

**NORTH SALEM CENTRAL SCHOOL DISTRICT
NORTH SALEM, NEW YORK 10560**

**BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
WEDNESDAY, JANUARY 4, 2006**

A regular meeting of the Board of Education of the North Salem Central School District of North Salem, New York was held on Wednesday, January 4, 2006. The meeting was called to order at 7:00 p.m. by Carla Palma in the Board Conference Room.

A motion was made by John O'Meara at 7:15 p.m., seconded by Marie Martell and carried, to enter into Executive Session for the purpose of discussing negotiations. Mrs. Fassler-Wallach was appointed Clerk Pro-Tem for this Executive Session. The following Board members were present at this time:

Carla Palma, President
Alison Hublard-Hershman, Vice President
Paul Giamundo
Marie Martell
John O'Meara

Also present for Executive Session:

Peter Litchka
Michael Courtney
Sylvia Fassler-Wallach

At 8:00 p.m motion was made by John O'Meara, seconded by Alison Hublard Hershman and carried to adjourn Executive Session and convene to public session.

The public session was convened in the Middle School cafeteria at 8:10 p.m.

PLEDGE OF ALLEGIANCE – Following the Pledge, Mrs. Carla Palma welcomed all present and asked for a moment of silence in honor of the recent coal miner tragedy.

Comments on Agenda items – none at this time.

Student Reports – none at this time.

Staff/Student Recognition –

Fall 2005 – Scholar Athlete Award Presentations – Mr. Henry Sassone.

Mr. Sassone was not present at this time. In the interest of time and in consideration of the large number of students in attendance, it was agreed that the Board continue with the agenda until Mr. Sassone arrived.

President's Report – Mrs. Carla Palma

Mrs. Palma reported that one of the sub-committees of the Long Term Strategic Planning Committee met - Chairperson Jo Drawec and committee members Carla Palma, Michael Courtney, and Peter Litchka. The committee worked on a template plan and it is anticipated that at next meeting Dr. Courtney will present an overview of long term plans from each functioning area within the school; their key attributes, and how it will all fit together, to include key initiatives, benchmarks, and measurements that each area in the District will be working on over the course of the year.

Ms. Palma reminded Board members who are required to take classes by the end of the year to please do so and be sure to submit copies of certificates of completion to the District Office.

Board Member Reports – None at this time.

Superintendent's Report – Dr. Peter Litchka

- On January 13th, Peter and Sylvia Fassler-Wallach will be attending a presentation by State Comptroller Hevesi. The presentation was originally scheduled for December but was cancelled due to incimate weather. Comptroller Hevesi will be auditing every school district in the State of New York over the next five years. It is expected that the Comptroller will be providing an overview of that process. Dr. Litchka and Mrs. Fassler-Wallach will be reporting back to the Board of Education following the presentation.
- Budget timeline – Four evening meetings have been scheduled for the month of March to present the budget. Dr. Litchka and other staff have been meeting regularly on the first draft of a proposed budget and expect to present it to the Board of Education by the middle of February. Dr. Litchka encouraged community members, as well as staff, to submit any questions and/or comments about the budget process to him.
- Dr. Litchka welcomed back Assistant Superintendent MaryJo Hauser. Ms. Hauser had been on extended medical leave. Dr. Litchka expressed how great it was to have MaryJo back to work, and thanked Mrs. Nancy Horsey for all of her help during Ms. Hauser's absence.
- Teacher of the Year brochures are available in the back of the cafeteria. Brochures were mailed to all community members. The form is also available on the website, as well as in the District Office. Community members are strongly encouraged to complete one. John Urgola – North Salem's first "Teacher of the Year" in 2005 has just completed the application process for the "State Teacher of the Year" honor.

