

**BYRAM HILLS SCHOOL DISTRICT  
ARMONK, NY  
MONDAY, JUNE 20, 2016  
BOARD OF EDUCATION MEETING  
Audit Committee: 6:45 p.m.  
Meeting: 7:00 p.m. (Proposed Executive Session)  
Special Report: Teacher Recognition / Longevity Service Awards with Reception at 7:30 p.m.  
Public Meeting: 8:00 p.m.**

**DATE:** June 20, 2016

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

**PLACE:** Board Room in District Office

**PRESENT:** **Board of Education Members Present**  
Ms. Robin Glat, President  
Mr. Scott Levy  
Ms. Joyce Meiklejohn  
Mr. Michael Sanders  
Mr. Ira Schulman  
Mr. Brett Summers, Vice President

**Absent:**  
Dr. Alban Burke

**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 Audit Committee met at 6:45 pm. The Board met in Executive Session at 7:00 p.m. At 7:45 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 in Executive Session at 7:00 p.m. to discuss the following item:

3.1 Personnel Matter - BHAA Evaluations

**4. Special Report: Teacher Recognition / Longevity Service Awards with Reception**

**4.1 Teacher Recognition**

Ms. Glat noted this evening is the last Board of Education meeting for the 2015-16 school year. It is also a special night because they recognize four teachers, one from each school, selected by each building principal, to receive the Teacher Recognition Award. Longevity Service recipients will also be recognized. She noted that the recipients have seen so many changes over the past twenty plus years in

the area of curriculum, the expansion of the facilities and programming, which has really added to student success.

Dr. Donohue noted the Teacher Recognition award has a long tradition at Byram Hills. There are times when recognizing one individual in each school could lead to envy, however, the teachers who have received the awards recognize that none of their achievements stand alone. At the same time, it is very appropriate to take some time to recognize individuals who have done outstanding work.

Dr. Donohue read a brief portion from each principal's nomination memo about each recipient. The four teachers are also asked in the fall to talk to the faculty about their experiences and what motivates them. It is an inspiring event for the District and the other teachers.

Ms. Lamia read from the certificate: "The Board of Education, on behalf of all the citizens of this school district, present this token of appreciation for distinguished service and contribution well beyond the expected bounds of teacher performance. Your devotion to duty as well as your high standards of professionalism will continue to be a source of inspiration to us all."

The following teachers were recognized for receiving the 2015-16 Teacher Recognition Award:

**Linda Haracz: The Coman Hill School** - Peggy McInerney, Coman Hill Principal, wrote in her nomination memo to the Superintendent that Ms. Linda Haracz is the perfect recipient for the award - not only is she a devoted and outstanding teacher, but she also cares immensely about others. She exemplifies what the District means when it describes the core character principles for its members. She is kind, compassionate and generous. She has a gentle way of always seeking to understand others, rather than insisting that others understand her. She is dedicated to serving her colleagues, the children and their families. She is the unsung hero of Coman Hill. She is the individual that will do all the behind-the-scenes work to help her students, her grade level colleagues, and ultimately all of Coman Hill, succeed; yet she will take little, if any, credit for her contributions.

**Jessica Murti: The Wampus School** - Debra Cagliostro, Wampus School Principal, wrote in her nomination memo to the Superintendent, which Ms. Murti began the school year by continuing her interest in the MakerSpace work that was first offered as a study group opportunity. Since then, she hasn't looked back. She emerged as a leader in this work doing visitations to other school districts, attending workshops, and designing and implementing lessons. This year Wampus also rolled out the vision for the Learning Hub. Linda co-taught a pre-pilot program-based unit and helped to facilitate conversations with the faculty. Her input was significant as Wampus began to research 21<sup>st</sup> Century teaching and learning. Her own understanding of what this means caused her to redesign the library to be a vibrant part of the Learning Hub. Some of this work has been a risk for her, but her growth mindset prevailed and she has risen as a leader in every way.

