

AGENDA

BOARD OF EDUCATION • LEVITTOWN, NEW YORK

LEVITTOWN UNION FREE SCHOOL DISTRICT • TOWN OF HEMPSTEAD • LEVITTOWN, NEW YORK
www.levittownschools.com

PLANNING SESSION

LEVITTOWN MEMORIAL EDUCATION CENTER

Wednesday, July 23, 2014

6:30 P.M. (Meeting convenes with anticipated adjournment to Executive Session)

7:30 P.M. (Meeting reconvenes in Planning Session)

Success for Every Student

(Note: Items on this Planning Session appear in order of intended discussion. As per previous understanding with the Board, any items which are not reached during the meeting will be carried forward to subsequent Planning Sessions or Ad Hoc portion of Regular Meetings.)

I. Call to order

1. Pledge of Allegiance
2. Moment of Silence

II. 2014- 15 APPR Plan

Inclusive

Presentation by Debbie Rifkin, Assistant Superintendent for Instruction

III. Adult Education Tuition

Inclusive

Presentation by Debbie Rifkin, Assistant Superintendent for Instruction and Ken Walden, Director of Adult Education

IV. Use of Fields - Discussion

Enclosure

V. Vehicle Maintenance Procedures

Enclosure

Presentation by William Pastore, Assistant Superintendent for Business and Finance

VI. Policies - First Read

Enclosure

- a. Policy 6212 Professional Staff Hiring - discussion led by Darlene Rhatigan, Assistant Superintendent for Administration and Personnel
 1. Discussion of step placement when instructional staff are called back on the PEL
 2. Lee Road music staffing
- b. Policy 6112 Testing Misconduct and Mandatory Reporting Requirement - discussion led by Debbie Rifkin, Assistant Superintendent for Instruction

VII. Policy - Second Read

Enclosure

- a. Policy 5321 Use of District Credit Card - discussion led by William Pastore, Assistant Superintendent for Business and Finance

VIII. Adjourn to Special Meeting

Inclusive

2009

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Community Relations

L/EB

SUBJECT: USE OF SCHOOL FACILITIESEligibility

The use of school facilities is under the control and supervision of the Board of Education. The Board has adopted policies, regulations and procedures pertaining to the use of school facilities, which apply only as they may be interpreted to conform with the provisions set forth in Section 414 of the Education Law.

Inasmuch as the schools and commercial establishments of the community have been built with public funds and are supported by the citizens of the community, the Board of Education wishes to do all that is possible, consistent with the provisions of the New York State Education Law, to make school facilities available to community organizations.

NOTE: No association or organization is entitled as a matter of right, to use school facilities, but must apply in writing and in advance for approval of the Board of Education or their designee. The Superintendent of Schools, or his designated representative may grant permission for use of school facilities.

- A. Facilities may be used for the purpose of instruction in any branch of education of the arts;
- B. For holding social, civil and recreational meetings and entertainment, as long as such meetings are non-exclusive and open to the general public;
- C. For meetings and entertainment purposes where admission fees are charged, provided the proceeds are to be expended for a clearly designated educational or charitable purpose.

The right to revoke a permit at any time is reserved by the Board of Education. The Superintendent may suspend the permit pending action by the Board of Education at its subsequent meeting.

Proceeds

Whenever an admission fee of any type is charged, all responsibility for admissions tax settlement rests solely with the sponsoring group.

Continued

Attachment: use of school facilities policy (1402 : Use of Fields)

2009

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Community Relations

L/EB

All profit from any enterprise held in public school buildings must go to the benefit of some specific educational charitable purpose, and not be used for the gain of a particular organization or group. The Education Law expressly prohibits the use of school buildings for personal profit or advantage. (Except for activities of Veterans groups and volunteer firemen).

Veterans organizations and volunteer firemen may be granted the use of facilities, even though the admission fees will be devoted to the use of said organizations.

Organizations charging admission fees need not turn over the entire proceeds for an educational or charitable purpose, but may first deduct the actual and reasonable expenses for such a program.

