

**Board of Education Meeting Agenda
Tuesday, September 13, 2016**

**Byram Hills School District
10 Tripp Lane
Armonk, NY 10504
Meeting: 7:00 p.m. (Proposed Executive Session)
Public Meeting: 7:30 p.m.**

DATE: September 13, 2016

TIME: 7:30 p.m. Public Meeting

PLACE: Board Room in District Office

PRESENT: Board of Education Members Present **Absent: n/a**

Mr. Brett Summers, President
Mr. Scott Levy, Vice President
Ms. Mia DiPietro
Ms. Robin Glat
Mr. Michael Sanders
Mr. Ira Schulman
Ms. Lara Stangel

STAFF MEMBERS PRESENT:

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

1. Call To Order

Action: 1.1 The meeting is called to order by Board of Education President, Mr. Brett Summers

At 7:58 p.m. the public meeting was called to order by Board President, Mr. Summers.

2. Pledge of Allegiance

3. Proposed Executive Session Upon Board Approval

Procedural: 3.1 Legal Matter - Employees

Procedural: 3.2 Legal Matter - Individual Student

Procedural: 3.3 Personnel Matter - Individual Student

Procedural: 3.4 Legal Matter

The Board met in Executive Session at 7:12 p.m. and discussed the above-listed items.

4. Comments from the Public

Recognition: 4.1 Public Comments (if any) will be heard at this time

There were no comments at this time.

5. Revision and Adoption of Agenda

Action: 5.1 Revisions (if necessary) and adoption of Agenda

A motion was made by Ms. Glat and seconded by Mr. Sanders to adopt the agenda as presented. Vote: 7-yes 0-no. Motion carried.

6. Consent Agenda - Personnel

Action (Consent): 6.1 Personnel Items

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

6.1 Teacher Leaves:

1. Employee #1869, Phys. Ed., WA, effective 8/30/16

6.2 CSEA Resignations:

1. Andrew Bell, Teacher Aide, BHHS, effective 6/30/16
2. Teresa Procopis, P/T Monitor, Transp., effective 8/30/16

6.3 CSEA Probationary Appointments:

1. Kimberly Leppla, Teacher Aide, HCC, effective 9/06/16
2. Lisa Keller, Teacher Aide, WA, effective 9/06/16
3. Michelle Collins, Teacher Aide, BHHS, effective 9/06/16
4. Gary Roehrborn, Bus Driver, Transportation, effective 9/06/16
5. Isabel Mora, Teacher Aide, WA 9/06/16

6.4 CSEA Temporary Appointment:

1. Barbara Deliberto, Teacher Aide, WA, effective 9/06/16

6.5 CSEA Part-time Availability Appointments:

1. Gary Boyd, Cleaner, DW, effective 9/14/16
2. Christopher Hanrahan, DW, effective 9/14/16

6.6 Substitute Teacher Appointments:

1. Josephine Gagliardi, effective 9/14/16

6.7 Fall Coaching Appointments:

1. Jamell Scott – Assistant Modified Football

7. Consent Agenda - Special Services**Action (Consent): 7.1 Committee on Special Education/SubCSE/CPSE Recommendations****8. Consent Agenda - Business****Action (Consent): 8.1 Business Items****8.1 Authorization to Execute Final Contract (Form AS-7) with Southern Westchester BOCES for the 2015-16 Fiscal Year**

Resolved, that the Board authorized the Board President to execute the final contract (Form AS-7) with Southern Westchester BOCES for the 2015-16 fiscal year.

8.2 Authorization to Execute Consultant Agreement with Diane Cunningham of Learner-Centered Initiatives, Ltd for the 2016-17 Fiscal Year

Resolved, that the Board authorized the Superintendent to execute a consultant agreement with Diane Cunningham of Learner-Centered Initiative, Ltd for the 2016-17 fiscal year.

8.3 Authorization of Stipends/Payments for Fine Arts Events for the 2016-17 Fiscal Year

Resolved, that the Board authorized the District Clerk to implement the actions associated with the stipend/payment provisions for the 2016-17 fiscal year as shown in the attached Fine Arts spreadsheet.

8.4 Authorization to Amend the Byram Hills Central School District 403(b) Retirement Plan

Resolved, that the Board authorized the Board President to execute the resolution to amend the Byram Hills Central School District 403(b) retirement plan.

8.5 Authorization to Apply for E-Rate Funding for 2016-17 Fiscal Year

Resolved, that the Board authorized the District Clerk to apply for E-Rate Funding during the 2016-17 fiscal year and sign all applicable documentation.

