

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 9, 2013

KIND OF MEETING: REGULAR MEETING

MINUTES

THE REGULAR BOARD MEETING OF THE BOARD OF EDUCATION, was duly called and held on Wednesday, October 9, 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- Vice President (left meeting at 8:55 PM)
Mr. James Moran
Mr. Michael Pappas
Mr. Peter Porrazzo
Mr. Kevin Regan - President
Mr. Edward Powers - Secretary
Mr. Frank Ward

ADMINISTRATION

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

OTHERS

Mr. Robert H. Cohen– School Attorney
Ms. Elizabeth Appelbaum – District Clerk
Ms. Christina Reilly- Alternate Division Avenue High School Student Liaison
Mr. Benjamin Mordechai-Strongin - Alternate MacArthur High School Student Liaison

I. CALL TO ORDER

- A.** Pledge of Allegiance
- B.** Mr. Regan, President, called the Regular Board Meeting to order at 6:15 PM. On a motion by Mr. Ward, seconded by Mr. Moran and approved (7-0) that the Board adjourned to Executive Session to discuss items on the Executive Session Agenda relating to schedules and litigation.
- C.** The Board reconvened in Public Session at 7:35 PM at which time Mr. Regan asked everyone to stand for the Pledge of Allegiance and a moment of silence for our troops protecting us overseas and maintaining our freedom.

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II. ANNOUNCEMENTS

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Mr. Regan introduced the two alternate student liaisons.

III. APPROVAL OF MINUTES

MOTION: Mr. Ward moved to “Make the necessary corrections and move the approval of the minutes of September 11, 2013 (Regular Meeting) and September 25, 2013 (Special Meeting). “

APPROVAL OF MINUTES

Seconded: Ms. Marenghi

MOTION CARRIED. Seven members voting yes.

APPROVED 7-0.

IV. REPORTS

A. Recognition:

1. Students: National Merit Scholarship Program

Division Avenue High School: Savvas Papadopoulos – Commended Student
Stephanie Wagner – Commended Student

MacArthur High School: Peter Ly - Commended Student
Kaitlin Riley – Commended Student
Andrew Spinelli – Commended Student
Brian Zilli – Commended Student

Ms. Rifkin announced that several students would be honored as a result of their PSAT scores. She noted that they were named Commended Students through the 2014 National Merit Scholarship Program. The principals of the two high schools, Ms. Valentino and Ms. Lorelli, introduced their students and spoke of all they had achieved. The Board congratulated these students and presented them with certificates.

2. Adam Heidenfelder:

MacArthur High School Varsity Baseball – First Team All New York State
Nassau County Baseball Coaches Association’s Diamond Award as Nassau County’s Top Picher

Mr. Snyder, Director of Physical Education and Athletics, spoke about Mr. Costello, Adam’s coach. He commented that Mr. Costello has had wonderful success with his players. Mr. Costello introduced Adam and gave a narrative of his accomplishments. The Board congratulated Adam on his achievements.

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3. General Douglas MacArthur High School – “Rewards School” Status

Ms. Rifkin was pleased to announce that MacArthur High School was recognized by the New York State Education Department as a “Rewards School.” She explained that in order to be identified as a Rewards School, MacArthur had to meet a list of four criteria. The Board and the district congratulated everyone from MacArthur on this success.

4. Presentation of New Employees

Ms. Rhatigan introduced the district’s new employees to the Board of Education. The Board congratulated and welcomed each of them to the district.

5. Reception for Honorees

Ms. Rhatigan directed everyone to the Panther Room for a reception.

6. Art Display – Abbey Lane Elementary School

Dr. Grossane thanked the students and teachers at Abbey Lane for the outstanding art work which is quite beautiful.

B. Superintendent:

1. Report: Content Area Presentations/Assessments

Ms. Rifkin pointed out that the theme for tonight’s presentation was looking back and moving forward. She commented that there have been many conversations on test scores and how our district compares to other districts. Ms. Rifkin went over some of the general themes that are throughout the presentation. She noted that the district’s plan for improvement will focus on spending a lot more time articulating and recognizing the “shifts” demanded by the Common Core; provide high quality, embedded professional development; provide dedicated time for teachers to meet to refine their practice and improve their knowledge in their content area; review our AIS and ELL programs to close the achievement gaps within those subgroups; put in place periodic common assessments; provide teachers with dedicated time to meet as groups to analyze data for assessments; ensure that teachers are re-teaching/adjusting teaching practices based on the Common Core; and review locally determined assessments to ensure they are meaningfully informing instruction and maximizing effective instructional time. Ms. Rifkin gave a brief overview of the data analysis process. She commented that a question had been asked recently about comparing our data to Massapequa’s. Ms. Rifkin presented charts that showed all the districts on Long Island of similar size to Levittown’s. The districts were listed in order of their wealth ratio for a basis of comparison.

