

OFFICIAL MINUTES

CHAPPAQUA CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION
August 2, 2016

Horace Greeley High School

Present: **Board of Education**

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

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 5:30 p.m.

Moved by Victoria Tipp to enter into Executive Session to discuss the employment history of a particular person(s). Seconded Warren Messner. Motion carried 4-0. Board Member, Jeffrey Mester was not present for Executive Session.

Moved by Warren Messner to reconvene the public board meeting at 7:52 p.m. Seconded by Victoria Tipp. Motion carried 5-0.

Presentation: [2016-17 Budget, Tax Levy & Tax Rates](#)

John Chow, Assistant Superintendent for Business, reviewed the Approved Budget of \$118,225.28 and the Tax Levy increase for 2016-17. Mr. Chow also reviewed the 2016-17 Tax Rate increases.

(Click [here](#) to view the full discussion and move cursor to 1:00)

1. Information Business Affairs

1.1 President's Report

President Gardner thanked the administration for all of their work this summer in preparation for our students.

(Click [here](#) to view the full discussion and move cursor to 7:30)

1.2 Superintendent's Report

1.2.1 Summer Work

Dr. McKay commented on the work taking place this summer with all the administrators and teachers around technology, action research, math forums and the iFellows.

Dr. McKay commented that two kinds of after-bond work are happening this summer. The first is specific to buildings and designs. Plans should be submitted to New York State Education Department (NYSED) by Thanksgiving. The second is teacher-learning in preparation for use of the new spaces.

(Click [here](#) to view the full discussion and move cursor to 9:43)

2. **Organization**

3. **Approvals & Ratification**

3.1 Minutes of July 6, 2016

Moved by Victoria Tipp, seconded by Karen Visser to approve the minutes from the Regular Meeting of the Board of Education held July 6, 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:

Debra Rose.

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:

Westchester Institute for Human Development,
Westchester Institute for Human Development,
Westchester Institute for Human Development, and
Westchester Institute for Human Development.

Resignation:

Ms. Katherine Constan, Teacher of Social Studies, Horace Greeley High School, effective August 1, 2016.

Appointment: Probationary

Ms. Marcina Glinias-Badame, Teacher of English, Horace Greeley High School, to a probationary appointment in the tenure area of English effective September 1, 2016 through August 31, 2020, subject to receipt of composite or overall annual professional performance review ratings pursuant to Education law Section 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) proceeding years, and if the probationer receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time, Step 1, B(BA+30), \$68,196.

Ms. Yvonneth Glickert, Teacher of Elementary Education, Douglas Grafflin Elementary School, to a probationary appointment in the tenure area of Elementary effective September 1, 2016 through August 31, 2020, subject to receipt of composite or overall annual professional performance review ratings pursuant to Education law Section 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) proceeding years, and if the probationer receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time, Step 4, B(BA+30) with Masters, \$78,625.

Ms. Jennifer Makanju, Teacher of Elementary Education, Douglas Grafflin Elementary School, to a probationary appointment in the tenure area of Elementary effective September 1, 2016 through August 31, 2020, subject to receipt of composite or overall annual professional performance review ratings pursuant to Education law Section 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) proceeding years, and if the probationer receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time, Step 2, C(BA+60) with Masters, \$79,834.

Ms. Stacy Jacobs, Teacher of Social Studies, Horace Greeley High School, to a probationary appointment in the tenure area of Social Studies effective September 1, 2016 through August 31, 2020, subject to receipt of composite or overall annual professional performance review ratings pursuant to Education law Section 3012-c and/or 3012-d of either effective or highly effective in at least three (3) of the four (4) proceeding years, and if the probationer receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time, Step 1, B(BA+30) with Masters, \$69,446.

Appointment: Tenure

Ms. Sheila Larkin, Teaching Assistant, Horace Greeley High School, effective August 29, 2016.

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

4.2 Non-Instructional

Dr. McKay made the following recommendations:

Appointment:

Julie Hare – Teacher Aide at Westorchard Elementary School, 22.5 hours/week, effective September 6, 2016.

Moved by Karen Visser, seconded by Victoria Tipp 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 August 2, 2016.

Moved by Karen Visser, seconded by Warren Messner to approve Items 5.1, CSE Summaries dated August 2, 2016, as presented. Motion carried 5-0.

