

**BOARD OF EDUCATION MEETING MINUTES
TUESDAY, MARCH 21, 2017**

**BYRAM HILLS SCHOOL DISTRICT
10 TRIPP LANE
ARMONK, NY**

**Meeting: 7:15 p.m. (Proposed Executive Session)
Public Meeting: 7:30 p.m.
Special Report: Budget Hearing II**

DATE: March 21, 2017

TIME: 7:30 p.m. Public Meeting

PLACE: Board Room in District Office

PRESENT: Board of Education Members Present

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

Absent

n/a

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

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

At 7:43 p.m., the meeting was called to order by Board President, Mr. Summers.

2. Pledge of Allegiance

The Pledge of Allegiance followed.

3. Proposed Executive Session Upon Board Approval

Procedural: 3.1 Executive Session

The Board did not enter into Executive Session, as there were no items for discussion.

4. Comments from the Public

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

Eagle Scout Michael Andrew Carcano from Troop 94 Armonk was present to discuss his Eagle Scout Service Project Proposal entitled "*Wampus School Nature Education Center.*" Michael reported that in years past, the outdoor nature trail was often used, but noted its recent

lack of use. He reported that the benches along the trail are deteriorating and the trail is becoming overgrown. Michael is proposing to revamp the outdoor space. He has met with three third grade teachers and a custodian at the Wampus School who have given him advice, as well as Mr. Yarusso from Building and Grounds regarding land issues. If approved, Michael and his Scoutmaster would work on the project. His plan is to start work this spring and complete the work by the summer. Michael provided an informational booklet, including a diagram of the proposed benches and a white board cabinet with lock and roof. He stated that the project will not incur any expenses to Byram Hills, as Michael will finance the project through fund raising, for example, a community dinner night. Michael explained that the white board cabinet will be made out of pressure-treated wood to ensure durability and longevity.

Ms. Glat asked if a permit was needed and Dr. Donohue stated that a permit is not necessary. Mr. Sanders commented that it would be a great thing to do. Mr. Schulman congratulated Michael on reaching Eagle Scout and stated that it's a great proposal and the Board is proud of him. Mr. Levy reported that the Wampus Outdoor Education Center Trail was originally funded by the Byram Hills Education Foundation and the Foundation did the initial work, so this is an excellent way to revamp the space. Ms. Stangel liked that Michael initially used the space when he was a child. Mr. Summers asked if this is Michael's last proposal to complete his Eagle Scout Service Project, and he replied it was. Mr. Summers thanked him for submitting his proposal and stated that the Board will respond to his proposal via e-mail. Dr. Donohue advised Michael that his key contact for the project will be Mr. Yarusso.

5. Revision and Adoption of Agenda

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

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

A motion was made by Ms. Glat 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. Consent Agenda - Personnel

Action (Consent): 6.1 Consent Agenda - Personnel

6.1 Teacher Leave:

1. Employee #2029, Spec. Ed, CH, FMLA and childcare effective 3/06/17-6/30/17

6.2 Regular Substitute Appointments:

1. Megan Monteleone, Spec. Ed., CH, effective 3/06/17-6/30/17
2. Stella Gilseman, Mathematics, HCC, effective 3/13/17

6.3 Non-Represented Probationary Appointment:

1. Laura Coughlan, Secretary to School Administrator, DO, effective 3/31/17-3/30/18

6.4 CSEA Resignation for the Purpose of Retirement:

1. Joan Huddle, Secretary to School Principal, BHHS, amend retirement effective date to 6/29/17 in lieu of 6/30/17

6.5 Game Supervisor Appointments for the 2016-17 School Year:

1. Kathy Triolo, Margherita Nordstrom

6.6 Spring Coaching Appointment:

1. Rob Beaton -Head Modified Boys Lacrosse

7. Consent Agenda - Special Services

Action (Consent): 7.1 CSE/SubCSE/CPSE Recommendations

8. Consent Agenda - Business

There were no Consent Agenda Business Items for this agenda.

9. New Business

Action, Information: 9.1 Acceptance of Byram Hills Education Foundation Fall 2016 Grants

Dr. Donohue introduced the discussion of the BHEF Fall 2016 Grants. He reported that the District has been working with the Foundation for the past 20 years and it has been a great partnership, especially in the advancement of technology for all the Byram Hills schools. Dr. Donohue explained how the District first approached the Foundation for assistance in creating performance-based instruction and to reinvent the liberal arts curriculum in the same manner in which STEAM reinvented technology.

Mr. Levy discussed the two grants needing Board approval.

