

Residency Task Force Meeting Minutes: July 17, 2018

Members Present:

Barbara Augugliaro	Lorraine DeNichilo	Connie Hussey
Tina Aulabaugh	Karen Dovi	Eric Larca
Jennifer Cormier	Kelly Gronert	Ann Marie McCarthy
Chris DeBellis	Rebecca Hegenauer	Joe Russo
Mary DeBellis		

Also in attendance were Dr. Valerie Henning-Piedmonte, Superintendent
Mr. Victor Karlsson, Assistant Superintendent for Finance & Operations
Ms. Denise Harrington-Cohen, Assistant Director of Business
Mr. Joshua Loeffel, Assistant Director Pupil Personnel Svcs and McKinney-Vento Liaison
Mr. John Clark, Principal, H.H. Wells Middle School
Dr. Frank Zamperlin, Principal, J.F.K. Elementary School
Ms. Mary E. Smith, Interim Supervisor of Transportation
Ms. Leonor Volpe, Interim Assistant Supervisor of Transportation
Ms. Kathy Keane, Secretary to Mr. Karlsson
Ms. Donna Tarallo, Senior Clerk, Residency
Ms. Diane O'Brien, Trustee, Board of Education
Ms. Allison Smith, Attorney for BCSD

Members Absent:

Lisa Alfonzetti	Melissa Frates	Debbie Mulvihill
Richard Anderson	Marisa Gargano	Ed Mulvihill
Joe Buonadonna	Lisa Hofle	Tim Murphy
Jamie Callanan	Jay Hogan	Mary Cay Nilsen
Peter Carey	Bryan Horn	Heather Ostman
Samantha DeBellis	Lila Horn	Melissa Paddock
Francine Del Bono	Allison Isola	Kirsten Rusinko
Joelle DePaola	Gina Kelly	Sharon Stephens
Karen DiTaranto	Wendy Lewis	Lara Sullivan
Alisa Ferrara	Clay Livingston	Carmela Surace
Ellen Finn	Chris Lyons	Tino Surace
William Finn	Curtis Maenza	Myra Vario
John Frates	Gina Martin	Alfred Wagner
		Lori Wiltse

Also absent were Ms. Elizabeth Kennedy, Director of Pupil Personnel Services
Ms. Nichole Horler, Principal, Brewster High School
Dr. Robin Young, Co-Principal, Brewster High School
Ms. Theresa Cherry, Interim Principal, C.V. Starr Intermediate School
Ms. Karen Kellogg, Assistant Principal, C.V. Starr Intermediate School
Ms. Donna-Marie Morey, District Registrar
Ms. Kerry Cunningham, Trustee, Board of Education
Mr. Jim Drohan, Attorney for BCSD
Mr. Tony Olivo, Corporate Screening & Group, LLC

Residency Task Force Meeting Minutes: July 17, 2018

- All committee members were given an agenda and copies of all documents to be discussed.
- Ms. Harrington-Cohen opened the meeting at 6:30 pm, asking if there were any questions regarding the minutes of the June 25th meeting.
- Ms. Harrington-Cohen advised the Task Force members that the process began on July 2nd with the residency verification of 166 students. Appointments are from 8:00 am to 8:00 pm, Monday through Thursday and 8:00 am to 3:00 pm on Friday and are set up using the site youcanbookme. Families are booking 1-2 days in advance. As of today, 35% of students have submitted documents for residency verification.
- There are 4-5 employees on duty throughout the day. This incredible team includes Tina Aulabaugh, Barbara Augugliaro, Donna Tarallo and Myra Vario, who are in attendance this evening.
- A typical residency verification appointment takes approximately 15-20 minutes. A separate registrar then spends another 15-20 minutes to audit the paperwork. As of July 16th, 1,100 students have submitted documents for residency verification, averaging 123 per day. The number of appointments is expected to slow down in the coming weeks, at which time the registrars will continue to audit paperwork previously submitted.
- Most families feel that the process is easy.
- Additional documents are requested if the registrar feels that the information provided is not adequate. The registrars immediately book follow-up appointments for families whose documents are incomplete.
- Families who are renters are noted so that the registrars can follow up on expiring leases and rental agreements.
- Additional registrar training has been scheduled for July 18th.
- The estimated cost of running the residency verification program through August is expected to be approximately \$80,000.
- Mr. Karlsson and Ms. Harrington-Cohen will meet with Mr. Olivo in the next few weeks to formulate a plan on what to do about families that do not re-register. When we identify these students/families later in the process, we may need to use the services of a private investigator, who can search through utility companies and the DMV, at a cost of \$150-\$200 per person.
- To date, approximately 60 families need to return due to partial residency verification. Part of the process includes comparing the information presented to the current address information on file in Infinite Campus. We also have the ability to confirm addresses through Putnam County records.

Residency Task Force Meeting Minutes: July 17, 2018

- If a change is found through the process, the file is flagged and given to the District Registrar, Donna-Marie Morey. Families file change of address information with the District Registrar. Transportation will be advised of any address changes.
- A Task Force member asked the following: If a family is renting a home/apartment for a month or two and then moving to a new home, would they need to come back? Ms. Harrington-Cohen responded that the family will have to return and submit and Change of Address Form and provide the required residency documentation.
- Brandon Augugliaro is a college student translator assisting with residency verification.
- A Task Force member advised that some families still have not heard about residency verification.
- A notice regarding residency verification is to be sent out in the coming days. Semi-monthly reminders are planned to be sent out through Bears Backpack. Tina Aulabaugh suggested a notice be broadcast on the marquee outside Wells Middle School. Ms. Harrington-Cohen will also discuss with Bob Valdez in Technology the possibility of including information on Channel 22. We will also need to determine alternate measures to contact families whose letters have been returned by the post office as undeliverable.
- At this time, there are no updates on the investigations which had been reported at the June 25th meeting.
- It was asked if any members of the Task Force had verified residency. Those that had gone through the process said it was easy and they did not have any complaints.
- Ms. Mary Smith, Interim Supervisor of Transportation, asked if the process included verifying that families whose students attend non-public schools are set up in the Parent Portal - they currently are not, but their information will be uploaded throughout the residency verification process. Ms. Smith and Ms. Harrington-Cohen will meet to formulate a plan in further detail.
- The next task force meeting will be held on August 22nd in the ILC room at Brewster High School. The meeting ended at 6:52pm.