



## **APPROVED MINUTES**

**Tuesday, March 25, 2025**  
**Regular Meeting**  
**7:00 PM**  
**MS/HS Library Presentation Room**

**1. Videoconferencing Notice**

**1.01 Videoconferencing Notice**

S. Stringer participated via videoconference.

**2. Call to Order - Regular Meeting**

B. Bass called the regular meeting to order at 7:04 p.m.

**3. Meeting Opening**

**3.01 Pledge of Allegiance**

**3.02 Roll Call**

Brooke Bass, President; Penny Sullivan-Nunes, Vice President; Jean Lucasey; Shannon Stringer; Darren Wood; Pavithra Nagarajan, Rebecca Hershberg; Kenneth Slentz, Superintendent; Meryl Rubinstein, Interim Assistant Superintendent of Finance, Facilities, and Operations; Elizabeth Saperstein, District Clerk.

D. Wood arrived at 7:24 pm

D. Stinchcomb was absent.

**3.03 Acceptance of the Agenda**

B. Bass requested a motion to accept the March 25, 2025 agenda.

J. Lucasey moved and R. Hershberg seconded, that the board accept the March 25, 2025 agenda.

Vote: 6 ayes, 0 nays

**3.04 Approval of Minutes**

B. Bass announced the board would be approving two sets of minutes.

B. Bass requested a motion to approve the minutes of the March 11, 2025 meeting.



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P. Nagarajan moved and R. Hershberg seconded, that the board approve the minutes of the March 11, 2025 meeting.

Vote: 5 ayes, 0 nays, 1 abstention (J. Lucasey abstained)

B. Bass requested a motion to approve the minutes of the March 18, 2025 special meeting.

J. Lucasey moved and P. Sullivan-Nunes seconded, that the board approve the minutes of the March 18, 2025 special meeting.

Vote: 4 ayes, 0 nays, 2 absentions (P. Nagarajan and R. Hershberg abstained)

### 4. Citizen Comments

#### 4.01 Notice

The board of education values input from the entire Dobbs Ferry School District community. Although we do not engage in dialogue with the public at our board of education business meetings, we are listening. Members of our school district community may comment on *any matter related to the meeting's approved agenda*. If you wish to address the board, please sign in with the district clerk. Any group or organization wishing to address the board must identify a single spokesperson. Please state your name for the record and keep your remarks to 3 minutes or less. 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. Correspondence

#### 5.01 Board Correspondence

The board acknowledged correspondences regarding parent-teacher conferences at Springhurst.

### 6. Announcements

K. Slentz made the following announcements:

- Acknowledgement of the accomplishments of science research students and their teacher/advisor, Sarah Marino, and their success at a recent competition, with 15 students qualifying for various awards, including Anabelle Shotton, who is going to the international awards.
- The high school spring musical, Alice By Heart, will be performed once on Friday, April 4th and twice on Saturday, April 5th.



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- Thanks to all who come out to support our unified sports teams, including bowling and basketball. This is our third year of unified sports.
- The SPRING Community Partners square dance was this past Friday and it was a well-attended event. Funds raised come back into the community.

R. Hershberg made the following announcements on behalf of PTSA:

- The Springhurst Read-a-Thon fundraiser has begun and runs through April 4, 2025;
- There will be five open positions on the executive committee as of June 30, 2025. The executive committee runs the PTSA. The open roles are:  
General Vice President; Springhurst Vice President - Lower (Grades K-2); Treasurer; Vice President of Communications; and Middle School Vice President.  
The nominating committee has to receive information from all interested parties by Monday, April 21st to Alice DaBiri or email to nomcomdfpsa@gmail.com.

#### **6.01 Private School Transportation Requests**

B. Bass read the following announcements:

School bus transportation: Residents of the district whose students will attend a non-public school in 2025-26 and require bus service must submit a request form online by April 1, 2025 (even if placement has not yet been confirmed) to the Ardsley Transportation Department. To be eligible, students must be at least 5 years old, in grades K-12 (not preschool) and the school must be within 15 miles of their home. You must also meet the minimum district mileage requirements. To apply online, visit [ardsleyschools.org](https://ardsleyschools.org) and click on Departments >Transportation > Transportation To A Non-Public School. 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.

