

# MINUTES



## Saturday, March 5, 2016 Special Business Board Meeting MS/HS Commons, 9:00 AM

### 1. Call to Order

### 2. Meeting Opening - 9:06 a.m.

Mr. Michael Goldman called the meeting to order and thanked the community for joining the meeting.

In attendance, Mr. Michael Goldman, Board President; Mr. Louis Schwartz, Vice President; Ms. Tracy Baron; Mr. Robert Reiser; Ms. Jean Lucasey; Ms. Shannon Johnson; 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. Loretta Tularzko, District Clerk.

Mr. Jonathan Greengrass was not in attendance at the start of the meeting.

### 2.01 Pledge of Allegiance

### 2.02 Acceptance of the Agenda

Mr. Reiser moved, and Ms. Johnson seconded, that the Board accept the March 5th Agenda.

Vote: 6 ayes - 0 nays

### 3. Announcements

#### 3.01 Private School Transportation Requests

*Parents who are considering sending a child to a private school\* next year are advised that transportation requests must be submitted by Friday, April 1, 2016, in order to be included in the district's request for transportation next year. Requests for forms should be made to the Transportation Director at 914-295-5544. A written request must be submitted for each child and for each school being considered. The School Board has established a **firm policy** of not considering requests submitted after the deadline.*

*\*(Parents should note that a separate request must be submitted for each school being considered. Requests may be withdrawn if a school is not selected, but **may not** be considered if submitted after the deadline).*

#### 3.02 Board Member Terms of Office

*Three terms of office of the Dobbs Ferry Board of Education will be expiring on June 30, 2016:*

- Mr. Michael Goldman, Mr. Louis Schwartz and Ms. Jean Lucasey

Forms for petitions to run for a seat on the Board of Education are available in the District Office. Petitions to run as a candidate for the School Board next year must be submitted by the close of business on **Monday, April 18, 2016**. Twenty-five signatures of qualified voters in the district are required.

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## 3.03 Personal Voter Registration

Any community resident not registered with the Westchester County Board of Elections may do so during Personal Registration which will take place on Monday, May 9, 2016 between 3:30 PM and 7:30 PM in the HS Gymnasium Foyer. Voter Qualifications: (1) Must be a citizen of the United States; (2) Must be 18 years of age or older; (3) Must have been a resident of the school district for a period of 30 days or more prior to May 17, 2016.

## 4. Citizen's Comments

### 4.01 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.*

None.

## 5. Proposed 2016-2017 Budget Presentations

*Please view the entire meeting on TV DFTV - Channel 75 & 47 for full details or visit the website for the video of the presentation*

### 5.01 Special Education Proposed Budget

Ms. Erin Vredenburg, Director of Special Education, presented the proposed 2016-2017 Special Education budget.

- Driving Forces in a Special Education Budget
- Special Education Totals
- K-12 Special Education students in District
- Out of District Placements
- Number of Special Education Students (In and Out of District) compared to Total Enrollment
- All Students by Disability
- 504 Accommodation Plans
- Pupil Personnel Services Budget
- Pupil Personnel Services Salaries
- Special Education Proposed Budget
- Health Services Proposed Budget
- Psychological Services Proposed Budget

#### Questions/Comments

- Not all students will be brought back in-District, only those students approved by the Committee on Special Education (CSE)
- Impact of 504's on the budget
  - Only those that have related services

### 5.02 Technology Proposed Budget

Mr. Terance Huyter, Director of Technology, presented the proposed 2016-2017 Technology budget.

- Proposed Budget
- Support Stats & Facts
- District Technology Statistics

#### Questions/Comments

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- Chromebooks are now supplied to grades 4-12
- Mr. Huyter thanked the Technology staff and introduced Raymond Rivera, Network Support Specialist
- Ms. Fassler-Wallach, along with Mr. Goldman, thanked Terance and Kevin for all their work on the new sound system in the Commons
- Can we highlight financial savings resulting from all the additional technology throughout the year?
  - CISCO Energy Saving System hooked up to our network
    - We schedule automatic shut offs of computers
  - Reduction in postage
  - Reduction of a .5 clerical position
- What do we do with our old Chromebooks?
  - Used as replacements when students' Chromebooks are being repaired
  - Possibly as loaners if they are in condition to do so
- Can they be given to District families or neighboring Districts in need of a device?
  - We will be looking into it
- There will be a Smart School Bond Act presentation at the 5/5 meeting
- Mr. Huyter thanked Mr. Ridley for all his efforts to produce our "live streaming"

### 5.03 Springhurst Proposed Budget

Ms. Julia Drake, Springhurst Principal, presented the proposed 2016-2017 Springhurst budget.

