



**RYE NECK UNION FREE SCHOOL DISTRICT  
300 HORNIDGE ROAD  
MAMARONECK, NEW YORK 10543  
BOARD OF EDUCATION PLANNING SESSION  
JANUARY 3, 2024**

Present: President Rebecca Mansell  
Trustee Jason Carmel  
Trustee Gloria Golle  
Trustee Patty Nashelsky  
Trustee Erica Wagner  
Trustee Elizabeth Yong  
Dr. Eric Lutinski, Superintendent of Schools (Via Google Meet)  
Carolyn Mahar, Assistant Superintendent for Business  
Corinne Ryan, Assistant Superintendent for Curriculum and Instruction  
Mary Lanza, Director of Technology and Communications  
Mary Ellen Chiera, District Clerk

**I. Opening of Meeting**

President Mansell called the meeting to order at 6:30 p.m.

**II. Approval of Minutes**

**Approval of Minutes of the December 20, 2023 Board of Education Meeting**

Upon motion duly made by Trustee Wagner and seconded by Trustee Yong, it was

**RESOLVED**, that the Board of Education of the Rye Neck Union Free School District hereby approves the Minutes of the Board of Education Meeting held December 20, 2023, as submitted.

**AYES: All Present**

**NAYES: None**

**III. Discussion**

**College Process**

Mrs. Ryan reviewed with the Board the school counselors' role in the college process and explained what they do in each grade, some of which includes academic advisement, providing career exploration with students, encouraging students to participate in certain courses, assisting students and parents with Naviance, overseeing the administration of the PreACT, holding college meeting nights and financial aid nights, running college and career prep courses, arranging college visits for students, meeting with college reps that visit Rye Neck, and writing letters of recommendation for seniors.

Discussion followed regarding whether or not there are language barriers with the forms parents are asked to fill out for the seniors. Mrs. Ryan advised that there are no language barriers since all parents have access to assistance from the District. Discussion was also had regarding data and how we measure the success of the college process.

### **Website/App**

With regard to the new website, Mrs. Lanza advised the Board that the District will be choosing a new template by the end of January. The TPAT is using data from the surveys to help choose the design of the new website. She will present to the Board two different templates to choose from. The process for switching over will begin in February, and we are looking at an August launch.

With regard to the new app, Mrs. Lanza explained the problems Finalsight is having with pulling over the data from eSchool. She has requested help from eSchool and is hoping to get a response this week. Alternatively, Finalsight has a new program they are launching this summer which the District could potentially use instead of Parent Square if eSchool doesn't solve the problem.

### **Technology Planning Advisory Team (TPAT)**

Trustee Yong reported that the TPAT had a meeting on December 20th at which they reviewed the results from the recent survey, reviewed potential website templates, discussed the problems with the integrated app and the upcoming penetration test of Rye Neck's systems.

Mrs. Mahar advised that the penetration testing will start on January 8th. Discussion was had regarding the handling of the findings of the testing.

### **2018 Capital Bond Project Remaining Funds & Facilities Planning Advisory Team (FPAT)**

Mrs. Mahar advised the Board that the FPAT met four times and toured all of the school facilities and reviewed the Building Condition Survey findings for each building. They will meet again to finalize year one priorities that may be paid for from the 2022 Capital Reserve Fund. She reviewed with the Board the remaining funds from the 2018 Capital Bond and explained that the District would like to transfer a portion of the remaining funds to the Capital Reserve Fund for this purpose. Board approval is required to make the transfer, and voter approval would be required to use the money in the Capital Reserve Fund for specific work. She stated that this would prevent having to borrow any money.

Following discussion, the Board agreed to approve a resolution at the January meeting to transfer the money to the 2022 Capital Reserve Fund.

### **Rye Neck School Foundation**

Trustee Wagner reported that the RNSF has filed all the necessary 501(c)(3) paperwork, and she will be meeting with Dr. Lutinski and Mrs. Mahar to review the filings, and discuss logistics and community roll-out. In addition, Dara Goodman is creating the official logo for the Foundation, and it is estimated that the website will be completed by mid-February. In addition, the planning committee is expanding on ways to highlight and

recognize staff with Teacher Tribute donations, establishing fundraising opportunities, and thoughtfully work with the PTSA and Booster Club.

Discussion was had regarding the purpose of the foundation and use of the money.

**Policy Committee**

Trustee Nashelsky reviewed with the Board the draft of the Policy Committee Charter and policy 2410-E provided by the attorneys and discussed the makeup of the Committee and who should be the Chairman. Following discussion, it was agreed that the Chair should remain a Board trustee. In addition, the revised charter will contain language regarding adhering to open meeting laws, a maximum trustee term of two years, and the inclusion of community member(s) on the committee.

**RNTA Report**

Discussion was had regarding Mrs. Offner’s report at the December 20th Board of Ed Meeting and concern around the treatment of teachers by parents. Dr. Lutinski stated that the teachers understand that the Board is concerned about their feelings and explained that there is a process in place if a teacher receives a parent communication that they are having a hard time handling. Discussion was had regarding the feelings expressed in the report.

**Special Meetings**

Two special meetings were scheduled. Both will move directly into Executive Session:

January 22, 2024 at 6 p.m. to meet with special counsel

February 6, 2024 at 4 p.m. to discuss tenure candidates and preview the budget

**IV. Adjournment of Meeting**

Upon motion duly made by Trustee Yong and seconded by Trustee Golle, it was

**RESOLVED**, there being no further business before the Board, that the Board of Education Planning Session of January 3, 2024 be adjourned.

**AYES: All Present**

**NAYES: None**

President Mansell adjourned the meeting at 8:25 p.m.

Respectfully submitted,

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Mary Ellen Chiera  
District Clerk