The school board has established a firm policy of not considering requests submitted after the deadline.

#### **6.02 Board Member Terms of Office**

Three terms of office of the Dobbs Ferry Board of Education will be expiring on June 30, 2025. Three seats for three (3)-year terms, July 1, 2025-June 30, 2028:

Ms. Jean Lucasey, Ms. Shannon Stringer and Mr. Darren Wood

Forms for petitions to run for a seat on the board of education are available in the district office. Prospective candidates may contact the district clerk during business hours at (914) 693-1500 extension 3024 for more information. Petitions must be submitted by 5:00 p.m. on Monday, April 21, 2025. Twenty-five (25) signatures of qualified voters in the district are required.

S. Stringer and J. Lucasey announced that they would not seek re-election to the Board of Education.

B. Bass thanked S. Stringer and J. Lucasey for all the work they have done during their terms.



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### **6.03 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 12, 2025 between 3:30 pm and 7:30 pm in the high school gymnasium foyer. Voter qualifications: (1) Must be a citizen of the United States; (2) Must be 18 years of age or older; and (3) Must have been a resident of the school district for a period of 30 days or more prior to May 20, 2025.

### **6.04 Absentee and Early Mail Ballot Applications**

Any registered, qualified voter may vote by mail by submitting an application for an absentee or early mail ballot. Applications for absentee or early mail ballots may be downloaded from the District Budget section of the website, or may be requested in writing by emailing the district clerk at [districtclerk@dfsd.org](mailto:districtclerk@dfsd.org) or 505 Broadway, Dobbs Ferry, NY 10522. Applications for absentee or early mail ballots may be submitted after April 21, 2025. The application must be printed, signed in ink by the voter, and returned either in person or by mail to the office of the district clerk. The Application for an absentee or early mail ballot must be received by 2:00 p.m. on May 13, 2025 if the ballot will be mailed to the voter, or by 4:00 p.m. on May 19, 2025 if the ballot will be picked up in person by the voter or his/her designee. Absentee and early voting ballots will be available April 25, 2025. Completed absentee and early mail ballots must be received in the district office in person or U.S. mail no later than 5:00 PM on May 20, 2025.

## **7. Board Committee Reports**

### **7.01 Committee Reports**

S. Stringer reported the following information and updates from the March 10, 2025 meeting of the Board of Education Finance Committee:

- Majority of committee meeting was spent discussing the projected budget gap based on known expenditures and revenues to date;
- Impact of the Child Victims Act settlement and funding options beyond the established reserve; and
- Reviewed options for reducing expenditures for 2025-2026 and impact of change (reduction) in property values.

P. Nagarajan reported the following information and updates from the March 11, 2025 meeting of the Board of Education Curriculum, Instruction and Equity Committee:

- MTSS presentation overview - the board heard the full presentation at the March 11, 2025 regular meeting;
- Received updates on potential conflicts between directives from the federal government and NYSED proposed regulations pertaining to professional learning plans;
- Received updates on changes to the Graduation Measures (NYSED);
- Bookworms implementation update;
- Updates on use of technology in the classroom and impact on teaching and learning(This work is an effort to think more broadly about all technology, not only cell phones, and

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should include evidence-based research.); and

- Progress on district goals 5 and 6.

P. Sullivan-Nunes noted that the meeting minutes be updated to reflect that B. Bass was in attendance at this meeting.

P. Sullivan-Nunes reported the following information and updates from the March 17, 2025 meeting of the Board of Education Student Athletics and Activities Committee:

- Updates on student athlete participation;
- Updates on chronic absenteeism data concerning student subgroups (ELL, special education, economically disadvantaged) shows these groups having higher rates of absenteeism. MTSS teams are working with the data to determine causes e.g. illness;
- All fall and winter sports have qualified for NYSPHSAA Scholar-Athlete status;
- Updates on potential changes for concussion management (return to play and return to learn) practices;
- The district received 258 applicants for two PE positions;
- BIMAS (Behavior Intervention Monitoring Assessment System) screeners implemented at all buildings; and
- Calendar review for 2026-2027.

