

# 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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REGULAR MEETING

LEVITTOWN MEMORIAL EDUCATION CENTER

Wednesday, May 3, 2017

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

7:30 PM (Meeting reconvenes in Public Session)

**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 a disciplinary matter involving a particular student."

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

1. Pledge of Allegiance
2. Moment of Silence

II. ANNOUNCEMENTS

III. REPORTS

- A. Student Presentations

Student Academic Presentation - Salk Middle School

Memory Project - Wisdom Lane Middle School

- B. Recognition

Student Art Presentation - Salk Middle School

Science Standouts Recognition

Skills USA Winners

Musical and Dance Student Standouts

Staff Tenure Recognition

- C. Superintendent

1. Comments and Reports
2. Follow-up to Prior Public Be Heard Questions
3. Follow-up to Board Questions

- D. Board of Education

1. Comments and Reports
2. Correspondence
3. Student Liaisons

IV. BUDGET HEARING/HEARING ON RESERVES/PUBLIC BE HEARD

V. CONSENT AGENDA

## 1. Minutes - Approval of Minutes

Enclosure

Recommended Motion: "Make the necessary corrections and move the approval of the minutes of the April 19<sup>th</sup> Regular Meeting and the April 20<sup>th</sup> Special Meeting."

## 2. Independent Accountant's Report On Applying Agreed-Upon Procedures Corrective Action Plan

Enclosure

Recommend Motion: "RESOLVED, that the Levittown Board of Education does, hereby, accept the attached Corrective Action Plan in response to the external auditor's recommendations contained in the Independent Accountant's Report On Applying Agreed-Upon Procedures dated February 2, 2017, and;

BE IT FURTHER RESOLVED, that the Assistant Superintendent for Business and Finance is authorized to submit the corrective action plan to New York State Education Department (NYSED)."

## 3. Reaffirmation of Reserves

Inclusive

Recommended Motion: "WHEREAS, by action of the Levittown Board of Education, the Levittown Union Free School District has previously established certain reserves having the following balances as of the fiscal year ending June 30, 2016;

	<i><b>Fiscal Year</b></i>
	<i><b><u>Ending 6/30/16</u></b></i>
Restricted for Employee Benefits Accrued Liability	\$ 4,027,886.00
Restricted for Workers' Compensation	5,043,460.53
Restricted for Capital Reserve	16,118,454.75
Restricted for Unemployment Insurance	948,391.11
Restricted for Employee Retirement	15,519,456.63
<b>Total</b>	<b>\$41,657,649.02</b>

and WHEREAS, the Levittown Board of Education wishes to utilize and/or contribute additional funds where appropriate;

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education, hereby, authorizes transfers of 2016-2017 fund balance to any of the properly established reserves not to exceed:

**Reserves Transfers****Not to Exceed:**

Restricted for Employee Retirement	\$ 3,000,000
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Restricted for Capital Reserve

7,000,000

**Total****\$ 10,000,000**

## 4. Transfer from Reserve Funds

Inclusive

Recommended Motion: "WHEREAS, the Levittown Union Free School District utilizes a Retirement Contribution Reserve Fund, pursuant to New York General Municipal Law §6-r; and WHEREAS, the Board of Education seeks to transfer money from the Retirement Contribution Reserve Fund to the Capital Reserve Fund; and

WHEREAS, in accordance with New York General Municipal Law §6-r, a public hearing was held regarding the proposed transfer; and

WHEREAS, all prior notice requirements of the public hearing were met,

NOW THEREFORE BE IT RESOLVED, that having satisfied all statutory requirements, the Board of Education hereby authorizes the transfer of \$4,859,545 from the Retirement Contribution Reserve Fund to the Capital Reserve Fund."

## 5. Use of Retirement Reserve Funds

Inclusive

Recommended Motion: "WHEREAS, the Levittown Union Free School District utilizes a Retirement Contribution Reserve Fund, pursuant to New York General Municipal Law §6-r; and

WHEREAS, the Board of Education seeks to transfer money from the Retirement Contribution Reserve Fund to the Capital Reserve Fund; and

WHEREAS, in accordance with New York General Municipal Law §6-r, a public hearing was held regarding the proposed transfer; and

WHEREAS, all prior notice requirements of the public hearing were met,

NOW THEREFORE BE IT RESOLVED, that having satisfied all statutory requirements, the Board of Education hereby authorizes the transfer of \$4,859,545 from the Retirement Contribution Reserve Fund to the Capital Reserve Fund."

## 6. Bid Approval - Dumpsters

Enclosure

Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby, award the Bid #LPS17-002 for roll-off dumpsters as per attached specifications for the 2017-2018 school year."

## 7. Election Workers

Enclosure

Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby, approve the individuals on the attached list as the Election Registrars for the 2017 budget and trustee vote."



8. Annual Professional Perform Review - Teacher Lead Evaluators Inclusive  
Recommended Motion: "RESOLVED that in accordance with Education Law 3012-d and the Commissioner's Regulations, Joseph Sheehan, John Coscia, John Zampaglione, John Avena, George Maurer, Jeanmarie Wink, Jared Vanderbeck, Anthony Goss, Frank Mortillaro, Keith Squillacioti and Frank Creter are approved as certified Teacher Lead Evaluators."

9. Annual Professional Perform Review - Principal Lead Evaluators Inclusive  
Recommended Motion: "RESOLVED that in accordance with Education Law 3012-d and the Commissioner's Regulations, Tonie McDonald, Debbie Rifkin, and Todd Winch are approved as certified Principal Lead Evaluators."

10. Budget Transfers Enclosure  
Recommended Motion: "WHEREAS, in compliance with New York State Government Accounting practices, the attached budget transfers have been prepared and recommended by the Assistant Superintendent for Business and Finance,

<u>Code</u>	<u>Code Description</u>	<u>Amount From</u>	<u>Amount To</u>
A26304000	Computer Instructional Contractual Exp	\$28,000.00	
A26304500	Computer Instructional Material & Supplies		\$28,000.00
<b>Reason:</b>	<b>We are no longer able to purchase toner for the model used in the Elementary Schools and had to replace all these printers with a different model. The newer model has a starter toner set in each which runs out quickly and we had to purchase more toner than anticipated.</b>		
<u>Code</u>	<u>Code Description</u>	<u>Amount From</u>	<u>Amount To</u>
A21124350	Equipment Rentals (Music)	\$12,000.00	
A21104650	Equipment Repairs (Music)		\$12,000.00
<b>Reason:</b>	<b>To cover repairs of district-owned instruments through the reminder of the year as well as the \$5,000 reconditioning of the DAHS Auditorium Piano inner-workings, similar to what was completed for the Mac Auditorium piano last year. Replacement of such pianos can cost as much as \$100,000, therefore, it is cost effective to do this work. These repairs should be good for many years to come and had not been done in the past. Exterior refinishing of both pianos to take place in the future.</b>		

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

11. Teachers' Center Continuation Grant Inclusive  
Recommended Motion: "WHEREAS, the Levittown Board of Education has received and reviewed the 2017-2018 grant application for the Teachers' Center; and  
WHEREAS, it is understood that neither the autonomy nor the authority of the Teachers' Center,

nor the costs associated with the District's support of the Teachers' Center, are altered in any substantive manner from the 2016-2017 program;

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, approve the 2017-2018 Teachers' Center grant application in the amount of \$62,081."

12. Professional Development Plan

Enclosure

Recommended Motion: "WHEREAS, in compliance with the Commissioner's Regulations 100.2(dd), the Board of Education adopts a Professional Development Plan annually and subsequently addendums thereto; and

WHEREAS additional changes to the existing plan have been recommended;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Education does, hereby, adopt the attached revised 2016 - 2018 Professional Development Plan."

13. Cooperative Bid - Levittown School District (Materials and  
Supplies - Bus, Van and Auto Parts)

Inclusive

Recommended Motion: "WHEREAS, It is the plan of the Boards of Education of Garden City UFSD, Herricks UFSD, Mineola UFSD, Great Neck UFSD, Levittown UFSD, North Shore Central School District, Port Washington UFSD, East Rockaway School District, Roslyn UFSD, Long Beach UFSD, Island Park UFSD, Floral Park-Bellerose School District, Plainedge School District, Jericho School District, and East Williston UFSD, Bethpage UFSD, County of Nassau, New York, Southampton UFSD, County of Suffolk, New York to bid jointly for Materials & Supplies (Bus & Auto Parts & Transmission) and

WHEREAS, The Levittown UFSD is desirous of participating with other school districts in Nassau County in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and

WHEREAS, The Levittown UFSD wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Boards of Education and making recommendations thereon, therefore

BE IT RESOLVED, That the Board of Education of the Levittown UFSD hereby appoints David C. Murphy, Jr., for the Garden City School District to represent it in all matters related above, and

BE IT FURTHER RESOLVED, That the Levittown UFSD Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and

BE IT FURTHER RESOLVED, That the Levittown UFSD Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

BE IT FURTHER RESOLVED, That the Levittown UFSD Board of Education agrees (1) to abide by the majority decisions of the participating districts on quality standards: (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee:

(3) that after award of contract(s) it will conduct all negotiations directly with the successful bidder(s).”

14. Special Education Contracts

Enclosure

Recommended Motion: “RESOLVED, that the Levittown Board of Education does, hereby, approve the attached contracts between the Levittown Public Schools and the following vendors to provide special education services for the 2017-18 school year.

- Dr. Hilary Gomes

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

15. Out of District Contracts for Health and Welfare Services

Enclosure

Recommended Motion: “RESOLVED, that the Levittown Board of Education does, hereby, approve the attached contract between the Levittown Public Schools and the following school districts to provide health and welfare services to students attending schools in these districts for the 2016-17 school year:

- Mineola School District

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

16. Obsolete Books

Enclosure

Recommended Motion: “RESOLVED, that the Levittown Board of Education does, hereby, declare the books on the attached lists obsolete and that the items may be discarded and/or donated as possible or sold at the highest salvage value.

17. Obsolete Equipment

Enclosure

Recommended Motion: “RESOLVED, that the Levittown Board of Education does, hereby, declare the equipment on the attached list obsolete and that the item may be discarded and/or sold at the highest possible salvage value.”

18. Board Meeting Calendar - 2017-2018 School Year - Revised

Enclosure

Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby, adopt the attached updated calendar of Board of Education meeting dates for the Levittown Public Schools for the 2017-18 school year."

19. Schedules

Enclosure

“RECOMMENDED MOTION: That the Levittown Board of Education does, hereby, approve the following schedules:

1001 “Resignations/Terminations, Certified Personnel:

- 1002 “Resignations/Terminations, Non-Instructional”
- 1003 “Appointments, Certified Personnel”
- 1004 “Designation, Consultants”
- 1005 “Appointments, Non-Instructional”
- 1006 “Leave of Absence, Certified Personnel”
- 1007 “Leave of Absence, Non-Instructional
- 1008 “Students w/Disabilities”
- 1009 “Coaches”

VI. ACTION ITEMS: NEW BUSINESS

1. Gifts to Schools

Enclosure

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

- A Yamaha Piano to be donated to the music classes at Gardiners Avenue School from Charles McTiernan, 578 Sand Hill Road, Wantagh, NY 11793.”

VII. AD HOC

VIII. DATES

May 16, 2017 - Budget Vote

June 14, 2017 - Regular Meeting

IX. MOTION TO ADJOURN

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

**MINUTES**

**THE REGULAR MEETING OF THE BOARD OF EDUCATION** was duly called and held on Wednesday, April 19, 2017 in the Board Meeting Room of the Levittown Memorial Education Center.

**CERTIFICATION:**

The District Clerk certified that pursuant to Section 104, Open Meetings Law, notice of meeting was sent to the Public Library and posted on the district's website. Further, all members of the Board of Education had due notice of said meeting.

**BOARD OF EDUCATION**

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

**ADMINISTRATION**

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

**OTHERS**

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

**I. CALL TO ORDER**

- A. Mr. Moran, President, called the Regular Board Meeting to order at 6:30 PM. On a motion by Ms. Adrian, seconded by Ms. Marengi and approved (6-0) that the Board adjourn to Executive Session to seek legal advice from the Board's Attorney.
- B. The Board reconvened to Public Session at 7:30 PM on a motion by Ms. Marengi seconded by Ms. Adrian and approved (6-0). Mr. Moran asked everyone to stand for the Pledge of Allegiance which was led by two students from Summit Lane School. Mr. Moran requested a moment of silence for our service men and women.

## **II. REPORTS**

### **A. Student Presentations**

#### Student Academic Presentation – Summit Lane School

Mr. Squillacioti, Principal of Summit Lane School, recognized student Dylan Lang for his heroic feat. He performed the Heimlich Maneuver on a fellow student in the cafeteria at Summit Lane. When asked how Dylan knew to perform this procedure, he noted that there were signs posted all over the cafeteria which he read. Mr. Squillacioti remarked that Dylan's quick decision to help his friend did not go unnoticed. He commended Dylan on his courage and thanked him on behalf of Summit Lane and the District.

Mr. Squillacioti gave an overview of the morning and afternoon clubs at Summit Lane. He noted that this presentation is to thank the Board, Administration and the Levittown Community for supporting our students in these extra-curricular activities. Students from the following clubs: Student Council, 5<sup>th</sup> Grade Book Club, STEAM, Crafts for Cooks, Scrapbook Club, and Talent Show gave a brief description of their clubs. Dr. McDonald remarked on the value of club participation in that it helps to determine what students are interested in.

#### 9/11 Memorial Presentation – GC Tech Key Club

The audience was directed to the lobby where the Gerald R. Claps Career and Technical Center Key Club led by Club Advisor, Lillian Creeden, unveiled a piece of artifact gifted from the World Trade Center Site. This memorial will be on display at the Levittown Memorial Center for a short period of time and then go over to the Levittown Library on permanent display.

### **B. Recognition**

#### Winter Scholar Athletes

Mr. Snyder, Athletic Director, announced that several coaches were retiring. He acknowledged the coaches who had put in many, many years of service and dedication to the District. The athletes from both high schools in the winter sports of basketball, bowling, cheerleading, swimming, track and wrestling were recognized. Ms. McDonald congratulated the coaches of the Scholar Athlete Teams and remarked that they take academics seriously and that comes first. Mr. Snyder commented that he was pleased to see all the supportive parents in the audience.

#### Girl Scout Gold Award

Ms. Winch gave a brief history of the "Gold Award" which recognizes extraordinary efforts of extraordinary girls. This award inspires girls to find the greatness within themselves and share their ideas and passions with their communities. Mr. Coscia, Principal of Division Avenue High School, introduced Meagan Schulman, who is the recipient of the Girl Scout Gold Award. Ms. Schulman spoke about her project titled "Project Keep Playing." Her mission is to increase awareness of softball injuries when a face mask is not used.

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**APRIL 19, 2017**  
**REGULAR MEETING**

PTA Budget and Food Service Committee

Mr. Pastore thanked all members of the Food Service Committee for their hard work. He especially wanted to acknowledge the point persons of the committee, Ms. Dolecek and Ms. Volpe. Ms. Dolecek explained that the committee members attend monthly meetings, visit school cafeterias, sample food, speak with kitchen personnel, and witness the buying and consumption behavior of the students. She noted members feedback is crucial for the committee to maintain a wonderful dining experience for the students.

Teacher Leadership Award

Dr. McDonald reported that a special award, Educator of Character, was being given to the Assistant Principal at Salk Middle School. Mr. Zampaglione introduced Mr. Mulligan, the recipient of this Leadership Award. He noted that Mr. Mulligan will be honored at reception at Sage College for his work at Salk relating to Character Education. Mr. Zampaglione shared that Mr. Mulligan has developed Salk's R.I.S.E Program to support the 11 essential principles of Character.org which is an organization committed to developing civic virtue and moral character in our youth for a more compassionate and responsible society. Mr. Mulligan commented that he loves coming to work and he accepts this award for the school.

**C. Superintendent**

**1. Comments and Reports**

**A. Drivers Education Presentation**

Mr. Winch provided a brief overview as well as recommendation from Central Office for the Driver Education program. He spoke about increased enrollment, use of East Meadow Driving School for overflow, our fleet, repair car costs, program revenue and expenses and tuition rates from other programs. Mr. Winch's recommendations for the future is to keep the tuition at \$475 for the 2017/2018 school year, to continue the purchase plan for new vehicles and to formalize a refund program. Mr. Pappas reminded the Board that Ms. Rifkin was instrumental in revamping the program when she was in charge of it. The Board thanked Mr. Winch for his presentation.

Dr. McDonald announced that the two bleachers were open at MacArthur and Division Avenue. She noted that are beautiful, and it was wonderful to have the Board of Education members there at the two games for each of the teams. Dr. McDonald commented that it was wonderful to see the teams so proud of the bleachers. Mr. Pappas thanked everyone for this wonderful gift.

**2. Follow-up to Prior Public Be Heard Questions**  
(none)

**3. Follow-up to Board Questions**  
(none)

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)

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**APRIL 19, 2017**  
**REGULAR MEETING**

- D. Board of Education  
1. Comments and Reports

Ms. Marenghi spoke about the National School Board Association Annual Convention in Denver which she attended with Dr. McDonald. She noted this was the first time that the Board had attended an event outside of New York. Ms. Marenghi shared that it was a wonderful experience with great speakers and they were able to bring back good ideas and research material. They were able to get the Levittown name out there and made some good connections. She remarked that a lot of our surrounding districts attend the conference. She commented that her and Dr. McDonald split up the workshops so that they could get a good cross-section of districts from other states to see what was going on. Ms. Marenghi commented that it was reassuring to see how great the schools are in Nassau County. She shared that the Board is hoping to present at the New York State School Boards Convention in Lake Placid and maybe at the National Level.

2. Correspondence  
(none)

3. Student Liaisons

Arianna Wynn, the student representative from MacArthur High School, reported on the events at her school: The Business Ownership and Marketing students went on a field trip to get an in-depth explanation on how to run a successful business; in the Battle of the Classes event, the seniors were finally granted 1<sup>st</sup> place; a Junior was honored at the Long Island's Best Young Artists exhibit at the Heckscher Museum; congratulations to the business students who competed in Comptroller's Challenge and earned 1<sup>st</sup> place in the competition; the Night of Honor Ceremony was a success with an enormous amount of our students inducted in our Art, World Language, Business and Math Honor Societies; close to \$10,000 was raised for the Autism Awareness Campaign; and congratulations to the 2017 Salutatorian and Valedictorian.

Student Liaison, Steven Reilly shared the events at Division Avenue High School: the musical Pippin was a huge success; at the Nassau All County Art Exhibition a student was awarded the 2017 Art Supervisors Association Scholarship; a student won the Honorable Mention Award at the Long Island's Best Young Artists exhibit at the Heckscher Museum; the Challenger Basketball finished undefeated; the Prom Dress Collection was a huge success; the Night of Honor was held honoring the Art Honor Society, Tri-M Music Honor Society, Math and Business Honor Society and the International Thespian; the Spring Captain's Breakfast was recently held; and the four seniors on the New York State Science Olympiads earned a state medal.

IV. PUBLIC BE HEARD  
(NONE)

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)



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**APRIL 19, 2017**  
**REGULAR MEETING**

**V. CONSENT AGENDA**

1. Minutes - Approval of Minutes

RESOLUTION # 16-17-274

**MOTION:** "Make the necessary corrections and move the approval of the minutes of the March 15th Regular Meeting and the March 29<sup>th</sup> Special Meeting."

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

2. Warrants

RESOLUTION # 16-17-275

**MOTION:** "WHEREAS, all claims, warrants and charges against the School District have been reviewed by the Claims Auditor and have been certified by the Claims Auditor for payment,

NOW, THEREFORE, BE IT RESOLVED, that the MARCH 2017 report of the Claims Auditor be accepted."

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

3. Business Office Reports

RESOLUTION # 16-17-276

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

- Appropriation and Revenue reports for the month ending 2/28/17
- Claims Auditors Report prepared by Nawrocki Smith LLP for the month of March 2017
- Treasurer's report for the month ending February 2017
- Trial Balance for the month ending 2/28/17
- Credit card statement for statement date 4/16/17
- Fund Balance Projection for June 30, 2017."

NOTE: Mr. Pappas asked Mr. Pastore to explain the Fund Balance projections. Mr. Pastore stated that this is a tool that is used to take a look at the year-end balance to see how much money is available to put towards next year. He reported on the process he uses to analyze estimates on health benefits, payroll and other aspects of the budget. Mr. Pastore went over the opening balance, reserves, expenditures and encumbrances. Mr. Pastore remarked that we have a good, strong financial setup.

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)

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**APRIL 19, 2017**  
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**RESULT:** MOTION CARRIED (6-0-0]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Peggy Marenghi, Vice President  
**AYES:** Adrian, Marenghi, Lang, Pappas, Moran, Quinones-Smith

4. Budget Transfers

RESOLUTION #16-17-277

**MOTION:** "WHEREAS, in compliance with New York State Government Accounting practices, the attached budget transfers have been prepared and recommended by the Assistant Superintendent for Business and Finance,

<u>Code</u>	<u>Code Description</u>	<u>Amount From</u>	<u>Amount To</u>
A1620.1816	O&M Groundskeeper OT/Snow		\$24,861.60
A1621.1666	Maintenance OT/Special Projects		\$24,861.60

**Reason:** Adjust for Maintenance O/T

<u>Code</u>	<u>Code Description</u>	<u>Amount From</u>	<u>Amount To</u>
A2630.1510	Computer Inst IT Staff	\$17,065.20	
A2630.1500	Computer Inst Teacher Assts		\$17,065.20

**Reason:** Adjust Computer Staff Salaries - re-classed employee to another code

<u>Code</u>	<u>Code Description</u>	<u>Amount From</u>	<u>Amount To</u>
A22504700	SPEC ED HANDICAPPED TUITION	\$13,555.90	
A22504710	TUITION PAID TO PUBLIC DISTRICT		\$13,555.90

**Reason:** To pay foster Tuition and Transportation Cost for the 2015-16 School Year - Invoice just received

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

**RESULT:** MOTION CARRIED (6-0-0]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Peggy Marenghi, Vice President  
**AYES:** Adrian, Marenghi, Lang, Pappas, Moran, Quinones-Smith

5. Approval of School Clubs

RESOLUTION # 16-17-278

**MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached Extra Classroom Activity Club Charters for the 2016-2017 school year."

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)

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**RESULT:** MOTION CARRIED (6-0-0]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Peggy Marengi, Vice President  
**AYES:** Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

6. Contract-CentralEd (Textbook Central) Div. of Tel/Logic, Inc.

RESOLUTION # 16-17-279

**MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, enter into an agreement with Textbook Central, a division of Tel/Logic Inc. d.b.a. CentralEd (Textbook Central, Tel/Logic or CentralEd) for textbook procurement and distribution services for non-public schools during the 2017-2018 school year."

**RESULT:** MOTION CARRIED (6-0-0]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Peggy Marengi, Vice President  
**AYES:** Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

7. School Calendar 2017 - 18

RESOLUTION # 16-17-280

**MOTION:** "WHEREAS, the attached 2017-18 school calendar has been reviewed by all appropriate parties,

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education, does, hereby, adopt the attached calendar (revision date 4/4/17) as the official dates for the operation of schools during the 2017-18 school year."

**RESULT:** MOTION CARRIED (6-0-0]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Peggy Marengi, Vice President  
**AYES:** Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

8. Universal Pre-K Sites

RESOLUTION # 16-17-281

**MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, approve Tender Garden located at 3100 Hempstead Turnpike, Levittown, NY 11756, and Kiddie Junction located at 3 North Village Green, Levittown, NY 11756, as the two sites for the Universal Pre-K Program for the 2017-18 school year."

**RESULT:** MOTION CARRIED (6-0-0]  
**MOVER:** Karen Quinones-Smith  
**SECONDER:** Peggy Marengi, Vice President  
**AYES:** Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

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**APRIL 19, 2017**  
**REGULAR MEETING**

9. Establish Scholarships

RESOLUTION # 16-17-282

**MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, establish the following scholarships which were donated by Levittown Memorial High School Alumni:

- The Detective Sgt. John Mateer Scholarship to be awarded to one Levittown student attending the GC Tech Police Science program in the amount of \$500.00 according to the attached criteria
- The Larry Thomas Memorial Scholarship to be awarded to one Levittown student attending the GC Tech Automotive program in the amount of \$250.00 according to the attached criteria
- The John Gagliano Memorial Scholarship to be awarded to one high school student in the amount of \$250.00 according to the attached criteria
- The Jerry Dumas Memorial Scholarship to be awarded to one high school student in the amount of \$250.00 according to the attached criteria
- The Steven Walk Memorial Scholarship to be awarded to one high school student in the amount of \$500.00 according to the attached criteria
- The Jimmy Thomas Memorial Scholarship to be awarded to one high school student in the amount of \$250.00 according to the attached criteria."

