

# AGENDA

## BOARD OF EDUCATION • LEVITTOWN, NEW YORK

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

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SPECIAL MEETING

LEVITTOWN MEMORIAL EDUCATION CENTER  
Wednesday, March 20, 2024

Immediately following the Budget Planning Session

**Success for Every Student**

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### CALL TO ORDER

#### I. PUBLIC BE HEARD - AGENDA ITEMS ONLY

#### II. CONSENT AGENDA

1. Valedictorian - Division Avenue High School Inclusive  
Recommended Motion: "WHEREAS, Syeda Nowroz has earned the distinction of being selected as Valedictorian for the 2024 graduating class of Division Avenue High School; and

WHEREAS, this achievement is reflective of high academic standards which the Levittown Board of Education has set for the public schools,

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, commend Syeda Nowroz for the selection as Valedictorian of the 2024 graduating class of Division Avenue High School."

2. Valedictorian MacArthur High School Inclusive  
Recommended Motion: "WHEREAS, Zarif Jamal has earned the distinction of being selected as Valedictorian for the 2024 graduating class of MacArthur High School; and

WHEREAS, this achievement is reflective of high academic standards which the Levittown Board of Education has set for the public schools,

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, commend Zarif Jamal for the selection as Valedictorian of the 2024 graduating class of MacArthur High School."

3. Salutatorian Division Avenue High School

Inclusive

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Recommended Motion: "WHEREAS, Ceyda Nazil has earned the distinction of being selected as Salutatorian for the 2024 graduating class of Division Avenue High School; and

WHEREAS, this achievement is reflective of high academic standards which the Levittown Board of Education has set for the public schools,

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, commend Ceyda Nazli for the selection as Salutatorian of the 2024 graduating class of Division Avenue High School."

#### 4. Salutatorian MacArthur High School

Recommended Motion: "WHEREAS, Benjamin Campbell has earned the distinction of being selected as Salutatorian for the 2024 graduating class of MacArthur High School; and

WHEREAS, this achievement is reflective of high academic standards which the Levittown Board of Education has set for the public schools,

NOW, THEREFORE, BE IT RESOLVED, that the Levittown Board of Education does, hereby, commend Benjamin Campbell for the selection as Salutatorian of the 2024 graduating class of MacArthur High School."

#### 5. SEQRA Wisdom Capital Project

Inclusive

Recommended Motion: WHEREAS, the Board of Education of the Levittown Union Free School District (Board of Education) is considering the installation of exterior site and field lighting at the Wisdom Lane Middle School, which would include: (1) field lighting at the new track and field to be constructed on the west side of the school property; (2) lighting at the new tennis courts to be constructed north of the school building; and (3) lighting along the pedestrian walkway to/from the eastern parking lot and the new track and field; and

WHEREAS, pursuant to 6 NYCRR §617.5(a), "Actions or classes of actions identified in subdivision (c) of this section are not subject to review under this Part, except as otherwise provided in this section. These actions have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Conservation Law, article 8. The actions identified in subdivision (c) of this section apply to all agencies"; and

WHEREAS, pursuant to 6 NYCRR §§617.5(c)(9) and (10), the "*construction or expansion of a primary or accessory/appurtenant, nonresidential structure or facility involving less than 4,000 square feet of gross floor area and not involving a change in zoning or a use variance and consistent with local land use controls, but not radio communication or microwave transmission facilities;*" and/or "*routine activities of educational institutions, including expansion of existing facilities by less than 10,000 square feet of gross floor area and school closings, but not changes in use related to such closings*" are Type II actions; and

WHEREAS, case law (Groarke v. Board of Education, Rockville Centre Union Free School District, 63 A.D.3d 935 [2009] and Ketner, et al v. Board of Education, Westhampton Beach Union Free School District [2005]) has further affirmed that the installation of sports lighting at existing athletic fields on public school properties are appropriately classified as Type II actions;

THEREFORE, BE IT RESOLVED, that the Board of Education, after review of the proposed action and 6 NYCRR §617.5, hereby declares the Board of Education of the Levittown Union Free School District as lead agency and determines that the proposed projects are Type II Actions pursuant to 6 NYCRR §§617.5 (c)(9) and (10) of the implementing regulations of the State Environmental Quality Review Act and established case law, and will, therefore, by definition, have no significant adverse impact on the environment.