Presentation/Discussion Items

- WinCap School Information Manager – Sylvia Fassler-Wallach

Ms. Fassler- Wallach shared with the Board of Education her findings and recommendations regarding changing the software system currently used in the Business Office. Finance Manager is currently used. Capital Computer Associates, the creator of *WinCap* has visited North Salem and demonstrated to Sylvia and other members of the Business Office, the *WinCap* Program. It is Ms. Fassler-Wallach's recommendation that the District make the change from Finance Manager to *WinCap*. Ms. Fassler-Wallach is convinced that *WinCap* is far superior to Finance Manager for several reasons. *WinCap* has the potential to do more system wide than Finance Manager resulting in time savings as well as the ability to do things in the program that are currently done manually. *WinCap* also has superior built-in security measures, specifically, access can be limited so that only the areas that individuals need to work in can be accessed. *WinCap* also has superior documentation capabilities, and much better updating ability. Ms. Fassler-Wallach also feels that *WinCap* has a much better support system that allows for direct access for technical and program questions, as well as on-site training for staff.

Ms. Palma asked how the change-over to *WinCap* would occur and what kind of interruption we could expect. Sylvia expects the change-over to take about 6 months and that falls in line with the natural calendar change that occurs July 1. John O'Meara asked Sylvia to provide at the next meeting how the cost will be worked into this year's budget, and congratulated Sylvia on a job well-done.

At this time, Mr. Henry Sassone arrived and it was decided to allow him to proceed with his Scholar-Athlete Presentations.

Staff/Student Recognition – Fall 2005 Scholar-Athlete Award Presentation –

Mr. Henry Sassone – Athletic Director

- Dr. Litchka congratulated Mr. Sassone and the student scholar-athletes acknowledging the hard work necessary to play a varsity sport while maintaining high academic standards. Dr. Litchka also thanked the parents of the scholar-athletes for their continued support, as well as the outstanding job done by the coaches.

- Mr. Sassone began his presentation by explaining that to be recognized by the State as Scholar-Athletes, teams must have a composite grade point average of 90 and above. North Salem is very proud to be able to recognize the following teams as Fall 2005 Scholar-Athletes –
 - North Salem/John Jay Swim Team – Composite team average – 90
 - Varsity Cross-Country, Rob Gilchrist, Coach
 - Boys composite average – 92
 - Girls composite average – 90
 - Varsity Field Hockey, Jen Butch, Coach –
 - Composite team average – 90
 - Varsity Girls Soccer, Bob Martin, Coach –
 - Composite team average – 92
 - Varsity Girls Tennis, Alain Sasone, Coach –
 - Composite team average – 93

Individual students were named in their respective sports.
At the conclusion of this presentation, Carla Palma thanked Henry Sassone for an excellent athletic program.

At this time, the Board of Education asked for a two-minute break.

Presentation/Discussion Item:

Legal and Environmental Information/Turf fields
Mr. Ray Kuntz, Esq.

Mr. Kuntz provided a tremendous amount of information regarding the process involved when looking to undertake any construction projects requiring environmental impact studies. It is a rather lengthy process, which involves meeting specific requirements from the State Education Department, as well as local agencies. In the area of turf athletic fields, the State has shifted much of the burden to local districts. Mr. Kuntz made it clear that there can be no vote or referendum offered to the taxpayers until an entire Environmental Quality Review Process has been completed. There was lengthy discussion among the board members regarding scope of project, environmental significance of project, budgetary concerns, as well as the necessity to hire an architect or engineer to steer the project. All of this has to be discussed by sub-committee to determine feasibility of going forward with project. It was agreed that the next step is for the sub-committee to meet so that they can bring to the Board of Education, a more specific motion to approve the money necessary to engage the services necessary to determine project scope, cost, as well as a proposed time-line for project. Paul Giamundo thanked Mr. Kuntz for his hard work and dedication to helping North Salem with this project.

Action Items: Consent Agenda

Motion was made by Alison Hublard-Hershman to approve the Consent Agenda, seconded by John O'Meara. However, at this point, Mr. O'Meara asked to clarify the process. Mr. O'Meara suggests that when making a motion to approve the Consent Agenda, that the agenda be identified by its date to ensure that all members are approving the most recent/current copy of the Consent Agenda. It appears at times, that changes are made to the Consent Agenda on the day of board meetings and in an effort to avoid confusion, the Consent Agenda should be dated and time-stamped. All Board members agreed.