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

10. Contract with Seneca Consulting

RESOLUTION # 16-17-283

**MOTION:** " RESOLVED that the Levittown Board of Education approve a contract with Seneca Consulting Group to cover services related to the Affordable Care Act for the 2017-18 school year;

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

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)

**MINUTES**  
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**APRIL 19, 2017**  
**REGULAR MEETING**

11. Energy Performance Financing Amendment for Revised RESOLUTION # 16-17-284  
Completion Date

**MOTION:** "RESOLVED that the Levittown Board of Education approve this Amendment number 1, made this April 19, 2017 to the Equipment Lease Purchase Agreement dated July 14, 2015, ("Agreement") between Banc of America Public Capital Corp, ("Lessor") and Levittown Union Free School District, in the County of Nassau, New York, a School District of the State of New York, ("Lessee")

WITNESSETH:

**WHEREAS,** Lessor and Lessee are parties to the Agreement; and

**WHEREAS,** Lessor and Lessee desire to amend certain provisions of the Agreement;

**NOW, THEREFORE,** in consideration of the premises and the mutual obligations hereinafter contained, and for other good and valuable consideration, the receipt whereof is hereby acknowledged, the parties hereto agree as follows:

1. Acquisition Period ending 5 days prior to December 14, 2016 is deleted and replaced with November 30, 2017.
2. Except as amended hereby, the Agreement shall remain in full force and effect and is in all respects hereby ratified and affirmed. Capitalized terms not otherwise defined herein shall have the meanings ascribed them in the Agreement.

**IN WITNESS WHEREOF,** the parties hereunto have caused this instrument to be executed by their duly authorized officers as of the day and year first above written, and;

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

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

12. Transportation Cooperative SENTCO

RESOLUTION # 6-17-285

**MOTION:** "WHEREAS, a number of public school districts in South Eastern Nassau County wish to jointly solicit proposals for pupil transportation services for the 2017-2018 school year (and any renewal period) in accordance with the applicable provisions of General Municipal Law;

WHEREAS, the public school districts have agreed to form a Cooperative (SENTCO) for this purpose;

WHEREAS, the Levittown Union Free School District is desirous of participating in SENTCO for joint consolidation of proposals for pupil transportation services as authorized by General Municipal Law, Section 119-o;

**MINUTES**  
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**APRIL 19, 2017**  
**REGULAR MEETING**

NOW THEREFORE BE IT RESOLVED that the Board of Education authorizes the Levittown Union Free School District to participate in cooperative bidding conducted by SENTCO;

BE IT FURTHER RESOLVED that, the Levittown Union Free School District agrees to assume its equitable share of the administrative costs of the cooperative bidding program and all of its obligations and responsibilities pursuant to any contracts that may be awarded by the cooperative, and;

BE IT FURTHER RESOLVED and that the President of the Board of Education is, hereby, authorized to execute any agreements of contracts for the SENTCO Cooperative."

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

13. Agreement for Conservation Measures National Grid

RESOLUTION # 16-17-286

**MOTION:** "RESOLVED that the Levittown Board of Education approve an agreement with The Brooklyn Union Gas Company and KeySpan Gas East Corporation each d/b/a National Grid to install the conservation measures as describe on the agreement form (water conservation measures) throughout the school district;

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

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

14. Resolution Authorizing Payments Prior to Audit

RESOLUTION # 16-17-287

**MOTION:** "RESOLVED, that the Board of Education does, hereby, authorize payment in advance for public utility services and postage to avoid late fees and interest charges and petty cash so funds are available when needed. Public utility services generally include, but are not limited to, electric, gas, water, sewer and telephone services. These claims should be audited as soon as possible after payment and included on the next warrant as prepaid amounts.

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)

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**APRIL 19, 2017**  
**REGULAR MEETING**

15. Transportation Cooperative BOCES

RESOLUTION # 16-17-288

**MOTION:** "WHEREAS, a number of public school districts in Nassau County wish to jointly solicit proposals, together with the Nassau Board of Cooperative Educational Services ("BOCES") for pupil transportation services for the 2017-18 school year (and any renewal period) in accordance with the applicable provisions of General Municipal Law;

WHEREAS, the public school districts and the BOCES have agreed to form a Cooperative (the "Cooperative") for this purpose;

WHEREAS, the Levittown Union Free School District is desirous of participating in the Cooperative for joint solicitation of proposals for pupil transportation services as authorized by General Municipal Law, Section 119-0 in accordance with the terms and conditions of the Inter-Municipal Cooperative Transportation Agreement attached hereto;

NOW THEREFORE BE IT RESOLVED, that the Board of Education authorizes the Levittown Union Free School District to participate in the Cooperative; and

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the Inter-Municipal Cooperative Transportation Agreement (Recitals) attached hereto and authorizes the Board President to execute the Agreement on behalf of the Board of Education."

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

16. Bid - Approval of Bids - Nassau County Cooperative

RESOLUTION # 16-17-289

**MOTION:** " **WHEREAS**, It is the plan of the Boards of Education of Garden City UFSD, Herricks UFSD, Mineola UFSD, Great Neck UFSD, Levittown UFSD, North Shore Central School District, Port Washington UFSD, East Rockaway School District, Roslyn UFSD , Long Beach UFSD, Island Park UFSD, Floral Park-Bellerose School District, Plainedge School District, Jericho School District, and East Williston UFSD, Bethpage UFSD, County of Nassau, New York, Southampton UFSD, County of Suffolk, New York to bid jointly for Materials & Supplies (Bus & Auto Parts & Transmission) and

**WHEREAS**, The Levittown Public School District is desirous of participating with other school districts in Nassau County in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-0 and

**WHEREAS**, The Levittown Public School District wishes to appoint a committee to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Boards of Education and making recommendations thereon, therefore

**BE IT RESOLVED**, That the Board of Education of the Levittown Public School District hereby appoints David C. Murphy, Jr., for the Garden City School District to represent it in all matters related above, and

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)



**BE IT FURTHER RESOLVED**, That the Levittown Public School District's Board of Education authorizes the above mentioned committee to represent it in all matters leading up to the entering into a contract for the purchase of the above mentioned commodities, and

**BE IT FURTHER RESOLVED**, That the Levittown Public School District's Board of Education agrees to assume its equitable share of the costs of the cooperative bidding, and

**BE IT FURTHER RESOLVED**, That the Levittown Public School District's Board of Education agrees (1) to abide by the majority decisions of the participating districts on quality standards: (2) that unless all bids are rejected, it will award contracts according to the recommendations of the committee: (3) that after award of contract(s) it will conduct all negotiations directly with the successful bidder(s)

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

17. National Inventors Hall of Fame, Inc.

RESOLUTION # 16-17-290

**MOTION:** "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached contract with National Inventors Hall of Fame, Inc. to provide curricula and course materials for use by Levittown Schools in a summer education enrichment program from July 31 to August 11, 2017 at no cost to the District.

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

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

18. Driver Education Tuition 2017-18

RESOLUTION # 16-17-291

**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, commencing July 1, 2017 and ending June 30, 2018."

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith



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**APRIL 19, 2017**  
**REGULAR MEETING**

19. Contract with Jostens Yearbook

RESOLUTION # 16-17-292

**MOTION:** "RESOLVED, that the Board of Education does, hereby, approve the attached contract with Jostens Yearbook to provide yearbook services including pages color, World Beat Magazine, Marketing Program and shipping for Salk Middle School.

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

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

20. Agreement for Outdoor Area Lighting

RESOLUTION # 16-17-293

**MOTION:** "RESOLVED that the Levittown Board of Education approve an agreement with PSEG Long Island LLC to replace lighting on the outside boarder of the Abbey Lane property near the playground;

BE IT FURTHER RESOLVED and that the Board of Education authorizes the Director of Facilities and Operations to execute same."

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

21. GC Tech Tuition Contract

RESOLUTION # 16-17-294

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

- Island Trees Union Free School District

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

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)

**MINUTES**  
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**APRIL 19, 2017**  
**REGULAR MEETING**

22. Out of District Contracts for Health and Welfare Services

RESOLUTION # 16-17-295

**MOTION:** “RESOLVED, that the Levittown Board of Education does, hereby, approve the attached contract between the Levittown Public Schools and the following school districts to provide health and welfare services to students attending schools in these districts for the 2016-17 school year:

- Baldwin School District
- Garden City School District
- Half Hollow Hills Central School District
- Plainedge School District
- Plainview-Old Bethpage School District
- Rockville Centre School District
- North Merrick School District
- South Huntington School District
- West Hempstead School District
- Westbury School District

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

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

23. Obsolete Books

RESOLUTION # 16-17-296

**MOTION:** “RESOLVED, that the Levittown Board of Education does, hereby, declare the books on the attached lists obsolete and that the items may be discarded and/or donated as possible or sold at the highest salvage value.

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith
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24. Obsolete Equipment

RESOLUTION # 16-17-297

**MOTION:** “RESOLVED, that the Levittown Board of Education does, hereby, declare the equipment on the attached list obsolete and that the item may be discarded and/or sold at the highest possible salvage value.”

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)

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**REGULAR MEETING**

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

25. Schedules

RESOLUTION # 16-17-298

**MOTION:** That the Levittown Board of Education does, hereby, approve the following schedules:

- 1001 “Resignations/Terminations, Certified Personnel:
- 1002 “Resignations/Terminations, Non-Instructional”
- 1003 “Appointments, Certified Personnel”
- 1003a "Administrators"
- 1004 “Designation, Coaching”
- 1005 “Designation, Consultants”
- 1006 “Appointments, Extra-Curricular”
- 1007 “Salary Change, Certified Personnel”
- 1008 “Appointments, Non-Instructional”
- 1009 “Tenure, Certified Personnel”
- 1010 “Permanent Status, Non-Instructional”
- 1011 “Leave of Absence, Certified Personnel”
- 1012 “Leave of Absence, Non-Instructional
- 1013 “Students w/Disabilities”

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Karen Quinones-Smith
<b>SECONDER:</b>	Peggy Marengi, Vice President
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

Attachment: 4 19 2017 Reg Mtg Minutes (2644 : Minutes - Approval of Minutes)

**VI. ACTION ITEMS: NEW BUSINESS**

1. Gifts to Schools

RESOLUTION # 16-17-299

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

- A rolling cart with ten drawers filled with legos to be donated to the STEAM room at Lee Road School from Mrs. LaDonna Yousha, 7 Disc Lane, Wantagh, NY 11793

**MINUTES**  
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**APRIL 19, 2017**  
**REGULAR MEETING**

- A check in the amount of \$10.00 to be deposited in the Northside School Activity Fund to be used to purchase student planners from Neiman Marcus Group Associate Giving Program, 2508 Highlander Way, Suite 210, Carrollton, TX 75006
- Fifty-eight new books to be donated to the Salk Middle Library from Scholastic Book Fairs, PO Box 1169200, Atlanta, GA 30368.”

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)]</b>
<b>MOVER:</b>	Mike Pappas
<b>SECONDER:</b>	Marianne Adrian
<b>AYES:</b>	Adrian, Marengi, Lang, Pappas, Moran, Quinones-Smith

VII. AD HOC

VIII. DATES

April 20 - Special Meeting - BOCES Vote

May 3 - Regular Meeting

May 16 - Budget Vote

IX. MOTION TO ADJOURN

<b>RESULT:</b>	<b>MOTION CARRIED (6-0-0)</b>
<b>MOVER:</b>	Christina Lang
<b>SECONDER:</b>	Karen Quinones-Smith
<b>AYES:</b>	Adrian, Lang, Marengi, Moran, Pappas, Quinones-Smith

**The Board adjourned the public meeting at 9:10 PM.**

Elizabeth Appelbaum  
District Clerk

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

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

**DATE: April 20, 2017**

**SPECIAL MEETING**

**THE SPECIAL MEETING OF THE BOARD OF EDUCATION**, was duly called and held on Tuesday, April 20, 2017 in the Board Meeting Room of the Levittown Memorial Education Center.

**CERTIFICATION:**

The District Clerk certified that pursuant to Section 104, Open Meetings Law, notice of meeting was sent to the Public Library and posted on the district's website. Further, all members of the Board of Education had due notice of said meeting.

**PRESENT:**

**BOARD MEMBERS**

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

**ADMINISTRATION**

Dr. Tonie McDonald – Superintendent of Schools

**I. CALL TO ORDER**

- A. Pledge of Allegiance
- B. Ms. Marengi, called the Special Meeting to order at 5:02 PM at which time she asked everyone to stand for the Pledge of Allegiance and a moment of silence for our troops fighting overseas.

**II. PUBLIC BE HEARD**

(None)

**III. ACTION ITEMS: NEW BUSINESS.**

1. **MOTION:** "WHEREAS, the Board of Cooperative Educational Services of Nassau County (herein called "BOCES") has proposed and presented its tentative administrative budget for the 2017-2018 school year (July 1, 2017 through June 30, 2018), now, therefore,

RESOLUTION# 16-17-300  
Approval of BOCES  
Budget and Candidates

BE IT RESOLVED, that the BOCES proposed Administrative Operations Budget for the 2017-2018 school year in the amount of twenty-one million, one hundred twenty-eight thousand, one hundred eight dollars (\$21,128,180) be, and hereby is, approved by the Levittown Board of Education; and

Attachment: 4 20 2017 Special Mtg Boces Vote (2644 : Minutes - Approval of Minutes)

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

**DATE: April 20, 2017**

**SPECIAL MEETING**

**Page 2**

**III. ACTION ITEMS: NEW BUSINESS (continued).**

BE IT FURTHER RESOLVED, that the Levittown Board of Education does, hereby, cast a vote for Deborah Coates, Eric B. Schultz and Stephen B. Witt to be the three candidates for the BOCES Board of Education."

<b>RESULT:</b>	<b>MOTION CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Christina Land
<b>SECONDER:</b>	Karen Quinones-Smith
<b>AYES:</b>	Marenghi, Quinones-Smith, Lang, Pappas
<b>EXCUSED:</b>	James Moran and Marianne Adrian

**IV. MOTION TO ADJOURN THE SPECIAL MEETING**

<b>RESULT:</b>	<b>MOTION CARRIED [UNANIMOUS]</b>
<b>MOVER:</b>	Christina Lang
<b>SECONDER:</b>	Mike Pappas
<b>AYES:</b>	Marenghi, Quinones-Smith, Lang, Pappas
<b>EXCUSED:</b>	Marianne Adrian and James Moran

The Board adjourned the Special Meeting at 5:05 pm.

\_\_\_\_\_  
Elizabeth Appelbaum  
District Clerk

Attachment: 4 20 2017 Special Mtg Boces Vote (2644 : Minutes - Approval of Minutes)

**Levittown Union Free School District**  
**Independent Accountant's Report On**  
**Applying Agreed-Upon Procedures**  
February 2, 2017



VINCENT D. CULLEN, CPA  
(1950 - 2013)

JAMES E. DANOWSKI, CPA  
PETER F. RODRIGUEZ, CPA  
JILL S. SANDERS, CPA  
DONALD J. HOFFMANN, CPA  
CHRISTOPHER V. REINO, CPA  
ALAN YU, CPA

**CULLEN & DANOWSKI, LLP**  
CERTIFIED PUBLIC ACCOUNTANTS

**INDEPENDENT ACCOUNTANT'S REPORT ON  
APPLYING AGREED-UPON PROCEDURES**

To the Board of Education and Audit Committee  
Levittown Union Free School District  
Levittown, New York

We have performed the procedures described in the following pages, which were agreed to by the Levittown Union Free School District (District), solely to review certain operations related to transportation, cash and check receipts process, revenue accounting and the bank reconciliation process for the period July 1, 2015 through November 30, 2016.

The District's management is responsible for administering these areas.

This engagement to apply agreed-upon procedures was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of the District. Consequently, we make no representation regarding the sufficiency of the procedures either for the purpose for which this report has been requested or for any other purpose.

Our procedures and findings are described in the following pages.

We were not engaged to and did not conduct an audit, the objective of which would be the expression of an opinion on the District's transportation, cash receipts and revenue accounting areas. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We would like to express our appreciation for the cooperation and assistance that we received from the District's administration and other employees during our engagement.

This report is intended solely for the information and use of the District and is not intended to be and should not be used by those who have not agreed to the procedures and taken responsibility for the sufficiency of the procedures for their purpose.

*Cullen & Danowski, LLP*

February 2, 2017

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**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures**  
For the Period Ended November 30, 2016

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**Introduction:**

This report is organized as follows: categorized by function (i.e., transportation, garage operations, receipts processing and revenue accounting, and bank reconciliations), and there are five sections under each function consisting of:

- Background information
- Summary of the engagement
- Procedures performed during our detailed testwork
- Findings as a result of our review
- Recommendations to further strengthen internal controls or improve operational efficiency.

Some of the recommendations may require a reassignment of personnel duties within the District and/or a monetary investment. However, any enhancement of controls should be done after a careful cost-benefit analysis.

**Corrective Action Plan:**

Commissioner of Education Regulation §170.12(e)(4) requires that a corrective action plan, approved by the Board of Education, must be filed within 90 days of issuance with the New York State Education Department.

The District should send the Corrective Action Plan (CAP) along with the respective Internal Audit Report via mail or email to the addresses listed below. The report needs to accompany the CAP to allow the Office of Audit Services (OAS) to reconcile the District's CAP to the report to ensure all items have been addressed (i.e., CAP is not missing anything).

***Submission Information – Mail & Email***

New York State Education Department (NYSED)  
Office of Audit Services (OAS)  
89 Washington Avenue  
Room 524 EB  
Albany, NY 12234  
[Fsanda133@mail.nysed.gov](mailto:Fsanda133@mail.nysed.gov)

***Contact***

Office of Audit Services  
(518) 473-4516

**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
For the Period Ended November 30, 2016

**TRANSPORTATION**

**Background:**

The District provides student transportation as required by state law and District policy to approximately 4,100 students each day. The day to day management is the responsibility of the Supervisor of Transportation who reports to the Assistant Superintendent for Business and Finance. Transportation activities consists of all student transportation including in-district transportation, special needs transportation, private school transportation as well as extracurricular events such as field trips, music and athletic events.

The District utilizes a district owned fleet of 49 buses and 45 vans to provide 53 routes for in-district busing. There are 29 routes requiring a bus and another 24 routes utilizing a van. In addition, the District provides a significant amount of busing for extracurricular activities from in-district vehicles. The District contracts transportation for out-of-district services and for 5 buses for in-district services.

The District also operates a repair facility (garage) and full time staff to maintain the fleet. The District operates fuel tanks as well for the benefit of the District and other districts. Other districts are charged for their actual fuel usage through inter-municipality agreements.

The Board of Education reviewed a presentation that was provided by the Supervisor in March 2016 as part of the annual budget process.

The current staffing for the Transportation Department and the Garage is as follows:

Supervisor	1	
Dispatchers	2	
Bus Safety Trainer	1	
Clerical Staff	3	
Bus Drivers	59	Including 6 daily substitute drivers
Bus Attendants	33	Varies based on need
Repair Supervisor	1	
Mechanics	4	
Fuel Attendants	2 – Part time	

The budget presentation from last March did not include salaries, as salaries have historically been presented separately.

Actual spending for both Transportation and the Garage for the year ending June 2016 and the budget for the year ending June 2017 are as follows:

**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
For the Period Ended November 30, 2016

<i>Description **</i>	<i>2015-16 Actual</i>	<i>2016-17 Budget</i>
Transportation Transprt Supervr	\$ 265,060	\$ 278,197
Transportation Bus Drivers	1,457,475	1,564,493
Transportation Bus Attendnts	525,387	515,000
Transportation Clerical Salaries	143,379	194,164
Transportation Bus Drivers' O/T	78,697	133,450
Transportationbus Driver O/T Athletics	-	-
Transportation Bus Driver O/T Fld Trip	-	-
Transportation Equipment	200	25,300
Transportation School Buses	436,414	735,000
Transportation Contractual Exp	6,986	30,300
Transportation Bus Insurance	119,966	140,000
Transportation Mat & Supp	7,508	6,000
Transportation Bus Repair/Outside	86,738	123,500
Transportation Training & Travel	3,137	4,655
Transportation Boces Bidding Serv	-	13,597
Transportation Bus Parts	235,272	248,500
Transportation Fuel For Buses	251,835	600,000
Transportation Oil, Lubr, Anti-Freez	13,704	15,000
Transportation Tires	56,142	55,000
Garage Maintenance Salaries	391,462	430,751
Garage Ot	29,501	45,320
Garage Equipment	5,657	6,000
Garage Contractual Exp	15,207	33,591
Garage Gas	7,802	16,500
Garage Water	2,122	5,000
Garage Telephone	-	1,000
Garage Electricity	31,790	35,000
Garage Fuel Oil	3,359	15,000
Garage Mat & Supp	717	4,600
Transportation Contracted Buses	958,833	1,078,050
Transport Contract Buses-Athletics	-	-
Transport Contract Buses-Fld Trips	-	-
Transportation Boces Services	55,258	20,500
Transportation Boces Field Trips	-	-
<i>Total Expenditures</i>	<u>\$ 5,189,607</u>	<u>\$ 6,373,468</u>

\*\* As per the District's Chart of Accounts

For several years the District did not purchase any buses or vans, which has the effect of an aging fleet. The Board of Education recognized this issue and a total of 7 vehicles were included in the current year budget. All seven vehicles have been received by the District.



**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
For the Period Ended November 30, 2016

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**Summary:**

Overall we found the internal controls related to Transportation adequate. We believe there is room for improvement regarding internal accounting and operational efficiencies. As noted below, there are several specific areas related to accounting that should be addressed.

**Procedures:**

**Transportation**

Our procedures as per the engagement letter were as follows:

- Review Board policies and District procedures related to the transportation function and activities.
- Interview appropriate personnel regarding internal controls over staffing, time reporting, workflow, purchasing and invoice approval, budget preparation, budget monitoring, inventory control, fuel usage, District vehicles and other areas of responsibility within the transportation function. Document the various systems and procedures related to these transactions; note the strengths and weaknesses within the process and identify the key control attributes for testing.
- Review processes related to the District vehicles to ensure that procedures are in place to adequately monitor their usage, inspections, mileage and fuel consumption. Also validate that these assets are properly safeguarded.
- Review procedures related to fuel purchases to ensure adequate controls, appropriate records and proper approvals are in place to track, monitor and approve expenditures related to fuel usage.
- Examine payroll records of the Transportation Department employees for 2 payroll cycles during the period and, on a test basis, compare to source documentation. Review the personnel files of the selected employees to ensure that the records meet the necessary requirements (e.g., CDL license, training courses, mandated testing, etc.)
- Review purchase orders (PO) for the 2 largest Transportation Department vendors during the period and examine invoices related to those purchase orders to determine if policies and procedures of the District have been followed.
- Select an additional 5 disbursements during the period related to the Transportation Department and review supporting documentation to determine if applicable purchasing and disbursement policies and procedures have been followed.
- Review the budget for fiscal 2016-17 and compare to the 2015-16 budget and 2015-16 actual results. Obtain explanations for unusual variances. Review latest budget status report as of date of field work and obtain explanations for any variances.
- Review records to verify that transportation is being provided in accordance with the District mileage distances, and that it is in compliance with the State requirements related to transporting students.
- Document procedures related to the different types of extracurricular trips (e.g., sporting events, performing arts events, field trips, etc.) and review a sample of transactions to ensure the timeliness of communications of these events and to verify that proper approvals are obtained.



**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
For the Period Ended November 30, 2016

**Findings:**

- The District has board policies (the 5700 series of policies) to regulate the activities of the Transportation Department. However, there are no written procedures for the clerical staff to follow. Written procedures are helpful when transition (planned or necessary) is required.
- The District's procedures related to fuel purchases and usage seems appropriate, but we recommend certain additional accounting reconciliations to be performed on a regular basis (see below). The District utilizes the fuel accounting system (Gasboy) to record all fuel transactions. Billings to other school districts for fuel usage is also supported by this system. All purchases of fuel that we tested were authorized and the price paid was the state contract price. However, see below for our findings related to the accounting for fuel usage.
- Our review of the payroll activities noted one error and several minor administrative issues. All payments tested were agreed to the supporting documentation without exception.
  - We note that one maintenance employee has been incorrectly accounted for as a Transportation Department employee for several years.
  - We did note that several time sheets were not signed by the employee prior to processing.
  - We noted that the form (timesheet) used to record extra pay (regular pay rates and overtime) could be modified to automate calculations and more easily allocate costs to different budget codes.
- We found the personnel files maintained in the Transportation Department to be well maintained and complete for those tested. We note that some documentation had not yet been filed, but the staff were able to locate these documents upon our request.
- During our testing of disbursements we note no errors. All costs were agreed to supporting documentation and authorization to pay was evident. However, we note that the procedure is to sign a copy of a blanket PO to indicate receipt, which then is attached to the invoice. However, there is no indication on the invoice that it is approved to pay, and if the signed copy of the blanket PO is separated from the invoice there is no way to link the approval documentation on the receiving copy of the PO to the actual invoice.
- We found the following during our review of the accounting related to the Transportation Department costs:
  - The District provides fuel to other school districts. In the year ended June 2016 these billings totaled \$88,308. The District has accounted for these costs as a revenue source. We believe these billings should be accounted for as a reduction of fuel expense. We also believe that the District should set-up several account codes so that total fuel costs and costs charged to other districts or departments are easily identified.
  - The District provides fuel to the Security and the Operations and Maintenance (O&M) Departments. In the year ended June 2016 the amount of fuel used by these two departments was \$5,397 and \$30,219, respectively. The District has incorrectly accounted for these costs as transportation fuel costs instead of Security and O&M costs.