5.2 BE IT RESOLVED that the Chappaqua Central School District, location code 75336, hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping records or their records of activity, [per the attached form](#).

Victoria Tipp offered the Standard Work Day Resolution:

BE IT RESOLVED that the Chappaqua Central School District, location code 75336, hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on time keeping records or their records of activity, [per the attached form](#). Seconded by Karen Visser. Motion carried 5-0.

- 5.3 BE IT RESOLVED that the Board of Education approves the Contract with Green Chimneys for the 2016-17 school year and authorizes the Board President and Superintendent to execute this agreement.

Moved by Warren Messner, seconded by Karen Visser to that the Board of Education approves the Contract with Green Chimneys for the 2016-17 school year and authorizes the Board President and Superintendent to execute this agreement, as presented. Motion carried 5-0.

- 5.4 BE IT RESOLVED that the Board of Education approves the Contract for Health and Welfare Services with the City School District of New Rochelle for 1 child at a rate of \$985.84 per child effective September 5, 2013 to June 30, 2014, and authorizes the Board President, Superintendent and District Clerk to execute this agreement, as amended.
- 5.5 BE IT RESOLVED that the Board of Education approves the Contract for Summer School Educational Services for the 2016-17 school year with Pleasantville Union Free School District at a rate set by New York State Education Department, and authorizes the Superintendent to execute this agreement.
- 5.6 BE IT RESOLVED that the Board of Education approves the Contract with Bedford Central School District to place student #701081 in the Special Class 8:1:3 Program beginning July 4, 2016 through August 12, 2016 at a rate set by New York State Education Department, and authorizes the Board President to execute this agreement.
- 5.7 BE IT RESOLVED that the Board of Education approves the Contract with Bedford Central School District to place student #700574 in the Special Class 8:1:3 Program beginning July 4, 2016 through August 12, 2016 at a rate set by New York State Education Department, and authorizes the Board President to execute this agreement.
- 5.8 BE IT RESOLVED that the Board of Education approves the Contract with Bedford Central School District to place student #701081 in the Special Class 8:1:3 Program beginning September 1, 2016 to June 23, 2017 at a rate set by New York State Education Department, and authorizes the Board President to execute this agreement.
- 5.9 BE IT RESOLVED that the Board of Education approves the Agreement with Briarcliff Manor Union Free School District for educational services for to place 1 student in the CASSTLE High School Program beginning March 10, 2016 through June 22, 2016 for the sum of \$38,111.85, and authorizes the Board President to execute this Agreement.
- 5.10 Approve Agreement with Anderson Center for Autism, effective July 1, 2016 through June 30, 2017 for provision of a special education program based on the New York State Education Department and the Office of Children and Family Services rates as outlined in Appendix A of the Agreement, and authorizes the Board President to execute this Agreement.

Moved by Karen Visser, seconded by Warren Messner that the Board of Education approves Item 5.4, as amended, through Item 5.10, in one omnibus motion, as presented, and authorizes the Superintendent/ Board President to execute these agreements. Motion carried 5-0.

- 5.11 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.

- 5.12 BE IT RESOLVED that the Board of Education approves the Summer Transportation Contract effective July 1, 2016 to August 31, 2016 in the amount of \$213,022.34, and authorizes the Board President and Superintendent to execute this agreement.

Moved by Victoria Tipp, seconded by Warren Messner that the Board of Education approves the Summer Transportation Contract effective July 1, 2016 to August 31, 2016 in the amount of \$213,022.34, and authorizes the Board President and Superintendent to execute this agreement, as presented. Motion carried 5-0.

- 5.13 BE IT RESOLVED that the Board of Education approves the Proposed Lunch Budget for 2016-17 budget with supporting documentation attached.
- 5.14 BE IT RESOLVED that the Board of Education approves the A La Carte price list for 2016-17 school year.
- 5.15 BE IT RESOLVED that the Board of Education approves the Aramark Contract Extension required by SED for 2016-17.

Moved by Warren Messner, seconded by Karen Visser that the Board of Education approves Item 5.13 through Item 5.15, in one omnibus motion, as presented, and authorizes the Board President to execute these agreements. Motion carried 5-0.

