



MINUTES

Tuesday, August 18, 2020 Regular Board Meeting Google Meet - Virtual Meeting, 7:00 PM

1. Call to Order

2. Opening of the Meeting – 7:01 PM

Louis Schwartz called the meeting to order.

2.01 Pledge of Allegiance

2.02 Roll Call

Mr. Louis Schwartz, President; Ms. Rita Kennedy, Vice President; Ms. Shannon Johnson; Ms. Jean Lucasey; Ms. Tracy Baron; Ms. Shannon Stringer; Mr. Massimo Bufalini, Dr. Lisa Brady, Superintendent; Mr. Douglas Berry, Assistant Superintendent of Curriculum and Instruction ; Mr. Ron Clamser, Jr., Assistant Superintendent of Finance, Facilities and Operations; and Ms. Loretta Tularzko, District Clerk.

2.03 Acceptance of the Agenda

Ms. Johnson moved, and Ms. Lucasey seconded, that the Board accept the August 18th Agenda.

Vote: 7 - ayes - 0 nays

2.04 Approval of Minutes

Ms. Stringer moved, and Ms. Baron seconded, that the Board approve the minutes of the July 7, 2020 meeting.

Vote: 7 - ayes - 0 nays

3. Announcements

WPSBA

- Tracy Baron will continue to be the Board's liaison
- 9/12 New Board Member training all day
- Town Calls will continue. If you have any issues you would like to add please notify Tracy Baron.

PTSA

- Jean Lucasey will be the Board's PTSA liaison this year.
- PTSA Budget Vote will be held on 8/31 virtual sign up details will follow.
- Membership drive has begun. Please sign up at the PTSA website dobbssptsa.org. Be sure to scroll down to view the Harmonaires performance thanking the Essential Workers.
- School Supplies will be arriving 8/24 – PTSA will be reaching out with pickup details.
- The PTSA will be partnering with the DF Foundation to supply clear face masks for all three schools. Thank you to the PTSA and Foundation.

Anyone wishing to make comments during the two Citizen's Comment portions of the meeting can do so by emailing their comments to boemeetingcomment@DFSD.org. Please include your name and address. If the comments do not include both name and address, they will not be read.

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4. Committee Reports

Finance - 7/28

- Ron provided the committee with an update on the 2019-20 fiscal year end. He anticipates that we will be returning approximately \$700,000 to fund balance. There was a total of \$950,000 in unspent expenditures and revenues were \$250,000 under budget. Adding the additional \$700,000 would get the fund balance to \$1,730,000 or 3.67%.
- Ron provided the committee with a cash flow analysis and the committee discussed what options are available for borrowing should the district need to borrow. Borrowing options include Tax Anticipation Notes (TAN) and/or Revenue Anticipation Notes (RAN). Ron reported that the district has sufficient available cash to cover obligations until the first tax revenue payment is received by the Town of Greenburgh during the first week of October. Ron will continue to monitor cash flow and report back to the committee as necessary. As a best practice, Bond Counsel drafted a resolution for the board to consider which would provide authorization to borrow if needed. If the district does need to borrow, the information will be presented to the Finance Committee before any decision is made.
- The committee asked Ron to provide at the next BOE meeting, an analysis of the costs associated with preparing for the reopening of schools and the district's response to COVID-19.

Curriculum & Instruction - 7/29 & 8/10

- The Committee discussed the proposed Reopening Plans for the three buildings. Principals and Assistant Principals presented their current proposed plan and BOE members asked numerous questions related to health, safety, feasibility, operational considerations, and plans for parent communication.
- The Committee reviewed the HS Remote Learning and Hybrid Plan prior to the Parent Forum scheduled for Tuesday, August 11th. BOE members provided input and feedback to the administration.

Personnel - 8/10

- The Committee reviewed the Personnel Recommendations on the agenda. Welcome to Ellen Elsen - new MS/HS Librarian. Most of the recommendations are the usual summer personnel items.

