

## OFFICIAL MINUTES

### CHAPPAQUA CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Tuesday, November 1, 2016

Horace Greeley High School

**Present:** Board of Education

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

**Present:** Staff Members

Dr. Eric Byrne, Acting Interim Superintendent/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 5:36 p.m.

Moved by Victoria Tipp to convene the public board meeting at 5:36 p.m. Seconded by Karen Visser. Motion carried 3-0. Board members, Warren Messner and Jeffrey Mester were not present.

Moved by Karen Visser at 5:37 p.m. to enter into Executive Session to discuss the employment history of a particular employee. Seconded by Victoria Tipp. Motion carried 3-0. Board members, Warren Messner and Jeffrey Mester were not present.

Moved by Warren Messner to reconvene the public board meeting at 7:44 p.m. Seconded by Karen Visser. Motion carried 5-0.

**Presentation:** [Project-Based Learning, K-12](#)

Dr. Eric Byrne, as Assistant Superintendent for Curriculum & Instruction introduced Staff Developers, Ellen Meier, Middle School Instructional Technology Coach, and Jessica Marchetti, District-Wide Staff Developer, gave a presentation about Project-Based Learning in Chappaqua. Trish Burton and Kallie Sherwood, 3rd grade teachers from Westorchard, shared the revamped Iditarod project. Jessica Sansevera, Carolyn Elwood, and Amanda McDonough, from Bell Middle School, presented their inter-disciplinary Asteroid project that integrated science, math, technology, and art. Isabel Irizarry, Spanish teacher at Horace Greeley, presented her Destino 2016 (election) project along with two current seniors, Emily Gimpel and Scout Schultz. The final presentation was by Steve Walker, Director of the LIFE School, Justin Olive, science teacher at Bell, and Jenny Gieras, 3rd grade teacher at Roaring Brook. They presented on a cross-grade level collaboration project about community awareness.

(Click [here](#) to view the full discussion and move cursor to 02:16)

1. Information Business Affairs

1.1 President's Report

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**ADDENDUM**

- 1.1.1 BE IT RESOLVED that the Board hereby authorizes its President to sign an Amendment to the Superintendent's Employment Contract, as presented to the Board at this meeting. A copy the Amendment to the Superintendent's Employment Contract shall be incorporated by reference within the minutes of this meeting.

**Moved by Jeffrey Mester, seconded by Warren Messner that the Board of Education approves the Amendment to the Superintendent's Employment Contract, as presented to the Board at this meeting. A copy the Amendment to the Superintendent's Employment Contract shall be incorporated by reference within the minutes of this meeting, and authorizes the Board President to execute this Agreement, as presented. Motion carried 5-0.**

- 1.1.2 BE IT RESOLVED that the Board hereby accepts the letter of resignation for the purpose of retirement submitted by Superintendent of Schools, Dr. Marilyn McKay, dated October 31, 2016, to become effective upon the close of business on January 2, 2017.

**Moved by Karen Visser, seconded by Victoria Tipp that the Board of Education hereby accepts the letter of resignation for the purpose of retirement submitted by Superintendent of Schools, Dr. Marilyn McKay, dated October 31, 2016, to become effective upon the close of business on January 2, 2017. Motion carried 5-0.**

- 1.1.3 BE IT RESOLVED that the Board of Education hereby appoints Dr. Eric Byrne to serve as Acting Superintendent of Schools, effective November 1, 2016 and until such time as an Interim Superintendent of Schools is appointed by the Board of Education.

**Moved by Warren Messner, seconded by Karen Visser that the Board of Education hereby appoints Dr. Eric Byrne to serve as Acting Superintendent of Schools, effective November 1, 2016 and until such time as an Interim Superintendent of Schools is appointed by the Board of Education. Motion carried 5-0.**

- 1.1.4 Lead Testing update

John Chow, Assistant Superintendent for Business, introduced Joe Gramando, Director of Facilities, who reviewed lead testing throughout the District.

*(Click [here](#) to view the full discussion and move cursor to 1:15:57)*

**Motion made by Victoria Tipp, seconded by Jeffrey Mester to add the following RFP Advisory Committee Resolution to the Agenda. Motion carried 5-0.**

- 1.1.5 WHEREAS the Board of Education is committed to reviewing its policies and regulations, including related processes and procedures, regarding training and reporting on matters of discrimination, child abuse and student safety; and

WHEREAS to accomplish this goal it is deemed necessary and appropriate to engage representatives of community groups to assist in developing a Response for Proposals

from qualified firms and individuals to present recommendations to the Board of Education for its review and consideration;

NOW, THEREFORE, BE IT RESOLVED that the Board hereby establishes the RFP Community Advisory Committee to be co-chaired by Board members Victoria Tipp and Jeffrey Mester, to develop a draft RFP to be issued to firms and individuals to submit proposals to the Board of Education for the purposes of:

1. Reviewing and proposing anti-discrimination policies, child abuse policies, hiring policies and supervision of the school environment related policies, and all regulations, including processes and procedures related thereto;
2. Conducting staff development and training regarding existing and/or new policies and regulations, including related processes and procedures;
3. Conducting student training regarding existing and/or new policies and regulations, including related processes and procedures; and
4. Parent workshop regarding existing and/or new policies and regulations, including related processes and procedures.

BE IT FURTHER RESOLVED that the RFP Community Advisory Committee shall report back to the Board of Education with its written recommendations at a regularly scheduled meeting of the Board of Education to be held no later than December 20, 2016; and

BE IT FURTHER RESOLVED that the Board hereby appoints the following individuals to serve as committee members:

CPTA: Beth Dalrymple

CPTA: Haley Ferraro

HGHS PTA: Kelly Mofield

RB PTA: Holly McCall

R21K: Jason Gold

Rec Dept: TBA

Sports Boosters: Christie Hill

CIFY: Rev. Martha Jacobs

New Castle Youth Police Officer: Dan Corrado

Student Govt: TBA

BOE: Victoria Tipp and Jeffrey Mester

Administrator: Kusum Sinha

*(Click [here](#) to view the full discussion and move cursor to 1:31:18)*

**Motion made by Warren Messner to amend Item 1.1.5, seconded by Victoria Tipp. Motion carried 5-0.**

Dr. Eric Byrne made a brief statement.

(Click [here](#) to view the full discussion and move cursor to 1:35:16)

2. **Organization**

3. **Approvals & Ratification**

- 3.1 Minutes of October 6, 2016
- 3.2 Minutes of October 18, 2016
- 3.3 Minutes of October 25, 2016

**Moved by Karen Visser, seconded by Jeffrey Mester to approve the minutes from the Regular Meetings of the Board of Education held October 6, 2016, October 18, 2016 and October 25, 2016, as presented. Motion carried 5-0.**

4. **Recommended Action: Personnel**

4.1 **Instructional**

**Dr. Byrne made the following recommendations:**

**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:

Achieve Beyond,  
Achieve Beyond, and  
HealthPro Staffing Solutions, LLC.

**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:

Nicole Amabile.

**Appointment: Part Time**

Mr. John Kramer, (.04) Teacher of Elementary Education to provide Academic Intervention Services, Seven Bridges Middle School, effective November 21, 2016 through June 30, 2017 (or earlier at the discretion of the Board of Education), Step 1, B(BA+30) with Masters, \$57.87/hour.

Ms. Vaishali Bhattacharyya, (.04) Teacher of Elementary Education to provide Academic Intervention Services, Robert E. Bell Middle School, effective November 28, 2016 through May 13, 2017 (or earlier at the discretion of the Board of Education), Step 1, A(BA), \$53.86/hour.

**Appointment: Coaching**

Mr. Jerry Fall, 9<sup>th</sup> Grade Boys' Basketball, Horace Greeley High School, effective November 14,

2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 1, \$5,172.

Mr. Dave Fernandes, Varsity Boys' Basketball, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$10,666.

