

**BYRAM HILLS SCHOOL DISTRICT**  
**ARMONK, NY**  
**TUESDAY, JANUARY 26, 2016**  
**BOARD OF EDUCATION MEETING**  
**Meeting: 7:15 p.m. (Proposed Executive Session)**  
**Public Meeting: 7:30 p.m.**

**DATE:** January 26, 2016

**TIME:** 7:30 p.m. Public Meeting

**PLACE:** Board Room in District Office

**PRESENT: Board of Education Members Present**

Ms. Robin Glat, President  
Mr. Brett Summers, Vice President  
Mr. Michael Sanders  
Mr. Ira Schulman

**Absent**

Dr. Alban Burke  
Mr. Scott Levy  
Ms. Joyce Meiklejohn

**STAFF MEMBERS PRESENT:**

Dr. William Donohue, Superintendent  
Mr. Gregory Carlson, Assistant Superintendent for Business and Management Services, District Clerk  
Dr. Tim Kaltenecker, Assistant Superintendent for Curriculum and Instruction  
Ms. Jen Lamia, Assistant Superintendent for Human Resources

**1. Call to Order**

At 7:42 p.m., the public meeting was called to order by Board President, Ms. Glat.

**2. Pledge of Allegiance**

The Pledge of Allegiance followed.

**3. Proposed Executive Session upon Board Approval**

The Board did not meet in Executive Session prior to the public meeting.

3.1 Personnel Matter - Superintendent's Mid-Year Evaluation

**4. Comments from the Public**

There were no comments at this time.

**5. Revision and Adoption of Agenda**

A motion was made by Mr. Summers and seconded by Mr. Schulman to adopt the agenda as presented. Vote: 4-yes 0-no. Motion carried.

A motion was made Mr. Summers and seconded by Mr. Schulman to adopt **Item 6: Consent Agenda - Personnel; Item 7: Consent Agenda - Special Services; and Item 8: Consent Agenda - Business** as presented. Vote: 4-yes 0-no. Motion carried.

## 6. Consent Agenda - Personnel

- 6.1 CSEA Resignation:
  - 6.1.1 Dawn Doherty, P/T School Monitor, Transp., effective 1/15/2016
- 6.2 CSEA Termination:
  - 6.2.1 Employee #2478, Bus Driver, Transp., effective 12/31/15
- 6.3 CSEA Leave:
  - 6.3.1 Toniann Urbietta, Teacher Aide, CH, Personal Leave, effective 2/03/16-2/29/16
- 6.4 CSEA Probationary Appointments:
  - 6.4.1 Christopher Yarusso, P/T Cleaner, BHHS, effective 1/27/16
  - 6.4.2 Jean Sirene, Bus Driver, Transp., effective 1/25/16
  - 6.4.3 Carl Mannuccia, Bus Driver, Transp., effective 2/01/16
  - 6.4.4 Alexander Abramowitz, Teacher Aide, CH, effective 1/13/16
- 6.5 CSEA Temporary Appointment:
  - 6.5.1 Alissa Nicole Bruno, Teacher Aide, CH, 1/15/16-2/29/16
- 6.6 Substitute Teacher Appointments:
  - 6.6.1 Junith Grant, effective 1/27/16
- 6.7 Spring Coaching Rescission:
  - 6.7.1 Kathleen Healy Head Field Hockey
- 6.8 Extracurricular Appointment BHHS:
  - 6.8.1 Michael Chuney Film Club (.5)

## 7. Consent Agenda - CSE/SubCSE/CPSE Recommendations

## 8. Consent Agenda - Business

- 8.1 Approval of Brewster Ice Arena, Charter Ice Rental Agreement 2015-16 School Year  
*Resolved*, that the Board authorized the Superintendent to execute the Brewster Ice Arena, Charter Ice Rental Agreement for the 2015-16 school year.
- 8.2 Authorization to Execute Contract for Educational Services to the Port Chester-Rye Union Free School District for the 2015-16 Fiscal Year  
*Resolved*, that the Board authorized the Superintendent to execute contract for educational services with the Port Chester-Rye Union Free School District for the 2015-16 fiscal year.