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Mr. Powers had questions regarding the Journeys and enVision programs. He asked if they had changed and when they were piloted. Ms. Rifkin responded that Journeys did not have many changes in content but that their website was different which made it challenging. It was piloted last year in one grade in each elementary school plus a reading teacher. The enVision program had not changed at all and was implemented last year. Additionally, he asked if the dedicated time for regular inquiry/analysis meetings had taken place yet. Ms. Rifkin noted it had started and that it will continue throughout the year. Mr. Powers also wanted to know why the procedures in the Data Analysis Process seemed to be happening in the future. Ms. Rifkin responded that they were in progress now.

NOTE: Ms. Marengi left the meeting at 8:55 PM.

Continuing on with the presentation, Ms. Rifkin explained that it was structured so that each Curriculum Associates would come up and speak about their content area. Ms. Rifkin introduced the Curriculum Associates from the areas of Reading/Remedial Services, ELA, Math, Science, Social Studies, World Language, Music and Art/Technology/Family & Consumer Science. The Board had many questions and concerns for each Curriculum Associate. Dr. Grossane thanked all the presenters for their time.

MOTION: Mr. Ward moved, "That the Board go into Executive Session at 9:10 PM."

EXECUTIVE SESSION

Seconded: Mr. Powers

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

NOTE: The Board returned to regular session at 9:22 PM.

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

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A. Board of Education:

1. Comments & Reports

Mr. Pappas asked for an update on the Division Avenue Cafeteria. Dr. Grossane reported that we were down to punch list items. He commented that he had met with our architects and the representatives from Chartwells to discuss the repositioning of the kitchen prep area. He noted that some modifications needed to be made. He shared that the students have been enjoying the cafeteria since it opened. Mr. Pappas asked if the railing and gates were in. Dr. Grossane responded that they were not in but we were trying to locate them. He mentioned that the cafeteria workers had suggested that we relocate the two cashier stations that are on the serving lines, to the outside perimeter. Mr. Pappas pointed out that the rapid water fill is a big hit with the students. Dr. Grossane reported that we would be installing them in other areas of the building and eventually in other buildings.

2. Correspondence
(None)

3. Student Liaisons to the Board of Education

Ms. Reilly announced that the Division Avenue High School homecoming was a huge success. She noted that yesterday both the JV and Varsity Girls Volleyball Teams won their Tank games. The girls were successful in raising \$14,000 and donated it to the Breast Cancer Foundation.

Mr. Mordechai reported that at MacArthur, they had a week of raffles and bake sales getting ready for homecoming. He noted that Macs Got Talent and the student play were coming up. He mentioned that they too raised money for the Breast Cancer Foundation.

V. **PUBLIC BE HEARD**
(Attached)

VI. **ACTION ITEMS: OLD BUSINESS**

1. **MOTION:** Mr. Powers moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve the Technology Program Contracts between the Levittown Union Free School District and Nassau BOCES (Project #3-382571 IP) for the addition of IPAD 2 and related equipment which will be connected to the existing networks within the School District and which will be installed at each of the District's schools and that the President of the Board of Education is, hereby, authorized to sign the attached contracts."

RESOLUTION # 13-14-74
Learning Technology
Project Planning

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Seconded: Mr. Porrazzo

NOTE: Mr. Porrazzo asked if this was the same contract that appeared on the last agenda. Ms. Rhatigan reported that the contract had been modified. She explained that the Technology Department reassessed our needs and decided to drop the AppleCare Program and use a local vendor for repairs. Ms. Rhatigan noted that, as stated previously, we must use the BOCES CoSer which includes professional development. She commented that the State requires a certain amount of training and professional development that goes with the iPads. Mr. Porrazzo wanted to know why staff development was pushed out to the third year. Ms. Rifkin replied that we are still using our training from other purchases such as the SmartBoards. Ms. Rhatigan thanked Mr. Porrazzo for his suggestion to review the contract. Mr. Pappas remarked that we don't have enough of these devices to go around, therefore not all students will get to use them. Ms. Rhatigan explained that equity is tough and that the idea was to push a cart or classroom set into each school to start getting the students familiar with the apps. She commented that the hope is to have another wave of iPads. This is when we will start to look at the ratios and give the larger schools another set. Ms. Rhatigan pointed out that this would all depend on budget allocations. She reported that we are studying the concept of "bring in your own device" (BYO). Mr. Pappas reported that this had been discussed before since teachers like putting information on during prep time and at home. He was told the problem is we cannot monitor what sites are being accessed. Mr. Pappas wanted to know what steps were being taken for our staff to utilize the WiFi system that was installed. Ms. Rhatigan mentioned that it is currently being used for Danielson, iPads for Administrators and the security cameras. She noted that the next step is for the BYO. She shared that our IT team has been working on ironing out some of the problems. She reported that we should be ready to roll it out in the high schools by November/December of this year. A policy is being developed now regarding this issue. Mr. Porrazzo asked if we are looking at a platform for the Park Assessment for the iPads. Dr. Grossane commented that we were waiting for official guidance from the State. Ms. Rhatigan mentioned that we are conducting a field test to see how it would work. Mr. Powers wanted the IT Director to outline how he expects to monitor the internet access and are we looking at other devices besides Apple since they are expensive. Ms. Rhatigan responded that Apple is ahead with educational apps right now.

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

2. **MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached End-of-Year Appropriation and Revenue Reports for the 2012-2013 school year."

RESOLUTION # 13-14-75
End-of-Year Appropriation
and Revenue Reports

Seconded: Mr. Powers

NOTE: Mr. Pappas wanted to know what the final numbers were from last year. Mr. Howard, Assistant Business Manager, reported that the numbers were not officially audited yet and therefore could change. He shared that the numbers as of today, are a surplus of three point four million dollars, netting revenue and expenses which takes into account a seven million dollar transfer into Capital Funds. If you remove the transfer, there would be a shortfall. Mr. Porrazzo mentioned that there was non-recurring revenue such as BOCES money and Medicare Part B. Mr. Howard pointed out that our current year surplus will not project for next year. Mr. Porrazzo noted that we used the reserve to balance the budget.

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

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VI. **ACTION ITEMS: OLD BUSINESS (continued)**

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3. **MOTION:** Mr. Moran 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 release time of the LUT President and authorizes the Superintendent of Schools to execute the MOA."
- RESOLUTION # 13-14-76
Memorandum of Agreement

Seconded: Mr. Ward

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

VII. ACTION ITEMS: NEW BUSINESS

4. **MOTION:** Mr. Ward 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 # 12-13-77
Warrants

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

Seconded: Mr. Powers

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

5. **MOTION:** Mr. Ward moved, "WHEREAS, in compliance with with New York State Government Accounting practices, the attached list of budget transfers dated October 2, 2013 has been prepared and is recommended by the Assistant Superintendent for Business & Finance.
- RESOLUTION #13-14-78
Budget Transfers

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

Seconded: Mr. Powers

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

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6. **MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Claims Auditor Report prepared by Albrecht, Viggiano, Zureck & Company, P.C., for the month ending August 31, 2013." RESOLUTION #13-14-79
Claims Auditor Report

Seconded: Mr. Powers

NOTE: Mr. Pappas pointed out that this report was from August. He commented that the Board should be reviewing September data. He reported that for a brief period we were receiving this report in a timely fashion but now we have reverted back. Mr. Pappas noted that the auditors have said this is because of the dates the school has setup for them to come in. Mr. Pappas feels that the Board should be reviewing more current data to be able to stay on top of things. Mr. Howard responded that the auditors can only analyze the data after the checks are cut and they tend to come in the day the checks are run or soon after. Mr. Howard noted that it is hard for the auditors to run a report earlier because there is a process they follow. Mr. Porrazzo asked how many times the checks are run. Mr. Howard replied that the checks are run twice a month. Mr. Pappas remarked that the auditors were able to accomplish this previously.

Mr. Pappas reported that the Claims Audit Report had 16% confirming purchase orders. He commented that 48 were for employee reimbursement of which most were for employee health benefits and mileage. He wanted to know why a purchase order was not in place for these expenses at the beginning of the fiscal year. Mr. Howard explained that the approval process is slow in the summer since many employees are off. Mr. Pappas pointed out that if you know ahead of time that an expense is going to be coming in, you could eliminate having a confirming purchase order by having a purchase order in place. Mr. Porrazzo remarked that these are standard purchase orders. Mr. Pappas asked Mr. Howard to explain the procedure for mileage reimbursement. Mr. Howard clarified that the Personnel Office handles these purchase orders which are submitted by the employees at six month intervals. He explained that a purchase order needs to be generated for each teacher because they need a vendor number, so a blanket purchase order cannot be used.

Ms. Rhatigan stated that creating these purchase orders is necessary but they are time consuming and costly. Mr. Porrazzo remarked we may have to just accept that these will always be confirming purchase orders.

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

7. **MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Appropriation and Revenue Status Reports for the period ending August 31, 2013." RESOLUTION #13-14-80
Appropriation and Revenue
Status Reports

Seconded: Mr. Powers

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

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VII. ACTION ITEMS: NEW BUSINESS (continued)

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8. **MOTION:** Mr. Powers “RESOLVED, that the Levittown Board of Education does, hereby, approve the attached ‘Purchasing Policy & Procedures Manual’ for the 2013-2014 school year. RESOLUTION #13-14-81
Purchasing Policy & Procedure
Procedure Manual

NOTE: Mr. Pappas noted that he was glad to see the manual did not contain an individual’s name but instead used the term “Purchasing Agent which he had suggested previously.

Seconded: Mr. Ward

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

9. **RECOMMENDED MOTION:** “RESOLVED, that the Levittown Board Board of Education does, hereby, appoint the _____ individuals on the attached list dated _____ as the Citizens Budget Advisory Committee for the 2014-2015 school budget development, with _____ as temporary chairperson; and **PULLED**
Citizens Advisory Committee
for 2014/2015 Budget.

BE IT FURTHER RESOLVED, that this committee and its members shall abide by the policies of the school district and adhere to any guidelines established by the Board of Education for this committee.”

NOTE: Due to the lack of volunteer committee members, this committee has been pulled.

10. **MOTION:** Mr. Ward moved, “RESOLVED, that the Levittown Board of Education does, hereby, appoint the five people on the attached list to the Levittown School District Food Service Committee for the 2013-2014 school year.” RESOLUTION #13-14-82
Food Service Committee-
2013-2014 School Year

Seconded: Mr. Powers

NOTE: Dr. Grossane reported that after a meeting with PTA Counsel, they expressed their wish to maintain this vital committee.

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

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- 11. MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown School does, hereby, accept the revision of the following policies: RESOLUTION # 13-14-83
Approval of Policies

#7110 – Comprehensive Student Attendance Policy
#7120 – Age of Entrance

Seconded: Mr. Moran

**MOTION CARRIED. Four members voting yes.
(Mr. Moran, , Mr. Powers, Mr. Regan and Mr. Ward)
Two members abstaining. (Mr. Pappas and Mr. Porrazzo)**

APPROVED 4-0-2

- 12. MOTION:** Mr. Moran moved, "RESOLVED, that the Levittown Board of Education does, hereby, declare the books on the attached lists obsolete and that they may be discarded and/or sold at the highest possible salvage value: RESOLUTION #13-14-84
Obsolete Books

<u>School/Building</u>	<u>Number of Textbooks</u>	<u>Date</u>
Division Avenue	35 Textbooks	September 9, 2013
Lee Road	90 Textbooks	September 10, 2013."

Seconded: Mr. Pappas

NOTE: Mr. Pappas asked about the Book Fairies Program. Dr. Grossane remarked he would reach out to the schools to research this.

MOTION CARRIED. Six members voting yes.

APPROVED 6-0

- 13. MOTION:** Mr. Moran moved, "RESOLVED, that the Levittown Board of Education does, hereby, declare the items on the following lists obsolete and that they may be discarded and/or sold at the highest possible salvage value: RESOLUTION # 13-14-85
Obsolete Equipment

<u>School/Building</u>	<u>Number of Items</u>	<u>Date</u>
GC Tech Refrigerator	1	September 13, 2013
GC Tech Shop Car	1	September 27, 2013."