**Recommendations:**

1. We recommend that the District develop written procedures related to financial and operational activities of the Transportation Department.
2. We recommend that the District change the accounting for billings to other school districts for fuel provided by the District. These billings should be recorded as a credit (reduction) to the fuel expenditure. In addition, fuel usage for the Security and O&M Departments should be credited to transportation fuel and charged to the department. Separate accounts should be established to allow these activities to be easily monitored.

**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
For the Period Ended November 30, 2016

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3. We recommend that the District reconcile monthly usage from the Gasboy system to the physical inventory and purchases made on a monthly basis. These should be carried forward to an annual reconciliation.
4. We recommend that daily reconciliations of fuel usage be performed.
5. We recommend that the District consider changing the invoice approval procedures, so that it is clear what invoices are being approved.

### **GARAGE OPERATIONS**

#### **Background:**

The District operates a 6 bay garage that is used primarily for repairs to District transportation vehicles. There is some minor maintenance performed on other District vehicles (Security, O&M), but the vast majority of the work is related to transportation buses and vans.

The District uses manual paperwork to record work performed by the mechanics and outside repair shops. This paperwork is filed by vehicle number. Without an automated work order accounting system it is not easily determinable to calculate the maintenance cost per vehicle.

A significant function of the Garage staff is to prepare the buses and vans for New York State Department of Transportation inspections. These vehicles are inspected twice per year and the preparation and actual inspections take several days for each vehicle. In addition, routine repairs are done as necessary to maintain safety measures.

The Garage does not have an inventory system to help control the parts and supply inventory. We were told that some portion of the parts inventory was considered obsolete, but there is no system to identify how much this might be.

Considering that the costs of parts in 2016 (~\$235,000), and labor associated with in-house maintenance (~\$391,000 plus overtime and benefits), we recommend that the District consider implementation of a maintenance and parts inventory system.

#### **Summary:**

We believe that the internal operations of the Garage have not been updated in many years. As a result, there is opportunity for improvement and efficiencies regarding accounting and reporting procedures.

From a current internal control perspective, the lack of internal accounting does not provide information to management regarding oversight into the financial operations. There is inadequate controls over parts purchased and the parts inventory.



**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
For the Period Ended November 30, 2016

**Procedures:**

Our procedures as per the engagement letter were as follows:

- Review the latest inventory records of the Transportation Department and select a sample of items to verify their existence. In addition, compare purchases of inventory items from the disbursements testing to ensure that these items were added to the inventory records accurately and timely.

**Findings:**

- As noted above, there is no inventory system for Transportation Department parts. Items purchased for inventory cannot be traced to an individual vehicle, so the District is not able to calculate a maintenance cost per vehicle.
- There is no system to identify the work performed by the mechanics; without a system it is not possible to determine costs per vehicle, production of the staff and to provide overall management of Garage operations.
- There is not an adequate system in place for receiving parts. The same person who orders the parts and maintains the inventory signs for the parts.

**Recommendations:**

6. We recommend that the District consider implementing a job costing system that would integrate with a parts inventory system so that maintenance activities can be better monitored.
7. We recommend that the District evaluate all tasks performed related to paperwork and documentation to determine if there is a more effective, efficient way of distributing information.
8. The District should implement procedures so that the documentation of receipts of parts is done by someone independent of the ordering and parts inventory systems.

**RECEIPTS PROCESSING AND REVENUE ACCOUNTING**

**Background:**

To ensure that all funds received in the District are recorded properly, the District needs to have detailed procedures over the timing and accuracy of the receipt and deposit of funds. In order to confirm all receipts are deposited, it is important that there be adequate segregation of duties and oversight of the process. The day-to-day receiving, posting, and preparation of deposits for all funds except School Lunch (Account Clerk) and Student Activity Fund (Senior Account Clerk) is the responsibility of the Junior Accountant. She is also responsible for invoicing and billings. The Senior Account Clerk is in charge of depositing all checks received. There are several internal and external sources of funds received in the Business Office on a regular basis, which include payments for field trips, adult education, driver's education, dance program, non-resident tuition, state aid, health insurance and transportation for other districts.

**Summary:**

The cash and checks receipts process seems to be functioning as designed and there are adequate segregation of duties and oversight to protect the funds.

**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
For the Period Ended November 30, 2016

**Procedures:**

Revenue Management, Cash and Investments Management, and Bank Reconciliations

Our procedures as per the engagement letter were as follows:

- Review Board policies and procedures related to revenue management, cash and investments management, and bank reconciliations.
- Interview District personnel regarding processes related to revenue recognition, wire transfers, signing checks and investments.
- Review the revenue budget for fiscal 2016-17 and compare to the 2015-16 budget and 2015-16 actual results. Obtain explanations for unusual variances. Review latest budget status report as of date of field work and obtain explanations for any variances.
- For significant revenue accounts, select a sample of postings to ensure that the District has appropriate procedures to record the transaction properly, accurately and timely.
- Assess the District's revenue management activities related to forecasting for reasonableness and comprehensiveness regarding the key revenue sources.
- Review the revenue recognition processes to determine if there are opportunities for improvement of efficiencies.
- Select 15 receipts during the period and test the accounting process for each transaction.
- Review the wire transfer process to ensure that the procedures include strong controls (e.g., restrictive templates, independent approver, etc.) and proper supporting documentation. Select a sample of 10 wire transfers processed during the period for review.
- Review investment activity to determine if the District is in compliance with its policy and determine if the District is maximizing the amount of interest earned on cash balances.

**Findings:**

- Except for minor issues noted below, all receipts were properly supported, deposited timely and posted to the correct account codes.
- During our review of accounting processes for receipts we found:
  - Utilities paid by other districts for use of the maintenance facility was coded to the "Gasoline-Plainedge, Wantagh, Island Trees" account.
  - The accounting for PaySchools receipts is not supported by actual reports from the PaySchools system, but instead a summary sheet filled out by the Treasurer is used.
  - In one instance, an internal form to designate that a deposit was scanned into the bank was not signed by the Senior Account Clerk.
- The process to authorize billings to third parties for various activities could be strengthened. As of now, there is no approval process in place for authorizing invoices. We also believe all billings should be authorized by an administrator.



**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
For the Period Ended November 30, 2016

**Recommendations:**

9. We recommend that Reports from PaySchools should be attached to cash receipts vouchers to provide support for the allocation of revenues.
10. We also recommend that utilities paid by other districts should be coded to a separate account code to improve transparency and monitoring.
11. As noted in our Risk Assessment report dated October 7, 2016, we recommend that a log be maintained of all receipts in the Business Office.

**BANK RECONCILIATIONS**

**Background:**

As per Board Policy #5511 - *Online Banking and Wire Transfers* the monthly report of all online banking activity shall be reviewed by staff independent of the banking process and reconciled with the bank statements. The District Accountant is responsible for the monthly bank reconciliations of all cash accounts except the School Lunch Fund and the Capital Projects Fund, which is the responsibility of the Junior Accountant. There are currently 13 cash accounts, which fall into one of the following funds: General, School Lunch, Miscellaneous Special Revenue, Federal Aid, Bond/Capital Projects, Trust & Agency, and Expendable.

**Summary:**

While we found several minor issues related to the bank reconciliations tested, the overall system of controls seems to be functioning as designed.

**Procedures:**

**Cash and Investments Management, and Bank Reconciliations**

Our procedures as per the engagement letter were as follows:

- Review Board policies and procedures related to bank reconciliations.
- Interview District personnel regarding processes related to bank reconciliations,
- For each cash account select 2 months for testing and perform the following:
  - Obtain a detailed general ledger activity report for the period and trace a sample of entries to supporting documentation or the financial sub-system that generated the entry. For entries that are not generated from the financial system, identify the person processing the entry and consider the internal control ramifications.
  - Audit the bank reconciliations for each account and trace reconciling items to the subsequent month's bank statements or general ledger as appropriate.
  - Compare balances in the treasurer's report for the 2 months selected to the general ledger and obtain explanations for any variances.
- Review investment activity to determine if the District is in compliance with its policy and determine if the District is maximizing the amount of interest earned on cash balances.

**LEVITTOWN UNION FREE SCHOOL DISTRICT**  
**Report on Applying Agreed-Upon Procedures (Continued)**  
For the Period Ended November 30, 2016

- Review security access controls in the financial system relative to the cash accounts to ensure appropriate levels of access are provided to the users.

**Findings:**

- The Board policies regarding bank reconciliations emphasize independence and segregation of duty, which is deemed appropriate.
- The District's procedures related to bank reconciliations seem appropriate.
- During our testing of bank reconciliations for September 2016 we noted:
  - The Capital Projects Fund cash accounts on the Treasurer's Report didn't agree to the trial balance amounts, although the total of the two accounts in the fund was correct. The District Accountant investigated and found that the detail of account balances weren't being correctly pulled from the "All Cash Accounts in General Fund-September 2016" report (found in Treasurer's Report). Based on our conversation, the District Accountant has corrected the formula for November 2016 and going forward.
  - There are several outstanding checks from the prior year in the General Fund - Chase checking cash account. Generally outstanding checks over 6 months should be investigated and reclassified.
  - A \$38.58 unreconciled PaySchools item from August 2016 in the general fund - Chase savings cash account was still unreconciled in November. The District Accountant stated that amount cannot be reconciled and will be written off during the December reconciliation.
  - That the prior Treasurer's name is still listed on several of the bank statements.
  - The September School Lunch Fund-checking account, October Capital Fund-Munirate money market account and October Capital Fund-Munirate checking account bank reconciliations weren't signed-off when completed.

**Recommendations:**

12. We recommend that the District investigate and reclassify the prior year's outstanding checks. After investigation these checks can be reversed and the funds moved back to the General Fund. The Treasurer should maintain a list of reversed checks so that any request for payment can be compared to the listing.
13. We recommend that District change the name listed on bank statements to that of the new Treasurer.
14. We recommend that the District put procedures in place that enforce employee signature on all bank reconciliations when complete.





**LEVITTOWN PUBLIC SCHOOLS**  
**Levittown Memorial Education Center**  
**150 Abbey Lane**  
**Levittown, New York 11756**  
 Telephone (516) 434-7007, Fax (516) 520-8333



Dr. Tonie McDonald  
 Superintendent of Schools

William J. Pastore  
 Assistant Superintendent for Business and Finance  
 Email: wpastore@levittownschoools.com

April 25, 2017

The following is the Corrective Action Plan (CAP) to address recommendations from the Independent Accountant's Report on Applying Agreed-Upon Procedures Report dated February 2, 2017. The Audit was performed by Cullen & Danowski, LLP – Certified Public Accountants and it will be part of the Board of Education Agenda for May 3, 2017.

For each recommendation included in the audit report, the following is our corrective action(s) taken or proposed. For recommendations where corrective action has not been taken or proposed, we have included the following explanations.

The District extends its thanks to Mr. Hoffman for sharing his suggestions and time offering and explaining the recommendations.

### **Transportation**

#### **Recommendations:**

1. **Audit Recommendation:** We recommend that the District develop written procedures related to financial and operational activities of the Transportation Department.  
**Implementation Plan of Action(s):** The District agrees and will work on assembling written procedures related to the financial and operational activities.  
**Implementation Date:** Begin work in May 2017.  
**Individual(s) Responsible for Implementation:** Dajuana Reeves and William Pastore  
**Status:** Started  
**Update June 2017**
  
2. **Audit Recommendation:** We recommend that the District change the accounting for billings to other school districts for fuel provided by the District. These billings should be recorded as a credit (reduction) to the fuel expenditure. In addition, fuel usage for the Security and O&M Departments should be credited to transportation fuel and charged to the department. Separate accounts should be established to allow these activities to be easily monitored.  
**Implementation Plan of Action(s):** The District agrees and will implement the



recommendations.

Implementation Date: April 2017

Individual(s) Responsible for Implementation: Barbara Keegan

Status: Implemented

3. Audit Recommendation: We recommend that the District reconcile monthly usage from the Gasboy system to the physical inventory and purchases made on a monthly basis. These should be carried forward to an annual reconciliation

Implementation Plan of Action(s): District agrees and will follow through with the reconciliation. At this point the gas pumps and tanks have been recalibrated for more accurate readings.

Implementation Date: March 2017

Individual(s) Responsible for Implementation: Dajuana Reeves and Doug Helmle

Status: Started

4. Audit Recommendation: We recommend that daily reconciliations of fuel usage be performed.

Implementation Plan of Action(s): The District agrees and has implemented this recommendation for gas and diesel.

Implementation Date: March 2017

Individual(s) Responsible for Implementation: Dajuana Reeves and Doug Helmle

Status: Implemented

5. Audit Recommendation: We recommend that the District consider changing the invoice approval procedures, so that it is clear what invoices are being approved.

Implementation Plan of Action(s): The District will consider changing the procedures. The current process is to have the delivery ticket approved by the garage staff and sent to the office to match with the invoice for payment. In addition, the office will check to make sure that the PO number on the invoice is correct and will make the correction if necessary.

Implementation Date: May 2017

Individual(s) Responsible for Implementation: Dajuana Reeves and Shirley Waldron

Status: Being implemented

### Garage Operations

#### Recommendations:

6. Audit Recommendation: We recommend that the District consider implementing a job costing system that would integrate with a parts inventory system so that maintenance activities can be better monitored.

Implementation Plan of Action(s): The District will investigate the feasibility of this parts inventory system and its associated costs.

Implementation Date: To be done during the summer.

Individual(s) Responsible for Implementation: Linda Dolecek and Dajuana Reeves

Status: To be started

7. **Audit Recommendation:** We recommend that the District evaluate all tasks performed related to paperwork and documentation to determine if there is a more effective, efficient way of distribution information.  
**Implementation Plan of Action(s):** The District will research the software that is used to track repairs and maintenance rather than using the current system of handwritten notebooks.  
**Implementation Date:** To be done during the summer.  
**Individual(s) Responsible for Implementation:** Linda Dolecek, Dajuana Reeves and Doug Helmle  
**Status:** To be started
8. **Audit Recommendation:** The District should implement procedures so that the documentation of receipts of parts is done by someone independent of the ordering and parts inventory systems.  
**Implementation Plan of Action(s):** The District agrees that there is an internal control issue and that this item is related to item number 6. Therefore, both will be addressed simultaneously.  
**Implementation Date:** To be done during the summer.  
**Individual(s) Responsible for Implementation:** Dajuana Reeves and Barbara Keegan  
**Status:** To be started

### **Receipts Processing and Revenue Accounting**

#### Recommendations:

9. **Audit Recommendation:** We recommend that Reports from PaySchools should be attached to cash receipts vouchers to provide support for the allocation of revenues.  
**Implementation Plan of Action(s):** The District agrees.  
**Implementation Date:** February 2017  
**Individual(s) Responsible for Implementation:** Linda Dolecek and Barbara Keegan  
**Status:** Implemented
10. **Audit Recommendation:** We recommend that utilities paid by other districts should be coded to a separate account code to improve transparency and monitoring.  
**Implementation Plan of Action(s):** The District agrees.  
**Implementation Date:** March 2017  
**Individual(s) Responsible for Implementation:** Barbara Keegan  
**Status:** Implemented
11. **Audit Recommendation:** As noted in our Risk Assessment report dated October 7, 2016, we recommend that a log be maintained of all receipts in the Business Office.  
**Implementation Plan of Action(s):** The District agrees and is examining how to re-assign work to implement the internal controls requested.  
**Implementation Date:** June 2017  
**Individual(s) Responsible for Implementation:** Linda Dolecek

Status: In process.

### **Bank Reconciliations**

#### **Recommendations:**

12. Audit Recommendation: We recommend that the District investigate and reclassify the prior year's outstanding checks. After investigation, these checks can be reversed and the funds moved back to the General Fund. The Treasurer should maintain a list of reversed checks so that any request for payment can be compared to the listing.  
Implementation Plan of Action(s): The District agrees.  
Implementation Date: Immediately  
Individual(s) Responsible for Implementation: Linda Dolecek and Ping-Yann Chou  
Status: Implemented
  
13. Audit Recommendation: We recommend that District change the name listed on bank statements to that of the new Treasurer.  
Implementation Plan of Action(s): The District agrees and has been working with the bank to make the requested changes to the bank statements. Please note that the signature cards have been updated so only the current Treasurer and Assistant Treasurer are permitted to conduct banking for the District. The issue only pertains to the statements.  
Implementation Date: On-going  
Individual(s) Responsible for Implementation: Linda Dolecek  
Status: In process
  
14. Audit Recommendation: We recommend that the District put procedures in place that enforce employee signature on all bank reconciliations when complete.  
Implementation Plan of Action(s): The District agrees.  
Implementation Date: March 2017  
Individual(s) Responsible for Implementation: William Pastore  
Status: Implemented

## LEVITTOWN PUBLIC SCHOOLS

### MEMORANDUM SHEET

TO : William Pastore, Assistant Superintendent for Business and Finance

FROM : Bonnie Pampinella, Purchasing Agent

DATE : April 25, 2017

SUBJECT : Bid #LPS-17-002 Roll Off Dumpster Services (Cooperative Bid)

1. Newspaper Advertisements & Date:

NYSCR.ny.gov –(April 05,2017)  
 Newsday - (April 06, 2017)  
 Levittown Tribune - (April 12, 2017)  
 Seaford Herald - (April 13, 2017)  
 Wantagh Herald - (April 13, 2017)
  
2. Closing Date:

April 25, 2017, 10:00 AM
  
3. Proposals Reviewed by:

Christopher Milano – Director of Facilities  
 Bonnie Pampinella – Purchasing Agent  
 Lori Gunn – Purchasing Account Clerk
  
4. Invitations:

Invitations were sent out to a total of nineteen (19) vendors. The request for bids was also advertised in the aforementioned newspaper/outlets to allow for bids from additional service providers.
  
5. Bids received:

A total of five (5) proposals were received. A representative for each bidders was present at the bid opening. See attached vendor tabulation with the comparison of rates bid. The full bid responses received from each vendor are available for Board of Education review in the Office of Purchasing.
  
6. Pricing Comparison:

Jamaica Ash & Rubbish Removal Co. was the overall lowest bidder for each dumpster size and type of cartage. For the 17/18 school year, the bid prices are at a competitive rate and comparable to what was awarded in 16/17.

Attachment: Bid# LPS-17-002 Roll Off Dumpster Services\_Eval (2633 : Bid Approval - Dumpsters)



7. Recommendations:

That all bid items be awarded to Jamaica Ash & Rubbish Removal Co., the lowest responsible, responsive bidder meeting the specifications, at the unit prices listed and highlighted in the attached bid tabulation sheet as per the Business Office and confirmed with Christopher Milano, Director of Facilities.

Thank you,  
Bonnie Pampinella  
Purchasing Agent

Attachment: Bid# LPS-17-002 Roll Off Dumpster Services\_Eval (2633 : Bid Approval - Dumpsters)

**BID # LPS-17-002 ROLL OFF DUMPSTER SERVICES****25-Apr-17****10:00 AM**

<b>Required Documents</b>	<b>Jamaica Ash</b>	<b>Maggio</b>	<b>National Waste</b>	<b>Savco</b>	<b>Winters Bros.</b>
Signed Letter of Invitation – Notice to Proposers	X	X	X	X	X
Insurance Requirements	X	NO	NO	NO	NO
Bid Security	X	X	X	X	X
Reference Form	X	X	X	X	ENCLOSED SHEET
Receipt Confirmation Form	X	X	X	X	X
Affidavit of Compliance	X	X	X	X	X
Non-Collusive Bidding Certification	X	X	X	X	X
Iran Divestment Act Certification	X	X	X	X	X
Bid Form	X	X	X	X	X
Statement of Bidders Qualifications	X	X	X	X	X
Acknowledgement	X	X	X	X	X
W9	X	X	X	X	X
Two Copies of Proposal (“ORIGINAL” & unbound “COPY”)	X	1 COPY	X	X	1 COPY
Checklist	X	X	X	X	X

<b>Furnish Dumpster - Pickup/Disposal of Debris &amp; Rubbish</b>	<b>Jamaica Ash</b>	<b>Maggio</b>	<b>National Waste</b>	<b>Savco</b>	<b>Winters Bros.</b>
10 Yard	\$ 255.00	\$ 395.00	\$ 300.00	\$ 450.00	\$ 395.00
20 Yard	\$ 320.00	\$ 500.00	\$ 350.00	\$ 700.00	\$ 495.00
30 Yard	\$ 385.00	\$ 590.00	\$ 425.00	\$ 1,000.00	\$ 590.00
40 Yard	\$ 465.00	\$ 680.00	\$ 475.00	\$ 1,250.00	\$ 675.00

<b>Concrete Only</b>	<b>Jamaica Ash</b>	<b>Maggio</b>	<b>National Waste</b>	<b>Savco</b>	<b>Winters Bros.</b>
10 Yard	\$ 250.00	\$ 598.00	\$ 300.00	\$ 500.00	\$ 425.00
20 Yard	\$ 350.00	\$ 910.00	\$ 400.00	\$ 850.00	\$ 625.00

**2017 BUDGET & TRUSTEE VOTE**  
**REGISTRARS**

**BOLD**

Amsler	Georgeann
Barbosa	Elizabeth
Barbosa	Robert
Delaney	Maureen
Diehl	Lucielle
Donadio	Judith
Donovan	Frances
Eberhardt	Ellen
Fischer	Beverly
Freund	Helen
Howard	Mary Elizabeth
Kolinsky	Freyda
Kolinsky	Warren
Leiboff	Shirley
Major	Barbara
McKeon	Barbara
Moran	Gloria
Murray	Marie
Nowak	June
Paul	Meyer
Quigley	William
Radtke	Judith
Radtke	Joseph
Sabella	Eileen
Schrader	Arthur
Schrader	Charlotte
Simmons	Mary Ellen
Smiley	Ellen
Totten	Grace
Truelove	Rosemary
Tucker	Kevin
Walsh	Mary
Wasserman	Ruth

**BOARD OF ELECTIONS**

LAST	FIRST
Abraham	Glen
Castronovo	William
Chapman	Edward
Comolli	Lisa
Comolli	Lynn
Costanzo	Camille
Costello	Carol
Curry	Marianne
Denecke	Cheryl
Diamond	Linda
Ferrante	Annette
Goohs	Helene
Jerome	Kristen
LaVecchia	Karina
Lenio	Constance
Leonardi	Patricia
Mariano	Claudia
Mariano	Vincent
Mirro	Anthony
O'Shea	Shawn
Powell	Thomas
Slatzer	Susan
Swartz	Deborah
Thomas	Margaret
Verolla	Steven

# Levittown Union Free School District

## Business Office

### REQUEST FOR BUDGET TRANSFER

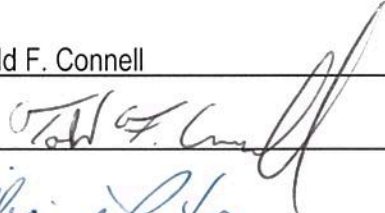
To: Board of Education  
 From: William Pastore, Assistant Superintendent for Business  
 Cc: Dr. Tonie McDonald, Superintendent  
 Date: 04/24/2017

Please authorize the following transfers:

Code	Code Description	Amount From	Amount To
A26304000	Computer Instructual Contractual Exp	\$28,000.00	
A26304500	Computer Instructual Material & Supplies		\$28,000.00

Reason: We are no longer able to purchase toner for the model used in the Elementary Schools and had to replace all these printers with a different model. The newer model has a starter toner set in each which runs out quickly and we had to purchase more toner than anticipated.