J. Lucasey reported the following information and updates from the March 19, 2025 meeting of the Board of Education Policy Committee:

- Review of questions from board members regarding policies up for second reading at the April 8, 2025 regular meeting;
- Policy 2130 is on the agenda tonight for a new first reading based on those questions;
- Review of memo from counsel on enforcement of Title VI in regards to diversity, equity and inclusion (no changes needed at this time);
- Review of legislative proposal on cell phone usage in schools and updates on use of technology at large in the district beyond use of cellphones; and
- Extensive work on regulation for Policy 4321.12: Use of Timeout Rooms, Physical Restraints and Aversives.

R. Hershberg reported the following information and updates from the March 20, 2025 meeting of the Board of Education School and Community Relations Committee:

- Discussion of strategy for general release to community on “Dear Colleague Letters”;
- 2025-2026 Budget newsletter recommendations to content and layout improvements;
- Progress on redesign of district website;
- National School Public Relations Association Audit will be delayed to Fall 2025 due to staffing issue at the NSPRA; and
- Discussion of current structure and function of the committee.

J. Lucasey reported the following information and updates from the March 21, 2025 meeting of the Board of Education Special Education Committee:

- Regular updates and recommendations including programming options for in-district and out-of-district (tuition) students;
- Updates on special education department staffing plans for 2025-2026 and associated



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- program changes;
- Updates on CDOS (Career Development and Occupational Studies) pathway and credentials;
- Discussion of professional learning priorities for the 2025-2026 school year;
- Upcoming: a team from the special education department will join SPRING Community Partners for a parent meeting on April 23, 2025 to discuss the special education program and the parent handbook.

*Committee minutes are posted on the district website.*

### **8. Superintendent Report**

#### **8.01 Budget Development Update**

K. Slentz and M. Rubinstein presented an update on development of the 2025-2026 budget with a focus on known vs. unknown factors as of March 25, 2025.

Knowns:

- All current programs and transportation remains in place
- Legal settlement costs

Unknowns:

- State aid (more to come in April)
- Final CPI for transportation (more to come in May)
- Staffing reductions
- Projected end-of-year balances.

K. Slentz and M. Rubinstein reviewed more detailed information about the major cost drivers of the administrative, capital and program components of the district budget, and presented options for closing the revenue/expenditure gap and determining the tax levy.

*The budget presentation is posted to the district website.*

### **9. Board Actions**

#### **9.01 Personnel - Professional/Certificated Staff**

BE IT RESOLVED, that the board of education of the Dobbs Ferry Union Free School District moves to approve the professional/certificated personnel actions.

P. Nagarajan moved and D. Wood seconded, to approve the professional personnel actions.

Vote: 7 ayes, 0 nays

##### **1. Co-Curricular Activities Advisors**

Location: Dobbs Ferry Middle School

Effective: 2024-2025 school year

(a) Lynette Colon - Hooks and Needles Club. Category D, Step 1

(b) Georgia DeFalco - Aquila Club. Category D, Step 1

(c) Jossue Infante - Eagle Strength Club. Category D, Step 1



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2. Probationary Appointment Change

(a) Jennifer Prisco, Special Education Teacher  
Location: Springhurst Elementary School  
Effective: October 21, 2024 - October 20, 2027  
Note: prior tenure confirmed; reduced probation

3. Temporary, Per Diem, and Seasonal Appointment

(a) Christopher Konopka, Per Diem Substitute Teacher  
Location: Springhurst Elementary School  
Effective: March 26, 2025 - June 26, 2025, as needed  
Compensation: \$125.00 per day; \$62.50 half day

(b) Michael Conway, Per Diem Substitute Teacher (Reappointment)  
Location: Dobbs Ferry High School  
Effective: March 26, 2025 - June 26, 2025, as needed  
Compensation: \$125.00 per day; \$62.50 half day

(c) JP Kaminski, Assistant Track Coach  
Location: Dobbs Ferry School District  
Effective: March 26, 2025-June 26, 2025  
Compensation: Category D, Step 3 (\$5,813.07)

4. Mentor

(a) A. Chiossi, for C. Hart (Special Education)  
Location: Springhurst Elementary School  
Effective: March 26, 2025 - June 26, 2025  
Compensation: \$1,966.91 prorated  
Note: A. Chiossi replaces KC Gilson (LOA)

5. Extended School Year (ESY) Program Coordinators

Location: Dobbs Ferry School District  
Effective: May 1, 2025 - August 26, 2025

(a) A. Chiossi  
Compensation: \$1,500

(b) J. Kaminski  
Compensation: \$1,500

**9.02 Personnel - Civil Service Staff**

BE IT RESOLVED, that the board of education of the Dobbs Ferry Union Free School District moves to approve the civil service personnel actions.



