

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

**BOARD OF EDUCATION  
MINUTES OF REGULAR MEETING  
Wednesday, November 2, 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, November 2, 2005, in the North Salem Middle School Cafeteria. There being a quorum present, the meeting was called to order at 7:14 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. Marie L. Martell  
Mr. John O'Meara

**Absent:**

Ms. Norma Hart  
\* Left at 12:00 p.m.

**Also Present:**

Dr. Peter R. Litchka, Superintendent of Schools  
Ms. Sylvia Fassler-Wallach, Director of Finance  
Student Representatives Christopher DosSantos  
and Leigh Smadbeck  
Community and staff members-approximately 20

**Executive Session:**

At 7:15 p.m. on a motion by Ms. Palma, seconded by Ms. Douglas and carried 6-0, the Board entered executive session for the purpose of discussing collective negotiations under the Taylor Law. Ms. Hublard Hershman was appointed Clerk *Pro Tem* for this executive session. Mr. Jeffrey Kehl, Esq., legal counsel for the District, was present for this session.

**Return to Public Session:**

At 8:47 p.m. on a motion by Ms. Douglas, seconded by Mr. O'Meara and carried 6-0, the Board reconvened to public session.

**Pledge of Allegiance:**

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

**Comments on Agenda Items:**

Mr. Steve Fuller rose and was recognized. As President of the Teachers' Association, he stated that he was pleased to see that there will be an update on Mold at the meeting this evening. It was asked whether or not it could be stated that the air quality in both buildings is fine.

Mr. Andrew Brown thanked everyone for the opportunity to work on the Facilities and Fields Citizens' Advisory Committee.

**Student Recognition:**

Dr. Litchka noted that we will be recognizing three (3) students this evening for their outstanding accomplishments. Alexander Goodfriend is being recognized this evening for being named as a semi-finalist in the 2006 National Merit Scholarship Program. Trevor James is being congratulated tonight on being named as a Commended Student in the 2006 National Merit Scholarship Program, as well as being qualified for the AP Scholar Award. Kaitlyn Nagi is being recognized at this meeting for being named as a Commended Student in the 2006 National Merit Scholarship Program.

One by one the students were recognized, and if present, they were asked to step forward and Dr. Litchka presented them with a certificate in recognition of their accomplishments.

**Acceptance of Minutes:**

On a motion by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 6-0, the Board accepted the minutes of the September 21, 2005 Board of Education meeting.

**President's Report:**

Ms. Palma chose to forego the President's Report for this evening.

**Student Reports:**

(Please note this item was added to the Agenda at the meeting.)

Student Representatives Christopher DosSantos and Leigh Smadbeck reported on the various activities happening in each of our buildings.

**Board Member Reports:**

Ms. Martell commented on the wonderful job done by Mr. DiGaetano on the National Honor Society Awards Dinner.

Mr. Giamundo noted that discussion took place at the Communications CAC meeting with regard to the public access channel in Putnam County (Carmel, Brewster, and Kent) and the fact that the Board meetings cannot be viewed on this channel. Mr. Giamundo said that they spoke with Cable TV and they stated that there was nothing that they could do with regard to getting the meetings on public access television in Putnam County. After several telephone calls were placed and letters written, it is now in the works to have the Board meetings covered for those viewers in Putnam County. Mr. Giamundo thanked Dr. Litchka, Dr. Bovino, and Senator Liebell's office for their combined efforts in securing an agreement with Suscon to carry our Board meetings on their channel. Mr. Giamundo also stated that they are looking into polishing up the broadcast of the Board meetings. Dr. Litchka gave the details of the time allotted for Board meeting as well as the scroll details to be added on Suscon. Ms. Douglas congratulated all and said that it certainly was a long-time coming. Ms. Palma stated that the Long-Term Strategic Planning CAC will hold its first meeting on November 3, 2005.

Ms. Palma also noted that the Policy Board Sub-Committee met earlier this evening and worked on several initial policies that had been previously discussed last summer. Drafts have been completed and we will now run through the procedural steps involved in order to implement new policies.

**Superintendent's Report:**

Dr. Litchka extended a thank you to Mr. Myles Rich and Ms. Emily Spaulding of our local Cablevision for their generous donation of the new sound system to be used for our Board meetings. Cablevision has donated the microphones, as well as a new soundboard; the new system is being used for the first time this evening.

Dr. Litchka reported that he and Mr. Giamundo have scheduled a visitation to

**Superintendent's Report:**  
(continued)

Hastings-on-the-Hudson for Wednesday, November 9<sup>th</sup>, to view their block scheduling program in action.

