

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

**BOARD OF EDUCATION
MINUTES OF SPECIAL MEETING
September 14, 2005**

A Regular Meeting of the Board of Education of the North Salem Central School District of North Salem, New York, was held on Wednesday, September 14, 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. Norma Hart
Mr. Paul Giamundo
Ms. Marie L. Martell
Absent:
Ms. Lisa Douglas
Mr. John O'Meara

Also Present:

Dr. Peter R. Litchka, Superintendent of Schools

Please note that the items marked with a √ were added to the Agenda at the meeting.

Pledge of Allegiance:

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

√President's Report:

Ms. Palma briefly reviewed the mandatory six-hour training requirement for newly elected Board members. In conjunction with this new requirement, Ms. Palma stated that she called Ms. Janet Walker from the Westchester-Putnam School Boards Association to discuss the possibility of a six-hour session on all topics in order to meet the new requirement. Janet mentioned that she had received similar requests from other districts. Ms. Palma asked her to coordinate and see if there might be other Boards in the area who might be willing to share the cost. Ms. Hublard Hershman noted that she had spoken to Ms. Freer and that there is supposed to be a session in Elmsford in December 2005, which would include all six topics in a one-day format.

Ms. Palma stated that she received a request to join the National School Boards Association and noted that we have not joined in the past. The cost would be \$1,300.00, which was not budgeted for this year. Perhaps it should be something that is considered for next year.

President's Report:
(continued)

Next Ms. Palma stated that she had received a letter from a resident in town, Mr. William Lang, regarding the topic of tax apportionment. In addition, there was a similar mailing distributed to residents from him. She stated that Mr. Lang had been previously invited on two separate occasions to attend a public meeting of the Board on the process of assessment and that he did not attend. At a town board meeting, one of the councilman indicated that 50% of the children of the district are from North Salem; and 75% of the taxes are derived from North Salem. Whether or not these figures are accurate, the number of children in the district has nothing to do with the way a town is assessed. It has everything to do with the property values and assessment calculations. It was suggested that Ms. Fassler-Wallach could present the information at the October 6th Board meeting. The District Clerk will send out a letter of invitation to Mr. Lang to attend our October 6th meeting.

Board Member Reports:

Ms. Martell mentioned that a town meeting was held in Carmel on school funding, and that there were legislators present at this meeting. She noted that the Board should be aware of any of these types of meetings so that they could attend if possible.

Mr. Giamundo questioned the scheduling of meetings between the Board President and the Superintendent. Ms. Palma stated that the objective has always been for the Superintendent and the Board President to meet on a weekly basis. It is standard operating procedure for these meetings to occur in order to have an on-going relationship and dialogue with the Superintendent to insure the smooth operations of the District.

Mr. Giamundo then commented with regard to a specific sentence in the Superintendent's letter of September 9, 2005. He noted that all members of the Board agreed to the five-year strategic plan presented at a previous Board meeting by Dr. Litchka. The Board agreed it was a wonderful plan and Dr. Litchka received approval from the Board to go ahead and move forward. A lot of discussion centered around the amount of time that would be required for teachers on the committee to be out of their classrooms. After some other options were discussed, a decision was reached to begin in the summer with the implementation of the plan. The committee would be put together in January 2006, getting commitments in advance from those teachers who would be on the committee to work over the summer. They would get paid a stipend to work for twenty (20) days, during which time the bulk of the work would be accomplished. Revisions would take place in September or October. After that the committee would meet on a monthly basis.

Discussion Items:

Administrative Goals 2005-06

Ms. Palma stated that at the last meeting there was a long discussion on the initiative of Administrative Goals. To recap, a decision needed to be made as to whether or not the Board would vote to move into executive session in order to review the administrative goals. As a point of clarification, legal counsel was contacted and was of the opinion that goals should be discussed in public session. Ms. Palma stated that the thought was to move to executive session in order to identify through review what had happened to administrators over the course of the last year, review their evaluations, look at their goals and create goal setting for this year, and establish those goals. Once agreed upon, the Board would reconvene to public session and talk about the specific goals as they are laid out for the district.

Some discussion ensued with regard to the creation of a more generic organizational chart much like the one in the Policy Book which was previously adopted by the Board. Dr. Litchka stated that he would put together a generic format for the organizational chart; and from that model one would be created for each separate department; i.e., one for Assistant Superintendent for Curriculum and Personnel, one for Assistant Superintendent for Pupil Personnel Services, and so forth.

Ms. Palma mentioned the need for the development of an Administrative Procedural Manual. The purpose of this manual would be to identify the types of documents/standardized reports, etc. generated on a periodic basis, which require Board signature; what their purpose is and when they are generally due. This would help the Board to operate more effectively and efficiently. It was further clarified that a draft of this manual would be created and used as a working copy for a year, whereby items could be added as we go along before it is finalized.

Ms. Martell questioned as to whether or not there was an update on the mold issues. Dr. Litchka proceeded to tell the Board that they were going to receive a copy of the letter that went home to parents along with some back-up information received from BOCES from the Environmental Protection Agency. Dr. Litchka stated that he has scheduled a meeting for next Tuesday, at which he, along with Ken Waldron will meet with representatives from BOCES. Between now and then Dr. Litchka stated that he approved overtime for two (2) custodians to come in on Saturday. They will thoroughly wash all the areas where mold has been identified. An infra-red test will be performed to ascertain where exactly the moisture is located. TBS, our HVAC agency, has been called to see if we have the right balance of humidity and temperature throughout the building. The custodians will go into every classroom, make a note of the room and location of the mold.

Discussion Items:
(continued)

Then it will be cleaned on a weekly basis and the areas checked to see if there is any reoccurrences of the mold in those specific areas. The bigger issue of concern is to find the source of the mold.

Mr. Giamundo noted that the Facilities and Fields sub-committee, consisting of himself, Ms. Palma and Mr. O'Meara, met Saturday morning. They worked on getting the concepts down, as well as a plan of action. They are in the process of compiling a list of questions. Once Mr. Waldron comes on board, they will meet with him and set a date for early October for the first Facilities and Fields Citizens' Advisory Committee meeting. They will then report back to the sub-committee in mid-October and hopefully will have their plan of action in place. They asked Dr. Litchka to look into the legal requirements and/or guidelines around advertising on the fields and to report back to them his findings.

Motion to Enter Executive Session:

At 8:30 p.m. on a motion made by Ms. Hublard Hershman seconded by Ms. Hart and carried 5-0, the Board moved to enter executive session for the purpose of discussion regarding staff evaluations and goal setting. Ms. Hublard Hershman was appointed Clerk *Pro Tem* for this Executive Session.

Reconvene to Public Session:

On a motion made by Ms. Hart seconded by Mr. Giamundo and carried 5-0, the Board adjourned executive session and reconvened to public session.

Adjournment:

Seeing no further business, the meeting was adjourned at 12:01 a.m.

Respectfully submitted,

(Minutes accepted at BOE meeting on
October 20, 2005.)

Marsha S. Freer, District Clerk