**Dawn Selnes: H.C. Crittenden Middle School** - Dr. Evan Powderly, HCC Principal, wrote in his nomination memo to the Superintendent, that Ms. Selnes has served Byram Hills as a third, fourth, and fifth grade teacher, as well as an enrichment teacher. Her flexibility and intelligence have made it possible for her to do all of these tasks and now serve in an absolutely critical role as second year teacher in the technology program at HCC. During her two years as technology teacher at H. C. Crittenden, she has been the coding and robotics supervisor, enrichment math teacher at Wampus, a learning community's facilitator for her colleagues and a member of the STEAM Committee. Ms. Selnes is the coordinator of the sixth grade breakfast and played Mrs. Claus for the Children's Village visit. Ms. Selnes is a great teacher and is constantly planning new programs and experiences for her students including Robotics Rock Stars, problem-based learning activities and student centered activities. Ms. Selnes is the go-to person for all aspects of technology at HCC.

**Paul Beeken: Byram Hills High School** - Chris Borsari, Byram Hills High School Principal, wrote in his nomination memo to the Superintendent that Mr. Beeken is a veritable physics encyclopedia who is constantly experimenting with novel approaches to instruction and, to his colleagues, he is a skilled collaborator and educator who is always willing to lend a hand. He impresses all he meets with his intellectual ability - they don't call him "Dr. Geeken" for nothing. He collaborates with his District peers and taught 3-D printing to elementary and middle school teachers. He voluntarily assisted with Science Olympiad for the past five years and helped students create and facilitate the E-Nable club, which is dedicated to using 3-D printers to make prosthetic hands. He provided technical guidance and problem-based leadership to the Byram Hills Data Team and supports and assists authentic science research students, and the list goes on quite a bit. Mr. Beeken is so much more than simply a really smart man. He is an outstanding teacher, a creative problem solver and a supportive colleague.

Mr. Summers commented that this list is comparable to a teacher's Hall of Fame and every description shows achievements that are well-beyond expectations. Mr. Summers noted, from a school Board's perspective, that when parents encounter these teachers and see how well-beyond the expectations they go, they really come to understand and appreciate what their children are receiving with a Byram Hills education, and that word spreads. Mr. Summers mentioned that he is delighted that these teachers will be sharing their experience with other teachers at the beginning of the year.

Service Longevity of staff members was then recognized.

Dr. Donohue stated that longevity is an important award that can be misunderstood or overlooked. There is a tendency to say that it just means that an employee "hung around." He noted that last year he received recognition for his twenty-five years at Byram Hills which is something he is extremely proud of. This is an amazing professional and collegiate community and to be a part of it for twenty-five years has meant constant challenge and the incredible honor of working with people with amazing talents of whom he is often in awe. He mentioned that the other aspect is for an institution to be a community and that is what is rewarding about working in an institution. He stated that the people we recognize tonight are the ones that have created the culture and created the sense of community that is here at Byram Hills and that is really what they are being recognized for. This is a wonderful school community and the people here tonight have contributed so much to it. So it's very important to recognize longevity. It's not always the number of years that is important; it is the contribution, dedication, and involvement.

Ms. Lamia added that there are 13 teachers being recognized for their Longevity Service which total 330 years of dedication to the students and community! She commented that the recipients inspire us every day, are models for our students and still continue to grow. She noted that not one person is doing what they did the day they arrived, which means they care about the Byram Hills' community and its schools, and the administration is very appreciative.

Dr. Donohue read the list of names.

**Ronni Levine**, Coman Hill Elementary Teacher: 30 years

**Judy Brewster**, Wampus Assistant Principal: 25 years

**Martin Gilbert**, BHHS Social Studies Teacher: 25 years (Dr. Donohue mentioned Mr. Gilbert was also recognized as Teacher of the Year for the Lower Hudson Valley)

**Sandra Levin**, Coman Hill Elementary Teacher: 25 years

**Janet Thompson**, Wampus Elementary Teacher: 25 years

**Jane Del Villar**, Coman Hill Library Media Specialist: 20 years

**Jane Hall**, Wampus School Nurse: 20 years

**Jayne Karlin**, BHHS Art Teacher: 20 years

**Kathryn Meaney**, Elementary Teacher-CH – 20 years

**Susan Sylvester**, HCC Math Specialist Teacher: 20 years

Two recipients who were unable to attend were also congratulated: Joan Huddle, BHHS Secretary to Principal: 35 years and Kimberly Braverman, HCC Science Teacher: 20 years. Sandra Abt, BHHS Social Studies Teacher: 45 years, arrived later in the meeting and was recognized.

Mr. Schulman added that he was on the Board of Education when the teachers, who were recognized at this evening's meeting for their 20 years of Longevity Service, received tenure and he is proud of the work they have done for the District. Dr. Donohue asked the recipients to stay as the Board appoints Ms. Kristen Sautner, one of the two new Byram Hills High School Assistant Principals. The second Byram Hills High School Assistant Principal, Ms. Gina Cunningham, will be appointed in August 2016.