The first grant, for Byram Hills High School, "*Professional Development for Global Competency Initiative*" in the amount of \$32,430, will make it possible for teachers to experience first hand what students will ultimately experience through service learning opportunities.

The second grant, also for Byram Hills High School, "*TV and Film Curtained Production Area with Cyclorama: A curved green screen wall and lighting systems*" in the amount of \$29,934, will provide the theater production area a cyclorama which will allow for more complex film opportunities. It will also provide various other classes to benefit from this type of classroom space.

Mr. Levy mentioned that members of the Foundation could not be present for the evening meeting but conveys their appreciation to the Board for accepting these grants. The above mentioned grants, totaling \$62,364 were submitted and recommended by the Foundation's Grant Review Committee to the BHEF Executive Board which approved both grants.

Mr. Levy explained that the grant, *Professional Development for Global Competency Initiative* will provide the opportunity for teachers to travel to Central America and then share the program in the classroom with the students. Mr. Sanders added that the funding for this professional development grant is a positive leveraging factor in that it's something that wouldn't be able to funded through a District budget, so having the Foundation awarding the funds is such a wonderful concept. Dr. Donohue mentioned that about 12 teachers will participate in this initiative.

Mr. Schulman reported that "*TV and Films Curtained Production Area with Cyclorama*" was funded through the Debra Leipman Yale Memorial Fund. He remembers Debra as an active member of the Foundation and thinks it's wonderful her memorial fund has remained involved. He acknowledged that all the funds donated in her memory and the selection of the grants by the Yale family pays great tribute to her memory and should not go unrecognized. Mr. Levy added that the DLYMF has been a very meaningful part of the Foundation over the past five years.

Dr. Donohue reported that in the fall of 2016, the BHEF approved the Direct Giving Grant, "*Library 2.0*," in the amount of \$313,000, which was approved by the Board of Education on October 25, 2016, making a total contribution for 2016-2017 of \$375,364. He also reported that in addition to the previous mentioned grants, the Foundation also funds an additional \$25,000 in Insta-Grants submitted by teachers during the school year. Dr. Donohue thanks the Foundation for that as well.

Dr. Donohue provided a reminder of the Foundation's Spring Festival on March 31. He noted that if it were not for the various Foundation events, such as the upcoming festival, funding for programs like these would not be possible.

Mr. Summers added that these two significant grants are exciting and are pushing the envelope for Byram Hills!

A motion was made by Mr. Schulman (with gratitude) and seconded by Ms. Glat to accept the Byram Hills Education Foundation Fall 2016 Grants. Vote: 7-yes, 0-no. Motion carried.

10. Special Report: Budget Hearing II: Review of Proposed 2017-2018 Budget Expenditures by Administration for Special Services, Athletics, Fine Arts, Curriculum and Instruction

Information, Report: 10.1 Review of Proposed 2017-2018 Budget Expenditures by Administration

Budget Hearing II officially opened at 8:01 p.m.

Dr. Donohue introduced Budget Hearing II, followed by Mr. Carlson, who introduced the three directors in attendance: Ms. Jill Boynton, Mr. Rob Castagna and Mr. Deepak Marwah, as well as Dr. Kaltenecker, who will present their budgets to the Board and community.

Information, Report: 10.2 Mandated Services for Students with Disabilities Budget Presentation

Ms. Jill Boynton, Director of Special Services, presented the Special Services Department's budget of the Administration's Proposed 2017-2018 Budget. She reported the department's budget has a 0.3% decrease. Her budget consists of salaries, equipment, contractual and other BOCES services, and materials and supplies. It covers many aspects, including health, psychological, English as a New Language and transportation costs. The department services 336 students; 24 students are serviced out-of-district; 48 preschool students with disabilities are serviced; and 10 students receive English as a New Language.

The Special Services Department provides mandated services for all students receiving services and costs for services are always reviewed carefully. Ms. Boynton reviewed the increases and decreases in the various segments of the department's budget. Mr. Levy asked if she has noted any trends in the number or intensity of special services. Ms. Boynton stated that there has been an increase in mental health and anxiety needs; otherwise, the number is fairly flat. Mr. Summers added that the increase in student anxiety is seen in many districts.

Mr. Schulman reviewed the projected tuition costs and noted some of the specials schools included are expensive. He asked what steps the District is taking to be sure the District is getting cost-effective programs. Ms. Boynton responded that a site visit is made to the school offering a particular program and the goal is to keep students as close as possible. She explained that a committee reviews all the factors involved and takes all matters into consideration. Dr. Donohue added that often there aren't many available options. Ms. Boynton also discussed the high school's Flexible Support Program, which has an enrollment of 18 students, including out-of-district students. Dr. Donohue added that not many districts are able to show a zero percent increase in special education services.

