NCSBGA) Purchasing Consortium.

Seconded: Mr. Powers

NOTE: Mr. Flower explained that this resolution allows us to participate in cooperative bids with other Nassau County school districts for capital projects and items related to buildings and grounds. Mr. Cohen noted this association has been around for a few years. Dr. Grossane stated that we try to join all consortiums. Mr. Pappas mentioned that the Board has maintained that state contracts should be part of the process but not the entire process since they are not always the lowest bid. Many contractors are willing to do jobs for a lot less.

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VI. **ACTION ITEMS: NEW BUSINESS – Continued**

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

- 13. MOTION:** Mr. Porrazzo moved, "WHEREAS, in the Board of Education's continuing review and update of existing Levittown Board policies; and

**RESOLUTION #12-13-151
Approval of Policies -
3000 Series – Community
Relations**

WHEREAS, the Levittown Board of Education has completed its review of policies 3280, 3280.1 and 3310 – 3510 of the Community Relations Policy series with all appropriate parties and revised same as necessary;

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, accept Community Relations Policies 3280 and 3280.1 and the 3000 Series 3310 – 3510."

Seconded: Ms. Marenghi

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

- 14. MOTION:** Mr. Powers moved, "WHEREAS, the attached 2013-2014 school calendar has been reviewed by all appropriate parties,

**RESOLUTION #12-13-152
School Calendar – 2013-2014.**

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, adopt the attached calendar as the official dates for the operation of schools during the 2013-2014 school year."

Seconded: Mr. Moran

NOTE: Dr. Grossane advised that we will be starting school for teachers with Superintendent's Conference Day on September 3rd and September 4th for students. This is followed by the closing of school for the Jewish Holidays, September 5th and 6th. Dr. Grossane stated that this is following the standard for the County. He reported that the date of graduation would be changed due to New York State Education Department moving regents week forward. The last day of school is June 26th. Mr. Pappas asked how many others districts are using this calendar and how many are using others. Dr. Grossane commented that some districts are using a calendar where teachers come in prior to Labor Day with student coming in on September 3rd and 4th. Other districts that have it in the contracts, are coming in August and closing school for the 3rd and 4th, and starting school on the 9th of September but this is very few. Dr. Grossane reported that he had mentioned to the LUT to return in August but they preferred not to. Mr. Porrazzo was in favor of coming back for the one day, September 4th, since it allows teachers to take care of any administrative duties they have. He feels there is a rationale, in that the following week is for learning. Dr. Grossane reported that Ms. Rifkin was speaking to Hofstra to move the graduation date closer to the end of school. He wanted to make sure that everyone was aware that the date of graduation on the calendar going out would be changed. Dr. Grossane stated that he will inform the community when a new date is set. Mr. Porrazzo suggested having graduation during the week, especially if we run into a problem getting a date. Additionally, he noted that a previous Board member recommended using the Tilles Center. Dr. Grossane stated that we could look into that but he felt it was a little pricey. He shared that he is in favor of having graduation during the week but we would need two separate nights. Mr. Pappas remarked that in the past, the Tilles Center has asked to use our facilities. He wondered if we could work out an exchange. Dr. Grossane said he would look into using a variety of venues and dates.

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VI. ACTION ITEMS: NEW BUSINESS – Continued

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

15. **MOTION:** Mr. Porrazzo moved, “RESOLVED, that the Levittown Board of Education does, hereby, recommend the appointment of Jill Meyerowitz, a Northside PTA representative, and Tammy Gallo, a Summit Lane PTA representative to the Food Service Committee.”

RESOLUTION # 12-13-153
Food Service Committee -
Additional Appointments.

Seconded: Mr. Powers

NOTE: Mr. Pappas asked when the first appointment was made. Dr. Grossane reported it was in September. Mr. Pappas thanked everyone for their service.

