

**MINUTES
BOARD OF EDUCATION MEETING
APRIL 18, 2018**

PRESENT

David Howe, School Board President
Ed Gooding, School Board Vice-President
David Schwartz, School Board Member
Lisa Tane, School Board Member
Francine Vernon, School Board Member (7:12 p.m. arrival)
Hopeton White, School Board Member
Anthony Gyetua-Danquah, Superintendent of Schools
Marsha Maddox, Deputy Superintendent of Schools
Evan Gross, District Treasurer
Pamela Budd, School Board Clerk

1.0 CALL TO ORDER

The meeting was called to order at 7:02 p.m. by Mr. Howe.

2.0 WELCOME SCHOOL BOARD MEMBER

A. Sanjay Singla

The Board welcomed Sanjay Singla as a new School Board Member.

3.0 ADMINISTER OATH TO SCHOOL BOARD MEMBER

Pamela Budd, School Board Clerk, administered the Oath to Sanjay Singla as a School Board Member.

4.0 APPROVAL OF MINUTES

4.1 Minutes – January 17, 2018

The motion was moved by Mr. Gooding, seconded by Mr. Schwartz.

The motion was approved: Aye-6 Nay-0

5.0 DISCUSSION

5.1 David Smith Award – Update

Superintendent Gyetua-Danquah reported that as a result of the efforts of Cheryl Smith, the wife of David Smith, our recently deceased school board member, the District and the Greenburgh Eleven Educational Foundation were fortunate to receive generous donations from the Church of St. James the Less. One check in the amount of \$5,000 was received by the District to support the David Williamson Smith Memorial Award for Outstanding Community Leadership and Service. A \$1,000 scholarship will be awarded each year to support the cost of educational expenses for a student who has excelled at providing outstanding leadership and community service. A second donation in the amount of \$2,000 was received by the Greenburgh Eleven Educational Foundation to support 2018 graduation activities. The District is extremely grateful to Mrs. Smith and the St. James the Less Church community for their support of our students.

5.2 New York School Boards Association Condolence Letter

A condolence letter received from the New York State School Boards Association for David Smith was sent to the Board for review, prior to the meeting.

5.3 Emergency Closing and Impact on 2017-2018 School Calendar

Superintendent Gyetua-Danquah gave an update on the 2017-2018 School Calendar . The 2017-2018 Calendar was approved with three emergency closing days. Unfortunately, six have been used so far, exceeding the approved number by three and therefore requiring a revision of the calendar. The revised calendar shows the emergency days in purple and the following as make-up days: April 2, May 24 and May 25. A Resolution is on the agenda for the approval of the revised calendar.

5.4 Facilities Issues

Superintendent Gyetua-Danquah reported that the District is continuing to have issues with the facility, due to the increased age of the building, which was constructed in 1993. Problems with roofing, HVAC, carpeting, plumbing, security, interior and exterior doors, lighting, drainage, and other mechanical systems have increased over the last three years as we await approval of the capital improvement plan. These issues have been addressed as they occurred, resulting in numerous unplanned expenditures. Several weeks ago, the District experienced a complete failure of the fire alarm system. It is believed that power outages and surges associated with the recent snow storms may have caused the failure. Due to the advanced age of the system, obtaining parts to replace those that failed was extremely difficult, and would have resulted in the shutting down of the school by the Dobbs Ferry Fire Department if parts were not located. Although a temporary solution was found, the fire alarm system can fail again at any point. A surge suppressor was recently installed to address future electrical abnormalities, but failures may occur in other components of the system. The District also met with its architect to discuss the fire system's failure and to reevaluate the work needed to be included in our capital project budget. The cost to replace the entire system is estimated to be around \$200,000. The architect reviewed the specifications of the proposed interim replacement fire panel and has confirmed that it will meet the District's current and future needs. The fire panel will cost approximately \$39,000 and will be installed as soon as possible. Replacement of the balance of the system, including new wiring and detection devices, will occur at a later date as part of the capital project. The District has notified the Rate Setting and Facilities Planning Offices of the NYS Education Department regarding the need for the immediate fire system replacement and urged them to approve our capital facilities project application as soon as possible. The District has been advised that the application is being reviewed. The District will also be reviewing all costs included in the original application, which was submitted almost four years ago, and may not include current cost estimates to complete the necessary renovations. Implementation of the fire panel may require closing school, with repairs being completed on Friday and testing on Saturday. The Public Agenda includes a resolution drafted by its General Counsel which approves replacement of the fire system and waives competitive bidding requirements due to the emergency nature of the project and the potential risk to health and safety.

