

**NORTH SALEM CENTRAL SCHOOL DISTRICT**  
**NORTH SALEM, NEW YORK 10560**  
[www.northsalem.k12.ny.us](http://www.northsalem.k12.ny.us)

**BOARD OF EDUCATION**  
**MINUTES OF REGULAR MEETING**  
**WEDNESDAY, JANUARY 17, 2007**

**I. Call to Order**

A regular meeting of the Board of Education of the North Salem Central School District was called to order at 6:30 p.m. in the Board Conference Room by President Marie Martell.

**Board Members Present at this Meeting**

Mrs. Marie Martell, President  
Ms. Alison Hublard Hershman, Vice President  
Ms. Katherine Daniels, Trustee  
Mr. Paul Giamundo, Trustee  
Ms. Carla Palma, Trustee  
Ms. Judith Schurmacher, Trustee  
Mr. Paul Smadbeck, Trustee

**Also Present:** Dr. Sidney Freund  
Louise Lynch  
Carol Pawlinski  
Dr. Cyganovich

**II. Motion to Enter Executive Session**

- At 6:30 p.m., on a motion by Judith Schurmacher, second by Paul Giamundo and carried, the Board moved to an Executive Session for the purpose of discussing specific personnel and litigation.

**III. Motion to Adjourn Executive Session and Reconvene to Public Session**

- At 7:28 p.m., on a motion by Judith Schurmacher, second by Paul Giamundo and carried, the Board adjourned the Executive Session and reconvened to the Public Session.

**IV. Pledge of Allegiance**

**V. Announcements**

**Committee Reports**

Judith Schurmacher stated that the Audit Committee met with Carol Sibilias, the internal claims auditor. The committee is happy and satisfied with the guidelines she is following.

Carla Palma discussed the Long-Term Strategic Planning Committee meeting that was held in conjunction with the Finance Committee. The committees discussed the objective of a long-term facility master plan and evaluation, as well as the format of the plan. They will meet several more times this month. Alison Hublard Hershman stated that John White had given a presentation at this meeting and inquired of the possibility of videotaping presentations such as this for cable. Dr. Freund stated that this was a good idea and that, in fact, he was going to present this during the "new business" portion of the meeting. He wanted to determine the distinction between a business meeting and a work session. He stated that the work sessions would be available for all to attend and would be for the purpose of hearing reports. The regular meetings would be for the purpose of taking care of business so that presenters are not spending their time sitting through business meetings. He felt that conducting more work sessions in a less formal atmosphere, where presentations are being videotaped would still allow the public to know what is happening if this information was not presented at regular board meetings. Dr. Freund stated that this method would be attempted at the educational technology meeting to see how it works.

Katherine Daniels inquired whether the Strategic Planning Committee was responsible for creating a vision statement. Carla Palma answered that this was crafted a couple of years ago. Dr. Freund recommended that at a future date the mission statement should be written in a more concise statement. The intent of the vision statement and mission statement are excellent.

Carla Palma stated that the Educational Technology Committee met, prepping for the Strategic Planning Committee. They are working to bring the District into the next century by moving away from a paper environment, providing wireless networks, laptops, etc. The committee was investigating using and managing different software systems in a different way; as well as distribution of software, kinds of hardware, etc.

Paul Giamundo reported that the Facilities Committee met on January 4<sup>th</sup>. They are continuing to monitor progress on the roof project. There is still no word regarding approval from SED but everything is on target. Paul Giamundo discussed the energy contract and Dr. Freund stated that the file was found. John White and the committee will review and return it. Paul Giamundo reported that the committee reviewed the table of organization prepared by Ken Waldron. The committee reviewed the five-year projects still in the works and the requests for funding for the coming year. They also discussed pursuing outsourcing maintenance of the fields and are looking to put together a proposal to solicit bids and quotes to see its impact as far as cost and efficiency. This will be discussed at future meetings. Paul Giamundo also reported that Bill Picarella, an electrician recommended by the Facilities Committee had visited the boiler rooms with him and Ken Waldron. Mr. Picarella, who has worked on generators at many different schools, looked at the power sources in the boiler rooms and will provide the District a proposal next week. Paul Giamundo also stated that the dugout was still under construction and that the Halloran Foundation was, in fact, a contributor to the dugout project.

Paul Smadbeck asked if there was an existing five year facilities plan. Dr. Freund stated it was cursory, at best and that the District is soliciting proposals from architects to have a more comprehensive facilities evaluation performed. Dr. Freund stated that by next year, the District will have an on-line preventive maintenance plan. Dr. Freund also stated that all contracts will now be kept in one central location. Katherine Daniels asked when the information from the architects could be expected and Louise Lynch stated it was due early in April.

Paul Giamundo stated that the Madrigal choir had been invited back to the senior citizen facility. They will perform on February 14, 2007 and will sing songs from the 1940's and 1950's. There are additional plans that will be shared at the next meeting.

