



**RYE NECK UNION FREE SCHOOL DISTRICT
300 HORNIDGE ROAD
MAMARONECK, NEW YORK 10543
BOARD OF EDUCATION PLANNING SESSION
FEBRUARY 5, 2025**

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
Susan Wollin, School Leadership LLC
Kenneth Mitchell, School Leadership LLC (Via Zoom)
Mary Ellen Chiera, District Clerk

DRAFT

I. Adjournment of Executive Session, Opening of Public Meeting

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

RESOLVED, that the executive session be adjourned and the Public Meeting be opened.

AYES: All Present
NAYES: None

II. Opening of Meeting

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

III. Presentation from School Leadership LLC on Superintendent Search

Susan Wollin and Kenneth Mitchell from School Leadership LLC reviewed their Specifications Development Report with the Board. They explained that they gathered information from various focus groups through virtual, in-person and hybrid meetings, as well as through an online survey. The focus groups consisted of administrative office staff, administrators, parents and community members, parent organization heads, principal advisory members, Middle and High School students, the current superintendent, and teachers.

With regard to the online survey, they stated that they received 285 responses, the majority of which were from residents with students in the district. The second largest group were teachers. The top 10 experience and skill factors stated are experience: in providing leadership in improving a high achieving school district; in providing instructional and curricular leadership; as a classroom teacher; in short and long-range planning; in working effectively with the board of education; as a school principal; in budgeting, finance and facility planning; in the area of human resources; in public speaking and in written communications; and in union relations including collective bargaining.

Next, they reviewed the perceived strengths of the Rye Neck school district and community, some of which are a strong parental involvement and close-knit family-oriented community; its cultural, socioeconomic, and racial diversity; and a welcoming and inclusive atmosphere. Some of the perceived challenges for the new superintendent are helping the board understand their role and responsibilities; maintaining a trusting environment and a sense of investment in the district, and the strategic plan's ambitious timeline in causing stress on staff.

In addition, they reviewed the major characteristics sought in a candidate. They are looking for a confident, innovative, and visionary leader; a calm, measured, and thoughtful problem-solver; a courageous, approachable, and ethical decision-maker with a sense of humor; and a personable, kind, and progressive educator, to name a few.

Finally, they recommend the following digital venues for advertising the superintendent vacancy: website and online edition of *Education Week*; website of the American Association of School Administrators plus an email to 5,000 of its members; website of the New York State Council of School Superintendents; website of the National Alliance of Black School Educators; website of the Association of Latino Administrators and Superintendents; website of the Connecticut Association of Public School Superintendents; and the website of the New Jersey Association of School Administrators.

Following discussion, the following resolution was adopted by the Board:

Authorization for School Leadership LLC to Arrange for Publication of Position

WHEREAS, the Board of Education has engaged the services of School Leadership LLC of Malverne, New York to assist it in its search for a new Superintendent of Schools; and

WHEREAS, School Leadership LLC has submitted a Specification Development Report to the Board following its conduct of focus groups and public meetings to solicit input and ideas from staff, students, parents, and the community at large, and input data have also been reviewed from the results of a questionnaire made widely available throughout the school district.

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

RESOLVED:

- The Board of Education of the Rye Neck Union Free School District authorizes School Leadership LLC to arrange for publication of position advertisements at district expense online at Education Week, the web sites of the American Association of School Administrators, the New York State Council of School Superintendents, the National Association of Black School Educators, the Association of Latino Administrators and Superintendents, the Connecticut Association of Public School Superintendents, the New Jersey Association of School Administrators.
- Said advertisements or postings should make reference to the following specifications for the candidates for said position:

The successful candidate will be:

- A confident, innovative, and visionary leader who purposely and persuasively engages the school community to focus on what's best for students while honoring valued Rye Neck traditions, ensuring the commitment to financial stability, and welcoming stakeholder input for guiding the district safely forward;
- A calm, measured, and thoughtful problem-solver who will help unify, refine, and strengthen board governance to ensure best practices are consistently modeled while proactively seeking creative solutions to better the district;
- A courageous, approachable, and ethical decision-maker with a sense of humor who leads by example and continuously builds trust through polished, ongoing, and transparent communications and regularly seeks to expand community engagement through constructive relationships;
- A personable, kind, and progressive educator with success in a high-expectation school district excited to support and enhance the excellence of Rye Neck's faculty, staff, and administrators by collectively identifying and implementing solutions;
- A dynamic, accessible, and collaborative instructional leader skilled at hiring and mentoring talent, supporting and inspiring stakeholders, and advancing the strategic plan while actively advocating for the district.