6. Annual Meeting Resolution

Inclusive

**RECOMMENDED MOTION:** “RESOLVED, that the annual School District election of Levittown Union Free School District, Town of Hempstead, Nassau County, shall be held in the various election districts of said school district on Tuesday, May 21, 2024, at 7:00 A.M., for the purposes set forth in the annexed notice of meeting, the form of which is hereby approved, and that the polls will be open between 7:00 A.M. and 8:00 P.M., in each election district; and it is further

RESOLVED, that the following notice be published once a week in four (4) of the seven (7) weeks preceding the date of the meeting in the Nassau Observer, Long Island Herald and Noticia newspapers having general circulation in the district; and it is further

RESOLVED, that Inspectors of Election be appointed in accordance with previous procedure.

**NOTICE OF ANNUAL MEETING, ELECTION AND PERSONAL REGISTRATION, LEVITTOWN UNION FREE SCHOOL DISTRICT, TOWN OF HEMPSTEAD, NASSAU COUNTY, NEW YORK.**

NOTICE IS HEREBY GIVEN, that the Annual Meeting of the School District, the vote on the School District budget and election of candidates for the School Board of Levittown Union Free School District, Town of Hempstead, Nassau County, New York, and the vote on the Public Library budget and election of a candidate for the Board of Trustees for the Levittown Public Library, will be held in the several election districts of the School District at the voting places designated below on Tuesday, May 21, 2024 between the hours of 7:00 AM and 8:00 PM, to vote by ballot on voting machines on the proposition or propositions set forth below, as well as any other propositions which may properly come before the electorate, and to elect members of the Board of Education and to elect a member of the Library Board of Trustees.

Shall the following resolutions be adopted:

**PROPOSITION NO. 1**

SCHOOL DISTRICT BUDGET

BE IT RESOLVED, that the School District budget for the fiscal year commencing July 1, 2024 and ending June 30, 2025, as presented to the Board of Education, in the amount of \$261,572,899 be approved and the necessary taxes be levied therefore on the taxable real property of the district.

## **PROPOSITION NO. 2**

### **LIBRARY BUDGET**

RESOLVED, that the Public Library Budget for the fiscal year 2024-2025 proposed by the Library Board of Trustees of the Levittown Public Library heretofore filed pursuant to law shall be approved and the necessary taxes be levied therefore on the taxable real property of the district.

NOTICE IS FURTHER GIVEN, that petitions nominating candidates for the office of member of the Board of Education and for the office of member of the Library Board of Trustees must be filed with the District Clerk between the hours of 8:00 AM and 1:00 PM but between the hours of 9:00 A.M. to 5:00 P.M. on April 22, 2024. Forms of the petitions may be obtained from the District Clerk.

The following vacancies are to be filled on the Board of Education: Two (2) members for the term of three (3) years, commencing July 1, 2024 and expiring June 30, 2027.

A separate petition is required to nominate a candidate for member of the Board of Education. The two candidates receiving the highest number of votes shall be elected. Each petition must be directed to the District Clerk, must be signed by at least twenty-five (25) qualified voters of the District, or 2% of the voters who voted in the 2023 election, whichever is greater, and shall state the residence of each person who signed, must state the name and residence of the candidate and the length of the term of office. This year all nominating petitions must include 37 signatures.

The following vacancies are to be filled on the Library Board of Trustees: One (1) member for the term of five (5) years, commencing July 1, 2024 and ending June 30, 2029.

A separate petition is required to nominate a candidate for member of the Library Board of Trustees. Each petition must be directed to the District Clerk, must be signed by at least twenty-five (25) qualified voters of the District, or 2% of the voters who voted in the 2023 election for members of the Library Board of Trustees, whichever is greater, and shall state the residence of each person who signed, must state the name and residence of the candidate and the length of the term of office. This year all nominating petitions must include 37 signatures.