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P. Sullivan-Nunes moved and J. Lucasey seconded, to approve the civil service personnel actions.

Vote: 7 ayes, 0 nays

1. Probationary Appointment

Estelle Loren, part-time School Monitor (FTE .3686/155 minutes per day)

Location: Springhurst Elementary School

Effective: March 27, 2025 - May 26, 2027

Compensation: Aide/Monitor, Step 3 (\$9,811.03) per annum, adjusted

2. Kindergarten Aides - Extra Hours - Field Trip

Location: Springhurst Elementary School

Effective: Monday, March 17, 2025

Compensation: Hourly rate, per hour - up to an additional 30 minutes each.

(a) Cassandra Liggins

(b) Andela Nolan

(c) Cynthia Svigals

(d) Kim Addis\*

\*Ms. Addis would receive the differential in hourly pay between Teacher Aide and School Monitor.

**9.03 Appointment of Assistant Superintendent for Finance, Facilities and Operations**

BE IT RESOLVED, that upon the recommendation of the superintendent of schools, the board of education hereby appoints Lisa Raymond, who possesses permanent school business administrator and school district administrator certifications, to the position of assistant superintendent for finance, facilities and operations, in the assistant superintendent for finance, facilities and operations tenure area, to serve a three (3) year probationary term (due to prior tenure conferral as an administrator), effective July 1, 2025 through June 30, 2028, with an annual salary of \$240,000 effective July 1, 2025 through June 30, 2026; and

BE IT FURTHER RESOLVED, the board of education hereby authorizes its president and superintendent of schools to execute an employment agreement dated March 2025 between the district and Ms. Raymond, as presented to the board at this meeting.

J. Lucasey moved and D. Wood seconded, to approve the appointment of L. Raymond.

Vote: 7 ayes, 0 nays

**9.04 CSE/CPSE Recommendations**

WHEREAS the Committee on Special Education and Committee on Preschool Special Education had issued to the board by written confidential report dated March 19, 2025, its IEP recommendations for the students who are identified therein; and



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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 March 19, 2025.

D. Wood moved and P. Nagarajan seconded, to approve the CSE/CPSE Recommendations.

B. Bass noted that the recommendations were reviewed by the Special Education Committee.

Vote: 7 ayes, 0 nays

### **9.05 Proposed Settlement Agreement**

BE IT RESOLVED that the board hereby approves a settlement agreement dated February 2025 in the matter of a student with a disability No. 031125; and

BE IT FURTHER RESOLVED that the superintendent of schools is hereby authorized to sign this settlement agreement on the district's behalf.

D. Wood moved and R. Hershberg seconded, to approve the settlement agreement.

Vote: 7 ayes, 0 nays

### **9.06 Appointment of Energy Service Company to Conduct a Comprehensive Energy Audit**

WHEREAS, the board of education of the Dobbs Ferry Union Free School District ("board of education" or "district") wishes to investigate the feasibility and appropriateness of the district entering into an energy performance contract to implement energy conservation measures at the district's buildings and facilities; and

WHEREAS, the board of education issued a request for proposals ("RFP") on November 20, 2024 from energy services companies ("ESCOs") for the design and implementation of energy conservation measures at all district buildings and facilities on an energy performance contract basis, proposals were opened on December 6, 2024, and two ESCOs responded to the RFP; and

WHEREAS, based upon review and evaluation of the proposals, the district administration recommends that Energy Systems Group ("ESG") proceed with performing a comprehensive energy audit ("CEA") of its buildings and facilities to determine what energy conservation measures might be installed under an energy performance contract; and

WHEREAS, ESG has agreed to perform the CEA at no cost to the district;

THEREFORE, BE IT RESOLVED, that the board of education hereby appoints Energy Systems Group to act as the district's energy services company for the purpose of performing a



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comprehensive energy audit of the district's buildings and facilities, including investigating funding opportunities through NYSERDA and other entities.