Dr. Litchka stated that there had been a few questions with regard to the date of the audit and when the management letter has to be sent to the state.

Dr. Litchka stated that the Audit will be presented at the Board of Education Meeting on November 16<sup>th</sup>. Ms. Fassler-Wallach stated that the requirement is that the Audit Report be sent to the state by October 31<sup>st</sup>, which it was. Next year this documentation will be presented to the Board prior to being sent to the state.

**Presentations/Discussion**  
**Items:**

**Update on Facilities, Maintenance, Operations, and Transportation: Mold and Air Quality - Mr. Kenneth Waldron and Mr. Kenneth C. Eck (QuES&T)**

By way of background, Ms. Palma stated that because of the problems with the mold in the district, we had provided for the clean up and at the same time we asked for air quality control and measurements. We were interested in getting a sense of what the standards should be versus where we sat in terms of air quality in the areas that were particularly affected. The Board has received a package of information which will now be shared with the community so that everybody understands where the air quality is in the particularly affected areas in each of the buildings. Dr. Litchka added that both of the air quality reports will be placed on our webpage. Mr. Kenneth C. Eck, Director of Safety and Environmental Services for Quality Environmental Solutions and Technologies, Inc., an independent safety and environmental consulting firm located in Wappingers Falls.

At the request of the district, we undertook he was asked to look at a number of issues, primarily surrounding indoor air quality; also an issue with some mold in the library at the middle school/high school. The hope is that he would be able to explain to everyone where we are at, what mold is in the environment, and how we deal with it from an environmental standpoint.

In each of the buildings, both PQ and the middle/high school, they looked at two primary components of indoor air quality. We looked at what are called occupant comfort conditions, which are guided by the American Society of Heating, Air Conditioning and Refrigeration Engineers (ASHRAE) ) and also by a number of other agencies. For occupant comfort they look at temperature, relative humidity, carbon monoxide, and carbon dioxide. The meters are left in certain locations for a twenty-four (24) hour period; the meters take a reading every five (5) minutes during that twenty-four (24) hour period. They then move the meters to a second location, a third location, etc. They then bring these meters back in and download the data into their computer and look at the twenty-four (24) hour span of data and then they look at the occupied hours of the day data. Then they compare these to the ASHRAE standards, which will define what 80% of the people in a building find comfortable as far as temperature, relative humidity, and carbon dioxide. After looking at all the data, the reports and charts are prepared.

**Update on Facilities, Maintenance, Operations, and Transportation: Mold**

## **Presentations/Discussion**

### **Items:**

(continued)

#### **and Air Quality - Mr. Kenneth Waldron and Mr. Kenneth C. Eck** (continued)

They look at two sets of reference standards in ASHRAE that we are talking about-summertime standards and wintertime standards. They look at whether or not we are in the standard, are we meeting the minimum 68° heating standard according to State Ed, are we over heating the space or under heating the space, where are we at with average temperatures. They look at other various elements regarding the relative humidity as well as the control that we have with regard to controlling humidity. That is why in their report they mention that interior factors are affected by exterior factors. Once all the data is gathered, it is then compared to the ASHRAE standards.

Looking at PQ, basically what they came up with is that there are some temperature issues where we were not exactly in the ASHRAE range, but in a transition time of the year, we are not excessively overheating the building. Relative humidity was up above the 60% ratio where they like to see buildings, which helps retard humidity. There were only two rooms that were above the standard and in each case it was a relatively minor change in the percentage. General overall averages were where they like to see them, in the 43%, 44% range. Carbon monoxide levels were no problem at PQ; average levels were where they like to see them. From an ASHRAE standard, PQ looks pretty good. Looking at the middle/high school, they used the same methodology as at PQ. They did find some ASHRAE issues with temperatures, as well as some elevated levels of carbon dioxide, which was caused by the malfunction of one of the unit ventilators. There were a couple of areas with elevated temperatures. Average numbers were not too bad, a little bit on the cool side, but nothing to be concerned about. A couple of the issues that were identified as potential problems were: envelope issues with regard to leaks-envelope issue-envelope is the outer edge of the buildings-your roof, your windows, your walls, that is your building envelope. It appears that there may be some issues with leaky roofs. In the library area there may have been a window flashing, with some leakage. The sole key to controlling mold is water. The exterior problems need to be addressed before you can fix the interior problems. The moisture needs to be controlled before you can clean up the problem, then you need to drop the relative humidity down, which is an HVAC problem. The whole key to mold control is moisture control; get rid of the moisture and you get rid of the mold. In summary, generally with the middle/high school, we are not too bad; there are some spot mold problems; moisture areas that need to be addressed; and some HVAC areas that need to be looked at. Unfortunately, there is not number, no level, that can be given to say whether or not you should be in a room. Mr. Eck spent some time answering questions posed by both Board members and community members that were present at the meeting. At the end of this question and answer period, Ms. Palma thanked Mr. Eck for doing such a thorough job. Dr. Litchka stated that in mid-December Mr. Waldron will be providing him with a profile cost of at least the first step of looking at the roofs in both buildings and what can be done with the HVAC system. This will give us a ballpark view of what it could cost to fix our roofs and take care of some of the HVAC problems. This information will be presented at the Board of Education meeting on December 14<sup>th</sup>.