Mr. Robert Herodes, 9<sup>th</sup> Grade Girls' Basketball, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$6,399.

Mr. John Alkalay, Varsity Girls' Basketball, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$10,666.

Mr. Matthew Ketterer, (.5) Varsity Winter Track, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$4,264.

Ms. Susan Miller, (.5) Varsity Winter Track, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$4,264.

Mr. Matthew Ketterer, (.5) Varsity Winter Track Assistant, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$3,200.

Ms. Susan Miller, (.5) Varsity Winter Track Assistant, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$3,200.

Mr. Michael DeBellis, (.5) Varsity Wrestling, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$4,977.

Mr. Anthony Tortora, (.5) Varsity Wrestling, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$4,977.

Mr. Michael DeBellis, (.5) Junior Varsity Wrestling, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$3,553.

Mr. Anthony Tortora, (.5) Junior Varsity Wrestling, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$3,553.

Ms. Karlieann Siciliano, Varsity Winter Cheerleading, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$5,688.

Mr. Zachary Dargaty, Varsity Ice Hockey, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$10,666.

Mr. Daniel Perito, Varsity Ice Hockey Assistant, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$7,820.

Ms. Annamarie Marasco, Varsity Bowling, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$5,688.

Mr. Mark Jagels, Junior Varsity Bowling, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 1, \$4,020.

Mr. Richard Marasco, Varsity Skiing, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$5,688.

Ms. Sheila Jacob, Varsity Skiing Assistant, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$4,980.

Ms. Margaret Kaplan, Varsity Boys' Swimming, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$9,239.

Ms. Suzanne Guziec, Varsity Boys' Swimming Assistant, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$5,688.

Mr. Michael Darland, Junior Varsity Boys' Swimming, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$5,688.

Mr. Robert Raguette, 7-8th Grade Winter Track, Robert E. Bell Middle School, effective November 28, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$5,688.

Mr. Charles McKenna, 7-8th Grade Winter Track, Seven Bridges Middle School, effective November 28, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$5,688.

Mr. Daniel Hall, 7-8th Grade Wrestling, Robert E. Bell Middle School, effective November 28, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education), Step 3, \$5,688.

**Appointment: Volunteer**

Mr. Robert Clark, 9<sup>th</sup> Grade Boys' Basketball, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education).

Mr. Anthony Marino, Varsity and Junior Varsity Wrestling, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education).

Ms. Kimberly Lindner, Varsity Winter Track, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education).

Ms. Michelle Saccurato, Varsity Boys' Swimming, Horace Greeley High School, effective November 14, 2016 through March 3, 2017 (or earlier at the discretion of the Board of Education).

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## **ADDENDUM**

### **Appointment: Part Time**

Ms. Vaishali Bhattacharyya, (.04) Teacher of Elementary Education to provide Academic Intervention Services, Robert E. Bell Middle School, effective November 28, 2016 through May 13, 2017 (or earlier at the discretion of the Board of Education).

**Moved by Jeffrey Mester, seconded by Victoria Tipp to approve all items in 4.1 Recommended for Action, Personnel, Instructional, including Addendum, in one omnibus motion. Motion carried 5-0.**

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### **4.2 Non-Instructional**

**Dr. Byrne made the following recommendations:**

#### **Appointment:**

Jennifer Burns – Office Assistant-Automated Systems at the Education Center, effective November 4, 2016. Her salary will be \$41,693.

#### **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 November 2, 2016. The salary is \$15.00 per hour:

Madeline Finesmith

**Moved by Jeffrey Mester, seconded by Karen Visser to approve all items in 4.2 Recommended for Action, Personnel, Non-Instructional, in one omnibus motion. Motion carried 5-0.**

### **5. Recommended Action: Other**

5.1 CSE Summaries reported to the Board on November 1, 2016.

**Moved by Karen Visser, seconded by Victoria Tipp to approve Items 5.1, CSE Summaries dated November 1, 2016, as presented. Motion carried 5-0.**

5.2 BE IT RESOLVED that the Board of Education hereby appoints Linda Kallner to New Castle Community Media Center (NCCMC) for a two-year term beginning November 2, 2016 – May 31, 2018.