## 9. Unfinished Business

### 9.1 Review of Policies: Third Read: 6240 (Investments)

A motion was made by Mr. Summers and seconded by Mr. Sanders to approve Policy 6240 (Investments) as a third read. Vote: 4-yes, 0-no. Motion carried.

Mr. Sanders noted that adding the credit criteria to the policy and removing the wording about investments the District would not be investing in would better serve the District's policy.

## 10. New Business

There were no New Business items for discussion.

## 11. Staff Reports

### 11.1 Superintendent

Dr. Donohue explained to the viewers that if the evening's meeting seemed to be a "perfunctory" one, it's not because three Board members were unable to attend, but rather because it's the time of the year where the Board is between major agenda items. He explained that the main purpose of the meeting is to fulfill state requirements that relate to personnel and business items on the Consent Agenda that need approval by the Board.

As a current practice requested by the Board, Dr. Donohue, as Superintendent, provides the Board with a periodical update on the progression of the Board Goals, set earlier in the year. The following is a list of the Board's Goals, followed by an update on the activities that have taken place to address the goal.

#### ***1. Excellence in Teaching and Learning***

A Curriculum Conversation was held in October on the *2015-16 Administrative Goals*, using a central question approach, which proved to be interesting and provided for excellent conversation. There was a Technology and STEAM presentation by Dr. Andrew Taylor, Director of Technology. Another Curriculum Conversation was held on *Performance Assessment* which included students and teachers and the final Curriculum Conversation on *HCC Technology Curriculum* will take place at the February 9, 2016 Board meeting. Dr. Donohue also mentioned that at most Board meetings, Dr. Kaltenecker, Assistant Superintendent for Curriculum and Instruction, has been providing curriculum updates to the Board.

#### ***2. Fiscal Accountability and Communications***

Dr. Donohue noted that the 2016-2017 Budget Process is underway. At the last Board meeting, Budget Hearing I, Mr. Carlson discussed the Five-Year Trend Analysis and at the December 8, 2015 Board meeting, there was a review of the Long Range Planning Study (Demographic Report) took place. The Board's Communications Committee already met and prepared an agenda for the upcoming Budget Information Committee meeting. The committee also reviewed and modified the budget brochure for 2016-2017, which is mailed to every community member to keep them informed about the budget.

#### ***3. Technology Implementation***

Dr. Kaltenecker has been keeping the Board updated on Technology. Dr. Taylor updated the Board on the STEAM initiatives and Mr. Levy, the Board's liaison for the Byram Hills Education Foundation, has been updating the Board on this year's Foundation achievements. During the Annual Board of Education Retreat, the Board discussed technology. Continued discussion on the HCC Technology Curriculum will take place at the February 9, 2016 Board meeting.

#### ***4. Succession Planning and Leadership Development***

The Board discussed Succession Planning and Leadership Development during their November 2015 Board Retreat and discussed a specific case of succession planning during a recent Executive Session.

#### ***5. Education Reform and Advocacy***

The PTSA is soon to sponsor an Advocacy evening on how the Education Reform movement is affecting school districts. Mr. Summers and Mr. Levy regularly update the Board on NYSSBA (New York State School Boards Association) activities and WPSBA (Westchester-Putnam School Boards Association), the local school board association. It was noted that Mr. Summers has done a tremendous amount of work in this regard on behalf of the District.

Overall, Dr. Donohue reported that the Board has done very well this year on executing their goals. Mr. Summers asked if there is anything the Board particularly needs to focus on to continue the progress of their goals. Dr. Donohue commented that since the Board Goals are aligned with the District's budget, the focus at this time is to present a fiscally sound budget that will maintain educational excellence for our students.

## **11.2 Assistant Superintendent for Business and Management Services, District Clerk**

Mr. Carlson discussed the Governor's proposed budget for 2016-2017. He noted the District receives less than 4% of their funds from State aid, which is approximately \$3.5 - \$4.0 million a year. This year, unlike last year, the Governor released the State Aid runs for schools at the same time as his State of the State address. The Governor proposed a \$991 million dollar increase in school aid which represents 43% of the \$2.3 billion in school aid NYSSBA requested. For all of New York State, there are over \$300 million dollars in prior claims for which the Governor is going to provide just \$18 million dollars. Byram Hills is owed roughly \$85,000 in prior year claims. Typically, it takes up to eight years to receive any reimbursement for errors that are in our favor from the State. Another item Mr. Carlson mentioned that will affect the schools is in regard to safety. The Governor is proposing an initiative to mandate annual training for all school personnel on emergency response procedures and is requiring all newly hired personnel to be trained within 10 days of their hire. Mr. Carlson noted that these proposed initiatives are already in place at Byram Hills but there now will be more regulations and reporting to the State.