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

16. **MOTION:** Mr. Regan moved, “RESOLVED, that the Levittown Board of Education does, hereby, approve Kaplan, Inc., to provide an additional complete SAT Classroom Prep course for the May 4, 2013 SAT at an individual tuition rate of \$200 per student.”

RESOLUTION # 12-13-154
May 4, 2013 SAT – Prep Course

Seconded: Mr. Moran

NOTE: Mr. Pappas questioned what was happening to the morning class. Dr. Grossane reported that students were already scheduled for this year but for next year, we are recommending that the AM and PM classes be discontinued. Ms. Rifkin noted that the principals are consolidating sections for the morning classes. Mr. Porrazzo asked Ms. Rifkin if more analysis was done since her presentation on the SAT courses. Dr. Grossane remarked that the information requested was sent home in last Friday’s packet. Mr. Porrazzo wanted to know if there was a correlation between the PSAT and the SAT and if you could convert the PSAT score to a similar SAT score to see if there is any improvement. Ms. Rifkin stated that we could look at a lot of different data points but the reality is that for each student in the class, some of them took other courses or had private tutors so that it’s very difficult to get a pure analysis to see what had the effect on the improvement. There was much discussion on this subject. Mr. Porrazzo noted that there had been discussion on having Kaplan come in to show us how they analyze their data for effectiveness . Ms. Rifkin shared that they typically look at the results of practice tests which in our case did not show positive improvement. She commented that Kaplan explained that the reason for this is that it’s the work the student put in along with outside factors. Ms. Rifkin stated that she told Kaplan she did not feel comfortable recommending the program if we do not see more consistent positive results. Additionally, she wanted Kaplan’s best teachers. She noted that the authorization to run the Kaplan course is if we have the enrollment which is stated on the flyers. There was discussion on the cost and number of classes. Mr. Porrazzo advised that before we cut a class, the Board have a chance to review it. He mentioned that his son did very well taking the Kaplan course. Dr. Grossane commented that the SAT scores are the sum of your educational experience combined with how much effort the student puts in.

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

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VI. **ACTION ITEMS: NEW BUSINESS – Schedules Continued**

17. **MOTION:** Mr. Powers moved, “RESOLVED, that the Levittown Board or Education does, hereby, authorize students at Division Avenue and MacArthur High Schools to participate in a foreign field trip to Montreal, Canada from October 20, 2013 to October 22, 2013.”

RESOLUTION # 12-13-155
Authorization of Foreign Field
Trip – Montreal, Canada

Seconded: Mr. Moran

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

18. **MOTION:** Mr. Powers moved, “RESOLVED, that the Levittown Board of Education does, hereby, authorize students at Division Avenue and MacArthur High Schools to participate in a foreign field trip to Italy, Spain, France, and Monaco from February 12, 2014 to February 21, 2014.”

RESOLUTION # 12-13-156
Authorization of Foreign Field
Trip – Italy, Spain, France and
Monaco

Seconded: Mr. Moran

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

19. **MOTION:** Mr. Powers moved, “WHEREAS, the Levittown Union Free School District (“District”) maintains the Levittown Union Free School District 403(b) Retirement Plan (“Plan”); and

RESOLUTION #12-13-157
Amendment of LUFSD 403(b)
Retirement Plan

WHEREAS, the Plan was duly adopted on the tenth day of December, 2008 by the District’s Board of Education (“Board”); and

WHEREAS, the Board desires to amend the Plan to permit Roth 403(b) Contributions and the in-plan rollover of a Non-Roth Account to a Roth Account;

NOW, THEREFORE, BE IT RESOLVED that section **6.6 Roth 403(b) Contributions** of the Plan is hereby amended to read as follows;

