

**NORTH SALEM CENTRAL SCHOOL DISTRICT
NORTH SALEM, NY 10560**

**BOARD OF EDUCATION
MINUTES OF REORGANIZATION MEETING
July 5, 2005**

The Reorganization Meeting of the Board of Education of the North Salem Central School District of North Salem, New York, was held on Tuesday, July 5, 2005, in the North Salem Middle School Cafeteria. There being a quorum present, the meeting was called to order at 6:15 p.m. by Ms. Palma.

<u>Board</u>	<u>Present:</u>	<u>Also Present:</u>
<u>Members:</u>	Ms. Lisa Douglas	Dr. Peter R. Litchka, Superintendent of Schools
Douglas	Mr. Paul Giamundo	Dr. Michael Courtney, Assistant Superintendent for
Giamundo	Ms. Norma Hart	Curriculum and Personnel
Hart	Ms. Alison Hublard Hershman	Ms. MaryJo Hauser, Assistant Superintendent for
Hershman	Mr. John O'Meara	Pupil Personnel Services
O'Meara	Ms. Carla Palma	Ms. Sylvia Fassler-Wallach, Director of Finance
Palma		Ms. Marie L. Martell

Executive Session: At 6:16 p.m. on a motion by Ms. Hart, seconded by Mr. O'Meara and carried 6-0, the Board entered executive session for the purpose of discussing personnel. Ms. Hart was appointed Clerk *Pro Tem* for this Executive Session. Ms. Martell was also present.

Return to Public Session: At 7:32 p.m. on a motion by Ms. Douglas, seconded by Mr. O'Meara and carried 6-0, the Board returned to public session.

Pledge of Allegiance: After the Pledge of Allegiance, Ms. Palma welcomed all present.

Oath of Office: The District Clerk, Ms. Freer, administered the Oath of Office to newly elected Board member Ms. Martell, and to re-elected Board member Ms. Hublard Hershman.

Nomination and Election for President of the Board: Ms. Freer called for nominations for President of the Board for the 2005-06 school year. Ms. Hart nominated Ms. Palma. Mr. O'Meara seconded the nomination. No other individuals were nominated for President.

On a motion duly made and carried unanimously, the Board elected Ms. Palma as President of the Board of Education for the 2005-06 school year. The meeting was turned over to Ms. Palma.

**President Assumes Chair;
Nomination and Election
for Vice President of the
Board:**

Ms. Palma called for nominations for Vice President of the Board for the 2005-06 school year. Ms. Hart nominated Ms. Hublard Hershman for Vice President; Mr. O'Meara seconded the nomination.

Ms. Hart nominated Ms. Douglas for Vice President; Mr. O'Meara seconded the nomination. There being two nominations for Vice President of the Board, Ms. Palma called for a vote by ballot. Each Board Trustee wrote down their choice for Vice President. When all were completed, the ballots were given to the District Clerk. Upon opening of each of the ballots, Ms. Freer called out each vote and tally.

The results of the vote were as follows:

Ms. Alison Hublard Hershman - four (4) votes

Ms. Lisa Douglas - three (3) votes

On a motion duly made and carried unanimously, the Board elected Ms. Hublard Hershman as Vice President of the Board for the 2005-06 school year.

Ms. Freer administered the Oath of Office to Ms. Palma, President and Ms. Hublard Hershman, Vice President.

Discussion Items:

Board of Education Committees

The Board reviewed the committee listing that had been provided to them in the Board packet on Friday, July 1st. Some discussion ensued with regard to volunteers for each of the committees. Ms. Freer recorded all changes, additions, and deletions of members; as well as committees to the committee listing and would provide the Board with an updated list in the packet on Friday, July 8th.

Action Items:

Board of Education Goals

It was stated that the Board goals are in line with the mission and vision of the District. Some slight modifications were made to the Goals as listed. They were then accepted with modifications; to be revisited at a later date.

Appointments

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the following Annual Appointments, with modifications denoted with a √:

Annual Appointment of Officers

District Clerk	Marsha S. Freer
District Treasurer	Danelle Perillo
Tax Receiver	Danelle Perillo
Internal Claims Auditor	Carol Sibia

Action Items:

Annual Appointments - Services

School Physicians	Emil Nigro, M.D., Deanna Sandor, M.D.
Reg. Physician's Assistant	Partners in Safety
Purchasing Agent	Sylvia Fassler-Wallach, Director of Finance
School District Attorney	Kehl, Katzive and Simon, LLP Jeffrey A. Kehl
Alternate School Attorney	Shamberg Marwell Davis - Robert F. Davis
Bond Counsel	Tim McGill
Independent Auditor	Bennett Kielson Storch and DeSantis, LLP
Treasurer-Secondary School	Classroom Activity Account-Elsie Schrull
Attendance Officers	Donna De Meo, Nancy Griffin, Rita Marie Carey
Employee Assistance Prog.	Samuel Latterner, CSW, Facilitator
Census Enumerator(s)	George Bovino/Barbara Lavrakas
Liaison-Homeless Students	Nancy Horsey
504 Compliance Officer	MaryJo Hauser
ADA Compliance Officer	MaryJo Hauser
Records Access Officer	Sylvia Fassler-Wallach
Records Management Officer	Sylvia Fassler-Wallach
√ Affirmative Action/EEOC Sexual Harassment	Ray Clauser or Supt. of Buildings, Grounds and Transportation and Sylvia Fassler- Wallach
Environmental Engineering	The Warren and Panzer Group, PC
√ AHERA Officer	Ray Clauser or Supt. of Buildings, Grounds, and Transportation
√ Asbestos (LEA) Designee	Ray Clauser or Supt. of Buildings, Grounds, and Transportation
√ Safety Coordinator	Ray Clauser or Supt. of Buildings, Grounds, and Transportation
Chief of the Election Board of Registration	Marsha S. Freer Therese Donahue Patricia Galluccio Elaine Genovese Karen Kalikow Hillary Kalikow Popp Joan Rinaldi
Election Inspectors and Poll Workers	Helen Culen Dick Donahue Therese Donohue Elaine Genovese Beverly Golisano Beatrice Hirschauer Karen Kalilow Anne Kazimir Evelyn Kay Georgia Kindgren Beatrice Krutchkow Vera Lundy Sally Morin Elizabeth Peyton Jean Poli Hillary Kalikow Popp Claire Reynolds Stanley Reynolds Joan Rinaldi Kathleen Sullivan Margaret Weber

Action Items:
(continued)

Designations

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the Official Bank Depositories listed below:
JP Morgan Chase, MBIA/Class, Bank of New York

Official Newspapers (2)

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the Official Newspapers listed below:
The Journal News
The Patent Trader

Board of Education Meeting Calendar 2005/06

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the Board of Education Meeting Calendar listed below with modification denoted with a $\sqrt{\quad}$:

Tuesday, July 5, 2005 - Reorganization Meeting
 $\sqrt{\quad}$ Wednesday, August 17, 2005 (Executive Session only)
Wednesday, September 7, 2005 - Tour of the Facilities at 5:00 p.m. PQ
Wednesday, September 21, 2005
Thursday, October 6, 2005
Wednesday, October 19, 2005
Wednesday, November 2, 2005
Wednesday, November 16, 2005
Wednesday, December 7, 2005
Wednesday, December 14, 2005
Wednesday, January 4, 2006
Wednesday, January 18, 2006
Wednesday, February 1, 2006
Wednesday, February 15, 2006
Wednesday, March 1, 2006
Wednesday, March 8, 2006
Wednesday, March 15, 2006
Wednesday, March 22, 2006
Wednesday, April 5, 2006
Wednesday, April 19, 2006 - Budget Adoption
Tuesday, April 25, 2006 - BOCES Vote-6:30 p.m. (Wednesday, April 26th Budget Adoption)
Wednesday, May 3, 2006 - Budget Hearing
Tuesday, May 16, 2006 - School Budget and Trustee Elections at Pequenakonck Elementary School (Tuesday 7:00 a.m.-9:00 p.m.)
Wednesday, May 17, 2006
Wednesday, June 7, 2006
Wednesday, June 21, 2006
Wednesday, July 5, 2006 - Reorganization Meeting (tentative)

Action Items:
(continued)

Authorizations

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the Authorizations as listed below, with modifications denoted by a √:

Certification of Payroll	Peter R. Litchka, Superintendent of Schools
Signatory on Payroll Checks	Danelle Perillo, Treasurer
Signatory on District Checks	Danelle Perillo Marsha S. Freer (countersign)
Signatory - Secondary School	Elsie Schrull, Treasurer,
Extra classroom Activity Fund (any 2 of 3)	Patricia Cyganovich, Principal, MS/HS, George Bovino, Assistant Principal, MS/HS

Petty Cash Funds \$100.00 each

Elementary School	Roberta Reiner
Secondary School	Patricia Cyganovich
Central Administration	Peter R. Litchka
√Buildings, Grounds, and Transportation	Ray Clauser or Supt. of Buildings, Grounds, and Transportation

It was suggested that the item of Petty Cash Funds should be addressed in the future.

Official Undertakings - Bond

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the Official Undertakings - Bond as listed below:

District Treasurer	\$ 1,000,000
District Clerk	100,000
Central Treasurer, Secondary School	
Extra classroom Activity Fund	100,000
Internal Claims Officer	100,000

Staffing

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the staffing and contracts for certified and classified personnel as per the attached lists.

