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**Board of Education Meeting Minutes
Tuesday, April 4, 2017**

**Byram Hills Central School District
10 Tripp Lane
Armonk, NY 10504**

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

DATE: April 4, 2017

TIME: 7:30 p.m. Public Meeting

PLACE: Board Room in District Office

PRESENT: Board of Education Members
Ms. Robin Glat
Mr. Brett Summers, President
Mr. Scott Levy, Vice President
Ms. Mia DiPietro
Mr. Michael Sanders

Absent
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 7:55 p.m., the public meeting was called to order by Board President, Mr. Summers.

Mr. Summers noted the agenda was amended to include Item 3.2 – Personnel Matter – Succession Planning, and a correction to the stipend amount in Consent Agenda Item 6.4.

2. Pledge of Allegiance

The Pledge of Allegiance followed.

3. Proposed Executive Session Upon Board Approval

**Procedural: 3.1 Board of Education Matter - Succession Planning
Procedural: 3.2 Personnel Matter - Succession Planning**

The Board met in Executive Session at 7:25 p.m. and discussed the following items:

- 3.1 Board of Education Matter - Succession Planning
- 3.2 Personnel Matter - Succession Planning

4. Comments from the Public

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

There were no comments.

5. Revision and Adoption of Agenda

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

The Agenda was **AMENDED** with the **addition of Item 3.2: Personnel Matter - Succession Planning AND** a correction to **Item 6.4** revising the stipend amount **from \$5,000 to \$5,500**. A motion was made by Ms. Glat and seconded by Ms. DiPietro to adopt the agenda as AMENDED. Vote: 5-yes 0-no. Motion carried.

A motion was made by Mr. Levy and seconded by Ms. DiPietro to adopt Item 6: Consent Agenda - Personnel; Item 7: Consent Agenda - Special Services; and Item 8: Consent Agenda - Business as presented with the amendments. Vote: 5-yes 0-no. Motion carried.

6. Consent Agenda - Personnel

Action (Consent): 6.1 Personnel Items

6.1 Teacher Resignation for the Purpose of Retirement:

1. Dr. Sandra Abt, Social Studies, BHHS, effective 6/30/17

6.2 Part-time Teacher Appointment for 2017-18:

1. Dr. Sandra Abt, Social Studies, .4 FTE, effective 8/30/17-6/30/18

6.3 CSEA Probationary Appointment:

1. Mary Rippy, Teacher Aide, WA, effective 4/01/17

6.4 Approval to Increase Extracurricular Stipend effective 2017-18 School Year:

1. Science Research Coordinator from \$2,718 to \$5,500

6.5 Substitute Teacher Appointment:

1. Marion Kelly, effective 3/31/17

7. Special Report: Budget Hearing IV: Review of Administration's Proposed 2017-2018 Budget

Discussion, Information, Presentation: 7.1 Review of Administration's Proposed 2017-2018 Budget

The dates of the Budget Process were displayed as follows:

January 10, 2017	Budget Hearing I/Budget Context Provided/Principals' Overview
March 7, 2017	Presentation of Administration's Proposed Budget
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.

At 7:58 p.m., Mr. Summers introduced Dr. Donohue for beginning discussion on Budget Hearing IV. Dr. Donohue stated that the Board has completed approximately 90% of the Budget Process of the Proposed 2017-2018 Budget. He noted that the proposed budget remains has a budget-to-budget increase of 0.8% and a tax levy increase of 1.1%.

Mr. Carlson reported on the budget by components, Program, Capital, and Administrative and reviewed the items in each component. He also reviewed the object codes, noting that wages and benefits is the largest part of the Program component. He also discussed Contractual Services, Debt Service, Supplies and Equipment, Maintenance, and Vehicles.

Mr. Carlson next explained Revenue, noting that the largest part of Revenue is derived from Real Property Tax including the STAR Program. He also discussed Fund Balance Appropriations, State Aid, PILOTs, and Other Revenue, such as County Sales Tax, and Refund of BOCES Aided Services. Mr. Carlson also explained the variances of the revenues from the 2016-17 school year.

