

# AGENDA

## BOARD OF EDUCATION • LEVITTOWN, NEW YORK

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

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### ORGANIZATIONAL MEETING

### LEVITTOWN MEMORIAL EDUCATION CENTER

Wednesday, July 5, 2017

6:30 PM (Meeting convenes with anticipated adjournment to Executive Session)

7:30 PM (Organization Meeting reconvenes in Public Session with Regular Meeting to immediately follow)

**Success for Every Student**

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## OPPORTUNITY FOR PUBLIC TO BE HEARD

This meeting will be devoted to reports from the Superintendent of Schools and Board Members, regular agenda items of old and new business and schedules.

Immediately following Board Members reports, a period not to exceed two hours shall be set aside to afford residents of the community and/or school district employees an opportunity to make comments or to raise questions related to school affairs.

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### NOTICE

Copies of the agenda are available to the residents of the district at the office of the Board of Education, Levittown Memorial Education Center, 150 Abbey Lane, Levittown, three days prior to the meeting date. Copies of agendas are also available on the district website and at the Levittown Public Library. Tapes of meetings are available at the Levittown Public Library. The official record of meetings is reflected in the Official Minutes.

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Anyone requiring a sign language interpreter for this meeting should notify the District Clerk at 434-7002, at least five (5) days before the meeting.

The Levittown Public School District is committed to providing both equal educational opportunity for all students, and equal employment opportunity for all persons consistent with law.

I. CALL TO ORDER

CALL TO ORDER

- A. 6:30 P.M. - Anticipated Motion to move to Executive Session.

Recommended Motion: "BE IT RESOLVED, that the Levittown Board of Education does, hereby, move to Executive Session for the purpose of to the Taylor Law involving the CSEA."

- B. 7:30 P.M. Reconvene Public Session

1. Pledge of Allegiance
2. Moment of Silence

II. PUBLIC PORTION

1. Appointment of District Clerk Enclosure  
\_\_\_\_\_ moved that Elizabeth Appelbaum be appointed for the position of District Clerk for the 2017-18 school year at a salary of \$ XXXXX (plus \$3,000 stipend) per year.

2. Election of Temporary Chairperson  
\_\_\_\_\_ nominated \_\_\_\_\_ for the position of temporary chairperson.

3. Appointment of Temporary Secretary to Record this Meeting  
\_\_\_\_\_ nominated \_\_\_\_\_ for the position of temporary secretary to record this meeting.

4. Election of President of Board of Education  
\_\_\_\_\_ nominated \_\_\_\_\_ for the position of President of the Board of Education.

5. Election of Vice-President of Board of Education  
\_\_\_\_\_ nominated \_\_\_\_\_ for the position of Vice President of the Board of Education.

6. Administration of Oath  
Administration of Oath to new Board Members and Superintendent

7. Appointment of Attorney Enclosure  
\_\_\_\_\_ moved that Lamb & Barnosky, LLP be appointed as Attorney for regular school business.

8. Appointment of Bond Counsel Enclosure  
\_\_\_\_\_ moved that Hawkins, Delafield and Wood, LLP be appointed as Bond

## 9. Appointment of District Architect

Enclosure

\_\_\_\_\_ moved that John A. Grillo, Architect, PC is hereby appointed the Architect of Record for the school year 2017-18, to render such services as determined by the district, with compensation as described as attached.

## 10. Appointment of Fiscal Advisor

Enclosure

\_\_\_\_\_ moved that Capital Markets Advisors, LLC be appointed as fiscal advisors with regard to bond issues for the Levittown Public Schools.

## 11. Appointment of Insurance Broker of Record

\_\_\_\_\_ moved that NYSIR be appointed as Insurance Broker of Record for the 2017-18 school year.

## 12. Appointment of Internal Auditor

Enclosure

\_\_\_\_\_ moved that Cullen and Danowski LLP be appointed Internal Auditor for the school year 2017-18 to render such services as determined by the Personnel office, with compensation provided in the submitted RFP, said payment to be inclusive of disbursements and/or expenses and that the President of the Board of Education is authorized to sign the attached agreement with Cullen and Danowski, LLP.