5.5 Alternative to Suspension Task Force Update

In 2016-2017, the Board of Education asked Superintendent Gyetua-Danquah to look into what has been perceived by some Board members as an excessive number of out of school suspensions and to develop strategies to reduce the number of suspensions. The Superintendent created a task force charged to: 1. review and revise the Code of Conduct, and 2. present recommendations on alternative to suspensions. The first task was completed in May of last year and the Board approved the revised Code of Conduct in June of last year.

The Alternative to Suspension Task Force is comprised of District Administrators, Greenburgh Eleven Teachers, Children’s Village Administrators, Student Representatives (day and residents), Parent Representative, Administration of Children Services and Student Advocacy Representatives.

The process consisted of reading and reflecting on various articles and relating them to the Greenburgh Eleven school environments. Ideas from the articles set the tone and served as the basis for the draft: “Discipline with Dignity Wrap-Around Support Services: Continuum of Discipline Tools/Options Structuring and Shaping Desired Behavior.” This draft document is intended to be a living document that can be revised and updated based on evidence.

The process also included a school visit. A delegation consisting of Mr. Gill, Monica Carman, James Allen, Hewton Fider, joined Christopher Tan and Stephanie Dueno on October 26, 2017 on a visit to Bronxdale High School. The purpose of the visit was to see Collaborative Problem Solving (CPS) in action as a way of reducing suspensions. However, the visitors were shown inquiry-based learning and the integration of technology, for which a group from Ohio was there to see. Take-away included the use for Restorative Justice, Advisory Class, Circle-up Community, and Student Court for low offences.

The document has been reviewed and revised several times by the team with input from all available stakeholders.

Next Steps

- ACS to share draft “Discipline with Dignity Wrap-Around Support Services: Continuum of Discipline Tools/Options Structuring and Shaping Desired Behavior” with Children’s Village administrators to ensure commitment and support on their part.
- Present draft “Discipline with Dignity Wrap-Around Support Services: Continuum of Discipline Tools/Options Structuring and Shaping Desired Behavior” to Greenburgh Eleven Board of Education for feedback and suggestions commitment.
- Establish implementation plan with timeline for implementation.

The following questions and recommendations were posed by the Board:

- Are Teacher Associates trained in the area of student behavior? Superintendent Gyetua-Danquah responded yes.
- Does the District have In-School Suspension? Superintendent Gyetua-Danquah responded yes.

- Information on a differentiation in the rate of suspension of younger students vs. older students was recommended.
- A focus on the hiring and training of inside teachers was recommended.
- A recommendation was made for current teachers to work with student behavior issues, rather than hiring outside personnel.

Superintendent Gyetua-Danquah reported the following:

- A lounge with couch area was set-up by Principal Thompson and Lead Teacher Monica Carman for PBIS incentives.
- The District’s goal is to hire a full-time staff member for a designated place where students go for behavior issues.

5.6 January - March 2018 Billable Enrollment and Revenue Update

Billable Enrollment

Planned 2 Month Enrollment: 125 FTEs

Planned 10 Month Enrollment: 170 FTEs

Month	Monthly Enrollment	Yearly Average Enrollment to Date	Change in Monthly Enrollment from Prior Month
July 2017	126.33	N/A	Not Applicable
August 2017	131.00	128.67	+4.67
September 2017	146.25	N/A	N/A
October 2017	161.50	153.88	15.25
November 2017	169.50	159.08	8.00
December 2017	171.25	162.13	1.75
January 2018	174.25	164.55	3.00
February 2018	172.25	165.83	(2.00)
March 2018	176.00	167.29	3.75

Deputy Superintendent, Marsha Maddox reported that monthly enrollment for March was 176 FTEs, an increase of 3.75 FTEs from February. Average monthly enrollment through March increased to 167.29, a 1.46 FTEs increase over February average enrollment. We are currently 2.71 FTEs below our planned enrollment level. This represents a revenue shortfall of \$185,819, an improvement of \$100,110 from February’s projected year-end shortfall of \$285,929. The CSE is putting in efforts to increase enrollment.