6.6 Roth 403(b) Contributions

ROTH contributions shall be allowed under the Plan. The rules of §1.401(k)–1(f)(1) and for designated Roth contributions under a qualified cash or deferred arrangement shall apply to designated Roth contributions under the Plan. Thus, a designated Roth contribution under the Plan is a section 403(b) elective deferral that is designated irrevocably by the Employee at the time of the cash or deferred election as a designated Roth contribution being made in lieu of all or a portion of the section 403(b) elective deferrals the Employee is otherwise eligible to make under the Plan. A designated Roth contribution shall be treated by the Employer as includible in the Employee's gross income at the time the Employee would have received the amount in cash if the Employee had not made the cash or deferred election (such as by treating the contributions as wages subject to applicable withholding requirements); The Plan will allocate Roth contributions to a separate Account which shall be

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VI. **ACTION ITEMS: NEW BUSINESS – Schedules Continued**

maintained in accordance with Treasury Regulation §1.401(k)–1(f)(2). Gains, losses, and other credits and charges shall be separately allocated on a reasonable and consistent basis to each Participant's Roth contribution Account and the Participant's other Accounts under the Plan.

A designated Roth contribution under the Plan must satisfy the requirements applicable to section 403(b) elective deferrals under the Plan and the requirements of §1.403(b)–6(d). Similarly, a designated Roth account under the Plan is subject to the rules of Code sections 401(a)(9)(A) and (B) and §1.403(b)–6(e). Notwithstanding section 6.1 [the eligible rollover provision], a direct rollover of a distribution from a Roth Account under the Plan will only be made to another qualified Roth contribution program described in Code section 402A or a Roth IRA described in Code section 408A, the Plan will only accept a rollover contribution to a Roth Account if it is a direct rollover from another qualified contribution program described in Code section 402A, and the Plan will only make or accept a rollover if the rollover is permitted under the rules of Code section 402(c).

BE IT FURTHER RESOLVED that the Plan shall include the following new section **6.7 Roth 403(b) Contributions**;

6.7 In-plan rollover from a Non-Roth Account to a Roth Account

If the Adoption Agreement so specifies-OR-If the Plan includes a qualified Roth contribution program, a Participant, Beneficiary, or Alternate Payee may, consistent with IRC § 402A(c)(4), direct an in-Plan qualified rollover contribution into a Roth Account of an amount under a Non-Roth Account that, for a transfer before January 1, 2013, the Participant, Beneficiary, or Alternate Payee otherwise was entitled to receive as an Eligible Rollover Distribution, or for a transfer after December 31, 2012 is consistent with IRC § 402A(c)(4)(E).

Seconded: Ms. Marengi

NOTE: Mr. Flower explained that we use Omni as our 3rd party administrator for our 403(b) plan and they are amending our plan to offer a Roth option. He noted that typically 403(b) plans allow you to contribute to a pre-tax retirement saving accounts. A Roth plan lets you pay the tax upfront and when you retire the earnings and dividends are not taxed. It is a different methodically for being able to contribute to your retirement plan. Mr. Porrazzo inquired if he saw Omni in our fees. Mr. Flower pointed out that Omni has changed their fee structure. In the past, they used to charge us a per employee rate and now they have come up with a P3 program where they shifted the cost to the providers. It has reduced our annual cost. Mr. Flower noted we are using a blended plan since 10% of our employee population is still participating with non P3 providers. He shared that he met with our unions and have changed our policy and any new employee can no longer be able to use non providers.

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

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VI. ACTION ITEMS: NEW BUSINESS – Schedules Continued

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|---|---|
| 20. MOTION: Mr. Powers moved, "To approve the following Schedules: | RESOLUTION# 12-13-158
<u>Schedules</u> |
| Schedule 12-G-9
(Resignation/Termination – Certified Personnel)." | 1001 |
| Schedule 12-GG-9
(Resignation/Termination – Non-Instructional Personnel)." | 1002 |
| Schedule 12-H-11
(Appointments – Certified Personnel)." | 1003 AMEND |
| Schedule 12-H-11-a-1
(Salary Change – Certified Personnel)." | 1004 |
| Schedule 12-H-11c
(Designation – Consultants)." | 1005 AMEND |
| Schedule 12-H-11g
(Designation - Coaches)." | 1006 |
| Schedule 12-HH-11
(Appointments – Non-Instructional Personnel)." | 1007 |
| Schedule 12-K-8
(Leave of Absence –Certified Personnel)." | 1008 |
| Schedule 12-KK-8
(Leave of Absence –Non-Instructional Personnel)." | 1009 |
| Schedule 12-N-1
(Health Services)." | 1010 |
| Schedule 12-O-7
(Students w/Disabilities)." | 1011 |