NOTICE IS FURTHER GIVEN, that a statement of estimated expenses for the 2024-2025

school year will be presented at a Public Hearing on Wednesday, May 8, 2024, at 7:30 PM in the Board Meeting Room of the Levittown Memorial Education Center and copies of such statement, as well as the statement of the amount of money required for the 2024-2025 fiscal year of the Public Library, will be made available on the District's website and at each schoolhouse and library in the District during the hours of 9:00 AM and 4:00 PM on each day other than a Saturday, Sunday or holiday during the fourteen (14) calendar days immediately preceding the election together with the text of any resolution which will be presented to the voters.

NOTICE IS FURTHER GIVEN, that pursuant to Section 2014 of the Education Law, personal registration of voters is required and only those persons whose names appear on the register of the said school district, or who are registered pursuant to Article 5 of the Election Law, shall be entitled to vote at said meeting and election.

NOTICE IS FURTHER GIVEN, that all qualified voters who have previously registered for any annual or special meeting or election and have voted at any annual or special election held or conducted at any time within four (4) calendar years prior to this year are not required to register with the Board of Registration for this meeting.

All other persons who wish to vote must register. A voter may register at the office of the District Clerk of the Levittown UFSD between the hours of 8:00 AM. and 1:00 PM on school days provided that such registration is effected no later than May 16, 2024.

NOTICE IS FURTHER GIVEN, that said register will be filed in the office of the District Clerk and will be open for inspection by any qualified voter of the District on each of the five (5) days prior to the day of the election, except Sunday, between the hours of 9:00 AM and 1:00 PM, on Monday through Friday by appointment on Saturday ( May 18, 2024), in the office of the District Clerk and at each voting place on the day of the election.

NOTICE IS FURTHER GIVEN, that absentee ballots for those eligible pursuant to the provision of Section 2018a of the Education Law are available, and that applications for absentee ballots may be applied for at the office of the District Clerk. A list of all persons to whom absentee ballots have been issued will be available in the office of the Clerk on each of the five (5) calendar days prior to the day of election except Sunday, between the hours of 9:00 AM and 1:00 PM on Monday through Friday and by appointment on Saturday ( May 18, 2024), in the office of the District Clerk. Such application must be received by the District Clerk at least seven (7) calendar days before the election if the ballot is to be mailed to the voter or by the day before the election if the ballot is to be delivered personally to the voter. No absentee voter's ballot will be canvassed unless it has been received in the office of the District Clerk not later than 5:00 PM on the day of the election.

NOTICE IS FURTHER GIVEN, that pursuant to Section 2018-e of the Education Law,

applications for early mail ballots may be obtained at the Office of the District Clerk of the School District, during all days in which the School District is in session. Completed applications must be received by the District Clerk no earlier than April 22, 2024 and by May 14, 2024, if the early mail ballot is to be mailed to the voter. If the early mail ballot is to be delivered personally to the voter at the Office of the District Clerk the completed application must be received by the District Clerk no later than May 20, 2024. No early mail voter's ballot will be canvassed unless it has been received in the Office of the District Clerk of the School District no later than 5:00 p.m. on May 21, 2024. A list of all persons to whom early ballots have been issued will be available in the Office of the District Clerk's office during office hours on and after May 15, 2024 until May 20, 2024, except on Saturday May 18, 2024, by prearranged appointment. A challenge to an early voting ballot may not be made on the basis that the voter should have applied for an absentee ballot.

NOTICE IS FURTHER GIVEN, that during the voting hours on Tuesday, May 21, 2024, between the hours of 7:00 AM and 8:00 PM, in the various election districts, the Board of Registration will meet to receive registrations for subsequent elections. During the hours of 7:00 AM and 8:00 PM on voting days, the District Clerk shall be in her office at the Levittown Memorial Education Center.