Charges

Usually there is no fee assessed when the building use involves children of the district and no admission charge is made by the sponsoring group. However, during periods of operation under a contingency budget or at other times when a fee is applicable, the established rates for use of facilities are as follows:

Yearly Charges for one day per week, use		
Basic Rate	Required Custodial	
<u>for Use of Facilities</u> * - plus - <u>Work and/or Coverage</u> *		
Auditorium	\$50.00	}
General Purpose Room	\$50.00	}
Cafeteria	\$50.00	}
Gymnasium	\$50.00	}
Little Theater, Salk	\$50.00	}
Lecture Hall, Division	\$50.00	}
Regular Classrooms	\$25.00	}
		\$35.00 per hour

*Note: The rates above are subject to adjustment based on the reevaluation of actual costs by the Board of Education

If extra custodial help is needed, or if the meeting extends beyond the 11:00 p.m. closing hour, a custodial service fee of \$35.00 per hour, or fraction thereof, per man shall be charged. Otherwise, applicable rates shall be specified at the time the application is approved.

Continued

Attachment: use of school facilities policy (1402 : Use of Fields)

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Community Relations

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Rules and Regulations

1. Applications for use of school facilities should be made in writing on forms provided by the district at least six weeks in advance of desired date of use.
2. Buildings and equipment must be used with care. Restitution must promptly be made for any damage or loss caused or suffered during the applicant's occupancy. The buildings must be left clean and in order.
3. No substitution may be made. The specific facilities may be used only by the applicant and only for the requested use appearing on the application. People attending any function must be restricted in the use of buildings to those rooms actually assigned to them.
4. Sales at a time when any school or political election or registration is being conducted shall not be held within the legal restrictions and not less than 100 feet from the polling places.
5. No intoxicating liquors will be permitted in the buildings or on school grounds, and smoking is prohibited as defined by policy # 5640.
6. All ordinances affecting use of public buildings must be complied with.
7. No lotteries, gambling, etc., for any purpose whatever will be permitted.
8. Putting up decorations or scenery or the use of, or moving of pianos is prohibited unless written permission is given.
9. Responsibility for the preservation of order must be assured by the applicant. Disorderly persons shall not be allowed in the buildings.
10. The Board of Education, or its custodian or other representative, must have free access to the buildings at all times.
11. The number of tickets sold or the number of persons admitted must not exceed the number of permanent seatings.
12. Any advertising for an event scheduled at a school building must clearly state the name of the sponsoring group.

Continued

Attachment: use of school facilities policy (1402 : Use of Fields)

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Community Relations

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13. All organizations requesting the use of school facilities must submit their by-laws, charter, or a letter from a responsible officer which states, in detail, the aims and principles for which the organization is operated.
14. All school social functions attended by minors must be properly chaperoned. Chaperones may be paid at a rate of pay derived from the proceeds in accordance with school board directive.
15. The requested use of facilities must conform to all Board of Education policy and the applicant must agree to abide by and comply with any and all rules and regulations heretofore or hereafter made by the Board of Education. It is understood that any violation of these conditions may result in the denial of subsequent applications.

Prohibited Uses

The Board of Education may not allow the use of school buildings or facilities, for any of the following:

Any meeting of a religious sect or denomination of fraternal, secret or exclusive society, unless such group sponsors an activity which is conducted strictly for the purpose of general educational instruction, recreation or entertainment and is non-exclusive and in no way related to religious instructions.

The Board of Education prohibits the use of school buildings or facilities by any individual, group or commercial endeavor for activities which are designated for the purpose of private profit making or will in any way result in private gain.

Any organization using school facilities must adhere to all Board of Education policies.

Adopted: August 4, 1958

Revised: January 21, 1963; Revised: October 6, 1969; Revised: February 10, 1970; Revised: July 28, 1971; Revised: September 12, 1984; Revised: July 5, 1988; Revised: December 13, 1989; Revised: June 12, 1991; Revised: August 30, 1995

Re-Adopted: January 23, 2013

REGULATION

5630

Non-Instructional Business Operations

SUBJECT: VEHICLE & EQUIPMENT INSPECTION AND PREVENTIVE MAINTENANCE PROCEDURES

The maintenance of the vehicle or equipment shall be scheduled by the primary user through the Supervisor.

A. Vehicles and large equipment owned or leased by the District shall be inspected by each individual operator prior to use to ensure the safe operation of the vehicle or equipment.