Seconded: Mr. Pappas

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

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- 14. MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, accept with thanks the following gifts: RESOLUTION #13-14-86
Gifts to Schools
- a. checks for the following schools in the indicated amounts, given by Target Take Charge of Education, Mail Stop 2A-O, P.O. Box 59214, Minneapolis, MN 55459-0214
- | | | | |
|---------------|-----------|-------------|-----------|
| Abbey Lane | \$ 709.24 | Northside | \$ 772.05 |
| East Broadway | 1,506.50 | Summit Lane | 391.60 |
| Division | 656.58 | Lee Road | 1,035.53 |
| MacArthur | 2,464.99 | Salk | 440.39; |
- b. 20 gift cards valued at \$50 each (total \$1,000) from WalMart, 2465 Hempstead Tpke., East Meadow, NY 11554, Attention: George Speros, donated to Summit Lane School to be used in K-5 classrooms;
- c. a 2001 Nissan Altima from Clorinda S. Menendez, 48 Toomey Road, West Islip, NY 11795, to be used in the automotive class at GC Tech;
- d. school and office supplies with a total value of \$1,099.30 from Office Max, 3550 Hempstead Tpke., Levittown, NY 11756, donated to Summit Lane School to be used in K-5 classrooms."

Seconded: Mr. Powers

NOTE: Mr. Regan thanked everyone for their generous donations to the district.

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

- 15. MOTION:** Mr. Pappas moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve Mr. Ward of the Board of Education, as voting delegate to the NYSSBA Annual Business Meeting on October 24, 2013." RESOLUTION #13-14-87
NYSSBA Voting Delegate

Seconded: Mr. Ward

MOTION CARRIED. Six members voting yes.

APPROVED 6-0

- 16. RECOMMENDED MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, appoint _____ of the Board of Education, as legislative liaison for the 2013-2014 school year." **PULLED**
Legislative Liaison

NOTE: Mr. Pappas informed the Board that he had not seen this title in other districts. Mr. Cohen, legal counsel, agreed. It was determined that this appointment was no longer necessary.

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17. MOTION: Mr. Porrazzo moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached agreement with Sivic Solutions Group, LLC to provide Medicaid services – not to exceed \$45,000 - and that the President of the Board of Education is, hereby, authorized to sign the agreement with Sivic Solutions Group, LLC."

RESOLUTION #13-14-88
Medicaid Billing Services Contract
Sivic Solutions Group, LLC

Seconded: Mr. Pappas

NOTE: Mr. Porrazzo explained that Medicaid billing is a complicated area as the rules have changed in the last few years. He advised that at this point in time, it is a worthwhile area to contract out. He noted that the Board had previously agreed to do this for only one year, but felt it is wise to continue. Dr. Grossane shared that this agreement is for the same person. Mr. Porrazzo gave some background information regarding Medicaid. Mr. Pappas asked how long we should continue to use a service. Mr. Porrazzo remarked that he would like to see what the billing is and get a handle on what the past years were. Dr. Grossane mentioned that the filing year will include last year which is projected to be in the \$350,000 - \$400,000 range. He noted that he will get documentation of this from the consultant. Mr. Porrazzo explained that the problem with Medicaid billing services is that you pay them based on what they bill and the costs can get disallowed in later years. He commented that until we figure out the best approach, we should use a billing service. Mr. Cohen stated that most districts are hiring out for specialized consultants to try to collect this money. Mr. Porrazzo suggested that we see what the cost is on an annual basis to see if it is worth it. Mr. Powers asked if we have any idea how much money this will cost. Mr. Porrazzo noted that the contract states the consultant earns a contingency fee based on 20% of Federal Medicaid revenues up to a maximum fee of \$45,000.

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

18. MOTION: Mr. Pappas moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached agreement with Edgewater Consulting, LLC to provide special education STAC claim processing services – not to exceed \$60,000 - and that the President of the Board of Education is, hereby, authorized to sign the agreement with Edgewater Consulting, LLC."

RESOLUTION #13-14-89
Special Education STAC Claim
Processing Services Contract -
Edgewater Consulting, LLC

Seconded: Mr. Porrazzo

NOTE: Mr. Porrazzo reported that he had reviewed some of the STAC reports and felt we were current on these reports. Instead of outsourcing this service, he suggested we provide our new employees in the department guidance and training to do the job. He noted that he had given Dr. Grossane a sample contract from another district that would offer extensive training. Mr. Pappas asked who was doing the job currently. Dr. Grossane responded that a clerical in the Special Education Department who had limited training is performing this duty. Previous to that, the job was handled by a different clerical and before that, a clerical who retired. Mr. Porrazzo stated that the average tenure in the department is about a year and a half. The Board asked Mr. Porrazzo his recommendation, which was that we enter into a contract for the proper training and have ongoing support for the department. Dr. Grossane remarked that this contract is to outsource for this year and provide training. He noted that the Director of Special Education felt that this would be the best way to maximize the process for this year. After discussion, the Board decided not to approve this contract.

