

**MINUTES
BOARD OF EDUCATION MEETING
APRIL 15, 2020**

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Meeting ID

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Phone Numbers

[\(US\)+1 662-591-1579](tel:(US)16625911579)

PIN: 170 892 729#

PRESENT

Lisa Tane, School Board President
David Howe, Vice-President
Ed Gooding, School Board Member
Nancy Kliot, School Board Member
David Schwartz, School Board Member
Sanjay Singla, School Board Member
Francine Vernon, School Board Member
Anthony Gyetua-Danquah, Superintendent of Schools
Emmanuel Glasu, Director of Finance and Grants Administration
Elton Thompson, Principal
Amy Ashley-Moore, District Treasurer
Pamela Budd, School Board Clerk

1.0 CALL TO ORDER

The meeting was called to order at 6:34 p.m. by Ms. Tane.

2.0 APPROVAL OF MINUTES*

2.1 Minutes – March 18, 2020

The motion was approved by Mr. Howe, seconded by Mr. Schwartz.

The motion was approved: Aye-7 Nay-0

3.0 DISCUSSION

3.1 COVID-19 Closure and District Response

Mr. Elton Thompson, K-12 principal, provided information on the logistics and feedback on the District's continuity of education plan as well as some of the challenges.

- 3/20/20 – The first round of packets were sent to students with instructional information and special area activities.
- 4/01/20 – The second round of packets were sent to students with instructional information and special area activities.

In addition to the above, the following information was provided:

- The District is in the process of preparing Chrome Books to be sent home to students.
- Teachers are checking with students on a daily basis.
- Some Day Students are waiting to receive their second packet.
- Nine families do not have Wi-Fi.
- Verizon and other companies are running out of Wi-Fi.
- Hot spots will not be available until mid-June.
- Wi-Fi is available in student cottages.

Principal Thompson also informed the Board that parents are reporting that staff are working well with students at home. The administration will contact the IT personnel at Children's Village to determine if residential students can be given Wi-Fi access on campus. Superintendent Gyetua-Danquah informed the board that he has spoken with Jeremy Kohomban, who is in favor of student Wi-Fi access.

Emmanuel Glasu, Director of Finance and Grants Administration, informed the Board that the Business Office is ensuring that the fiscal functions of the district are performed seamlessly during the shutdown, although not without challenges. Staff are going in when needed, sporadically and spread out, which allows payroll and billing to be handled. Since school closure on March 18, 2020, the Business Office has processed bills to sending school districts and organizations in two phases. For the first two weeks of March, billing was based upon actual attendance of students. For the period after the school closure, billing was based on enrollment. For the month of April, if the NYSSSED directives are still in place to the end of the month, the District will continue to bill using enrollment. One to one aides as per diem employees will continue to be billed, in accordance with the Executive Order.

The Board asked if classes can be held online with an instructor, which will make the setting similar to what happens in the classroom. Superintendent Gyetua-Danquah responded that the District may not want to zoon into student homes as some families have been affected by COVID-19.

Superintendent Gyetua-Danquah informed the Board that one Special Act District has laid off Per Diems. However, he believes that if Greenburgh Eleven does the same, staff may not return when the Executive Order for school closure in New York State ends.

Billing

Emmanuel Glasu, Director of Finance and Grants Administration informed the Board that for the months of February, the District billed \$1,085,987 of which \$433,653 and \$402,149 (\$835,802) or 77% were billed to ACS and NYC BOE respectively. The balance of \$250,184 or 23% was billed to eight Public Schools and four County Department of Social Services.

For March 2020, the District billed \$1,115,638 of which \$433,653 and \$411,415 (\$845,068) or 76% were billed to ACS and NYC BOE respectively. The balance of \$270,570 or 24% was billed to eight Public Schools and four County Department of Social Services.

In March, the District received payments in the amount of \$716,030 from ACS and \$1,565,377 from NYC BOE. The amounts received covers much of our billing for February and March as well as some prior month receivables. No issues have been encountered dealing with the NYC BOE or ACS. The District also received \$149,189 from the other sending agencies and public schools in March.

Unfortunately, the Business Office has not been able to reconcile this amount to the billing at this time to identify which schools and agencies have paid. Apart from Suffolk County DSS, which we have encountered difficulties with over the years, the other agencies and public entities are quite responsive with their payments.

Payments

Emmanuel Glasu, Director of Finance and Grants Administration, informed the Board that the District is paying salaries for all permanent staff and per-diem staff. Contractors such as Security Services, Occupational Therapist and Cleaning are also being paid as they provide services during the closures. We are making payments also for Health, Dental and Life Insurance.

