

**BYRAM HILLS SCHOOL DISTRICT  
ARMONK, NY  
TUESDAY, MAY 3, 2016  
BOARD OF EDUCATION MEETING  
Meeting: 7:00 p.m. (Proposed Executive Session)**

**Public Meeting: 7:30 p.m.  
Special Report #1: Byram Hills High School Students' Recognition  
for Science Research Seniors and Intel Semifinalists - Reception 7 p.m.**

**Special Report #2: Budget Hearing V**

**DATE:** May 3, 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 to the Superintendent for Human Resources

**1. Call to Order**

The meeting in Executive Session at 7:00 p.m. The public meeting was called to order at 7:40 p.m. 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 matters:

- 3.1 Personnel Matter - Individual Employee
- 3.2 Contractual Matter - Individual Employee
- 3.3 Personnel Matter - Board of Education
- 3.4 Legal Matter - Individual Student

**4. Comments from the Public**

There were no comments from the public.

## **5. Revision and Adoption of Agenda**

The Agenda was amended as follows: under Executive Session, the addition of Item 3.4: Legal Matter - Individual Student; and addressing the Consent Agenda Items, Items, 7, 8 and 9 before Item 6: Special Report #1: Recognition of BHHS Science Research Seniors and Intel Semifinalist .

A motion was made by Mr. Brett Summers and seconded by Mr. Ira Schulman to amend the Agenda as requested. Vote: 7-yes, 0-no. Motion carried.

A motion was made by Mr. Brett Summers and seconded by Mr. Ira Schulman to adopt Item 7: Consent Agenda - Personnel; Item 8: Consent Agenda - Special Services; and Item 9: Consent Agenda - Business as presented. Vote: 7-yes 0-no. Motion carried.

Ms. Glat, Board President, explained to the audience that with the motion to adopt the Personnel Consent Agenda, the Board approved the appointment of the next Byram Hills High School Principal, Mr. Christopher Walsh, effective July 1, 2016. Ms. Glat remarked that the Board is confident and excited about Mr. Walsh's appointment and looks forward to having Mr. Walsh serve in his new role as high school principal. Ms. Glat introduced Mr. Walsh, who was in attendance.

Mr. Walsh thanked Ms. Glat. He mentioned that over the past 13 years that he has been in Byram Hills, both as a teacher and currently the high school's assistant principal, he has come to recognize Byram Hills as his extended family. He thanked the Board for their work and continuous support and commented that it is because of this that the Byram Hills community has a high school that is the envy of many other local school districts. Mr. Walsh thanked his colleagues, District administrators and Byram Hills High School Principal, Mr. Chris Borsari, for their support and guidance. He acknowledged the Authentic Science Research students attending the evening's meeting, noting their accomplishments and concluded by saying that he will take good care of the District's "crown jewel" referring to Byram Hills High School.

Dr. Donohue commented on Mr. Walsh's appointment, reporting that a rather thorough search was conducted with candidates from within the District, as well as out of the District. He further explained that although a candidate may want a position in the District, the candidate must first be able to display their understanding of the community, the students, the values and the unique blend that makes Byram Hills an excellent place for a student to excel. Dr. Donohue mentioned that during the lengthy interview process, Mr. Walsh was rated the highest of all the candidates in his responses, as well as his understanding of Byram Hills' values. Dr. Donohue concluded that Mr. Walsh is the right choice for Byram Hills.

Mr. Schulman acknowledged the attendance of Dr. Leslie Blum Cziner, former Byram Hills Board member, who served as a trustee for six years, who was in attendance in recognition of her daughter and all Authentic Science Research Seniors.

## **6. Recognition of BHHS Science Research Seniors and Intel Semifinalists**

Ms. Glat mentioned that the Authentic Science Research Program is now in its 27<sup>th</sup> year at Byram Hills. She referred the introduction of the student recognition to Dr. Donohue. Dr. Donohue compared Mr. Walsh's comment of Byram Hills High School being the "crown jewel" of the District to the Authentic Science Research program being the "crown jewel" of District programs. He commented that along with the hard work, it's very much about the experience that a student encounters, and often the rewards that are derived from their work that a student will learn about themselves. Dr. Donohue mentioned that it was Byram Hills High School teacher, Dr. Robert Pavlica, who first began the program 27 years ago, and as is seen by tonight's event, turned into an excellent program. Dr. Donohue congratulated the students.