5.7 Judy Sugar Litigation

Deputy Superintendent, Marsha Maddox gave an update on the Judy Sugar Litigation. As the Board is aware, in August 2015 the District was served with a Notice of Claim alleging first amendment and due process violations related to Judy Sugar, a per diem substitute teacher who was terminated for cause in May 2015. A Summons and Complaint was received in January. The District is being represented by Richard Steer from Tarter

Krinsky & Drogin LLP. The firm is also representing Elton Thompson, who has been named individually in the complaint. As you will recall, Mr. Steer attended the Executive Session at our January meeting. As our February and March meetings were canceled, a resolution is required at this meeting to retroactively appoint Tarter Krinsky & Drogin LLP at a rate not to exceed \$250 per hour to represent the District and Elton Thompson. A resolution is included in the Financial Report authorizing the School Board President to sign the engagement letter appointing the firm. An amended complaint was received from Judy Sugar's attorney on March 29th following our submission of a Memorandum of Law to dismiss the complaint. Our attorney has indicated that the changes do not impact our legal argument.

5.8 2018-2019 External Audit Services Bid

Evan Gross, District Treasurer reported that the Comptroller's Office Five Point Plan requires school districts to obtain bids for external audit services once every five years. The District's bid expired with completion of the audit for the 2016-2017 fiscal year. A new bid specification was issued in January for the 2017-2018 fiscal years and subsequent time periods. Only one bid was received from O'Connor Davies, our current external audit firm. A recommendation is required from the Audit Committee regarding the appointment of the firm to provide services for 2017-2018 and subsequent fiscal years. A meeting of the Audit Committee was held before the start of the School Board meeting to review the proposal from O'Connor Davies. A copy of the bid was sent to the Board for review, prior to the meeting. Based upon the Audit Committee's recommendation, a resolution is included in the Financial Report appointing the firm.

5.9 2017-2018 Freeport School District Contract

The contract with the Freeport Public School District for the provision of educational services to their students for the 2017-2018 school year was sent the Board for review, prior to the meeting. The District currently has one residential student from the Freeport School District. The contract format has been approved by our General Counsel. A resolution is included in the Financial Report authorizing the School Board President to sign the contract.

5.10 2018-2019 BOCES Bid Resolution

Each year a resolution is approved permitting the District to participate in the Southern Westchester BOCES bid for a variety of materials and supplies. A copy of the bid was reviewed by the Board, prior to the meeting. A resolution is included in the Financial Report, approving the District's participation in the 2018-2019 bid.

5.11 Contract with Telco Experts LLC

Deputy Superintendent Maddox reported that the telephone services discounts provided to school and libraries under the national erate program end this year. Historically, the District has received discounts for as much as 90% and as low as 20% of the cost of telephone services. Now that the erate discounts are coming to an end, we have been actively looking for a lower cost provider. With the assistance of our telephone equipment provider, we received proposals from several vendors. We are recommending that the School Board approve Telco Experts LLC as our new voice services provider. Their costs are substantially less than our current provider. The transition to a new voice services

provider will also include the upgrading of some equipment supporting the telephone system, which was installed in 1991 and is scheduled for replacement as part of our capital construction project. A copy of the Telco Experts contract was reviewed by the Board. The contract has been approved by our General Counsel.

5.12 School Board Visits

School Board members were given an opportunity to sign up for visits to the school. Mr. Singla, new School Board member, was encouraged by Mr. Howe to visit the school.

5.13 Board of Education Contact Information

The Board of Education contact information sheet was issued to the Board for update.

6.0 SUPERINTENDENT'S REPORT

6.1 NYSED Assistant Commissioner of Special Education – Mr. Christopher Suriano's Visit to Greenburgh Eleven

Superintendent Gyetua-Danquah reported that on Thursday, March 1, 2018, Assistant Commissioner of Special Education, Mr. Christopher Suriano visited the school from 8:00 to 10:10 a.m. The visit was arranged and coordinated by the Southern Westchester BOCES Superintendent, Dr. Harold Coles. He met with District Administrators and School Board President, David Howe before touring the building and visiting some classrooms. Opportunity was given to raise the facilities issues and other challenges. Some of the accomplishments and successes exemplified by our students were also highlighted.