Katherine Daniels reported that the Finance Committee met on January 5, 2007, and that the committee meets on the first Friday of the month. She reported that Louise Lynch and Dr. Freund explained the projected fund balance analysis. They then talked about reserves and planning how to adjust/add to the reserves currently in the budget. Louise Lynch thought that exposure for certiorari settlements looked significantly larger than the amount currently in reserve. She spoke about the reserve for compensated absences. Louise Lynch stated that she felt debt servicing was fine. The Fiscal Planning Committee is designing a forecasting model. Dr. Freund stated that the committee meeting is in the morning but the evening session was a work session. Katherine Daniels felt a work session was appropriate in planning this particular budget.

Marie Martell stated the Athletic Policy sub-Committee had met on January 4<sup>th</sup>, to discuss the District's existing policy. Henry Sassone will review this policy and make suggested revisions. The next step is to review the SED selection classification area that is not incorporated in the policy if a student fails the selection classification test. This amended information should be presented to the Board of Education during the month of February for approval. The next scheduled meeting is January 18, 2007, at 7:30 a.m.

Marie Martell stated the District-Wide Safety Committee had met on January 9<sup>th</sup>. They spoke of the Middle/High School Evacuation Plan and responding to disaster, including communications for parents and the community. Pequenenack's plan will be reviewed at the next meeting, and the committee is working with Drew Outhouse on this. The committee also spoke about employees signing out, so that in the event of a disaster, the school would be aware of which employees were in the building. The next meeting is scheduled for February 8, 2007, at 9:00 a.m.

Marie Martell reported that the Pupil Personnel Committee met on January 10<sup>th</sup>. Specific goals were outlined, along with specific objectives, strategies, resources, timelines, and assessments. The committee discussed reviewing the current support services delivery models for effectiveness and efficiency to meet the needs of students and reviewing the service delivery model of collaboration. All of this information will be presented to the Long-Term Strategic Planning Committee on February 8, 2007. The next meeting is scheduled for January 30, 2007, at 3:15 p.m.

Marie Martell reported that the Communication Committee met on January 16<sup>th</sup>. Improvements have been made to the cable scroll allowing more information to be displayed. More press releases are being given to the paper. There was discussion regarding a parent's statement that there had not been adequate information given the community regarding the roof project. The committee reached the consensus that there was not any more than was done – a flyer, a postcard, and information available on the website, on cable and on Community Connect. The committee reviewed various school districts newsletters. Dr. Bovino spoke about the Realtors' Breakfast, being held on February 6, 2007. The next meeting is scheduled for February 8, 2007, at 8:30 a.m.

Marie Martell stated that the Curriculum Council will meet on January 18, 2007, at 3:15 p.m. and the Foundation for Learning will also meet on January 28, at 7:30 p.m.

Marie Martell reported that there will be finance training for new school board members on March 10, 2007, at Southern Westchester BOCES.

Dr. Cyganovich shared that the Middle School has applied for and has been recognized to move into the second phase of "New York Schools to Watch". This new recognition program is to recognize a small number of high-performing middle schools. The application was submitted in the fall and was very reflective, in that it looked at the seven essential elements upon which judgment was made. Dr. Cyganovich shared that the second phase involves a site visit on February 14 & 15,

2007, and then a recommendation will be made on whether the Middle School should be recognized as a model middle school in the “Schools to Watch” program. She will provide more details on actual events as we get closer to the site visit dates. Carla Palma asked about the opportunity to talk about the program internally and what were the findings? Dr. Cyganovich stated the application asks you to rate yourself on seven essential elements; a very extensive rating scale and then the opportunity to talk about how you meet needs at all different levels, as well as providing a narrative. Carla Palma wondered what Dr. Cyganovich would like and how the Board could help in achieving these goals. Dr. Cyganovich stated that there was nothing at this time to, “knock on the door” to request; however, in response to meeting the continued needs of all students at different levels, the RM math program was a good example, as one element that was mentioned was to begin thinking on different ways students learn and kinesthetic learning approaches. The RM software package fits right into that need because it is very, very kinesthetic. It has more than 2000 actual activities and pieces that are linked directly to the NY math standards. It is totally web-based and will allow teachers to create very specific lessons and allow them to share, also allowing the students to access them. Paul Smadbeck asked if the District had the hardware to support the program. Dr. Cyganovich stated yes and, although the program can be used without smart boards, it is much more sophisticated with the smart boards. She stated there will be a learning curve because of the sophistication of the program but there will be training provided.

Paul Giamundo stated that there had been a complimentary article in the newspaper mentioning that North Salem has 100% certified teachers in every area of instruction, one of seven districts in Westchester County with this distinction.

