

**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, FEBRUARY 7, 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, left at 7:42 p.m.

Ms. Katherine Daniels, Trustee

Mr. Paul Giamundo, Trustee

Ms. Judith Schurmacher, Trustee

Mr. Paul Smadbeck, Trustee

**Also Present:** Dr. Sidney Freund  
Louise Lynch  
Carol Pawlinski  
Dr. Kenneth Freeston  
Members of the Public

**Absent:** Carla Palma, Trustee

**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 7:31 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**

- A. Marie Martell introduced Dr. Ken Freeston, new superintendent for the North Salem School District and gave a brief biography of his background. On a motion to move directly to Action Item IX.A, by Alison Hublard Hershman, second by Judith Schurmacher, with no discussion and a vote of 6-0, the Board moved directly to Action Item IX.A. On a motion

by Alison Hublard Hershman, second by Judith Schurmacher and no discussion, Dr. Freeston was appointed beginning July 2, 2007. Vote: 6-0.

Dr. Freeston graciously accepted the position and thanked everyone for the opportunity to lead the North Salem School District. He stated he would be working in “mirror” contact so as to be current when he takes over. Bill Dahl thanked the Board for letting the stakeholders be involved in the decision-making process and for their confidence. Paul Giamundo stated he was tremendously impressed with the honesty and professionalism of everyone involved in making the decisions regarding the new superintendent and he offered a round of applause for Marie Martell and her leadership during this process. Marie Martell read a short note from Carla Palma, who was unable to attend the meeting, expressing her support for Dr. Freeston’s appointment. Roberta Reiner thanked the Board for the opportunity to be part of the process and Marie Martell for keeping everyone “in the loop” during the process. She also thanked Dr. Freund for the leadership that he has brought to the District thus far. She then presented Dr. Freeston a Memory Book from Pequenakonck Elementary School. Rose Maria Dos Santos welcomed Dr. Freeston on behalf of the PTO’s and also offered her thanks to the BOE for forming the stakeholders group and for unifying the District. The attached letter was read to the public by Rose Maria DosSantos.

**B. Ford Career Academy Innovative Community Award**

Marie Martell shared the Ford Career Academy Innovative Community Award with the Board, explaining that North Salem received this simply by being a participant in the PNW BOCES Tech Center. The Tech Center was named a career academy by the State of New York. The Ford Foundation donated \$20,000 to BOCES for their tech support program, and plaques to all school districts who participate.

**C. Committee Reports**

Paul Giamundo related that the Booster Club is having their annual dinner dance on Saturday, March 24<sup>th</sup> and is currently soliciting journal ads. He stated that he recalled the Board placing an ad in the past and perhaps they could do so again.

Paul Giamundo stated that the Facilities Committee met the past two Tuesdays. They have narrowed down the search for an architect for the facilities update study and will be making a recommendation to the Board. They will do a five-year study for the strategic plan and will be engaged to prepare a state required annual report. This will be an architect of records, so in the event the Facilities Director has a need, he has a person to turn to. Paul Giamundo also stated that the Committee reviewed and finalized projects for next year’s budget. Judith Schurmacher inquired as to the time frame for the architect’s assignment. This should be on the agenda for the 02/28/07 Board meeting and a report can be prepared in about three to four weeks after that.

Katherine Daniels stated that the Finance Committee had met on Friday, February 1<sup>st</sup>, and will meet again on February 26<sup>th</sup> for a work session. The committee is prepared and John White is planning to make a presentation to the Board at the first budget meeting, March 7<sup>th</sup>.

Marie Martell reported that the Curriculum Council met on January 18<sup>th</sup>. Dr. Cyganovich and Roberta Reiner gave an overview of producing a five-year plan. Their goals were 1) to lead the District in transforming the vision to reality for the North Salem students and, 2) to establish a systematic plan for curriculum review and renewal. The Committee also discussed the annual school improvement plan, as well as what would be the next to be

reviewed (last year it was science, this year it has been math). The Committee broke up into groups to study specific trends. Dr. Freund will have the responses to these prepared for the Committee's next meeting, scheduled for March 15<sup>th</sup> at 3:15 p.m.

Marie Martell stated that on January 19<sup>th</sup>, she, Alison Hublard Hershman and Dr. Freund visited the full day kindergarten program. They were able to observe the interaction in the self-contained classroom and the implementation of technology and the smart board. Marie Martell expressed her thanks to Roberta Reiner, Barbara Lavrakas and the kindergarten teachers.

Marie Martell stated that on February 6<sup>th</sup>, the North Salem Teacher's Association and the North Salem PTO's hosted a Realtor's Breakfast at Pequenaconck Elementary. This event provided the area realtors with greater information to provide prospective school district residents. Marie Martell thanked all involved, with a special thanks to Dr. Bovino for initiating this event and Rose Maria DosSantos for coordinating the event. Judith Schurmacher stated there was a Town Task Force meeting scheduled for March 1<sup>st</sup> and perhaps the information garnered should be shared.