NOTICE IS FURTHER GIVEN, that Section 495 of the Real Property Tax Law requires the District to attach to its proposed budget an Exemption Report. Said exemption report, which will also become part of the final budget, will show how the total assessed value of the final assessment roll used in the budgetary process is exempt from taxation, list every type of exemption granted by statutory authority, and show the cumulative impact of each type of exemption, the cumulative amount expected to be received as payments in lieu of taxes (PILOT) and the cumulative impact of all exemptions granted. In addition, said exemption report shall be posted on any bulletin board maintained by the District for public notices and on the District's website.

FURTHER NOTICE IS HEREBY GIVEN, that pursuant to Education Law §2018-d, Military Voters who are not currently registered may apply to register as a qualified voter of the District by submitting a Military Voter Registration Application to the District Clerk, no later than 5:00 p.m. on April 25, 2024. A copy of the Military Voter Registration Application is available both by contacting the District Clerk by email at [vesposito@levittownschoools.com](mailto:vesposito@levittownschoools.com) <<mailto:vesposito@levittownschoools.com>> and online at the District's website located at <<http://www.levittownschoools.com/>>. Military voters who are qualified voters of the District may submit an application for a military ballot. A Military Voter is entitled to designate a preference to receive a Military Voter Registration Application, Military Ballot Application or Military Ballot by mail, facsimile or electronic mail. Such designation will remain in effect until revoked or changed by the voter. If no preference is designated, the District will transmit the Military Voter Registration Application, Military Ballot Application or Military Ballot by mail. Military Voter Ballot Application forms must be received by the District Clerk no later than 5:00 p.m. on April 25, 2024. Military Ballots will not be canvassed unless they are received by the District Clerk on or before 5:00 p.m. on May 21, 2024.

**SCHOOL ELECTION DISTRICTS:**

The boundaries of the school election districts and the place of each election district for voting and registration shall be as follows:

**ELECTION DISTRICT #1 - GARDINERS AVENUE SCHOOL**

Beginning at Wantagh Parkway and Chase Lane; east on Chase Lane to Center Lane, thence south to Prairie Lane; thence east to Gardiners Avenue; thence south to Slate Lane; then east and north to Swan Lane; then east and north to Grey Lane; continuing east to Wantagh Avenue; thence south on Wantagh Avenue to Jerusalem Avenue; thence west to Oakfield Avenue; continuing north to Old Jerusalem Road; thence east on Old Jerusalem Road to Wantagh Parkway Line; north along Line to the point of beginning.

**ELECTION DISTRICT #2 - EAST BROADWAY SCHOOL**

Beginning at north side of Southern State Parkway and east side of Wantagh Avenue; north on Wantagh to Miller Place; thence east to Exit Lane; thence south to Elm Drive; thence west to Elbow Lane; thence southwest to End Lane; south to End Lane and Elm Drive East to Pope Street; thence east to District Line; thence south to Regent Lane; thence east to Red Maple Drive; thence northeast, and south to Regal Lane; east on Regal Lane and Cordwood Lane to Arlington Drive; thence southeast to Town Line; thence south to Southern State Parkway; west along Parkway to point of beginning. Beginning at south side of Southern State Parkway and west side of Town Line; south on Town Line to Jerusalem Avenue; thence west to Wantagh Avenue; thence north to Southern State Parkway; thence east to point of beginning.

**ELECTION DISTRICT #3 - LEVITTOWN MEMORIAL EDUCATION CENTER**

Beginning at east side of Wantagh Parkway and south side of Hempstead Turnpike; east on Hempstead Turnpike to Silver Lane; thence south to Forge Lane; thence east to Cotton Lane; thence southeasterly to Wantagh Avenue; then south to Grey Lane; thence west to Swan Lane; then southwesterly to Slate Lane; then south to Gardiners Avenue, thence north to Prairie Lane; thence west to Center Lane; thence north to Chase Lane; thence west to Wantagh Parkway Line; north along Line to point of beginning.

**ELECTION DISTRICT #4 - DIVISION AVENUE HIGH SCHOOL**

Beginning at north side of Hempstead Turnpike and west side of Jerusalem Avenue; west on Hempstead Turnpike to District Boundary Line at Wantagh State Parkway; thence northeast to northerly border of School District; east on Boundary Line (Flamingo Rd., Magpie Lane, Blacksmith Rd) to Jerusalem Avenue; thence south to point of beginning.