1. Before operating the vehicle, confirm that the following features are working properly – steering, brakes, lights, signals, wipers, mirrors and horn. Also inspect the vehicle for damage (see attached form A), evidence of fluid leaks and tire inflation and condition. At the end of each week check oil level and replace oil if needed.
2. At the end of the work day, the damage inspection forms are signed and submitted to assigned crew chief.
3. Any new damage, issues or concerns shall be reported to your supervisor immediately.
4. The Facilities Director will notify the Business Office of any damage to vehicles.
5. For vehicles found to have cosmetic defects, but sound mechanical systems, the district will do the required body work and/or painting.

B. Preventive maintenance (PM) – is performed every six (6) months on each vehicle will include, but not limited to:

1. Inspection
2. Oil changes (or as needed –every three thousand miles)
3. Tune-up
4. Check transmission
5. Check fluids (or replace as needed)
6. Overall appearance including lettering

C. Vehicle Refresh Plan:

1. All vehicles, beginning with the latest model year, will be assessed for cosmetic and mechanical deficiencies, beginning in the Summer, 2014. Vehicles identified through this process as being as not viable to repair or too costly to repair will be recommended for replacement at a rate of four (4) per year and budgeted for accordingly. This will allow for an estimated useful life of fifteen (15) years for each vehicle.

2009

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Personnel

L/EB

SUBJECT: PROFESSIONAL STAFF HIRING

The District administration may utilize a committee process for the purpose of screening candidates. Any such committees shall be solely advisory and shall not embody any specific authority relative to the disposition of any candidate. The administration shall take measures to assure that membership on any such committee shall be neutral with respect to prior knowledge and/or relationship with any candidate(s), and that members shall not be in a position (such as pending tenure) which may render the successful candidate beholden in any manner.

In instances of vacancies in top administrative posts, the Superintendent will offer the Board an opportunity to interview the nominee before the Board acts on the nomination.

No person shall be considered employed until a resolution to that effect has been approved by the Board of Education.

The Superintendent shall develop regulations regarding the pre-employment drug screening of all new employees.

In the interest of fairness and openness the Board requires that the hiring process be conducted with a high level of transparency for all applicants. As such, unless expressly waived by the Board of Education, the following minimum hiring requirements for all positions that will accrue time toward seniority or will be applied to reduce a probationary period of employment:

- Positions must be posted on a job posting location recognized in the industry (OLAS, periodicals, etc.) for a period no shorter than 10 calendar days and no interviews will begin before the final posting date.
- An advisory committee of staff with related work experience and/or supervisory responsibility for the specific position as delineated above will be empanelled for interviews and a common evaluation method be used by the panel for all applicants. Administration, at its discretion, may add other individuals to the committee.
- A consent and waiver shall be signed by all applicants pursuant to which the applicant consents to the reference check and the internet search of social media sites and releases perspective and former employees from liability associated with the reference check and internet search. Information obtained from the background check and internet search shall be reviewed and utilized in the same manner for all potential applicants.
- A disclosure statement presented to and signed by all interviewed candidates after the interview is conducted identifying family relations (blood and marriage) employed within the district or serving on the Board of Education and provided to the Board for candidates.

Attachment: 7 15 14 professional staff hiring tm for July 23, 2014 (1404 : Policies First Read)

2009

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Personnel

L/EB

SUBJECT: PROFESSIONAL STAFF HIRING

- A statement from the Asst. Superintendent of Personnel provided to the Board for the meeting in which new appointments will take place that all background information on a recommended candidate has been confirmed as accurate in accordance with the attached checklist; and an internet search of the candidate's social media representations have been reviewed for appropriateness and alignment with provided professional history.

In situations where a candidate for a position has identified a relationship to an existing employee or Board member, the district take additional care to avoid any potential favoritism. In these instances, employee(s) related to the applicant will have no participation in the review or selection process, the Board will be provided a packet illustrating adherence to all of the above outlined steps along with copies of resumes for other applicants.

