

**BYRAM HILLS SCHOOL DISTRICT  
ARMONK, NY  
TUESDAY, APRIL 26, 2016  
BOARD OF EDUCATION MEETING  
Meeting: 7:00 p.m. (Proposed Executive Session)  
Public Meeting: 7:30 p.m.**

**Special Report: Adoption of the Administration's Proposed 2016-2017 Budget**

**DATE:** April 26, 2016

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

**PLACE:** Board Room in District Office

**PRESENT:** **Board of Education Members Present**                      **Absent:**

Ms. Robin Glat, President  
Dr. Alban Burke  
Mr. Scott Levy  
Ms. Joyce Meiklejohn  
Mr. Michael Sanders  
Mr. Ira Schulman  
Mr. Brett Summers, Vice President

**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**

The Board met for Executive Session at 7:00 p.m. At 8:18 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 met for Executive Session at 7:00 p.m. to discuss the following items:

- 3.1: Legal Matter - Emergency Response Plan
- 3.2: Legal Matter - Individual Student
- 3.3: Personnel Matter - Individual Employee
- 3.4: Board of Education Matter - Self Evaluation
- 3.5: Board of Education Matter - Board Member

The Board completed discussions during Executive Session on Items 3.1, 3.2, 3.3 and 3.4. The Board will reconvene after the public meeting to discuss Item 3.5.

#### 4. **Comments from the Public**

There were no comments from the public.

#### 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: 7-yes; 0-no. Motion carried.

A motion was made by Mr. Summers 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.

Ms. Glat made mention of Consent Agenda *Item 6.1.1, Resignation of Christopher Borsari, Principal of Byram Hills High School*. She noted Mr. Borsari has been the Byram Hills High School Principal for the past eight years. He has displayed genuine respect and care for the students and their families and has made quite an impact at Byram Hills High School and in the Byram Hills community. Ms. Glat commented that he always strived to make the school safe and welcoming for all students. He made the school a non-punitive learning environment in which students could take chances, make some mistakes and learn. Ms. Glat stated that Mr. Borsari will be missed, and his impact has been felt by all. Ms. Glat thanked Mr. Borsari and wished him the best in his new District, Tarrytown, where he will serve as Superintendent of the Tarrytown School District.

#### 6. **Consent Agenda - Personnel**

##### 6.1 Administrator Resignation:

6.1.1 Christopher Borsari, Principal, BHHS, effective 6/30/16

##### 6.2 Teacher Resignations:

6.2.1 Jean Garner, ESOL, CH/WA, effective 6/30/16

6.2.2 Eszter Weisz, Mathematics, BHHS, effective 6/30/16

##### 6.3 Teacher Probationary Appointment:

6.3.1 Jaclyn Wagner, English, BHHS, 4year probationary, effective 1/19/16-1/18/20

##### 6.4 CSEA Resignation:

6.4.1 Mariel Martorana, Teacher Aide, WA, effective 5/13/16

##### 6.5 CSEA Probationary Appointments:

6.5.1 William Chinchilla, Bus Driver, Trans., effective 5/02/16

6.5.2 Lourdes Ianno, Bus Driver, Trans., effective 5/02/16

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

#### 8. **Consent Agenda - Business**

##### 8.1 Authorization to Execute Change Order Number One and Two for the Transportation Facility Improvement Project

***Resolved***, that the Board authorized the Board President to execute Change Order Number One and Two with TWP Plumbing & Heating, Inc. for the transportation facility improvement project.

## **9. Special Report: Adoption of the Administration's Proposed 2016-2017 Budget**

### **9.1 Budget Overview and Tax Rates**

Dr. Donohue opened the budget discussion on the Adoption of the Administration's Proposed 2016-17 Budget and then referred to Mr. Carlson for his presentation of the proposed budget.

Mr. Carlson first reviewed the Budget Process. He noted May 3, 2016 will be Budget Hearing V, a mandated meeting, followed by the Budget Vote on May 17 at H.C. Crittenden Middle School from 6:30 a.m. to 9:00 p.m.

