

# Welcome to a Meeting of your Board of Education

## Dobbs Ferry Union Free School District

### 2021-2022 School Year Board of Education

*The Board of Education is composed of seven members, elected by residents of the district, who serve three year terms of office without compensation.*

*Board members are your elected representatives; they invite you to make your concerns known to them. The members of the 2021-2022 Board of Education are as follows:*

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## **Welcome to the Meeting**

A strong and active partnership between the school district and the community is essential for insuring a quality education for our children. By attending meetings of the Dobbs Ferry Board of Education, you help to strengthen that partnership.

One of the goals of the Board of Education is to conduct its business openly, soliciting and encouraging broad-based involvement in the decision-making process by residents, staff and students.

Board of Education decisions affect the education of our children and the well-being of our community. The Board can best represent its constituents when residents take the time to join us, observe the Board in action, express their opinions and raise questions. We are pleased that you are here and hope you will attend meetings often.

This brochure is designed to help you follow the agenda of the meeting and to clarify the procedures which have been developed so that the Board can proceed as efficiently as possible with its business, promote understanding, and create a partnership among the schools and the community.

## **How Board Meetings are Conducted**

Meetings of the Board of Education for the school year are established by the Board of Education at its Annual Organizational Meeting. Meeting dates are posted in the PTSA calendar, on the district website and in the local newspapers. Regular public meetings begin at 7:00 PM and are usually held in the Middle/High School Library. A schedule of Board Meeting dates for the 2020-2021 school year is listed on page four.

## **Correspondence**

Correspondence to the Board of Education should be addressed to the Board, c/o Dobbs Ferry School District, 505 Broadway, Dobbs Ferry, New York, 10522; email address: [boe@dfsd.org](mailto:boe@dfsd.org). Written correspondence will be acknowledged by the Board.

## **Guidelines for Public Speaking at School Board Meetings**

The School Board of the Dobbs Ferry Union Free School District encourages public participation at Board meetings. At each "Regular" or "Work Session" meeting, usually held twice a month on Tuesday, members of the public may address any concern related to school district business not on the agenda prior to the convening of the business portion of the meeting. At all meetings, following the completion of the business portion of the meeting, the public may speak on matters which are listed on the agenda. The President of the Board may, following a report on a major curricula or administrative matter, call for public comment.

To allow for public participation, a period not to exceed 30 minutes shall be set aside during the first part of each Board meeting for public comment, with priority given to comments on items on the meeting's agenda. A second 15-minute time period will be set aside at the end of each Board meeting for public comment on matters pertaining to the district. These periods may be extended by a majority vote of the Board. Presentations should be as brief as possible.

At the time(s) set aside for public participation, the Board shall permit comments on a first-come, first-served basis. Persons requesting follow-up information shall be asked to provide their names and contact information. To limit comments to matters that may be properly discussed in public session, the district shall request a brief description of the topic to be addressed. Any group or organization wishing to address the Board must identify a single spokesperson.

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.

The District, by allowing a limited public forum for speaking at its meetings, neither screens nor restricts the content of speech, nor does it indemnify the speaker against legal liability. The Board will caution speakers about defamatory comments that may subject them to a lawsuit. The Board recommends that persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the Superintendent during regular business hours.

Persons wishing to speak should identify themselves the first time they are recognized, as well as state any organization they may be representing. Comments should be kept as brief as possible and relate to district matters.

Persons making presentations at a Board meeting will address remarks to the President and may direct questions or comments to Board members or other district officials only upon the approval of the President. Board members and the Superintendent shall have the privilege of asking questions of any person who addresses the Board.

No speaker shall be given a second opportunity to speak, unless all those wishing to speak have had an opportunity to speak and time remains within the public speaking part.

Undue interruption or other interference with the orderly conduct of Board of Education business will not be allowed. Such individuals will be asked to leave the meeting. Defamatory or abusive remarks are always out of order.

The Board recommends that persons wishing to discuss matters involving individual district personnel or students should present their comments and/or concerns to the appropriate administrator.

Members of the public are encouraged to present written comments regarding matters involving the business of the School District and its programs and should submit such writings to the District Office for distribution to Board members and the Superintendent of Schools.

## **Responsibilities of the Board**

The Board of Education is responsible for the scope, depth and quality of education in the district. It is the policy making body for the school district. As elected officials they:

- Select the Superintendent of Schools as chief executive officer of the district.
- Define the philosophy of education for the district and set goals to achieve the desired educational progress.
- Evaluate the effectiveness of district programs and services.
- Appoint professional and non-certified personnel, grant tenure and set salaries.
- Establish policies for the operation of the school district.
- Develop a budget consistent with educational needs and community resources.
- Communicate the progress and needs of the district to the community, educational governing boards, and legislators.

## **Meeting Agenda**

The usual order of business at the Regular meeting of the Board of Education is as follows:

- Call to Order
- Approval of Minutes
- Citizens' Comments
- Announcements
- Superintendent's Report
- Correspondence
- Committee Reports

- Reports to the Board
- Board Actions
- Acknowledgements
- Citizens' Comments
- Old Business
- New Business
- Upcoming Meetings
- Adjournment
- Executive Session \* (if needed; closed to public)

*\*While the Board welcomes and encourages citizen's input and suggestions at its meeting, the public is reminded that pursuant to Board Policy No. 2330, the Board has expressly limited certain designated matters to executive session meetings.*

The agenda is available in BoardDocs via a link on the district's website. The Board receives the agenda and supporting documents in advance of the meeting to allow the trustees time to review and study information.

### **District Administration**

The Superintendent of Schools and members of the Superintendent's Administration are present at Board Meetings. The Superintendent is the district's Chief Executive Officer. The Superintendent is responsible for the day-to-day operation of the school district, implementation of the educational programs and policies adopted by the Board and the execution of all decisions made by the Board concerning the internal operations of the school system.

Lisa Brady  
*Superintendent of Schools*  
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### **2021-2022 Board Meeting Schedule**

**(All meeting are held in the Library Presentation Room unless otherwise noted)**

- July 6 (Reorganization and Meeting) (Board Room)
- August 18 (Board Room)
- September 2 (Tour of Buildings) September 14, September 21
- October 5, October 19
- November 9, November 23
- December 7, December 21
- January 4, January 18
- February 1, February 15 (Executive Session only)
- March 8 (Budget Presentations), March 22
- April 12, April 26
- May 10, (Public Hearing), May 18 (Budget Vote/Board Election Certification Board Room), May 24
- June 14, June 21

*Meetings are live streamed – please access the link under the BOE Tab – on the District website*  
<http://www.dfsd.org>  
 Or  
 Visit the website for the video of the meeting.