8.6 Acceptance of Treasurer's Report for July 2016

Resolved, that the Board accepted the Treasurer's Report for July 2016.

9. Unfinished Business

Action, Discussion: 9.1 Board Goals 2016-2017

Dr. Donohue stated that the 2016-17 Board Goals were revised as a result of the Board's discussion on the goals during the August 30, 2016 Board meeting. He noted that the revisions involved the Board Goal on Fiscal Accountability referencing fund reserves and enrollment. Further discussion ensued about keeping Succession Planning and Leadership as a goal, as well as ways for the Board to address future enrollment trends.

The titles of the 2016-17 Board Goals are as follows:

1. Excellence in Teaching and Learning
2. Fiscal Accountability and Communications
3. Succession Planning and Leadership Development
4. Education Reform and Advocacy

A motion was made by Mr. Summers and seconded by Ms. Glat to accept the revised Board Goals as written. Vote: 7-yes; 0-no. Motion carried.

Action, Information, Report: 9.2 Approval of Smart Schools Investment Plan 2016

Dr. Kaltenecker discussed the Smart Schools Investment Plan. A required Public Hearing of the Investment Plan of the Smart Schools Bond Act was held during the last Board of Education meeting of August 30, 2016. Dr. Taylor, Director of Technology, conducted a full review of the needs in the Technology Department and concluded that the best use of these funds would be to purchase Promethean Interactive White Boards, thus replacing the District's aging Smartboards.

Ms. DiPietro asked what is being done with the existing Smartboards and Mr. Carlson explained that they become surplus items which the District plans on selling.

A motion was made by Mr. Schulman and seconded by Ms. Glat to approve the Smart Schools Investment Plan 2016. Vote: 7-yes; 0-no. Motion carried.

10. New Business

Action, Information, Report: 10.1 Approval of Academic Intervention Services and Response to Intervention Plan 2016-2017

Dr. Kaltenecker explained that the Academic Intervention Services and Response to Intervention Plan is revised every two years. He noted that a revision was not due until next year, however, on August 9, 2016, NYSED changed the requirements for providing AIS services to students, therefore necessitating a revision to the District's plan. He explained that the change to the Common Core Regents skewed the results of the tests which resulted in more students falling into the category of needing academic intervention. The State has since informed school districts to create a process to determine if students who scored below the state cut scores actually do require intervention and which students do not. Mr. Sanders asked if the State conducts audits on the test results and had questions about the goal of the plan. Dr. Kaltenecker noted it was a good plan to follow. Dr. Kaltenecker reported that he met with Jill Boynton, Director of Special Services, and the building principals to revise the current AIS Plan. An IST team will refer students younger than those that receive state tests. Dr. Donohue added that the District is required to do this as it is a compliance issue. Ms. Stangel asked about the process once the plan is passed. Dr. Kaltenecker responded they have already started notifying families based on last year's test scores.

A motion was made by Ms. Stangel and seconded Ms. DiPietro to adopt the new Academic Intervention Services and Response to Intervention Plan, which will go into effect immediately. Vote 7-yes; 0-no. Motion carried.

11. Special Report: Opening of School

Report: 11.1 Opening Day Student Enrollment

Dr. Donohue discussed the Opening Day enrollment of September 6, 2016. He noted that this year's Kindergarten enrollment is somewhat of a concern. He reported that last year's Kindergarten enrollment at this time was 150 versus 140 this year, adding that when the District experienced a low Kindergarten enrollment in the past, the enrollment figure did increase over the course of the classes elementary school years. Dr. Donohue explained that overall, the District is approximately 100 students below the demographer's projection, which emphasizes that addressing enrollment as a Board Goal for this current school year was a wise decision. He reported that if enrollment continues to decline, as it did this year, staffing will have to be reviewed. Mr. Schulman requested inviting the demographer to attend a Board meeting and provide a report to the Board. Mr. Levy added that the Westchester Putnam School Boards Association (WPSBA) publicize the enrollment trends for all districts. Mr. Summers noted that the document Mr. Levy referenced is enclosed in the Board materials. Additional discussion was held regarding real estate and other factors that are contributory factors used by the demographer. Mr. Schulman commented that in past years, the demographer has been remarkably accurate.