Mr. Schulman mentioned that when the Authentic Science Research Program was first brought to the Board for approval 27 years ago, it narrowly passed by a vote of 4 to 3. He addressed the students and told them how fortunate they are to be part of this program and they not only make themselves proud, but their parents and the District as well.

Ms. Glat thanked the teachers for their hard work and their support of the students and told the students that it is times like this that makes the Board realize their own accomplishments as Board members. Ms. Glat then read the certificate that will be presented to all the Authentic Science Research Seniors:

*“On behalf of all the residents of the school district, the Board of Education presents this Certificate of Excellence in recognition of your outstanding efforts in science research, especially in your senior year. The example and commitment you have demonstrated as a scientist and a researcher will benefit other students, staff, and the community.”*

Dr. Tim Kaltenecker introduced each student, Ms. Glat presented them with their certificate and each student offered a brief description of their science research project.

The Authentic Science Research Senior are: Akhil Arvati, Willow Bailon, Zachary Beinhacker, Sela Berenblum, James Bremner, Kevin Chang, Ilana Cohen, Sarah Crucilla, Sarah Cziner, Alexis Draper, Frederick Eisenbiegler, Jolie Feldman, Amanda Glassman, Ryan Infante, Micah Jeng, Marisa Kaplan, Miriam Lachs, Victoria LaGravinese, Kirsten Lee, Zach Lev, Gregory Marinaccio, Julia Markowitz, Alexandra Mautner, Ariel Milewicz, Natalie Morley, Jared Okun, Alex Pfeffer, Dominick Rowan, Mackenzie Schmidt, Lyndsay Siegle, Brian Singer, Pranav Solanki, Charles Stafford, Sarah Tang, Emily Tantleff, Hailey Weiner, Bailey Winston, Garrett Wolfe, and Andrew Wurm.

Mr. Summers offered a brief message to the students stating that he is sure that each student appreciates and is aware of the help given to them by their parents and that they should be very proud of their accomplishments. Mr. Summers added that the District is very proud of them as well, as they make the District look good, as well.

Dr. Donohue recognized and introduced the four teachers of the Authentic Science Research Program: Mr. David Keith, Mr. James Gulick, Ms. Megan Salomone and Ms. Stephanie Greenwald, who was not able to be in attendance.

Mr. Keith commented on how the students, upon entering the program approximately three years ago, have transformed into adulthood in such a short period of time and have become accomplished and poised to enter into their next phase of life.

Ms. Glat made mention of the Science Symposium which will take place at Byram Hills High School on June 1. Ms. Glat asked, by a show of hands, what students would be 18 years of age by May 17 as she reminded them they are eligible to vote at the May 17 budget vote. She explained that prior registration is not needed; they just need to show identification the night of the vote. Ms. Glat mentioned that it is programs like Authentic Science Research, that the District budget supports.

Mr. Keith acknowledge Byram Hills High School English teacher, Ms. Megan Salomone, who is new to the Authentic Science Research Program and has proven to be a great asset to the program.

A brief recess was taken at 8:15 p.m. to allow the students and their families to depart. The Board meeting resumed at 8:23 p.m.

## 7. Consent Agenda - Personnel

- 7.1 Administrator Probationary Appointment:
  - 7.1.1 Christopher Walsh, Principal, BHHS, 4year probationary, effective 7/01/16-6/30/20
- 7.2 CSEA Appointments:
  - 7.2.1 Jessica Rainaldi, Substitute Nurse, DW, effective 5/04/16
  - 7.2.2 Bruno Fontana, Bus Driver, Transp., effective 5/16/16
- 7.3 Spring Coaching Appointment:
  - 7.3.1 Jessica Katz Assistant Track and Field (Volunteer)

