

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

**BOARD OF EDUCATION
MINUTES OF SPECIAL MEETING
August 17, 2005**

A Special Meeting of the Board of Education of the North Salem Central School District of North Salem, New York, was held on Wednesday, August 17, 2005, in the North Salem Middle School Cafeteria. There being a quorum present, the meeting was called to order at 7:00 p.m. by Ms. Palma.

Board

Members:

Douglas
Giamundo
Hart
Hershman
Martell
O'Meara
Palma

Present:

Ms. Carla Palma, President
Ms. Alison Hublard Hershman,
Vice President*
Ms. Lisa Douglas
Mr. Paul Giamundo
Ms. Norma Hart
Ms. Marie L. Martell
Mr. John O'Meara

*Arrived at 7:15 p.m.

Also Present:

Dr. Peter R. Litchka, Superintendent of Schools
Dr. Michael Courtney, Assistant Superintendent for
Curriculum and Personnel
Ms. Sylvia Fassler-Wallach, Director of Finance

Executive Session:

At 7:15 p.m. on motion by Ms. Hart, seconded by Mr. O'Meara and carried 7-0, the Board moved to enter executive session for the purpose of discussing personnel and legal matters. Ms. Hublard Hershman was appointed Clerk *Pro Tem* for this Executive Session.
Ms. Hublard Hershman arrived at 7:15 p.m.

Reconvene to Public Session:

At 10:40 p.m. on a motion by Ms. Hart, seconded by Mr. O'Meara and carried 7-0, the Board adjourned executive session and reconvened to public session.

Pledge of Allegiance:

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

Comments on Agenda Items:

None at this time.

**Acceptance of Amended
Minutes:**

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board accepted the amended minutes of the meeting held June 16, 2005.

President's Report:

Ms. Palma started her report by reviewing the listing of the Board Committees for the 2005-06 school year. Ms. Palma noted that she and Dr. Litchka met and made some slight adjustments to the list. The Board took some time to review each of the committees, after which time they were updated. Ms. Palma then asked for a volunteer to be the chairperson for each of the committees. The goal here is to have the chairperson of each committee, in coordination with the other committee members, develop their individual mission statements. The chairperson would then present a draft to the Board, during the Board member Reports, at one of our meetings in September. After that these will be collated by the District and made available to the public at our October meeting.

President's Report:
(continued)

The District will do a marvelous job in campaigning with parents and community members to get people to come to our meeting and sign up to participate on these committees. Mr. O'Meara suggested that instead of each committee developing a "Mission Statement" that it be called a "Statement of Purpose." All Board members were in agreement. Therefore, at our meeting on September 21st, each committee will record their Statement of Purpose. At our October meeting, the public will be invited to attend the meeting and talk about the purpose. Ms. Palma commented that it might be a good idea for each committee to set up a listing of suggested meeting dates for the 2005-06 year, along with topics to be reviewed at each of these meetings. Following the meetings, Minutes should be provided to Board members in their packets. It should be decided amongst the committee members who would be responsible for compiling the minutes-either the administrator on the committee or if an administrator is not on the committee, it would then be the responsibility of the Board member who serves on the committee to be sure a copy gets distributed. At our last meeting in September each chair should decide how this is to be accomplished; report to the Board at our September 21st meeting; provide the Statement of Purpose and briefly describe what the process will be and who will be providing the minutes of the meetings. At this point in the meeting, Ms. Palma took a few minutes to review the Chairs of each of the individual committees.

Ms. Palma noted that she had received a letter from Lisa Bluestein, campaign manager of the democratic candidates running for the Town Board. She asked if the Board might allow placing on the public agenda a short discussion item. The request was for Cynthia Curtis and Christopher Brockmeyer come to discuss what issues are facing the District and what our needs are. After some discussion, it was suggested that it might be better to invite the whole Town Board-rather than a specific party-the objective would be to share views on district issues. This would provide a good opportunity to increase communication and enhance our relationship with the Town Board. After further discussion, Ms. Palma suggested that we could send an invitation to the whole Town Board to come to a meeting on a particular agenda after the elections to share common interests and concerns on district issues.

Ms. Palma reminded Board members of the Proposed By-Laws from the New York State School Boards Association Conference. Everyone should read the information provided and bring any views on agreement or disagreement with the recommendations of NYSSBA for discussion to the September 7th meeting.

