

## MINUTES



**Tuesday, June 20, 2023  
Business Meeting  
7:00 PM**

**1. Call to Order**

Ms. Lucasey called the meeting to order at 7:06 p.m.

**2. Meeting Opening**

**2.01 Pledge of Allegiance**

**2.02 Roll Call**

Ms. Jean Lucasey, President; Ms. Brooke Bass, Vice President; Ms. Tracy Baron; Ms. Shannon Stringer; Mr. Massimo Bufalini, Ms. Penny Sullivan-Nunes; Mr. Darren Wood; Mr. Kenneth Slentz, Superintendent; Dr. Darrell Stinchcomb, Assistant Superintendent of Curriculum, Instruction and Equity; Dr. Ron Clamser, Assistant Superintendent for Finance, Facilities, and Operations.

**2.03 Acceptance of the Agenda**

Mr. Bufalini moved and Ms. Baron seconded, to accept the June 20, 2023 Agenda.

Vote: 7 ayes, 0 nays

**2.04 Approval of Minutes**

Ms. Stringer moved and Mr. Wood seconded, to approve the June 6, 2023 minutes.

Vote: 6 ayes, 0 nays, 1 abstention by Mr. Bufalini

**3. Citizen's Comments**

**3.01 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 Ed 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

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**agenda will be taken under consideration and referred to the Superintendent for appropriate action.**

None.

### **4. Correspondence**

#### **4.01 Correspondence for May 2, 2023**

The Board received correspondence on the following topics:

1. Elementary schedule
2. Fourth grade field trip
3. Middle School yearbook

### **5. Announcements**

Mr. Slentz announced the following:

- The Middle School moving up ceremony will be held this Thursday, June 22 at 9:00 a.m.
- The Springhurst 5<sup>th</sup> Grade Stepping Up Car Parade will be held this Friday, June 23 at 9:15 a.m.
- This Friday, June 23, is the final day of the school for students, teachers, and 10-month staff.

Mr. Slentz thanked the facilities department, technology department, high school administration, and the faculty and staff for a successful graduation ceremony on Saturday.

### **6. Board Committee Reports**

#### **6.01 Finance Committee**

Mr. Bufalini updated the Board on the recommendations from Mr. Slentz and Dr. Clamser for allocating the projected year-end balances to various reserve funds, including employee benefits, unassigned fund balance and capital improvements.

### **7. Superintendent Report: Strategic Planning Overview**

Mr. Slentz reviewed a proposed process for the development of the 2023-2028 strategic plan. This would include analyzing the current strategic plan, the current goals for 2022-23, and integrating the District's DEI plan, which had been reported on in previous meetings including the DEI Task Force meeting. The Board will consider appointing an ad hoc committee to begin this work in August 2023.

### **8. Board Action**

Ms. Lucasey asked for a motion to combine actions 8.01, 8.04, 8.05, 8.06, and 8.10 as a consent agenda.

Ms. Bass moved and Mr. Bufalini seconded, to approve the consent agenda.

Vote: 7 ayes, 0 nays

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Ms. Baron moved and Ms. Sullivan-Nunes seconded, to approve the items on consent.

Vote: 7 ayes, 0 nays

### 8.01 Personnel

**BE IT RESOLVED**, that the Board of Education of the Dobbs Ferry Union Free School District, hereby move to approve the Civil Service and Professional Personnel recommendations.

Mr. Slentz highlighted the hiring of special-education staff.

This item was approved as part of the consent agenda.

### 8.02 Approval of Tax Warrant

**BE IT RESOLVED**, that the Board of Education of the Dobbs Ferry Union Free School District, hereby move to approve the Tax Warrant Notification for the 2023-2024 School Year to the Town of Greenburgh in the amount of \$42,615,325.

Mr. Wood moved and Ms. Stringer seconded, to approve the resolution.