WORKING COPY 7 /15/14| Re-Adopted: October 10, 2012Re-Adopted: July 23, 2014

Attachment: 7 15 14 professional staff hiring tm for July 23, 2014 (1404 : Policies First Read)

		Broadway					
School	Abbey	F.T.E. y	F.T.E. Gardiners	F.T.E. Lee Road	F.T.E. Northside	F.T.E. Summit	F.T.E.
2013-14	Bracco	1 Conte	1 Koski	1 Giordano LaClair	0.4 Castillo	1 Giordano	0.6
	Goodman	1 Mazza Titone	1 Martinez 1	1 Transfer from Sec Wade	0.6 McClancy 0.2	1 Wade	0.8
				Transfer from Sec/ back the next			
2012-13	Goodman	1 Conte	1 Koski	1 year	0.8 Castillo	1 Giordano	1
	Grande	0.2 Mazza	1 Martinez	1 Spera excess	0.4 McClancy	1 Wade	1
	Gscheidle	0.4 Titone	1	Bracco/Instru	0.4		
	Spera	0.6		Bracco/Admir	0.6		
2011-12	Goodman	1 Conte	1 Koski	1 Grande	0.4 Castillo	1 Giordano	1
	Mazza	0.4 Mazza	0.6 Martinez	1 Spera	0.4 McClancy	1 Wade	1
	Spera	0.6 Titone	1	Bracco/Instru Bracco/Admir	0.2 0.8		
2010-11	Carbone	1 Conte	1 Koski	1 Grande - transfer from secondary	0.5 Castillo	1 Giordano	1
	Goodman	1 Mazza	1 Martinez	1 Goetchius - transfer from secondary	0.9 McClancy	1 Wade	1
	Goetchius	0.1 Titone	1	Bracco/Instru Bracco/Admir	0.2 0.8		
2009-10	Carbone	1 Conte	1 Koski	1 Cottone exces	0.7 Castillo	1 Giordano	1
	Goodman	1 Mazza	1 Martinez	1 Spera	0.8 McClancy	1 Konkick	1
	Spera	0.2 Titone	1	Bracco/Instru	0.4		
		Cottone	0.3	Bracco/Admir	0.6		
2008-09	Carbone	1 Conte	1 Koski	1 Spera	0.8 Castillo	1 Giordano	1
	Goodman	1 Mazza	1 Martinez	1 Haas- excess	0.7 McClancy	1 Konkick	1
	D'Amico	0.2 Titone	1 Haas	0.3 Bracco/Instru Bracco/Admir	0.4 0.6		

Broadwa							
School	Abbey	F.T.E. y	F.T.E. Gardiners	F.T.E. Lee Road	F.T.E. Northside	F.T.E. Summit	F.T.E.
2007-08	Carbone	1 Conte	1 Koski	1 Spera	0.6 Castillo	1 Giordano	1
	Goodman	1 Mazza	1 Martinez	1 Haas	0.7 McClancy	1 Konkick	1
	D'Amico	0.2 Titone	1 Haas	0.3 Bracco/Instru Bracco/Admir	0.4 0.6	D'Amico	0.2
2006-07	Carbone	1 Conte	1 Koski	1 Spera	0.7 Castillo	1 Giordano	1
	Goodman	1 Kosinski	1 Martinez	1 Barnett retired	0.7 McClancy	1 Somma	1
	D'Amico	0.2 Titone	1 Barnett	0.3 Bracco/Instru Bracco/Admir	0.4 0.6	D'Amico	0.1
2005-06	Carbone	1 DeNunzio	1 Koski	1 Barnett	0.7 Castillo	1 Giordano	1
	Goodman	1 Kosinski	0.4 Martinez	1 Bracco/Instru	0.7 McClancy	1 Somma	1
	Kosinski	0.3 Titone DeRose	1 Barnett 0.3 DeRose	0.3 Bracco/Admir 0.2	0.3 Kosinski	0.2 Kosinski	0.1
2004-05	Carbone	1 DeNunzio	1 Koski	1 Barnett	0.7 Castillo	1 Giordano	1
	Goodman	1 Titone	1 Martinez	1 Bracco/Instru	0.7 McClancy	1 Somma	1
	Kim	0.3 Kim	0.4 Barnett	0.3 Bracco/Admir	0.3 Kim	0.2 Kim	0.1
2003-04	Carbone	1 DeNunzio	1 Koski	1 Barnett	0.8 Castillo	1 Giordano	1
	Goodman	1 Titone	1 Martinez	1 Bracco/Instru	0.4 McClancy	1 Somma	1
	Stillwell	0.2 Stillwell	0.6 Barnett	0.3 Bracco/Admir	0.6 Stillwell	0.2 Stillwell	0.1
2002-03	Carbone	1 DeNunzio	0.6 Koski	1 Barnett	0.8 Castillo	1 Smernoff	1
	Goodman	1 Titone	1 Martinez	1 Bracco/Instru	0.4 McClancy	1 Somma	1
	DeNunzio	0.2 Galletta	1 Barnett	0.2 Bracco/Admir	0.6 DeNunzio	0.2	

