



**Tuesday, October 24, 2017  
Work Session Meeting  
MS/HS Media Center, 7:00 PM**

**1. Call to Order**

**2. Meeting Opening 7:00 p.m.**

Ms. Jean Lucasey, President; Mr. Jonathan Greengrass, Vice President; Ms. Tracy Baron; Mr. Louis Schwartz; Ms. Shannon Johnson; Ms. Rita Kennedy; Dr. Lisa Brady, Superintendent; Ms. Sylvia Fassler-Wallach, Assistant Superintendent of Finance, Facilities and Operations; Mr. Douglas Berry, Assistant Superintendent of Curriculum and Instruction and Ms. Susan McCarthy, Deputy District Clerk.

Mr. Robert Reiser was not in attendance.

**2.01 Pledge of Allegiance**

**2.02 Acceptance of the Agenda**

Ms. Kennedy moved, and Mr. Schwartz seconded, that the Board accept the October 24th Agenda.

Vote: 6 - ayes - 0 nays

**2.03 Approval of Minutes**

Ms. Baron moved, and Ms. Johnson seconded, that the Board approve the minutes of the October 10, 2017 meeting.

Vote: 6 - ayes - 0 nays

**3. School Board Recognition**

**3.01 School Board Recognition Week - October 23 - 27, 2017**

The Dobbs Ferry School Board was formally acknowledged for their dedication and service to the District.

Dr. Brady, on behalf of the administrators, teachers and staff, thanked the seven talented, committed, smart and supportive community members who give countless hours to shape the important decisions that are made in our district. They truly live the vision of our District – "Independent Thinkers Prepared to Change the World".

Ms. Heffler, DFUT President and Ms. Duver, PTSA President, also acknowledged the Board for their dedication and service to the District.

The Board was presented with small tokens of appreciation.

**4. Report to the Board and Board Action**

**4.01 Independent Auditor Report**

Jeff Shaver from O'Connor Davies, LLP, presented the Annual Audit Report for the 2016-2017 school year.

## MINUTES

It is the auditor's "clean" opinion, that the information is fairly stated, in all material respects, in relation to the basic financial statements as a whole for the year ended June 30, 2017.

The Audit Committee received an extensive review of the report. The Board credited Ms. Fassler-Wallach and her team for the great report.

### 4.02 Annual Audit Report

Ms. Baron moved, and Mr. Greengrass seconded, that the Board accept the Independent Auditors Report, performed by O'Connor, Davies, LLP, for the 2016-17 school year.

Vote: 6 - ayes - 0 nays

### 5. Announcements

PTSA

- Pumpkin Fair was a great success. Many teachers were in attendance. The Haunted House will be held on 10/28 & 10/29. Adult volunteers are needed.
- Coat Drive is underway.

### 6. Work Session Topic

#### 6.01 Rethinking Homework

Dr. Brady explained that she, Mr. Berry and Ms. Drake created the framework for tonight's session.

The goals for the session were as follows:

- Better understand the thoughts and views of others regarding homework
- Share new learnings regarding homework from the text Rethinking Homework by Cathy Vatterott (and other resources)
- Share thoughts on how homework affects families

Those in attendance answered the questions individually, shared their thoughts with the person sitting next to them and then with the entire group.

Questions that the group were given to answer:

1. What word do you think of when you hear the word HOMEWORK?
  - The group shared their words and explained why they used them.
- What is something that you learned from the text/resources that surprised you?
  - The group broke into small groups to share their thoughts.
    - Value in elementary homework
    - Home lives are very busy – not all conducive to achievement
    - Power of just assigning reading
    - Paradigm shift between home – school partnerships
    - Now more parents are clients – schools no longer the sole authority
    - 2 hours of homework not necessarily productive
    - Excessive amounts of homework has negative effects
3. What is something you wish was better understood about how homework affects families?
  - Child feels sadness, shame, panic, pressure
  - Parents expected to reteach and may not have skills
  - Nice to have a glimpse of what the child is learning
  - Wish teachers understood how much time homework takes – teachers should ask how long it took
  - All teachers need to follow guidelines

Next Steps

- Use Thought Exchange to obtain more information from teachers, parents, students

# MINUTES

Dr. Brady and the Board thanked the parents and teachers for attending tonight's session.

The Board thanked Dr. Brady and Mr. Berry for facilitating this session.

## 7. Committee Reports

### 7.01 BOE Committees

#### Facilities Committee - 10/17

- The committee reviewed the status of projects. All projects with the exception of the AC at Springhurst will be done by the end of October. The AC contractor is working on an ongoing basis and is committed to being completed by the end of April.

#### Financial Status

- We are committed to \$15.9 million. Authorization is \$16.0 million. We currently show a surplus of 103,706. This current calculation assumes \$165,000 for steel and general contractor work. That is not a final number. Further, there are a few rooms at Springhurst that were left out of the plans for new a/c service in error. The surplus noted above will be used to address the rooms that were not originally included in the contractor's bid.
- We will come close to spending what was approved by the community. IF we go over we will look to cover the additional costs from the general fund.
- Springhurst and Cell Phones
  - Any employee who wants the capability can connect to phone service via WIFI.
  - The issue is for visitors. Ms Fassler-Wallach and Terance Huyter met with Verizon to discuss possible solutions. The best option seems to be for Verizon to install a unit in the clock tower at the HS. It will serve Springhurst and the larger community.
  - This will only support Verizon service. Verizon will pay for everything and will pay us approximately \$1000/month rent. This would require village approval. AT&T service would be added shortly thereafter.

#### Finance Committee - 10/17

##### Release of Reserve for Tax Certiorari

- The Committee reviewed the status of current Reserve for Tax Certiorari and discussed options for the use of funds in excess of 55% of potential claims for each year.
- The Committee reviewed the recommended list of options for spending these funds and made recommendations for additions and deletions.
- The committee recommends that \$3.5 million be released from the Reserve for Tax Certiorari into unassigned fund balance. Of that amount, 1.6 million will be put into the Reserve for Capital Projects and \$900K will be used to fund additional services and perform additional work in the District in the current year. The remaining \$1 million will be addressed in future Board actions to pay for stage rigging in the auditorium and partially fund the Reserve for Tax Certiorari for the 2017-2018 fiscal year.

##### Moody's Credit Opinion

- The committee reviewed the credit opinion from Moody's Investors service.)

##### Updated Five-Year Budget Projection

- Sylvia distributed the 5-year budget projection for review in advance of the next Finance Committee meeting.

#### School & Community Relations - 10/18

##### Digital Citizenship Night

- Used constant contact to communicate about digital citizenship night. Seemed to work well. Kevin will be posting the video to the website. We had about 30 parents attending.

# MINUTES

## Recycling at the MS/HS and Springhurst

- Need a communications plan regarding recycling effort in MS and HS. Going to full recycling in MS and HS. Thought about a smaller scale pilot but decided to go “full force” and implement across the board. The same system at SPR will be the same system at MS and HS.
- There needs to be internal and external pieces of the communications plan. Have to make parents aware of what we are doing with recycling in the district. The outdoor classroom committee has been having trouble driving awareness about composting efforts and they are looking to other vehicles.
- Need to help parents connect to the school - parents don't understand how to be supportive at home. Consider a sustainability page on the district website with tips on how to support from home (e.g. don't pack plastic bags).
- We need to communicate as soon as possible regarding a January launch. Leverage teachers in MS and HS that are passionate about this topic to help with education and support. Leverage ecology club (Justine Henry) and environmental club (Claudia Ducic).
- We will not be composting at MS and HS. Greenburgh nature center is coming to educate about what is recyclable. Springhurst is a different environment in that kids tend to bring lunch while High School students leave for lunch and Middle school students have hot lunch.
- Need a small poster above all bins showing what items are recyclable. We use this at SPR and can use at MS and HS as well.
- Start with a K12 re “good news” recycling at MS and HS. Have to continue message of “Dobbs continuing to pave the way toward an environmentally progressive campus.
- Have a soft launch in November then a hard launch in January.