Special Ed – 8/11

- The Committee reviewed the CSE/CPSE recommendations. Questions were asked and clarifications were made.
- The Committee received an update on how the virtual summer ESY program has been going. Teachers and staff have been really working hard to ensure that this has been a worthwhile experience for students and that goals are being met.
- The Committee agreed that the SE director would host a school re-opening forum for special-ed and 504 parents

5. Superintendent's Report

- This Thursday at 6:00 PM there will be a Health & Safety Parent forum. Dr. Brady will be joined with Amanda Jacobs, our District's Medical Director. We received many questions regarding medical considerations and facilities.
- There is also a FAQ posted on our Reopening Schools Website. Parents can find a lot of information County Department of Health and continues to be updated with the most current information.
- Guidance and information changes almost daily.
- Dr. Brady is on a call every Thursday with the Southern Westchester Superintendents.
- Thursday's meeting will be a snapshot of the most current information.
- Next Monday at 6:00 PM we will hold a Special Education – 504 Update Parent Forum.
- Springhurst and Middle School FAQ's will be available on the website tomorrow based on the meetings held last week along with the videos of the meetings. Thank you to all the members of the Reopening Task Force and sub-committees.
- Springhurst parents should have received an email today regarding the Children's Center Wrap Around and Before and After care.
- Middle School – Enroll parent survey is due back Thursday to plan for September reopening

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- This year's Code of Conduct will only be shared electronically and on line only Acknowledgement of Receipt will be handled by each school.
- A huge thank you to Tracy Baron, Liz Hausman and Diane Newell for keeping this every changing website up to date.

Louis Schwartz thanked Lisa, administrators, teachers and staff for working tirelessly to get things open. The direction and information changes daily and is just too much to comprehend. Not all plans work for everyone but it is the best plan for today's circumstance. For the last 10 years, Dr. Brady and her team have lead the District to greater success and have managed every challenge. Now with the challenges are immense, you need a high functioning team and we have that team. Dr. Brady thanked Mr. Schwartz and stated that she is grateful for such a strong functioning board and that we will get through this latest challenge.

6. Correspondence

6.01 BOE Correspondence

The Board acknowledged the following:

1. Two follow-up pieces of correspondences concerning Briary-Ashford Crosswalk Speed Bump
2. Email concerning The Landing on the Water at Dobbs Ferry
3. Seven emails concerning High School Remote-Only Learning
4. Two emails concerning Springhurst AM/PM Parent Concerns
5. Two thank you emails or all the work concerning reopening schools
6. Letters from Paul Feiner concerning the Tax Rate for new Condos & Co-ops and New Property Tax Reassessment
7. Email praising the DFHS hybrid plan
8. Two emails acknowledging work involved in creating the school plans
9. Letter regarding Health and Safety Response to DFSD Re-opening Plan
10. Email in support for the reopening plans

Louis Schwartz thanked the community/parents for their correspondence and stated that this is the largest amount the Board ever acknowledged.

7. Citizens Comments

7.01 Notice

Members of the community may comment on any matter related to the meeting's approved agenda. The Board President may request a brief description of the topic the speaker plans to address. 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.

1. Melissa Gill – regarding Source Control as key to Infection Control

8. Public Hearing

8.01 District-Wide Safety & Emergency Management Plan

The District held a Public Hearing on the District-Wide Safety & Emergency Management Plan which has been posted to the District website for 30 days.

District-wide Plan exhaustive review of the plan – security consultant complete and robust plan.

There were no questions or comments.

8.02 Code of Conduct

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The District held a Public Hearing on the addition to the District Code of Conduct.

The addition is as follows on page 11:

13. Failure to comply with local, state, and/or federal health regulations (ex. wearing facemasks, social/physical distancing, etc.).

There were no questions or comments.

9. Board Actions

9.01 Adoption of the District-Wide Safety & Emergency Management Plan

Ms. Johnson moved, and Ms. Lucasey seconded, that the Board adopt the District-Wide School Safety & Emergency Management Plan which has been posted to the District website for 30 days.

Vote: 7 - ayes - 0 nays

9.02 District-Wide Safety Team

Ms. Baron moved, and Ms. Kennedy seconded, that the Board appoint the members of the District-Wide Safety Team as noted below:

| TITLE | NAME |
|-----------------------------------|-------------------|
| Superintendent | Lisa Brady |
| Assistant Superintendent | Ron Clamser |
| Assistant Superintendent | Douglas Berry |
| High School Principal | John Falino |
| Middle School Principal | Patrick Mussolini |
| Springhurst Principal | Julia Drake |
| High School Assistant Principal | Candace Reim |
| Middle School Assistant Principal | Anne Pecunia |
| Springhurst Assistant Principal | Ray Cavallo |
| High School Dean of Students | Scott Patrillo |
| Director of Facilities | Dave Robertin |
| Director of Technology | Terance Huyter |
| Athletic Director | Andrew Klaich |
| Special Education Director | Jean Gismervik |
| Public Information Officer | Liz Hausman |
| Dobbs Ferry Police Chief | Rick Guevara |
| DFUT Representative | Jen Hickey |
| BOE Member | Rita Kennedy |
| Dobbs Ferry PTSA | Brooke Bass |

Vote: 7 - ayes - 0 nays

9.03 District policies or Regulations inconsistent with Executive Orders or directives of the DOH or SED

Ms. Stringer moved, and Mr. Bufalini seconded, that the Board adopt the following resolution:

Whereas, due to the threat to public health caused by the Covid-19 pandemic, the district is required to comply with Executive Orders promulgated by the Governor and directives issued by the New York State Department of Health ("DOH") and the New York State Education Department ("SED"), which may be inconsistent with district policies and administrative regulations; and

Whereas, during this period of time, to the extent that any district policy or administrative regulation is inconsistent with Executive Orders or directives of the DOH or SED, the district will be operating in

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accordance with those Orders and directives, as well as the district's School Re-Opening Plan 2020-2021 ("Re-Opening Plan") adopted pursuant to such Executive Orders and directives;

Be It Resolved, that where any provisions of district policies and/or administrative regulations conflict with Executive Orders, DOH or SED directives, or the Re-Opening Plan, they are temporarily suspended to the extent necessary to comply with such Executive Orders, DOH or SED directives, and/or the Re-Opening Plan.

Vote: 7 - ayes - 0 nays

9.04 Code of Conduct Adoption

Ms. Johnson moved, and Ms. Stringer seconded, that the Board adopt the 2020-2021 Code of Conduct.

Vote: 7 - ayes - 0 nays

9.05 2020-2021 School District Calendar Revision

Ms. Lucasey moved, and Ms. Baron seconded, that the Board adopt the revised 2020-2021 District Calendar.

First Superintendent Day now includes September 1 and the Holiday Break will begin on 12/23.

Vote: 7 - ayes - 0 nays

9.06 Supplemental Memorandum of Agreement

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

BY AND BETWEEN THE SUPERINTENDENT OF SCHOOLS AND BOARD OF EDUCATION OF THE DOBBS FERRY UNION FREE SCHOOL DISTRICT, hereinafter referred to as "the District" and THE DOBBS FERRY ADMINISTRATORS ASSOCIATION, hereinafter referred to as "the DFAA";

WHEREBY the District and the DFAA agree to revive and incorporate the provisions of the SUPPLEMENTAL MEMORANDUM OF AGREEMENT into the current agreement effective July 1, 2020 and terminating on June 30, 2023.

Vote: 7 - ayes - 0 nays

9.07 Ad Hoc Subcommittee on Real Property Tax and Related Matters for the 2020-21 School Year

Ms. Baron moved, and Ms. Stringer seconded, that the Board rescind Jean Lucasey's appointment as a member of the Ad Hoc Subcommittee on Real Property Tax and Related Matters for the 2020-21 School year and appoint Massimo Bufalini.