## 8. Consent Agenda - CSE/SubCSE/CPSE Recommendations

## 9. Consent Agenda - Business

- 9.1 Appointment of Poll Workers/Inspectors
  - 9.1.1 Gregory Carlson - Election Chairperson
  - 9.1.2 Susan Palamarczuk - Election Coordinator
  - 9.1.3 Rita Vettoretti - Chief Inspector
  - 9.1.4 Kurt Ainsworth
  - 9.1.5 Barbara Brandt
  - 9.1.6 Judith Early
  - 9.1.7 Robert Herridge
  - 9.1.8 Mary Jones
  - 9.1.9 Ree Schultz
  - 9.1.10 Phyllis Traweek

*Resolved*, that the Board appointed the poll workers, inspectors, chief inspector, coordinator and chairperson for the May 2016 budget vote and election.

- 9.2 Approval of Contract for Health & Welfare Services with the Yorktown Central School District for the 2015-16 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 Yorktown Central School District for the 2015-16 school year.
- 9.3 Approval of Boys Swim and Dive Team Merger for 2016-17 School Year
  - Resolved*, that the Board approved the Boys Swim and Dive Team Merger for 2016-2017 and authorize the Board President and Superintendent to execute the applicable documents.
- 9.4 Approval of Consultant Contract Amendment with MiWon Kim Goldsmith for the 2015- 16 Fiscal Year
  - Resolved*, that the Board authorized the Superintendent to execute a consultant contract amendment with Mi-won Kim Goldsmith for the 2015-16 fiscal year
- 9.5 Authorization to Execute Amendment to Consultant Contract with Creative Tutoring, Inc. for the 2015-16 Fiscal Year
  - Resolved*, that the Board authorized the Superintendent to execute a consultant contract amendment with Creative Tutoring, Inc. for the 2015-16 fiscal year.

- 9.6 Authorization to Execute Agreement for Additional Engineering Fee for Wash Bay Building Structural and Wash Equipment Changes  
*Resolved*, that the Board authorized the Superintendent to execute an agreement with KG&D for additional professional fees.
- 9.7 Acceptance of Treasurer's Report for March 2016  
*Resolved*, that the Board accepted the Treasurer's Report for March 2016.

## **10. Special Report: Budget Hearing V**

### **10.1 2016-2017 Budget Overview**

Ms. Glat opened Budget Hearing V at 8:24 p.m. and introduced the opening discussion of the 2016-17 Budget Overview. She referred to Dr. Donohue who provided a review of the Proposed 2016-17 Budget. Dr. Donohue reported that the Board of Education adopted the Proposed 2016-17 Budget at the April 26, 2016 Board meeting. Dr. Donohue reported that the Proposed 2016-17 Budget has a 1.3% budget-to-budget increase and a tax levy of 0.4%. Ms. Glat informed the public that this meeting, Budget Hearing V, is a mandated meeting. Dr. Donohue reminded the community that all the information presented at all the Board's Budget Hearings are available and can be viewed on the District's website. He reminded the community that the Budget and Trustee vote will take place on May 17, 2016 at H.C. Crittenden Middle School from 6:30 a.m. – 9:00 p.m.

Mr. Summers spoke about how this Budget Hearing V meeting is an informational meeting and is mandated by the State to be held no more than two weeks before the actual budget vote date. He reiterated that there is an enormous amount of information regarding the budget posted on the District's website for anyone wishing information regarding the Proposed 2016-17 Budget.

Dr. Donohue mentioned that the District's Budget Brochure is being mailed to all community members and should be arriving at all households shortly. The 2016-17 Budget Brochure offers good detail and explanation of what the District's goals are in developing the 2016-17 Budget.

Ms. Glat mentioned that a BobcatTV video offering information about the Proposed 2016-17 Budget is available for viewing on the District's website, featuring herself and Dr. Donohue. Ms. Glat mentioned that budget information can also be obtained by attending any one of the Principal's Coffees featuring Dr. Donohue, some Board members and the school principal. Crittenden Middle School's Principal's Coffee will be held on May 4 and the Wampus School and Byram Hills High School will be holding one as well.