P. Sullivan-Nunes moved and J. Lucasey seconded, to approve the appointment.

Vote: 7 ayes, 0 nays

### **9.07 Legal Notice of Public Hearing, Election, Budget Vote for the 2025-2026 School Year**

**BE IT RESOLVED**, that the board of education of the Dobbs Ferry Union Free School District hereby approves the attached Public Hearing, Election, Budget Vote and Legal Notice for the 2025-2026 School Year.

J. Lucasey moved and R. Hershberg seconded, to approve the legal notice.

Vote: 7 ayes, 0 nays

### **9.08 Agreement with Westchester County for Use of Electronic Voting Machines**

**RESOLVED**, that the board of education approve the terms of the agreement with the County of Westchester to use the County-owned voting machines and related services.

P. Nagarjan moved and D. Wood seconded, to approve the agreement.

Vote: 7 ayes, 0 nays

### **9.09 Appointment of Contractor to Move Voting Machines**

**RESOLVED**, that the board of education approves the payment of \$950.00 to Ron's Trucking of 53 Torre Place, Yonkers, NY, in accordance with its estimate dated February 7, 2025. .

D. Wood moved and P. Nagarajan seconded, to approve the appointment.

Vote: 7 ayes, 0 nays

### **9.10 Amending Resolution**

**BE IT RESOLVED**, that the resolution approved by the board of education at the board meeting on February 12, 2025, awarding bids for the district's Phase 2 Capital Project, is hereby amended with regard to Contract No. 3 – Mechanical Work Prime Contractor, awarded to Joe Lombardo Plumbing & Heating of Rockland, Inc., to revise the cost of alternate MHS-02 (from \$155,700 to \$23,772) and the total contract price (from \$533,350 to \$258,920), as follows:

1. Contract #3 - Mechanical Work Prime Contractor:  
MHS/SES-3 MC Mechanical Work (HVAC) Prime Contract be awarded to Joe Lombardo



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Plumbing & Heating of Rockland, Inc., in the base bid amount of \$207,079, plus:

Alternate MHS-01 (New Security Vestibule at Entrance of MS): Add \$28,069, and

Alternate MHS-02 (New Security Vestibule at Entrance of HS): Add \$23,772, for a Total Contract Price of \$258,920.

R. Hershberg moved and D. Wood seconded, to approve the amending resolution.

Vote: 7 ayes, 0 nays

**9.11 Policy Revision - First Reading**

In accordance with Policy 2410, the board conducted a first reading of the following policy revision:

Policy 2130: Public Comments at Board Meetings. The policy has been revised to clarify the parameters of the public comment periods at board meetings by removing the language referencing “presentations” to the board. “Presentations” to the board are addressed in Policy 2342: Agenda Preparation and Dissemination. This is a distinction between making a comment during a public meeting vs. requesting a topic and material documents (e.g., a slide presentation) to be placed on the board of education’s agenda.

**10. Citizens Comments**

**10.01 Notice**

**The board of education values input from the entire Dobbs Ferry School District community. Although we do not engage in dialogue with the public at our board of education business meetings, we are listening. Members of our school district community may comment on *any matter related to district business*. If you wish to address the board, please sign in with the district clerk. Any group or organization wishing to address the board must identify a single spokesperson. Please state your name for the record and keep your remarks to 3 minutes or less. 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

**11. Old Business**

None

**12. New Business**

None



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### **13. Acknowledgments**

#### **13.01 Warrants**

The board acknowledged the following warrant: No. 0039 - Multi.

#### **13.02 Treasurer's Report**

The board acknowledged the February 2025 treasurer's report.

### **14. Upcoming Meetings**

#### **14.01 Calendar**

- Tuesday, April 8, 2025 - 7:00 p.m. - MS/HS library regular meeting
- Tuesday, April 22, 2025 - 7:00 p.m. - MS/HS library regular meeting

### **15. Adjournment**

B. Bass requested a motion to adjourn the March 25, 2025 meeting.

J. Lucasey moved and R. Hershberg seconded, to adjourn the meeting at 8:08 p.m.

Vote: 7 ayes, 0 nays

Elizabeth Saperstein  
District Clerk