Mr. Carlson provided a brief summary of the Proposed 2016-17 Budget. The proposed budget is \$89,881,446 with a 1.3% budget-to-budget increase and a tax levy of 0.4%.

Mr. Carlson reviewed the Proposed 2016-17 Budget by components: Program, Capital and Administrative. He noted the Program Component makes up the majority of the budget (70.2%), followed by the Capital Component (18%) and lastly, the Administrative Component (11.8%).

Mr. Carlson reviewed all that the budget includes which are all programs and services that have supported student success, state and federally mandated programs, athletic and extracurricular programs, transportation services, and *Programs Implemented Since 1997*, which can be viewed on the District's website at [www.byramhills.org/curriculum.cfm](http://www.byramhills.org/curriculum.cfm). Mr. Carlson noted there are some new technology initiative expenditures in the budget.

Mr. Carlson reviewed the Revenue portion of the proposed budget, explaining that Property Tax (including STAR) accounts for the majority of the Revenue portion of the proposed budget (86.4%). He further explained that the STAR exemption will be changing for all "new" homeowners. Mr. Carlson explained that the STAR reimbursement will be received as a refund check to new homeowners during the month of September instead of as a reduction in one's taxes, as is done with existing homeowners. The remaining Revenue portion of the proposed budget includes the Fund Balance, State Aid, Other, and PILOTS (Payments In Lieu of Taxes).

Mr. Carlson then reviewed the Estimated Tax Rates which are as follows: North Castle will decrease by .66%; Bedford will decrease by 4.39%. Mt. Pleasant will have an increase of 2.6% and New Castle will have an increase of 0.80%.

In summary, the budget is \$89,881,446 with a 1.3% budget-to-budget increase, a tax levy increase of 0.4% and the tax rates which vary by town.

### **9.2 Property Tax Report Card**

Mr. Carlson explained that the Property Tax Report Card is required to be submitted to the State Education Department after the Board adopts the proposed budget, which will take place at this meeting.

### **9.3 Comments from the Public**

There were no comments from the public.

#### **9.4 Resolution for Adoption of Proposed 2016-2017 Budget and Property Tax Report Card**

Ms. Glat read the following resolution into record.

***WHEREAS**, the Board of Education has received and carefully reviewed a proposed 2016-17 school budget from the Superintendent of Schools; and*

***WHEREAS**, the Board of Education has held several budget hearings regarding the proposed 2016-17 school budget; and*

***WHEREAS** the Board of Education concurs with the administration's recommendation on the contingency budget information to be presented on the School District Budget Notice regarding the 2016-17 school budget;*

***THEREFORE, BE IT RESOLVED**, that the Board of Education of the Byram Hills Central School District adopts the proposed 2016-17 school budget in the amount of \$89,881,446 to present to the voters at the Annual Meeting on May 17, 2016, and approves the following proposition: "Shall the Board of Education of the Byram Hills Central School District be authorized to expend for budgetary purposes in the school year 2016-17 the sum of \$89,881,446 and to levy the necessary tax therefor upon the taxable property of the School District?"; and*

***BE IT FURTHER RESOLVED**, that the Property Tax Report Card is hereby approved by the Board of Education for submission to the State Education Department and dissemination to the public in accordance with law.*

A motion was made by Mr. Summers and seconded by Mr. Schulman to adopt the 2016-2017 Budget and Property Tax Report Card as presented. Vote: 7-yes, 0-no. Motion carried.

Mr. Schulman thanked the administration, Mr. Carlson and his Business Office staff for their work on the budget. Ms. Glat noted that the unanimous vote was a testament to the administration for a well thought-out budget.

#### **9.5 Budget Steps From Here**

Ms. Glat reviewed the Budget Steps from Here,

**9.5.1 Early May 2016: Mailing of Budget Brochure and airing of BobcatTV Budget Overview**

**9.5.2 May 3, 2016: Budget Hearing V, District Office, 7:30 p.m.**

**9.5.3 May 17, 2016: Budget Vote / Trustee Vote, H.C. Crittenden M.S., 6:30 am - 9 pm; Public Meeting: 9:15 p.m. (Approx.)**

Ms. Glat also noted the upcoming Principals' Coffees which are scheduled for May. She mentioned that all community members are welcome to attend the meetings as follows: Coman Hill - May 2, H.C. Crittenden - May 4, BHHS - May 10, Wampus - May 12.