3.2 Capital Project Status Report

Superintendent Gyetua-Danquah reported that on March 30, 2020, Russ Davidson, President of KD&G, sent a lengthy e-mail to SED inquiring about the status of the review of the project, stressing the importance of having SED approval in order to secure the funding the District needs for the project. SED responded that they are working remotely and that the review is underway. On Friday, April 10, 2010, the SED Third Party Quality Reviewer sent comments and questions to the architects for response. Mr. Davidson was contacted immediately and the District was informed that he does not see any difficulties in the comments. However, his engineering team will review and respond accordingly. According to Mr. Davidson, the reviewer is asking KD&G for confirmation regarding the existing building, including many areas where no modifications are proposed in the project. The process has slowed down due to the stay home order, but it is still progressing. The architect believes they will be ready to bid in early May or later this month, if the District decides this is the best decision.

Superintendent Gyetua-Danquah informed the Board that he and Emmanuel Glasu have been in constant discussion and conference calls with Janet Marley from Capital Markets. Ms. Morley has informed the District that she has received an attractive proposal from Roosevelt & Cross (R&C). R&C has substantial experience placing debt for similar unrated schools and social service agencies and with DASNY. She is also expecting to receive a proposal from Oppenheimer & Co. during the week of April 20, 2020. She and her team would like to see what Oppenheimer comes back with to compare with R&C, before a proposal is summarized and a recommendation is made to proceed.

3.3 Billable Enrollment and Revenue Update

Emmanuel Glasu, Director of Finance and Grants Administration gave the following report on Billable Enrollment:

Summer School Billable Enrollment

Planned 2 Month Enrollment: 100 FTEs

Planned 10 Month Enrollment: 158 FTEs

Month	Monthly Enrollment	Yearly Average Enrollment to Date	Change in Monthly Enrollment from Prior Month
July 2019	105.00	N/A	Not Applicable
August 2019	111.00	108.00	+6.0
September 2019	113.00	N/A	N/A
October 2019	137.00	125.00	+ 24.00
November 2019	133.25	127.75	-3.75
December 2019	136.50	129.94	+3.25
January 2020	139.25	131.80	+2.75
February 2020	146.50	134.25	+7.25
March 2020	150.50	136.57	+4.00

March 2020 enrollment, at 150.50 FTEs, was 4.00 FTEs higher than February, 2020 enrollment. Average enrollment at the end of March, was 2.32 FTEs higher than the February 2020. While it is expected that enrollment will continue to increase throughout the year, the current average enrollment deficit of 21.43 FTEs will result in a revenue shortfall of \$1.59 million at the tuition rate included in the 2019-2020 budget.

Principal Thompson also reported that there are currently two discharges and five new admits.

3.4 2020-2021 BOCES Services

Emmanuel Glasu, Director of Finance and Grants Administration, reported that each year a resolution is approved permitting the District to participate in the Southern Westchester BOCES services. A copy of the AS-7 (BOCES Services) was provided to the Board for your review. A resolution is included in the Financial Report to approve the District's participation in 2020-2021 BOCES Services.

4.0 SUPERINTENDENT'S REPORT

Superintendent Gyetua-Danquah reported that he has been in conference calls with BOCES, in addition to Monday meetings with Superintendents, regarding COVID-19 and school closings.

5.0 BOARD COMMITTEE REPORTS

There were no Board Committee Reports.

6.0 BOARD MEMBER COMMENTS AND ADDITIONAL COMMENTS

The following Board Comments were made:

- Due to COVID-19, students are exempt from Regents Exams.
- One student and one staff death was reported, due to COVID-19.
- Online tutoring is available for students through the Westchester Library System.
- Mr. Howe announced that he will defer coming off the Board at this time.

The following additional comments were made by the administration:

Due to COVID-19:

- 10-12 students have parents who are hospitalized or who have died, due to COVID-19.
- Some students are traumatized and refusing to do school work.
- IEP meetings will be conducted remotely.
- Pass/fail grading will be implemented in the District.

7.0 PUBLIC COMMENTS

There were no public comments.

8.0 FINANCIAL REPORT

8.1 RESOLVED that the Greenburgh Eleven Board of Education accepts the Treasurer's Reports for February 2020.

The motion was moved by Mr. Howe, seconded by Ms. Vernon.

The motion was approved: Aye-7 Nay-0

8.2 RESOLVED that the Greenburgh Eleven Board of Education accepts the Budget Summary Report through February 2020.

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

The motion was approved: Aye-7 Nay-0

8.3 RESOLVED that the Greenburgh Eleven Board of Education approve participation in the 2020-2021 Southern Westchester BOCES Services.

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

The motion was approved: Aye-7 Nay-0

**GREENBURGH ELEVEN UFSD
BOARD OF EDUCATION MEETING**

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9.0 ADJOURNMENT

At 7:16 p.m., the motion was moved by Mr. Schwartz, seconded by Mr. Howe.
The motion was approved: Aye-7 Nay-0

Pamela Budd
School Board Clerk