Vote: 7 - ayes - 0 nays

9.08 Resolution of the Dobbs Ferry Union Free School District, New York, Delegating the President of the Board of Education the power to authorize Issuance of Tax Anticipation Notes and Revenue Anticipation Notes

Ms. Lucasey moved, and Ms. Kennedy seconded, that the Board authorize the following:

BE IT RESOLVED, that the Board of Education of the Dobbs Ferry Union Free School District, in the County of Westchester, New York hereby resolve (by the favorable vote of not less than a majority of all the members of said Board of Education) as follows:

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Section 1. In order to facilitate the issuance from time to time of tax anticipation notes and revenue anticipation notes to meet periodic cash-flow needs pursuant to Sections 24.00 and 25.00 of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (the "Law"), the Board of Education of the Dobbs Ferry Union Free School District, in the County of Westchester, New York (the "District"), hereby delegates its power to authorize the issuance of tax anticipation notes and revenue anticipation notes (herein referred to collectively as the "Notes") to the President of the Board of Education, the chief fiscal officer of the District, pursuant to Section 30.00 of the Law.

Section 2. All Notes so authorized shall contain the recital of validity prescribed by Section 52.00 of the Law and shall be general obligations of the District, and the faith and credit of the District are hereby pledged to the punctual payment of the principal of and interest on the Notes and unless the Notes are otherwise paid or payment provided for, an amount sufficient for such payment shall be inserted in the budget of the District and a tax sufficient to provide for the payment thereof shall be levied and collected.

Section 3. Subject to the provisions of this resolution and the Law, and pursuant to Sections 50.00, 56.00 and 60.00 of the Law, the powers to sell and issue such Notes, including the renewals thereof, and to determine the terms, form and contents, including the manner of execution, of such Notes, and to execute tax certifications relative thereto, are hereby further delegated to the President of the Board of Education.

Section 4. All of such Notes shall be executed in the name of the District by the manual signature of the President of the Board of Education, the Vice President of the Board of Education, the District Treasurer, the District Clerk, or such other officer of the District as shall be designated by the chief fiscal officer of the District, and shall have the corporate seal of the District impressed or imprinted thereon which corporate seal may be attested by the manual signature of the District Clerk.

Section 5. The powers hereby delegated shall be exercised by the President of the Board of Education until June 30, 2021, or such earlier time as the Board of Education, by resolution, shall elect to reassume the same.

Section 6. This resolution shall take effect immediately.

This resolution was supplied by our Bond Counsel.

Vote: 7 - ayes - 0 nays

9.09 Transportation Piggybacking Resolution

Ms. Baron moved, and Ms. Lucasey seconded, that the Board authorize the following:

WHEREAS, the Ardsley Union Free School District ("Ardsley") has made available to public school districts located in Westchester County its Student Out-of-District Transportation through a provision in the bid specifications permitting "piggybacking" as well as a resolution of the Ardsley Board of Education authorizing participation in the Student Out-of-District Transportation on the same terms and conditions as the contract with Ardsley; and

WHEREAS, said transportation contract was bid in accordance with Education Law Section 305(14);

THEREFORE, BE IT RESOLVED, by the Board of Education of the Dobbs Ferry Union Free School District determines that the contract cost for the Student Out-of-District Transportation is appropriate and will result in cost savings to the District; and

BE IT FURTHER RESOLVED, that the Board of Education requests authorization from Ardsley to piggyback onto Ardsley's Student Out-of-District Transportation Contract with Royal Coach for the 2020-2021 school year on the same terms and conditions as the contract with Ardsley; and

BE IT FURTHER RESOLVED, that the Board of Education authorizes the Board President to execute a contract with Royal Coach as well as any documents and forms required by the New York State Education Department to facilitate approval of the contract.