## E-Newsletter topics for launch next week:

- Mac field day
- Digital citizenship night
- New MS/HS media center
- SPR soup day
- Parent/Teacher conference days
- Singapore math visit

Setting up district dialogues with St. John's Riverside hospital. Have a number of ideas. Lisa is going to interview new local police chief.

## 8. Board Actions

### 8.01 Release of Reserve for Tax Certiorari

Ms. Baron moved, and Ms. Johnson seconded, that the Board authorize the release of funds currently in the Reserve for Tax Certiorari (G/L Account A864.00) that are designated for the following years where the anticipated refunds are less than the amount in the reserve, as recommended by the Finance Committee. These funds will become unassigned fund balance (G/L Account A917.00).

Assessment Year	School Year	Amount
2004	2005-2006	\$ 6,466.82
2005	2006-2007	\$ 265,809.67
2006	2007-2008	\$ 355,313.22
2007	2008-2009	\$ 600,365.56
2008	2009-2010	\$ 192,051.43
2009	2010-2011	\$1,123,457.78
2010	2011-2012	\$ 593,032.23
2011	2012-2013	\$ 129,942.04
2013	2014-2015	\$ 233,561.25
	Total	\$3,500,000.00

Vote: 6 - ayes - 0 nays

# MINUTES

## 8.02 Budget Increase

Mr. Greengrass moved, and Ms. Kennedy seconded, that the Board authorize the following budget increase to provide additional services, partially fund the reserve for capital projects and perform additional work through the use of appropriated fund balance, as recommended by the Finance Committee. Several of the items that we are requesting to fund have been recommended by the District's security consultant:

<u>Fund Balance Account to Decrease</u>	<u>Amount</u>
A 917.00 - Unassigned Fund Balance	\$ 2,500,000.00

<u>Reserve Account to Increase</u>	
A 878.00 - Reserve for Capital Projects	\$ 1,600,000.00

Appropriation Accounts to Increase

<u>Budget Code</u>	<u>Description</u>	<u>Amount</u>	<u>Purpose</u>
A 1010.490.00.0000	BOE-BOCES	\$ 2,650.00	Education Policy Fellowship Program
A 1240.450.00.0000	Supt-Supplies	3,644.08	Books, etc.
A 1620.406.08.0000	Oper-Contr Security	37,000.00	Additional security aide
A 1621.401.08.0000	Maintenance Projects	426,000.00	Improvements (detail provided)
A 2010.490.04.0000	BOCES	40,000.00	Additional Day-PD Coach
A 2020.160.01.8120	Clerical	25,551.75	Retirement provision
A 2020.160.02.8120	Clerical	25,551.75	Retirement provision
A 2020.160.03.8120	Clerical	12,534.17	Retirement provision
A 2020.450.01.1000	Suprv Supplies-Spr	5,000.00	Principal's Discretionary Funds
A 2020.450.02.2000	Suprv Supplies-MS	5,000.00	Principal's Discretionary Funds
A 2020.450.03.3000	Suprv Supplies-HS	5,000.00	Principal's Discretionary Funds
A 2070.400.04.0000	Staff Dev.-Consultant	15,450.00	Presentations (detail provided)
A 2110.120.01.1000	Reg Tch – Springhurst	27,000.00	Math Academy
A 2110.481.01.1000	Tch Reg – Books – SH	2,000.00	Building Bridges materials
A 2110.481.01.7300	Tch Reg-Books-AIS	24,000.00	Literacy Intervention Books
A 2110.490.01.4400	Tch Reg-BOCES Science	8,000.00	Science 21 Materials & PD
A 2250.160.00.8120	Clerical	13,418.25	Retirement provision
A 2630.220.00.5500	Comp Hardware - Dist	153,800.00	Tech equipment (detail provided)
A 2630.460.00.5500	Comp Tech – Software	6,000.00	Student surveys
A 2815.404.00.6400	Health-Sal-Nurse-Spr	<u>62,400.00</u>	1:1 Nursing Services
	Total	<u>\$ 900,000.00</u>	