6.2 Special Acts Coalition Meeting Update

Superintendent Gyetua-Danquah reported on his attendance, along with Deputy Superintendent Maddox, and Mr. Gross, District Treasurer, to the Special Acts Coalition meeting in Latham, New York on Thursday, March 15, 2018. Training sessions were held for Superintendents and for Business Officials. The time in Albany was very productive and valuable information was received.

6.3 Drama Free and Special Area Programs Update

Superintendent Gyetua-Danquah reported that the Drama-Free Program is going very well. Students have been receiving training and coaching in fencing, acting and voice projection from professional actors. Thirteen students are involved in the drama program.

6.4 NYSED Program Review

Superintendent Gyetua-Danquah reported that the district is getting ready for the New York State Department of Education, Office of Special Education, scheduled comprehensive program review from May 9-11 and 29-31. The review will cover the following topics:

- Delivery of Special Education Programs and Services – The program's policies, procedures and practices must be reviewed to ensure that students with disabilities are receiving instruction to address their unique needs and ensure access to the general education curriculum.

- Behavioral Interventions – The program's policies, procedures and practices must be reviewed to ensure students with disabilities receive appropriate behavioral supports and services to address behaviors that impede learning, including the use of time-out rooms and emergency interventions, if applicable.
- Suspension – The program's policies, procedures and practices must be reviewed to ensure students with disabilities are afforded the appropriate rights and protections at time of suspension.
- Operation of an Approved School Program – The program's policies, procedures and practices must be reviewed to verify that students with disabilities are provided the appropriate number of days and hours of instruction in a safe environment.
- Instruction from Appropriately Qualified Staff – A review of certification will be conducted to ensure that special education instruction is provided by appropriately qualified personnel.
- Standards for the Protection of Students in Programs with CSE Responsibility and a Residential Component – The program's policies, procedures and practices must be reviewed to ensure that both day and residential students who attend a residential school are protected against abuse, neglect and other conduct that may jeopardize their health, safety and welfare, consistent with the provisions of Chapter 501 of the Laws of 2012 "Protection of People with Special Needs Act." (Used ONLY with those schools subject to the requirements of Chapter 501).

Superintendent Gyetua-Danquah will keep the Board up to date on the NYSED Program Review.

7.0 BOARD COMMITTEE REPORTS

The Board requested information on how many students took the ELA exam and how many are reading at grade level.

Ms. Tane reported WPSBA's 56th Annual Meeting and Dinner will be held on May 31, 2018. The opening event will be on the importance of civic instruction. Board members are invited to attend.

Ms. Tane reported WPSBA's Special Act Group may hold an event in early or late fall. Additional information will be provided at a later date.

Ms. Tane will make efforts to have Special Act discussions with the Westchester Children's Association.

8.0 BOARD MEMBER COMMENTS

Mrs. Vernon visited classrooms and asked that the Board be more informed on IEPs and how they are used and reflected in the classroom. She also asked that the Board review the work of teacher associates in the classroom.

Mr. White visited classrooms and found students to be very interactive. He commented that teachers in the District are masterful and teacher associates do an outstanding job with students. In addition, he commented that students are being engaged and that instruction is well organized.

Mr. Howe reported the sidewalk in front of the school is in need of repair.

Mr. Gooding reported that Rye Playland is opening soon and would be a good trip for students.

Superintendent Gyetua-Danquah gave a report on the current graduation status as follows:

- 12 Graduates (6 Residential Students, 6 Day Students)
- 3-4 Regents Diplomas
- Exams are required for some students

9.0 PUBLIC COMMENTS

There were no Public Comments.

10.0 FINANCIAL REPORT

10.1 RESOLVED that the Greenburgh Eleven Board of Education accepts the Treasurer's Reports for December 2017, January 2018 and February 2018.

The motion was moved by Ms. Tane, seconded by Mr. Gooding.
The motion was approved: Aye-7 Nay-0

10.2 RESOLVED that the Greenburgh Eleven Board of Education accepts the Budget Summary Report through February 28, 2018.

The motion was moved by Ms. Tane, seconded by Mr. Schwartz.
The motion was approved: Aye-7 Nay-0

10.3 RESOLVED that the Greenburgh Eleven Board of Education authorizes the School Board President to sign the engagement letter with the law firm of Tarter Krinsky & Drogin LLP to represent the District and Elton Thompson in the Judy Sugar litigation at a rate not to exceed \$250 per hour, effective January 11, 2018.

The motion was moved by Ms. Tane, seconded by Mr. Gooding.
The motion was approved: Aye-7 Nay-0

10.4 RESOLVED that the Greenburgh Eleven Board of Education appoints the firm of O'Connor Davies to provide external audit services for the 2018-2022 fiscal years based upon the recommendation of the Greenburgh Eleven Audit Committee at the annual rates included in their proposal.

The motion was moved by Ms. Tane, seconded by Mr. Schwartz.
The motion was approved: Aye-7 Nay-0

- 10.5 RESOLVED** that the Greenburgh Eleven Board of Education authorizes the School Board President to sign the contract with the Freeport Public School District for the provision of educational services to their students for the 2017-2018 school year.

The motion was moved by Ms. Tane, seconded by Mr. Gooding.
The motion was approved: Aye-7 Nay-0

- 10.6 RESOLVED** that the Greenburgh Eleven Board of Education approves participation in the 2018-2019 Southern Westchester BOCES materials and supplies bidding process.

The motion was moved by Ms. Tane, seconded by Mr. Gooding.
The motion was approved: Aye-7 Nay-0

- 10.7 WHEREAS** on or about March 9, 2018, the District's fire alarm system became inoperative due to unforeseen circumstances; and

WHEREAS a temporary repair that could fail at any time was completed until a new system can be installed; and

WHEREAS certain capital construction work is required to repair and restore the fire alarm system to operating condition ("Project"); and

WHEREAS this condition represents a material threat to health and safety and it is therefore essential to undertake said Project in order to maintain a safe environment for students and staff in the buildings; now, therefore,

BE IT RESOLVED that in accordance with all applicable laws and regulations, the Board of Education of the Greenburgh Eleven Union Free School District hereby declares this condition to be an emergency affecting public buildings, public property and the health and safety of students and staff requiring immediate action to replace and restore the District's fire alarm system to operating condition, which cannot await competitive bidding; and

BE IT FURTHER RESOLVED that the Board of Education declares that the Project to be an ordinary contingent expense which is essential for the protection of the health and safety of students and staff and for the protection and preservation of the District's property, and hereby directs and authorizes the administration to take immediate action to address these problems, including the execution of contracts for public work or the purchase of supplies, material or equipment reasonably necessary or appropriate to carry out the Project in accordance with this resolution.

The motion was moved by Ms. Tane, seconded by Ms. Vernon.
The motion was approved: Aye-7 Nay-0

- 10.8 RESOLVED** that the Greenburgh Eleven Board of Education authorizes the School Board President to sign the contract with Telco Experts LLC for the provision of voice telephone services for the 2018-2019 fiscal year, with two one-year extensions permitted of the contract subject to mutual satisfaction of the parties and consistent with General Municipal

Law, at a rate of \$1,392 for monthly telephone services and a \$1,950 one-time cost for equipment and materials needed for the conversion process.

The motion was moved by Ms. Tane, seconded by Mr. Gooding.
The motion was approved: Aye-7 Nay-0

- 10.9 RESOLVED** that the Greenburgh Eleven Board of Education accepts a donation in the amount of \$5,000 from the St. James the Less Church to support the David Williamson Smith Memorial Award for Outstanding Community Leadership and Service to support the cost of educational expenses for a student who has excelled at providing outstanding leadership and community service.

The motion was moved by Ms. Tane, seconded by Mr. Gooding.
The motion was approved: Aye-7 Nay-0

11.0 EDUCATION REPORT

11.1 Special Education

RESOLVED that the Greenburgh Eleven Board of Education approves the recommendations of the Committee on Special Education and authorizes the implementation of said recommendations with respect to classification and placement for the following students:

The motion was moved by Ms. Tane, seconded by Ms. Vernon.
The motion was approved: Aye-7 Nay-0

28200	28197	28198	28219	28168	28216
28193	28213	28214	28239	28224	28236
28239	28213	28214	28236	28224	28226
28243	28262	27648	28277	28214	27679

11.2 Student Enrollment Report

Date	Residential	Day	Total
4/21/17	107	73	180
Current	90	88	178
Difference	-17	+15	-2

Superintendent Gyetua-Danquah gave the Student Enrollment Report.