Requested by (print): Todd F. Connell Date 04/24/2017

Requestor by (signature):  Date

REVIEWED BY:  Date 4/24/17  
 Assistant Superintendent for Business

REVIEWED BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Superintendent

REVIEWED BY: \_\_\_\_\_ Date \_\_\_\_\_  
 Board of Education (President)

FOR BUSINESS OFFICE USE ONLY

COMPLETED BY: \_\_\_\_\_ BT#: \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_

# Levittown Union Free School District

## Business Office

### REQUEST FOR BUDGET TRANSFER

To: Board of Education  
 From: William Pastore, Assistant Superintendent for Business  
 Cc: Dr. Tonie McDonald, Superintendent  
 Date: 4/21/17

Please authorize the following transfers:

Code	Code Description	Amount From	Amount To
A21124350	Equipment Rentals(Music)	\$12,000.00	
A21104650	Equipment Repairs(Music)		\$12,000.00

Reason: To cover repairs of district owned instruments through the remainder of the year as well as the \$5,000 reconditioning of the DAHS Auditorium Piano inner-workings, similar to what was completed for the Mac Auditorium piano last year. Replacement of such pianos can cost as much as \$100,000, therefore it is cost effective to do this work. These repairs should be good for many years to come and had not been done in the past. Exterior refinishing of both pianos to take place in the future.

Requested by (print): VINCENT DULISSE 4/21/17  
 Date

Requestor by (signature): Vincent Dulisse

REVIEWED BY: William Pastore 4/21/17  
 Assistant Superintendent for Business Date

REVIEWED BY: \_\_\_\_\_  
 Superintendent Date

REVIEWED BY: \_\_\_\_\_  
 Board of Education (President) Date

FOR BUSINESS OFFICE USE ONLY

COMPLETED BY: \_\_\_\_\_ BT#: \_\_\_\_\_ DATE RETURNED: \_\_\_\_\_

Attachment: Budget Transfer 4\_21\_17 (2637 : Budget Transfers)

**2017-2018**

**Teacher Resource and  
Computer Training Centers**

**Continuation Application**

THE  
UNIVERSITY  
OF THE  
STATE  
OF  
NEW YORK

THE STATE  
EDUCATION  
DEPARTMENT

**Application**

**Due: Postmarked No Later Than June 9, 2017**

# THE UNIVERSITY OF THE STATE OF NEW YORK

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T. ANDREW BROWN, <i>Vice Chancellor</i> , B.A., J.D. ....	Rochester
JAMES R. TALLON, JR., B.A., M.A. ....	Binghamton
ROGER TILLES, B.A., J.D. ....	Great Neck
LESTER W. YOUNG, JR., B.S., M.S., Ed.D. ....	Beechhurst
CHRISTINE D. CEA, B.A., M.A., Ph.D. ....	Staten Island
WADE S. NORWOOD, B.A. ....	Rochester
KATHLEEN M. CASHIN, B.S., M.S., Ed.D. ....	Brooklyn
JAMES E. COTTRELL, B.S., M.D. ....	New York
JOSEPHINE VICTORIA FINN, B.A., J.D. ....	Monticello
JUDITH CHIN, M.S. in Ed. ....	Little Neck
BEVERLY L. OUDERKIRK, B.S. in Ed., M.S. in Ed. ....	Morristown
CATHERINE COLLINS, R.N., N.P., B.S., M.S. in Ed., Ed.D. ....	Buffalo
JUDITH JOHNSON, B.A., M.A., C.A.S. ....	New Hempstead
NAN EILEEN MEAD, B.A. ....	Manhattan
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LUIS O. REYES, B.A., M.A., Ph.D. ....	New York

### Commissioner of Education and President of The University

MARYELLEN ELIA

### Executive Deputy Commissioner

ELIZABETH R. BERLIN

### Senior Deputy Commissioner

JHONE EBERT

### Deputy Commissioner

ANGELICA INFANTE-GREEN

### Director of Curriculum and Instruction

MARY K. CAHILL

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## 2017-2018 Teacher Resource and Computer Training Center Continuation Grant Application

The Local Education Agency (LEA) for existing Teacher Centers may apply for continuation funding using this application. The 126 continuing Teacher Centers, Networks, Committees and Activities are eligible to apply for the grant amount identified in the 2017-18 allocation letter mailed to the LEA following approval of the state budget. As required in Education Law 316, if the State Teacher Center appropriation is increased, continuing Centers will receive a proportionate increase and applications for new Centers will be considered. If funding is decreased, continuing Teacher Centers will receive a proportionate decrease. Existing single district Teacher Centers are allowed to form multi-district Centers under one LEA.

The program year is from July 1, 2017 to June 30, 2018. Existing Teacher Centers will be considered for continued funding in 2017-18 if their performance was satisfactory during the 2016-2017 grant period and they met all terms and conditions of the application. The Department has the right to recover funds if the services are not provided and/or if the funds are expended inappropriately.

**Substantive changes to the 2017-18 application are noted in blue.  
Please review those sections prior to working on the application.**

In order to receive funding, existing Teacher Centers must submit a complete application consisting of the following:

1. Application Cover Page
2. List of Participating Members
3. Signed Declaration(s) of Participation (including those for participating Non-Public and Charter schools)
4. Signed Statement of Assurances
5. Signed Verification of Policy Board Composition
6. Policy Board By-Laws
7. Program Narrative and Work Plan Matrix
8. Description of the Evaluation Process and copy of Program Evaluation Abstract
9. Original Signed FS10\* budget **AND** two copies of signed FS10
10. One copy of the Teacher Center Policy Board minutes approving the budget

DO NOT SUBMIT MORE COPIES THAN INDICATED

**\*Please use the FS10 budget form located on the NYSED Grants Finance link below:**

<http://www.oms.nysed.gov/cafe/forms/>

## Continuation Application Cover Page

Teacher Center Name:

The Levittown Teachers' Center

LEA Name

Levittown Public Schools

LEA BEDS Code:

28020503000

Director/Contact Name:

Nara Denson

Contact Phone &amp; E-mail:

516-434-7560/ ndenson@levittownschoools.com

Center Category:

- ☐ Single District Center: > 1000 Teachers  
☒ Single District Center: 500 - 999 Teachers  
☐ Single District Center: < 500 Teachers  
☐ Single BOCES Center  
☐ Consortium (2 or more districts and/or BOCES)

Number of Total Teachers Served:

674

Number of Total Teacher Assistants Served:

145

Focus Areas Addressed on Work Plan Matrix:

1,8,20, 28

(Indicate numbers 1 through 29 of the two to five focus areas you identified on the matrix.)

Provide the title or name of the specific activity (course, workshop, training, etc.) that this Center will produce a Program Evaluation Abstract for during this program year\*. The Power of Mentor Texts and the Write Aloud, Part II \*Statewide Committees and Regional Networks are exempt.

Notify the NYSED Program Office at: TchrCenters@nysed.gov if a different activity is selected for the Program Evaluation Abstract after the Continuation Application is submitted.

(For SED use only)

Project Number

0425 - 18 - \_ \_ \_ \_

2017-2018 Grant Amount:

\$62,081

## List of Participating Members 2017-18

(Duplicate as needed or customize your own form.)

**Note: A District or BOCES can only participate in one Teacher Center.**

List Name(s) of Participating Public School District(s) in space below:  
(NOTE: Single District centers will list their School District in the space below)

Levittown Public Schools

List Name(s) of Participating BOCES in space below:

N/A

List Name(s) of Participating Non-Public and/or Charter School(s) in space below this box:

If there are no non-public schools within the area served by your Teacher Center, check here:   X  

If there are no charter schools within the area served by your Teacher Center, check here:   X  

If all non-public schools declined participation in your Teacher Center, check here:   X  

If all charter schools declined participation in your Teacher Center, check here:       

**A signed declaration of participation is required for every Non-Public and Charter School listed below. For Catholic Schools, one signed declaration from the Diocese will cover all Catholic Schools listed as participants.**

List Name(s) of Participating Institution(s) of Higher Education in space below:

Molloy College  
Nassau Community College  
Brooklyn College



## Declaration of Participation 2017-18

(Duplicate as Needed)

This agreement must be completed and signed by each participating Public School District, BOCES, Non-Public and Charter School. You may submit signed copies dated on or after 5/1/2015 if there are no changes.

Teacher Center Name

Name of participating District/BOCES or Non-Public/Charter school

Number of teachers in district/school: 674 Number of teaching assistants: 145

☒ Check here if this District or BOCES is acting as the LEA for this Teacher Center.

On behalf of the Board of Education, I hereby indicate our intention to be a member of the above-named Teacher Center, and to support its operation in accordance with Education Law 316.

Check here if

☒ the Teacher Center is included in the district's Professional Development Plan (PDP).

☐ the Teacher Center is included in the district's Comprehensive District Education Plan (CDEP).

Superintendent's Name  Date

Superintendent's Signature\*

\*Chief School Officers of Non-Public and Charter schools may sign as "Superintendent"

\*\*\*\*\*

On behalf of my constituency, I hereby indicate our intention to be a member of the above-named Teacher Center, to support its operation in accordance with Education Law 316, and to designate teacher representatives to the policy board as stipulated in the Center's by-laws.

**Teacher bargaining agent name and signature required for public school districts only.**

Teacher Bargaining Agent President's Name  Date

President's Signature

### Statement of Assurances

As part of the conditions and requirements for accepting a grant under the Teacher Resource and Computer Training Center program, the following must be agreed to by the LEA's Chief School Officer, Teacher Association President, Teacher Center Policy Board Chair, and Director of the Teacher Center. **Original signatures at the bottom of the page are required.**

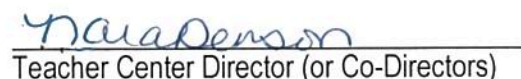
1. Operating the Teacher Center in accordance with Education Law Section 316 and Commissioner's Regulations (Part 81).
2. Enabling the Policy Board as the governing body of the Teacher Center, exercising all rights and responsibilities afforded by the Law.
3. Engaging a Director to administer the program.
4. Complying with all reporting requirements in a satisfactory and timely manner, including, but not limited to:
  - ▯ Submission of an FS10 approved by the Policy Board and signed by the LEA's Chief School Officer.
  - ▯ Submission to SED of Policy Board meeting minutes and program materials as requested.
  - ▯ Improving areas deemed to be unsatisfactory or in need of improvement.
  - ▯ Responding to requests for information from the SED Program Office.
  - ▯ Submission to SED of End of Year reporting documents by July 31.
5. Assuring that Teacher Center personnel funded through FS10 Code 15 and/or 16 will be considered employees of the LEA.
6. Assuring Center representation at two annual Statewide Teacher Center meetings.
7. Assuring attendance at two annual Leadership Academy meetings for 1<sup>st</sup> year Teacher Center Directors. These are in addition to the two annual statewide meetings in #6 above.
8. Assuring regular attendance of the Teacher Center Director at meetings of the Teacher Center Regional Network.
9. Assuring regular participation in the Teacher Center telecommunications network (Moodle).

*On behalf of my constituency for the Teacher Center, I agree to the above terms and conditions for the 2017-2018 Program Year.*

  
LEA Chief School Officer

  
LEA Teacher Association President

\_\_\_\_\_  
Teacher Center Policy Board Chair

  
Teacher Center Director (or Co-Directors)

### Verification of Policy Board Composition 2017-18

(Duplicate as Needed)

Teacher Centers without proper policy board composition will not be funded.

Do not include alternates or list any required positions as "vacant".

Teacher Center Name: Levittown Teachers' Center

Number	Constituency	Member Name	Affiliation
13	Public School Teachers designated by the bargaining agent. <b>Must be at least 51% of board membership.</b>	Dr. Tom Shiel Mary Iannetta Gloria Kreutzberg Eileen Kirk Maria Emeric Kerry Romeo Kerstin Murphy Janet Jakubowski Patricia Peyton Nancy Racanelli Rosemary Levano John Caulfield Nancy LiVolsi	Abbey Lane Elementary East Broadway Elementary Gardiners Avenue Elementary Lee Road Elementary Levittown Memorial Ed. Center MacArthur H.S. Salk Middle School Salk Middle School Summit Lane Elementary Wisdom Lane Middle School Wisdom Lane Middle School Salk Middle/L.M.E.C Division Avenue H.S.
1	Policy Board Member(s) designated by the Board of Education or the Board of Cooperative Educational Services (BOCES). <b>Must be at least 1 representative.</b>	Peggy Marengi	Board of Education
1	College or University Representative(s). <b>Must be at least 1 representative.</b>	Dr. Eve Dieringer	Molloy College
1	Business and Industry Representative(s). <b>Must be at least 1 representative.</b>	Jamie Bogenschutz	YES Community Counseling Center
	Non-Public School Representative(s).	N/A	
1	Parent Representative(s) <b>Must be at least 1 representative.</b>	Laura Fernandez	Parent Teacher Association
3	Other Representative(s), if any	Richard Cirillo Kerin Slattery James Moran	SEPTA Curriculum Associate for English Board of Education
20	← <b>Total Number of Members</b>		

Chairperson's Name: Rosemary Levano

Affiliation: Wisdom Lane Middle School

Date Term Expires (term must not expire prior to July 1, 2017): 7/31/2017

As chairperson of the Teacher Center's Policy Board, I hereby attest that the above composition of the policy board is correct and in compliance with Education Law 316 and the Center's By-Laws.

Chairperson's Signature: \_\_\_\_\_

Attachment: Teachers Center Grant 2017\_2018 (2636 : Teachers' Center Continuation Grant Application)



### PART III- GOVERNANCE AND MANAGEMENT

#### A. COMPLIANCE WITH PART 81.2 OF COMMISSIONER'S REGULATIONS

A. III- Amended By-Laws March 30, 2016

#### **Article I: Name**

This organization shall be known as the Levittown Teachers' Center, acronym LTC.

#### **Article II: Articles of Organization**

The organization exists as an unincorporated organization of its members. Its articles of organization are these by-laws, and may be amended or revised as needed.

#### **Article III: Purposes**

The objectives of the organization, in common with the objectives of the Levittown Union Free School District are:

- (a) to establish policy for LTC;
- (b) to promote the betterment of the teaching profession in Levittown through professional development;
- (c) to establish through a needs assessment process the goals and objectives of LTC;
- (d) to establish a partnership among educators, the community, and industry.

#### **Article IV: Membership**

##### **Section 1: The Policy Board of the Teachers' Center shall consist of:**

- (a) Teachers appointed by the bargaining unit
- (b) A representative appointed by the L.E.A.-the Levittown Public Schools
- (c) Representative(s) from higher education approved by the Policy Board
- (d) Representative(s) from industry approved by the Policy Board
- (e) Parent representative to be selected by the PTA council
- (f) The President of The Levittown United Teachers

##### **Section 2: The Policy Board of the Teachers' Center may also include:**

- (a) A central office administrator appointed by the L.E.A.
- (b) Retired teacher(s) representative(s) appointed by the bargaining unit
- (c) Teaching assistant(s) appointed by the bargaining unit
- (d) A school building level administrator appointed by A.L.S.A.
- (e) Representative(s) from non-public schools, if they choose to participate, approved by the policy board.
- (f) A parent representative to be selected by S.E.P.T.A.

##### **Section 3: Rules Governing The Policy Board**

- (a) At least 51% of the Policy Board shall be teachers.
- (b) Each voting Policy Board member shall have one vote.
- (c) The Policy Board shall not exceed 27 members.
- (d) Any member of the Policy Board who misses three consecutive meetings may be considered for replacement and must be notified in writing by the appropriate appointing agent of his/her pending replacement.
- (e) Any member whose presence is counterproductive to policy meetings and/or operations shall too be considered for replacement. Removal of a member will require a 2/3 majority vote from a quorum of members at a regularly scheduled meeting. If the member is not present for the vote, then the member being replaced shall be notified by the President of the LUT. In the selection of a new member, the board always recognizes the need for the diversity of minds.
- (f) A vacancy occurring on the Policy Board for any reason will be filled for the unexpired term by the appropriate appointing agent.

## PART III- GOVERNANCE AND MANAGEMENT

### Article V: Officers and Their Election

#### Section 1:

- (a) The officers of the organization shall consist of a chairperson and/or committee chairs who shall be members of LUT.
- (b) Officers of the Policy Board shall be elected by a show of hands annually in May.
- (c) Officers shall take office on July 1 and shall serve for a term of one year or until their successors are elected.
- (d) No person shall hold more than one office at the same time.
- (e) A vacancy occurring in any office shall be filled for the unexpired term by a person elected by a majority vote of the Policy Board.

#### Section 2: Nominations:

Robert Rules of Order will be followed.

### Article VI: Duties of the Policy Board

The duties of the Policy Board of the Teachers' Center of Levittown include:

- (a) policy formulation;
- (b) employment of staff or consultants;
- (c) budget control and expenditure to accomplish the purpose of the center;
- (d) recommendations for sub-contracting to secure technical and other kinds of assistance;
- (e) any other managerial or supervisory activities not prohibited by State or local law or Regulation of the Commission of Education.

### Article VII: Policy Board Officers (Duties and Responsibilities)

- (a) The Chairperson shall call and preside at meetings of the Policy Board and prepare the agenda with the Director(s). With Policy Board approval, the Chairperson shall appoint Task Free/Standing Committee Chairpersons, establish the function of Ad-Hoc Committees as necessary, and fulfill such other duties as the office requires and as are consistent with the by-laws.
- (b) An alternate Chairperson appointed and approved by the Policy Board shall assume the responsibilities of the Chairperson in his/her absence.
- (c) The Budget Director will review with the Director and Policy Chairperson the expenditures submitted 48 hours prior to Policy Board meeting. The Budget Director will then report to the Policy Board.
- (d) A Recording Secretary shall take minutes at all meetings of the Policy Board, submit them to the Director for distribution to the Policy Board prior to the next meeting. The Recording Secretary may be an employee of the Levittown Teachers' Center (in this instance, the Recording Secretary shall not be a voting member of the Policy Board).

### Article VIII: Standing Task Forces on Special Projects

1. Ad Hoc
2. Evaluation Personnel
3. Staff Development and In-service Education
4. Professional Affairs
5. Needs Assessment and Evaluations
6. Budget
7. Mini-Grant
8. Grant Writing



## PART III- GOVERNANCE AND MANAGEMENT

### Article IX: Meetings of the Organization

#### Section 1

The Teachers' Center of the Levittown Policy Board shall have regular monthly meetings held during the school year at which a light meal shall be provided.

#### Section 2

A quorum is required for the transaction of business at any meetings of the organization.

A quorum will be defined as fulfilling both of the following requirements:

1. 51% of the active Policy Board members shall be present.
2. 51% of the quorum shall be teachers.

#### Section 3

In the event that Policy Board action is required before a regular meeting can be held, a telephone and/or email vote will be declared legal if:

- (a) The motion is written out and read to each Policy Member by the Chairperson and/or designated person(s).
- (b) The motion is sent to any member who was not able to be contacted by phone and/or email.
- (c) The motion is reread at the next regular meeting and the results recorded in the minutes.

### Article X: Center Personnel

- A. The Policy Board will annually select a Director for TLC who shall be an active teacher employed by Levittown School District.

#### Qualifications:

- (a) New York State Permanent Teaching Certificate-Master's Degree or 30 Credit Equivalent
- (b) Minimum five (5) years of classroom teaching experience
- (c) Familiar with staff development activities
- (d) Familiar with grant writing

#### Section 1: Job Responsibilities

- (a) The Director shall have the overall responsibility for managing TLC in compliance with the by-laws and established rules, regulations and procedures adopted by the Policy Board.
- (b) The Director shall have the authority to coordinate and monitor the implementation of in-service programs approved by the Policy Board.
- (c) The Director shall assist in the preparation of the agenda for the Policy Board meetings in consultation with the Chairperson.
- (d) The Director shall prepare such reports, plans and/or documents as may be requested by the Policy Board and the State Education Department.
- (e) The Director shall recruit, select, assign and train clerical staff and course presenters with the approval of the Policy Board.
- (f) The Director shall be responsible for the dissemination of information regarding TLC by writing a monthly newsletter to be reviewed by Chairperson.
- (g) The Director shall identify, obtain and disseminate information regarding local, state, and national teacher training development.
- (h) The Director shall evaluate effectiveness of programs through establishment of a system of continuous evaluation.
- (i) The Director shall represent TLC at meetings involving other agencies and community organization.

### PART III- GOVERNANCE AND MANAGEMENT

- (j) The Director with the approval of the Policy Board shall implement specific requests from the staff and community for training and staff development. This includes assisting the Policy Board in identifying and assessing the needs and designing activities to meet those needs.
- (k) The Director shall attend Policy Board meetings, regional, state, and national conferences pertaining to Teacher's Centers.
- (l) The Director shall have the authority to order and purchase those supplies which are necessary for the efficient coordination and management of the day-to-day operations of TLC.
- (m) The Director shall develop an annual report documenting the activities of TLC.
- (n) The Director shall be available to teachers during hours defined in director's name.
- (o) The Director must be in attendance during Center hours.
- (p) The Director will notify members of the Policy Board of upcoming meeting with agenda and minutes, no less than 72 hours prior to the appointed meeting time, keep copies of all correspondence, and perform related duties as designated.

B. The Policy Board will select a Budget Director for LTC who shall be recommended by the LUT President and be an active teacher employed by the Levittown School District.

#### Qualifications:

- (a) New York State Permanent Teaching Certificate-Master's Degree or 30 Credit Equivalent
- (b) Minimum five (5) years of classroom teaching experience
- (c) Familiar with staff development activities
- (d) Familiar with grant writing

#### Section I:

##### Job Responsibilities

- (a) The Budget-Director shall assist the Director in preparing financial reports, plans and/or documents as may be requested by the Policy Board and the State Education Department.
- (b) The Budget-Director shall assist the Director in the dissemination of financial information regarding TLC.
- (c) The Budget-Director shall assist the Director in identifying, obtaining and disseminating financial information regarding local, state and national teacher training developments.
- (d) The Budget-Director shall assist the Director in developing an annual report documenting the activities of TLC.
- (e) The Budget-Director working with the Budget Task Force shall prepare the annual budget recommendations for review and adoptions by the Policy Board.
- (f) The Budget-Director shall prepare and present monthly financial reports to the Policy Board.
- (g) Reimburse and payments shall be made within 30 days from date submitted. The Budget Director shall inform parties if there is going to be a delay in payments.

C. The Director shall recommend secretaries who will be approved by the Policy Board.  
Job Responsibilities

- (1) The secretaries shall be responsible for the day-to-day clerical operations of TLC.
- (2) The secretaries shall perform such duties as designated by the Director.

#### Article XI: Fiscal Year

- (A) The fiscal year of the organization shall begin on July 15<sup>th</sup> and end the following July 14<sup>th</sup>.
- (B) Income and expenditures shall be audited semi-annually by the Treasurer and Policy Board Chair.

### **PART III- GOVERNANCE AND MANAGEMENT**

#### **Article XII: Amendments**

Amendments to the by-laws shall be adopted by a 2/3 vote of the Policy Board members present. Proposed amendments shall be presented at the regular monthly meeting. Voting shall take place at the next regularly scheduled meeting.

#### **Article XIII: Non Discrimination Policy**

It shall be the operation policy of this organization not to discriminate against any person on the basis of race, color, age, sex, religion, creed or national origin.

#### **Article XIV: Parliamentary Authority**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization in all cases in which they are applicable.

#### **Article XV- Absences**

- A. In the event of the Director's prolonged absence, a designee appointed by the Policy Board shall be appointed to act in a substitute capacity. Remuneration will be made at the district hourly rates.
- B. A substitute Secretary shall be hired in the event of prolonged absence, as coverage is needed by discretion of the Director.
- C. The Policy Board will select a Budget Director for TLC who shall be an active teacher employed by the Levittown School District.



**PROGRAM NARRATIVE  
LEVITTOWN TEACHERS' CENTER 2017-2018**

**Program Description:**

- \* Brief overview of the Levittown Teachers' Center (LTC), including hours of operation, work hours of the Director, and unique characteristics of the school community
- \* List of activities/programs to be offered and how they address the specific needs of the unique population served by the Teachers' Center
- \* Strategies to facilitate collaboration and nurture partnerships with BOCES and High Education Institutions
- \* Strategies to build teacher capacity to support implementation of the state's educational reform efforts to improve student achievement

Since 1984, The Levittown Teachers' Center's has been an active site for teachers' professional development needs. The Levittown Teachers' Center functions as an avenue for its teachers in their search for achieving teaching excellence, certification requirements, and knowledge of state education initiatives. It also provides teacher support through the use of iPads, digital cameras, poster and laminating machines. The Center's hours of operation, along with the Director's work hours, are Monday through Thursday from 1:30 pm to 5:30 pm.