Mr. Carlson then reviewed the Estimated Tax Rates, which will be finalized in July/August 2017. The initial estimated tax rate increase from the previous year in each of the towns is as follows: North Castle - 0.15%; New Castle - 3.30%; Bedford - 1.38%; and Mt. Pleasant - 1.41%.

In summary, Mr. Carlson stated that the the Proposed 2017-18 Budget has a budget-to-budget increase of 0.8% and a tax levy increase of 1.1%. He then answered some additional questions from the Board concerning state aid and the state budget.

The Board discussed Ms. Glat's previous request for information about her inquiry of the District funding AP Exams. Dr. Donohue explained that rather than adjusting the budget at the last minute, the Board could take time to discuss the matter carefully and still pay for the expense through a transfer. Ms. Glat commented it was a good way to move forward on this matter. Mr. Summers stated that the District could inquire as to what other districts are doing regarding this matter and then have a discussion in advance of performing a transfer. There was consensus by the Board to informally table the discussion for a later date, and Dr. Donohue and Mr. Carlson will gather further information.

Mr. Summers then announced the next steps in the budget process.

Recognition: 7.2 Comments from the Public

There were no comments from the public.

Information: 7.3 Budget Steps from Here

7.3.1 April 25, 2017: Adoption of 2017-18 Budget by Board of Education, D.O., 7:30 p.m.

7.3.2 May 9, 2017: Budget Hearing V, District Office, 7:30 p.m.

7.3.3 May 16, 2017: Budget Vote/Trustee Vote, HC Crittenden M.S. , 6:30 am - pm Public Mtg: 9:15 pm (Approx.),

Budget Hearing IV concluded at 8:13 p.m.

8. Consent Agenda - Special Services

Action (Consent): 8.1 CSE/SubCSE/CPSE Recommendations

9. Consent Agenda - Business

Action (Consent): 9.1 Business Items

9.1 Acceptance of Treasurer's Report for February 2017

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

10. Unfinished Business

Action: 10.1 Review of Policies: Second Read: 1900 (Parental Involvement)

10.1 Review of Policies: Second Read: 1900 (Parental Involvement)

Ms. Lamia explained this policy is the short policy regarding Title I programs.

A motion was made by Ms. Glat and seconded by Mr. Levy to approve Policy 1900 (Parental Involvement) as a second read. Vote: 5-yes, 0-no. Motion carried.

11. New Business

Information: 11.1 New Business

There were no New Business items for discussion.

12. Staff Reports

Information: 12.1 Superintendent

Dr. Donohue did not have a report for this meeting.

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

Mr. Carlson provided information about the status of the New York State Budget as it affects Byram Hills. He reported that New York State is required to adopt its budget by April 1, however, the state did not meet its deadline and had submitted for an extension. Therefore, until a new budget is in place, the state will continue payment on all that it is responsible for with the exception of the legislators' salaries. It was reported that school districts will continue to receive state aid payments that were promised for this year. There is currently a big push for legislators to pass the budget before school districts adopt their budgets. Mr. Carlson reported that Byram Hills receives approximately 4% of revenue from state aid and the state budget negotiations could impact the District at a future time. Mr. Levy asked when funds are received for 2017-2018 and Mr. Carlson explained that the District receives approximately one third in the beginning of the year and two thirds at the end of the year. Mr. Summers stated that this is the first year Governor Cuomo did not push for an on-time budget. Mr. Sanders asked Mr. Carlson how schools qualify for state aid. Mr. Carlson explained that it is a very complicated formula, noting that each piece of information asked is based on different data and submissions. Mr. Levy noted there has been much discussion on revamping the formula. Mr. Carlson answered a few more questions concerning Foundation Aid and some other topics.