POLICY

2014

6112

Personnel

Attachment: Policy 6112 Review- Testing Misconduct and Mandatory Reporting Requirements (1404 : Policies First Read)

SUBJECT: TESTING MISCONDUCT AND MANDATORY REPORTING REQUIREMENTS

School District employees are expressly prohibited from: engaging in testing misconduct, as that term is described in the Regulations of the Commissioner of Education; assisting in the engagement of, or soliciting another to engage in testing misconduct; and/or the knowing failure to report testing misconduct. When committed by an employee of the School District in a position for which a teaching or school leader certificate is required, such actions or inactions will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations. A School District employee in a position for which a teaching or school leader certificate is not required who commits an unlawful act in respect to examination and records will be subject to disciplinary action by the Board of Education in a manner consistent with New York State law and regulation.

School District employees will report to the State Education Department any known incident of testing misconduct by a certified educator or any known conduct by a non-certified individual involved in the handling, administration or scoring of state assessments in violation of New York State law. Such report will be made in accordance with directions and procedures established by the Commissioner for the purpose of maintaining the security and confidential integrity of State assessments.

The School District will not dismiss or take other disciplinary or adverse action against an employee because he/she submitted a report regarding testing misconduct to the State Education Department. Any such adverse action by an individual holding a teaching or school leader certificate will be deemed to raise a reasonable question of moral character under Part 83 of the Commissioner's Regulations and may be referred to the Office of School Personnel Review and Accountability at the State Education Department.

8 NYCRR Section 102.4

Adoption Date

L/EB

SUBJECT: USE OF THE DISTRICT CREDIT CARD

The Board of Education permits the use of District credit card(s) by certain school officials and Board members to pay for actual and necessary expenses incurred in the performance of work-related duties for the District. A list of those individuals that will be issued a District credit card will be maintained in the Business Office and reported to the Board, for its approval, each year at its reorganizational meeting in July. All credit card(s) will be in the name of the school district.

The Board shall ensure that the credit card is secured through an RFP process and the relationship between the District and the credit card company is such that the District preserves its right to refuse to pay any claim or portion thereof that is not expressly authorized does not constitute a proper District charge, or supersedes any laws, rules, regulations, or policies otherwise applicable. In addition, the Board will ensure that no claim shall be paid unless an itemized voucher approved by the officer whose action gave rise or origin to the claim, shall have been presented to the Board and shall have been audited and allowed.

Credit card(s) may only be used for legitimate school district business expenditures. The use of credit card(s) is not intended to circumvent the District's policy on purchasing. Prior approval may be required based on the value of the purchase.

Users must take proper care of these credit card(s) and take all reasonable precautions against damage, loss or theft. Any damage, loss or theft must be reported immediately to the Business Office and to the appropriate financial institution. Failure to take proper care of credit card(s) or failure to report damage, loss or theft may subject the employee to financial liability.

Purchases that are unauthorized, illegal, represent a conflict of interest, are personal in nature or violate the intent of this policy may result in credit card revocation and discipline of the employee.

Users must submit detailed documentation, including itemized receipts for commodities, services, travel and/or other actual and necessary expenses which have been incurred in connection with school-related business for which the credit card has been used.

The Superintendent of Schools, in consultation with the Assistant Superintendent for Business and Finance and the District's Purchasing Agent, shall establish regulations governing the issuance and use of credit card(s). Each cardholder shall be apprised of the procedures governing the use of the credit card and a copy of this policy accompanying regulations shall be given to each cardholder.

The Assistant Superintendent for Business and Finance shall monitor the use of each credit card and report any serious problems and/or discrepancies directly to the Superintendent and the Board. The monthly statement(s) will be placed on the next available Board agenda after the date the statement is received.

Re-Adopted: July 11, 2012
Revised: