

Official Minutes

Oct. 18, 2016
Encl. 3.1

CHAPPAQUA CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Tuesday, September 27, 2016

Robert E. Bell Middle School, Auditorium

Present: Board of Education

Alyson Gardner, President
Victoria Tipp, Vice President
Warren Messner
Jeffrey Mester
Karen Visser

Present: Staff Members

Dr. Lyn McKay, Superintendent
Dr. Eric Byrne, Assistant Superintendent for Curriculum and Instruction
Mr. John Chow, Assistant Superintendent for Business
Dr. Kusum Sinha, Assistant Superintendent for Human Resources and Leadership Development
Terry Dell'olio, District Clerk/Executive Assistant to Superintendent

President Gardner convened the public meeting at 5:33 p.m.

Moved by Warren Messner, seconded by Victoria Tipp to convene the public board meeting at 5:33 p.m.
Motion carried 5-0.

Moved by Victoria Tipp, seconded by Warren Messner to appoint Karen Visser District Clerk Pro Tem.
Motion carried 5-0.

Moved by Victoria Tipp at 5:34 p.m., seconded by Warren Messner to enter into Executive Session to discuss the employment history of a particular person(s) and seek legal advice. Motion carried 5-0.

Moved by Warren Messner, seconded by Jeffrey Mester to reconvene the public board meeting at 7:35 p.m.
Motion carried 5-0.

Presentation: [Audit Approval](#)

Board member, Jeffrey Mester, as a member of the Audit Committee, introduced Mr. Alan Kassay, with O'Connor Davies, who reported on the June 30, 2016 Audit Report. Mr. Kassay reported there were no material errors, or fraudulent financial reporting or misappropriation of assets and no instances of suspicion or allegations of fraud. Appropriate accounting policies and adequate management is in place with no significant errors. He reviewed the management letter, noting the Special Aid Fund shows a substantial amount of receivables. It is recommended that the District follow-up on these receivables. Mr. Kassay went on to review the schedule of revenues, expenditures and changes in fund balance, budget and actual as of June 30, 2016. He also noted the Statement of Assets as of June 30, 2016.

Board member, Warren Messner, commented that the Board of Education is looking for community members with accounting, auditing, and/or financial reporting expertise to serve on its Audit Committee. Mr. Messner

asked any community members interested in joining to email either Board President, Alyson Gardner, algardner@ccsd.ws or himself, wamessner@ccsd.ws.

(Click [here](#) to view the full discussion and move cursor to 1:30)

1. Information Business Affairs

1.1 President's Report

- 1.1.1 Resolution for the Board of Education to: 1) accept the [external audit report](#), 2) [accept the internal auditor's risk assessment update](#), and 3) accept the internal auditor's recommendation to designate "Capital Projects" as the next internal audit intensive review area.

Moved by Warren Messner to accept the recommendations of the Audit Committee: (1) accept the external audit report, (2) accept internal auditor's risk assessment update and 3) accept the internal auditor's recommendation to designate "Capital Projects" as the next internal audit intensive review area. Seconded by Karen Visser. Board member, Jeffrey Mester commented that upon the recommendation of the internal auditor next year the internal audit will review capital projects. Motion carried 5-0.

Vice President, Victoria Tipp commented that the Board of Education sets overall policy directives for the District guided by our attorneys according to applicable law. Administrators are responsible for writing and implementation of regulations in compliance to the policies. They are responsible to provide training for administrators, staff and students to comply with the policy. Ms. Tipp summarized Policy 5080, Sexual Harassment of Students; Policy 5052, DASA; Policy 5030 - Student Code of Conduct, Policy 5020, Student Bill of Rights; Policy 5040, Statement on Drugs and Alcohol; Policy 5045, Drugs and Alcohol; Policy 9051, Staff and Faculty Acceptable Use Policy. Ms. Tipp stated that the Board will continue to look at the policies and appreciate feedback from the community and we will continue to make improvements.

(Click [here](#) to view the full discussion and move cursor to 21:38)

1.2 Superintendent's Report

1.2.1 District activities

Dr. McKay shared that on Friday, September 16, students at Grafflin participated in a special assembly featuring the award-winning, championship drummers in the "Hip Pickles Drum Band". It was an interactive performance of "music with a message" that touched upon topics such as what bullying is, how bullying manifests itself, and what we can do to stop bullying.

Friday, September 23, a film crew from CNN was at Seven Bridges to videotape students from Brian O'Connor's social studies class for *CNN's Heroes*, which is an award-winning television special created to honor individuals who make extraordinary contributions to humanitarian aid and make a difference in their communities. The film crew documented how Brian ties *CNN Heroes* into his curriculum and lessons on character education. We will be sure to let you know when these segments will air.

In May 2016, 533 Greeley students sat for 1,242 Advanced Placement Exams in 31 different subjects. Out of these students, 222 have received an AP Scholar Award.

- 79 students were named AP Scholars for earning scores of 3 or higher on three or more AP Exams.
- 43 students were named AP Scholars with Honor for earning an average score of at least 3.25 on all AP Exams taken, and scores of 3 or higher on four or more of these exams.
- 100 students were named AP Scholars with Distinction for earning an average score of at least 3.5 on all AP Exams taken, and scores of 3 or higher on five or more of these exams.
- And 17 students were named National AP Scholars for earning an average score of at least 4 on all AP Exams taken, and scores of 4 or higher on eight or more of these exams.

Dr. McKay congratulated all the students, and their teachers, on this wonderful academic achievement.

(Click [here](#) to view the full discussion and move cursor to 35:33)

2. **Organization**

3. **Approvals & Ratification**

3.1 Minutes of September 13, 2016

3.2 Minutes of September 20, 2016

Moved by Warren Messner, seconded by Jeffrey Mester to approve the minutes from the Regular Meeting of the Board of Education held September 13, 2016 and September 20, 2016, as presented. Motion carried 5-0.

4. **Recommended Action: Personnel**

4.1 **Instructional**

Dr. McKay made the following recommendations:

Resolution:

BE IT RESOLVED that, the Board of Education hereby appoints the individuals listed as per diem substitute teachers to be employed on an as needed basis:

Shannon Pezzullo

Resolution:

BE IT RESOLVED that, the Board of Education hereby authorizes the attached Agreements for Services for the individuals and agencies listed below effective for the 2016/2017 school year, or earlier at the discretion of the Board of Education:

Michael J. Cunningham

Resolution:

BE IT RESOLVED that, the Board of Education hereby appoints the individuals listed as PSAT and/or SAT and/or ACT proctors to be employed on an as needed basis effective for the 2016/2017 school year, or earlier at the discretion of the Board of Education:

Janice Alfonso	Susan Fitzgerald	Mirjam Lord	Shannon Pezullo
Britt Asmundsson	Elizabeth Fries	Jason Lummel	Margaret Reilly
Lynne Brennan	Jennifer Greco	Jennifer Makanju	Gretta Seidel
Charles Buchanan	Karen Greco	Maura Marcon	Vania Sitruk
Jayne Carlson	Erin Johansen	AnnMarie Masciana	Ann Marie Tetelman
Karen Carey	Kristie Keener	Joann Mastrocola	Helen Teevan
Ann Marie Castro	Kuihwa Kim	Donna McBride	Brian Vermette
Vicki Devine	Sheila Larkin	Paulette McCarron	Diane Wendel
Mary Farrell	Thomas Locmajian	Kathleen O'Donnell	Michael Whiting

Request for Childcare Leave of Absence:

Ms. Karen Kavy, Teacher of Special Education, Douglas Grafflin Elementary School, effective September 29, 2016 through January 31, 2017.

Appointment: Regular Substitute

Ms. Jeannie Aplin, Regular Substitute Teacher of Special Education, Douglas Grafflin Elementary School, effective September 1, 2016 through January 31, 2017 (or earlier at the discretion of the Board of Education), Step 1, B(BA+30) with Masters, \$69,446, prorated.

Appointment: Part Time

Ms. Ann Marie Tetelman, (.5) Athletic Coordinator, Horace Greeley High School, effective September 6, 2016 through November 4, 2016 (or earlier at the discretion of the Board of Education), \$2,211.

ADDENDUM

4.1 Instructional

Appointment: Teaching Assistant

Ms. Sherrie Goldstein, Teaching Assistant, Horace Greeley High School, effective September 28, 2016, \$22,115, prorated.

Moved by Karen Visser, seconded by Warren Messner to approve all items in 4.1 Recommended for Action, Personnel, Non-Instructional, including Addendum, in one omnibus motion, as amended. Motion carried 5-0.

4.2 Non-Instructional

Dr. McKay made the following recommendations:

Resolution:

BE IT RESOLVED that the Board of Education hereby appoints the individual listed below as a per diem clerical substitute to be employed on an "as needed" basis, effective September 19, 2016. The salary is \$15.00 per hour:

Christian Ordonez

Request for Discretionary Leave of Absence:

BE IT RESOLVED that, the Board of Education hereby grants a leave of absence, without pay, to Kimberly Woodard, Nurse at Douglas Grafflin Elementary School, from September 1, 2016 to January 31, 2017.

Moved by Jeffrey Mester, seconded by Alyson Gardner to approve all items in 4.2 Recommended for Action, Personnel, Non-Instructional, in one omnibus motion, as presented. Motion carried 5-0.

5. Recommended Action: Other

5.1 CSE Summaries reported to the Board on September 27, 2016.

Moved by Karen Visser, seconded by Victoria Tipp to approve Items 5.1, CSE Summaries dated September 27, 2016, as presented. Motion carried 5-0.

5.2 *Tabled from September 13, 2016* – BE IT RESOLVED that the Board of Education approves the Contract for Summer School Educational Services 2016-17 with Ardsley Union Free School District, at a rate set by New York State Education Department, and authorizes the Board President or District Clerk to execute this agreement.

Moved by Jeffrey Mester, seconded by Karen Visser to remove Item 5.2 from the table. Motion carried 5-0.

Moved by Jeffrey Mester, seconded by Victoria Tipp that the Board of Education approves the Contract for Summer School Educational Services 2016-17 with Ardsley Union Free School District, at a rate set by New York State Education Department, and authorizes the Board President or District Clerk to execute this agreement, as presented. Motion carried 5-0.

5.3 BE IT RESOLVED that the Board of Education approves a Contract with Dr. Chris Dede of Harvard University for Instructional Technology Research and Support and Innovative Learning Spaces Research, Support and Evaluation for the 2016-17 school year in the amount of \$10,000, and authorizes the Board President to execute this Agreement.

Moved by Karen Visser, seconded by Victoria Tipp that the Board of Education approves a Contract with Dr. Chris Dede of Harvard University for Instructional Technology Research and Support and Innovative Learning Spaces Research, Support and Evaluation for the 2016-17 school year in the amount of \$10,000, and authorizes the Board President to execute this Agreement, as presented. Motion carried 5-0.

5.4 BE IT RESOLVED that the Board of Education approve a Contract with Fielding Nair International (FNI) for professional development services in an amount not to exceed \$48,000, inclusive of professional services and expenses, and authorizes the Board President to execute this Agreement.

Moved by Karen Visser, seconded by Victoria Tipp that the Board of Education approves a Contract with Fielding Nair International (FNI) for professional development services in an amount not to exceed \$48,000, inclusive of professional services and expenses, and authorizes the Board President to execute this Agreement, as presented. Motion carried 5-0.

5.5 BE IT RESOLVED that the Board of Education hereby establishes a Tax Reduction Reserve Fund in accordance with Section 1709(37) of the New York State Education Law to reduce real property taxes for a period of 10 years; and

BE IT FURTHER RESOLVED that the Board of Education authorized the sale of real property identified in Board Resolution Number 5.14, dated February 24, 2016; and

BE IT FURTHER RESOLVED that the real property had no outstanding obligations under General Municipal Law Section 6-l; and

NOW THEREFORE, the Board of Education authorizes the funding of the Tax Reduction Reserve Fund with the proceeds of the sale in the amount of \$139,440.

Moved by Jeffrey Mester, seconded by Warren Messner that the Board of Education approves Item 5.5, as presented. Motion carried 5-0.

- 5.6 BE IT RESOLVED that the Board of Education appoints John Chow as the Co-Chief Emergency Officer.

Moved by Jeffrey Mester, seconded by Victoria Tipp that the Board of Education appoints John Chow as the Co-Chief Emergency Officer. Motion carried 5-0.

- 5.7 BE IT RESOLVED that the Board of Education approves the Contract with Reading and Writing Project Network LLC through Teachers College for literacy consultants in the amount of \$91,200.00, for the 2016-17 school year, which will be funded out of New York State Title II Grant, and authorizes the Board President to execute this Agreement.

- 5.8 BE IT RESOLVED that the Board of Education approves the Contract with Thomas Romano for literacy consultation to work with Grades 4-12 ELA and content teachers to improve Differentiated Writing Instruction for the 2016-17 school year in the amount of \$15,000 to be funded out of New York State Title I Grant, and authorizes the Board President to execute this Agreement.

- 5.9 BE IT RESOLVED that the Board of Education approves the Contract with Refined Practices Consultants for Math in Focus Instructional Coaching work with Grades K - 5 teachers for the 2016-17 school year in the amount of \$33,000 to be funded out of New York State Title I Grant, and authorizes the Board President to execute this Agreement.

- 5.10 BE IT RESOLVED that the Board of Education approves the Contract with Barbara Frye, literacy consultant, to work with ELSP for the 2016-17 school year in the amount of \$17,600 to be funded out of New York State Title I Grant, and authorizes the Board President to execute this Agreement.

(Click [here](#) to view the full discussion regarding Items 5.7, 5.8, and 5.10, and move cursor to 1:34:10)

Moved by Warren Messner, seconded by Victoria Tipp that the Board of Education approves Item 5.7, Item 5.8, and Item 5.10, in one omnibus motion, as presented, and authorizes the Board President, to execute these agreements. Motion carried 5-0.

Moved by Jeffrey Mester, seconded by Karen Visser that the Board of Education approves Item 5.9, as presented, and authorizes the Board President, to execute this agreement. Motion carried 5-0.

- 5.11 BE IT RESOLVED that the Board of Education approves CCSD RFP #12: Engineering Design Services for Fields Agreement with Woodard & Curran Engineering dated September 19, 2016 as follows:
- 5.11.1 Robert E. Bell Middle School – Proposed Synthetic Turf Field & Lighting Improvement Project in the amount of \$152,700.
- 5.11.2 Horace Greeley High School Field C Drainage Improvements in the amount of \$26,400.

(Click [here](#) to view the full discussion and move cursor to 1:49:35)

Moved by Jeffrey Mester, seconded by Victoria Tipp that the Board of Education approves Item 5.11.1 and Item 5.11.2, in one omnibus motion, as presented, and authorizes the Board President, to execute these agreements. Motion carried 5-0.

5.12 Supplemental Defense and Indemnification Resolution for the 2016-17 School Year

WHEREAS, Section 18 of the Public Officers Law of the State of New York authorizes municipal corporations, including Boards of Education, to adopt supplemental defense and indemnification provisions to those contained in the Education Law; and

WHEREAS, the statute authorizes Boards of Education to defend, indemnify and save harmless, members of boards of education and officers, agents and employees of the Boards of Education and parent volunteers in connection with any claims asserted or judgment obtained against such board members, officers, agents or employees in any State or Federal Court, or in the amount of any settlement of any such claim, provided the act or omission from which such judgment or claim arose occurred while the Board member, officer, agent or employee was acting within the scope of his or her office of employment;

NOW THEREFORE, BE IT RESOLVED that the Board of Education of the Chappaqua Central School District hereby adopts the supplemental defense and indemnification provisions contained in Section 18 of the Public Officers Law for its Board members, officers, agents and employees, and parent volunteers on school-based planning and shared decision making committees or other community volunteer performing volunteer service with the consent of the Board and/or Superintendent of Schools. This coverage shall supplement and shall be in addition to the coverage available to such employees under other enactments, including but not limited to the Education Law of the State of New York.

Moved by Warren Messner, seconded by Alyson Gardner to approve the Supplemental Defense and Indemnification Resolution for the 2016-17 School Year, as presented. Motion carried 5-0.

- 5.13 BE IT RESOLVED that the Board of Education approves an Agreement with New England Systems and Software, Inc. (NESS) for on-site technology support and 8 technicians effective October 1, 2016 through September 30, 2017 at the monthly rate of \$75,366.87, and authorizes the Board President to execute this Agreement.

Moved by Victoria Tipp, seconded by Jeffrey Mester that the Board of Education approves an Agreement with New England Systems and Software, Inc. (NESS) for on-site technology support and 8 technicians effective October 1, 2016 through September 30, 2017 at the monthly rate of \$75,366.87, and authorizes the Board President to execute this Agreement, as presented. Motion carried 5-0.

- 5.14 BE IT RESOLVED that the Board of Education approves the Agreement with J.D. Barrett & Associates, LLC to complete the Preliminary and Final Subdivision Approval for the Zauderer Property, and authorizes the Board President to execute this Agreement.

Moved by Jeffrey Mester, seconded by Warren Messner to Table Item 5.14. Motion carried 5-0.

