

**Board of Education Meeting Agenda
Tuesday, March 7, 2017**

**Byram Hills School District
Armonk, NY**

Audit Committee: 6:30 p.m.

Budget Committee: 7:00 p.m.

Meeting: 7:05 p.m. (Proposed Executive Session)

Public Meeting: 7:30 p.m.

Special Report: Presentation of Administration's Proposed 2017-2018 Budget

PRESENT: Board of Education Members

Absent:

Ms. Robin Glat
Mr. Brett Summers, President
Mr. Scott Levy, Vice President
Ms. Mia DiPietro
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. 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 7:42 p.m., the public meeting was called to order by Board President, Mr. Summers. Mr. Summers welcomed the strong public turnout in the evening's meeting in support of the administrative changes on the Consent Agenda.

2. Pledge of Allegiance

The Pledge of Allegiance followed.

3. Executive Session

Procedural: 3.1 Contract Matter - Audit

Procedural: 3.2 Personnel Matter - Individual Employee

The Board met at 6:30 p.m. in Executive Session and discussed the following items:

- 3.1 Contract Matter – Audit (External)
- 3.2 Personnel Matter - Individual Employee

4. Comments from the Public

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

There were no public comments.

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. Schulman to adopt the agenda as presented. Vote: 7-yes 0-no. Motion carried.

A motion was made by Mr. Levy and seconded by Mr. Sanders 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.

Mr. Summers noted that with the approval of the Consent Agenda, some exciting Personnel Matters were made official. Ms. Lamia introduced Mr. Gregory Quirolo to the Board, as the newly appointed Guidance Counselor at Byram Hills High School. Mr. Quirolo is joining Byram Hills from Iona Prep. Ms. Lamia and Mr. Summers welcomed Mr. Quirolo to Byram Hills.

Ms. Lamia commended Dr. Timothy Kaltenecker, Assistant Superintendent for Curriculum and Instruction, and announced that he has been appointed Deputy Superintendent, as noted on the evening's Consent Agenda. Mr. Summers added that Dr. Kaltenecker is a critical part of the District's success and responsible for so much of the District's accomplishments. Mr. Summers stated that Dr. Kaltenecker's appointment excites him for the future role of the District, as Dr. Kaltenecker brings an enormous amount of expertise in his field and he thanked him for that.

Mr. Schulman added he's known Dr. Kaltenecker for over 20 years and what he has brought to the District is unparalleled, noting that he started in Byram Hills as a math teacher; there is not another district in the state that has someone who brings the breadth of his talents to a school district. Mr. Schulman commented that Dr. Kaltenecker's talent and work ethic do not go unnoticed and wished him a long and happy position as Deputy Superintendent.

Dr. Kaltenecker said he is honored by everyone's kind words and enjoys working with all present. He noted that he was hired by Dr. Donohue and Dr. Powderly and they taught him much. They have been dear friends and great mentors over the years and he is looking forward to working with Ms. Lamia.

Another item on the evening's Consent Agenda was the appointment of Ms. Peggy McInerney, Coman Hill Principal, to her newly appointed role as Assistant to the Superintendent for Human Resources and Curriculum K-5, which will commence July 1, 2017. Ms. McInerney has worked in Byram Hills as a teacher and principal, and her accomplishments are noteworthy. In addition, as Principal of the Coman Hill School, her relationships with her colleagues and especially students is exceptional. Mr. Summers added that when Ms. Lamia recommended Ms. McInerney to the Board, everyone was very supportive because what she has done for the Coman Hill School has been nothing short of extraordinary. Mr. Schulman congratulated her and her family, particularly her children. Ms. DiPietro added that the things that make her an amazing principal will also make her a great district level administrator.

Ms. McInerney commented that every opportunity made available to her in Byram Hills has been wonderful. She is extremely grateful, noting that she has a great team at the Coman Hill School and in the District Office. She thanked the Board of Education and the Administrators, adding she will continue to work hard.

Also noted on the evening's Consent Agenda is the appointment of Dr. Andrew Taylor, who is currently the District's Director of Technology but will now be taking on the role of Director of Technology and Professional Development. Ms. Lamia mentioned that when Dr. Taylor first came to the District, he implemented the 1-1 Chrome Book roll-out, and provided much needed support to the faculty. Ms. Lamia reported that Dr. Taylor is in his tenure year at Byram Hills and is deserving of his new role as Director of Technology and Professional Development. Mr. Summers thanked Dr. Taylor on behalf of the Board for all he has done and accomplished for Byram Hills. Mr. Summers is pleased that he is expanding his expertise to the curriculum level. Mr. Schulman congratulated Dr. Taylor, as well. Dr. Taylor commented that he thoroughly enjoys technology and one of the most rewarding aspects of his work is being able to collaborate with teachers and this position will give him more of an opportunity to do so.