**Moved by Jeffrey Mester, seconded by Karen Visser that the Board of Education hereby appoints Linda Kallner to New Castle Community Media Center (NCCMC) for a two-year term beginning November 2, 2016 – May 31, 2018. Motion carried 5-0. The Board thanked Ms. Kallner for her willingness and time to serve on this committee.**

5.3 BE IT RESOLVED that the Board of Education approves Chappaqua School Foundation InstaGrant gift of \$2,416.40 for a class set of digital microscopes to be used by both 7<sup>th</sup> grade teams. Requested by Ms. Jessica Sansevera, Robert E. Bell Middle School.

**Moved by Victoria Tipp, seconded by Jeffrey Mester that the Board of Education approves Chappaqua School Foundation InstaGrant gift of \$2,416.40 for a class set of digital microscopes to be used by both 7<sup>th</sup> grade teams. Requested by Ms. Jessica Sansevera, Robert E. Bell Middle School. Motion carried 5-0.**

- 5.4 WHEREAS, the District owns the attached list of items which are no longer useful or necessary for school district purposes and of no value to the School District;

THEREFORE, BE IT RESOLVED that the Board hereby declares such items to be surplus property and of no value to the School District and authorizes the disposal of such equipment in a prudent manner in accordance with law.

**Jeffrey Mester offered the following resolution, WHEREAS, the District owns the attached list of items which are no longer useful or necessary for school district purposes and of no value to the School District;**

**THEREFORE, BE IT RESOLVED, that the Board hereby declares such items to be surplus property and of no value to the School District and authorizes the disposal of such equipment in a prudent manner in accordance with law. Karen Visser seconded. The motion carried 5-0.**

- 5.5 CCSD Bid # 957 – Roofing Maintenance and Service – recommended to Weather Proofing Technologies, Inc. for the 2016-17 school year at a cost of \$91,810.00 plus hourly rates.

**Moved by Jeffrey Mester, seconded by Karen Visser that the Board of Education approves Bid #957 – Roofing Maintenance and Service – recommended to Weather Proofing Technologies, Inc. for the 2016-17 school year at a cost of \$91,810.00 plus hourly rates, as presented. Motion carried 5-0.**

- 5.6 Renewal Award Recommendation for the 2016-17 School Year – Original CCSD Bid Award #934 Construction Labor and Materials: General Construction to J. A. C. Building & Development Group, Inc. for various rates, cost of materials, & projects.

**Moved by Jeffrey Mester, seconded by Karen Visser that the Board of Education approves the Renewal Award Recommendation for the 2016-17 School Year – Original CCSD Bid Award #934 Construction Labor and Materials: General Construction to J. A. C. Building & Development Group, Inc. for various rates, cost of materials, & projects, as presented. Motion carried 5-0.**

- 5.7 BE IT RESOLVED that the Board of Education amends the wording on the previously approved minutes for September 27, 2016, Item 1.1.1. The corrected minutes should read as follows:

*“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.”*

**Moved by Warren Messner, seconded by Victoria Tipp that the Board of Education approved the amendment to the wording on the previously approved minutes for September 27, 2016, Item 1.1.1, as presented. Motion carried 5-0.**

- 5.8 BE IT RESOLVED that the Board of Education approves a Declaration of Covenants, Conditions and Restrictions for the competition field of Horace Greeley High School as required by the New York City Department of Environmental Protection, dated August 24, 2016 in order to receive



approval for the required Stormwater Pollution Prevention Plan (SWPPP).

BE IT FURTHER RESOLVED that the Board of Education authorizes the execution of the Declaration and its filing with the Westchester County Clerk.