Board Member Reports:

Ms. Hublard Hershman gave a brief overview of the meeting of the Audit Committee. She stated that the scope of the committee is to meet with the external auditors. Please submit any questions to Sylvia or Alison. The next meeting of the Audit Committee is scheduled for Thursday, September 8th at 9:00 a.m.

Board Member Reports:
(continued)

Ms. Martell had a report from the Safety Committee regarding the following issues:

- leaks in the ceiling at PQ; please be reminded that there is a ten-year warranty on the roof at PQ
- what were the results of the second air quality tests; results should have been shared with the Board

Mr. O'Meara added that there has been a chronic mildew issue at PQ in the summer months.

Superintendent's Report:

Dr. Litchka gave a brief overview regarding the buildings and opening of school:

- cleaning and repairs of the buildings are winding up
- old seats have been removed from the auditorium
- we are anxiously awaiting the new seats and their subsequent installation
- floor in auditorium has been painted
- if the auditorium is not completed prior to the beginning of school, the opening activities will be held in the gymnasium
- upon completion of the auditorium, Ms. Palma suggested that we could plan a ribbon-cutting ceremony, with students singing.
- Dr. Litchka thought that we could consider having a Board meeting in the auditorium and then additionally invite those that worked together on this project, from the sound system, to the seating, to the carpeting-Marie Halloran, as well as the members of the Advocates for the Arts. We should have a big celebration!

Dr. Litchka reminded the Board members that the Westchester-Putnam School Boards Association is offering a lot of activities, but three in particular, I hope you will consider attending:

September 16-18-Albany-Academy for School Board Governance-Marie and Paul will be attending

September 22-White Plains-The Role of the School Board and the Reauthorization of IDEA-Jay Worona will be the guest speaker. The Westchester-Putnam School Boards Association meeting will begin at 6:15 p.m. and Jay Worona's presentation will begin at 8:15 p.m.

Dr. Litchka noted that he will be attending, and he has asked MaryJo Hauser to attend as well.

November 17-Joint Dinner-Crowne Plaza-The leader of the NYS Council of School Superintendents-Tom Rogers and the leader of the NYS School Boards Association, Timothy Kremer, will be the keynote speakers on leadership and governance. Ms. Douglas noted that she would be interested in attending on November 17th.

Dr. Litchka stated that if any Board members are interested in attending specific sessions, please let him know and he will see that you get on the list.

Ms. Palma reminded everyone that the first meeting in September starts at PQ at 5:00 p.m. After some discussion it was decided that the time would be changed to start with the Tour of Facilities at PQ at 6:00 p.m.; Middle School-/High School tour at 7:00 p.m., and the Board meeting would then start at 8:00 p.m.

Discussion Items:

Administrative Goals

Discussion on this item was tabled until the September 7th Board of Education meeting.

Review of Topics and Presentations for 2005-06

Ms. Palma reviewed with the Board the information contained in the "Topics and Presentations for 2005-06" document. During the course of the discussion, there were topics moved, dates were changed. This document will be updated by the District Clerk and redistributed.

Long-Term Strategy Review

Ms. Palma asked Dr. Litchka to put Long-Term Strategy Review on the Agenda as a discussion question for the Board. A question that came up was as to whether or not we would want to look into hiring a consulting firm to come in and do some of the long-range planning, which would truly be a curriculum assessment. When asked what an approximate cost for this service would be, Dr. Litchka responded that it might cost in the range of \$20,000-\$25,000. Ms. Palma stated that the first question would be to ask if everybody thinks this would be a good idea to pursue. The next series of questions would be: What do they do? What do they deliver? And how much does it cost? Dr. Litchka was requested to contact a few firms that would perform this type of curriculum audit and get an estimated cost involved from each firm.

Budget Status

Ms. Fassler-Wallach shared with the Board the 2004/05 apportionment and explained how the District would cover the \$400,000 for the pension liability.