Seconded: Mr. Regan

AMEND AS FOLLOWS: Schedule 12-H-11 change date from 2/22/2013 to 2/11/2013
Schedule 12-H-11c change amount from \$5,160 to \$5760

NOTE: Mr. Pappas shared that there is always a lot of discussion from the Board on schedules but it is done in Executive Session since it cannot be done in public.

MOTION CARRIED. Six members present voting yes.

APPROVED AS AMENDED 6-0.

MOTION: Mr. Moran moved, "RESOLVED, that the Levittown Board of Education does, hereby, suspend the policy rules to add two items to the agenda, #21 and #22."

Add an Agenda Item

Seconded: Mr. Powers

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

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VI. **ACTION ITEMS: NEW BUSINESS – Schedules Continued**

21. **MOTION:** Mr. Porrazzo moved, “RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education hereby approves the terms of the Memorandum of Agreement (“MOA”) regarding the Charges pursuant to Education Law § 3020-a bearing the State Education Department (“SED”) Case Number 20,382 and authorizes the Superintendent of Schools to execute the MOA.”
- RESOLUTION # 12-13-159
Memorandum of Agreement

Seconded: Ms. Marengi

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

22. **MOTION:** Ms. Marengi moved, “RESOLVED, that the Levittown Board of Education does, hereby, approve James Moran, Jr., as an additional member of the Citizens Advisory Committee for the 2013-2014 budget.”
- RESOLUTION # 12-13-160
Citizens Advisory Committee
for Budget – Additional Member

Seconded: Mr. Powers

NOTE: Mr. Porrazzo asked how many individuals were on the committee and what area of the budget was being recommended for their review. Mr. Flower responded now there are five people and he had suggested looking at transportation. Mr. Porrazzo inquired when the transportation portion of the budget would be presented and he had questions on the bus rotation. Mr. Flower noted the transportation budget would be presented in a few weeks. He commented that there are four new buses for purchase in the budget. Additionally, Mr. Flower stated that we received some information on grant opportunities through NYSERDA to look into alternate fuel buses. The Board discussed natural gas versus propane buses. Dr. Grossane stated that the district is buying buses incrementally. Mr. Flower reported that we need to average between four to five new buses a year to maintain our fleet.

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

23. **Ad Hoc –**

a. Inclement Weather – Closed Campus

Dr. Grossane pointed out that there had been an inquiry regarding student drivers and traffic accidents on inclement weather days. After doing some research, he determined that there had been five automobile accidents this year in the district but not all in bad weather. Dr. Grossane was concerned about where we draw the line for students with driving since he feels this is a parental issue. He commented that parents grant permission for their children to drive to and from school not the school district. The Board had a lengthy discussion on this issue.

Mr. Porrazzo was worried that if we do not close campus and there is an accident, we run the risk of litigation. He asked for guidance from our legal counsel. Mr. Cohen remarked that the district has the potential to be sued either way. It is less likely, if we don't have a policy. In extreme situations of severe weather, a parent could claim a school district is in “local parentis.” If you have a policy and don't close the school you are more subject to second guessing.

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V. 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 OFFICE.

The guidelines pertaining to Public Be Heard were read. Dr. Grossane and/or Board members will respond to questions, after the last speaker is heard.