| School | Grade | Opening Day Enrollment 9/6/16 | Boys | Girls | Demographic Projection |
|--------------------|--------------|-------------------------------|------|-------|------------------------|
| COMAN HILL | K | 140 | 81 | 59 | 159 |
| | 1 | 150 | 80 | 70 | 146 |
| | 2 | 175 | 95 | 80 | 175 |
| | TOTAL | 465 | 256 | 209 | 480 |
| WAMPUS | 3 | 172 | 86 | 86 | 172 |
| | 4 | 188 | 94 | 94 | 194 |
| | 5 | 174 | 88 | 86 | 174 |
| | TOTAL | 534 | 268 | 266 | 540 |
| HCC | 6 | 150 | 78 | 72 | 152 |
| | 7 | 205 | 94 | 111 | 200 |
| | 8 | 194 | 100 | 94 | 198 |
| | TOTAL | 549 | 272 | 277 | 550 |
| BHHS | 9 | 193 | 100 | 93 | 188 |
| | 10 | 214 | 120 | 94 | 218 |
| | 11 | 210 | 104 | 106 | 208 |
| | 12 | 207 | 100 | 107 | 212 |
| | TOTAL | 824 | 424 | 400 | 826 |
| GRAND TOTAL | | 2,372 | | | 2,396 |

12. Staff Reports

Information: 12.1 Superintendent

Dr. Donohue announced an official hearing of the Veteran's Tax Exemption will be held during the September 27, 2016 Board meeting.

Dr. Donohue also discussed Opening Day for students and thanked all those responsible for making it a success. He noted that some concerns about bussing arose, but were mostly based on issues of convenience. The District is reviewing the matter and a consultant is scheduled to review the bus routes in October.

Dr. Donohue noted that by late morning on Opening Day, "it appeared as though we had never been away." Students were in their classes working, the buildings were clean and attractive and major projects had been completed.

Dr. Donohue also thanked the Byram Hills Education Foundation for inviting Kindergarten parents to the Moderne Barn restaurant for a get acquainted reception after the scheduled Kindergarten Back-to-School night.

Information: 12.2 Assistant Superintendent for Business and Management Services, District Clerk

Mr. Carlson also commented that Opening Day was very successful. He reiterated Dr. Donohue's remark about some minor concerns regarding bussing, as well as some residency issues.

Mr. Carlson discussed the new high school coffee shop which will be overseen by Aramark, the District's food service company. He reported that the program will be financed through profits received from the school lunch program, which the District is required, by law, to place back into the lunch program. Dr. Donohue said it will add to the quality of student life because it will open earlier and close later than the high school cafeteria, providing new options for students. Mr. Carlson noted that he will review the operating hours with Aramark and a grand opening will take place upon its completion.

Mr. Carlson provided an update on the transportation facility project. He reported that he met on September 9 with the architects and contractors involved in the project and is scheduled to meet with the contractors again on September 14. The main conversation at these meetings were and will be about meeting timelines and the quality of work expected. Mr. Carlson informed the contractors that the District expects to be able to utilize the building by Friday, September 23. Mr. Carlson reported that roofing, siding and bathroom construction still needs to be completed. Mr. Carlson plans to review the work progress on September 14. Mr. Carlson mentioned that there was a significant increase in the level of construction activity taking place, which was positive.

Mr. Carlson also discussed the District's turf field and the track at the high school. He reported that the District can expect to get another year of use out of the turf field, however, noting that a seam in the turf field failed at the 50-yard line, which has never happened before. This was discovered during an inspection of the turf field and likely that another seam will fail in another location, however, he stated that the field is safe for use. Mr. Carlson also reported on the condition of the track, noting that portions of the track are being repaired as well. He noted that there are no signs of a major failure of the track, however, it needs to be addressed sooner than later. It was noted that the track has already gone beyond the typical life-span of a decade and Mr. Carlson wanted to share this concern to prevent it from becoming a dangerous situation. The District, including the coaches, have been made aware of the situation and will report any changes to the condition of the track and the Board will be kept informed.

Information: 12.3 Assistant Superintendent for Curriculum and Instruction

Dr. Kaltenecker provided a curricular overview of the start of the new school year. The school year started with many professional learning opportunities for the faculty. Dr. Kaltenecker provided a summary to the Board and noted the math program at the elementary level is over a decade old. He explained that the District began a K-5 Study last year and is reviewing approximately seven different math programs. He anticipates piloting some programs at the elementary level and will keep the Board informed of the committee's progress.