Mr. Schulman stated that on behalf of the Board of Education, this marks the conclusion of the Business portion of the Board and he thanked the excellent service of Board President Robin Glat. He noted that the role of Board President is not easy and this was Ms. Glat's first time as Board President and her service was excellent in every way. Mr. Schulman commented that she exceeded expectations and offered her congratulations on a job well done. Ms. Glat stated that it has truly been an honor to serve the Board in this capacity. Mr. Summers added that Ms. Glat took it upon herself to do much more than what was expected and Mr. Levy commented that he was impressed with her leadership and integrity.

Mr. Schulman made a special comment to a young lady in the audience (Dawn Selnes' daughter), as he wanted her to know how proud the Board is of her mother and how important this Teacher Recognition Award is that her mother received at the evening's meeting.

A short break was taken at 8:08 p.m. The meeting resumed at 8:12 p.m.

## **5. Comments from the Public**

There were no comments from the public.

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

A motion was made by Mr. Summers and seconded by Mr. Levy to adopt the Agenda as presented. Vote: 6-yes, 0-no. Motion carried.

A motion was made by Mr. Summers and seconded by Mr. Sanders to adopt the Consent Agenda as presented, including Item 7: Consent Agenda - Personnel; Item 8: Consent Agenda - Special Services; and Item 9: Consent Agenda - Business. Vote: 6-yes, 0-no. Motion carried.

## **7. Consent Agenda - Personnel**

### **7.1 Administrator Appointment:**

7.1.1 Kristen Sautner, Assistant Principal, BHHS, 4year probationary, effective 7/01/16-6/30/20

### **7.2 Regular Substitute Teacher Appointment:**

7.2.1 Melinda Sheehan, Spec. Ed. (Gr. 4), WA, effective 8/30/16-6/30/17

### **7.3 CSEA Appointment:**

7.3.1 Lilian Limon, Part-time Cleaner, BHHS, effective 6/16/16

### **7.4 Substitute Teacher Appointment:**

7.4.1 Lauri Fleishman, effective 6/07/16

- 7.5 Extracurricular Appointment Wampus 2015-16
  - 7.5.1 Stephanie Messana, NYSSMA
- 7.6 Extracurricular Appointments BHHS 2015-16
  - 7.6.1 Jonah Piali-Wampus Moving Up Ceremony
  - 7.6.2 John Lopez-Wampus Moving Up Ceremony
- 7.7 Additional Teaching Assignment for 2016-17 Rescission:
  - 7.7.1 Peter Lichten, Science, .15 FTE, BHHS
- 7.8 Seasonal Cleaner Appointments for 2016: Brandon Carlson, Brynn Thompson, Miles Peterman
- 7.9 Fall Coaching Appointments 2016: See attached list
- 7.10 Approval of Superintendent Terms and Conditions of Employment, Updated July 1, 2016
- 7.11 Approval of Assistant Superintendent for Business and Management Services Terms and Conditions of Employment, Updated July 1, 2016
- 7.12 Approval of Assistant Superintendent for Curriculum and Instruction Terms and Conditions of Employment, Updated July 1, 2016
- 7.13 Approval of Assistant Superintendent for Human Resources Terms and Conditions, Updated July 1, 2016
- 7.14 Approval of Non-Represented Personnel Terms and Conditions, Updated July 1, 2016

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

**9. Consent Agenda - Business**

- 9.1 Acceptance of Grants Totaling \$3,988 from the PPG Industries Foundation  
*Resolved*, that the Board accepted the grants totaling \$3,998 from the PPG Industries Foundation for the Coman Hill STEAM initiative.
- 9.2 Authorization to Increase Funding of the Reserve for Retirement Contributions  
*Resolved*, that the Board authorized the transfer of General Fund balance at the end of the 2015-16 fiscal year into the Reserve for Retirement Contributions, with such funding being increased or decreased, if necessary, to result in an undesignated fund balance at year end of just under the limitation of 4% of the 2016-17 budget.
- 9.3 Authorization to Reduce the 2009-10, 2010-11, 2011-12, 2012-13, 2013-14 and 2014-15 Tax Certiorari Reserve Funds  
*Resolved*, that the Board authorized the reduction of the Tax Certiorari Reserves by transferring funds to the General Fund balance, resulting in year-end balances as follows: 2009-10 Reserve balance of \$60,500; 2010-11 Reserve balance of \$147,500; 2011-12 Reserve balance of \$125,500; 2012-13 Reserve balance of \$224,000; 2013-14 Reserve balance of \$256,500 and 2014-15 Reserve balance of \$250,000.