- Enrollment by Grade Level/Class Size
- Budget Priorities
- School Budget – Non personnel
- Enrichment/Cultural Arts
- Extra-Curricular Activities

#### Questions/Comments

- Shout out to our DestiNation Imagination teams who are competing today
- ELA Academy – AIS
  - For students who are in need financially, as well as, academically
  - Switch from SPRING funding to District Funding
    - 30 sections same number of students but not as long in duration
- What happens when a child is identified as potentially needing tutoring for academic help – are they the same kids that need Special Ed?
  - Not necessarily, we try to fill as many as we have slots open whatever their need

The Board thanked the principals for keeping the per student costs flat and the PTSA for all their support in helping us with Cultural Arts.

Ms. Lucasey moved, and Ms. Johnson seconded, that the Board move Board Acknowledgements and Actions up to this point in the meeting.

Vote: 6 ayes - 0 nays

## 6. Acknowledgement

### 6.01 PTSA Funding

The Board acknowledged receipt of additional PTSA funding up to \$3,000 to cover costs of a museum and historic site visit for the eighth grade trip to Washington, DC and \$600 to pay Bobby Molina for his assembly honoring Black History month.

Ms. McNamara explained that the PTSA General Membership voted to increase their funding to cover the two items noted above.

The Board thanked the PTSA for this additional funding.

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The PTSA Used Book Sale will be going on today until 3:00 PM in the Springhurst gym. Starting at 1:00 PM the price will be \$1 for a bag of books.

### **7. Board Actions**

#### **7.01 Settlement Agreement**

Mr. Reiser moved, and Ms. Baron seconded, that the Board approve the following:

**BE IT RESOLVED**, that the Board of Education does hereby approve the terms of the Settlement and Release Agreement concerning Student No. 000078671; and

**BE IT FURTHER RESOLVED**, that the Board does hereby authorize the Superintendent of School to execute such Settlement and Release Agreement on behalf of the District.

Vote: 6 - ayes - 0 nays

#### **7.02 Donation**

Mr. Reiser moved, and Ms. Baron seconded, that the Board approve the following:

**BE IT RESOLVED**, that the Board of Education of the Dobbs Ferry Union Free School District, hereby move to accept the following donation from the O'Donnell family:

Yamaha Flute
Instruction Books and a DVD for the Flute

The Board thanked the O'Donnell family for their donation.

Vote: 6 - ayes - 0 nays

#### **7.03 Montauk Transport Transfer Agreement**

Mr. Reiser moved, and Ms. Johnson seconded, that the Board approve the following:

**BE IT RESOLVED**, that the Board of Education of the Dobbs Ferry Union Free School District hereby consents to the transfer and assignment of the Transportation Contracts between Quad Village School Districts Transportation Consortium and Montauk Student Transport LLC to Roy Coach Lines, Inc. effective July 1, 2016 and authorizes the Board President to execute the Transfer Agreement presented to the Board at this meeting; and

**BE IT FURTHER RESOLVED**, that the Board hereby authorizes the Board President and Superintendent of Schools to execute the Assignment of Contract as required by the New York State Education Department. A copy of such documents shall be incorporated by reference within the minutes of this meeting.

Vote: 6 - ayes - 0 nays

#### **7.04 Deputy District Treasurer**

Ms. Johnson moved, and Mr. Reiser seconded, that the Board rescind Mia Alfano's appointment as Deputy District Treasurer and appoint Krystle Leon as Deputy District Treasurer at no additional compensation effective February 29, 2016.

Vote: 6 - ayes - 0 nays

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## 7.05 Personnel

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

Congratulations to Hallie Malbin on attaining her doctorate.

Vote: 6 - ayes - 0 nays

## 5.04 Middle School Proposed Budget

Mr. Patrick Mussolini, Middle School Principal, presented the proposed 2016-2017 Middle School budget.

- Middle School Enrollment
- Average Class Size
- Budget Priorities
- School Budget – Non Personnel
- Cultural Arts
- Co-Curricular Activities

### Questions/Comments

- Board would like to see the number of students in the co-curricular clubs
  - Middle School offers are pretty rich
  - Same cost as last year
- MYP's .5 Projects Coordinator is in the Personnel presentation
- 6<sup>th</sup> grade trip will be to see the "Lightening Thief" play

**Board apologized that the presentations were running ahead of schedule, but the entire meeting will be available on the website. Any questions can be emailed also.**

## 5.05 High School Proposed Budget

Mr. John Falino, High School Principal, presented the proposed 2016-2017 Middle School budget.

- High School Enrollment
- Average Class Size
- School Budget Priorities
- School Budget – Non Personnel
- Cultural Arts
- Co-Curricular Activities
- HS/MS Guidance Proposed Budget

### Questions/Comments

- Mr. Falino thanked Ms. Fassler-Wallach for her assistance in creating the budget
- How is the additional Guidance Counselor working out?
  - Better coverage for student application completion
  - More individualize time for students
  - Reduced case load - much more manageable
  - C. Silk teacher leader – bringing 21<sup>st</sup> Century Counseling ideas to the team
  - Counselors are working with 9<sup>th</sup> graders
- MYP will increase IB students
  - Thanks to the Dobbs Ferry Schools Foundation
- # of HS tours has increased over the past 2 years primarily for IB
- New courses – under course guide for next year
- SAT prep classes still in our course guide
  - SAT prep offered at a reduced rate through the PTSA
  - PSATs now offered during the week
  - More students are taking the ACTs

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- Each college has their own requirement (SAT vs. ACT)
- MYP Grades 9<sup>th</sup> and 10<sup>th</sup> grade
  - Courses are philosophical in nature to ready students for the IB Diploma Program if they desire
  - Personal Project – all students – 10<sup>th</sup> grade
    - It is a differentiated product – projects will vary
    - Research based; skills needed for extended essay
    - Course will be every other day – completion May or June
    - Students will be led through the process

Mr. Greengrass arrived at 10:12 AM

Mr. Reiser moved, and Mr. Schwartz seconded, that the Board move the break session up to this point in the meeting.

10:45 AM

Vote: 6 ayes - 0 nays

### 5.06 Break

### 5.07 Transportation Proposed Budget

Ms. Sylvia Fassler-Wallach, Assistant Superintendent of Finance, Facilities and Operations, and Mr. Joe Urbanowicz, Transportation Director, presented the proposed 2016-2017 Transportation budget.

- Number of Students Transported
- Transportation Budget

#### Questions/Comments

- Mr. Urbanowicz answered several questions on the information presented

### 5.08 Athletics Proposed Budget

Mr. Andrew Klaich, Athletic Director, presented the proposed 2016-2017 Athletics budget.

- Number of teams
- Number of participants
- Participation as a % of School Enrollment
- Budget Information
- Athletic Highlights
- Possible Savings
- Future Athletic Department Initiatives
- Stipends by Team
  - Fall
  - Winter
  - Spring

#### Questions/Comments

- What is the process for students seeking college athletic scholarships?
  - Parents and colleges call Mr. Klaich
    - Mr. Klaich works with the coaches to answer both parental and collegiate inquiries and guide students and parents
    - Works with Guidance Counselors
      - Possibly holding an informational night and/or colleges to visit the school
- This is the first year of competitive cheerleading

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### **5.09 Operations & Maintenance Proposed Budget**

Mr. David Robertin, Director of School Operations, Facilities and Management, presented the Operations & Maintenance proposed 2016-2017 budget.

- Proposed Operations Budget
- Contractual Cleaning
- Energy Performance Contract Savings
- Service Agreements
- Proposed Maintenance Budget
- Equipment & Vehicle Replacement

#### **Questions/Comments**

- What are the salaries of the cleaners?
  - They are set by County
- Are there any District sustainability projects in the budget, i.e., organics, recyclables?
  - There is money in the budget but they need to be identified
  - No specific future projects

### **5.10 Curriculum & Professional Development Proposed Budget**

Mr. Douglas Berry, Assistant Superintendent of Curriculum and Instruction, presented the proposed 2016-2017 Curriculum and Professional Development budget.

- Curriculum & Staff Development Budgets
- Staff Development Federal Funds Budget

#### **Questions/Comments**

- Preparation of the budget is not easy task – thank you to the principals and Ms. Fassler-Wallach
- Thanks to the Foundation for their support with MYP training
- SWBOCES will be a regional provider of IB training
- Professional Development Plan includes:
  - MYP
  - Science Standards
  - Social Studies Framework
  - ELA/Math
  - Co-teaching
- Inquiry Based Instruction
  - Embedded in MYP-IB, core courses, Common Core
  - An Instructional philosophy
- Shift more spending at BOCES
  - We are asking more of BOCES
- Impact of MYP on Professional Development
  - Foundation paid for the majority of the training of teachers

### **5.11 BOCES**

Ms. Sylvia Fassler-Wallach, Assistant Superintendent of Finance, Facilities and Operations, explained the District's BOCES costs.