## 13. Appointment of External Auditor

Enclosure

\_\_\_\_\_ moved that R. S. Abrams be appointed External Auditor for the 2017-18 school year to render such services as determined by the Personnel office, with compensation provided in the submitted RFP, said payment to be inclusive of disbursements and/or expenses and that the President of the Board of Education is authorized to sign the attached agreement with R. S. Abrams.

## 14. Appointment of Claims Auditor

Enclosure

\_\_\_\_\_ moved that Nawrocki Smith be appointed Claims Auditor for the school year 2017-18, to render such services as determined by the job specifications filed in the Personnel Office, with compensation as provided in the submitted RFP, said payment to be inclusive of disbursements and/or expenses and that the Board of Education President is authorized to sign the attached contract with Nawrocki Smith."

## 15. Appointment of Treasurer

\_\_\_\_\_ moved that Linda Dolecek be appointed for the position of Treasurer, at no additional salary, with the amount of bond fixed at \$1,000,000.

## 16. Appointment of Assistant Treasurer

\_\_\_\_\_ moved that Ping-Yann Chou be appointed to the position of Assistant Treasurer at no additional salary, with the amount of bond fixed at \$1,000,000.

## 17. Appointment of Purchasing Agent

Enclosure

\_\_\_\_\_ moved that Bonnie Pampinella be appointed to the position of Purchasing Agent for the 2017-18 school year; and in her absence, William Pastore at no additional salary.

## 18. Appointment of Central Treasurers for Extraclassroom Activity Funds

Recommended motion: "The following be appointed as Central Treasurers for the Extraclassroom Activity Funds for their assigned schools for the 2017-2018 school year.

- Alice LoGiudice      Division Avenue
- Diana Benevento      MacArthur
- Colleen Eck      Jonas Salk
- Janice Friedman      Wisdom Lane
- Rachel Flanagan      GC Tech"

## 19. Appointment of Medical Inspectors

Enclosure

\_\_\_\_\_ moved that Dr. Suanne Kowal-Connelly be appointed as Medical Inspector at a contractual rate of \$27,500.00 per year.

## 20. Appointment of Medical Review Officer

\_\_\_\_\_ moved that Partners in Safety to be appointed as the Medical Review Officer for the district for the 2017-18 school year to provide drug/alcohol tests as needed.

## 21. Appointment of 403(b) and 457 Retirement Savings Plan Providers

\_\_\_\_\_ moved that Aspire Financial Services, AXA Advisors, AXA Equitable Life Insurance Company, Voya Opportunity Plus, Legend Group/ADSERV, Lincoln Investment Planning, Mass Mutual-Panorama, Metlife, Mutual Inc. Financial Services, Oppenheimer Shareholder Services, and New York State Deferred Compensation as official retirement savings plan providers.

## 22. Appointment of Third Party Administrator for 403(b) and 457 Retirement Plan Providers

Enclosure

\_\_\_\_\_ moved that OMNI is appointed as third party administrator for 403(b) and 457 Retirement Savings Plan Providers.

## 23. Appointment of Surrogate Parent

Recommended Motion: "WHEREAS the Commissioner's Regulation Part 200, subchapter P, requires each local Board of Education to annually appoint surrogate parents who will represent the interests of a student with a disability whose parents are either unknown or unable to provide such representation at Committee on Special Education (CSE) meetings and/or hearings; and

WHEREAS, the Levittown CSE has carefully canvassed those persons who have demonstrated a willingness to serve in such capacity,

NOW, THEREFORE, BE IT RESOLVED, that Karen Buttner, 57 Barbara Lane, Levittown be appointed as a surrogate parent for the 2017-2018 school year.”