Vote: 7 - ayes - 0 nays

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9.10 Budget Transfer

Ms. Stringer moved, and Ms. Kennedy seconded, that the Board approve the following budget transfer to cover anticipated school reopening expenses:

| Account | Decrease | Increase |
|--|------------|------------|
| 9903-900-00-0000 Transfer to Capital | 95,000.00 | |
| 1621-200-08-0000 Maint Equipment | 15,000.00 | |
| 1620-400-00-COVD Operations Contractual | | 20,000.00 |
| 1620-450-00-COVD Operations Materials & Supplies | | 20,000.00 |
| 2110-450-00-COVD Teaching Materials & Supplies | | 25,000.00 |
| 2630-490-00-COVD BOCES | | 10,000.00 |
| 2815-200-00-COVD Health Equipment | | 15,000.00 |
| 2815-400-00-COVD Health Contractual | | 10,000.00 |
| 2815-450-00-COVD Health Materials & Supplies | | 10,000.00 |
| | | |
| | 110,000.00 | 110,000.00 |

Ron Clamser explained that this transfer is just to set up specific expense codes to track our COVID expenses. It is not what we spent, but to be ready to create Purchase Orders for all the COVID related purchases.

Vote: 7 - ayes - 0 nays

9.11 Retention and Disposition Schedule for New York Local Government Records or LGS-1

Ms. Lucasey moved, and Ms. Johnson seconded, that the Board adopt the Retention and Disposition Schedule for New York Local Government Records or LGS-1 effective August 1, 2020, which will supersede and replace the current Records Retention and Disposition Schedule ED-1.

Vote: 7 - ayes - 0 nays

9.12 CSE/CPSE

Ms. Kennedy moved, and Ms. Lucasey 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 August 11, 2020 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 August 11, 2020.

Vote: 7 - ayes - 0 nays

9.13 Personnel

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

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Vote: 7 - ayes - 0 nays

9.14 Policy - First Reading

The Board conducted a first reading of the following policies:

- 8131 - Pandemic Planning
- 8131.1 - COVID-19 Workplace & Student Learning Environment Accommodations

Both policies will be brought back for a second reading at the next Board meeting.

10. Acknowledgements

10.01 Warrants

The Board acknowledged receipt of the following warrants:

Warrant No. 2, 4 & 6 Multi.

11. Citizens Comments

11.01 Notice

Members of the community may comment on any matter related to district business. The Board President may request a brief description of the topic the speaker plans to address. 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.

1. Marcia Heffler - The members of the DFUT are eagerly looking forward to seeing our students and families again, no matter which method of instruction, when school reopens on September 8, 2020.
2. Kevin Carlsten & Kate Price - Support for the proposed strategy that optimizes for differing age level needs, while creating flexibility to flip between hybrid and remote options.

12. Old Business

None.

13. New Business

- How will we conduct our next Board meeting on 9/8?
 - Virtual
 - In-person
 - Will public need to reserve a spot?
 - Will it be a burden to our custodian staff – cleaning, arranging, then cleaning and rearranging again
 - Outdoors – no technology
 - We need to wait until we get closer to make a decision

14. Upcoming Meetings

14.01 Calendar

Tuesday, September 1, 2020 - 4:00 PM

- Tour of Buildings

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Tuesday, September 8, 2020 - 7:00 PM

Tuesday, September 22, 2020 - 7:00 PM

- New Staff & Tenure Introduction

15. Executive Session

15.01 Executive Session

At 8:13 PM, Ms. Stringer moved, and Mr. Bufalini seconded, that the Board recesses into Executive Session for the following purpose: To discuss ongoing litigation, The Landing on the Water at Dobbs Ferry Condominium v. Town of Greenburgh and DFUT contract negotiations.

It is not anticipated that the Board will return to public session to take any action(s).

Vote: 7 - ayes - 0 nays

Ms. Lucasey moved, and Ms. Johnson seconded, to appoint Ms. Kennedy as Clerk Pro Tem.

Vote: 7 ayes - 0 nays

At 8:44 PM, Ms. Lucasey moved, and Ms. Stringer seconded, to move back to the Public Meeting.

Vote: 7 ayes - 0 nays

16. Adjournment

At 8:45 PM, Ms. Baron moved, and Ms. Johnson seconded, that the Board adjourn the meeting.

Vote: 7 - ayes - 0 nays

17. Approved Minutes

17.01 Approved Minutes May 26, June 17 and 23, 2020



Loretta Tularzko
District Clerk