Information, Report: 10.3 Athletic Department's Budget Presentation

Mr. Robert Castagna, Director of Health Education, Physical Education and Athletics presented the Department's proposed 2017-2018 budget which has an increase of 1.8%. The department's

budget includes salaries, equipment, contractual and other BOCES services, and materials and supplies.

Mr. Castagna reported that the budget supports all of the programs presently in place. Mr. Castagna offered an athletic breakdown as follows: 18 different sports offerings, 59 athletic teams for grades 7-12; and 98 different coaching positions. Overall, the high school student participation rate is between 25-40%, and 25-35% participation rate at the middle school, depending on the season as well. Mr. Castagna noted that a 1.8% increase will allow the department to build upon what is currently in place; his philosophy being that "you can always do a little better." Mr. Castagna stated that he will continue to provide the foundation for quality programs and build on the area of intramurals for students in grades 6 - 9, to help students remain interested in sports and stay involved at the Junior Varsity level. He noted that he would like to see the participation rate increase at the middle school level.

Mr. Castagna added that the overall health and safety of the students is always at the forefront of the department, noting the requested increase for equipment which will cover the purchase of a full set of pole vault mats which costs about \$16,000.

Mr. Schulman noted that the District offers many athletic programs, however, there are some that aren't offered. He asked Mr. Castagna if he has any long-range budget goals for programs such as gymnastics, bowling, etc, and asked if this is part of his annual analysis. Mr. Castagna said he enjoys creating new programs and will build upon it whenever there is an interest. He noted that although bowling has grown in popularity in the northeast, he hasn't heard of any interest for it at Byram Hills. He has had some inquiries about a squash team, however, it is facility-based for both practices and competitions. He noted that when he considers adding a program, it first begins with student interest.

Mr. Schulman asked Mr. Castagna if he sees any need to alter programs that are currently in place. Mr. Levy seconded the question and asked if Mr. Castagna is concerned about declining enrollment in any area. Mr. Castagna responded that his concern is with girls field hockey, therefore, he is in communication with the field hockey coach. Mr. Castagna noted that it is a concern section-wide, noting that last year there were six schools that dropped their JV Field Hockey programs. He stated that as of now the program is not being dropped but restructuring of the modified level may be a way to save the program. There was discussion about declining enrollments and the intramural program. Ms. Glat added that the age he is trying to attract is young enough so they may stay with the school-based programs. Mr. Castagna stated that the older a child gets, the less inclined they are to try a new sport, which is unfortunate.

Mr. Schulman mentioned that the goalie on the Byram Hills Varsity Hockey Team (Grace Lunder) played exceptionally well against John Jay High School, even though Byram Hills lost 1-0 in double overtime. It was an unusual game but a terrific accomplishment for Grace. Mr. Summers added there were a number of sibling combinations on the hockey team as well. Ms. Glat complimented Mr. Castagna on the phone/e-mail blasts that have gone out and said the communication from the Athletic Department has been outstanding. Ms. DiPietro added that she liked that he was trying to get the community behind the teams, and although the increase was not as much as he would have liked, there was, nonetheless, an increase in attendance. The available athletic app is being used as well and "hits" have more than doubled from last year. Ms. Glat asked if it can be on the website as well and Mr. Castagna responded that the athletic app is delivered on a daily basis. Mr. Summers said it's called a web app: byramhillsathletics.org. Dr. Donohue added that Mr. Castagna will return to the Board in the spring to present his annual athletic report. Mr. Summers stated that Mr. Castagna will work with Mr. Steve Thompson, Director of School Facilities, Operations and Maintenance, and will update the Board of any needs.

Information, Report: 10.4 Fine Arts Budget Presentation

Mr. Deepak Marwah, Director of Fine Arts, presented the Fine Arts Department's budget of the Administration's Proposed 2017-2018 Budget which has an increase of 1.7% for Art and 5.6% for Music, with a total department increase of 7.3%.

Mr. Marwah is in his second year at Byram Hills and with this budget, the department will be able to continue offering art enrichment for students, professional development, and provide students the ability to participate in Young Artists at the Katonah Museum, the Scholastic Arts, NYSSBA festivals, 4-Points Film, and the NYS Media Arts, which Byram Hills has produced multiple winners.