- 5.16 **RESOLUTION OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT, NEW YORK (THE SCHOOL DISTRICT) DECLARING THE FINDINGS OF THE SCHOOL DISTRICT WITH RESPECT TO THE PROPOSALS RECEIVED FOR THE TAX-EXEMPT FINANCING OF THE SCHOOL DISTRICT'S ENERGY PERFORMANCE CONTRACT WITH JOHNSON CONTROLS, INC. AND MAKING CERTAIN OTHER DETERMINATIONS IN CONNECTION THEREWITH.**

THE BOARD OF EDUCATION OF THE CHAPPAQUA CENTRAL SCHOOL DISTRICT, WESTCHESTER COUNTY, NEW YORK, HEREBY RESOLVES (by a majority vote of all the members of said Board) AS FOLLOWS:

Section 1. The Board of Education of the Chappaqua Central School District (the School District) has received four (4) proposals from firms to provide financing for the Energy Performance Contract that the School District has heretofore entered into with Johnson Controls, Inc. (the Agreement).

Section 2. Following a discussion of the Board of Education of the School District, and based upon the recommendation received from Bernard P. Donegan, Inc., the School District's Financial Advisor, it is hereby determined that the proposal of TD Equipment Finance, Inc., or one of its affiliates (the Lessor), which represents the lowest responsible bid received by the School District, is hereby accepted.

Section 3. The President of the Board of Education, the Vice President of the Board of Education, the Superintendent of Schools and/or the Assistant Superintendent for Business (collectively the Authorized Representatives and individually, the Authorized Representative) acting on behalf of the School District, are hereby authorized to negotiate, enter into, execute, and deliver one or more lease purchase agreements (the Equipment Lease) with the Lessor. The Authorized Representatives are hereby further authorized to negotiate, enter into, execute, and deliver such other documents relating to the Equipment Lease (including, but not limited to, escrow agreements) as the Authorized Representatives deem necessary and appropriate. All other related contracts and agreements necessary and incidental to the Equipment Lease are hereby authorized, and such documents shall be filed in the office of the District Clerk and made available for public inspection.

Section 4. The aggregate original principal amount of the Equipment Lease shall not exceed the \$3,383,396 and shall bear interest as set forth in the Equipment Lease and shall contain such options for prepayment as set forth therein.

Section 5. The School District's obligations under the Equipment Lease shall be subject to annual appropriation or renewal by the Board of Education of the School District as set forth in each Equipment Lease and the School District's obligations under the Equipment Lease shall not constitute a general obligation of the School District or indebtedness under the Constitution or laws of the State of New York.

Section 6. The proceeds of the Equipment Lease may be applied to reimburse the School District for expenditures made after the effective date of this resolution for the purpose for which said proceeds are authorized, or on or prior to such date if the Board of Education of the School District has adopted a prior statement of intent to issue bonds for such purpose. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department

Section 7. The Authorized Representatives are hereby authorized to take any and all other actions necessary in connection with the Agreement, the Equipment Lease, and all matters related thereto.

Section 8. This resolution shall take effect immediately.

(Click [here](#) to view the full discussion and move cursor to 20:18)

Moved by Victoria Tipp, seconded by Karen Visser to approve Item 5.16, and authorizes the Board President to execute this Agreement, as presented. Motion carried 5-0.

- 5.17 BE IT RESOLVED that the Board of Education appoints Madeline Finesmith as a member of the Chappaqua Central School District's Health & Safety Committee.

Moved by Warren Messner, seconded by Karen Visser to appoint Madeline Finesmith as a member of the Chappaqua Central School District's Health & Safety Committee. Motion carried 5-0.

- 5.18 BE IT RESOLVED that the Board of Education approves PNW BOCES 2016-17 Contract of Services in the amount of \$1,093,988, and authorizes the Board President and District Clerk to execute this agreement.

Moved by Victoria Tipp, seconded by Alyson Gardner that the Board of Education approves PNW BOCES 2016-17 Contract of Services in the amount of \$1,093,988, and authorizes the Board President and District Clerk to execute this agreement, as presented. Motion carried 5-0.

- 5.19 BE IT RESOLVED that the Board of Education approves the revised 2016-2017 Board of Education Meeting Schedule.

Moved by Karen Visser, seconded by Victoria Tipp that the Board of Education approves the revised 2016-2017 Board of Education Meeting Schedule, as presented. Motion carried 5-0.

- 5.20 Resolution to confirm tax rolls and authorize tax levy.