MOTION NOT CARRIED. Six members voting no.

NOT APPROVED 0-6.

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19. **MOTION:** Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached engagement letter with BookSmart Accounting to provide accounting services – not to exceed \$35,000 - and that the President of the Board of Education is, hereby, authorized to sign the agreement with BookSmart Accounting."

RESOLUTION #13-14-90
Accounting Services Contract
BookSmart Accounting

Seconded: Mr. Moran

NOTE: Mr. Pappas asked why we were outsourcing this service. Dr. Grossane asked Mr. Howard, the Assistant Business Manager, to address this issue. Mr. Howard explained that the business office is in transition with a lot of turnover recently. He noted that currently there is no sitting Assistant Superintendent for Business and no Treasurer/Accountant. Mr. Howard shared that he is by himself in terms of the accounting functions. He remarked that a solution would be to have an accountant come in to share some of the duties and to have separation of controls. He noted that in this way, they could be preparing bank reconciliations and journal entries, so that he would not be the sole person in the business office to do those functions. He stated that this person is essential to help fill the void in the department and their expertise will make sure we are current on all our filings. Mr. Pappas asked if we could appoint another Treasurer since this is a non-paid position. Mr. Howard responded that he is currently the Assistant Treasurer so he is acting as the Treasurer. Mr. Pappas then asked if we could appoint an Assistant Treasurer to take his place. Dr. Grossane asked for guidance from Mr. Cohen, who remarked that Mr. Howard can be appointed Acting Treasurer and appoint someone else Assistant Treasurer. Mr. Pappas acknowledged that we lost a valuable employee, Ms. Chou, to an injury, but that we should still be able to function without this person. Mr. Howard commented that the department is still operating without any problems. Mr. Pappas recognized that Mr. Howard has stepped up to the plate to fill in the void. He stated that an Assistant Superintendent would be appointed this evening to help with the work load. Mr. Porrazzo asked what is the risk of running as is until the new Assistant Superintendent starts. He expressed his concern that Mr. Howard was performing all of the financial functions of the business office. He suggested that one of the other Assistant Superintendents be listed as an approver. Mr. Howard pointed out that the risk was of him having a personal burn out. He said he would appreciate a once a week assistance of an accountant or trained professional to be able to assist with the business office function in the mean time. Mr. Cohen stated that he was concerned with the lack of controls. Mr. Porrazzo agreed. Mr. Pappas wanted to know why this was not addressed before. Mr. Howard remarked that Mr. Chase, the Interim Assistant Superintendent for Business, was the compensating control but he is no longer here. Dr. Grossane pointed out that since we do not have Mr. Chase, we will be operating for 30 days without a replacement. The Board discussed the time and amount needed for accounting services. It was decided to reduce the dollar amount on the resolution to \$7,500. Mr. Porrazzo remarked if we need further accounting services that can be approved at another Board meeting.

AMEND AS FOLLOWS: Change the dollar amount from \$35,000 to \$7,500.

MOTION CARRIED. Six members voting yes.

APPROVED AS AMENDED 6-0.

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 9, 2013

KIND OF MEETING: REGULAR MEETING

20. MOTION: Mr. Moran moved, "To approve the following Schedules:

RESOLUTION# 13-14-91
Schedules

Schedule 13-GG-5
(Resignation/Termination-Non-Instructional Personnel)." 1001

Schedule 13-H-6
(Appointments – Certified Personnel)." 1002

**Schedule 13-H-6a
(Appointments – Administrators)." 1002.4 ADDED**

Schedule 13-H-6c
(Designation - Consultants)." 1003

Schedule 13-H-6h
(Appointments – Extra-Curricular)." 1004

Schedule 13-HH-6h
(Appointments – Non-Instructional Personnel)." 1005

Schedule 13-JJ-2
(Appointments, Permanent Status, Non-Instructional Personnel)." 1006

Schedule 13-K-4
(Leave of Absence – Certified Personnel)." 1007

Schedule 13-KK-4
(Leave of Absence – Non-Instructional Personnel)." 1008

Schedule 13-O-4
(Students with Disabilities)." 1009

Seconded: Mr. Pappas

AMEND AS FOLLOWS: Add Schedule 13-H-6a #1, (1002.4)

MOTION CARRIED. Six members voting yes.