Textbook lists attached.

Textbooks

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the textbooks as per the attached lists.

Approval of Curriculum

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the curriculum maps and frameworks.

Action Items:
(continued)

Appointment of CSE/CPSE Members

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the Appointment of CSE/CPSE Members as listed.

Resolved that the Chairperson of the Committee on Special Education be and hereby is authorized to designate, as an additional *ad hoc* member of the committee, any teacher of a child whose placement is being reviewed, if such child attends either a public school within the district or a school outside of the district previously approved and authorized by the Board of Education.

CSE/CPSE Committee Members 2005/2006

MaryJo Hauser, CSE, CPSE Chairperson
Nancy Horsey, CPSE, Alternate CSE Chairperson
Dennis Tendler, Psychologist, Alternate CSE Chairperson
Jean Brickman, Ph.D., Psychologist, Alternate CSE Chairperson
Patricia Adams, Alternate Special Education Teacher
Helen Anthony, Alternate Special Education Teacher
Jane Burdett, Alternate Special Education Teacher
Jennifer Butch, Alternate Special Education Teacher
Joel Cassidy, Alternate Special Education Teacher
Kristal Castellano, Alternate Special Education Teacher
Kim Conte, Alternate Special Education Teacher
Kristen Doherty, Alternate Special Education Teacher
Patricia Glover, Alternate Special Education Teacher
Gina Kappes, Alternate Special Education Teacher
Carole Lanzarone, Alternate Special Education Teacher
Patricia Miller, Alternate Special Education Teacher
Dawn Schmitt, Alternate Special Education Teacher
Jennifer Sharpe, Alternate Special Education Teacher
Margaret Smith, Alternate Special Education Teacher
John Urgola, Alternate Special Education Teacher
The Child's Regular Education Teacher
Dr. Emil Nigro, Physician

Alternate Parent Representatives - CSE/CPSE

Susan Coyle
Paul Gannon
Alison Giacchetto
Andrea Kirshoff
Joan Kruzykowski
Clarice Langelotti
Jean Maggio
Jean-Marie Marschner

Action Items:
(continued)

Alternate Parent Representatives - CSE/CPSE (continued)

Christine Misorelli
Anna Prosperino
Debra Smith

Surrogate Parents

Andrea Kirshoff
10 Lakeview Drive
North Salem, New York 10560

Impartial Hearing Officers

Patricia Latzman
Michael Lazan
Nancy Lederman
Erne Levins
Ronald Longo
Edward Luban
Susan Lushing
Mary Mackintosh
Robert W. Mackreth
David Marasciullo
James McKeever
James Monk
Christine Moore
Esther Mora
Eric Nachman
John Naun
Robert Nisely
Mary Noe
Karen Norlander
David Nydick
Veronica Odom
Janice Orland
Jane Owens
Ralph Pennington Jr.
Kenneth Peters
Joseph Quinn
Susan Mills Richmond
Kenneth S. Ritzenberg
George Roberts
Paul Rosen
Paul Rosenzweig, Esq.
Melanie Samuels
Jerome Schad
Annette Gorsky Shachter
Conrad Singer

Action Items:
(continued)

Impartial Hearing Officers (continued)

Terence Smolev
Kenneth Stewart
Craig Tessler
Richard Thaler
Elizabeth Truly
Aaron Turetsky
Arthur Venezia
William Wall
James Walsh
Carl Wanderman
Lewis Wasserman
Roseanne Werb
Marc Weiner
Mindy Wolman
Joseph Wooley

School Based Planning/Shared Decision Making

Some discussion ensued with regard to the appropriate title for the above referenced committee. It was decided that the correct title should be listed as **Compact Committee**.

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the following with modifications denoted by a √:

Pequenakonck Elementary

Roberta Reiner
Lauren Hussey
Beth Savarese
Virginia Strauch
Marla Teplensky
TBA-Community Member

Middle/High School

George Bovino
Gwen Buckhalter
Jennifer Buhr
Beverly Golisano
Karyn Johnson
Karen Koestner
Joan Kruzakowski
Chris Latterner

√Teresa Dzubak was inadvertently left off the Middle School/High School Committee list.