Mr. Marwah reported that the increase in his budget is mainly due to salaries, noting an adjustment in that area. Mr. Marwah reported that he worked with Ms. Peggy McInerney, Coman Hill Principal, to find areas in which supplies could be decreased. He reported that the high school continues to offer a variety of Fine Arts courses, including some AP classes. Mr. Marwah mentioned the generous grant from the Byram Hills Education Foundation. He reported that many music programs are being offered to students beginning in fourth grade and continuing through grade 12. The success of the program is evident by the number of Byram Hills students being invited to participate in such prestigious music programs such as All State, All Eastern, etc.

The Art portion of the Fine Arts budget includes salaries, contractual and other, and materials and supplies.

Mr. Marwah also discussed the Public Information Services budget which includes BobcatTV, which has a total increase of 0.7% . He reported that BobcatTV continues its outreach to the community, noting that in 2014-15, there were 4,374 total views and last year's total views were at 8,342, and for this year's total views, it is already over 14,000 views, which is a 230% increase! Mr. Marwah is delighted with the viewership increase and has been able to enhance the work performed by students, for example, live streaming is now a reality and the students are producing a series called *The Den*. He explained that has supported the Personnel Department by developing training videos for staff members and plans to connect further with students through an upcoming video class. Mr. Summers said BobcatTV is one of the District's success stories, just like the hockey team. Mr. Schulman added that thanks should also go to Mr. Marwah's predecessor, Ms. Joy Varley, and all the BobcatTV staff members, past and present, who added their technical and production time and expertise. It's exciting and the sky is the limit for what this network can do for the District and the community. Dr. Donohue reported that under Mr. Marwah's leadership, BobcatTV viewership has more than doubled, the presentation and level of sophistication is noteworthy, the newly developed Fine Arts Hall with its Honor Wall and his work in the Music Department is outstanding. Mr. Summers added how important it is to have brought the elementary students into the music program. Mr. Schulman commented that if you look at alumni listed on the Hall of Fame, Byram Hills has done very well. Ms. DiPietro added her daughter was selected for All-County Chorus and how impressed she was with the students' level of singing. Mr. Summers added that all of these programs, whether athletics, music or art have incredible impact on students when they have access to such an array of resources. Ms. Stangel added that Mr. Marwah is always very present and brings enthusiasm to the program. Mr. Schulman asked what play was being done next and Mr. Marwah replied that they will start the season off with *Urinetown*, then *Oklahoma*, followed by two Neill Simon plays. The Board thanked Mr. Marwah.

Dr. Donohue commented on the Public Information Services budget. He said it is represented by two budget codes; BOCES for Public Information Services and BobcatTV: Salaries, Contractual and Other, which Mr. Marwah discussed.

Dr. Donohue explained that the Public Information budget which covers BOCES for Spectrum, the annual budget brochure and the district calendar has a 0.5% increase.

Information, Report: 10.5 Curriculum and Instruction Budget Presentation

Dr. Kaltenecker reported that the Curriculum and Instruction budget will continue to support curriculum development and professional learning and is proposing a 13.2% increase. He reported that the curriculum budget has been fairly level for a decade and the increase is a result in needed summer curriculum work and technology training, for writing new curriculum and developing new assessments to meet the new standards. Also, the District's Cyber Camp has been expanded to include technology integration and a wide array of workshops. Dr. Kaltenecker reported that the BOCES budget is also being increased. He commended BOCES for being responsive to districts' needs by providing high level staff development and allowing districts to obtain aid and shared costs, as well as supporting problem-based learning, STEAM and much more. He also noted that the increase is also reflected in the materials and supplies portion of the budget which includes the purchase of the new Math K-5 Curriculum which will be rolled-out over a three year period and staff development and programs for the new science curriculum.

Mr. Levy asked if professional development comes from the materials and supplies portion of the budget. Dr. Kaltenecker explained that he takes care of the initial purchase, but then each building purchases their consumables. He noted that the previous Math program was not revised for Common Core.

Mr. Summers asked what percentage of teachers is expected to participate this summer compared to previous years. Dr. Kaltenecker explained that the new math training will service more teachers, as will the Wampus Literacy and the Problem-based Learning programs. Dr. Kaltenecker does not have a percentage yet. He commented that there will be approximately 100 workshops being offered to teachers.

Dr. Kaltenecker answered questions from the Board regarding future needs for potential curriculum changes, summer curriculum work and the new K-5 Math Study. Dr. Kaltenecker did an extensive study of seven programs and has now narrowed it down to two programs. Two teachers per grade level participated on the K-5 Math Study Team, in addition to the Math specialists, a sixth grade Math teacher and the Math chairperson.