- 9.4 Authorization to Establish and Fund a 2015-16 Tax Certiorari Reserve Fund  
*Resolved*, that the Board authorized the establishment of a 2015-16 Tax Certiorari Reserve and transfer \$300,000 from the General Fund fund balance to the 2015-16 Tax Certiorari Reserve.
- 9.5 Authorization to Execute Amendment to Stipulation of Settlement and Discontinuance with Parents of Student No. 7063 for the 2013-14, 2014-15, 2015-16 and 2016-17 School Years  
*Resolved*, that the Board authorized the Superintendent to execute Amendment of 2013 Agreement with Parents of Student No. 7063.

The formal resolution follows:

“Student No. 7063

**RESOLVED**, upon review of the terms of a proposed Amendment to the December 15, 2013 Agreement between the Board of Education and Parents of Student No. 7063 with respect to educational services for such Student for the school year 2016-2017, the Board of Education hereby authorizes the Superintendent of Schools, or his designee, following consultation with counsel for the Board, to sign such Amendment to the December 15, 2013 Agreement on behalf of the Board, upon the terms set forth therein.”

- 9.6 Authorization to Execute Change Order Number Four for the Transportation Facility Improvement Project  
*Resolved*, that the Board authorized the Board President to execute Change Order Number Four with Caladri Development Corp. for the transportation facility improvement project.
- 9.7 Authorization to Execute a Consultant Agreement with Marilyn Friend of Marilyn Friend, Inc. for the 2016-17 Fiscal Year  
*Resolved*, that the Board authorized the Superintendent to execute a consultant agreement with Marilyn Friend of Marilyn Friend, Inc. for the 2016-17 fiscal year.
- 9.8 Award of Bid for the 2016-17 Fiscal Year: Supply Bids Coordinated by Clarkstown Central School District and Administered by Educational Data Services, Inc.  
*Resolved*, that the Board awarded the Educational Data supply bids totaling \$139,117.74 to the various vendors listed on the detailed award lists as supplied by Educational Data Services, Inc.
- 9.9 Award of Bid for the 2016-17 Fiscal Year: Maintenance, Repair and Component Replacement Bid through Educational Data Services, Inc.  
*Resolved*, that the Board awarded the maintenance, repair component replacement bid not to exceed \$442,000 to the various vendors listed on the detailed award list as supplied by Educational Data Services, Inc.
- 9.10 Modification of Bid Award for the 2016-17 Fiscal Year: Janitorial Supplies  
*Resolved*, that the Board authorized the increase of the Janitorial Supplies bid by \$2,970 to State Industrial Products for the 2016-17 fiscal year.
- 9.11 Award of Bid for the 2016-17 Fiscal Year: Rubbish Removal and Recycling Services  
*Resolved*, that the Board awarded Rubbish Removal and Recycling Services to Suburban Carting Corp. for the 2016-17 fiscal year for a total cost of \$56,807.45.

- 9.12 Approval of Bus Lease Agreement with the Town of North Castle Recreation Department  
*Resolved*, that the Board authorized the Board President, Superintendent and District Clerk to execute the bus lease agreement for the Town of North Castle's 2016 summer recreation program.

## 10. New Business

### 10.1 Acceptance of Internal Audit Report for 2015-2016

Mr. Ray Wager of Raymond F. Wager, CPA, P.C., was present to review the Internal Audit Report for 2015-2016. The internal audit is required by the state and it consists of two parts; risk assessment and actual testing. If a District has over 1,500 students, they are required to have an audit each year. Mr. Wager's firm performs a risk assessment, conducts interviews and then issues a report. Within the report, suggestions are made as to where the District can make improvements, but the suggested items are all classified as low risk. The firm also conducts testing, and for this audit, the firm reviewed the District's Health Care Compliance. Mr. Wager noted the District did very well with adjusting to all the new Health Care requirements for 2015. Mr. Wager also reviewed the Reserve Funds and had some suggestions to expand some of the definitions and goals for different funding levels which would enhance accountability and transparency in that area. He noted that Byram Hills has a solid financial position and going forward should continue to be in very good shape. Ms. Glat asked if expanding the definitions could be handled through Board policy and Mr. Wager responded it could. Ms. Lamia will make note of this and address it during a Policy Committee meeting. Mr. Levy asked if full cooperation was received and Mr. Wager responded they work with 70 school districts and the cooperation received from Byram Hills had been better than all the other districts he works with. He also added that the entire atmosphere at Byram Hills is very positive.