Dated: Levittown, New York

March 2024

BY ORDER OF THE BOARD OF EDUCATION

LEVITTOWN UNION FREE SCHOOL DISTRICT

TOWN OF HEMPSTEAD, NASSAU COUNTY, NEW YORK

7. Adoption of 2024-2025 Budget for May 21, 2024 Annual Vote Inclusive  
Recommend Motion: "WHEREAS, a proposed school district budget for the 2024- 2025 school year has been prepared by the Levittown Board of Education; and

WHEREAS, notice has been given of a public hearing which will be held on the proposed budget on May 8, 2024.

NOW THEREFORE, BE IT RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education hereby approves the estimated expenses of the Levittown School District, as set forth in the proposed budget in the amount of \$261,572,899 and provides that copies thereof shall be made available at each school building, district office, and public library; and

BE IT FURTHER RESOLVED, that a proposition for the approval thereof shall be presented to the school district voters on May 21, 2024, at the annual meeting of the school district."

8. Five-Year Capital Facilities Plan Inclusive  
Recommended Motion: "WHEREAS, the Levittown Board of Education has requested the District Architect, John Grillo, to develop a five-year capital facilities plan, including an executive summary, as required by law; and

Whereas that five-year capital facilities plan has been developed by the District Architect with the input of the superintendent of schools and the director of facilities;

Now, therefore, be it RESOLVED that the five year capital facilities plan dated March 20, 2024 is adopted by the Board of Education for use in capital projects planning."

9. Cullen and Danowski Engagement Enclosure  
Recommended Motion: "RESOLVED, that the Levittown Board of Education does, hereby, approve the attached engagement letter from Cullen and Danowski dated March 1, 2024 for Detailed Internal Control Testing;

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

10. Schedules Enclosure  
"RECOMMENDED MOTION: That the Levittown Board of Education does, hereby, approve



the following schedules:

1001 “Resignations/Terminations, Non-Instructional Personnel”

1002 “Appointments, Certified Personnel”

1003 “Consultants”

1004 “Appointments, Non-Instructional Personnel”

1005 “LOA, Certified Personnel:

1006 “LOA, Non-Instructional Personnel”

1007 “Coaching”

III. MOTION TO ADJOURN



March 1, 2024

Board of Education and Audit Committee  
 Levittown Union Free School District  
 Administrative Office  
 150 Abbey Lane  
 Levittown, New York 11756

Dear Members of the Board and Audit Committee:

We are pleased to confirm our understanding of our engagement and the nature and limitations of the services we are to provide for the Levittown Union Free School District (District).

### **Detailed Internal Control Testing**

We will apply the internal audit services to which the Board of Education (Board) and the management of the District have agreed, listed below, on transportation in complying with policies and procedures of the District during the period January 1, 2023 through February 29, 2024. Our services will be conducted in accordance with the professional standards outlined by the New York State Education Department's internal audit function requirements. These professional standards are established by the Government Accountability Office and the Institute of Internal Auditors, as applicable.

### **Transportation**

- Review Board policies and District procedures related to the transportation function to determine if there are opportunities to further improve internal controls and/or operational efficiencies related to transportation 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, contracts, and other areas of responsibility within the transportation function. Assess 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.
- Obtain the District's contracts relating to transportation services for the 2023-2024 year to determine whether the District was in compliance with the State Education Department guidelines.
- Examine records to verify that transportation is being provided in accordance with the District mileage distances and in compliance with the State requirements related to transporting students.