Appointments

Instructional

Annmarie Ekey, substitute teacher, effective January 5, 2006

Dawn Phillips, substitute teacher, effective January 5, 2006

Non-Instructional

Dianne Aber, full-time teacher's aide, leave replacement for Andrea Costello, Step 1, CSEA Teacher Aide Schedule, effective October 28, 2005 through June 30, 2006 (#196)

Approval for the Transfer of Funds

Account to Decrease

Building Repairs

A1621.428-03-0000 - \$25,813.80

Account to Increase

Contractual-Other

A5510.409-02-1000 - \$25,813.80

Acceptance of Donations

- Acceptance of Donations from Kerri Courtney –
Dell Dimension LL566cx HP Computer
Deskjet 842 Printer
Dell Monitor E561
Two speakers
Keyboard
- Acceptance of donation of dugouts from North Salem Baseball & Softball Association
- Acceptance of donation from North Salem Athletic Booster Club in the amount of \$3,000 to pay for the lights for Homecoming 2005

Acceptance of Treasurer's Report of November, 2005

Authorization of Legal Action

Award of Bid #05 06 10 – Vending Machines

Carla Palma asked for update on Vending Machine Bid – Paul Giamundo met with Sylvia Fassler-Wallach to review the bid, found it to be in order, and signed it.

Carla Palma asked for assurance that the donation of computer equipment was in fact equipment in good working order.

Carla Palma asked that letters of appreciation go out in response to donations.

Paul Giamundo updated the Board on the Facilities sub-committee looking into plans for the proposed dugouts.

In response to motion made earlier by Alison Hublard-Hershman, seconded by John O'Meara to approve the Consent Agenda, *motion carried*.

Policy Reading – Proposed Policy #8140 – Meetings & Conferences – Board of Education. Third Reading in its entirety by Carla Palma. Motion to accept Policy #8140 made by Alison Hublard-Hershman, seconded by Paul Giamundo. *Motion carried*.

Policy Reading – First Reading of Revised Policy #6150 – Budget Transfers, as revised December 20, 2005. Discussion – none. Second reading will be on January 18, 2006.

Policy Reading – Second reading of Proposed Policy #3490, Use of Cellular Telephones. Dr. Litchka recommended potential change to policy. That change being on page 2, making the wording on page 2 consistent with wording on page 1. Dr. Litchka will provide a revised copy of the policy in board member packets. The third and final reading and adoption of Policy #3490 will be on the agenda for the next meeting.

Carla Palma indicated that the board is still waiting for proposed policies from the Policy Committee. We should be getting proposed policies on technology, use of credit cards, and homeless policy. Carla is asking for a comparison between NSCSD's local homeless policy, and the one from the State to be sure that our (NSCSD's) policy is in compliance with all state regulations.

Comments on Items not on Agenda – None at this time.

Old Business:

Update on Mold and HVAC – Ken Waldron –

Dr. Litchka informed the Board that Ken would not be present at the meeting due to his anticipating being at the building by 3:00 a.m. because of weather forecast. Paul Giamundo asked Sylvia to provide funding options for roof repairs at next meeting acknowledging the fact that the district may be entering into litigation regarding the roof warranties, etc.

New Business

Carla Palma asked all board members to come to the next meeting with committee and sub-committee reports, including CAC's. Would like current status reported on at next meeting.

Consideration of Executive Session

Motion was made by John O'Meara, seconded by Alison Hublard-Hershman, and carried to move to Executive Session for the purpose of discussion personnel. The Board entered Executive Session at 10:00 p.m.

Motion was made by John O'Meara to adjourn Executive Session at 11:15. Motion seconded by Alison Hublard-Hershman and carried. Executive Session adjourned.