11.2a Headcount Statistics Report

The Headcount Statistics Report was reviewed by the Board.

Superintendent Gyetua-Danquah reported that 99% of the elementary students are day students.

Mrs. Vernon requested information on how Day Student parents are being engaged in the education of their children.

11.3 Revised 2017-2018 School Calendar

RESOLVED that the Greenburgh Eleven Board of Education approves the revised 2017-2018 School Calendar to compensate for emergency closing days exceeding the three days originally scheduled and approved, which calendar shall be incorporated by reference within the minutes of this meeting.

The motion was moved by Ms. Tane, seconded by Mr. Gooding.

The motion was approved: Aye-7 Nay-0

12.0 PERSONNEL REPORT

12.1 RESOLVED that the Greenburgh Eleven Board of Education approves the personnel report as recommended by the Superintendent of Schools.

The motion was moved by Ms. Tane, seconded by Ms. Vernon.

The motion was approved: Aye-6 Nay-0 Abstained-1

CERTIFIED

Resignation

Shaquille Brown, Non-Certified Substitute Teacher, effective 2/16/18

Family/Medical Leave of Absence

Glenn Cotler, Art Teacher, effective 2/13/18 – 2/15/18

CLASSIFIED

Resignation Due to Retirement

Pamela Nasarat, Senior Office Assistant (Automated Systems), effective 6/30/18 (22 years of service)

Revised Temporary Part-Time Appointment

Camilla Relucio, Data Analyst, \$28.22/hour, effective 12/22/17 – 3/11/18

Consultant Appointment

Camilla Relucio, Data Analyst (Non-Contractual Per Diem), \$35.00/hour, effective 3/12/18

Probationary Appointment

Elizabeth Chacko, Data Analyst, \$51,361 per year, including benefits, prorated, effective 3/9/18 – 9/8/18

Salary Adjustments

Name	Title	Full-Time Contract Salary	FTE 9/1/17	FTE 9/7/17	FTE 9/11/17	FTE 10/2/17	FTE 11/16/17	FTE 1/1/18	FTE 1/29/18
Claudette Taylor	Day Student Staff	\$38,268	.83	.83	.86	1.0	1.0	1.0	N/A
Wynter Watson	Teacher Associate	\$26,610	.77	.77	.77	.86	1.0	1.0	N/A
Leola Dwight	Teacher Associate	\$26,610	.77	.77	.77	.77	.86	.86	.77
Venerine Bradshaw	Teacher Associate	\$26,610	.60	.63	.63	.77	.77	.77	N/A
Jelleney Peralta	Teacher Associate	\$21,149	.54	.60	.60	.63	.77	.77	.74
Shaka Richardson	Teacher Associate	\$20,242	0	0	0	0	0	.49	.60
Stephanie Dawkins	Teacher Associate	\$21,149	.46	.49	.49	.60	.63	.63	.71
Sherann Grinan	Teacher Associate	\$22,682	0	0	0	.49	.60	.60	.63

13.0 OPENING OF EXECUTIVE SESSION

RESOLVED that the Greenburgh Eleven Board of Education enters into Executive Session to discuss the employment history of particular persons, requests to receive legal advice from attorneys that is protected by the attorney-client privilege, and issues involving individual students and staff.

At 8:50 p.m., the motion was moved by Ms. Tane, seconded by Mr. Schwartz.
The motion was approved: Aye-7 Nay-0

14.0 CLOSING OF EXECUTIVE SESSION

At 9:11 p.m., the motion was moved by Ms. Tane, seconded by Mr. Gooding.
The motion was approved: Aye-7 Nay-0

15.0 BOARD COMMITTEE APPOINTMENT

15.1 RESOLVED that Sanjay Singla be appointed as a member of the Greenburgh Eleven Audit Committee.

The motion was moved by Ms. Tane, seconded by Mr. Gooding.
The motion was approved: Aye-7 Nay-0

16.0 ADJOURNMENT

At 9:12 p.m., the motion was moved by Ms. Tane, seconded by Mr. Gooding.
The motion was approved: Aye-7 Nay-0

Pamela Budd
School Board Clerk