- General Support Services
- General Support Personnel
- General Support Operations
- General Support Central Printing
- General Support Central Data Processing
- BOCES Administrative & Capital Budget
- Instruction – Curriculum Development
- Instruction – Supervisory & Staff Development
- Instruction – General Ed

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- Instruction – Cultural Arts
- Instruction – Special Ed
- Instruction – Occupational Ed
- Instruction – Library Services & Educational TV
- Instruction – Computer Tech
- Instruction – Other
- BOCES Budget
  - 2015-2016
  - 2016-2017

### Questions/Comments

- Thank you to the principals, Mr. Berry, Dr. Brady, Technology team and L. Tularzko for all their support in the budget preparation and presentations.
- Why a significant decrease
  - Students returning in-district
  - End of emerging technology program
- Most services receive state aid
- Out of the \$1.546M approximately a third will qualify for state aid
- State aid will appear as revenue next year
- BOCES will attend the April 14<sup>th</sup> Board meeting
- The Board requested a copy of the BOCES as soon as it is available prior to the April 19<sup>th</sup> BOCES vote.

### 5.12 Personnel Proposed Budget

Ms. Sylvia Fassler-Wallach, Assistant Superintendent of Finance, Facilities and Operations, presented the proposed 2016-2017 Personnel budget.

- Personnel Budget Challenges
- District Enrollment
- Springhurst Enrollment by Grade Level/Class Size
- Middle School Average Class Size
- High School Average Class Size
- Cost of Salaries and Benefits
- Positions Currently Supported by Federal Grant Funds
- Projected Staffing by FTE
- Composition of Salaries by Unit
- Business Office Staff
- Other Exempt Employees
- Facilities Staff-Projected FTEs
- Maintenance Mechanics
- Salaries & Benefits % of the budget
- Salaries
- Historical as a % of the Total Budget
- Historical Personnel Costs Salaries & Benefits
- Summary of 2015-2016 Projected Expenditures
- Changes Since 2/5/15 Presentation
- Tax Levy Cap Calculation
- Proposed 2015-2016 Budget
- Budget Development Calendar

### Questions/Comments

- The percentage of the administrative portion of the budget cannot increase year over year.
- What is the industry best practice percentage of the three categories of a school budget?
- Thank you Ms. Fassler-Wallach for a well done budget.
- We are expanding our educational offerings without expanding our budget.



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### 5.13 Central Administration Proposed Budget

Ms. Sylvia Fassler-Wallach, Assistant Superintendent of Finance, Facilities and Operations, presented the proposed 2016-2017 Central Administration budget.

- Administrative Budgets
- Undistributed Items
- Employee Benefits
- Debt Service
- Interfund Transfers

#### Questions/Comments

Dr. Brady and the Board thanked Ms. Fassler-Wallach and her entire staff for all their work in preparing the budget.

### 5.14 2016-2017 Line Item Budget (Information Only)

## 8. Citizen's Comments

### 8.01 Notice

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None.

## 9. Upcoming Meetings

### 9.01 Calendar

#### **Thursday, March 17, 2016 – 7:00 PM – Board Room**

- Executive Session Only – Tenure Candidates & Probationary Teachers

#### **Thursday, April 7, 2016 – 7:00 PM – MS/HS Library**

- Revenue Forecast
- Proposed Budget Review

#### **Thursday, April 14, 2016 – 7:00 PM – MS/HS Library**

- Finalization and Adoption of the 2016-2017 Budget

## PTSA

On Wednesday, March 9<sup>th</sup> beginning at 6:30 in the Auditorium, the PTSA will sponsor a screening for the Rivertowns community, of the film "Most Likely to Succeed" followed by a panel moderated by Dr. Brady with Dr. Jim Gray, Ms. Stefanie Rogen and Mr. Will Richardson. Please see the PTSA website to acquire a ticket.

The Board will consider having a few Board members to attend a PTSA General Membership meeting to present the budget.

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### 10. Adjournment

At 12.31 PM, Ms. Lucasey moved, and Ms. Johnson seconded, to adjourn the meeting.

Vote: 7 ayes - 0 nays

A handwritten signature in cursive script that reads "Loretta Talarzko".

District Clerk