Levittown Public Schools offer one of the most comprehensive, in-depth K-12 programs on Long Island. Students are provided unique opportunities and experiences in academic, career and technical education, special education, extra-curricular, community service and athletic programs. Special community services include both before and after-school childcare programs for elementary school aged children. These programs provide elementary school children with safe, supervised childcare every day school is in session. The district overall has seen a rise in socioeconomic needs, and as a result, the district sponsors or co-sponsors low cost summer recreation, music and academic programs for those parents wishing to keep their children close to home in a productive and safe summer learning or play environment.

The uniqueness of Levittown's students require specific plans to be addressed in the 2017-2018 school year. In response to the new educational reforms, socioeconomic struggles, and social/emotional concerns, an enhanced Parent University will be offered to enable parents the capability of supporting their children in the best ways possible. As part of the curriculum of the Parent University, differentiated instruction will be provided for the parents of ENL students. Additionally, Parent University may assist the community with their child's learning according to the Common Core Learning Standards. Staff will be invited to attend Parent University as well, which will project the importance of being on "the same page" in terms of home involvement and instruction.

Additionally, parents' concerns will be met through a workshop on "College Entrance Essays," which highlights fundamental strategies and topics for a constructing successful college essay.

In addition to Parent University, the Levittown Teachers' Center will offer staff coursework in 21<sup>st</sup> Century Skills, Technology for Teaching Assistants, SMART technology, Microsoft 365, and the newest apps for those that need technology support will be provided. These courses enable teachers to remain current in emerging technologies.

In order to enhance content knowledge in the Common Core Standards for English Language Arts, workshops will be provided where teachers examine how to use mentor texts to teach students about a specific aspect of the writer's craft. Discussion of the incorporation of the mentor text into writing instruction will lend itself to the infusion of the write aloud as a way to engage with the mentor text. These two writing strategies utilized together support a more authentic discussion of process writing and improve student writing across all content areas. This coursework, in addition to workshops provided by the Long Island Writing Project, help fuel a teacher's desire to motivate students and enhance their comprehension while adhering to the Common Core Standards for English Language Arts.

The Levittown Teachers' Center will also provide professional development and support for mentors and mentees. A new enhanced mentoring program will provide long term support for new teachers. NYSUT will continue to provide instruction to support these teachers through the Common Core Standards and APPR process. Additionally, monthly meetings and regular articles will be provided to foster a stronger Mentor/Intern relationship. Furthermore, a New Teacher In-service Course will be provided for newer staff, which highlights topics such as management skills, APPR, educational technology, union support, etc.

The Levittown Teachers' Center will continue to strive to establish new cohorts in order to facilitate collaboration and nurture partnerships with BOCES and Higher Education Institutions. We will continue to offer graduate level coursework through Brooklyn College. As previously mentioned, writing strategies will be addressed through the Long Island Writing Project, which is sponsored by Nassau Community College. As a philosophy, the Levittown Teachers' Center always strives to bring new and innovative learning through these programs and other higher level institutions. We will also continue to collaborate with the East Meadow Teachers' Center for its cohort in ESOL through StonyBrook University.

In order to build teacher capacity to bolster support of the implementation of the State's reform efforts at improving students' overall academic performance, additional workshops and coursework will be provided by administration on Informed Instruction. This course will assist educators both personally and professionally in understanding how one thinks, comprehends, and interprets information. Attendees will learn to support their students to become self-directed learners and take on an increased responsibility for their own learning. Participants will learn to apply student learning patterns to understand the types of learners in their classroom, pinpoint areas in which to differentiate instruction, and assist in the understanding of why certain students struggle to learn. Also, strategies to motivate students through meaningful instruction that is based on individual



patterns of learning will be reviewed. By the culmination of the workshop, participants will be able to group students in an effective manner utilizing our current availability to data as well as their own student's own learning patterns. This information will enable them to create personal strategy cards and teach specific vocabulary to assist students in understanding assignments, which improves their overall achievement.

### EVALUATION PROCESS LEVITTOWN TEACHERS' CENTER 2016-2017

In terms of the overall Levittown Teachers' Center program, ongoing evaluative procedures are an integral part of the Levittown Teachers' Center's goal attainment of *Success for Every Student through Support for Every Teacher*. Upon completion of every offering: workshops, in-service courses, graduate and undergraduate programs, which reflect the ideas set forth in the Teacher Center Standards Rubric for Professional Development and Evaluation, are completed by all teacher participants and then analyzed, synthesized and evaluated by the Policy Board. These evaluations consist of revised questionnaires completed at course conclusion (summative process) to measure the level of impact of expected outcomes and to monitor a proficient to exemplary response to each offering. They also request answers to direct evaluative questions concerning course instructors, and delivery of course content as described in the course bulletins and relating to the Common Core Standards. In order to document and improve program content, the evaluations were recently updated according to Gusky's Five Levels of Professional Development Evaluation.

This evaluative data documents the effect the course delivery and content has had upon skill enhancement, teaching performance and noted impact on student performance. Evaluators are also encouraged to add their own insights, requests for course enhancements, future courses of related subject matter and the methods they will employ to use course content to enrich their classroom teaching and student learning (formative processes) through the use of written reflection. They are provided with feedback throughout their instructional time for the Teachers' Center, and then can monitor their own progress along with training the staff to do the same.

Evaluative information received from our teachers via needs assessment has been, and will continue to be, the root of programs offered by the Teachers' Center. In 2017-2018, the Levittown Teachers' Center will initiate a new needs-assessment to determine participant interests.

In-service courses and workshops provided by the Levittown Teachers' Center require both a formative and summative assessment as a component of the learning. Often it is in the form of a survey generated by the instructor. Participants are often asked to enhance their learning of new teaching concepts by implementing and documenting student growth in a lesson or through personal written reflection.

offered. Participant's subjective reaction to an activity (Guskey level 1) is not considered a program outcome in this context. Whatever measures are used, be sure they include gathering fact-based information and feedback.

**Measures, tools or strategies include but are not limited to the following:**

- Questionnaires administered following the completion of the session, after implementation of strategies or content learned or any time in between.
- Paper-and-pencil instruments measuring participant learning (what changed as a result of the PD)
- Simulations
- Demonstrations
- Participant reflections (oral and/or written)
- Participant portfolios
- District and/or school records
- Minutes from follow-up meetings
- Structured interviews with participants (may include supervisors or administrators)
- Direct observations
- Video or audio recordings
- Student records
- Structured interviews with students, parents, teachers, and/or administrators
- Journals

**Do not “edit” the focus area language provided.** If what you propose to address is a modification of a particular focus area, use the “other” category most closely aligned with your proposal.

<b>2017-18 Teacher Resource and Computer Training Center Work Plan Matrix</b>				
<b>Focus Area</b>	<b>Identify each specific activity to be offered within the selected focus area</b>	<b>Note when each activity will occur: *Summer *Fall *Spring</b>	<b>Anticipated number of participants</b>	<b>Measures, tools and/or strategies used to assess activity outcomes</b>
<b>Providing Professional Development in Content and Pedagogy</b>				
1. Professional development to enhance and deepen teacher ELA content knowledge aligned with the NYS P-12 Learning Standards	<ul style="list-style-type: none"> <li>• Workshops provided by the LI Writing Project aligned to CCLS in ELA</li> <li>• Workshops provided by Curriculum Associates on the Power of Mentor Texts and the Write Aloud</li> </ul>	Fall	55	TC Course evaluations, lesson plans illustrating both teacher and student growth
2. Professional development to enhance and deepen teacher mathematics content knowledge aligned with the NYS P-12 Learning Standards				



3. Professional development in understanding and applying the NYS P-12 Learning Standards to instruction and ongoing assessment of student learning				
4. Professional development and support for implementation of the State K-12 Social Studies Frameworks				
5. Curriculum development/implementation aligned with the NYS P-12 Learning Standards (curriculum mapping, planning vertical and horizontal alignment, lesson plan development, etc.)				
6. Development and use of local assessments (including non-tested subjects) aligned to the NYS P-12 Learning Standards				
7. Professional development and/or support for integrating technology into curriculum and instruction aligned to the NYS P-12 Learning Standards				
8. Professional development and/or support for enhancing educators' strategies/skills for adjusting instruction to meet the learning needs of all students (ELL, SWD, students living in poverty, etc.)	Workshop on "Informed Instruction," highlighting types of learners, grouping, struggling students, etc.	Fall	35	Tc Course Evaluation form, Formative and Summative evaluation on coursework, teacher reflections verbally and in writing
9. Professional development and/or support for teachers aligned with the new NYS P-12 Learning Standards for Science				
10. Other				
<b>Using Data to Inform District, Building and Classroom Instruction</b>				
11. Professional development and/or support for collecting/analyzing multiple data sources to inform instructional needs (Data Driven Instruction/School-Based Inquiry)				
12. Professional development and/or support for collaboratively analyzing and discussing student work, learning, and assessments to inform instruction and practice (Data Driven Instruction/School-Based Inquiry)				
13. Professional development and/or support for the use of technology to support Data Driven Instruction/School-Based Inquiry				

14. Support school leadership teams in planning, implementing and assessing high quality professional development informed by student learning needs and other data (Data Driven Instruction/School-Based Inquiry)				
15. Other				
<b>Developing Highly Effective Teachers</b>				
16. Support/facilitate stakeholder understanding and implementation of NYS Professional Development Standards, NYS Professional Teaching Standards, and/or Annual Professional Performance Review				
17. Support/provide professional development aligned with teacher improvement needs as informed by the APPR process, Teacher Improvement Plans, etc.				
18. Professional development and/or support for teacher leaders and teacher career ladders (including National Board Certification and other research-based leader development activities)				
19. Professional development and/or support for mentors/coaches/peer reviewers				
20. Support Institutions of Higher Education partnerships to promote enhanced teacher and leader pre-service preparation; provision of opportunities for immersion of pre-service candidates in schools; development of pre-service and in-service continuum models	Workshop on Student Teacher relationships with Molloy College	Fall/ Spring	25	Ongoing articulation with participants, TC evaluation form, summative written reflection
21. Professional development and/or support for using technology to support the teacher evaluation system				
22. Other				
<b>Planning and Goal-Setting - Developing and Sustaining Coherent Approaches for Continuous Improvement of Teaching and Learning</b>				
23. Support/facilitate goal-setting, planning, PD evaluation sessions and/or retreats (such as PDP, CEP, and CDEP development) ensuring alignment of those plans/activities with achievement of the learning standards PDP: district's Professional Development Plan CEP: Comprehensive Education Plan (NYC) CDEP: Comprehensive District Education Plan				

24. Professional development and/or support for using technology to support planning and goal-setting				
25. Other				
<b>Optimizing Student Learning Environments</b>				
26. Professional development and/or support for the creation and maintenance of safe, secure, supportive and inclusive learning environments for all students				
27. Other				
<b>Engaging Parents, Family and Community</b>				
28. Professional development and/or support to enhance the knowledge, skills, opportunities and collaborative strategies to engage and include parents, family and community members as active partners in children's education	Parent University to engage multiple areas: social/emotional concerns, understanding CCS, how children learn, etc.	Fall	50	Pre and post surveys from parents
29. Other				

### Evaluation Process

Describe the process (two pages maximum) to be used to assess the effectiveness of the overall program including a description of the Policy Board's role in the evaluation process, and the ways in which you are collaborating with Higher Education Institutions and/or BOCES.

In addition to the two page description include a copy of the one page Program Evaluation Abstract developed as part of the 2016-17 evaluation of a specific activity offered by this Center.

\*Statewide Committees and Regional Networks **do not** need to submit a Program Evaluation Abstract.

### FS10 and Budget Narrative

Submit one signed original plus two copies of a thoroughly completed FS10. Include information in all columns for codes used. Please see the annotated FS10 posted on Moodle under *SED Bulletins and Information* for guidance. **An FS10 that is not clear and complete will not be approved.** Please attach an itemized list for code 45 (Supplies and Materials) that total \$1,000 or more. A **Budget Narrative** (two pages maximum) further



27. Other				
<b>Engaging Parents, Family and Community</b>				
28. Professional development and/or support to enhance the knowledge, skills, opportunities and collaborative strategies to engage and include parents, family and community members as active partners in children's education				
29. Other				

### Evaluation Process

Describe the process (two pages maximum) to be used to assess the effectiveness of the overall program including a description of the Policy Board's role in the evaluation process, and the ways in which you are collaborating with Higher Education Institutions and/or BOCES.

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- Code 40 (Purchased Services) for any items that total \$2,000 or more
- Code 40 (Purchased Services) for contractors paid \$2,000 or more in a program year
- Any other expenditures that would benefit from additional description and detail

The FS10 should not exceed the amount indicated in the 2017-18 allocation letter sent to the LEA. A budget amendment (FS10-A) will be required to document any additional funds appropriated for proportional raises to existing Centers.

**Include a copy of the Policy Board minutes noting their approval of the FS10**



**The University of the State of New York  
THE STATE EDUCATION DEPARTMENT**  
(see instructions for mailing address)

**PROPOSED BUDGET FOR A  
FEDERAL OR STATE PROJECT**  
FS-10 (01/05)

**Local Agency Information**

Funding Source:	Teacher Resource and Computer Training Grant		
Report Prepared By:	Nara Denson		
Agency Name:	Levittown Teachers' Center		
Mailing Address:	Levittown Memorial Education Center, Abbey Lane		
	Street		
	Levittown	New York	11756
	City	State	Zip Code
Telephone #:	516-434-7560	County:	Nassau
E-Mail Address:	ndenson@levittownschoools.com		
Project Operation Dates:	7 / 1 / 17	6 / 30 / 18	
	Start	End	

**INSTRUCTIONS**

- ❖ Submit the original budget and the required number of copies along with the completed application directly to the appropriate State Education Department office as indicated in the application instructions for the grant program for which you are applying. DO NOT submit this form to the Grants Finance.
- ❖ Enter whole dollar amounts only.
- ❖ Prior approval by means of an approved budget (FS-10) or budget amendment (FS-10-A) is required for:
  - Personnel positions, number and type
  - Beginning with the 2005-06 budgets, equipment items having a unit value of \$5,000 or more, number and type
  - Budgets for 2004-05 and earlier years equipment items having a unit value of \$1,000 or more, number and type
  - Minor remodeling
  - Any increase in a budget subtotal (professional salaries, purchased services, travel, etc.) by more than 10 percent or \$1,000, whichever is greater
  - Any increase in the total budget amount.
- ❖ Certification on page 8 must be signed by Chief Administrative Officer or designee.
- ❖ High quality computer generated reproductions of this form may be used.
- ❖ For changes in agency or payee address contact the State Education Department office indicated on the application instructions for the grant program for which you are applying.
- ❖ For further information on budgeting, please refer to the Fiscal Guidelines for Federal and State Aided Grants which may be accessed at [www.oms.nysed.gov/cafe/](http://www.oms.nysed.gov/cafe/) or call Grants Finance at (518) 474-4815.

**SALARIES FOR PROFESSIONAL STAFF: Code 15**

Include only staff that are employees of the agency. Do not include consultants or per diem staff. Do not include central administrative staff that are considered to be indirect costs, e.g., business office staff. One full-time equivalent (FTE) equals one person working an entire week each week of the project. Express partial FTE's in decimals, e.g., a teacher working one day per week equals .2 FTE.

<b>Specific Position Title</b>	<b>Full-Time Equivalent</b>	<b>Annualized Rate of Pay</b>	<b>Project Salary</b>
Course/Workshop Instructors/Leaders	Part Time	\$70 per hour x 24.5 (15hr.) classes	\$25,725
Director	Stipend	16 hours/week for 40 weeks (as per Policy Board by laws)	\$18,000
Subtotal - Code 15			\$43,725

**SALARIES FOR SUPPORT STAFF: Code 16**

Include salaries for teacher aides, secretarial and clerical assistance, and for personnel in pupil transportation and building operation and maintenance. Do not include central administrative staff that are considered to be indirect costs, e.g., account clerks.

<b>Specific Position Title</b>	<b>Full-Time Equivalent</b>	<b>Annualized Rate of Pay</b>	<b>Project Salary</b>
Typist/Clerk	Part Time	12 hours/week for 40 weeks at \$14.30/hour	\$6,864
Subtotal - Code 16			\$6,864

**PURCHASED SERVICES: Code 40**

Include consultants (indicate per diem rate), rentals, tuition, and other contractual services. Copies of contracts may be requested by the State Education Department. Purchased Services from a BOCES, if other than applicant agency, should be budgeted under Purchased Services with BOCES, Code 49.

Description of Item	Provider of Services	Calculation of Cost	Proposed Expenditure
Mentoring Consultant	NYSUT	Contracted for 3 hours at \$800 (1 workshop)	\$800
ELA Consultant	LIWP (Long Island Writing Project)	Contracted at 3 hours at a flat fee of \$1,500	\$1,500
TA/Teacher Workshops	NYSUT	Contracted for 3 hours at \$800 (3 workshops)	\$3,200
Social/Emotional Workshop	Jamie Bogenshutz, YES CCC	Contracted for 6 hours at \$70/hr	\$420
Subtotal - Code 40			\$5,120

**SUPPLIES AND MATERIALS: Code 45**

Beginning with the 2005-06 year include computer software, library books and equipment items under \$5,000 per unit.

For earlier years include computer software, library books and equipment items under 1,000 per unit.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Laminating Paper	4	\$305	\$1,220
Poster Paper	4	\$130	\$520
Staples Business Advantage (pens, paper, staplers, ink cartridges, etc.)	Based on current usage	\$498	\$498
Subtotal - Code 45			\$2,238



**TRAVEL EXPENSES: Code 46**

Include pupil transportation, conference costs and travel of staff between instructional sites. Specify agency approved mileage rate for travel by personal car or school-owned vehicle.

<b>Position of Traveler</b>	<b>Destination and Purpose</b>	<b>Calculation of Cost</b>	<b>Proposed Expenditures</b>
Director, Policy Board Members	Attend 2 statewide meetings	Roundtrip Mileage (192x4)	\$415
		Lodging Costs (2 nights@ \$189 per night with meals and tolls)	\$500
Policy Board Member	Attend 1 statewide meeting	Registration/Meals	\$219
Action Research Award	Varies	No more than \$200/teacher	\$3,000
Subtotal - Code 46			\$4,134

**EMPLOYEE BENEFITS: Code 80**

Rates used for project personnel must be the same as those used for other agency personnel.

<b>Benefit</b>	<b>Proposed Expenditure</b>
<b>Social Security</b>	
<b>Retirement</b>	
New York State Teachers	
New York State Employees	
Other	
<b>Health Insurance</b>	
<b>Worker's Compensation</b>	
<b>Unemployment Insurance</b>	
<b>Other (Identify)</b>	
Medicare	
Subtotal – Code 80	\$0

## FS-10 Page 5

**INDIRECT COST: Code 90**

A. Modified Direct Cost Base – Sum of all preceding subtotals (codes 15, 16, 40, 45, 46, and 80 and excludes the portion of each subcontract exceeding \$25,000 and any flow through funds)	\$	0	(A)
B. Approved Restricted Indirect Cost Rate		%	(B)
C. (A) x (B) = Total Indirect Cost		\$	0 (C)
Subtotal – Code 90			

**PURCHASED SERVICES WITH BOCES: Code 49**

Description of Services	Name of BOCES	Calculation of Cost	Proposed Expenditure
Subtotal – Code 49			\$0

**MINOR REMODELING: Code 30**

Allowable costs include salaries, associated employee benefits, purchased services, and supplies and materials related to alterations to existing sites.

Description of Work To be Performed	Calculation of Cost	Proposed Expenditure
Subtotal – Code 30		\$0

## FS-10 Page 6

**EQUIPMENT: Code 20**

Beginning with the 2005-06 year all equipment to be purchased in support of this project with a unit cost of \$5,000 or more should be itemized in this category. Equipment items under \$5,000 should be budgeted under Supplies and Materials, Code 45. Repairs of equipment should be budgeted under Purchased Services, Code 40.

For earlier years the threshold for reporting equipment purchases was \$1,000 or more. Equipment items under \$1,000 should be budgeted under Supplies and Materials.

Description of Item	Quantity	Unit Cost	Proposed Expenditure
Subtotal – Code 20			\$0



**HELPFUL REMINDERS**

- ❖ Check for the required number of copies to be submitted, including the number of original signature copies. The number of copies may vary from program to program. If unsure, contact the State Education Department office responsible for the program for which you are applying.
- ❖ An approved copy of the FS-10 will be returned to the contact person at the address completed on page 1. A window envelope will be used for the return mailing; please make sure that the contact information is accurate, legible, and confined to the address field.
- ❖ Be sure to check your math and carry all subtotals forward to the Summary on Page 8. Simple mathematical errors often require Grants Finance to contact both the local agency and other State Education Department offices, resulting in unnecessary delays in program approval. And remember, use whole dollars only.
- ❖ School districts and BOCES should use the restricted indirect cost rate that has been approved for the school year in which the grant will operate. Most other agencies are subject to a fixed maximum rate depending on the grant program and type of agency. Contact Grants Finance at (518) 474-4815 if you have any questions regarding indirect costs.
- ❖ The modified direct cost used in the calculation of indirect cost must exclude equipment, minor remodeling, the portion of each subcontract exceeding \$25,000 and any flow through funds.
- ❖ Be sure to complete the Agency Code on Page 8 as well as the Project #, if pre-assigned.
- ❖ For Special Legislative projects and Grant Contracts, please enter the Contract #.
- ❖ For ease of data entry at the State Education Department, please make sure that Page 8 faces out.
- ❖ Submit forms to the State Education Department as follows:

Application, FS-10, FS-10-A – Program Office

FS-25, FS-10-F for **Special Legislative Projects** –  
 Special Legislative Projects Coordinating Team  
 New York State Education Department  
 Room 132 Education Building  
 Albany, New York 12234

FS-25, FS-10-F for other projects –  
 Grants Finance  
 New York State Education Department  
 Room 510W Education Building  
 Albany, New York 12234

## BUDGET SUMMARY

SUBTOTAL	CODE	PROJECT COSTS
Professional Salaries	15	\$44,250
Support Staff Salaries	16	\$6,864
Purchased Services	40	\$5,920
Supplies and Materials	45	\$2,513
Travel Expenses	46	\$4,134
Employee Benefits	80	\$0
Indirect Cost	90	\$0
BOCES Services	49	\$0
Minor Remodeling	30	\$0
Equipment	20	\$0
Grand Total		\$62,081

## CHIEF ADMINISTRATOR'S CERTIFICATION

I hereby certify that the requested budget amounts are necessary for the implementation of this project and that this agency is in compliance with applicable Federal and State laws and regulations.

4/27/17

Date

Signature

Dr. Tonie McDonald

Name and Title of Chief Administrative Officer

Attachment: Teachers Center Grant 2017\_2018 (2636 : Teachers' Center Continuation Grant Application)

Agency Code:	2	8	0	2	0	5	0	3	0	0	0	0
Project #: (If pre-assigned)	0	4	2	5	1	7	0	0	5	0		
Contract #:												
Federal Employer ID #: (New non-municipal agencies only)												
Agency Name:	Levittown Public Schools											

## FOR DEPARTMENT USE ONLY

Funding Dates:     /     /     From     /     /     To

Program Approval:     Date:    

Fiscal Year	Amount Budgeted	First Payment

Finance:

Voucher #

First Payment

Log

Approved

MIR

# LEVITTOWN PUBLIC SCHOOLS

Levittown Memorial Education Center  
Abbey Lane  
Levittown, New York 11756



## Professional Development Plan 2016 – 2018

**Dr. Tonie McDonald, Superintendent of Schools**

**Board of Education**

James Moran, President

Peggy Marengi, Vice President

**Trustees**

Marianne Adrian, Christina Lang, Michael Pappas, Karen Quinones-Smith,  
Frank Ward (*in memoriam*)

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## PROFESSIONAL DEVELOPMENT COMMITTEE

### Administrators

Mr. Todd Winch, Assistant Superintendent for Instruction  
 Ms. Debbie Rifkin, Assistant Superintendent for Human Resources  
 Dr. Margaret Ippolito, Chairperson of Special Education, Wisdom Lane  
Anthony Goss, Principal, Lee Road Elementary School

### LUT Members

John Caulfield, President  
 Gale Glicksman  
 John Lipani  
Kim McGrath  
 Laurette Nally  
 Jackie Rabinoff  
 Nancy Racanelli  
~~Kerry Schaefer~~  
 Nara Denson, Director of the Levittown Teachers' Center

### Parent Member

Susan Silberger, PTA Council Representative



## I. INTRODUCTION

The Levittown Professional Development Committee has prepared this professional development plan in accordance with current regulations of the New York State Commissioner of Education. The specific components of the regulations are as follows:

- By September 1, 2000, and annually thereafter, districts shall adopt a Professional Development Plan (PDP), the purpose of which shall be to improve the quality of teaching and learning by ensuring that teachers participate in substantial professional development in order that they remain current with their profession and meet the learning needs of their students.
- Each year, each school district shall describe in its plan how it will provide teachers in its employ holding a professional certificate (transitional or initial professional certificates) and teaching assistants with Level III license with opportunities to maintain such certificate in good standing based upon successfully completing 100 hours of professional development every five years.
- The team shall include the superintendent or his/her designee; school administrators designated by their collective bargaining association; teachers designated by their collective bargaining association and who should comprise a majority of the seats; at least one parent designated by the established parent group; one or more curriculum specialists; and at least one representative of a higher education institute, provided that the board of education or BOCES determines that a qualified candidate is available to serve after conducting a reasonable search.
- The final determination on the content of the PDP shall be the decision of the Board of Education.
- Each year, the Superintendent shall certify to the Commissioner that the requirements of this regulation have been met and that the District has complied with the PDP applicable to the current school year.
- In order to provide high quality professional development to meet the needs of our teachers, the Professional Development Plan of the Levittown School District is being supported in part by the BOCES, RIC, RBERN, RSE-TASC, Teacher Centers and approved consultants.