Vote: 7 ayes, 0 nays

### 8.03 Approval of Memorandum of Understanding with CSEA Custodial/Security Bargaining Association

**BE IT RESOLVED**, that upon the recommendation of the Superintendent of Schools, the Board of Education hereby ratifies the provisions of a Memorandum of Agreement executed on May 31, 2023 by the negotiating teams for the District and the Civil Service Employees Association, Inc., Local 1000, Westchester County Local 860 (Dobbs Ferry UFSD CSEA, Custodial/Security Personnel Union), calling for a four-year successor Collectively Negotiated Agreement to the one that expires on June 30, 2023, effective July 1, 2023 through June 30, 2027, and authorizes the expenditure of those monies necessary to implement the economic provisions of the parties' 2023-2027 Collectively Negotiated Agreement.

Ms. Bass moved and Ms. Sullivan-Nunes seconded, to approve the resolution.

Vote: 7 ayes, 0 nays

### 8.04 Change Orders

**BE IT RESOLVED**, that the Board of Education of the Dobbs Ferry Union Free School District, hereby move to approve the following change orders:

Project #	Change Order #	Contractor	Amount	Description
660403-03-0001019	GC-MHS-1-08	APS Contracting, Inc.	\$38,112.33	Remove/dispose of existing floor finish in Rooms M102, 127A and 127C. Install new carpet, carpet tile and base.
660403-03-0001019	GC-MHS-1-09	APS Contracting, Inc.	\$6,795.37	Repair, refinish and paint section of walls in Classrooms M201-M206.

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660403-03-0001019	GC-MHS-1-10	APS Contracting, Inc.	\$60,494.47	Labor, material, and equipment to protect areas and install new acoustic ceiling system in Band Room M-217B and Chorus Room M-217A.
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This item was approved as part of the consent agenda.

**8.05 Change Orders**

**BE IT RESOLVED**, that the Board of Education of the Dobbs Ferry Union Free School District, hereby move to approve the following change orders:

Project #	Change Order #	Contractor	Amount	Description
660403-03-0001019	EC-MHS-4-24	Naber Electric Corp	\$4,567.26	Material, labor, and equipment to secure existing cord reels to building structure. Labor to investigate existing exhaust fan not operating.
660403-03-0001019	EC-MHS-4-25	Naber Electric Corp	\$4,703.90	Labor, materials and equipment to relocate existing electrical feeds and to install 30 amp disconnect.
660403-03-0001019	EC-MHS-4-26	Naber Electric Corp	\$5,098.67	Material, labor and equipment to install power for VFDs and fans for AHU 8 and 9. Labor for research on connection of new VFDs for equipment shutdown to the existing fire alarm system.
660403-03-0001019	EC-MHS-4-27	Naber Electric Corp	\$29,901.33	Provide fire alarm relays for VFD for units 1 thru 5, 8 and 11. Provide and install 7 two-pole shutdown relays. Install electrical conduit, fire alarm relay to HVAC equipment, ductwork and existing fire alarm system.

This item was approved as part of the consent agenda.

**8.06 CSE/CPSE Recommendations**

WHEREAS the Committee on Special Education and Committee on Pre-School Special Education had issued to the Board by written confidential report dated June 16, 2023, 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 June 16, 2023.

This item was approved as part of the consent agenda.

**8.07 Settlement of a Tax Certiorari Proceeding**

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**RESOLVED**, that the Board of Education authorizes its attorneys, Shaw, Perelson, May & Lambert, LLP to execute a Consent Order & Judgment in a tax certiorari proceeding captioned *Ardsey Country Club Inc. v. Town of Greenburgh and Dobbs Ferry Union Free School District*;

**AND IT IS FURTHER RESOLVED**, that the Board authorizes the refund of taxes as required by the terms of the Consent Order & Judgment.

Ms. Baron moved and Ms. Stringer seconded, to approve the resolution.

Vote: 7 ayes, 0 nays

### 8.08 Internal Audit Report and Corrective Action Plan

**BE IT RESOLVED**, that the Board of Education of the Dobbs Ferry Union Free School District hereby move to accept the Internal Auditors Report of Fixed Asset Controls, performed by Nugent and Haeusslet, P.C., and the District's Corrective Action Plan.