## **VI. Student Reports**

**A.** Chris Dos Santos reported that Pequenenack Elementary School was conducting ELA testing across the board this month; grades 3 to 5 last week with make-up tests this week. ELA scoring is expected later this month. He also reported that each first grade science class had participated in High Touch/High Tech workshops. The fourth grade was visited by two historians of the Revolutionary War who were dressed in period garb. Intramural basketball has begun for grades 4 and 5. In the event of snow, students can go snow-shoeing with Mr. McGee. Kindergarten registration starts on January 29<sup>th</sup> and will run Monday through Friday from 3:15 to 6:15 p.m.

Kerry Casey reported that the first Hip-Hop dance-off at the high school was held on January 5<sup>th</sup> and was very successful. On January 11<sup>th</sup>, the middle school performed an instrumental concert. From January 11-12<sup>th</sup>, the Booster Club sponsored a basketball tournament. On January 16-18<sup>th</sup>, grades 6-8 will be taking the NYS English/language arts examination. High school students will have special schedules from January 22-26<sup>th</sup> due to Regents exams. On January 25<sup>th</sup>, there will be an informational meeting regarding the upcoming eighth grade annual trip to Washington, D.C. On January 25<sup>th</sup> Model UN leaves for their Yale trip, returning on January 28<sup>th</sup>.

## **VII. Reports to the Board**

Dr. Freund outlined strategic planning and its relation to the budget building process. He stated the Board will receive the budget on February 16th along with all back-up information. He stated that the next Budget Status Report will include a revenue report. Paul Smadbeck asked if the future approach will be taking large “chunks” and working down. Dr. Freund answered that is correct...big to small. He stated he will later evaluate to see how it has worked and then the Board will make their own refinements as they go along. Katherine Daniels referenced the Mission

Statement and values. She stated this was done several years ago and there is a very clear statement which was important to review before undertaking the process. She stated that she felt there were several elements missing and that it needed more “passion and efficiency.” Dr. Freund stated the need to return to it at sometime to make it more concise. He stated the values and principles behind the statement are good but need to be reworded. Jennifer Wilson shared the Educational Technology Committee plan and detailed budget for five years. She was asked to consider with the committee: 1) is technology the instructional tool to deliver curriculum, and 2) to offer our students the technological skills they will need in a global economy and workplace.

Dr. Freund discussed his thoughts on outreach to the community so as to have the maximum amount of information available so that the budget passes with the first vote.

### **VIII. Public Comments**

Rose Maria Dos Santos requested the Board to consider replacing some of the staff positions from last year that were eliminated, i.e.: physical education teacher, a math teacher, and teacher aide positions from Pequenakonck. Discussion followed regarding the process of meeting with principals to determine staffing needs, first supported by enrollment and then by student needs.

### **IX. Approval of Minutes**

Motion by Alison Hublard Hershman, second by Carla Palma. The Board of Education approved the minutes of the January 3, 2007 meeting, along with a revision to the September 20, 2007 minutes. Vote: 7-0.

### **X. Action Items**

- A. Policy #4321.3 – Independent Educational Evaluations**, first reading of updated policy.  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion.
- B. Policy #4321.4 – Impartial Hearing Officer Selection, Appointment and Reimbursement**, first reading of updated policy.  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion.
- C. Calendar Change**  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion. Vote: 7-0.
- D. Hudson Valley Consulting, Inc.**  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion. Vote: 7-0.
- E. RM Educational Software, Inc.**  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion. Vote: 7-0.
- F. Budget Transfer**  
Motion by Alison Hublard Hershman, second by Carla Palma. Dr. Freund explained this was a Pequenakonck Elementary purchase for white boards for five to six classrooms without whiteboards. He explained that equipment purchases cannot exceed what the voters have approved and that transfers should always be from one equipment code to another. Vote: 7-0.
- G. 2005-2006 Actual Non-Resident Tuition Rates**  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion. Vote: 7-0.

- H. 2006-2007 Estimated Non-Resident Tuition Rates**  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion. Vote: 7-0.
- I. 2006-2007 Non-Resident Students**  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion. Vote: 7-0.
- J. Advanced Voice Solutions**  
Motion by Alison Hublard Hershman, second by Carla Palma. Carla Palma asked the term of this contract. Dr. Freund answered it was for 2006-2007. Vote: 7-0.
- K. DB Square Publications, Ltd.**  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion. Vote: 7-0.
- L. Project SAVE – Public Hearing**  
  
Marie Martell explained that this was the District safety plan and how students would be evacuated if there was a disaster in the area. There was no public comment.
- M. Consent Agenda**  
Motion by Alison Hublard Hershman, second by Carla Palma. No discussion. Vote: 7-0.

**XI. Public Comments**

A question was raised regarding the reasoning behind purchasing the whiteboards for Pequenakonck classrooms. Dr. Freund related that these particular classrooms had no whiteboards and possibly no chalkboards either. Marie Martell explained that the kindergarten classrooms had no boards at all.