#### **10. Unfinished Business**

There were no Unfinished Business items for discussion.

## **11. New Business**

### **11.1 Public Hearing to Discuss Implementation of District-wide Emergency Response Plan and Building Level Emergency Response Plan, effective July 1, 2016**

At 8:20 p.m., the Public Hearing began to discuss the Emergency Response Plans. Ms. Lamia explained that this is an opportunity for the public to ask questions on the public Emergency Plan, which has been available on the District website for the past 30 days. Ms. Lamia noted that as of yet, the District has not received any inquiries about the plan. She explained that for safety reasons, the Building Level Plans cannot be made public, however, the Board of Education has reviewed them. The District was mandated by New York State to make certain revisions to the Emergency Response Plans and to have consistent language for emergency responders.

Mr. Summers noted that the Board reviewed the confidential documents and asked a series of questions during Executive Session. The plans have been vetted by the Board.

Ms. Glat noted the updated plan will be voted on at the next Board meeting. The Public Hearing concluded at 8:30 p.m.

## **12. Staff Reports**

### **12.1 Superintendent**

Staff reports were not presented, however, Dr. Donohue noted that the Spring Sports Festival will be held this coming Friday, April 29, and there will be fireworks and a barbeque.

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

No report was presented.

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

No report was presented.

### **12.4 Assistant to the Superintendent**

No report was presented.

## **13. Board Reports**

### **13.1 President**

No report was presented.

### **13.2 Committee/Board Members**

**13.2.1 April 29, 2016: Town / School District Liaison Meeting, Town Hall, 7:45 a.m.**

**13.2.2 May 9, 2016: Policy Committee, D.O., 12 p.m.**

Mr. Summers noted that there will be a Westchester-Putnam School Boards Association Board Meeting on Thursday evening, April 28 and on May 26, WPSBA will hold their Annual Dinner. Mr. Summers mentioned that all Board members should have received an informational

flyer regarding the Dinner meeting. He noted that the newly elected Regents Chancellor and the District's regional Regent will be in attendance.

Ms. Glat mentioned that there will be a Town Liaison meeting on Friday, April 29. Mr. Levy mentioned the Byram Hills Education Foundation Spring Gala will be held on May 13. He also noted the Byram Hills Education Foundation will host a roundtable discussion with other regional Westchester Education Foundations on May 19. Mr. Levy will provide an update to the Board regarding the meeting.

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

**13.3.1 May 3, 2016: Board of Education Meeting, Budget Hearing V, 7:30 p.m. with Science Research Seniors / Intel Talent Search Applicants Reception at 7:00 p.m.**

**13.3.2 May 17, 2016: Byram Hills Budget / Trustee Vote, H.C. Crittenden M.S., 6:30 a.m. – 9:00 p.m., Board of Education Meeting, 9:15 p.m. (Approx.)**

### **14. Communications to the Board**

There were no communications to the Board.

### **15. Approval of the Board of Education Minutes of April 12, 2016 and April 19, 2016**

A motion was made by Mr. Levy and seconded by Ms. Meiklejohn to approve the Minutes of April 12 and April 19, 2016. Vote: 7-yes, 0-no. Motion carried.

### **16. Executive Session**

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

- Item 3.1: Legal Matter - Emergency Response Plan
- Item 3.2: Legal Matter - Individual Student
- Item 3.3: Personnel Matter - Individual Employee
- Item 3.4: Board of Education Matter - Self Evaluation

At 8:33 p.m., a motion was made by Mr. Summers and seconded by Mr. Schulman to re-enter into Executive Session to continue discussion on Item 3.5: Board of Education Matter - Board Member. Vote: 7-yes; 0-no. Motion carried.

### **17. Adjournment**

The public meeting ended at 8:33 p.m.

Respectfully submitted,

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Donna Tulkin-Godoy, Secretary

June 7, 2016  
Date