**Moved by Jeffrey Mester, seconded by Karen Visser that the Board of Education approves Item 5.8, as presented. Motion carried 5-0.**

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#### ADDENDUM

- 5.9 BE IT RESOLVED that the Board of Education accepts a monetary gift of \$16,000 from the Roaring Brook PTA to be used toward the purchase of equipment and renovation of the Roaring Brook playground.

**Moved by Karen Visser, seconded by Jeffrey Mester that the Board of Education accepts a monetary gift of \$16,000 from the Roaring Brook PTA to be used toward the purchase of equipment and renovation of the Roaring Brook playground. Motion carried 5-0. The Board thanked the Roaring Brook PTA for this generous gift.**

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#### 6. Facilities Committee

Board member, Jeffrey Mester, as a member of Facilities Committee, shared there is a Facilities Committee meeting at 5:15 p.m., Monday, November 7 at the Education Center. The main focus of the meeting will be Horace Greeley High School with FNI (Fielding Nair International) and KG&D Architects. Community members are welcome to attend.

#### 7. Policy Committee

- 7.1 Policy 3010, Code of Ethics – *Revised 06/15/16, 1<sup>st</sup> Reading*  
*[Tabled from August 2, 2016 Board of Education public meeting]*

**Moved by Victoria Tipp seconded by Alyson Gardner to remove Item 7.1 from the table. Motion carried 5-0.**

Board member, Victoria Tipp, as a member of the Policy Committee, commented that the purpose of reviewing this policy was to follow New York State law. Following discussion, the policy was moved to a 2<sup>nd</sup> reading at the November 15 Board of Education meeting. Input from the community is welcome.

*(Click [here](#) to view the full discussion and move cursor to 3:02:30)*

- 7.2 Policy 3012, Conflicts of Interest – *2<sup>nd</sup> Reading*  
*[Tabled from October 18, 2016 Board of Education public meeting]*

**Moved by Warren Messner, seconded by Alyson Gardner to remove Item 7.2 from the table. Motion carried 5-0.**

Board member, Alyson Gardner, as a member of the Policy Committee, commented on the suggested changes. After community input the policy now has more clarity. Board member, Jeffrey Mester commented on wording in the last sentence. Following discussion, the policy was moved to a 3<sup>rd</sup> reading at the November 15 Board of Education meeting. Input from the community is welcome.

*Click [here](#) to view the full discussion and move cursor to 3:07:13)*

8. **Financials**

8.1 Extraclassroom Activity Accounts – September 30, 2016

8.2 Team Accounts – September 30, 2016

**Moved by Warren Messner, seconded by Jeffrey Mester that the Board of Education approves Item 8.1 and Item 8.2, in one omnibus motion, as presented. Motion carried 5-0.**

9. **Communications**

Board member, Karen Visser, as a Communications Committee member, suggested that a meeting be scheduled to discuss updates on the website and different surveys to talk about how we assess products that have been rolled out in the District.

10. **Notice of Future Meetings**

Tuesday, November 15, 2016

7:30 p.m. – Horace Greeley High School Academic Commons

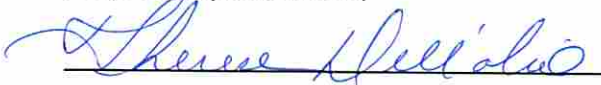
*Transition from Middle to High School*

*Learning at Greeley 2016-17*

11. **Adjournment**

**Being no further business to be acted upon, the meeting was adjourned at 11:07 p.m. with a motion by Jeffrey Mester, seconded by Victoria Tipp. Motion carried 5-0.**

Respectfully submitted,



Therese Dell'olio

District Clerk / Executive Assistant  
to the Superintendent

11-16-16

Date



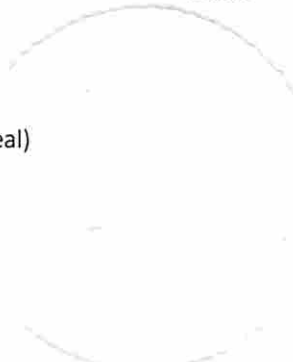
Alyson Gardner

President, Board of Education

11-16-16

Date

(Seal)



/tkd