Michael Scully 6 Serpentine Lane, Levittown, NY

Mr. Scully wanted to discuss the district's pursuit of the installation of an effective panic button emergency system in each and every school to further streamline the initiation of lock down procedures in the event of an emergency. He mentioned that he had a daughter in Kindergarten and his wife is a teacher at Salk. While Mr. Scully agreed with most of what the Board and Health and Safety Committee have publicly discussed in terms of adding additional preventative security measures throughout the district, he believes that our attention should be first and foremost on the protection of our children and staff members in the event of an emergency. He went on to discuss the effectiveness of panic buttons. Mr. Scully reported that he was aware that the district was considering using panic buttons as a security enhancement. However, he felt the longer the district waits on security proposals, the longer our district remains vulnerable. Mr. Scully offered his time and services to help the district bring the security enhancements to fruition as soon as possible.

RESPONSE:

In response to Mr. Scully's request:

Dr. Grossane reported that later in the week, he was having a meeting to analyze the security in the buildings. He noted that he would be presenting to the Board, a budget presentation that would incorporate funds into next year's budget plan in anticipation for future security updates as well as using current funding to make steps toward creating a safer school district. He mentioned that panic buttons are being considered. Dr. Grossane commented that while it may seem that we are moving slowly, we prefer to say we are moving prudently. He reported that there are several things in the works already and as we move forward we will keep the Board and community informed.

Ms. Rhatigan announced that the district's intercom system has the capability to have a system alert which can be used as a panic button.

Mr. Pappas applauded Mr. Scully for his remarks especially his statement that time and communication save lives. Mr. Pappas assured residents that children's safety is our top concern. He remarked that the district is going to take as many measures as possible and feasible, to make our kids as safe as possible. Mr. Pappas complemented Ms. Rhatigan for her off the cuff idea of using a siren to alert the intruder and the community.

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Mr. Porrazzo thanked Mr. Scully for his reasonable and rational statements.

Ms. Marengi also thanked Mr. Scully for his remarks. She pointed out that the Board is in constant communication with each other especially during an emergency. She noted a lot goes on behind the scene.

Respectfully submitted,

Elizabeth Appelbaum,
District Clerk

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VI. ACTION ITEMS: NEW BUSINESS – Schedules Continued

Mr. Pappas pointed out that these accidents frequently have multiple students in the car especially during lunch periods. The parents are usually not aware of this since they only approved for their child to drive to and from school.

Mr. Powers inquired if we close the campus during the day for lunch, does that mean students are not allowed to walk out.

The Student Liaisons were asked their opinions on this issue. Mr. Reilly stated he never leaves the campus for lunch. Ms. Newins goes home for lunch but has parental rules that she is not allowed to have a lot of students in her car. Additionally, she is not comfortable driving in bad weather and doesn't see a problem with the school taking precautions.

Mr. Pappas recognized the PTA president for a point of information. Ms. Genco reported that the district went to an open campus because the cafeteria could not accommodate all the students at lunch time. Mr. Pappas asked that Administration look into what other school districts are doing regarding this issue. Additionally, he asked Mr. Cohen to see if any other districts have ever been sued with a policy for not closing campus. Mr. Cohen noted he would check the E-courts for related law suits. Mr. Pappas noted a district should always take precautions when it is for the safety of a child.

Dr. Grossane mentioned that he would put this issue on the state list serve to get feedback from other districts, especially those up state that deal with more inclement weather. Mr. Powers asked that he check into the effect of the kitchen capacity.

MOTION: Mr. Powers moved, "That the Board go into Executive Session at 10:14 PM to discuss personnel matters.

Executive Session

Seconded: Ms. Marengi

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

VII. ADJOURN

MOTION: Mr. Porrazzo moved, seconded by Ms. Marengi to adjourn the public meeting 11:45 PM.

ADJOURNMENT

Respectfully submitted

Elizabeth Appelbaum
District Clerk

NOTE: TAPES OF THE MEETING ARE AVAILABLE FOR REVIEW AT THE LEVITTOWN LIBRARY.