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**Levittown Union Free School District**

March 1, 2024

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- 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 3 payroll cycles during the period and, on a test basis, compare to source documentation. Review the personnel files of the selected employees to ensure they meet the necessary requirements (e.g., CDL license, training courses, mandated testing, etc.).
- Review purchase orders for 5 large vendors used by the Transportation Department during the period and examine 2-3 invoices related to those purchase orders to determine if the policies and procedures of the District have been followed.
- Select an additional 15 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 2023-24 and compare it to the 2022-23 budget and 2022-23 actual results. Obtain explanations for unusual variances. Review the latest budget status report as of the date of fieldwork and obtain explanations for any variances.
- Examine 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.
- Review 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.
- Review the employee lists that are sent to the testing vendor (i.e., drug and substance test) for the 2023-24 year to ensure completeness of the names provided for testing and verify that the District properly maintained the records of the results of each employee selected for testing.
- Review the bus safety drills to determine if the District followed safety precautions as stipulated by the New York State Education Department Pupil Transportation Safety Guidance Manual.

This engagement is solely to assist the District in reviewing the activity of the area listed above. Our engagement to provide internal audit services will be conducted in accordance with consulting standards established by the American Institute of Certified Public Accountants. The sufficiency of the procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures previously described either for the purpose for which this report has been requested or for any other purpose. If, for any reason, we are unable to complete the procedures, we will describe any restrictions on the performance of the procedures in our report, or will not issue a report as a result of this engagement.

Attachment: Engltr IA - DT 2024\_Transportation - C&amp;D signed (5246 : Cullen and Danowski Engagement)

**Levittown Union Free School District**

March 1, 2024

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Because the internal audit procedures previously listed do not constitute an examination or review, we will not express an opinion on the effectiveness of the District's departments reviewed during this engagement. In addition, although we may perform additional procedures during the engagements have no obligation to perform any procedures beyond those listed above.

We plan to begin our procedures during March 2024 and unless unforeseeable problems are encountered, the engagement should be completed by June 28, 2024.

Report

We will submit a report listing the procedures performed and our findings. This report is intended solely for the use of the Board, audit committee, and management of the District, and should not be used by anyone other than these specified parties. Our report will contain a paragraph indicating that had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

Fee

We estimate that our fees for these services will not exceed \$25,000. The fee is based upon anticipated services to be rendered at our standard billing rates.

At the conclusion of the engagement, we will require a representation letter from management that, among other things, will confirm management's responsibility for the operations of the departments reviewed during this engagement in accordance with District policies and procedures.

The fee estimates are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

Our invoices will be rendered as work progresses based on hours of work completed and are payable on presentation. If for any reason we are unable to complete the engagement, we will not issue a report as a result of the engagement.

If the need for additional procedures arises, our agreement with you will need to be revised. It is customary for us to enumerate these revisions in an addendum to this letter. If additional specified parties of the report are added, we will require that they acknowledge in writing their responsibility for the sufficiency of procedures.

This agreement may be canceled by the Board at any time for any reason. In the event of such cancellation, the Board shall be required to pay for all services provided prior to the date of cancellation.

Jennifer A. Ditta, CPA, is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it.

Attachment: Engrtr IA - DT 2024\_Transportation - C&D signed (5246 : Cullen and Danowski Engagement)

**Levittown Union Free School District**

March 1, 2024

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We appreciate the opportunity to assist you and believe this letter accurately summarizes the significant terms of each engagement. If you have any questions, please let us know. If you agree with the terms of our engagements as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,

*Cullen & Danowski, LLP*

For the Firm:



Jennifer A. Ditta, CPA

Partner

**RESPONSE:**

This letter correctly sets forth the understanding of the Levittown Union Free School District.

By: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Attachment: Engltr IA - DT 2024\_Transportation - C&D signed (5246 : Cullen and Danowski Engagement)

Resignations, Non-Instructional Personnel					
Board Meeting Date: March 20, 2024					
	NAME	AREA	LOCATION	EFFECTIVE DATE	COMMENT
1.	Shanhu Hu	PT School Monitor-Cafet.	Abbey Lane	3/6/2024	Resignation
2.	Lauren Sica	PT School Monitor-Hall	Gardiners Avenue	3/24/2024	*Resignation
3.	Marinda O'Toole	FT School Montior-Hall	Summit Lane	3/1/2024	Resignation
4.	Arlene Mege	FT Principal Typist Clerk	LMEC-Registration	7/5/2024	Retirement
5.	William Auer	FT Custodian	East Broadway	3/15/2024	**Resignation
*PT School Monitor-Hall to FT Teacher Aide					
**FT Custodian to FT School Monitor-Hall					
					<b>1001</b>