Contract Related Service Providers 2005/06

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the following contract related service providers 2005/06:

<u>Last Name</u>	<u>First Name</u>	<u>Related Service</u>	<u>Minutes per Session</u>	<u>Payment per Session</u>
Fox	Susan	PT	30	\$100.00
McEntyre	Jean	TVI	60	70.00
Paris	Leslie	OT	60	100.00
Silberberg	Deborah	TVI	60	95.00

Action Items:
(continued)

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the Action Items listed below in one motion in accordance with the following:

Health and Wellness Committee

Rita Marie Carey
William Dahl
Rita Driscoll
Nancy Griffin
Henry Sassone
Mary Sireci
Cyndi Spar
Member of the Clergy (TBD)
Student (TBD)

Home School Instruction List

Daniel Hinty-4
Matthew Hinty-7
Monica Hinty-8
Margo McGrath-4
Martin McGrath-6
Sean McGrath-2
Elyse Murphy-4
Shayna Murphy-2
Corey Rodriquez-6
Catharine Seeley-11

Northern Westchester Putnam Teacher Center

Approval of the district to act as lead educational agency for the Northern Westchester Putnam Teacher Center, and designation of Dr. Michael Courtney, Assistant Superintendent for Curriculum and Personnel, as district representative on the Teacher Center's Policy Board.

Conferences, Conventions, Workshops - Authorization of the Superintendent of Schools to approve the attendance of personnel at meetings, conferences, conventions, visitations and workshops, at District expenses.

Committee list attached.

Professional Development Committee

As per the attached list.

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the following with the amendment underlined:

Budget Transfers - Authorization of the Superintendent of Schools, to approve budgetary transfers not to exceed \$5000 and any budgetary transfer executed out of personnel and payroll codes.

Action Items:
(continued)

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the following:
Employment Contracts - Authorization of the Superintendent of Schools to offer employment contracts for open positions through September 7, 2005, with the approval of the Board of Education President or Vice President.

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the following:
Tax Levy - Approval and authorization of the tax levy of \$30,236,570 in support of the budget of \$32,738,040 approved by the voters on May 17, 2005.

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved Action Items listed below in one motion in accordance with the following:
Tax Collection Agents - Designation of the Tax Collectors in the towns of North Salem, Somers, Southeast, and Carmel to act as agents on behalf of the District in the collection of the school district taxes.

Tax Anticipation Notes - Approval to issue tax anticipation notes in an amount not to exceed \$3,000,000 (Awarded to Bank of New York, at 2.61%, on June 30, 2005).

School Lunch and School Breakfast Program - Authorize the participation in the program.

Guidelines attached.

Free and Reduced Price Meal Policy and Family Income Eligibility Criteria - Adoption of the program and acceptance of the guidelines provided by SED, as per the attached.

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the following:
School Breakfast and School Lunch Prices for the 2005 - 2006 school year:

	Student Meal	Milk	Student Breakfast	Reduced Price Meals
PQ	\$1.85	\$. 40	\$1.10	\$.25
MS/HS	\$1.85	\$. 40	\$1.10	\$.25

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the Action Items listed below in one motion, with modifications denoted with a √:
Health Services Contracts - Approval of the contract for health services provided to district residents enrolled in non-district schools.
P/NW BOCES Facility Agreement - Approve the agreement with BOCES for rental of classroom space/facility space for special education.

Action Items:
(continued)

Putnam County Board of Elections - Approval for the contraction of service for district elections from the board of elections, not to exceed \$180.

Renewal of Emergency Conditional Appointments

Resolved, that the North Salem Board of Education hereby gives the Superintendent of Schools the authority to renew, in increments of twenty (20) business days, any emergency conditional appointments that expire until such time as the District receives either a conditional clearance or a denial of clearance from the New York State Department of Education.

Other Items

Re-adoption of the Board of Education Policies and Code of Ethics Mileage Reimbursement Rate - (IRS rate) - for authorized staff on official school business

Authorize the Superintendent of Schools, Director of Finance or Treasurer to transfer funds between bank accounts as required
Authorize Treasurer to invest District funds as available.

Adoption of 2005-2006 Employee Holiday Calendar (as per the attached)

Adoption of records retention schedule ED-1 - State Archive, Revised 2004

Adoption of rate for photocopying/duplication for request of records (25 cents per page)

Calendar attached.

Review and Award of Bids

Resolved, that the North Salem Board of Education hereby gives the Superintendent of Schools and one Trustee of the Board of Education Mr. O'Meara, with Mr. Giamundo as an alternate (~~TBD~~) the authority to review bids submitted to the Board of Education, and to award such bids, through September 7, 2005, to the appropriate bidder.

**Motion to Close
Reorganization Meeting:**

**Motion to Close Reorganization Meeting and Immediately Open
Regular Business Meeting**

At 9:10 p.m., on a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board voted to close the reorganization meeting and immediately open the Regular Business Meeting, after a brief recess.

Respectfully submitted,

(Minutes accepted at BOE meeting
on September 7, 2005.)

Marsha S. Freer, District Clerk