The Levittown plan evidences the belief that the teacher is the most important influence in a student's learning experience. Just as differentiation of instruction is important to meet student learning needs, differentiated professional development should be provided to meet teacher learning needs. The plan categorizes and summarizes professional development opportunities available to the faculty and subscribes to "substantial" professional development that is robust, relevant, results-oriented, and sustainable. The plan acknowledges the need to coordinate the District's professional development activities with the New York State (NYS) Learning Standards, the NYS Common Core

Learning Standards (2011), the NYS Professional Development Standards (2009), Chapter 56 of the Laws of 2015, the National Staff Development Council Standards (2001), the NYS Teaching Standards (2011) the Interstate School Leaders Licensure Consortium (ISLLC) Standards (2008) and the district's approved teacher practice rubric. In addition, the committee recommends that professional development initiatives are aligned with students' needs from multiple sources of student achievement data, including results of local formative and summative assessments, research-based instructional strategies, and recognized best-practices.

## II. NYS STANDARDS FOR HIGH QUALITY PROFESSIONAL DEVELOPMENT

1. **Designing Professional Development:** Professional development design is based on data; is derived from the experience, expertise and needs of the recipients; reflects best practices in sustained job-embedded learning; and incorporates knowledge of how adults learn.
2. **Content Knowledge and Quality Teaching:** Professional development expands educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assess student progress.
3. **Research-based Professional Learning:** Professional development is research-based and provides educators with opportunities to analyze, apply and engage in research.
4. **Collaboration:** Professional development ensures that educators have the knowledge, skill and opportunity to collaborate in a respectful and trusting environment.
5. **Diverse Learning:** Professional development ensures that educators have the knowledge and skill to meet the diverse learning needs of all students.
6. **Student Learning Environments:** Professional development ensures that educators are able to create safe, secure, supportive, and equitable learning environments for all students.
7. **Parent, Family and Community Engagement:** Professional development ensures that educators have the knowledge, skill, and opportunity to engage and collaborate with parents, families, and other community members as active partners in children's education.
8. **Data-driven Professional Practice:** Professional development uses disaggregated student data and other evidence of student learning to determine professional development learning needs and priorities, to monitor student progress, and to help sustain continuous professional growth.
9. **Technology:** Professional development promotes technological literacy and facilitates the effective use of all appropriate technology.
10. **Evaluation:** Professional development is evaluated using multiple sources of information to assess its effectiveness in improving professional practice and student learning.

### III. NEEDS ANALYSIS AND GOALS

The Levittown Board of Education has demonstrated its commitment to continuous improvement of the educational program through its support of ongoing professional development. Staff development in the Levittown School District is designed to provide all of its educational professionals with the resources and training necessary to address the learning needs of its students. Multiple opportunities for the ongoing improvement of teaching and learning are offered to the professional staff. The Board of Education has directed the school district administration to link those professional development activities with the goal of improving all levels of student academic achievement in multiple dimensions. The Levittown School District accepts the perspective of the NYS Board of Regents in that it asserts that staff development succeeds when it (1) improves the skills of teachers; (2) focuses on standards and student achievement; (3) links professional development to the attainment of instructional goals; and (4) connects staff development to short- and long-range District and school goals for continuous growth.

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The Office of Personnel will inform holders of the professional certificate that they must complete 100 hours of professional development every five years to maintain their certification. The responsibility for logging these hours through My Learning Plan, obtaining proof of attendance for courses, conferences and workshops attended and reporting professional development activity rests with the individual teacher. The District will retain the following information for each professional certificate holder:

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- Receiving Mentoring

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**Levittown Public Schools**

**PROFESSIONAL DEVELOPMENT PLAN**

**Appendix A:**  
**Professional Development**  
**Needs Assessment**



## Levittown School District Needs Assessment Questions

*(These questions will be used to help determine professional development needs and are delivered through an online survey system)*

1. What is your current position in the district?
2. Do you require professional development in any of the following areas?
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  - Journeys
  - MyLearningPlan
  - DASA
  - SmartBoards
  - IEP Direct
  - APPR
  - Technology use in the classroom
  - NWEA
  - AIMSweb
  - Student Response Systems
  - Survey Monkey
  - 1:1 Devices
  - Remind
3. Please choose at least one academic content area in which targeted professional learning would enhance your capacity as a teacher or teaching assistant
  - ELA
  - Art
  - CTE
  - ENL/Language Acquisition
  - Foreign Language
  - Math
  - Music
  - Reading
  - RtI
  - Science
  - Social Studies
  - Special Education Strategies
  - STEM/STEAM
4. Which three areas of professional development would most enhance your skills as a teacher or teaching assistant and improve student learning in your school?
  - Assessing student achievement
  - Classroom management
  - Co-teaching and inclusion
  - Differentiated instructional strategies
  - Interpreting and using data

- Multiple intelligences and learning styles
  - Lesson planning
  - Parental and community involvement
  - Pyramid of Intervention (RtI)
  - Social/Emotional Learning and Literacy (SEL)
  - Standards based classroom instruction (Common Core)
  - Student modifications and accommodations
  - Technology
  - IEP writing
  - Using the Danielson rubric
  - Literacy strategies
5. What types of activities best fit your schedule?
- 2 hour after school workshops
  - Before school workshops
  - Time during the school day
  - Online courses
6. Please add any other comments related to your professional development needs:

**Levittown Public Schools**

**PROFESSIONAL DEVELOPMENT PLAN**

**Appendix B:**  
**Mentoring Plan**

## Levittown Public Schools New Teacher Mentor/Intern Plan Effective July 1, 2013

### Introduction:

Mentoring of new teachers is an important part of the overall preparation and professional development of beginning practitioners. It is part of the new teacher's continuum of experiences building on pre-service coursework and accomplishments, and anticipating continued development over the course of the teacher's career. The components of the mentor plan provide the highest quality, personalized support in welcoming new teachers to the Levittown Public Schools and to the profession. The Levittown School's Mentor/Intern Plan significantly impacts a beginning teacher's skill development and self-confidence.

### Desired Goals and Outcomes:

Teacher retention and teacher recruitment are important goals of the Levittown New Teacher Mentor/Intern Plan but the most important goal is increased teacher skillfulness that will positively impact student achievement.

### Specific Mentor Responsibilities:

- Maintaining confidentiality
- Sharing knowledge, skills, and information with the new teacher
- Meeting approximately once a week for a total of 30 hours for the school year. This includes a mandatory 2-hour session prior to the opening of school.
- Visiting new teacher's classroom during teaching periods a minimum of five times/year for the purpose of coaching and providing feedback and support
- Meeting with the coordinator periodically throughout the year to provide feedback and support
- Participating in training
- Modeling collegiality
- Opening their classroom to the new teacher to model effective teaching techniques
- Arranging visits for the new teacher to observe other colleagues in the department or grade level
- Offering non-judgmental listening
- Facilitating growth and development of the new teacher

### Criteria for Mentor Selection:

- Member of LUT
- A minimum of five years of teaching experience in Levittown
- Availability to meet with intern at least 2 hours prior to the opening of school
- Completion of NYSUT mentor training
- Familiarity with the district and school community

- Excellent interpersonal skills and ability to work collegially
- Demonstrated development in the profession
- Willingness to fulfill all roles and responsibilities as described in the Mentor Plan
- Demonstrated good communication skills and a commitment to confidentiality

#### **Program Coordination:**

The LUT Mentor/Intern Plan will be overseen and directed by the coordinator in consultation with the mentor panel and the LUT leadership. The coordinator will be responsible for generating an annual timeline. The coordinator will meet periodically with the panel to assist and advise as the program is implemented.

#### **Mentor Application Process:**

Tenured teachers who wish to mentor a new teacher should submit a mentor application. These can be picked up in the LUT office or from a building rep. The application includes a basic information form, a statement as to why he/she is interested in mentoring and two references from LUT colleagues. The application should be submitted by May 1st for the following school year.

All applications will be reviewed by the mentor panel, with a majority of its members chosen by the LUT. An interview may be requested. Teachers who have been selected to be members of the mentor pool will be notified in August.

Teachers from the mentor pool will be matched by the coordinator with new teachers who are eligible for mentoring. It is a NYS requirement that whenever possible mentors have the same certification as the new teacher they mentor. Other considerations, such as grade level and building placement, will also be important selection criteria.

Teachers who have been selected for the mentor pool who have not been matched with a new teacher will remain in the pool for three years. After that time, they will have to re-apply to be mentors.

#### **Role of the Principal:**

The relationship with the school administrator is a key relationship in the newcomer's professional life. The initial relationship of a beginning teacher with his or her principal greatly impacts the decision to remain in teaching. In teacher mentoring programs, building principals participate in intern selection, support mentoring as integral to the school's professional development plan, and assist with scheduling for mentor program activities.

#### **Mentor Pool:**

The mentor pool is made up of those teachers chosen by the mentor panel and who have, by virtue of their qualifications, performance and interest, been designated as eligible for appointment as a mentor teacher. Appointments to the mentor pool indicate that a teacher



is qualified to serve as a mentor and is willing to do so if the coordinator determines there is an appropriate match with a new teacher.

**Mentor Panel:**

The mentor panel will act as a steering committee for the implementation of the Mentor Plan. A majority of panel members will be appointed by the LUT on an annual basis. Other members may be appointed by the Levittown School District. Members can be mentors while serving. Panel members are paid at the hourly rate according to the LUT contract.

**Length of Service:**

The mentor/intern relation will be for one school year.

**New Teachers Receiving Mentors:**

Holders of the Initial and Conditional Initial certificate must receive mentoring in their first year of teaching or school leadership in a public school district. Certificate holders who have had at least two years of teaching prior to receiving the Initial certificate are exempt from this requirement.

**Mentor Preparation and Development:**

Training for mentors will be required. The required training will consist of the NYSUT training class offered at the Levittown Teachers Center. Once the mentor has been assigned to an intern, the Levittown School District will pay the cost of the NYSUT class. However, if the mentor wishes to obtain one in-service credit; the mentor is responsible for \$40.00 of the total cost.

**Compensation:**

Compensation for mentors will be based on 30 hours for the school year, according to the LUT contract for a total of \$1,500 per mentor. The coordinator of the Mentor Intern program will receive compensation on a sliding scale as follows:

1 – 13	\$2,000
14 – 25	\$3,000
25+	\$4,000

**Mentor/Intern Adjustments:**

Occasionally, despite the best efforts of everyone involved, the mentor/intern relationship may not meet the needs of the new teacher. Either the mentor or the new teacher may speak to the coordinator. The coordinator will meet with the mentor and/or intern to try to resolve the issue. If no satisfactory resolution can be found, a new mentor will be assigned to the new teacher. In cases of adjustment, the mentor stipend will be prorated.

The mentor and new teacher will complete *Reflection Sheets* by December 15th and evaluations by June 1st. These will be used to assess the effectiveness of the program. Mentors and new teachers will also be asked to give input on how the program could be improved, what parts of the program are helpful and which parts are not helpful.

Improvements may be identified in the Mentor/Intern Plan each year as indicated by the evaluative feedback from current teachers, former new teachers, mentors, and members of Levittown's Mentor/Intern Program support teams.

\_\_\_\_\_  
 Assistant Superintendent for Administration \_\_\_\_\_ Date

\_\_\_\_\_  
 Assistant Superintendent for Instruction \_\_\_\_\_ Date

\_\_\_\_\_  
 Coordinator of Mentor Program \_\_\_\_\_ Date

\_\_\_\_\_  
 LUT President \_\_\_\_\_ Date

**Levittown Public Schools**

**PROFESSIONAL DEVELOPMENT PLAN**

**Appendix C:**

**District Consultants**

<i>Approved District Consultants</i>		
<i>Consultant Name</i>	<i>Grades/Subjects</i>	<i>School Year</i>
Diane Ripple (CMDI)	All Grades/ Special Education	2016-201 <del>8</del> 7
Flip Flippen/ <del>Flippen Group</del>	All Grades	2016-201 <del>8</del> 7
Project Lead the Way	Grades 6-12	2016-201 <del>8</del> 7
College Board	Advanced Placement Courses	2016-201 <del>8</del> 7
HMH	Journeys Training (K-5)	2016-201 <del>8</del> 7
Pearson	EnVision Training (K-6)	2016-201 <del>8</del> 7
Bill Bouchard	All Grades/StaffTrac	2016-201 <del>8</del> 7
Shirley Hall	All Grades/Danielson Group	2016-201 <del>8</del> 7
Joan Soldano	All Grades/ STEAM	2016-201 <del>8</del> 7
<u>Judy Dodge</u>	<u>All Grades</u>	<u>2016-2018</u>
<u>Gilder Lehrman Institute</u>	<u>All Grades</u>	<u>2016-2018</u>
<u>Diana Kolhoff</u>	<u>Math</u>	<u>2016-2018</u>
<u>Lindsey Rathgaber</u>	<u>Elementary</u>	<u>2016-2018</u>

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# LEVITTOWN PUBLIC SCHOOLS

Levittown Memorial Education Center  
Abbey Lane  
Levittown, New York 11756



## Professional Development Plan 2016 – 2018

**Dr. Tonie McDonald, Superintendent of Schools**

**Board of Education**

James Moran, President

Peggy Marengi, Vice President

**Trustees**

Marianne Adrian, Christina Lang, Michael Pappas, Karen Quinones-Smith,  
Frank Ward (*in memoriam*)

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<i>Appendix B: Mentoring Plan</i>	
<i>Appendix C: Approved Consultants</i>	

## PROFESSIONAL DEVELOPMENT COMMITTEE

### Administrators

Mr. Todd Winch, Assistant Superintendent for Instruction  
 Ms. Debbie Rifkin, Assistant Superintendent for Human Resources  
 Dr. Margaret Ippolito, Chairperson of Special Education, Wisdom Lane  
 Anthony Goss, Principal, Lee Road Elementary School

### LUT Members

John Caulfield, President  
 Gale Glicksman  
 John Lipani  
 Kim McGrath  
 Laurette Nally  
 Jackie Rabinoff  
 Nancy Racanelli  
 Nara Denson, Director of the Levittown Teachers' Center

### Parent Member

Susan Silberger, PTA Council Representative

## I. INTRODUCTION

The Levittown Professional Development Committee has prepared this professional development plan in accordance with current regulations of the New York State Commissioner of Education. The specific components of the regulations are as follows:

- By September 1, 2000, and annually thereafter, districts shall adopt a Professional Development Plan (PDP), the purpose of which shall be to improve the quality of teaching and learning by ensuring that teachers participate in substantial professional development in order that they remain current with their profession and meet the learning needs of their students.
- Each year, each school district shall describe in its plan how it will provide teachers in its employ holding a professional certificate (transitional or initial professional certificates) and teaching assistants with Level III license with opportunities to maintain such certificate in good standing based upon successfully completing 100 hours of professional development every five years.
- The team shall include the superintendent or his/her designee; school administrators designated by their collective bargaining association; teachers designated by their collective bargaining association and who should comprise a majority of the seats; at least one parent designated by the established parent group; one or more curriculum specialists; and at least one representative of a higher education institute, provided that the board of education or BOCES determines that a qualified candidate is available to serve after conducting a reasonable search.
- The final determination on the content of the PDP shall be the decision of the Board of Education.
- Each year, the Superintendent shall certify to the Commissioner that the requirements of this regulation have been met and that the District has complied with the PDP applicable to the current school year.
- In order to provide high quality professional development to meet the needs of our teachers, the Professional Development Plan of the Levittown School District is being supported in part by the BOCES, RIC, RBERN, RSE-TASC, Teacher Centers and approved consultants.

The Levittown plan evidences the belief that the teacher is the most important influence in a student's learning experience. Just as differentiation of instruction is important to meet student learning needs, differentiated professional development should be provided to meet teacher learning needs. The plan categorizes and summarizes professional development opportunities available to the faculty and subscribes to “substantial” professional development that is robust, relevant, results-oriented, and sustainable. The plan acknowledges the need to coordinate the District’s professional development activities with the New York State (NYS) Learning Standards, the NYS Common Core

Learning Standards (2011), the NYS Professional Development Standards (2009), Chapter 56 of the Laws of 2015, the National Staff Development Council Standards (2001), the NYS Teaching Standards (2011) the Interstate School Leaders Licensure Consortium (ISLLC) Standards (2008) and the district's approved teacher practice rubric. In addition, the committee recommends that professional development initiatives are aligned with students' needs from multiple sources of student achievement data, including results of local formative and summative assessments, research-based instructional strategies, and recognized best-practices.



## II. NYS STANDARDS FOR HIGH QUALITY PROFESSIONAL DEVELOPMENT

1. **Designing Professional Development:** Professional development design is based on data; is derived from the experience, expertise and needs of the recipients; reflects best practices in sustained job-embedded learning; and incorporates knowledge of how adults learn.
2. **Content Knowledge and Quality Teaching:** Professional development expands educators' content knowledge and the knowledge and skills necessary to provide developmentally appropriate instructional strategies and assess student progress.
3. **Research-based Professional Learning:** Professional development is research-based and provides educators with opportunities to analyze, apply and engage in research.
4. **Collaboration:** Professional development ensures that educators have the knowledge, skill and opportunity to collaborate in a respectful and trusting environment.
5. **Diverse Learning:** Professional development ensures that educators have the knowledge and skill to meet the diverse learning needs of all students.
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7. **Parent, Family and Community Engagement:** Professional development ensures that educators have the knowledge, skill, and opportunity to engage and collaborate with parents, families, and other community members as active partners in children's education.
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**Levittown Public Schools**

**PROFESSIONAL DEVELOPMENT PLAN**

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  - NWEA
  - AIMSweb
  - Student Response Systems
  - Survey Monkey
  - 1:1 Devices
  - Remind
3. Please choose at least one academic content area in which targeted professional learning would enhance your capacity as a teacher or teaching assistant
  - ELA
  - Art
  - CTE
  - ENL/Language Acquisition
  - Foreign Language
  - Math
  - Music
  - Reading
  - RtI
  - Science
  - Social Studies
  - Special Education Strategies
  - STEM/STEAM
4. Which three areas of professional development would most enhance your skills as a teacher or teaching assistant and improve student learning in your school?
  - Assessing student achievement
  - Classroom management
  - Co-teaching and inclusion
  - Differentiated instructional strategies
  - Interpreting and using data

- Multiple intelligences and learning styles
  - Lesson planning
  - Parental and community involvement
  - Pyramid of Intervention (RtI)
  - Social/Emotional Learning and Literacy (SEL)
  - Standards based classroom instruction (Common Core)
  - Student modifications and accommodations
  - Technology
  - IEP writing
  - Using the Danielson rubric
  - Literacy strategies
5. What types of activities best fit your schedule?
- 2 hour after school workshops
  - Before school workshops
  - Time during the school day
  - Online courses
6. Please add any other comments related to your professional development needs:

## Levittown Public Schools

# PROFESSIONAL DEVELOPMENT PLAN

## Appendix B: Mentoring Plan



## Levittown Public Schools New Teacher Mentor/Intern Plan Effective July 1, 2013

### Introduction:

Mentoring of new teachers is an important part of the overall preparation and professional development of beginning practitioners. It is part of the new teacher's continuum of experiences building on pre-service coursework and accomplishments, and anticipating continued development over the course of the teacher's career. The components of the mentor plan provide the highest quality, personalized support in welcoming new teachers to the Levittown Public Schools and to the profession. The Levittown School's Mentor/Intern Plan significantly impacts a beginning teacher's skill development and self-confidence.

### Desired Goals and Outcomes:

Teacher retention and teacher recruitment are important goals of the Levittown New Teacher Mentor/Intern Plan but the most important goal is increased teacher skillfulness that will positively impact student achievement.

### Specific Mentor Responsibilities:

- Maintaining confidentiality
- Sharing knowledge, skills, and information with the new teacher
- Meeting approximately once a week for a total of 30 hours for the school year. This includes a mandatory 2-hour session prior to the opening of school.
- Visiting new teacher's classroom during teaching periods a minimum of five times/year for the purpose of coaching and providing feedback and support
- Meeting with the coordinator periodically throughout the year to provide feedback and support
- Participating in training
- Modeling collegiality
- Opening their classroom to the new teacher to model effective teaching techniques
- Arranging visits for the new teacher to observe other colleagues in the department or grade level
- Offering non-judgmental listening
- Facilitating growth and development of the new teacher

### Criteria for Mentor Selection:

- Member of LUT
- A minimum of five years of teaching experience in Levittown
- Availability to meet with intern at least 2 hours prior to the opening of school
- Completion of NYSUT mentor training
- Familiarity with the district and school community

- Excellent interpersonal skills and ability to work collegially
- Demonstrated development in the profession
- Willingness to fulfill all roles and responsibilities as described in the Mentor Plan
- Demonstrated good communication skills and a commitment to confidentiality

### **Program Coordination:**

The LUT Mentor/Intern Plan will be overseen and directed by the coordinator in consultation with the mentor panel and the LUT leadership. The coordinator will be responsible for generating an annual timeline. The coordinator will meet periodically with the panel to assist and advise as the program is implemented.

### **Mentor Application Process:**

Tenured teachers who wish to mentor a new teacher should submit a mentor application. These can be picked up in the LUT office or from a building rep. The application includes a basic information form, a statement as to why he/she is interested in mentoring and two references from LUT colleagues. The application should be submitted by May 1st for the following school year.

All applications will be reviewed by the mentor panel, with a majority of its members chosen by the LUT. An interview may be requested. Teachers who have been selected to be members of the mentor pool will be notified in August.

Teachers from the mentor pool will be matched by the coordinator with new teachers who are eligible for mentoring. It is a NYS requirement that whenever possible mentors have the same certification as the new teacher they mentor. Other considerations, such as grade level and building placement, will also be important selection criteria.

Teachers who have been selected for the mentor pool who have not been matched with a new teacher will remain in the pool for three years. After that time, they will have to re-apply to be mentors.

### **Role of the Principal:**

The relationship with the school administrator is a key relationship in the newcomer's professional life. The initial relationship of a beginning teacher with his or her principal greatly impacts the decision to remain in teaching. In teacher mentoring programs, building principals participate in intern selection, support mentoring as integral to the school's professional development plan, and assist with scheduling for mentor program activities.

### **Mentor Pool:**

The mentor pool is made up of those teachers chosen by the mentor panel and who have, by virtue of their qualifications, performance and interest, been designated as eligible for appointment as a mentor teacher. Appointments to the mentor pool indicate that a teacher

is qualified to serve as a mentor and is willing to do so if the coordinator determines there is an appropriate match with a new teacher.

**Mentor Panel:**

The mentor panel will act as a steering committee for the implementation of the Mentor Plan. A majority of panel members will be appointed by the LUT on an annual basis. Other members may be appointed by the Levittown School District. Members can be mentors while serving. Panel members are paid at the hourly rate according to the LUT contract.

**Length of Service:**

The mentor/intern relation will be for one school year.

**New Teachers Receiving Mentors:**

Holders of the Initial and Conditional Initial certificate must receive mentoring in their first year of teaching or school leadership in a public school district. Certificate holders who have had at least two years of teaching prior to receiving the Initial certificate are exempt from this requirement.

**Mentor Preparation and Development:**

Training for mentors will be required. The required training will consist of the NYSUT training class offered at the Levittown Teachers Center. Once the mentor has been assigned to an intern, the Levittown School District will pay the cost of the NYSUT class. However, if the mentor wishes to obtain one in-service credit; the mentor is responsible for \$40.00 of the total cost.