Andrew Brown commented on the music program in the middle school. He felt the students were entering the middle school from Pequenakonck with a high enthusiasm but felt the music program at the middle school was dampening this. He asked that this be investigated. Mr. Brown also suggested changing the holiday concert to another time of year when it may be easier for more people to attend.

**XII. Old Business**

**A. Follow-up List**

**1. GASB-45**

Dr. Freund explained this had not been addressed to date as Filomena Righetti had been on extended sick leave and the priorities had currently been the budget and payroll.

**2. Energy Performance Contract**

Per Dr. Freund, this has been located as is under review.

**3. Athletic Policy**

Dr. Freund stated the sub-committee was meeting to make recommendations that would be presented to the Board in February.

**4. NYSSBA Finance Training**

Information was sent to the Board in the last Friday Packet.

**5. Municipal System of Accounting – List of Codes**

This information will be forthcoming in the next Friday Packet.

**6. Overtime Expenditures**

Dr. Freund stated that this has not yet been completed.

**7. Student Performance Follow-up**

Per Dr. Freund, he has not yet had conversations with principals.

**8. Vacation Accrual Monitoring**

Dr. Freund stated he will share this information when refined.

**B. Board of Education Committee Assignments**

1. Dr. Freund will be added to the Curriculum Council.
2. There will not be a BOE liaison named for the Audit Committee as this is not a Citizens' Advisory Committee.
3. Katherine Daniels will serve as the alternate for the Public Relations Committee.
4. Paul Giamundo will serve on the Special Education Committee.
5. The Town/School Board Joint Task Force will become a Board committee with Judith Schurmacher acting as liaison and Paul Giamundo as a committee member.
6. Carla Palma and Alison Hublard Hershman are members of the Long-Term Strategic Planning Committee.
7. Judith Schurmacher and Katherine Daniels will serve on the Fiscal Planning Committee. Louise Lynch and Dr. Freund will serve on this committee; Dr. Bovino will not be on this committee.

**XIII. Future Agenda Items and Business**

- A. Carla Palma requested more education reports be placed on the agenda. She also spoke about the goals put in place this year and that it would be helpful to get a sense of where we stand with them. Carla Palma also would like discussion on the cafeteria program now that there is a new vendor. Paul Giamundo suggested an update to the report from the cafeteria. Dr. Freund stated the District is looking at a point-of-sale system.
- B. Katherine Daniels asked about the Wellness Committee.
- C. Carla Palma suggested a presentation on the math program evaluation, and the implementation of the full-day kindergarten. She would like to see an update on the

progress of the kindergarten program and recommendations for changes next year, especially if it has a budgetary impact. As, Dr. Freund, Marie Martell and Alison Hublard Hershman are visiting the kindergarten program on Friday, they will report back with this information. Carla Palma would also like a sense of the science program.

- D. Judith Schurmacher stated that the Audit Committee would like to make a presentation at the next Board meeting.

#### **XIV. New Business**

- A. Carla Palma would like to know what snow days were built into the calendar and how it impacts the school year. She would also like to know what happens when they are not used. Dr. Freund answered that the teacher contract states teachers are not to work more than 185 days, with 3 days being built into the calendar for professional development. The State requires 180 days of student attendance/superintendent conference days. He feels that, as the teachers are being paid for 185 days, the calendar should reflect 185 days if no snow days are used.
- B. Carla Palma inquired about receiving information as the budget is being prepared and will the Board receive details regarding the way electives are selected as an offering. Dr. Freund stated that he had already shared a class size analysis. Carla Palma asked if there was an analysis on electives that are kept and not kept.
- C. Carla Palma asked when the Board will be conducting the non-tenured staff review. Marie Martell said this would be held at the end of February. Dr. Freund will determine a schedule after consulting with the principals.
- D. Paul Giamundo spoke about the possible need for a Communications Committee and Publications Committee similar to those of the past, rather than as a Board committee(s). He felt these committees offered a good cross-blend of ideas since so many more people were involved. Discussion followed.
- E. Marie Martell discussed Policy #6710 – Purchasing Authority and the limits on formal contracts being signed by the Board president. Dr. Freund stated that all contracts need to come before the Board, unless Board policy dictates differently, and the president cannot sign without the approval of the Board. He stated that the District is now centralizing all contracts and that all contracts are being reviewed by the school attorney before going before the Board. He stated the smaller contracts (service agreements) could be approved by the superintendent with Board authorization. Dr. Freund stated he would like the future superintendent to have the authority to sign anything below \$5,000 so that it does not have to appear on the agenda. Anything over \$5,000 would come before the Board for approval.

- XV. Motion to adjourn at 9:41 p.m. by Alison Hublard Hershman, second by Carla Palma.

Respectfully submitted,

Carol A. Pawlinski  
District Clerk