Mr. Summers commented that these professional development opportunities are one of the reasons we are sought after as a district. Ms. DiPietro asked if professional development was live or virtual and Dr. Kaltenecker responded it is live via workshops. Mr. Summers asked Dr. Kaltenecker to provide some feedback after the summer months and an analysis of its productivity. Ms. Glat asked why the District does not cover AP exam costs. Dr. Donohue explained that when a student takes an AP exam, they get something of value to them, considered as "credits" which is why students pay for their AP exams. Mr. Levy asked if there is a mechanism in place if someone has a financial hardship. Dr. Donohue noted that such a system is in place. Ms. Glat asked Dr. Donohue for a cost figure for the AP exams.

Dr. Donohue stated that the three budgets discussed this evening are among Byram Hills most expensive budgets and they are coming in with approximately an overall increase of 1%.

Mr. Summers mentioned that this Budget Hearing II and next week's Budget Hearing III are the only opportunities the public has to request changes to the budget and that the Board can also request changes to the proposed budget.

Ms. Glat asked about the athletic fields, but was told that those matters will be covered under Mr. Steve Thompson's budget review which will be at an upcoming meeting. Mr. Summers then reviewed the upcoming dates in the budget process and reminded the public they don't have to be a registered voter to vote in the school budget, they only need be residents in the District.

Budget Hearing II concluded at 8:57 p.m. A brief recess was taken to allow the Directors to depart.

Information: 10.6 Budget Steps from Here

- 10.6.1 March 28, 2017: Budget Hearing III, District Office, 7:30 p.m.
- 10.6.2 April 4, 2017: Budget Hearing IV, District Office, 7:30 p.m.
- 10.6.3 April 25, 2017: Adoption of 2017-18 Budget by Board of Education, D.O., 7:30 p.m.
- 10.6.4 May 9, 2017: Budget Hearing V, District Office, 7:30 p.m.
- 10.6.5 May 16, 2017: Budget Vote/Trustee Vote, 6:30 a.m. - 9:00 p.m.; Public Mtg.: 9:15 p.m. (Approx.)

Information: 10.7 Public Communications

There were no Public Communications.

Discussion, Recognition: 10.8 Other Considerations / Questions

There were no items for discussion under Other Considerations/Questions.

Discussion, Recognition: 10.9 Comments from the Public

There were no Comments from the Public.

Discussion, Information: 10.10 Board Member Requests for Further Information Regarding Changes to the Proposed 2017-2018 Budget**11. Staff Reports****Report: 11.1 Superintendent**

Dr. Donohue and the assistant superintendents did not offer a report during this meeting.

12. Board Reports**Report: 12.1 President**

The Board President did not offer a report at this time.

Information: 12.2 Committees / Board Members

Ms. Glat noted that the Policy Committee met on March 21 at 9 a.m. Mr. Summers commented that the Policy Committee completed their work on March 21 and is appreciative of Ms. Lamia's work in keeping the committee on task.

Information: 12.3 Topics for Future Agendas / Request for Information

- 12.3.1 March 28, 2017: Board of Education Meeting, Budget Hearing III, 7:30 p.m.
- 12.3.2 April 4, 2017: Board of Education Meeting, Budget Hearing IV, 7:30 p.m.
- 12.3.3 April 25, 2017: Board of Education Meeting, Adoption of 2017-2018 Budget, 7:30 p.m.
- 12.3.4 May 9, 2017: Board of Education Meeting, Budget Hearing V, 7:30 p.m.
- 12.3.5 May 16, 2017: Budget Vote /Trustee Vote, HC Crittenden M.S., 6:30 a.m - 9 p.m

13. Communications to the Board**Information: 13.1 Communications to the Board**

There were no new communications to the Board at this time.

14. Executive Session

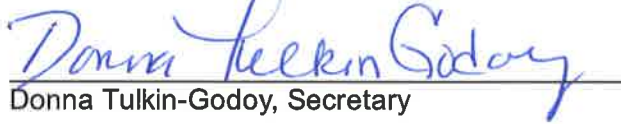
The Board did not enter into Executive Session, as there were no items for discussion.

15. Adjournment

At 8:59 p.m. a motion was made by Mr. Schulman and seconded by Mr. Levy to adjourn the meeting. Vote: 7-yes 0-no. Motion carried.

The public meeting ended at 8:59 pm.

Respectfully submitted,


Donna Tulkin-Godoy, Secretary

April 4, 2017
Date