APPROVED AS AMENDED 6-0.

21. MOTION: Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, add agenda item, #21.

RESOLUTION# 13-14-92
Add an Agenda Item

Seconded: Mr. Moran

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

22. MOTION: Mr. Ward moved, "RESOLVED, that the Levittown Board of Education does, hereby, appoint Darlene Rhatigan, Assistant Superintendent for Personnel, as authorized signatory for the district's bank accounts at Chase and HSBC.

RESOLUTION# 13-14-93
Authorized Signatory

Seconded: Mr. Pappas

MOTION CARRIED. Six members voting yes.

APPROVED 6-0.

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VII. ACTION ITEMS: NEW BUSINESS (continued)

BOARD OF EDUCATION,
LEVITTOWN UNION FREE SCHOOL DISTRICT
LEVITTOWN, L.I., NEW YORK

DATE: October 9, 2013

KIND OF MEETING: REGULAR MEETING

23. Ad Hoc –

a. Laurel Lane

This item will be added to the Planning Session Agenda of October 23, 2013.

b. Hand Scanners

This item will be added to the Planning Session Agenda of October 23, 2013.

MOTION: Mr. Ward moved, "That the Board go into Executive Session AT 9:10 PM."

EXECUTIVE SESSION

Seconded: Mr. Moran

MOTION CARRIED. Six members present voting yes.

APPROVED 6-0.

VIII. ADJOURN

MOTION: Ms. Marenghi moved, seconded by Mr. Regan to adjourn the public meeting 12:10 AM.

ADJOURNMENT

Respectfully submitted

Elizabeth Appelbaum
District Clerk

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

ATTACHMENTS TO BOARD OF EDUCATION MINUTES

OF MEETING OF October 9, 2013

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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.

Marianne Adrian 17 Woodcock Lane, Levittown, NY

Ms. Adrian shared that she had been asked to testify at the Senate Hearings on September 17th. She reported that there were many speakers some of whom were educators, Board of Education Presidents, and parents. Many felt that the high stakes testing has to stop. Ms. Adrian had spoken previously regarding the Board passing a resolution showing the State that there needs to be changes made in testing. She hoped this was still being considered. Additionally, she invited the Board to an educational forum presenting information on testing.

Tom Kohlman 806 Brent Drive, Wantagh, NY

Mr. Kohlman had questions regarding Ms. Rifkin's presentation at the last Board Meeting where she had a list of colleges that the graduating seniors were planning to attend. He wanted to know why she omitted local community colleges, especially since 33% of the class were attending these schools. He felt leaving them out does a disservice to the students. Additionally, he requested that the number of seniors per college be broken out.

Mr. Kohlman reminded Dr. Grossane that he never heard back from him regarding why the district was so low in the scores this year. He mentioned that eight other schools did better than we did. He reported that Levittown has a ranking of 43 out of 56 school districts in Nassau County.

Another concern for Mr. Kohlman, was the need for more surveillance at the MacArthur walkway and track. He suggested that signs be put up informing the public not to use bicycles, scooters, or have dogs on the new track. Mr. Kohlman wanted the security guards to have more authority.

Jane Finkelstein 848 Mayer Drive, Wantagh, NY

Ms. Finkelstein had questions regarding the Curriculum Associates presentation. She had concerns about the teachers lack of modules for algebra. She noted this is a serious issue with the teachers needing time for training and the students need more time for extra help.

Ms. Finkelstein also attended the Senate Hearings on September 17th where she listened to five hours of testimony. She urged everyone to view Senator Flanagan's website to hear the comments made. Ms. Finkelstein stressed again that the Board should pass a resolution regarding high stakes testing.

ATTACHMENTS TO BOARD OF EDUCATION MINUTES

OF MEETING OF October 9, 2013

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RESPONSE:

In response to Ms. Adrian and Ms. Finkelstein's comments:

Dr. Grossane remarked that he would redistribute the resolution to the Board and put it on the next Planning Session Agenda for discussion.

In response to Mr. Kohlman's comments:

Dr. Grossane remarked that he will respond to Mr. Kohlman regarding the scores in public at the next meeting and that it would be helpful if Mr. Kohlman sent an e-mail with specifics.

In terms of the track concerns, Dr. Grossane reported that the district was slated to have more cameras outside and the signage would be done immediately.

Respectfully submitted,

Elizabeth Appelbaum
District Clerk