Mr. Bufalini moved and Ms. Baron seconded, to approve the resolution.

Ms. Lucasey announced that the District's audit committee had met prior to the meeting to hear the report of the Internal Auditor and to discuss the elements of the corrective action plan.

Vote: 7 ayes, 0 nays

### 8.09 Year-End Fund Balance and Reserve Allocation

**BE IT RESOLVED**, that the Board of Education of the Dobbs Ferry Union Free School District, hereby move to approve the following actions on the District reserve accounts:

- Establish the Unassigned Fund Balance at an amount not greater than 4% of the District's 2023-24 budget in the amount of \$2,208,209
- Increase the Reserve for Employee Benefits Accrued Liability in an amount not to exceed \$100,000
- Fund the Capital Improvements Reserve Fund, approved by voter referendum on 5/15/18, in an amount not to exceed \$2,500,000

Ms. Stringer moved and Mr. Bufalini seconded, to approve the resolution.

The Board noted that the Finance Committee report explained the above allocations.

Vote: 7 ayes, 0 nays

### 8.10 Disposition of Elementary Textbooks

**BE IT RESOLVED**, that the Board of Education of the Dobbs Ferry Union Free School District, hereby move to approve the disposal of the following 4th Grade Social Studies Textbooks: Title: New York - Adventures in Time and Place

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- ISBN student textbooks - 0-02-149194-1  
110 student textbooks
- ISBN teacher's edition - 0-02-149195-X  
5 teacher's editions

Mr. Slentz noted that the textbooks had a publication date of 1998.

This item was approved as part of the consent agenda.

### 9. Citizens Comments

#### 9.01 Notice:

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None.

#### 10. Old Business:

Ms. Lucasey recognized Ms. Baron for her 12 years of service on the Board and thanked her for her tireless advocacy efforts during her time serving the District.

Ms. Lucasey recognized Mr. Bufalini for his three years of service on the Board and thanked him for his work on the policy committee during the COVID pandemic years and for the knowledge that he brought to the Board's Finance Committee.

#### 11. New Business:

Ms. Lucasey asked Board members to state their interest for a leadership position in the 2023-2024 school year. Ms. Bass stated that she would be interested in serving as Board Vice President for another term, and Ms. Lucasey stated that she would be interested in serving as Board President for another term.

Mr. Slentz notified the Board that he may be requesting a special meeting on Thursday, June 29, for interviews of Springhurst Principal candidates. This would allow administration to prepare a recommendation for appointment of a successful candidate for the July 11, 2023, meeting. Alternate dates proposed are July 6 or 7.

#### 12. Upcoming Meetings

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### 12.01 Calendar

- Tuesday, July 11, 2023 - 7:00 PM - MS/HS Library
- Tuesday, August 22, 2023 - 7:00 PM - MS/HS Library

### 13. Acknowledgements

#### 13.01 Warrants

The Board acknowledged the receipt of Warrants No. 55 Multi and 57 Multi.

#### 13.02 Treasurer's Report

The Board acknowledged the receipt of the Treasurer's Report for May 2023.

### 14. Proposed Executive Session

**RESOLVED** That the Board will convene in executive session for the purpose of discussing the evaluation of the Superintendent. It is not anticipated that the Board will return to public session to take any action(s).

Ms. Stringer moved and Ms. Bass seconded, to move into executive session at 7:45 p.m.

Vote: 7 ayes, 0 nays

Ms. Stringer moved and Ms. Sullivan-Nunes seconded, to appoint Ms. Bass as Clerk pro tem.

Vote: 7 ayes, 0 nays

Ms. Baron moved and Mr. Bufalini seconded, to return to public session at 8:53 p.m.

Vote: 7 ayes, 0 nays

### 15. Adjournment

Ms. Baron moved and Mr. Bufalini seconded, to adjourn the meeting at 8:54 p.m.

Vote: 7 ayes, 0 nays

On behalf of the Board,  
Jessily Gonzalez  
Clerk of the Board