**Compensation:**

Compensation for mentors will be based on 30 hours for the school year, according to the LUT contract for a total of \$1,500 per mentor. The coordinator of the Mentor Intern program will receive compensation on a sliding scale as follows:

1 – 13	\$2,000
14 – 25	\$3,000
25+	\$4,000

**Mentor/Intern Adjustments:**

Occasionally, despite the best efforts of everyone involved, the mentor/intern relationship may not meet the needs of the new teacher. Either the mentor or the new teacher may speak to the coordinator. The coordinator will meet with the mentor and/or intern to try to resolve the issue. If no satisfactory resolution can be found, a new mentor will be assigned to the new teacher. In cases of adjustment, the mentor stipend will be prorated.

The mentor and new teacher will complete *Reflection Sheets* by December 15th and evaluations by June 1st. These will be used to assess the effectiveness of the program. Mentors and new teachers will also be asked to give input on how the program could be improved, what parts of the program are helpful and which parts are not helpful.

Improvements may be identified in the Mentor/Intern Plan each year as indicated by the evaluative feedback from current teachers, former new teachers, mentors, and members of Levittown's Mentor/Intern Program support teams.

## Levittown Public Schools

# PROFESSIONAL DEVELOPMENT PLAN

## Appendix C: District Consultants



<i>Approved District Consultants</i>		
<i>Consultant Name</i>	<i>Grades/Subjects</i>	<i>School Year</i>
Diane Ripple (CMDI)	All Grades/ Special Education	2016-2018
Flip Flippen/Flippen Group	All Grades	2016-2018
Project Lead the Way	Grades 6-12	2016-2018
College Board	Advanced Placement Courses	2016-2018
HMH	Journeys Training (K-5)	2016-2018
Pearson	EnVision Training (K-6)	2016-2018
Bill Bouchard	All Grades/StaffTrac	2016-2018
Shirley Hall	All Grades/Danielson Group	2016-2018
Joan Soldano	All Grades/ STEAM	2016-2018
Judy Dodge	<i>All Grades</i>	<i>2016-2018</i>
<i>Gilder Lehrman Institute</i>	<i>All Grades</i>	<i>2016-2018</i>
<i>Diana Kolhoff</i>	<i>Math</i>	<i>2016-2018</i>
<i>Lindsey Rathgaber</i>	<i>Elementary</i>	<i>2016-2018</i>



# Levittown Public Schools

# CONTRACT REQUEST FORM

Only the Board of Education is authorized to enter into contracts for the District. Please use this form when you need to get a vendor approved to perform services for the District. Please leave enough lead time in the process. The contract must go to the Board of Education prior to the services being performed. Additionally, a Purchase Order must be completed in Finance Manager (which can be done prior to contract approval). Once the Board of Education approves the contract, please include the date approved in the body of your Purchase Order (it streamlines the PO approval process and the audit of District payments). Thank You.

Vendor Name: Mineola School District

Date(s) of Service: 7/1/16-6/30/17

Description of Services: Health Services for students attending St. Aidan School

Rate for Services: \$770.00    Number of Students: 2

Annual Estimate Cost at time of approval: \$1,540.00

Prior Year Rate for Services: \$1,560.00

Administrator Requesting: William Pastore

Is the contract signed by the other party:

<u>X</u>	_____
Yes	No

Is the contract dated by the other party:

<u>X</u>	_____
Yes	No

Are there any attachments? X             
Yes No

Budget Code (on purchase order): A28154140

Purchase order: 162515

Routing:

1. Attorney review: YES

2. Department Administrator William J. Karon

### 3. Business Office Review

4. Board of Education Meeting date April 19, 2017

**Return to:** Barbara Keegan

**MINEOLA UNION FREE SCHOOL DISTRICT  
MINEOLA, NEW YORK**

**HEALTH AND WELFARE SERVICES  
CONTRACT**

This Agreement is entered into this **6st day of April 2017**, by and between the Board of Education of the Mineola Union Free School District ("MINEOLA") located at 121 Jackson Avenue, Mineola, New York 11501 and Levittown UFSD having its principal place of business at 150 Abbey Lane, Levittown, NY 11756.

WHEREAS, Levittown UFSD is authorized, pursuant to Section 912 of the Education Law, to enter into a contract with MINEOLA UFSD for the purpose of having MINEOLA provide health and welfare services to children residing in Levittown UFSD and attending non-public schools in MINEOLA,

WHEREAS certain students who are residents of Levittown UFSD are attending non-public schools in MINEOLA,

WHEREAS MINEOLA has received requests from said non-public schools for the provision of health and welfare services to the aforementioned students,

NOW, THEREFORE, in consideration of the mutual promises and covenants contained in this Agreement, the parties hereby mutually agree as follows:

1. The term of this Agreement shall be from **July 1, 2016** through **June 30, 2017**.
2. MINEOLA warrants that the health and welfare services will be provided by licensed health care providers, and that such services shall be performed by health care providers that are licensed under the laws of the State of New York, including the New York Department of Health and the State Education Department licensing requirements, as applicable.
3. MINEOLA further represents that such services will be in accordance with all applicable provisions of Federal, State, and local laws, rules and regulations, including Section 912 of the Education Law and, where applicable, the student's IEP.
4. MINEOLA shall certify that all service providers possess documentation evidencing such license requirements according to Federal, State, and local laws, rules and regulations.
5. MINEOLA shall provide services which shall be consistent with the services available to students attending public schools within the MINEOLA school district with the



understanding and agreement that any services provided pursuant to this agreement shall not include any teaching services.

6. Such services shall include:
  - a. All services performed by a physician, physician assistant, dentist, dental hygienist, registered professional nurse, nurse practitioner or school speech therapist,
  - b. Dental prophylaxis,
  - c. Vision and hearing screening examinations,
  - d. Taking medical histories,
  - e. Administering health screening tests,
  - f. Maintenance of cumulative health records, and
  - g. Administration of emergency care programs for ill or injured students
7. In exchange for the provision of health and welfare services pursuant to this Agreement, Levittown UFSD agrees to pay MINEOLA the sum of **\$770.00** per eligible pupil for the **2016-2017** schoolyear.
8. Levittown UFSD shall pay MINEOLA within 30 days of receipt of a detailed invoice from MINEOLA. Said invoice shall specify the services provided, dates that the invoice covers, and the total amount for the period specified.
9. If, during the term of this Agreement, a student becomes eligible to receive the services contained within this Agreement, MINEOLA shall undertake to provide services pursuant to this Agreement, and the amount of compensation owed by Levittown UFSD 13 shall be prorated accordingly to accurately reflect the period of time services were provided.
10. If, during the term of this Agreement, a student ceases to become eligible to receive services pursuant to this Agreement, MINEOLA shall no longer be responsible for providing services to that student and the amount of compensation owed by Levittown UFSD shall be prorated accordingly to accurately reflect the period of time services were provided for the student.
11. MINEOLA shall furnish supplies or equipment as necessary to provide the services pursuant to this Agreement to the extent that such items are not available or provided for in the non-public school.
12. Both parties agree to provide the State access to all relevant records which the State requires to determine either party's compliance with the applicable Federal, State, or local laws, rules and regulations with respect to the provision of services pursuant to this Agreement.
13. Both parties understand that they may come into contact or receive protected health information as defined by the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and agree to comply with such regulations as are applicable.
14. Parties, their employees, and/or agents agree that all information obtained in connection with the services performed pursuant to this Agreement is deemed confidential information. Both parties, their employees and/or agents shall not use, publish, discuss, disclose or communicate the contents of such information, directly or indirectly with third parties, except as provided for in this Agreement. Both parties further agree that any information received by either party's employees and/or agents in connection with



this Agreement which concerns the personal, financial, or other affairs to the parties, their employees, agents, and/or students will be treated as confidential and will not be revealed to any other persons, firms, organizations, or third parties. In addition, both parties agree that information concerning any student covered by the terms of this Agreement shall not be released except as provided for by applicable law, rule, or regulation, including but not limited to the Family Educational Rights and Privacy Act (FERPA).

15. Services provided pursuant to this Agreement shall be provided without regard to race, creed, color, sex, sexual orientation, national origin, religion, age, disability, or sponsorship.
16. All notices which are required or permitted under this Agreement shall be in writing, and shall be deemed to have been given if delivered personally or sent by registered or certified mail, addressed as follows:

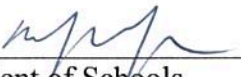
SENDER: Superintendent of Schools  
Levittown Union Free School District  
150 Abbey Lane  
Levittown, NY 11756

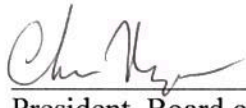
PROVIDER: Superintendent of Schools  
Mineola Union Free School District  
121 Jackson Avenue  
Mineola, NY 11501


17. It is expressly understood that this Agreement shall not be assigned or transferred without prior written consent of the other party.
18. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce every provision of this Agreement.
19. Should any provision of this Agreement, for any reason, be declared invalid and/or unenforceable, such decision shall not affect the validity of the remaining provisions of this Agreement. Such remaining provisions shall remain in full force and effect as if this Agreement had been executed with the invalid provisions(s) eliminated.
20. This Agreement and the rights and obligations of the parties hereunder shall be construed in accordance with, and governed by, the laws and regulations of the State of New York and applicable Federal laws and regulations.
21. This Agreement is the complete and exclusive statement of the Agreement between the parties and supersedes all prior or contemporaneous, oral or written proposals, understanding, representations, conditions or covenants between the parties relating to the subject matter of the Agreement.

22. This Agreement may not be changed orally, but only by an Agreement, in writing, signed by authorized representative of both parties.
23. It is mutually agreed that this contract shall not become valid and binding upon either party until the contract is approved by the Superintendent of Schools for Levittown UFSD.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year set forth above.

  
 Superintendent of Schools  
 Mineola Union Free School District

  
 President, Board of Education  
 Mineola Union Free School District

  
 Date

\_\_\_\_\_  
 Superintendent of Schools  
 Levittown Union Free School District

\_\_\_\_\_  
 President, Board of Education  
 Levittown Union Free School District

\_\_\_\_\_  
 Date

MINEOLA UNION FREE SCHOOL DISTRICT  
 BUSINESS OFFICE  
 121 JACKSON AVENUE  
 MINEOLA, NY 11501  
 516-237-2050

2016-17

PUPIL PERSONNEL	53,389
fringe benefits	21,356
CLERICAL	12,175
fringe benefits	4,870
NURSES	502,669 8 FTE
fringe benefits	201,068
SPEECH	1,121,448 10 FTE
fringe benefits	448,579
DOCTORS	29,000
SUPPLIES/EQUIP	12,000
 TOTAL EXPENSES	 2,406,553
 ENROLLMENT	
Solomon Schechter	228
St. Aidan's	141
Mineola UFSD	<u>2,755</u>
TOTAL ENROLLMENT	3,124
 COST PER PUPIL	 \$ 770

## LEVITTOWN PUBLIC SCHOOLS OBSOLETE BOOK EXCESS FORM

School/Program: Salk Middle School Library

Approved by Mr. J. Zampaglione  
Print Name

Signature \_\_\_\_\_

Requested by: Kirsten Anderson, Librarian

Date Submitted: 5-Apr-17

[illegible]**Reasons for Excess:**

Outdated Material

## Pages Ripped Beyond Repair

## Broken Binding

Total Number: 238

Date of Disposal:



00:09 PM

4/5/2017

### Items Currently Marked For Deletion

Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
Free Stuff for Kids 2002.		Meadowbrook Pr	2001	XK290010219	Outdated Material
Free stuff for kids on the Net /	Trumbauer, Lisa.	Millbrook,	1999.	XK290009012	Outdated Material
Super sports for kids on the Net /	Trumbauer, Lisa.	Millbrook,	1999.	XK290009017	Outdated Material
When do fish sleep? :	Feldman, David,	Perennial Currents,	2005.	XK290075002	Pages Ripped Beyond Repair
How to read faces.	Tao, Li.	Crescent Books :	1989.	XK290000040	Broken Binding
Ghostly American places :	Myers, Arthur.	Wings Books ;	1995, c1991	XK290000047	Broken Binding
The power of birthdays, stars & numbers :	Crawford, Saffi.	Ballantine,	1998.	XK290007152	Pages Ripped Beyond Repair
Get a cosmic clue :	Stacy, Lori.	Scholastic,	c2001.	XK290016680	Broken Binding
Wild children :	Landau, Elaine.	Franklin Watts,	c1998.	XK290010565	Broken Binding
How animals learn	Freedman, Russell.	Holiday House	[1969].	XK290000078	Broken Binding
The 7 habits of highly effective teens :	Covey, Sean.	Simon & Schuster,	c1998.	XK290010077	Broken Binding
Bullies to buddies :	Kalman, Izzy.	Wisdom Pages,	c2005.	XK290040703	Pages Ripped Beyond Repair
Highs! :	Packer, Alex J.,	Free Spirit Pub.,	c2000.	XK290010123	Pages Ripped Beyond Repair
The rainbow book of Bible stories.	Gwynne, John Harold,	World Pub. Co.,	1956.	XK290000095	Outdated Material
The old Testament story: Adam to Jonah.	Fessenden, Katharine.	H. Z. Walck,	1960.	XK290000100	Outdated Material
The first Christmas;	Neustadt, Barbara,	Crowell	[1960].	XK290000103	Outdated Material
The Screwtape letters /	Lewis, C. S.	American Reprint Co.,	[1982]	XK290080022	Outdated Material
Great religions of the world.		National Geographic Society,	1971.	XK290000119	Outdated Material
New LaRousse Encyclopedia of Mythology /		Paul Hamlyn,	c1968.	XK290005821	Outdated Material
Communication /	Gardner, Robert.	Twenty-First Century Books,	1994.	XK290000212	Outdated Material
What you should know about the U.S. Constitu	Hayman, LeRoy.	Four Winds Press	[c1966].	XK290000338	Outdated Material
Free speech, free press, and the law /	Lieberman, Jethro Koller.	Lothrop, Lee & Shepard,	c1980.	XK290000344	Outdated Material
The law and economics :	Walz, Michael K.	Lerner Publications,	c1990.	XK290000360	Outdated Material
The law and economics :	Walz, Michael K.	Lerner Publications,	c1990.	XK290000361	Outdated Material

Page: 1

- 1.Outdated Material
- 2.Pages Ripped Beyond Repair
- 3.Broken Binding

Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
Weight :	Landau, Elaine.	Lodestar Books,	c1991.	XK290000439	Outdated Material
Weight :	Landau, Elaine.	Lodestar Books,	c1991.	XK290000440	Outdated Material
Know about smoking /	Hyde, Margaret O.	Walker,	c1995.	XK290000447	Pages Ripped Beyond Repair
Know about smoking /	Hyde, Margaret O.	Walker,	c1995.	XK290000448	Pages Ripped Beyond Repair
Focus on steroids /	Talmadge, Katherine S.	Twenty-first Century Books,	c1991.	XK290000462	Outdated Material
Taking care of your hamster /	Pope, Joyce.	F. Watts,	c1986.	XK290001765	Pages Ripped Beyond Repair
A step by step book about rabbits.	Barrie, Anmarie.	T.F.H. Publications, Inc.,	c1987.	XK290001776	Pages Ripped Beyond Repair
Smart spending :	Schmitt, Lois.	Scribner,	c1989.	XK290001781	Outdated Material
Smart spending :	Schmitt, Lois.	Scribner,	c1989.	XK290001782	Outdated Material
The art of wrapping gifts /	Lowrie, Drucella.	Gramercy Publishing Compan		XK290002045	Outdated Material
The amateur magicians handbook /	Hay, Henry.	Castle Books,	1982.	XK290002298	Outdated Material
Record breakers of pro sports /	Aaseng, Nathan.	Lerner Publications Co.,	c1987.	XK290002314	Outdated Material
The new America's wonderlands :		National Geographic Society,	[1975].	XK290003087	Pages Ripped Beyond Repair
A visit to Washington, D.C. /	Krementz, Jill.	Scholastic,	c1987.	XK290003101	Outdated Material
The story of the Thirteen Colonies.	Alderman, Clifford Lindse	Random House	[1966].	XK290004150	Outdated Material
Colonial living /	Tunis, Edwin,	Crowell,	c1957.	XK290004172	Outdated Material
Where Are the Children :	Clark, Mary Higgins.			XK290007343	Outdated Material
Where Are the Children :	Clark, Mary Higgins.			XK290008109	Outdated Material
Where Are the Children :	Clark, Mary Higgins.			XK290008108	Outdated Material
Where Are the Children :	Clark, Mary Higgins.			XK290006787	Outdated Material
Where Are the Children :	Clark, Mary Higgins.			XK290008190	Outdated Material
Where Are the Children :	Clark, Mary Higgins.			XK290008107	Outdated Material
What kind of love? /	Cole, Sheila.	Lothrop, Lee and Shepard Boc	1995.	XK290004515	Outdated Material
What kind of love? /	Cole, Sheila.	Lothrop, Lee and Shepard Boc	1995.	XK290004516	Outdated Material
What kind of love? /	Cole, Sheila.	Lothrop, Lee and Shepard Boc	1995.	XK290004517	Outdated Material
What kind of love? /	Cole, Sheila.	Lothrop, Lee and Shepard Boc	1995.	XK290008103	Outdated Material
What kind of love? /	Cole, Sheila.	Lothrop, Lee and Shepard Boc	1995.	XK290008104	Outdated Material



Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
What kind of love? /	Cole, Sheila.	Lothrop, Lee and Shepard Boc	1995.	XK29001195	Outdated Material
What kind of love? /	Cole, Sheila.	Lothrop, Lee and Shepard Boc	1995.	XK290010163	Outdated Material
What kind of love? :	Cole, Sheila.	Avon,	1996, c199.	XK290008185	Outdated Material
My teacher is an alien.	Coville, Bruce.	Pocket Books,	c1989.	XK290010165	Pages Ripped Beyond Repair
The eye of minds /	Dashner, James,	Delacorte Press,	c2013.	XK290075711	Broken Binding
Running wild /	Dygard, Thomas J.	Morrow,	1996.	XK290009529	Broken Binding
Born too short :	Elish, Dan.	Atheneum Books for Young R	2002.	XK290010707	Broken Binding
Born too short :	Elish, Dan.	Atheneum Books for Young R	2002.	XK290017172	Broken Binding
Carlos is gonna get it /	Emerson, Kevin.	Arthur A. Levine Books,	2008.	XK290016823	Broken Binding
My life in pink & green /	Greenwald, Lisa.	Amulet Books,	c2009.	XK290016922	Broken Binding
Wordchanger /	Haynes, Mary.	Lothrop, Lee & Shepard Book	c1983.	XK290006825	Broken Binding
Dragon Ball.	Jones, Gerard,	VIZ Media,	[2010]	XK290083326	Pages Ripped Beyond Repair
The woman in the wall /	Kindl, Patrice.	Houghton Mifflin,	1997.	XK290040381	Pages Ripped Beyond Repair
Blood and chocolate /	Klaue, Annette Curtis.	Delacorte Press,	c1997.	XK290004677	Outdated Material
Blood and chocolate /	Klaue, Annette Curtis.	Delacorte Press,	c1997.	XK290007128	Outdated Material
Blood and chocolate /	Klaue, Annette Curtis.	Delacorte Press,	c1997.	XK29001198	Outdated Material
Blood and chocolate /	Klaue, Annette Curtis.	Delacorte Press,	c1997.	XK29001199	Outdated Material
Blood and chocolate /	Klaue, Annette Curtis.	Delacorte Press,	c1997.	XK29001200	Outdated Material
Blood and chocolate /	Klaue, Annette Curtis.	Delacorte Press,	c1997.	XK29001201	Outdated Material
The silver kiss /	Klaue, Annette Curtis.	Delacorte Press,	1990.	XK290004680	Outdated Material
The silver kiss /	Klaue, Annette Curtis.	Delacorte Press,	1990.	XK290004682	Outdated Material
The silver kiss /	Klaue, Annette Curtis.	Delacorte Press,	1990.	XK290004683	Outdated Material
The silver kiss /	Klaue, Annette Curtis.	Delacorte Press,	1990.	XK290008084	Outdated Material
Garfield, the me book :	Kraft, Jim,	Ballantine Books,	c1990.	XK290004690	Pages Ripped Beyond Repair
Luna Bay :	Lantz, Francess,	Scholastic,	2003.	XK290016126	Pages Ripped Beyond Repair
Skulduggery Pleasant :	Landy, Derek.	HarperCollins,	c2008.	XK290080552	Broken Binding
Invisible I /	Kantor, Melissa.	Harper Teen,	2009.	XK290016881	Broken Binding

Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	1981.	XK290008171	Outdated Material
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK290008259	Outdated Material
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK290040129	Outdated Material
Earthshine :	Nelson, Theresa.	Orchard Books,	c1994.	XK290004751	Outdated Material
Earthshine :	Nelson, Theresa.	Orchard Books,	c1994.	XK290004752	Outdated Material
Earthshine :	Nelson, Theresa.	Orchard Books,	c1994.	XK290004753	Outdated Material
Earthshine :	Nelson, Theresa.	Orchard Books,	c1994.	XK290008019	Outdated Material
Earthshine :	Nelson, Theresa.	Orchard Books,	c1994.	XK290008020	Outdated Material
Are you in the house alone? /	Peck, Richard.	Archway Books,	c1976.	XK290006858	Pages Ripped Beyond Repair
Are you in the house alone? /	Peck, Richard.	Archway Books,	c1976.	XK290006859	Pages Ripped Beyond Repair
Are you in the house alone? /	Peck, Richard.	Archway Books,	c1976.	XK290008003	Broken Binding
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c1976	XK290040011	Outdated Material
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c1976	XK290040012	Broken Binding
Bury me deep /	Pike, Christopher.	Pocket Books,	c1991.	XK290006860	Broken Binding
Luna Bay :	Lantz, Frances,	Scholastic,	2003.	XK290016127	Pages Ripped Beyond Repair
Swipe /	Angler, Evan.	Thomas Nelson,	c2011.	XK290082595	Broken Binding
The planet of Junior Brown.	Hamilton, Virginia.	Macmillan	[1971].	XK290005004	Broken Binding
The war of the worlds /	Wells, H. G.	Signet/New American Library,	c1986.	XK290005059	Pages Ripped Beyond Repair
Ghost whisperer.	Kesel, Barbara.	IDW,	2009.	XK290075372	Broken Binding
Where are the Children? :	Clark, Mary Higgins,			XK29001191	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK290007285	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK290007288	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK290007287	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK290007466	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK290007289	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK290007291	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK290016736	Outdated Material



Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
Where are the Children? :	Clark, Mary Higgins,			XK290007284	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK29001334	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK29001336	Outdated Material
Where are the Children? :	Clark, Mary Higgins,			XK29001338	Outdated Material
Catching fire /	Collins, Suzanne.	Scholastic Press,	2009.	XK290075482	Broken Binding
What kind of love? :	Cole, Sheila.	Avon,	1996, c199.	XK29001193	Outdated Material
What kind of love? :	Cole, Sheila.	Avon,	1996, c199.	XK29001194	Outdated Material
What kind of love? :	Cole, Sheila.	Avon,	1996, c199.	XK29001196	Outdated Material
What kind of love? :	Cole, Sheila.	Avon,	1996, c199.	XK29001197	Outdated Material
What kind of love? :	Cole, Sheila.	Avon Flare,	1996, c199.	XK290010443	Outdated Material
What kind of love? :	Cole, Sheila.	Avon Flare,	1996, c199.	XK290010445	Outdated Material
What kind of love? :	Cole, Sheila.	Avon Flare,	1996, c199.	XK290010446	Outdated Material
What kind of love? :	Cole, Sheila.	Avon Flare,	1996, c199.	XK290010447	Outdated Material
What kind of love? :	Cole, Sheila.	Avon Flare,	1996, c199.	XK290010449	Outdated Material
What kind of love? :	Cole, Sheila.	Avon Flare,	1996, c199.	XK290010450	Outdated Material
Fatality :	Cooney, Caroline B.	Scholastic Inc,	2001.	XK290007402	Broken Binding
The face on the milk carton /	Cooney, Caroline B.	Bantam Doubleday Books for	[1994], c19	XK29001213	Pages Ripped Beyond Repair
Aliens ate my homework /	Coville, Bruce.	Pocket Books,	c1993.	XK290010846	Pages Ripped Beyond Repair
My teacher is an alien.	Coville, Bruce.	Pocket Books,	c1989.	XK290007106	Pages Ripped Beyond Repair
Who killed my daughter? /	Duncan, Lois,	Dell Pub.,	[1994], c19	XK290040417	Pages Ripped Beyond Repair
Rat Boys :	Eberhardt, Thom.	Scholastic Inc,	2002.	XK290006255	Pages Ripped Beyond Repair
Lord of the Flies :	Golding, William,	Perigee,	1954.	XK290016146	Broken Binding
Friendship forever.	Haberman, Lia,	Scholastic, Inc,	1999.	XK290007312	Pages Ripped Beyond Repair
Dr. Franklin's Island :	Halam, Ann.			XK290016485	Pages Ripped Beyond Repair
Old school :	Kinney, Jeff,	Amulet Books,	2015.	XK290075991	Broken Binding
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001165	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007261	Outdated Material