Mr. Summers thanked all the audience members attended the evening's meeting in support of all the appointees. He also recognized Ms. Lamia for her vision in these appointments and thanked Dr. Kaltenecker, Ms. McInerney and Dr. Taylor as well. Dr. Donohue offered that the evening was a good example of why Byram Hills is often recognized as a District that does great succession planning.

A quick recess was taken at 8:08 p.m. to allow the audience to depart.

The meeting resumed at 8:18 p.m. Mr. Summers added that events like this is one part that makes it so worthwhile of being a school board member. Seeing a transition like this and the support behind it, feels like pay back for all of the volunteer hours.

6. Consent Agenda - Personnel Action (Consent): 6.1 Personnel Items

6.1 Administrative Title Changes effective July 1, 2017:

1. Deputy Superintendent (formerly Assistant Superintendent for Curriculum and Instruction)
2. Director of Technology and Professional Development (formerly Director of Technology)

3. Assistant to the Superintendent for Human Resources and Curriculum K-5 (formerly Assistant Superintendent for Human Resources)

6.2 Administrator Appointments effective July 1, 2017:

1. Dr. Timothy Kaltenecker, Deputy Superintendent
2. Dr. Andrew Taylor, Director of Technology and Professional Development
3. Margaret McInerney, Assistant to the Superintendent for Human Resources and Curriculum K-5

6.3 Teacher Resignations for the Purpose of Retirement:

1. Marlene Frank, Special Services, BHHS, effective 6/30/17
2. Denise Barnard, Phys. Ed., HCC, effective 6/30/17

6.4 Teacher Leave:

1. Employee #61, Math, BHHS, FMLA and Childcare leave, effective 1/09/17-6/30/17

6.5 Teacher Appointment:

1. Gregory Quirolo, Guidance Counselor, BHHS, 4yr probationary, effective 8/29/17-8/28/21

6.6 Regular Substitute Appointment:

1. Loretta Bastone, Math, HCC, effective 2/01/17-3/10/17

6.7 CSEA Resignations for the Purpose of Retirement:

1. Employee #887, Teacher Aide, WA, effective 4/28/17
2. Ann Huff, Teacher Aide, CH, effective 6/30/17

6.8 CSEA Resignations:

1. Slavka Mitreski, Bus Driver, Transp., effective 3/03/17
2. Tyrone Murrell, Bus Driver, Transp., effective 3/10/17

6.9 CSEA Probationary Appointment:

1. Philip Peterson, Assistant Supervisor of Transportation, Transp., Effective 3/01/17

6.10 Substitute Teacher Appointment:

1. Megan Monteleone, effective 3/02/17

6.11 Spring Coaching Appointments:

1. Richard Bonfiglio - Asst. Girls Varsity Lacrosse
2. Michael Johnson - Volunteer Boys Lacrosse

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

Brittney Mangieri, Kathleen Healy, Jonathan Vasquez, Sharon Bruskwicz

6.13 Approve authorization for the Superintendent to extend the BHTA Retirement Incentive for 31 days to April 1, 2017.

7. Consent Agenda - Special Services

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

8. Consent Agenda - Business

Action (Consent): 8.1 Business Items

8.1 Acceptance of Donation From Armonk Youth Sports Foundation LTD Accept the donation from Armonk Youth Sports Foundation LTD for the girls' softball spring training trip.

Resolved, that the Board accepted the donation from Armonk Youth Sports Foundation LTD for the girls' softball spring training trip.

8.2 Approval of Contract for Health & Welfare Services with the White Plains City School District for 2016-17 School Year

Resolved, that the Board authorized the Board President, Superintendent and District Clerk to execute a contract for health and welfare services with the White Plains City School District for the 2016-17 school year.

8.3 Approval of Contract for Health & Welfare Services with the Ossining Union Free School District for 2016-17 School Year

Resolved, that the Board authorized the Board President and Superintendent to execute a contract for health and welfare services with the Ossining Union Free School District for the 2016-17 school year.

8.4 Authorization to Execute Special Education Services Contract with the Rye City School District for the 2016-17 School Year

Resolved, that the Board authorized the Superintendent to execute a contract with the Rye City School District for educational and related services for the 2016-17 school year.