24. Appointment of Committee on Special Education and Committee  
on Preschool Special Education

Enclosure

Recommended Motion: “RESOLVED, that the Levittown Board of Education appoint the five parent members on the attached list dated July 1, 2017, all chairpersons, psychologists and special and regular education teachers of special education students as well as Dr. Donald Sturz, Jordan Margolis, Dr. Susan Farber, Dr. Sean Haggerty, Dawn Wang, Rocco Ognibene, Richard Cirillo, Terence Rusch, Julia Joshuakutty, Dr. Margaret Ippolito and Dr. Noreen Vail-Gandolfo to serve on the District Committee on Special Education and the Committee on Preschool Special Education for the 2017-2018 school year.”

25. Appointment of Impartial Hearing Officers

Recommended Motion: “WHEREAS, the Commissioner’s Regulation Section 200.5, requires each local Board of Education to annually appoint impartial hearing officers in the event of an appeal of a CSE action by a parent of a student with a disability, or a student with a disability over the age of 18,

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, appoint all impartial hearing officers from the district-specific Nassau County list of Impartial Hearing Officers as maintained by the Impartial Hearing Reporting System for the 2017-2018 school year; and authorizes the President of the Board of Education to appoint Impartial Hearing Officers from the above mentioned list on a rotational basis.”

26. Appointment of Section 504 Coordinator

\_\_\_\_\_ moved that Rocco Ognibene be appointed as Section 504 Coordinator for Levittown Public Schools.

27. Appointment of School Pesticide Representative

\_\_\_\_\_ moved that Christopher Milano be appointed as School Pesticide Representative for Levittown Public Schools.

28. Appointment of Asbestos Hazard Emergency Response Act  
Designee

\_\_\_\_\_ moved that Christopher Milano be appointed as Asbestos Hazard Emergency Response Act (AHERA) designee for Levittown Public Schools.

29. Appointment of Chemical Hygiene Committee

\_\_\_\_\_ moved that James Ripka (MacArthur High School), Jennifer Appleton (Salk Middle School), Meghan Olsen (Wisdom Lane Middle School), and Sarah Labonte (Division Avenue High School) be appointed as Chemical Hygiene Committee for Levittown Public Schools.

30. Appointment of Dignity for All Students Act (DASA)  
Coordinators

\_\_\_\_\_ moved that Debbie Rifkin, George Maurer, Frank Mortillaro, Jeanmarie Wink, Jared Vanderbeck, Anthony Goss, Keith Squillacioti, John Zampaglione, John Avena, John Coscia and Joseph Sheehan be appointed as Dignity for All Students Act (DASA) Coordinators for Levittown Public Schools.

31. Appointment of Records Officer

\_\_\_\_\_ moved that Debbie Rifkin be appointed as Records Officer for Levittown Public Schools.

32. Appointment of Records Appeals Officer

\_\_\_\_\_ moved that Dr. Tonie McDonald be appointed as Records Appeals Officer for Levittown Public Schools.

33. Appointment of Residency Officer

\_\_\_\_\_ moved that Debbie Rifkin be appointed as Residency Officer for Levittown Public Schools.

34. Appointment of Homeless Liaison

\_\_\_\_\_ moved that Jordan Margolis be appointed as Homeless Liaison for Levittown Public Schools.

35. Appointment of District Attendance Officer

\_\_\_\_\_ moved that Debbie Rifkin be appointed as Attendance Officer for Levittown Public Schools.

36. Appointment of Prevailing Wage Designee

\_\_\_\_\_ moved that Christopher Milano be appointed as Prevailing Wage Designee for Levittown Public Schools.

37. Civil Rights Compliance Officer

\_\_\_\_\_ moved that Debbie Rifkin be appointed Civil Rights Compliance Officer of the Levittown Public Schools for the 2017-18 school year and, in her absence, William Pastore.

38. Readoption of Board of Education Policies

Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby, re-adopt all existing policies without changes. These policies need Board of Education review every year."

39. District Code of Conduct

Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby,

Enclosure

approve the attached Code of Conduct for the 2017-2018 school year.”

#### 40. Designation of Alternate to Sign Checks

\_\_\_\_\_ moved that the President of the Board of Education be designated to sign checks in the absence of the Treasurer and the Assistant Treasurer.