#### **Middle States - Dr. George Bovino**

Assisting Dr. Bovino in his Middle States presentation, titled "Middle States

## **Presentations/Discussion**

### **Items:**

(continued)

Accreditation - *Where are we now?*” was Mr. Dan Collea, Administrative Intern.

Dr. Bovino noted a few important dates:

- Accreditation ends May 1, 2009
- “Mini-Visit” - Fall of 2008 (in order to extend accreditation for an additional 5 years)
- Progress Report due September of 2008 (received prior to mini-visit)
- Next Full Team Visit - Fall of 2013

Dr. Bovino briefly reviewed the goals in each of the areas of standards and learning areas in accordance with the following:

Standards: Philosophy, Educational Programs, Student Services, Student Life and Activities, Facilities, and Health and Safety

Learning Areas: Health/Physical Education, Mathematics, Science, Social Studies, and Special Education

### **Proposed Sports Complex Update - Trustees Carla Palma, Paul Giamundo, and John O’Meara**

Mr. Giamundo recognized the all of the work of the CAC. Additionally, he recognized three (3) of the members on the committee; Mr. Andrew Brown, Mr. Skip Florer, and Mr. Brendan Curran, who were instrumental in flushing this all out, as well as answering all of the questions, which Mr. O’Meara is going to be presenting this evening. Mr. Giamundo asked for the three gentlemen to step forward in order to aid Mr. O’Meara in the presentation. Mr. Giamundo stated that they had four (4) meetings, three (3) presentations, six (6) visitations to other schools, they did on-site inspections, worked close with contractors, general contractors, and construction managers, and they did a lot of research work. These gentlemen, along with another 7 or 8 members on the committee, including Mr. Ken Waldron and Mr. Henry Sassone, deserve a lot of credit for all the time they put in and all the work, especially Mr. Brown who accompanied him on all these visits.

Mr. O’Meara then proceeded with the presentation. He began with the summation of a three-page document which shows a break out by season, team, number of players, and what field they each play on. We have 725 participants, with approximately 250 per season. In each season, that would mean you have half of the student body participating. Mr. Sassone provided figures on a rough number of practices and games per season, per field. Later in his presentation Mr. O’Meara provided information on the cost of busing, time of busing, etc. and the difference in having students here on our campus and taking our students elsewhere.

The next step would be to hold a public meeting. First the Board needs to decide if it wants to bring this item to a bond or not. If the answer is “yes”, then we need to proceed with a public meeting. The meeting would run from approximately 7:00 p.m. to 8:30 p.m.

### **Proposed Sports Complex Update - Trustees Carla Palma, Paul Giamundo, and John O’Meara (continued)**

The Board was polled as to whether or not they want to hold a public meeting,

**Presentations/Discussion**

**Items:**

(continued)

the results of the vote were as follows:

Ms. Douglas - Yes  
Mr. Giamundo - Yes  
Ms. Hart - Absent  
Ms. Hublard Hershman - Yes  
Ms. Martell - Yes  
Mr. O'Meara - Yes  
Ms. Palma - Yes

It was decided that the public meeting would be held on Wednesday, December 7, 2005 as part of our regular Board meeting, from 7:00 p.m. - 8:30 p.m., followed by the remainder the Board of Education meeting. There will be a district-wide mailing of post cards to advertise the public meeting.

**Agenda and Commencement Time for Board of Education Meetings**

Mr. Giamundo asked to have this item tabled until the full Board was in attendance.

\*Ms. Douglas left at 12:00 p.m.