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

[illegible]



[illegible]

[illegible]

2023 -2024 Coaches, Certified Personnel  
Board Meeting Date: March 20, 2024

	NAME	LOCATION	SPORT	SEASON	LEVEL	SALARY
1.	*** Emily Mustapic	Division Ave HS	Girls Lacrosse	Spring	JV Assistant	\$5,514.65
2.	# Lauren Ryder	Division Ave HS	Track	Spring	Varsity Assistant	\$6,800.04
3.	# Ryan Kelly	MacArthur HS	Baseball	Spring	Varsity	Volunteer
4.	^ David Insana	MacArthur HS	Track	Spring	Varsity Assistant	\$6,800.04

#New  
\*Non-District Certified Teacher  
\*\*Non-Teacher  
^ If Needed

DATE APPROVED: 3/13/24

DISTRICT A.D.: 

DATE APPROVED: \_\_\_\_\_

DISTRICT CLERK: \_\_\_\_\_

Attachment: 1007 Coaching (5245 : Schedules)

Coach	Cert. Teacher	Prof Coaching Cert	Sport	CPR	First Aid	Required Courses	Save/Child Abuse Cert
			<b>Division</b>				
Mustapic, Emily	Non-Teacher	Coaches License	G Lacrosse JV Assist	3/26	3/27	1st year	Yes
Ryder, Lauren	Levittown	Not required	Track V Assist	3/26	3/26	1st year	Yes
			<b>MacArthur</b>				
Insana, David	Levittown	Not required	Track V Assist	6/25	6/25	Completed	Yes
Kelly, Ryan	Levittown	Not required	Baseball V Volunteer	2/26	2/27	1st year	Yes

1007.A

[illegible]

Appointments, Non-Instructional Personnel						
Board Meeting Date: March 20, 2024						
	NAME	AREA	STEP	SALARY	LOCATION	EFFECTIVE DATE REPLACING
	<b><u>FULL TIME APPTS.</u></b>					
1.	Elizabeth Michielini	School Monitor-Hall	5	\$22,159.00 A2020.1700-19-3100	East Broadway	11/20/2023 Temporary to Civil Service Approved
2.	Barbara Slavinsky	Teacher Aide I	7	\$23,574.00 A2250.1610-11-3450	Abbey Lane	TBD New IEP
3.	Nancy Traina	School Monitor-Hall	5	\$22,159.00 A2020.1700-14-3100	Gardiners Avenue	12/1/2024 Temporary to Civil Service Approved
4.	Emily Scalice	School Monitor-Hall	5	\$22,159.00 A2020.1700-17-3100	Northside	11/27/2023 Temporary to Civil Service Approved
5.	Jaylene Flores	Teacher Aide I	6	\$21,529.00 A2250.1610-16-3450	Lee Road	TBD Jacqueline Clifford
6.	Maleka Cesar	Bus Attendant	1	\$16.00 A5510.1610-00-0000	Transportation	TBD Maureen Vega
7.	Lisa Bottone	Teacher Aide II	5	\$21,088.00 A2250.1610-11-3450	Abbey Lane	TBD New IEP
	<b><u>TEMPORARY FULL TIME APPTS.</u></b>					
1.	Ryan Kunzmann	Groundskeeper	3	\$46,547.00 A1620.1650-00-1620	Buildings & Grounds	TBD Brendan Malek
2.	Eddy Montenegro	Auto Mechanic	10	\$74,960.00 A5530.1600-00-0000	Garage	TBD Robert Panico
3.	William Auer	School Monitor-Hall	10	\$32,798.00 \$32,136 + \$662 Long. A2020.1700-31-3100	Division Avenue	3/16/2024 Open Vacancy
						<b>1004</b>
DATE APPROVED:				DISTRICT CLERK:		

[illegible]