Mr. Carlson also reported on the STAR program. He explained that STAR savings are going to be capped at zero percent, which will shift the tax burden back on to the tax rolls. The STAR program will transition from its current property tax exemption structure to a personal state income tax credit. Mr. Carlson noted that this will change the timing of when the District will receive these funds and could create some confusion among the community members who receive STAR.

Mr. Carlson reported that State aid for Byram Hills will be increased by 1.1%, which is \$43,000. Also, regarding the Gap Elimination Adjustment, the District will receive a 30% reduction in what is taken back by the State. Last year, the State retained \$325,000 of State aid that was due to Byram Hills. This year, the State will withhold \$224,000 of State aid that is due to the District. He noted that the State is holding \$5 billion in its Fund Balance, however, the majority of these funds are owed to school districts. He noted that there are approximately seventy schools, statewide that will not have a Gap Elimination Adjustment. Mr. Carlson mentioned that there was discussion that the Gap Elimination Adjustment would be eliminated and school districts would be made whole, however, that was not included in the Governor's proposed budget. Mr. Carlson then answered questions from the Board.

## **11.3 Assistant Superintendent for Curriculum and Instruction**

Dr. Kaltenecker provided an update on APPR (Annual Professional Performance Review). He noted that the District is now juggling three APPR plans. 1) The current plan is Education Law 3012c; 2) the District is currently negotiating a 3012d plan to be put in place for the 2016-2017 school year; and 3) the State Education Department has put together a Transition Plan that will be in effect immediately and for the next three years. According to the Transition Plan, schools cannot use the Grades 3-8 Math or ELA tests or the Grades 9-12 Growth Scores in teacher or principal evaluations until 2019. For teachers who would use those scores, the District will have to develop alternate SLO's, however, the scores, in addition to the transition scores, will still need to be reported to the State Education Department while the State is again reviewing testing and the Common Core Standards.

Dr. Kaltenecker then answered questions from the Board about the Districts own intensive evaluation of teachers, the time frame for developing SLO's, how the teachers feel about the changes to the APPR, and how cumbersome the State's plans and constant changes are effecting school districts.

## **11.4 Assistant Superintendent for Human Resources**

Ms. Lamia discussed HOUSSE, (High Objective Uniform State Standard of Evaluation) which allows special education teachers to earn a "Highly Qualified" status in a content area they are not certified in. For example, if the District has a teacher who has been co-teaching special education Chemistry, he/she may be deemed "Highly Qualified" to teach chemistry to a self-contained special education class if he/she meets criteria established in the New York State Education Department's rubric. This affords the District flexibility to use "Highly Qualified" special education teachers who have the teaching background and the

necessary professional development course work in a subject area. Currently, fourteen of the twenty-two Byram Hills Grades 7-12 special education teachers have met the criteria for HOUSSE. Ms. Lamia noted that this allows the District to utilize current staff to meet the District's changing needs.

## 12. Board Reports

### 12.1 President

Ms. Glat reported that Mr. Summers is being recognized by NYSSBA with a "Board Excellence Award - Leadership Development" in recognition of his extensive time and effort to expand his governance knowledge and skills. Ms. Glat thanked Mr. Summers for bringing his knowledge back to all Board members.

Ms. Glat also reported on the Board's visitations to the schools. Thus far, the Board has visited Byram Hills High School and the Wampus School. On Thursday, January 28, the Board is scheduled to visit H.C. Crittenden M.S. and the Coman Hill School visit will take place on February 8, 2016. Ms. Glat explained that through these visits, the Board is given the opportunity to see, first hand, some plans for innovative technology space and how the District educates all the various ability levels. Mr. Summers added that he's been attending school visits for quite some time and he is continuously impressed by the changes and growth in each of the school buildings. He commented on how innovating they are and what great things are going on in the schools, noting that "nothing stands still" in this District.