Mr. Summers appreciates that Mr. Wager keeps abreast of the happenings in Albany and looks forward to Mr. Wager's recommendations on what to review in next year's audit cycle. Going forward, Mr. Wager said that he can supply a list of the areas they've reviewed so far, and the timing of it, and from that list they can develop something different to review. He noted the Affordable Care Act is worth reviewing and in a couple of years they could look at that again because of the enhanced requirements going forward. Mr. Carlson said he'll share the list with the Board.

A motion was made by Mr. Summers and seconded by Mr. Levy to accept the Internal Audit Report for 2015-2016. Vote: 6-yes, 0-no. Motion carried.

### 10.2 Report on Interscholastic Athletics

Robert Castagna, Director of Athletics, was present to offer his report on Interscholastic Athletics. He thanked the Board for allowing him to present. Mr. Castagna mentioned that when he was first appointed last spring, he cited the ten most important words which are part of his philosophy. He noted that for character development, those words are *please, thank you, I appreciate you, and how can I help*. He gave pencils to the Board that had these words printed on them. He noted this is the foundation of his work and sets the tone for all that he does. He explained that if the student athletes speak to each other in this manner and hear this from their coaches, everything else will fall into place.

Mr. Castagna discussed professional development in the Athletic Department. He noted many of the coaches attend local and regional conferences. He also holds two seasonal meetings with the coaches to share ideas, feedback, and concerns. Mr. Castagna mentioned that each year he gives out two books to the staff and this year they were, *The Energy Bus* and *The Hard Hat*, both by Jon Gordon, which provides the coaches with tools on how to build a team and bring them together to focus on one common goal. Mr. Castagna also has a mentor program, which gives the new coaches a direct line to veteran coaches; the students are the beneficiary of that program.

Mr. Castagna then discussed community service. Thirty-one of the thirty-eight high school teams participated in raising awareness, providing hope, demonstrating caring, teaching selflessness, and donating money. Collectively, these teams have funded over \$90,000 for organizations to help others.

Mr. Castagna provided the following information in his report: 30 sports are played, 16 female teams and 14 male teams with 40% student participation at the high school and 30% of student participation at the middle school. The accomplishments were many: two (2) League Champions, two (2) Section Champions, 111 All-League Athletes (36 Honorable Mention), 12 All Section (8 Honorable Mention), four (4) All-Conference, two (2) All-State and National Recognition. He noted that the girls Track Team set 13 school records.

Mr. Castagna mentioned that there has also been school recognition in the form of the 2015-2016 NYSPHSAA Sportsmanship Award. He noted that Byram Hills works very hard on sportsmanship, which the coaches, students and parents value. Mr. Castagna reported that just today, he received a call from the Executive Director of NYSPHSAA and was told Byram Hills was selected as one of three high schools in New York State that will be recognized on July 26, 2016, and will receive a banner to display in the Byram Hills High School gymnasium. To receive this award, the school completed an application, which was then reviewed by a committee, validated and then voted on.

Additionally, Mr. Castagna reported that the District had twenty Varsity teams named NYS Scholar Athlete Teams (this requires a 90 or above GPA), two Con Edison Award winners, one Golden Dozen Award for football and one Diamond Nine for a baseball player.

Going forward, Mr. Castagna mentioned that one of the biggest challenges in the Athletic Department is filling coaching positions. He noted there are 106 coaching positions and one of the most important things that is addressed is the selection process of who to hire and empower to work with the student athletes. He reported that this year they hired 37 new coaches. He explained that in order to be a coach, the candidate needs to know that it is a high time commitment, NYS Certification requirements must be met, as well as finding the right fit for our student athletes. Ms. Glat asked if the new coaches are employees of the District and Mr. Castagna noted that some are and some are not.

