



**RYE NECK UNION FREE SCHOOL DISTRICT
300 HORNIDGE ROAD
MAMARONECK, NEW YORK 10543
BOARD OF EDUCATION PLANNING SESSION
OCTOBER 30, 2024**

Present: President Jason Carmel
Trustee Nikki Barker
Trustee Halli Gatenio
Trustee Gloria Golle
Trustee Erica Wagner
Trustee Elizabeth Yong
Dr. Eric Lutinski, Superintendent of Schools
Carolyn Mahar, Assistant Superintendent for Business
Corrine Ryan, Assistant Superintendent for Curriculum and Instruction
Mary Ellen Chiera, District Clerk

I. Opening of Meeting

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

II. Approval of Minutes

Upon Motion duly made by Trustee Golle and seconded by Trustee Gatenio, it was

RESOLVED, that the Board of Education of the Rye Neck Union Free School District approves the Minutes of the October 16, 2024 Board of Education Meeting.

AYES: All Present
NAYES: None

III. Discussion

Internal Audit Function: Process of Performing Internal Audit that will Supplant the Contracted Internal Audit

Mrs. Mahar advised the Board that it was determined that the District is not legally required to have internal audit services in the 2024-25 school year due to enrollment in 2023-24 being below 1,500 students. She explained the primary responsibility of an internal auditor, which includes risk assessment and periodic special intensive reviews of one or more areas of the District’s operations. Mrs. Mahar stated that she would like to go forward with an RFP for a new auditor, not to perform a risk assessment but for the sole purpose of performing special reviews. The goal is to have the RFP out to the public in December and close in January.

Policy Update

NYSSBA Policy Series 2000 & 3000

Trustee Barker reviewed with the Board the two sections currently being reviewed by the Policy Committee and reviewed the spreadsheet prepared by Trustee Yong.

Policies Due for 2nd Reading at November Regular Meeting

Trustee Barker reviewed with the Board of the policies that are on the November 13th Board Meeting agenda for a 2nd reading and adoption.

Policies Due for 1st Reading at November Regular Meeting

Trustee Barker reviewed with the Board the policies that are on the November 13th Board Meeting agenda for a first reading.

School Attorney Search

Dr. Lutinski reviewed the timeline for the RFP for the District's legal counsel search. He stated that it would be released in early January, will close at the end of January and interviews will take place the week of February 3 - 10. It is hopeful that the Board will approve a contract for general counsel legal services at its March Board meeting. Discussion was had regarding paying a retainer or hourly charges.

Cell Phone Policy Update

Dr. Lutinski reported that there haven't been many incidents relating to cell phones in the schools. There has been nothing in the elementary schools and only a few in the MS/HS building. He showed the Board the new charging stations, phone caddies and pouches that teachers are using in their classrooms, and the traffic light signs being used in the hallways.

Discussion followed with regard to Yondr locking pouches for cell phones, as well as the velcro pouches that are used in other districts; the need to get students on Board with the rules pertaining to cell phone use at school; and surveys. Dr. Lutinski stated that he would like to obtain more information from other schools as to the procedures they use to enforce the rules. He will report back at the December Planning Session

Office Hours

Trustee Yong updated the Board on the meeting she and President Carmel had during office hours which was on the topic of cell phone use in school by students. Discussion was had by the Board regarding an alternative technology fair and whether or not the District could help promote the event.

NYSSBA Convention and School Law Seminar Update

Trustee Yong advised the Board that she attended this year's NYSSBA Convention and Pre-Convention School Law Seminar in New York City and gave an update on the seminars she participated in. She suggested that next year, more Board members attend since there were too many seminars for one person to participate in. She informed the Board of the Locust Valley Central School District's cell phone-free school culture. Discussion was had in this regard.

Superintendent Evaluation Process

President Carmel explained that for the last few years the Board has been using SuperEval to evaluate the Superintendent. He stated that the Board has decided to increase the frequency in which it provides feedback to the Superintendent and explained that the process has been to create goals then use SuperEval to evaluate those goals. Dr. Lutinski then explained that SuperEval is the tool, but the District is using the NYSCOSS rubric.

IV. Executive Session

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

RESOLVED, that the Board of Education of the Rye Neck Union Free School District hereby agrees to move into executive session to discuss bargaining with the teachers union and the Superintendent evaluation..

AYES: All Present

NAYES: None

V. Adjournment of Executive Session, Reopening of Public Meeting and Adjournment of Public Meeting

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

RESOLVED, that the executive session be adjourned and the Public Meeting be reopened; and it was

FURTHER RESOLVED, that there being no further business before the Board and upon motion duly made by Trustee Gatenio and seconded by Trustee Yong, it was

FURTHER RESOLVED, that the Board of Education Planning Session of October 30, 2024 be adjourned.

AYES: All Present

NAYES: None

President Carmel adjourned the meeting at 8:34 p.m.

Respectfully submitted,

Mary Ellen Chiera
District Clerk