Action Items:

Consent Agenda

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the Consent Agenda as stated, in accordance with the following:

Appointments

Instructional

Michael Facciola, emergency conditional, long-term leave replacement for Stacy O'Donnell, English teacher, Step 1, Lane D, at a salary of \$50,826.00, effective September 1, 2005 through December 23, 2005

Patrice E. Milillo, emergency conditional, long-term leave replacement for Mimma Bartholdi, Remedial Math teacher, Step 1, Lane A, at a salary of \$44,539.00, effective September 1, 2005 through December 1, 2005

Lauren Svendsen-Gardner, emergency conditional, three-year probationary appointment, Art tenure area, Step 1, Lane A, at a salary of \$44,539.00, beginning September 1, 2005 and ending August 31, 2008 (replacing Dennis Szymanski)

Jennifer Sharpe, Reading teacher for one section (class of four special education students), at an hourly rate of \$72.68 an hour

Action Items:
(continued)

Non-Instructional

John Mecca, emergency conditional probationary appointment as Teacher Aide, per CSEA contract at Step 1, \$11.92 per hour, effective September 1, 2005

Joseph Senatore, probationary appointment as Head Bus Driver, at an annual salary of \$53,500.00, effective August 19, 2005

Filomena Righetti, probationary appointment as Payroll Clerk, CSEA clerical scale, Step 2AA (pro-rated), effective August 15, 2005

Sean Ryan, Bus Driver, Step 1, \$22.81 per hour, effective September 1, 2005

Ida Valvano, emergency conditional probationary appointment as Teacher Aide, per CSEA contract at Step 1, \$11.92 per hour, effective September 1, 2005

Leaves of Absence

Instructional

Jennifer Sharpe, request for an extension of her unpaid leave of absence from her position as special education teacher, effective for the period September 1, 2005 through June 30, 2006

Recision

Instructional

Sanchita Verma, three-year probationary appointment, elementary education tenure area, Step 6D, at a salary of \$63,337.00, effective September 1, 2005 (replacing Laurel Scott)

Resignations

Administrative

Peter R. Litchka, Ed.D., resignation from the position of Superintendent of Schools, effective at the close of the business day on June 30, 2007, for the *purpose of retirement*

Instructional

Dina Murphy, resignation from her position as elementary teacher, effective at the close of business on June 30, 2005

Non-Instructional

Thomas M. Leonard, resignation from his position as Head Bus Driver, effective at the close of business on August 18, 2005, for the *purpose of retirement*.

Ms. Palma commented that the Board recognized that our Superintendent has presented to the Board his letter of resignation for the purpose of retirement. She stated that the Board is looking forward to the next couple of years in setting the direction for the district before Dr. Litchka leaves. Dr. Litchka thanked the Board and stated that he looked forward to the next two years as well.

Re-adoption of Attendance Policy and Code of Conduct

Some discussion occurred with regard to areas of concern and the effectiveness of our policies on the aforementioned. It was decided that at this time the Board would re-adopt the Attendance Policy and Code of Conduct as is for this year. The Policy Committee will take the year to review and monitor the policies and look to make changes for the 2006-07 school year.

On a motion made by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board approved the re-adoption of the Attendance Policy and Code of Conduct.

Action Items:
(continued)

On a motion made by Ms. Hublard Hershman, seconded by Mr. Giamundo, the Board awarded the following bids, as attached, in one motion:

Award of Bid - Dairy - #05 06 04

Award of Bid - Bread - #05 06 05

Award of Bid - Paper - #05 06 06

Award of Bid - Grocery - #05 06 07

**Comments on Items
not on the Agenda:**

None at this time.

Old Business:

None was discussed.

New Business:

The position for the Director of Technology was brought up. Ms. Palma stated that Dr. Litchka has discretion to hire over the summer. Dr. Litchka reminded the Board to keep in mind that this person will technically be hired by the Regional Information Center.

Ms. Martell reminded the Board to follow-up with regard to the title Grants...regarding the monies, what had been used and the carry-over. Additionally, Ms. Martell questioned as to whether or not there was any new information/correspondence regarding the water treatment.

Ms. Martell reminded the Board at our meeting on June 29 there was discussion regarding the Policy Committee looking into the hiring practice and the conflict of interest issue. Ms. Palma stated that Dr. Litchka and Mr. Jeffrey Kehl, legal counsel for the District, were going to have a conversation on these topics and talk about the appropriate policies to protect us against these types of issues and to bring it back to the Policy Committee.

Ms. Hublard Hershman requested that the Board have a discussion on sub-aides salaries and sub-clerical salaries. She asked that the Board review Dr. Litchka's recommendations at the next meeting and to have discussion on said items.

**Consideration of
Executive Session:**

None for tonight.

Adjournment:

Seeing no further business, on motion by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 7-0, the Board moved to adjourn the meeting at 12:20 a.m.

Respectfully submitted,