Mr. Castagna's vision is to continue to align Varsity, JV and Modified in a particular sport. There are certain skills, techniques and terminology to help make the transition smoother for the middle school athletes moving up to the high school. Mr. Castagna also tries to retain quality coaches through professional development and meaningful feedback. He will continue to embrace community service, and he plans to continue to work with Steve Thompson, Supervisor of Facilities, Operations and Maintenance, to maintain and improve the athletic facilities.

Mr. Levy commented that considering Mr. Castagna has only been with the District for one year, he has made a big mark in the community. He also noted that Mr. Castagna's goal of having quality coaches is commendable.

Mr. Levy also asked Mr. Castagna's viewpoint on the current sports program - Does he think there are too many sports, too little and is there the right mix? Mr. Castagna stated that he needs to be in the position a little longer to really assess it. Mr. Summers noted at the coaches meetings, so much focus is on shared vocabulary and techniques that one can miss the emphasis on character development - it's fantastic that Mr. Castagna really emphasizes that. Mr. Castagna said we are the role models and the athletes will be watching how we address an official. Ms. Glat noted there is a concerted effort to bring the middle school students more into the high school. The eighth grade students and parents attend so they get a sense of the vision and can determine if it is the right sport for them. It also builds a sense of pride in the program when the coaches can talk together.



Dr. Donohue mentioned that there have been many commendations for Mr. Castagna, some on his general philosophy and others about his handling of challenging issues. When the District was first looking to replace the previous athletic director, there were two major components they were looking at. At this evening's meeting, Mr. Castagna led with two things Dr. Donohue thought were important: 1) Values and 2) Communicating to athletes about service. Dr. Donohue also noted that Mr. Castagna supervises 106 coaches and replaced a third of them this year. In negotiations with the Byram Hills Teacher's Association, Dr. Donohue and Ms. Lamia concluded negotiations which included changing the model for the Assistant Athletic Director, which will be presented to the Board at the next Board meeting, and this should assist Mr. Castagna with all the coaches and physical education teachers.

Mr. Schulman added that Mr. Castagna said the person you hire to run the teams is important. He noted that, for the Board, who they hired to succeed Mr. Mike Gulino, the former Athletic Director, was important, and they know they did very well. Mr. Schulman looks forward to their continued partnership with Mr. Castagna and the Board is thrilled Mr. Castagna is here.

### **10.3 Acceptance of Guide to Teacher Evaluation: APPR**

A motion was made by Mr. Summers and seconded by Mr. Sanders to accept the Guide to Teacher Evaluation: APPR. Vote: 6-yes, 0-no. Motion carried.

Dr. Kaltenecker provided an update on APPR (Annual Professional Performance Review). He discussed the key points of APPR. He noted that there are two main categories in the new 3012-d APPR regulations: 1) Observations and 2) Student Performance. These two categories will be rated separately on a Matrix System. The overall teacher rating comes from the intersection of those two category ratings. The new APPR goes into effect on July 1, 2016.

In regard to the Observations, the Lead Evaluator conducts announced teacher observations (weighted at 85%). The Lead Evaluators are the building principals, assistant principals, and/or directors/chairpersons. There is also an Independent Evaluator (weighted at 15%) that is an administrator from a different school building (based on BEDS codes) within Byram Hills.

In regard to Probationary teachers, the required observations include a minimum of three (3) announced (formal) observations and one (1) unannounced observation. Regarding Tenured teachers, the requirement, is a minimum of one (1) announced observation and one (1) unannounced observation. Dr. Kaltenecker noted that Principals also fall under 3012-d. In regard to the Principals, the Lead Evaluator is the Superintendent, (weighted at 90%). Regarding Principal evaluations, the requirement is a minimum of one (1) announced and three (3) unannounced observations by the Superintendent. He noted that Principals will also receive a minimum of one (1) unannounced observation from an Independent Evaluator (a District Office Administrator, other than the Superintendent), (weighted at 10%).

Dr. Kaltenecker explained that under the Student Performance Category, Grades 4-8 teachers of ELA and Math will receive a Growth Score from New York State based on the state tests. Teachers who do not receive a state Growth Score have Student Learning Objectives (SLO's), which can be based on state tests or state-approved assessments.

Dr. Kaltenecker then reviewed other local requirements. He noted that each year, all probationary teachers complete a Portfolio Project and all tenured teachers complete a Professional Growth Plan. Dr. Kaltenecker mentioned that part of the Evaluation Committee's role is to review and revise the Evaluation System annually.