Said advertisement shall also include the following specifications:

- Eligibility for New York State licensing as a School District Administrator or School District Leader is required.
- A starting base salary in the range of \$250,000 to \$325,000, subject to negotiation based upon qualifications and experience, will be offered. In addition, a regionally competitive fringe benefits package will be offered.
- EOE: Minority candidates are encouraged to apply

AYES: All Present

NAYES: None

IV. Approval of Minutes

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 approves the Minutes of the January 22, 2025 Board of Education Meeting.

AYES: All Present
NAYES: None

V. Discussion

Review of Special Education District Plan

Mr. Siegel stated that the plan is on a 3 year cycle. He then summarized the contents of the plan, including requirements and regulations, program goals and objectives, how services will be provided, training of CSE/CPSE members, commencement credential requirements, and more. The plan will be up for adoption at the February 12th Board meeting.

2025-26 District Calendar Drafts

Mrs. Ryan explained that there are currently 4 different options for next year's district calendar. Option A has them in for 3 days in August, Option B has them in for 2 days and Option C has them in for 1 day. She advised that the RNTA member will choose which calendar they prefer, and we will need their approval to do a side letter if they choose an option that has them in prior to Labor Day. Discussion was had regarding regents week, the Asian Lunar New Year, adding early release days for midterms and/or professional development to the calendar, and the benefit to having staff report in August.

VMS Software Discussion from February 4th TAC Meeting

Trustee Barker explained that the genesis of the technology advisement committee was to advise on Rye Neck's technology needs, specifically to gain industry insight, best practices and recommendations on technology-related matters affecting district operations. They started off the year with two goals/requests of the the district: 1) evaluate enhanced Video Monitoring Software platforms and its procurement process; and 2) assist in developing criteria for our Technology consultant RFP and provide feedback on prospective proposals. The committee has offered advice, industry insight, recommendations and best practices when it comes to these goals.

She stated that the first goal involves both decisions on technology and the physical safety of our schools. The District has a relatively new camera system in terms of hardware (5 years old) with up to another 2 years of use. The company who currently manages the video software has been bought by another company. The District's concerns are: 1) our current software provider has been bought by another company. They do not support and will not provide upgrades to our current system. We are not sure when our current system will be sunsetted, but a major concern is that if we don't plan ahead for it now, it could end up being sunsetted mid budget, and we would have to come up with the funding to change our camera system in an emergency rather than planned manner; and 2) any upgrades the District wants to make with its current system requires the purchase of all new camera hardware.

Upgrades would allow for mobile monitoring to evaluate potential threats/issues, while our current system requires the user to sit at a desktop. This addresses a larger concern that the community has with the safety of our schools, and the district's goal of upgrading

our functionality within the system.

We met with the TAC met last night , and we have had open meetings almost every month, where the public has been invited. The agendas and minutes are posted on the website. Feedback from the committee has been incorporated every step of the way, in the procurement and evaluation process as well as in the interview stages with the vendors. The committee had previously submitted questions for the potential vendor for the new software, and discussion was had regarding potential issues and further thoughts on the new system.. Some of these included whether the price of AI enabled software will go up or down in the future, the possibility of only upgrading some cameras, and the desire for more community involvement in the discussion. In order to address the desire for more community involvement, the District will hold a forum next month to answer additional questions from the Rye Neck community.

The next TAC meeting will be March 4th at 6 PM. The first half of the meeting will be the open forum, with the potential vendor for the system in attendance to answer questions submitted in advance by the community. The second half of the meeting will be closed for the committee to discuss the outcome of the RFP for a technology provider for the district.

Section 4000 Policies Up for First Reading

Trustee Yong reported that there will be a first reading of certain policies from Section 4000 at the February 12th Board Meeting.

VI. Adjournment

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

RESOLVED, that there being no further business before the Board, the Board of Education Planning Session of February 5, 2025 be adjourned.

AYES: All Present

NAYES: None

President Carmel adjourned the meeting at 8:47 p.m.

Respectfully submitted,

Mary Ellen Chiera
District Clerk