WHEREAS, the Board of Education has been authorized by the voters of the School District at the Annual Meeting to raise for the budget for the 2016-2017 school year a sum not to exceed \$118,225,288 for School District purposes and a sum not to exceed \$3,065,135 for Library purposes; THEREFORE, BE IT RESOLVED, that the Board hereby fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following described tax roll. (Attached document must have Date and Hour of Adoption recorded.)

School Tax Levy

Name of Town	Total Taxable Assessed Valuation by Towns	Equalized Tax Rate by Towns	Total Tax Levy by Towns
New Castle	\$911,661,442	19.34%	\$ 96,573,822
Mount Pleasant	\$ 6,786,464	1.48%	\$ 9,394,294
TOTALS:	\$918,447,906		\$105,968,116

Library Tax Levy

	Name of Town Assessed Valuation by Towns	Total Equalized Tax Rate by Towns	Taxable Total Tax Levy by Towns
New Castle	\$911,661,442	19.34%	\$ 2,717,145
Mount Pleasant	\$ 6,786,464	1.48%	\$ 264,312
TOTALS:	\$918,447,906		\$ 2,981,457

AND BE IT FURTHER RESOLVED, that the tax warrant of this Board, duly signed, shall be affixed to the above-described tax rolls authorizing the collection of said taxes to give notice that taxes will be collected in two installments, due on September 30, 2016 and January 31, 2017, and collection will end April 30, 2017, at the expiration of which the tax collector shall make an accounting in writing to the Board;

AND BE IT FURTHER RESOLVED, that delinquent tax penalties shall be fixed as follows:

	<u>1st half</u>	<u>2nd half</u>
During September	None	None
During October	2%	None
During November	5%	None
During December and January	7%	None

During February and March	10%	10%
During April	12%	12%
Thereafter	Add'l. 1% per month on delinquent tax	

Record Date of Adoption: August 2, 2016
Record Hour of Adoption: 7:55 p.m.

- 5.21 [Resolution issuing a tax warrant](#)
 ([Attached document](#) must indicate vote and signature of each board member)

Moved by Warren Messner, seconded by Karen Visser that the Board of Education approves Item 5.20 and Item 5.21, in one omnibus motion, as presented. Motion carried 5-0.

6. Facilities

Board member, Karen Visser, as a Facilities Committee member, reported on the ongoing work at the Horace Greeley cafeteria. She thanked all the staff working throughout the summer in the heat. Jeffrey Mester, also a Facilities Committee member, commented on all the additional work taking place throughout the District this summer.

(Click [here](#) to view the full discussion and move cursor to 23:59)

7. Policy Committee

President Gardner, as a member of the Policy Committee, shared there is a meeting scheduled for 7:45 a.m., Wednesday, August 17.

7.1 Code of Ethics – Revised 06/15/16, 1st Reading

President Gardner commented that the Policy Committee is reviewing this policy.

Moved by Alyson Gardner, seconded by Victoria Tipp, to Table Item 7.1 until the September 1 Board meeting. Motion carried 5-0.

8. Financials

- 8.1 Claims Audit Report – June 30, 2016
- 8.2 Quarterly Central Treasurer's Report – Team Accounts – June 30, 2016
- 8.3 Quarterly Central Treasurer's Report – Extraclassroom Activity Accounts – June 30, 2016
- 8.4 Treasurer's Report – June 2016

Moved by Karen Visser, seconded by Jeffrey Mester, that the Board of Education approves Item 8.1 through Item 8.4, in one omnibus motion, as presented. Motion carried 5-0.

9. Communications

Board Member, Karen Visser, as a member of the Communications Committee, reported on small improvements to the District's website. Ms. Visser stated that the District will have printed calendars available soon in a limited quantity. Ms. Visser thanked the administrative staff and PTA volunteers for all the hours that went into creating the calendar.

Questions and Comments (Click [here](#) to view the full discussion and move cursor to 30:44)

10. Notice of Future Meetings

Thursday, September 1, 2016
 10:30 a.m. – Horace Greeley High School Library Classroom

11. Adjournment

Moved by Jeffrey Mester, seconded by Warren Messner to adjourn this meeting at 9:15 p.m. Motion carried 5-0.

Respectfully submitted,



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

09/01/16
Date



Alyson Gardner
Board President

9-1-16
Date

(Seal)



/tkd