

# RyeNeck Schools

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**RYE NECK UNION FREE SCHOOL DISTRICT  
300 HORNIDGE ROAD  
MAMARONECK, NEW YORK 10543  
BOARD OF EDUCATION PLANNING SESSION  
NOVEMBER 1, 2023**

Present: President Rebecca Mansell

**DRAFT**

Trustee Jason Carmel

Trustee Gloria Golle

Trustee Patty Nashelsky

Trustee Erica Wagner

Trustee Elizabeth Yong

Dr. Eric Lutinski, Superintendent of Schools

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 October 18, 2023 Board of Education Meeting**

Upon motion duly made by Trustee Nashelsky 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 October 18, 2023, as submitted.

**AYES: All Present**

**NAYES: None**

**Approval of Minutes of October 19, 2023 Board of Education Special Meeting**

As agreed upon by all trustees, the approval of the Minutes of the October 19th Special Meeting was tabled until the November 15, 2023 Board of Education Meeting.

**III. Discussion**

**Board Roles and Protocols**

Discussion was had regarding addressing public comments at meetings, board members voting at meetings, communications and the sharing information among board members, and working together for the benefit of the district.

### **Procedures and Protocols: Communicating with the Community**

Discussion was had regarding protocols for responding to emails received by the board, addressing public comments made during board meetings, keeping the community apprised of what the board is working on, and ideas for encouraging community engagement with the board.

### **Website/App Update**

Mrs. Lanza reported that she is working with Finalsity to improve the district's mobile communications app. Finalsity is providing an upgrade platform for where parents will be able to access information about their students' classes, grades, assignments and attendance, and gives the district the ability to message student-specific information and resources, such as State test reports or class information. Mrs. Lanza stated it is hopeful that the new app will launch after the New Year. Discussion followed regarding specific features of the app.

### **Policy Review: 2410, 2410-E**

Discussion was had regarding our policy 2410 and how it compares to NYSSBA's model policy, and the fact that we do not have Policy 2410-E, which is the exhibit to policy 2410. It was decided that this would be discussed further with our attorneys at the next Policy Committee meeting.

In addition, discussion was had regarding the creation of a Policy Committee Charter.

### **Policy Committee: Priority Discussion**

Discussion was had regarding prioritizing and the timing of review of the district's policies. It was decided that the Committee will discuss this further at its November 21st meeting and come back to the board with their suggestions.

### **Resource Sharing on Website**

Discussion was had regarding sharing of resources and relevant documents on the district's website for public viewing. The Superintendent's and President's reports, curriculum presentations and board reports will be posted after each meeting; meeting agendas, videos and minutes are already posted on the School Board page of the website; and vendor contracts, RFPs, administrator contracts, and appointment letters will be posted on Board Docs along with the related resolutions.

### **NYSSBA Voting Review**

Discussion was had regarding the resolutions adopted at NYSSBA's 2023 Annual Business Meeting. This will be added to the September planning session agendas for discussion.

## **IV. Executive Session**

Upon Motion duly made by Trustee Golle and seconded by Trustee Nashelsky, 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 personnel annual reviews.

**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 Nashelsky and seconded by Trustee Golle, 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 Wagner and seconded by Trustee Carmel, it was

**FURTHER RESOLVED**, that the Board of Education Planning Session of November 1, 2023 be adjourned.

**AYES: All Present**  
**NAYES: None**

President Mansell adjourned the meeting at 9:54 p.m.

Respectfully submitted,

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Mary Ellen Chiera  
District Clerk