Information: 12.4 Assistant Superintendent for Human Resources

Ms. Lamia reported on the status of the Policy Committee. The committee is comprised of Ms. Lamia, three Board of Education members and Dr. Donohue. The committee reviews the NYSSBA recommended policy updates to determine if updates to the District's policies are needed, as well as compliance with NYSED education laws. With this guidance, policies are reviewed by the Policy Committee and once necessary revisions are made, they are then given to the Board for review as a first read. Ms. Lamia reported that last year fourteen different policies were reviewed and adopted which included four student policies, three instructional policies, three fiscal management policies, one personnel and community relations policy, and one computer resources policy. Ms. Lamia explained that last year, Policy 1800 (Donations, Gifts and Grants to the District) went to the Board for review as a first read, and will be reviewed this year as a second read by the Board. Another policy open to review is the Acceptable Use Policy. Mr. Summers then explained the approval process for Board policies.

The Board then discussed the change in Resource Officers since the previous Resource Officer retired. Mr. Summers asked whether an MOU with the Police Department, which is recommended as a best practice, should be used, as it would explain the role of the District and that of the Resource Officer, in the event there was a lot of turnover in officers. Dr. Donohue stated that the matter was discussed last year. He explained that an MOU typically covers only contractual matters, which is not the difficult part. More difficult is working with the individuals. He further explained that if a police officer sees something illegal taking place, they normally will get involved in that situation. However, the District is clear that they do not want the officer to become involved in student discipline. For example, the District asks that if an officer sees two students arguing in a hallway, he needs to get a hall monitor or assistant principal to address the matter, and not become involved in the situation. Ms. Lamia added the officer is considered a Student Resource Officer and the District would like to maintain that role.

13. Board Reports

Information: 13.1 President

Mr. Summers noted that discussion on the Property Tax Cap Report Card had taken place earlier. He then reported that last week, he and Mr. Levy attended the WPSBA Legislative Action Committee meeting to assess the regional consensus on the proposed resolutions for NYSSBA's Annual Meeting in October, which will be held in Buffalo, NY. Mr. Summers asked if the September 27 meeting can be used for the substantive discussion on NYSSBA resolutions, since there are only two meetings left before the October meeting in Buffalo. Dr. Donohue added that if the District isn't sending anyone to the annual meeting, the Board shouldn't spend an extended amount of time discussing resolutions. Mr. Summers noted that NYSSBA suggested a resolution for a five year renewable tenure, similar to a 2011 resolution Byram Hills once proposed. Mr. Schulman added the annual meetings have recently been held in New York City, but it is somewhat of a hardship for a Board member to attend the meeting in Buffalo. Mr. Summers noted that NYSSBA is planning to have one in Lake Placid in the next few years.

Information: 13.2 Committee / Board Members

Mr. Levy reported that most of the tickets for the Byram Hills Education Foundation Harlem Wizards event on September 27 sold out within two hours. He also noted his participation on the WPSBA Legislative Action Committee indicating that overall priorities for WPSBA and NYSSBA were aligned on budget and foundation aid issues and the tax cap, however, WPSBA still has APPR on their list, yet NYSSBA does not have it on their high priority list.

Mr. Summers commended Mr. Levy for his knowledge about these issues.

Ms. Glat made mention of the upcoming Hall of Fame ceremony taking place on October 1, 2016 at 6:00 p.m., noting the contact person is BHHS teacher, Mr. Allen and his e-mail is mallen@byramhills.net. Dr. Donohue added that this is the second class being

inducted into the Byram Hills Hall of Fame. Mr. Schulman added that sponsorships are available.

Information: 13.3 Topics for Future Agendas / Requests for Information

Ms. Glat asked Dr. Donohue to provide an update to the Board on the transportation issues and how things are progressing.

14. Communications to the Board

Information: 14.1 Communications to the Board

There were no communications to the Board.

15. Approval of Board Minutes

Action: 15.1 Approval of Board of Education Minutes: August 30, 2016

A minor revision was made to the minutes of August 30, 2016 under section 10.3.

A motion was made by Mr. Schulman and seconded by Mr. Levy to approve the Board of Education Minutes of August 30, 2016 as modified. Vote: 6-yes, 1-abstained, 0-no. Motion carried.

16. Executive Session

Procedural: 16.1 Executive Session

The Board met in Executive Session earlier and completed discussions on:

3.1 Legal Matter - Employees

3.2 Legal Matter - Individual Student

3.3 Personnel Matter - Individual Student

3.4 Legal Matter - Proprietary Rights

17. Adjournment

At 9:14 p.m. a motion was made by Mr. Schulman and seconded by Ms. Glat to adjourn the meeting. Vote: 7-yes 0-no. Motion carried.

Respectfully Submitted,


Donna Tulkin-Godoy

September 27, 2016
Date