### **10.2 Comments from the Public**

Ms. Glat asked if there are any other questions or remarks regarding Budget Hearing V from the public or the Board and there were none.

### **10.3 Budget Steps from Here**

- 10.3.1 Public Information: Budget Brochure
- 10.3.2 School District Budget Notice
- 10.3.3 BobcatTV Budget Special
- 10.3.4 May 17, 2016: Budget Vote / Trustee Vote, H.C. Crittenden M.S., 6:30 a.m. 9 p.m.;  
Public Meeting: 9:15 p.m. (Approx.)

With no other comments being addressed, Ms. Glat closed the meeting on Budget Hearing V at 8:28 p.m.

## **11. Unfinished Business**

### **11.1 Approval of District Wide Emergency Response Plan and Building Level Emergency Response Plan, effective July 1, 2016**

Ms. Glat mentioned that at the last Board meeting on April 26, 2016, a required Public Hearing was held regarding the Emergency Response Plans, which then allowed for the Board to vote at this meeting to accept and adopt the Emergency Response Plans.

A motion was made by Mr. Summers and seconded by Ms. Meiklejohn to approve the District Wide Emergency Response Plan and Building Level Emergency Response Plan, effective July 1, 2016. Vote: 7-yes, 0-no. Motion carried.

Ms. Glat asked Ms. Lamia what are the next steps needed now that the Board adopted the plans. Ms. Lamia explained that after Board of Education approval, the plans will be sent to New York State Safe Schools for their approval and it will then be in full effect as of July 1, 2016.

## **11. New Business**

### **12.1 School Breakfast Program- Public Hearing to Discuss Continuation of Exemption in 2016-2017**

Ms. Glat opened the Public Hearing at 8:30 p.m. Mr. Carlson explained that the Board is State mandated to hold a public hearing to allow for any public input regarding the School Breakfast Program. The District is seeking permission to perform a survey of current K-5 parents for next year's K-6 students to see if there is any interest in establishing a School Breakfast Program for the 2016-17 school year. Mr. Carlson explained that the District needs to have at least 33% of the parents respond to the survey and 80% of those parents stating that they would not use the School Breakfast Program, three days a week. If the result is such, then the District must file for an exemption of the School Breakfast Program with the State Education Department. Ms. Glat asked if there was ever a problem with obtaining enough responses. Mr. Carlson explained that in the past when not enough responses were received, an e-mail blast prompted a quick and efficient response. Survey Monkey is now the format used to survey the parents for their interest in participation in the School Breakfast Program.

A motion was made by Mr. Summers and seconded by Mrs. Meiklejohn to authorize the use of Survey Monkey. 7-yes, 0-no. Motion carried.

Mr. Carlson will provide the results of the survey to the Board once it is completed.

Ms. Glat explained that the purpose of this Public Hearing is to address any comments from the public, which there were none.

The Public Hearing on the Exemption for the School Breakfast Program concluded at 8:32 p.m.

## **13. Staff Reports**

### **13.1 Superintendent**

Dr. Donohue's report reflected on the success of the 39 Authentic Science Research students honored at this evening's meeting and the connection between the Authentic Science Research Program and the budget. Dr. Donohue mentioned that there are usually many questions from the community about the budget, such as, "What is the amount being spent?" And "What

are the tax rates going to be?” However, one question that usually isn’t asked is “What does our tax dollars buy?” Dr. Donohue explained that the Authentic Science Research Program is the perfect example of what the taxpayers’ tax dollars buy. He mentioned that it is a very successful and specialized program and services well over 100 students. Dr. Donohue commented that it is programs like this that enables 53 percent of Byram Hills’ students to get into Tier 1 Colleges.

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

Mr. Carlson provided a brief report on the different voting machines, mandated by New York State as of December 31, 2015, that must be utilized for the public vote on May 17, 2016. The new voting machines will utilize “optical scanning” and no longer use the familiar “lever” machines. Mr. Carlson explained that in order to use the new optical machines, poll workers needed to be trained and a particular paper ballot, along with a particular pen must be used. He also noted that the paper ballot will be double sided with one side for the budget vote, the other side for the Board Trustee vote. Mr. Carlson reported that the District’s ballot was approved earlier today (May 3, 2016). Mr. Carlson explained that the process for obtaining an absentee ballot application has not changed and applications can be obtained through the District’s website or by stopping in at the District Office. Once an Absentee Ballot is completed they are to be submitted no later than 5 p.m. on May 17, 2016.