#### 41. Audit Committee

Recommended Motion: “RESOLVED that the Levittown Board of Education as a whole shall, heretofore, constitute the Audit Committee.”

#### 42. Finance Manager Permissions

Recommended Motion: "RESOLVED, that the Director of Computer and Media Services is, hereby, designated to be the District individual responsible for adding new users in Finance Manager, and the Principal Account Clerk assigned to Department of Human Resources or the Treasurer with the approval of the Assistant Superintendent for Business and Finance, is responsible for assigning Finance Manager permissions and privileges."

#### 43. Petty Cash Accounts

Recommended Motion: "BE IT RESOLVED, that the Levittown Board of Education does, hereby, appoint the following as treasurers for a petty cash fund in the amount of \$100 for the 2017-18 school year:

- Dr. Tonie McDonald, Superintendent of Schools
- Todd Winch, Assistant Superintendent for Instruction
- Debbie Rifkin, Assistant Superintendent for Administration and Personnel
- William Pastore, Assistant Superintendent for Business and Finance
- Dr. Donald Sturz, Assistant Superintendent for Pupil Services
- Todd Connell, Director, Computer Department
- J. Keith Snyder, Director, Health, Physical Education and Athletics
- Dajuana Reeves, Supervisor, Transportation Department
- Christopher Milano, Supervisor, Buildings and Grounds
- Dr. George Maurer, Principal, Abbey Lane School
- Jeanmarie Wink, Principal, East Broadway School
- Dr. Jared Vanderbeck, Principal, Gardiners Avenue School
- Anthony Goss, Principal, Lee Road School
- Frank Mortillaro, Principal, Northside School
- Keith Squillacioti, Principal, Summit Lane School
- John Zampaglione, Principal, Jonas Salk Middle School

- John Avena, Principal, Wisdom Lane Middle School
- John Coscia, Principal, Division Avenue High School
- Joseph Sheehan, Principal, MacArthur High School
- Frank Creter, Director, GC Tech"

#### 44. Finance Manager Permissions

Recommended Motion: "RESOLVED, that the Director of Computer and Media Services is, hereby, designated to be the District individual responsible for adding new users in Finance Manager, and the Principal Account Clerk assigned to the Business Office or the Treasurer with the approval of the Assistant Superintendent for Business and Finance, is responsible for giving out permissions and code assignments."

#### 45. Mileage Compensation

Enclosure

\_\_\_\_\_ moved that the mileage compensation rate for employee use of personal cars in the conduct of District business be approved at the IRS prevailing rate of 53.5 cents per mile and remaining in effect for the 2017-18 school year.

#### 46. Purchasing Policy and Procedures Manual

Enclosure

Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached 'Purchasing Policy & Procedures Manual for the 2017-18 school year.'"

#### 47. Authorization to sell RANS, TANS, BANS

Recommended motion: "RESOLVED, that the President of the Board of Education, subject to the provisions of local finance law, is delegated the power to authorize the issuance and to sell RANS, TANS and BANS including renewals thereof, in anticipation of the collection of revenues for the fiscal year."

#### 48. Authorization to Approve Conference Requests

Recommended Motion: "RESOLVED, that the Assistant Superintendent for Instruction be authorized to approve conference attendance requests with approved expenses as permitted by Section 77-6 of the General Municipal Law."

#### 49. Certifier of Payrolls

Recommended motion: "RESOLVED, that the Superintendent of Schools or her designee are authorized to certify payrolls of the district."

#### 50. Certifier of Payrolls - Civil Service Report

Recommended motion: "RESOLVED, that the President of the Board of Education is authorized as Certifier of Payrolls for the Annual Civil Service Report."

#### 51. Authorization of Grants

Recommended Motion: "RESOLVED, that the Superintendent of Schools is authorized to sign all applications and claims relating to Federal and State Grant applications."