**Consent Agenda - Personnel Actions**

On a motion by Ms. Hublard Hershman, seconded by Ms. Hart and carried 5-0, the Board approved the Consent Agenda as presented, in accordance with the following:

**Action Items:**

**Salary Advancements and Lane Changes** - Effective September 1, 2005

<b>Mimma Bartholdi</b>	from	7F-MA3	to	7H-MA60
<b>Kristin Doherty</b>	from	13H-MA60	to	13I-MA75
<b>Deborah Feliciano</b>	from	16F-MA30	to	16H-MA60
<b>Maria Formoso</b>	from	5A-BA	to	5D-MA
<b>Anna Frates</b>	from	12F-MA30	to	12H-MA60
<b>Lesley Hoagg</b>	from	7D-MA	to	7F-MA30
<b>Nicholas Kowgios</b>	from	18H-MA60	to	18I-MA75
<b>Vilar Locascio</b>	from	13H-MA60	to	13I-MA75
<b>Michelle Messemer</b>	from	9D-MA	to	9F-MA30
<b>Suzanne Taylor (Platt)</b>	from	4A-BA	to	4D-MA
<b>David Popken</b>	from	11D-MA	to	11F-MA30
<b>Kimberly Simon</b>	from	6D-MA	to	6F-MA30
<b>Mary Sireci</b>	from	15D-MA	to	15F-MA30

**Appointments**

**Non-Instructional**

**Jordan Birdsall**, coach, JV girls' basketball, per stipend schedule

**Clinton D. Garber**, emergency conditional probationary appointment, bus driver, Step 1, Bus Drivers Schedule, effective November 3, 2005

**Jayne Lamana**, yearbook advisor, per stipend schedule, effective November 3, 2005

**Consent Agenda - Personnel Actions (continued)**

**Appointments**

**Non-Instructional**

**Action Items:**

(continued)

**Randy Mead**, emergency conditional probationary appointment, bus driver, Step 1, Bus Drivers Schedule, effective November 3, 2005

**Eric Pechenco**, coach, modified boys' basketball, per stipend schedule

**Catherine Sperry**, continuing education advisor, per stipend schedule, effective November 3, 2005

**Britt Togonon**, emergency conditional probationary appointment, three-hour aide, Step 1, CSEA teacher aide schedule, effective Wednesday, October 26, 2005

***Leaves of Absence***

**Non-Instructional**

**Andrea Costello**, teacher aide, Pequenakonck Elementary School, unpaid leave of absence, effective October 28, 2005-October 28, 2006

**Adoption of Organizational Chart 2005/06 School Year**

On a motion by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 5-0, the Board adopted the Organizational Chart for the 2005/06 School Year.

**Approval of the Recommendations of the CSE/CPSE**

On a motion by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 5-0, the Board approved the recommendations of the CSE/CPSE.

**Acceptance of Donation of Spinnet Piano**

On a motion by Ms. Hublard Hershman, seconded by Mr. O'Meara and carried 5-0, the Board accepted the donation of a spinnet piano from ~~Ms. Ann Foster~~ Ms. Janet Foster. (Please note for the record that the Agenda reflected the incorrect person donating the spinnet piano.) On behalf of the Board of Education and administration we would like to thank Ms. Foster for her generous donation.

None at this time.

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

Ms. Palma stated that the Curriculum Committee meeting had been post-poned; a new date will be scheduled.

**Old Business:**

Ms. Martell had a concern with regard to the late slips being sent home when the student is late due to an excused absence. She questioned why it needed to be sent home if the tardiness had been excused.

**New Business:**

In addition Ms. Martell asked whether or not the cable had been fixed in the W-14 wing.

Ms. Martell raised a question with regard to the Elizabeth Butler Scholarship and it not being documented.

It was noted that the issue with the capstones had been resolved and they are being replaced.

Ms. Palma noted that the Board still had a few items remaining that needed to be discussed in Executive Session. At 12:48 a.m., on a motion by Ms. Hublard Hershman, seconded by Mr. O'Meara, and carried 5-0, the Board voted to enter executive session for the purpose of discussion regarding personnel.

**Consideration of Executive Session:**

Ms. Hublard Hershman was appointed Clerk *Pro Tem* for this session.

On a motion by Mr. O'Meara, seconded by Mr. Giamundo and carried 5-0, the Board adjourned executive session and reconvened to public session.

**Reconvene to Public Session:**

Seeing no further business, on a motion by Mr. O'Meara, seconded by Mr. Giamundo and carried 5-0, the meeting was adjourned at 1:40 a.m.

**Adjournment:**

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

Respectfully submitted,

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Marsha S. Freer, District Clerk