Information: 12.3 Assistant Superintendent for Curriculum and Instruction

Dr. Kaltenecker discussed H.C. Crittenden's Makerspace, as part of an update on the Board's Goal for STEAM. Last year, HCC Library Media Specialist, Ms. Barbara Barthelmes, finalized the Makerspace program. Some of the activities for students to participate in during their lunch periods include using items such as legos, origami, and electronics to make different sounds and patterns. The students are given challenges to solve, such as, designing a musical instrument. Students have access to Tinkercad, which is a program they began using in second grade, to create items for the 3D printer. Ms. Barthelmes reported that the students seem relaxed and calm during the activities and it's social time for them as well. She recently conducted a survey of the students and they reported that they enjoy the opportunity to be creative and enjoy making new friends. They also reported that it's a place where they feel no stress. Dr. Kaltenecker answered some additional questions from the Board and mentioned that the Makerspace has been very positive.

Information: 12.4 Assistant Superintendent for Human Resources

Ms. Lamia reported that she is anticipating completion of the Principals Search in the near future and expects to have two finalists to recommend to the Board at the April 25 Board meeting.

13. Board Reports

Information: 13.1 President

Mr. Summers mentioned that he was asked to sit on a panel, hosted by WPSBA on April 6, for prospective school board members. Ms. Glat commented that she had attended a similar meeting and it was very informative. Mr. Summers reported that a WPSBA Board Meeting is scheduled for April 27 and the District's Budget Information Committee will hold its annual meeting at the District Office on April 19. Dr. Donohue mentioned that invitations were sent, as well as an announcement in the school newsletters, and all parents and community members are welcome to attend. He also noted that the Board's Policy Committee will be meeting on April 25 and a Town / School District Liaison meeting is scheduled for April 28.

Information: 13.2 Committees / Board Members

Mr. Levy reported the Byram Hills Education Foundation held their spring event on Friday, March 31. The event was a success with a turnout of over 300 people. Mr. Levy and Ms. Glat also attended the Working Parents evening meeting, held at the District Office on March 29 and mentioned that he thought those attending became more informed about the topics discussed.

- 13.2.1 April 19, 2017: Budget Information Committee, District Office, 7-9p.m.
- 13.2.2 April 25, 2017: Policy Committee, District Office, 9 a.m.
- 13.2.3 April 28, 2017: Town/School District Liaison Meeting, Town Hall, 7:45 a.m.

Information: 13.3 Topics for Future Agendas / Requests for Information

- 13.3.1 April 25, 2017: Board of Education Meeting, Adoption of 2017-2018 Budget AND Southern Westchester BOCES 2017-18 Budget/Trustee Vote, District Office, 7:30 p.m.
- 13.3.2 May 9, 2017: Board of Education Meeting, Budget Hearing V, 7:30 p.m. and Reception for Science Research Seniors/Intel Talent Search Applicants, District Office, 7:00 p.m.
- 13.3.3 May 16, 2017: Byram Hills Budget Vote and Election of School Board Trustees, HCC, 6:30 a.m. - 9 p.m., Public Meeting, 9:15 p.m. (approximate)

14. Communications to the Board

Information: 14.1 Communications to the Board

There were no new communications to the Board.

15. Approval of Board Minutes

Action: 15.1 Approval of Board of Education Minutes: March 21, 2017

A motion was made by Mr. Levy and seconded by Mr. Sanders to approve the Board of Education Minutes of March 21, 2017. Vote: 5-yes, 0-no. Motion carried.

16. Executive Session

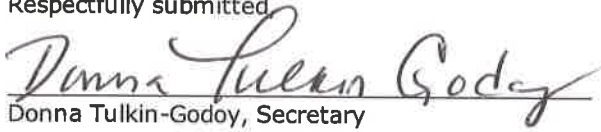
The Board met in Executive Session earlier and completed discussions on:

- 3.1 Board of Education Matter - Succession Planning
- 3.2 Personnel Matter - Succession Planning

17. Adjournment

At 8:34 p.m. a motion was made by Ms. DiPietro and seconded by Ms. Glat to adjourn the meeting.
Vote: 5-yes 0-no. Motion carried.
The public meeting ended at 8:34 pm.

Respectfully submitted


Donna Tulkin-Godoy, Secretary

April 25, 2017
Date