Mr. Summers asked some questions about maybe some problems arising from the use of a paper ballot, such as too many or not enough “bubbles” being filled in by the voter, forgetting the ballot is two-sided, and does the machine reject the ballot if the proper number of bubbles are not filled-in. Mr. Carlson explained that if there is at least one correct mark on the ballot, the machine will accept the ballot, whether or not all the bubbles were filled-in. Mr. Carlson mentioned that he and the poll workers will remind the voters that the ballot is two-sided, so that both the budget and the trustee vote will be noticed. However, he noted that they are not allowed to review the ballots to see if all the bubbles are filled-in, as this is a private document. Ms. Glat asked if the tallying process, once the voting polls are closed, is a quicker process in obtaining the voting results. Mr. Carlson explained that once the polls are closed, a printed receipt of the voting results is produced, however, it does not include the write-in votes. He further explained that the final tallying is conducted the next day through Westchester County, therefore, the results provided when the polls close are considered the “unofficial” results. Mr. Carlson mentioned that the Board minutes can be updated sometime on Wednesday, after the official tally is complete.

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

Dr. Kaltenecker offered a brief overview of how the District conducts a Curriculum Development Review. He first provided an overview of the New York Standards, mentioning that the District began a curriculum mapping initiative in 2000 which illustrates all grade level curriculum and allows everyone to view the curriculum. It is also used to verify that all teachers are following the curriculum and having accountability as well. Dr. Kaltenecker reported that the District conducted a curriculum review during the time between 2000-2005 because of the change in the New York Mathematics Standards and repeated it again after 2005 because of other changes in the standards, particularly in Math and Language Arts, and then once again beginning in 2012 because of the introduction of the new Common Core Standards. Dr. Kaltenecker further explained that the state recently implemented a Standards Review Committee to again review the Common Core Standards which are anticipated to be changed again in 2017 with new testing to be applied in 2019. Dr. Kaltenecker reported that it is too early to know the extent of the changes that are going to be made. He reported that the curriculum changes always covered Math and English Language Arts, however, new changes will be included in the areas of Social Studies and Science. Dr. Kaltenecker reported on some of the curriculum reviews that are already and

will be taking place, such as: the near completion of a three year study of the District's ELA Literacy curriculum, the implementation of a new K-12 STEAM curriculum, the review and revision of the Social Studies curriculum and studying and planning of a new K-5 Math program. Dr. Kaltenecker explained that the District follows a four step process to complete a curriculum review: 1) Study and Plan, 2) Implement, 3) Evaluate and Reflect and 4) Review and Refine. Dr. Kaltenecker mentioned that although the curriculum review process is very complex, he is confident that the District is in a good position for the upcoming review mainly due to the District's strong administrative team, including principals and department chairpersons working closely with professional development and his own ability to provide resources to administrators and teachers.

Dr. Kaltenecker answered various questions from the Board such as how will the District implement some of the suggested math, science, and social studies standards and will there be a phase-in period for the standards. Dr. Kaltenecker reported that the State seems to be listening to the feedback given to them and explained that the optional curriculum materials are only guidelines for a District to use in their curriculum review process. He noted that the state seems to be providing more resources in training for teachers, especially in the area of science and Social Studies which will assist teachers in the implementation of those standards into the curriculum. Dr. Kaltenecker noted that it is a local decision as to how a District chooses to change the curriculum. Dr. Kaltenecker used the science standards as an example of how the standards may be implemented into the curriculum, noting that it may be done by grade level, however, this isn't occurring until 2017. He noted that the more the curriculum is changed, the longer the phasing-in period. He noted that at the moment, the math standards seemed to have changed the most.

Ms. Glat thanked Dr. Kaltenecker for his very informative report.