## 52. Designation of Depositories

\_\_\_\_\_ moved that the following institutions be designated as official depositories:

- JP Morgan Chase Bank, N.A.
- HSBC Bank USA, N.A.
- Astoria Bank
- Citibank
- New York Community Bancorp
- First National Bank of Long Island
- Flushing Bank
- Bank of America

## 53. Designation of Newspapers

\_\_\_\_\_ moved that at the discretion of the Board of Education and the Superintendent, that the Levittown Tribune, the Wantagh Herald Citizen and the Seaford Herald Citizen be designated as the newspapers for the district for the 2017-18 school year.

## 54. Dance Program Tuition

Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby, approve the following increase to the Dance Program tuition commencing July 1, 2017:

Dance classes:           \$170 per class/per year

Gymnastics classes   \$190 per class/per year."

## 55. Driver Education Tuition

Inclusive

Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby, approve no increase to the Driver Education tuition of \$475 for the 2017-18 school year."

## 56. Memorandum of Understanding - Confidential Employees

Enclosure

Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby, approve the Memorandum of Understanding between the Levittown Union Free School District and confidential employees: Randi D'Ambrosio, Jill Steiger, Cathy Dinda, Susan Garibaldi, Debby Sloan, and Charlene Drewes, as per the terms of the attached Memorandums of Understanding;

NOW, BE IT FURTHER RESOLVED, that the President of the Board of Education is authorized to sign the attached Memorandum of Understanding."

## 57. Employee Salaries Not Covered by Collective Bargaining

Enclosure

\_\_\_\_\_ moved that the salaries for the following employees not covered by a

collective bargaining agreement be set as follows for the 2017-18 school year.

**Labor Seasonal/Summer Worker Rates:**

Year 1 \$10.00/hr.

Year 2 \$11.00/hr.

**Election Worker Rates:**

Chairperson/Inspector \$11.00/hr.

Election Workers \$9.00/hr.

**Substitute Teacher Rate:**

\$100/day

**Substitute Nurse Rate:**

see CSEA schedule for P/T Registered Nurse

**Substitute Teacher Aides/Monitor Rate:**

see CSEA schedule for P/T aides/monitors

**Substitute Clerical Rate:**

see CSEA schedule for P/T clerical

**Substitute Cleaner Rate:**

see CSEA schedule for P/T cleaner

**Substitute Security:**

see CSEA schedule for P/T security aide

**Dance Program:**

Trainee:		\$10.14/hr.
Level 1	New employees w/full class, minimum experience	\$10.51/hr.
Level 2	2 <sup>nd</sup> year teaching and/or minimum experience	\$15.77/hr.
Level 3	3-4 years in program and/or intermediate level experience	\$16.89/hr.
Level 4	More than 4 years in program and/or experienced	\$21.41/hr.
Level 5	More than 20 years in program and/or master teacher	\$24.79/hr.

with advanced training

Gymnastics: Coordinator - level 2 - with limited experience \$24.79/hr.

Gymnastics: Coordinator - level 1 - experience personnel \$36.86/hr.

**Recital Pay:**

Except where noted, recital pay is based on 3 days of work (dress rehearsal and 2 performances)

# AGENDA

July 5, 2017

Page - 11

A.	Director	\$1,000
B.	Stage Manager	\$1,000
C.	Assistant Stage Manager	\$950
D.	Artwork, program cover	\$250
E.	Artwork, stage scenery	\$250
F.	Program/brochure layout	\$170
G.	Recording music	\$200
H.	Stage crew, level 1	\$200
I.	Stage crew, level 2	\$220
J.	Stage crew, level 3	\$240
K	Stage assistants	\$300

- 1.Dressing room monitors
- 2.Gathering/holding room monitors
- 3.Hairdresser
- 4.Hall monitors
- 5.Runners
- 6.Station monitors
- 7.Ushers

L.	Security (2 days)	\$400
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## **Dance Faculty**

Level 1 (1-2 classes in recital)	\$300
Level 2 (3 classes in recital)	\$375
Level 3 (4 classes in recital)	\$450
Level 4 (5 classes in recital)	\$600
Level 5 (5 classes in recital & additional responsibilities)	\$750

The Board of Education will now continue with the regular business meeting agenda.