Page: 5

- 1.Outdated Material
- 2.Pages Ripped Beyond Repair
- 3.Broken Binding

Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001160	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007257	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007256	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001164	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001157	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007251	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007254	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007255	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001166	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001158	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007250	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001159	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007259	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001163	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001162	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007253	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK29001161	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007249	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007252	Outdated Material
Blood and chocolate /	Klause, Annette Curtis.	Bantam Doubleday Dell Book	c1997.	XK290007260	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290005281	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290005282	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007565	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007943	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001104	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001105	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001106	Outdated Material

Page: 6

- 1.Outdated Material
- 2.Pages Ripped Beyond Repair
- 3.Broken Binding



Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001107	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001108	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001109	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001110	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001111	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001112	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK29001113	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007238	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007239	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007241	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007242	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007243	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007244	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007245	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290007246	Outdated Material
The silver kiss /	Klause, Annette Curtis.	Dell Pub.,	1992, c1991	XK290005280	Outdated Material
Date :	Le Ny, Jeanine.	Point,	c2008.	XK290016867	Pages Ripped Beyond Repair
Dream :	Le Ny, Jeanine.	Point,	2008.	XK290016861	Pages Ripped Beyond Repair
Dress :	Le Ny, Jeanine.	Point,	c2008.	XK290016864	Pages Ripped Beyond Repair
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290005309	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290005310	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007072	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007073	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007077	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007078	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007079	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007080	Outdated Material

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- 1.Outdated Material
- 2.Pages Ripped Beyond Repair
- 3.Broken Binding



Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007081	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007083	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007086	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290003882	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290000989	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290000817	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290001763	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290000767	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290001206	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290001733	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290007546	Outdated Material
One fat summer /	Lipsyte, Robert.	Bantam Books,	c1977, 197:	XK290004977	Outdated Material
One fat summer /	Lipsyte, Robert.	HarperKeypoint,	1991, c197	XK29001340	Outdated Material
One fat summer /	Lipsyte, Robert.	HarperKeypoint,	1991, c197	XK29001341	Outdated Material
One fat summer /	Lipsyte, Robert.	HarperKeypoint,	1991, c197	XK29001342	Outdated Material
One Fat Summer :	Lipsyte,			XK290016141	Outdated Material
One Fat Summer :	Lipsyte,			XK290016142	Outdated Material
One Fat Summer :	Lipsyte,			XK290016144	Outdated Material
One Fat Summer :	Lipsyte,			XK290016143	Outdated Material
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK29001343	Pages Ripped Beyond Repair
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK290007561	Pages Ripped Beyond Repair
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK290005206	Pages Ripped Beyond Repair
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK29001211	Broken Binding
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK290005341	Outdated Material
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK29001205	Pages Ripped Beyond Repair
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK29001210	Broken Binding
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK29001207	Broken Binding

Page: 8

- 1.Outdated Material
- 2.Pages Ripped Beyond Repair
- 3.Broken Binding

Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK29001212	Pages Ripped Beyond Repair
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK29001206	Broken Binding
Taking Terri Mueller /	Mazer, Norma Fox,	Avon Books,	c1981.	XK29001208	Broken Binding
Earthshine :	Nelson, Theresa,	Bantam Doubleday Dell Book	1996, c199.	XK290005369	Outdated Material
Earthshine :	Nelson, Theresa,	Bantam Doubleday Dell Book	1996, c199.	XK290005370	Outdated Material
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK290040387	Outdated Material
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK29001188	Pages Ripped Beyond Repair
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK290006901	Broken Binding
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK290006905	Outdated Material
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK29001186	Outdated Material
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK290006892	Broken Binding
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK29001189	Outdated Material
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK290006984	Broken Binding
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK290005413	Pages Ripped Beyond Repair
Are you in the house alone? /	Peck, Richard,	Puffin Books,	2000, c197.	XK29001190	Outdated Material
Big Nate from the top /	Peirce, Lincoln.	Andrews McMeel Pub.,	c2010.	XK290075358	Broken Binding
Chain letter /	Pike, Christopher,	Avon Flare,	c1986.	XK290040780	Broken Binding
Final Friends :	Pike, Christopher,	Archway,	1988.	XK290016386	Pages Ripped Beyond Repair
Final Friends :	Pike, Christopher,	Archway,	1989.	XK290016374	Pages Ripped Beyond Repair
The sea of monsters /	Riordan, Rick.	Miramax Books/Hyperion Pa	2007, c200.	XK290075633	Broken Binding
Divergent /	Roth, Veronica.	Katherine Tegen Books,	2012.	XK290075685	Broken Binding
Tunes for bears to dance to.	Cormier, Robert.	Lurel-leaf Books,	c1992.	XK290007103	Broken Binding
500 great books for teens /	Silvey, Anita.	Houghton Mifflin,	2006.	XK290040922	Outdated Material
A dictionary of non-Christian religions,	Parrinder, Edward Geoffre	Westminster Press	[1973, c197	XK290005820	Outdated Material
The book of festivals.	Spicer, Dorothy Gladys.	Gale Research Co.,	1969 [c193	XK290005867	Pages Ripped Beyond Repair

Total Number of Items Marked for Deletion: 238

Page: 9

- 1.Outdated Material
- 2.Pages Ripped Beyond Repair
- 3.Broken Binding

Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
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End Of Report

U:\\_Library\Reports\My Reports\Board Report Item-List(Deleted-All) .rpt

Attachment: Obsolete Books - Salk (2629 : Obsolete Books)

- 1.Outdated Material
- 2.Pages Ripped Beyond Repair
- 3.Broken Binding



School: **MacArthur  
High School Library**

## Levittown Public Schools Obsolete Book Excess Form

**Approved**

by: J. Sullivan

**Signature:**

Requested by: Tom D'Ambrosio

Date Submitted: 9/29/11

[illegible]

## Reasons for Excess:

Outdated Material

### Pages Ripped Beyond Repair

## Broken Binding

Total Number: 36 Books

08:37 AM

4/24/2017

### Items Currently Marked For Deletion

Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
Realm of numbers.	Asimov, Isaac,	Houghton Mifflin,	1959.	XK270002149	Pages Ripped Beyond Repair
More numbers:	Friend, J. Newton	Scribner	[1961].	XK270002196	Broken Binding
Realm of algebra.	Asimov, Isaac,	Houghton Mifflin,	1961.	XK270002200	Pages Ripped Beyond Repair
The foundations of Euclidean geometry.	Forder, H. G.	Dover Publications,	1958.	XK270002221	Broken Binding
A primer for star-gazers,	Neely, Henry M.	Harper & Row	[1970].	XK270002301	Broken Binding
Minerals :	Zim, Herbert Spencer,	Harcourt, Brace,	1943.	XK270002416	Pages Ripped Beyond Repair
Discover your high tech talents /	Gale, Barry.	Simon and Schuster,	c1984.	XK270002791	Outdated Material
Poetry for pleasure :		Doubleday,	1960.	XK270004131	Pages Ripped Beyond Repair
The anxious years:	Filler, Louis,	Putnam	[1963].	XK270004235	Pages Ripped Beyond Repair
Black voices;	Chapman, Abraham,	New American Library	[1968].	XK270004237	Pages Ripped Beyond Repair
Jack London's Tales of adventure /	London, Jack,	Doubleday,	1956.	XK270004246	Pages Ripped Beyond Repair
Complete poems of Robert Frost, 1949 :	Frost, Robert,	H. Holt,	[1949].	XK270012573	Broken Binding
New comedies for teen-agers :	Dias, Earl J.	Plays, Inc.,	[1967].	XK270004429	Pages Ripped Beyond Repair
Sunrise at Campobello;	Schary, Dore.	Random House	[1958].	XK270004448	Pages Ripped Beyond Repair
Six plays of Lillian Hellman /	Hellman, Lillian,	Modern Library,	c1960.	XK270004510	Pages Ripped Beyond Repair
Great American short novels,	Phillips, William,	Dial Press,	1946.	XK270004564	Pages Ripped Beyond Repair
Sinkings, salvages, and shipwrecks	Burgess, Robert Forrest.	American Heritage Press	[1970].	XK270005414	Pages Ripped Beyond Repair
Airman's odyssey /	Saint Exupery, Antoine de.	Harcourt, Brace and World,	c1942.	XK270005434	Broken Binding
Everyday life in ancient times /		National Geographic Soc.,	1958.	XK270005459	Broken Binding
The world of the past.	Hawkes, Jacquetta (Hopki	Knopf,	1963.	XK270005472	Broken Binding
The world of the past.	Hawkes, Jacquetta (Hopki	Knopf,	1963.	XK270005473	Broken Binding
The Oxford literary guide to the British Isles /	Eagle, Dorothy.	Clarendon;	1977.	XK270005507	Pages Ripped Beyond Repair
Death be not proud;	Gunther, John,	Harper,	1965, c194'	XK270006038	Pages Ripped Beyond Repair
Leonardo da Vinci,	Ripley, Elizabeth Blake.	H.Z. Walck, distributors	[c1952].	XK270006152	Broken Binding

Page: 1

- 1.Outdated Material
- 2.Pages Ripped Beyond Repair
- 3.Broken Binding



Title	Author	Publisher	Pub Date	Bar Code	Reason For Excess
Leonardo da Vinci,	Ripley, Elizabeth Blake.	H.Z. Walck, distributors	[c1952].	XK270006153	Pages Ripped Beyond Repair
Poe :	Bittner, William Robert.	Little, Brown,	[1962].	XK270006287	Pages Ripped Beyond Repair
Autobiography of Will Rogers /	Rogers, Will.	Houghton,	1949.	XK270006313	Broken Binding
The story of Eleanor Roosevelt.	Eaton, Jeanette.	Morrow,	1956.	XK270006316	Broken Binding
Down these mean streets /	Thomas, Piri.	Vintage,	1967.	XK270012333	Pages Ripped Beyond Repair
The autobiography of Mark Twain :	Twain, Mark,	Harper and Brothers,	1959.	XK270012681	Broken Binding
Booker T. Washington :	Du Bois, Shirley Graham,	Messner	[1955].	XK270006403	Pages Ripped Beyond Repair
Washington; :	Flexner, James Thomas.	Mentor (New American Librai	1974, c196'	XK270006405	Pages Ripped Beyond Repair
I told you so! :	Wood, James Playsted,	Pantheon Books,	1969.	XK270012499	Pages Ripped Beyond Repair
The secret of the Hittites :	Ceram, C. W.,	Knopf,	1956, c195.	XK270006569	Pages Ripped Beyond Repair
Necessary parties :	Dana, Barbara.	Harper & Row,	c1986.	XK270008187	Outdated Material
I am the only running footman /	Grimes, Martha.	Little, Brown,	c1986.	XK270008495	Outdated Material

Total Number of Items Marked for Deletion: 36

*End Of Report*

U:\\_Library\New Excess Report\Item-List(Deleted-All) Board Report2012.rpt

Date Submitted: 4/21/17

Date Submitted: 4/21/17  
Name: Michael Magni Head Custodian

Director \_\_\_\_\_ Signature \_\_\_\_\_

Rev. 8/12

**LEVITTOWN PUBLIC SCHOOLS**  
**OBSOLETE EQUIPMENT EXCESS FORM**

School/Program: Lee Rd

**Requested by:**




Name \_\_\_\_\_ Signature \_\_\_\_\_

Approved by: \_\_\_\_\_  
Principal Signature

**Approved by:**

Director	Signature
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[illegible]

**Attachment: Obsolete Equipment - Lee Road (2634 : Obsolete Equipment)**

# Board Meeting Dates

Board of Education - Levittown Union Free School District

	Tues	Wed	Thurs	2017-2018
<b>JULY</b>		5		Organization Meeting and Regular Meeting
		19		Planning Meeting and Special Meeting
<b>AUGUST</b>		23		Regular Meeting
<b>SEPTEMBER</b>		13		Regular Meeting
		27		Planning Session
<b>OCTOBER</b>		18		Regular Meeting
<b>NOVEMBER</b>		15		Regular Meeting
		29		Planning Session
<b>DECEMBER</b>		13		Regular Meeting
<b>JANUARY</b>		10		Regular Meeting
		24		Budget Planning Session #1
<b>FEBRUARY</b>		7		Regular Meeting
		28		Budget Planning Session #2
<b>MARCH</b>		7		Budget Planning Session #3
		14		Regular Meeting
		28		Budget Planning Session #4; and Special Meeting - Board Adopts Budget
<b>APRIL</b>	17			Regular Meeting, BOCES Vote
<b>MAY</b>		2		Public Budget Hearing; Regular Meeting
	15			BUDGET VOTE; Special Meeting to certify vote
<b>JUNE</b>		13		Regular Meeting

Approved: February 8, 2017 Revised: May 3, 2017 Reapproved:



[illegible]



[illegible]

2016 Appointments, Certified Personnel									
Board Meeting Date: May 3, 2017									
<b><u>REGULAR SUBSTITUTE TEACHERS:</u></b>									
	<b><u>Name</u></b>	<b><u>Tenure Area</u></b>	<b><u>Certification</u></b>	<b><u>Step</u></b>	<b><u>Level</u></b>	<b><u>Salary</u></b>	<b><u>Building</u></b>	<b><u>Dates</u></b>	
1.	Gabriella Burgos	Elementary	Initial	1	Bachelors	\$60,445	Abbey	5/26/17 - TBD	Kaufman
2.	Laura D'Aquila	Teaching Assistant	Initial	1	Level III	\$23,437	Northside	4/7/17	Ewald
						\$500			
						\$23,937			
3.	Nicole Larkin	Foreign Language	Initial	1	Masters	\$69,966	Northside	5/3/17	Chambers
<b><u>PER DIEM SUBSTITUTES:</u></b>									
4.	Christopher Miley	Initial	\$100/day						
In order to be eligible for tenure, an individual receiving a probationary appointment as a classroom teacher or building principal must receive annual composite or overall APPR ratings of "Highly Effective" or "Effective" in at least three of the four preceding years, and if the individual receives a rating of "Ineffective" in the final year of the probationary period, he or she will not be eligible for tenure at this time.									
									<b>1003</b>
DATE APPROVED: _____ DISTRICT CLERK: _____									

<b>2016 Appointments, Certified Personnel</b>									
<b>Board Meeting Date: May 3, 2017</b>									
5.	Mallory Oboikovitz	Home & Career	Initial	2	Bachelors	\$63,012	MacArthur H. S.	9/1/17 - *3/13/21	
		Skills							
	*Ms. Oboikovitz is being given Jarema credit for completing a LOA in the District.								
6.	Andrea Galeno	Music	Professional	10	MA + 30	\$100,207	Gardiners	9/1/17	
	Ms. Galeno is being recalled from the PEL list. She is being reinstated to a tenured position.								
7.	Kelly Maloney McGann	Physical Education	Permanent	7	MA + 30	\$90,707	Gardiners	9/1/17	
	Ms. Maloney McGann is being recalled from the PEL list. She is being reinstated to a tenured position.								
8.	Debra Ornstein	Math	Professional	9	MA + 60	\$102,136	.6 Salk/ .4 Wisdom	9/1/17	
	Ms. Ornstein is being recalled from the PEL list. She is being reinstated to a tenured position.								
9.	Janine Guarascio	Math	Permanent	9	MA + 30	\$97,278	Division	9/1/17	
	Ms. Guarascio is being recalled from the PEL list. She is being reinstated to a tenured position.								
	In order to be eligible for tenure, an individual receiving a probationary appointment as a classroom teacher or building principal must receive annual composite or overall APPR ratings of "Highly Effective" or "Effective" in at least three of the four preceding years, and if the individual receives a rating of "Ineffective" in the final year of the probationary period, he or she will not be eligible for tenure at this time.								
									<b>1003.1</b>
DATE APPROVED: _____ DISTRICT CLERK: _____									

[illegible]

[illegible]



2016 Appointments, Non-Instructional Personnel							
Board Meeting Date: May 3, 2017							
	NAME	AREA	STEP	SALARY	LOCATION	EFFECTIVE DATE	REPLACING
	<b><u>PART TIME APPTS.</u></b>						
1.	Barbara Fabig	Teacher Aide I	1	\$11.48	LAP Program	5/1/2017	
					A71401600		
2.	Jean Romain*	Bus Driver	3	\$17.15	Transportation	TBD	Serge Antoine
					A55101600		
3.	Melissa Cruz*	Teacher Aide II	1	\$12.35	LAP Program	TBD	
					A71401600		
<b>* Seasonal Workers Summer 2017 - Effective 6/1/17 - 9/30/17 A16201670</b>							
1.	Susan Abate	Summer Clerical		\$11.00	Bldgs. & Grounds		
2.	Tyler Adelle	Summer Cleaner		\$13.01	Bldgs. & Grounds		
3.	Hunter Breslin	Summer Cleaner		\$11.00	Bldgs. & Grounds		
4.	Bruce Brower	Summer Cleaner		\$13.20	Bldgs. & Grounds		
5.	Nicholas Brown	Summer Cleaner		\$11.00	Bldgs. & Grounds		
6.	Louis Caccamo	Summer Cleaner		\$13.01	Bldgs. & Grounds		
7.	Ryan Cangelosi	Summer Computer		\$11.00	Bldgs. & Grounds		
	*Pending Civil Service Approval						
							<b>1005</b>

DATE APPROVED: \_\_\_\_\_ DISTRICT CLERK: \_\_\_\_\_

Attachment: 1005 Appts May 3 (2643 : Schedules)

**2016 Appointments, Non-Instructional Personnel****Board Meeting Date: May 3, 2017**

	NAME	AREA	STEP	SALARY	LOCATION	EFFECTIVE DATE	REPLACING
8.	Christian Caputi	Summer Cleaner		\$13.01	Bldgs. & Grounds		
9.	Brandon Dagrosa	Summer Cleaner		\$11.00	Bldgs. & Grounds		
10.	Richard Diamond	Summer Cleaner		\$13.01	Bldgs. & Grounds		
11.	Spencer Duzant	Summer Cleaner		\$13.01	Bldgs. & Grounds		
12.	Stramatis Ertos	Summer Cleaner		\$11.00	Bldgs. & Grounds		
13.	Nicholas Gomes	Summer Cleaner		\$13.01	Bldgs. & Grounds		
14.	Jonathan Gomez	Summer Cleaner		\$13.12	Bldgs. & Grounds		
15.	Jason Gross	Summer Cleaner		\$11.00	Bldgs. & Grounds		
16.	Alessandro Guerrero	Summer Cleaner		\$11.00	Bldgs. & Grounds		
17.	Peter Hegel	Summer Cleaner		\$13.01	Bldgs. & Grounds		
18.	Jack Heimink	Summer Cleaner		\$11.00	Bldgs. & Grounds		
19.	Gregory Hoffmann	Summer Cleaner		\$11.00	Bldgs. & Grounds		
20.	Ryan Holt	Summer Cleaner		\$11.00	Bldgs. & Grounds		
							<b>1005.a</b>
DATE APPROVED: _____				DISTRICT CLERK: _____			

**2016 Appointments, Non-Instructional Personnel****Board Meeting Date: May 3, 2017**

	NAME	AREA	STEP	SALARY	LOCATION	EFFECTIVE DATE	REPLACING
21.	Lea Howlett	Summer Cleaner		\$11.00	Bldgs. & Grounds		
22.	Zachary Jennette	Summer Cleaner		\$13.27	Bldgs. & Grounds		
23.	Daniel Maguffin	Summer Cleaner		\$11.00	Bldgs. & Grounds		
24.	Thomas Maguffin	Summer Cleaner		\$11.00	Bldgs. & Grounds		
25.	Daniel Mazza	Summer Cleaner		\$11.00	Bldgs. & Grounds		
26.	Liam McAllister	Summer Cleaner		\$11.00	Bldgs. & Grounds		
27.	Michael McGarvey	Summer Cleaner		\$11.00	Bldgs. & Grounds		
28.	James Moffettone	Summer Cleaner		\$11.00	Bldgs. & Grounds		
29.	Nicole Morringiolo	Summer Clerical		\$11.00	Bldgs. & Grounds		
30.	Thomas Mugno	Summer Cleaner		\$11.00	Bldgs. & Grounds		
31.	Michael Murphy	Summer Cleaner		\$11.00	Bldgs. & Grounds		
32.	Christian Nally	Summer Cleaner		\$13.12	Bldgs. & Grounds		
33.	Richard Neumann	Summer Cleaner		\$11.00	Bldgs. & Grounds		
34.	Justin Norcini	Summer Cleaner		\$11.00	Bldgs. & Grounds		
							1005.b
DATE APPROVED:				DISTRICT CLERK:			

[illegible]



[illegible]

[illegible]

[illegible]

2017-2018

**Board Meeting Date: May 3, 2017**

[illegible]

Coaching Credentials  
Winter 2017-18

[illegible]



Peter J Groner  
 106 Hudson Avenue  
 Freeport, NY, 11520  
 E-Mail – [PJGRO@AOL.com](mailto:PJGRO@AOL.com)  
 Cell Phone - 917-626-6153

### **Position Objective**

I am seeking a coaching position which exploits my competitive swimming experience, prior coaching experience, and, 37 years of corporate management experience.

### **Education**

St. John's University – BA Degree Marketing/Management (1979)

### **Competitive Swimming Experience**

St. John's University (1976-1979)

Full athletic scholarship, captain senior year, multiple team records

Bayside High School (1973-1975)

PSAL Iron Horse Winner, captain senior year, multiple team records

AAU/CYO/YMCA (1967-1975)

Successfully competed at all levels

### **Coaching Experience**

St. Francis Prep High School Boys Swim Team (2004)

CHSAA Championship 4<sup>th</sup> Place

Our Lady of the Snow CYO Boys Swim Team (1994-2004)

Established program, annual enrollment 50 plus, Five Time CYO Diocesan Champions

### **Corporate Experience**

Dreyfus/Bank of New York/Mellon Bank/BNYMellon Bank (1980-2017)

Advanced from entry level position to Senior Vice President

Built and managed "Best-In-Class" Retail Direct Service Organization (over 100 employees)

Responsible for servicing \$14B in assets / 266K accounts

Managed \$15M expense budget

### **Related Activities**

Jones Beach State Park Lifeguard (1975-2016) -CPR/AED Certified

US Masters Swimming (2007-2017)) – Excel team member

### **References**

Irene Pappas – BNYMellon President Dreyfus Retail Services – 516-338-3311

Charles Zehil – Bayside High School Swim Coach – 631-921-5423

Lisa Baumann – Excel Swimming President and Head Coach – 516-294-7946

**LEVITTOWN UNION FREE SCHOOL DISTRICT**

*"Success for Every Student"*

**FORM TO REQUEST BOARD OF EDUCATION ACCEPTANCE OF GIFT OR DONATION**

Donor: Charles McTiernan 516-567-9931  
 Name 578 Sand Hill Rd  
 Address Wantagh NY 11793

\* \* \* \* \*

Listing of item(s) to be donated. Yamaha Piano. (blonde oak)

Proposed Date for Delivery at School: As soon As Possible

Are there any installation costs? ☐ Yes ☒ No

(If "Yes", please attach statement from Assistant Superintendent for Business.)

Is there any expenditure for maintenance contemplated? ☐ Yes ☒ No

If "Yes", estimated annual cost: \$ \_\_\_\_\_

Where will donated item be used? MUSIC classes for any age

What grade level(s) will use item(s) to be donated? any grade level

\* For Gardiners Ave School

Signature of Principal/Director

Dated: \_\_\_\_\_

*Those considering making gifts to the school district should note that the district does not place a monetary value on donated items. Donors should also note that, while the district will attempt to comply with any stated preferences of the donor(s) relative to the use of the item(s) by a particular program/grade/school, etc., it must, nevertheless, reserve the right to reassign and/or reallocate such gifts as it deems appropriate so as to best serve the interests of the District.*

This form is to be filed with the Superintendent of Schools by the first of the month at which time the Board of Education, at the next regular meeting, will act upon the donation. No item may be accepted as a donation or gift, nor may any item be installed on school premises, prior to the Board of Education accepting the gift or donation.

(Revised 7/22/98c)

Attachment: Donation - Gardiners Avenue (2630 : Gifts to Schools)