- 5.15 BE IT RESOLVED that the Board of Education approves CCSD RFP # 13: Special Education and Related Services

Achieve Beyond	ABA Services	\$95 per hour and \$70 per half hour
	Home Based Generalization Services:	
	Individual	\$120.00 per hour
	Individual (Bilingual)	\$140.00 per hour and \$80.00 per half hour
	Group (minimum 2 students)	\$45.00 per half hour
	Attendance at annual or program review meeting	\$32.50 per 15 minutes
	Parent Counseling and Training and Behavioral Intervention	\$125.00 per hour
Holistic Learning Center	Special Education, ABA, and Home Instruction	\$175.00 per hour
	Behavioral Intervention Services and Behavioral Intervention Consultation	\$175.00 per hour

Moved by Karen Visser, seconded by Warren Messner that the Board of Education approves CCSD RFP # 13: Special Education and Related Services, as presented. Motion carried 5-0.

6. Facilities Committee

Board member Jeffrey Mester, as a Facilities Committee member, thanked Board member and fellow Facilities Committee member, Karen Visser, for her work on the Horace Greeley cafeteria, which is up and running including the FroYo machine. Mr. Mester also shared we are on schedule and the estimated dates are:

- Three elementary projects will be going to SED (State Education Department) for approval in October
- Middle school projects will go to SED around Thanksgiving
- Greeley Library and Auditorium will go to SED in December/January
- Greeley STEAM Center will go to SED around December/January
- Greeley L Building will go to SED around February/March
- Greeley Field C will either go to SED by itself around December or be going with the Greeley Library
- Bell Field will go to SED in February
- Public Library will go to SED around Thanksgiving/December

(Click [here](#) to view the full discussion and move cursor to 1:53:49)

7. Policy Committee

- 7.1 Policy 3010, Code of Ethics— Revised 06/15/16, 1st Reading
[Tabled from August 2, 2016 Board of Education public meeting] – Item 7.1 remains on Table
- 7.2 Policy 5049, AIS (Academic Intervention Services) Policy – 2nd Reading

Moved by Victoria Tipp, seconded by Alyson Gardner that the Board of Education approves Policy 5049, AIS (Academic Intervention Services) Policy, as presented. Motion carried 5-0.

7.3 Policy 6025, Communication Devices – *1st Reading*

Moved by Karen Visser, seconded by Warren Messner that the Board of Education waives a second reading of Policy 6025, Communication Devices. Motion carried 5-0.

Moved by Warren Messner, seconded by Alyson Gardner that the Board of Education approves Policy 6025, Communication Devices, as presented. Motion carried 5-0.

ADDENDUM

7.4 Policy 3012, Conflicts of Interest – *1st Reading*

President Gardner commented that the Policy Committee is in the process of making the suggested edits specific to the Tutoring section of this policy.

(Click [here](#) to view the full discussion and move cursor to 1:58:40)

8. Financials

- 8.1 Per Year-End Audit for School Year 2015-16, Reclass Budget Allocations to Cover Negative Variances
- 8.2 Treasurer’s Report – August 2016
- 8.3 Audit of Claims – August 2016

Moved by Jeffrey Mester seconded by Warren Messner that the Board of Education approves Item 8.1 through Item 8.3, in one omnibus motion, as presented. Motion carried 5-0.

9. Communications

Board member Karen Visser, as a member of the Communications Committee, commented that David Hayes, Public Information Assistant, and Dr. McKay informed the community that *Report It* is now available on the website. Dr. Kusum Sinha, Assistant Superintendent for Human Resources and Leadership Development, stated that the *Report It* program is a notification system for students to anonymously complete and submit any concerns they have.

(Click [here](#) to view the full discussion and move cursor to 2:17:38)

10. Notice of Future Meetings

Tuesday, October 18, 2016
7:30 p.m. – Horace Greeley High School Academic Commons
STEAM, K-12

11. Adjournment

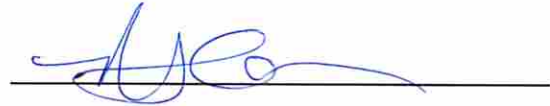
Moved by Jeffrey Mester, seconded by Warren Messner to adjourn this meeting at 9:54 p.m. Motion carried 5-0.

Respectfully submitted,



Therese Dell'olio
District Clerk / Executive Assistant
to the Superintendent

10/19/16
Date



Alyson Gardner
Board President

10/19/16
Date

/tkd

(Seal)