Dr. Kaltenecker then reviewed the APPR transition period. He reported that NYSED created a 4-year transition period for APPR, which begins in the 2015-16 school year. During this time, Districts cannot use ratings based on the Grades 3-8 ELA or Math Assessments or the Grades 9-12 Growth Scores;

alternative SLO's will be used for scoring these teachers. He noted that Regents or other state tests can be used as SLO's for teacher evaluations and that Districts must report both original scores and transition scores to the State Education Department, however, only transition scores are used for teacher evaluation ratings (until 2019).

Mr. Summers asked Dr. Kaltenecker how, reflecting back, he now feels about APPR and whether there have been improvements in how teacher evaluations have evolved. Dr. Kaltenecker responded that some of the language used in the teacher practice rubric was helpful in focusing on classroom teaching.

Mr. Sanders added that he appreciates the administration's focus on such a complex process.

Sandra Apt arrived at this time for her longevity award of 45 years. She thanked the Board for allowing her to arrive late and said that her time in Byram Hills has really flown by. Ms. Lamia and Ms. Glat thanked her for continuing to educate the students at Byram Hills. It was mentioned that Dr. Apt was a contestant on jeopardy many years ago when Art Fleming was the host. Ms. Abt mentioned how prizes were much less then what they are now, adding it is an excellent example of inflation!

#### **10.4 Nomination for NYSSBA Area Director**

Mr. Summers noted Ms. Peggy Zugibe, who has served for a number of years as NYSSBA's Area 10 Director, has been exceptional in her service, as well as effective and successful and would like Byram Hills to nominate her for another two-year term.

A motion was made by Mr. Summers and seconded by Ms. Meiklejohn to authorize the Board President or Superintendent to nominate, on behalf of the Board of Education, Ms. Peggy Zugibe as the NYSBBA Area 10 Director. Vote: 6-yes; 0-no. Motion carried

#### **10.5 Veteran's Tax Exemption**

Ms. Glat said the Board asked the District Office administration to provide background information on the Alternative Veteran's Exemption; New York State Real Property Tax Law Section 458-1.

Dr. Donohue offered some background. A year and a half ago, Governor Cuomo authorized school districts to provide an exemption to veterans if the District chose to do so. This brings up the question of what is the role of the school Board - do they become tax policy decision makers? Dr. Donohue reported that the governor did not fund the bill, so if districts grant this exemption to veterans, the tax exemption amount is picked up by the veterans' neighbors. He noted there are also other groups to consider as well and there is the question of fairness. Dr. Donohue reported that the School Board Association took the opinion that the governor should have funded it and both houses in the state have passed bills that would allow the state to fund it.

Mr. Carlson reviewed the data he collected for the Board. He noted the exemption was an option of the Board and they are not required to take action or to approve it, noting that it is politically charged.

Mr. Carlson explained that school districts may offer the exemption as a local option. The local assessor receives all applications, which must be filed prior to the taxable status date of March 1 of each year. Mr. Carlson noted that he reviewed the service and property ownership requirements needed for the exemption, which are the same as what the town has to follow.

Mr. Carlson further explained that veterans who served during wartime, the exemption amount is 15% (maximum of \$12,000); for those that served in a combat zone, there is an additional 10% (maximum of \$8,000); and for those that became disabled (service connected) there is ½ of the service connected disability rating (to a maximum of \$40,000).

The procedure for school districts to adopt the exemption is to first have a public hearing. The Board could decide to change (increase or decrease) the exemption with a second public hearing.

Mr. Carlson explained that there are some financial implications of adopting the exemption which includes a redistribution of taxes among taxpayers, or a tax shift, and the exemption may reduce STAR payments from the state. There are income circuit breakers and the State reimbursement is zero.

Mr. Carlson then offered examples of the financial impact. In North Castle (which makes up 85% of property in the District), there are 113 people in town that could be eligible. There are an additional 41 residents who qualify for serving in a combat zone, and seven (7) combat veterans who qualify as disabled. Mr. Carlson reviewed the minimum and maximum amount of the tax exemptions. In summary, the estimated total school tax shift could range from \$37,832 to \$163,923, or in percentages, .05% to 0.21%.

Mr. Carlson answered some questions from the Board and Ms. Glat suggested taking time to read through the information.

A motion was made by Mr. Schulman and seconded by Mr. Sanders to table New Business Item 10.5 Veteran's Tax Exemption until the next regular business meeting of the Board. Vote: 6-yes, 0-no. Motion carried.