8.5 Authorization to Execute AIA Document A101 – 2007 for Vehicle Wash Equipment

Resolved, that the Board authorized the Board President to execute the contract with Interclean Equipment, Inc. for the bus wash equipment system.

8.6 Authorization to Execute Agreement with Finalsite for District Web Site Reconfiguration

Resolved, that the Board authorized the Superintendent to execute a contract with Finalsite to reconfigure the District's web site.

8.7 Acceptance of Treasurer's Report for January 2017

Resolved, that the Board accepted the Treasurer's Report for January 2017.

**9. Special Report: Presentation of Administration's Proposed 2017-2018 Budget
Discussion, Information, Presentation: 9.1 Presentation of Administration's Proposed 2017-2018 Budget**

Mr. Summers introduced the Presentation of the Administration's Proposed 2017-2018 Budget. Dr. Donohue noted the administration have been working on the budget since November 2016. Ms. Glat, who represents the Board's Budget Committee, along with Mr. Sanders, reviewed some important dates in the Budget Development Process.

The Budget Development Process includes:

January 10, 2017	Budget Hearing I/Budget Context Provided/Principals' Overview
March 7, 2017	Administration's Proposed Budget Presentation (tonight)
March 21, 2017	Budget Hearing II
March 28, 2017	Budget Hearing III
April 4, 2017	Budget Hearing IV
April 25, 2017	Adoption of Budget
May 9, 2017	Budget Hearing V
May 16, 2017	Budget Vote - H. C. Crittenden M.S., 6:30 a.m. to 9:00 p.m. , ages 18 years and over

Mr. Summers added that one need not be a registered voter in order to vote for the school budget. Residents who are US citizens are all eligible to vote.

Ms. Glat noted that March 21 and 28 are the two Board Budget Hearing meeting dates allowing the community to have an opportunity to offer suggestions or comment on the proposed budget. She noted that Budget Hearing IV will include changes the Board has requested.

Ms. Glat then reviewed the Board Goals and the guidelines that the Board considers in order to present a fiscally sound and responsible budget with a K-12 approach. These include enrollment projections, maintaining quality of educational programs and facilities, staffing needs and compliance with all Federal and State mandates. Ms. Glat said they will take into account revenue and debt service and will continue outreach and fiscal transparency.

Dr. Donohue presented the Administration's Proposed 2017-2018 Budget. The proposed 2017-18 budget of \$90,590,230, with a budget-to-budget increase of 0.8%, is the lowest increase in memory. He feels comfortable that it will serve the Districts' needs well, as well as the Byram Hills' taxpayers. The Administration's Proposed 2017-18 Budget supports the vision of providing every student K-11 with the opportunities afforded to the graduating seniors. He noted that while this budget is low, no programs were sacrificed.

Dr. Donohue reviewed the development process of the Administration's Proposed 2017-18 Budget.

- Analyzed Programs Supporting Students and Related Impact
- Analyzed Enrollment & Related Impact
- Considered Factors, such as:
 - State Mandates
 - Contractual Obligations - Salaries & Benefits

- o Staffing Levels
- o Enrollment and Program Considerations
- o Operational Costs & Adjustments; e.g. facilities and utilities
- o Analyzed Budget, line-by-line
- o Utilized Insurance, Retirement Contributions, Unemployment Benefits Reserve Funds.

Dr. Donohue noted enrollment has been a key factor since the economic crisis in 2008 and it has declined steadily since. The demographer's report suggests that the District should expect the decline to level out. He noted that because of this, the District will be reducing staff. Dr. Donohue reviewed the staff reductions that will occur in the upcoming year and noted that they will not affect programming, as these staff reductions are directly tied into the enrollment figures.

Increase in staff:

Special Education – Co-Teacher: .5 FTE, WAMPUS

Dr. Donohue also reviewed and explained the reduction in staff, which includes:

- Elementary Teachers: 2.0 FTEs
- Middle/Secondary School Teachers: 3.0 FTEs
- Teacher Aide: 1.0 FTE
- Administration: 1.0 FTE

Dr. Donohue reviewed the increases for each of the units listed below and noted he appreciates the collaboration and support from them.