#### **13.4 Assistant Superintendent for Human Resources**

Ms. Lamia provided an update on the progress on the 2016-17 District-wide calendar. She reported that a meeting was held on May 2 to discuss the draft calendar that is still a work in progress and noted that they are currently waiting for the State Education Department to confirm the 2016-17 testing dates.

### **14. Board Reports**

#### **14.1 President**

Ms. Glat did not have a President's report.

#### **14.2 Committee/Board Members**

- 14.2.1 May 2, 2016: CH Principal's Coffee Re: 2016-17 Proposed Budget, CH, 9:45 a.m.
- 14.2.2 May 4, 2016: HCC Principal's Coffee Re: 2016-17 Proposed Budget, HCC, 9:30 a.m.
- 14.2.3 May 9, 2016: Policy Committee, District Office, 12:00 p.m.
- 14.2.4 May 10, 2016: BHHS Principal's Coffee Re: 2016-17 Proposed Budget, BHHS, 9:00 a.m.
- 14.2.5 May 12, 2016: WA Principal's Coffee, Re: 2016-17 Proposed Budget, WA, 10 a.m.
- 14.2.6 May 26, 2016: WPSBA Annual Meeting & Dinner Program, Crabtree's Kittle House, 6:30 p.m.
- 14.2.7 June 6, 2016: Policy Committee, District Office, 1 p.m.



Mr. Summers reported that the Westchester-Putnam School Boards Association passed their 2016-2017 Budget and the vote for new members of the WPSBA Board will be conducted at WPSBA's upcoming Business meeting.

Ms. Glat reported that the Town Liaison meeting took place on April 29, 2016.

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

#### **14.3.1 May 17, 2016: Board of Education Meeting, 2016-2017 Budget / Trustee Vote, H.C. Crittenden M.S., 6:30 a.m. 9 p.m. (Public Meeting: 9:15 p.m., Approx.)**

There were no requests for additional information from other Board members, however, Ms. Glat mentioned that she will now reference *Item 15: Communications to the Board* and then tie that into *Item 14.3 Requests for Information* once she speaks about the Communications matter.

### **15. Communications to the Board**

Ms. Glat mentioned she received a letter from the Commander of the North Castle Post of the American Legion in regard to the Tax Exemption for Veterans. Ms. Glat asked Dr. Donohue if he would compile the information that is needed in order for the Board to have a productive conversation at an upcoming Board meeting regarding the Tax Exemption for Veterans. Mr. Schulman asked if the Board is interested in having a conversation regarding this matter and Ms. Glat confirmed that she would like to have a discussion on this matter. Dr. Donohue mentioned that he could provide a report on the meaning and implications to community members if they were to have a Tax Exemption for Veterans. He mentioned that the American Legion has not expressed an interest in attending a Board meeting. Ms. Glat agreed that information is needed and only then can the Board hold a discussion on the matter. Dr. Donohue mentioned the biggest question surrounding this matter is "What would be the impact on the taxpayers in the District?" Mr. Schulman mentioned that if the Board was to consider this exemption, then we should consider other exemptions as well. Ms. Glat mentioned that this is the reason why the Board needs to review the information that will be provided to them from Dr. Donohue so as to have a clearer discussion on the topic. Mr. Summers asked if a vote on this matter is needed and it was decided that no vote at this time is necessary, as the needed information is not available.

Mr. Schulman mentioned that he had a verbal communication with a community member who said he had suggestions on how to better the school district, however, the individual did not follow-up on the matter with Mr. Schulman.

### **16. Executive Session**

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

- 3.1 Personnel Matter - Individual Employee
- 3.2 Contractual Matter - Individual Employee
- 3.3 Personnel Matter - Board of Education
- 3.4 Legal Matter - Individual Student

### **17. Adjournment**

At 8:58 p.m. a motion was made by Mr. Sanders and seconded by Mr. Summers to adjourn the meeting. Vote: 7-yes 0-no. Motion carried.

Respectfully submitted,

\_\_\_\_\_  
Janine Guastella

June 7, 2016  
Date