## **11. New Business**

### **11.1 Review of Policies: Second Read: 4321 (Programs for Students with Disabilities Under the IDEA and NY Education Law Article 89); 4773 (Diploma and Credential Options for Students with Disabilities)**

A motion was made by Mr. Summers and seconded by Mr. Schulman to approve policies 4321 (Programs for Students with Disabilities Under the IDEA and NY Education Law Article 89); and 4773 (Diploma and Credential Options for Students with Disabilities) as second reads. Vote: 6-yes, 0-no. Motion carried.

### **11.2 Enrollment Update**

Dr. Donohue updated the Board on current Kindergarten enrollment for the 2016-2017 school year. He reported that the current Kindergarten enrollment, which is a key enrollment number, is slightly below the recommended class size average. He noted that normally, over the summer months, an additional 10 to 15 students are expected to register, which will put the class size average into the low end of the guidelines. Dr. Donohue does not recommend making any deletions or additions at this time and thinks the current plan is a prudent one.

## **12. Staff Reports**

### **12.1 Superintendent**

Dr. Donohue reported it has been a pretty exciting year with the replacement of a high school principal and two high school assistant principals, as well as welcoming two new Board of Education members. Dr. Donohue added that the evening's meeting provided a celebration of the great things happening in the Byram Hills' community and an excellent way to conclude the year.

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

Mr. Carlson discussed some of the summer projects taking place in the District. At Coman Hill, the gym floor will be replaced. At Wampus, a computer lab is being transformed into an open-concept learning lab. A renovation project will be underway in a computer lab at the middle school. At the high school a new lounge / coffee area will be made possible with funding proceeds from the food service operation. He noted that carbon monoxide detectors are being placed throughout all the District buildings. Mr. Carlson reported that the Transportation Department anticipates moving into their newly renovated building during the first week of August and the bus wash station is scheduled to be completed in November 2016. Ms. Glat requested that a tour of the Transportation Department take place during the Board's annual tour of the buildings that takes place in August.

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

Dr. Kaltenecker's report was his report on APPR, under Item 10.3.

## **12.4 Assistant Superintendent for Human Resources**

Ms. Lamia reported on the Continuing Teacher and Leader Education program. She explained that every teacher will need to register once every five years and is required to take 100 hours of teacher professional development from an approved provider. She reported that the District will be applying to be a provider. She reported that 15% of the education hours must be in English as a New Language (ENL), however, Byram Hills can apply for a waiver based on the low need for ENL. Ms. Lamia also noted that the State Education Department requires teachers to be responsible for recording their own education hours, which is a notable change, as Byram Hills has been keeping track of the teacher development hours, in house.

## **13. Board Reports**

Ms. Glat mentioned the upcoming high school graduation taking place on June 21 and congratulated all the graduates and all those students moving up. She thanked the Board for their trust in her as president this year, and added she will miss Dr. Burke and Ms. Meiklejohn who are retiring as Board members.

Mr. Summers noted that Westchester-Putnam School Boards Association is holding their meeting on June 23, 2016 and will be hosting a program for newly elected Board of Education members.

### **13.1 President**

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

13.2.1 October 27-29, 2016: NYSSBA 97th Annual Convention and Education Expo, Buffalo, NY

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

13.3.1 July 5, 2016: Board of Education Organization Meeting, District Office, 7:15 a.m.

There were no requests for additional information.

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

The Board did not receive any communications.

**15. Approval of Board Minutes**

**15.1 Approval of Board of Education Minutes: June 7, 2016**

A motion was made by Mr. Summers and seconded by Ms. Meiklejohn to approve the Board of Education Minutes from June 7, 2016 as presented. Vote: 5-yes, 1-abstained, 0-no. Motion carried.

Mr. Schulman thanked Donna Tulkin-Godoy for her good work throughout the year.

**16. Executive Session**

The Board met earlier in Executive Session and completed discussion on Item 3.1: Personnel Matter - BHAA Evaluations

**17. Adjournment**

At 9:37 p.m., a motion was made by Mr. Summers and seconded by Mr. Levy to adjourn the meeting. Vote: 6-yes, 0-no. Motion carried.

The meeting adjourned at 9:37 p.m.

Respectfully submitted,

\_\_\_\_\_  
Donna Tulkin-Godoy, Secretary

July 5, 2016  
Date