Byram Hills Administrators Association

- Salary increase 2.0%

Byram Hills Teachers Association

- Salary increase 1.0%

CSEA, Local 1000 AFSME, AFL-CIO

- Salary increase 1.5%

Dr. Donohue reviewed that the proposed budget includes all the programs and services that have supported student success, all state and federally mandated programs, all athletic programs, all extracurricular programs, all transportation services and all programs implemented since 1997. Information about the District programs can be viewed on the District's website (www.byramhills.org/curriculum.cfm).

Dr. Donohue then introduced Mr. Carlson who reviewed the proposed budget by components (Program, Capital and Administration). Staffing, the major part of the Program component, makes up nearly three-quarters of the District's costs, and is reviewed in terms of our enrollment. He noted the majority of costs are found in the Program component. He noted a 0.5% decrease in the Program component, which is comprised mostly of teaching, as well as programs for Guidance, Health Services, Students with Disabilities and other programs. Program costs are \$62,755,044 which is 69.3% of the total proposed budget.

Mr. Carlson reviewed the second component, Capital, which represents 19.1% of the total proposed budget equaling \$17,293,315. He noted a 6.7% increase in Capital in the proposed budget. He reviewed the increases in this section, which includes Operation and Maintenance of Plant, Insurance and Special Items, Pupil Transportation, Employee Benefits, Debt Service and Transfer to Capital. He discussed the increase under Maintenance of Plant, which is \$680,000, which is a result from the addition of new parking spaces at H.C. Crittenden, electric upgrades at the high school, and new bleachers in the gym. There are also renovations to the theater, including lights and seats, and a possible cogeneration facility for electricity at the high school. The power authority would pay for the equipment and the District would pay for the installation. Mr. Carlson will discuss this further at a later date, but placed it in the budget in the event the Board wants to proceed. He has a meeting with NYSERDA next week, and will then have more information to share.

Mr. Carlson reviewed the third component, Administration, and noted that this component is the smallest segment of the proposed budget, with a decrease of 0.4%. It represents 11.6% of the total budget equaling \$10,544,871. In addition, it covers items such as Administration, Finance, Legal, Curriculum Development and Supervision. It covers public information, those who manage the buildings and their support staff.

Mr. Carlson noted employee benefits will provide a modest relief in rates for both the Teachers Retirement System and Employee Retirement System. Health insurance will have an increase of approximately 3.5%, which is significantly better than the 11% increase that NYSHIP will have. Mr. Carlson also mentioned that

the refunding of bonds in 2013 will yield an additional interest savings of \$185,494 for 2017-2018. He noted the Debt Service cost is decreasing and by the year 2020 there will be no debt. He also noted the District is one in only five schools in the state with a Moody's Aaa credit rating.

Mr. Carlson then reviewed issues of concern for public schools, which include state aid reduction, tax levy cap, lack of meaningful mandate relief and loss of local control. He noted that there is some talk in Albany about making the tax levy cap a permanent law.

Mr. Summers invited anyone listening or viewing this meeting to educate themselves about the budget, which will provide more confidence to the community regarding the proposed budget. The Administration's Proposed 2017-18 Budget is available on the District website, and will be reviewed at each of the school's Principal's Coffees in May. There will also be a budget informational meeting on the proposed budget at the Budget Information Committee meeting on April 19 at 7 p.m. in the District Office Board Room. The Board congratulated Mr. Carlson and Ms. Susan Palamarczuk, District Treasurer, for their excellent work.

At 9:00 p.m. the "Presentation of the Administration's Proposed 2017-2018 Budget" concluded.

10. Unfinished Business

Action, Information: 10.1 2017-2018 School District Calendar - DRAFT - SECOND READ

A motion was made by Mr. Schulman and seconded by Ms. DiPietro to approve the 2017-2018 School District Calendar draft as a second read. Vote: 7-yes, 0-no. Motion carried.

Ms. Lamia added that the last day of school for students in the 2017-2018 school year is June 22, 2018 and the remaining days in June have been removed from the school calendar.

A brief recess was taken at 9:00 p.m. to allow the remaining staff to depart. The meeting resumed at 9:04 p.m.

11. New Business

There were no New Business items for discussion.

12. Staff Reports

Information: 12.1 Superintendent

Dr. Donohue reported that he will "blast" the calendar to the community on Wednesday, March 8, 2017.

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

Mr. Carlson's earlier discussion was his staff report.