### 12.2 Committees/Board Members

#### 12.2.1 January 28, 2016: Board of Education Visitation to HC Crittenden M.S., 9:30 a.m.

#### 12.2.2 February 8, 2016: Board of Education Visitation to Coman Hill, 9:30 a.m.

Mr. Schulman spoke about the Westchester County Board of Legislators Proclamation to honor the Byram Hill's Boys Lacrosse Team in their *No Man Down Lacrosse Tournament*, which raised a total of \$125,000 over the past two years for the Wounded Warriors Project. Mr. Schulman commented on how this is such a great tribute. He then read excerpts from the proclamation.

Mr. Schulman also reported on the Boys Varsity Soccer Coach, Matt Allan, who has been designated *Coach of the Year* for the entire Northeastern States Region. Mr. Schulman stated that Coach Allan is really a mentor to the other coaches, who takes coaching very seriously and is very involved in the development of the program. Mr. Schulman noted that the Byram Hills Soccer program is among the most successful Varsity programs in New York State.

Ms. Glat added that the Town Liaison Committee met on January 22, 2016 and discussed the upcoming Education Reform program taking place on January 27, 2016. Mr. Summers added that it is the first-ever Education Reform Panel to discuss advocacy in this community and is proud of the Byram Hills PTSA for all their work on this matter. He reported that the PTSA has been working towards this level of involvement for years and hopes it can be sustained institutionally through the Board and the PTSA. Mr. Summers suggested placing a specific section for advocacy on the District's web-site allowing it to be easier for the community to obtain information and direction on how one can become more active in advocacy. He also noted that this would be done without Byram Hills making an endorsement either way. Mr. Summers mentioned that at the Education Reform event, the panel's goals are to *Engage, Educate* and *Motivate* the community. He also mentioned that on Thursday, January 28, 2016, WPSBA (Westchester School Boards Association) is holding their Board meeting and a Legislative Action Committee Meeting.

### **12.3 Topics for Future Agendas / Requests for Information**

- 12.3.1 March 1, 2016: Presentation of Administration's Proposed 2016-2017 Budget, D.O., 7:30 p.m.**
- 12.3.2 March 15, 2016: Board of Education Meeting, Budget Hearing II, D.O., 7:30 p.m.**
- 12.3.3 March 22, 2016: Board of Education Meeting, Budget Hearing III, D.O., 7:30 p.m.**
- 12.3.4 April 12, 2016: Board of Education Meeting, Budget Hearing IV, D.O., 7:30 p.m.**
- 12.3.5 April 26, 2016: Board of Education Meeting, Adoption of Proposed 2016-17 Budget, D.O., 7:30 p.m.**
- 12.3.6 May 3, 2016: Board of Education Meeting, Budget Hearing V, D.O., 7:30 p.m.**
- 12.3.7 May 17, 2016: Board of Education Meeting, Budget / Trustee Vote, HCC, 6:30 a.m. 9 p.m.**

### **13. Communications to the Board**

There were no additional communications to the Board.

### **14. Approval of Board of Education Minutes: January 12, 2016**

A motion was made by Mr. Schulman and seconded by Mr. Sanders to approve the Board of Education Minutes of January 12, 2016 as presented. Vote: 4-yes, 0-no. Motion carried.

### **15. Executive Session**

At 8:23 p.m. a motion was made by Mr. Schulman and seconded by Mr. Summers to amend the agenda with the addition of three Executive Session items, Item 3.2: Personnel Matter - Individual Employee; Item 3.3: Personnel Matter - Individual Employee; and Item 3.4: Personnel Matter - Board of Education.

At 8:23 p.m. a motion was made by Mr. Schulman and seconded by Mr. Summers to enter into Executive Session to discuss the following four items. Vote: 4-yes 0-no. Motion carried.

- 3.1 Personnel Matter - Superintendent's Mid-Year Evaluation**
- 3.2 Personnel Matter - Individual Employee**
- 3.3 Personnel Matter - Individual Employee**
- 3.4 Personnel Matter - Board of Education**

### **18. Adjournment**

The public meeting ended at 8:23 p.m.

Respectfully submitted,

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Donna Tulkin-Godoy, Secretary

February 9, 2016  
Date