Vote: 6 - ayes - 0 nays

# MINUTES

## 8.03 Budget Transfer

Ms. Baron moved, and Ms. Johnson seconded, that the Board approve the following budget transfer to pay the security contractor instead of an employee that has been out on worker's compensation:

Account to Decrease	Amount	Account to Increase	Amount
A1620.160.03.8131	\$27,318.00	A1620.406.08.0000	\$27,318.00
Cust Security/Night HS		Oper - Contractual Security	
Total	\$27,318.00	Total	\$27,318.00

Vote: 6 - ayes - 0 nays

## 8.04 Budget Increase - Insurance Recoveries

Mr. Greengrass moved, and Ms. Baron seconded, that the Board approve the following budget increase to recognize insurance proceeds from and enable repairs to the Springhurst gymnasium floor:

Revenue Account to Increase	Amount	Expenditure Account to Increase	Amount
A2680.000	\$84,554.40	A1621.401.08.000	\$84,554.40
Insurance Recoveries		Maintenance Projects	
Total	\$84,554.40	Total	\$84,554.40

Vote: 6 - ayes - 0 nays

## 8.05 CSE/CPSE

Ms. Johnson moved, and Mr. Schwartz seconded, that the Board authorize and direct the following:

WHEREAS the Committee on Special Education and Committee on Pre-School Special Education had issued to the Board by written confidential report dated October 6, 2017 its IEP recommendations for the students who are identified therein; and

WHEREAS the Board is responsible for arranging for appropriate special programs and services to students with IEPs, as recommended by said committee;

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Dobbs Ferry Union Free School District hereby authorize and direct the administration to immediately arrange for the special programs and services as set forth in said report dated October 6, 2017.

Vote: 6 - ayes - 0 nays

## 8.06 Personnel

Ms. Baron moved, and Mr. Greengrass seconded, that the Board approve the civil service and staff personnel recommendations.

Ms. Fassler-Wallach and Dr. Brady explained the recommendations including Ms. Fassler-Wallach's, Assistant Superintendent of Finance, Facilities and Operations, resignation.

Vote: 6 - ayes - 0 nays

# MINUTES

## 9. Citizen's Comments

### 9.01 Notice

*Members of the community may comment on any matter related to district business. Any group or organization wishing to address the Board must identify a single spokesperson. Presentations should be as brief as possible and no speaker will be permitted to speak for longer than 3 minutes. It is expected that speakers will conduct themselves in a civil manner and will be ruled out of order for any statement that constitutes a direct threat against officers, employees or students of the school district, or that is obscene. Questions or comments concerning matters that are not on the agenda will be taken under consideration and referred to the Superintendent for appropriate action.*

## 10. Old Business

The Superintendent's goals do not have to be approved by Board resolution.

## 11. New Business

There will be a Special Meeting on Monday, October 30<sup>th</sup> to meet and possibly appoint the proposed Interim Assistant Superintendent of Finance, Facilities and Operations.

## 12. Upcoming Meetings

### 12.01 Calendar

- Tuesday, November 14, 2017 - 7:00 PM - MS/HS Library
  - Strategic Plan Presentation
- Tuesday, November 28, 2017 – 7:00 PM – MS/HS Library
  - Work Session - School Awards

## 13. Adjournment

At approximately 8:48 PM, Mr. Schwartz moved, and Ms. Baron seconded, that the Board adjourn the meeting.

Vote: 6 - ayes - 0 nays

## 14. Approved Minutes

### 14.01 Approved Minutes – September 26, 2017

Susan McCarthy  
Deputy District Clerk

for  
Loretta Tularzko  
District Clerk