Information: 12.3 Assistant Superintendent for Curriculum and Instruction

Dr. Kaltenecker discussed five 10th grade students who are working as young entrepreneurs. These 10th graders shared their project "What Ways Can You Impact Our Community" with HCC students. During their presentation, they discussed how they came up with their idea, how they designed a localized restaurant app and had four stepping stones for successful project management. Part of their discussion with the middle school students was about finding a particular passion. Dr. Kaltenecker mentioned how exciting it was to hear them and how the middle school students asked very good questions. Dr. Kaltenecker thought it was important to show the impact the STEAM curriculum is having on the students. He added that it is because of this kind of interest displayed by students that the District is designing the *Pathways to Engineering* course at the high school.

Information: 12.4 Assistant Superintendent for Human Resources

Ms. Lamia discussed the Principal Search Timeline. She reported that the District is searching for a middle school principal and a principal for the Coman Hill School. She said they have a full interview process scheduled to occur in March, followed by a Consultancy Model, resulting in having two finalists to

recommend to the Board on April 4, 2017. The Interview Committee consists of teachers, parents, administrators and CSEA members.

13. Board Reports

Information: 13.1 President

Mr. Summers discussed the meeting with the legislators that was canceled due to weather and is now rescheduled for Thursday, March 9. Mr. Summers will provide a report at the March 21 Board meeting.

Information: 13.2 Committees / Board Members

Mr. Levy mentioned that the Byram Hills Education Foundation Spring Festival will take place on March 31, which is somewhat earlier than in previous years.

Mr. Summers noted there is a Policy Committee meeting on March 14 and a Town/School District Liaison meeting on March 17.

Mr. Schulman provided a sports report: Boys Basketball Team - the positive part was getting to the Sectional semifinals with a 21-1 record, unfortunately they lost to a private school. He congratulated them for a strong game. All in all, it was a fantastic season for the Boys Basketball Team and he congratulated the players and their coaches. Mr. Summers added that all the reports about the conduct of players was very positive. Mr. Schulman said it was a well-attended game and the behavior from start to finish was strong. Mr. Schulman reminded the community that going to the County Center was just a dream some time ago. Boys Hockey Team - the team made it to the playoffs for the first time in twelve years! The game there was a heart breaker, but he congratulated the team on a wonderful season. Mr. Summers added he went to both games and they were thrilling games to watch. The impact that the program has had on the 20 plus hockey players skating for Byram Hills was really warming and special to see. He said he was proud of the work the Board, administration, and past Athletic Director, Mr. Mike Gulino, did to keep the ice hockey program alive. Mr. Schulman said it was a strong season and now the attention is turned to the spring where there is much to watch. Mr. Summers noted a Byram Hills wrestler was also sent to the state competitions.

Information: 13.3 Topics for Future Agendas / Requests for Information

- 13.3.1 March 21, 2017: Board of Education Meeting, Budget Hearing II, 7:30 p.m.
- 13.3.2 March 28, 2017: Board of Education Meeting, Budget Hearing III, 7:30 p.m.
- 13.3.3 April 4, 2017: Board of Education Meeting, Budget Hearing IV, 7:30 p.m.
- 13.3.4 April 25, 2017: Board of Education Meeting, Adoption of 2017-2018 Budget, 7:30 p.m.
- 13.3.5 May 9, 2017: Board of Education Meeting, Budget Hearing V, 7:30 p.m.
- 13.3.6 May 16, 2017: Budget Vote /Trustee Vote, HC Crittenden M.S., 6:30 a.m. 9 p.m.

14. Communications to the Board

Information: 14.1 Communications to the Board

Mr. Summers shared a communication addressed to the Board anonymously from a parent who wanted to know about their child's IEP plan, which was forwarded to the appropriate administrator.

15. Board of Education Minutes

Action: 15.1 Board of Education Minutes: February 13, 2017

A motion was made by Mr. Schulman and seconded by Mr. Levy to approve the Board of Education Minutes of February 13, 2017. Vote: 6-yes, 0-no, 1-abstained (Ms. Glat). Motion carried.

16. Executive Session

Procedural: 16.1 Executive Session

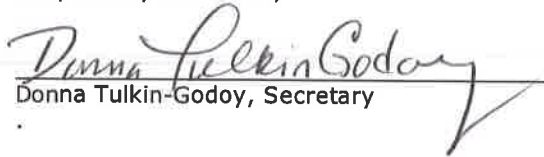
The Board met in Executive Session earlier and completed discussions on:

- 3.1 Contract Matter - Audit
- 3.2 Personnel Matter - Individual Employee

17. Adjournment

At 9:18 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.
The public meeting ended at 9:18 pm.

Respectfully submitted,


Donna Tulkin-Godoy, Secretary

March 21, 2017
Date