Marie Martell stated that the Pupil Personnel Committee met on January 30<sup>th</sup> to discuss their presentation to the Long-Term Strategic Planning Committee and to fine-tune goals. This presentation will be made to the Strategic Planning Committee and the Board on February 8<sup>th</sup>, at 7:00 p.m.

Marie Martell stated that the Communications Committee will meet on February 8<sup>th</sup>, at 8:30 a.m. in the District Conference Room.

Marie Martell informed the Board that there be a Legislative Breakfast on Friday, March 2<sup>nd</sup>. Any Board member wishing to attend should contact Carol Pawlinski so that she may make the reservations.

Marie Martell announced that the on-site visit for Schools to Watch was scheduled for February 15<sup>th</sup>. Any Board member who would like to attend and speak on behalf of the Middle School should contact her.

Marie Martell stated that there are three Board seats whose terms end on June 30, 2007. Carol Pawlinski, District Clerk, explained the qualifications necessary to run for these positions.

## **V. Reports to the Board**

### **A. Athletic Subcommittee – Policy Update (#5280)**

Henry Sassone, Athletic Director, addressed the Board regarding the Athletic Subcommittee's charge to review the selection classification program. He explained that this was the program that once permitted seventh and eighth grade athletes that perform above their peers the opportunity to compete with older students at the junior varsity or varsity level. Several years ago that was changed to permit eighth graders to participate at the varsity level for specific sports. Three Board members and three teachers comprised this subcommittee and reviewed the waiver process. He explained that, after long discussion, it was decided that athletes would be afforded the use of the waiver system, which included a maturation test performed by the school doctor and a physical fitness test performed by the athletic director. He stated that currently an athlete may take the six-component test, fail one, and still have the waiver sent to the State via the high school. If the athlete has two failures within the six-component test, he/she would not be on the level

to compete on a high school level. Mr. Sassone explained that he was now asking the Board to study and accept this policy so that it may be put in place for the Spring 2007 season, which includes an appeal process. Paul Giamundo then stated that the current policy states that it is recommended that teams practice during vacations. The proposed new policy "requires" the same. Mr. Giamundo wondered why the difference. Henry Sassone explained this was due to the high level of competitiveness experienced at the Section I, varsity level and the commitment it takes to keep the teams at this highly competitive level. He explained that some believe that vacation time is family time but this is not necessarily so at the varsity level. He explained that players are now not going away during vacation time and the teams have had to forfeit games because of lack of athletes to play. Paul Smadbeck inquired why the current policy does not restrict the sports included in the selection qualification process where the new policy states that certain, enumerated sports qualify for the process. Mr. Sassone explained that the handbook that is provided to the athletes had Board approval for the change but the policy did not reflect this. Further discussion ensued between the public and board members.

## **B. Budget Status Report**

Louise Lynch, Director of Business Administration, explained that the Budget Status Report now contains the functions and descriptions for clarification. She stated that as we are now seven months into the school year, the numbers will continue to be tightened. The Fund Balance projection is included in this report and revenue numbers will be available at the next meeting. She related that the Cash Flow Statement is also included in the report. Marie Martell asked for clarification on codes stating "do not use" in the debt service area. Mrs. Lynch explained this was due to modification of some codes to state mandated codes and modifications which were made to reflect this. Mrs. Martell again inquired about custodial overtime. Louise Lynch stated she is continuing to refine this report and it will be forthcoming.

## **VI. Public Comments**

A member of the public requested information regarding the school trip to Spain. Dr. Freund explained that this information will be on the next Board agenda, along with a revised Field Trip policy.

Another member of the public explained his feelings that once a family member has decided to play sports at a varsity level the decision has already been made to commit to the team. He felt that since North Salem is a small school district, athletics should be more balanced so that students get equal playing time.

## **VII. Presentations**

### **A. Audit Committee**

Mr. Robert Herlihy, Audit Committee Chairperson, provided a full board report from the Finance Committee. He explained that the January agenda included reviewing the claims auditor's services. Their findings included a review of her background and services. Their conclusions were that the services were of high quality and benefit. Mr. Herlihy stated the committee reviewed the District's response (November/December 2006) to the management letter and the overall concern was that the District monitor corrective steps highlighted by the auditor. Mr. Herlihy stated that the committee's recommendation was that responses to the management letters should include control mechanisms that the committee can test to see that the changes are working and not becoming a recurring issue. Mr. Herlihy stated the committee had established an agenda for 2007 in order to provide

information to the Board in a timely fashion. He stated that the recommended actions for the claims auditor services included development of a matrix for the board to provide information regarding the volume or quality of the review going on, the volume of invoices or contracts being renewed and the level of defects among these invoices. He stated there should be further development of the matrix to judge whether any specific person/department is not processing purchase orders properly which, over time, could present bigger problems to the District. He stated that the Committee spoke with the internal claims auditor to get her impressions of where improvement could occur. She stated her requirements for the process of reviewing payments for contracts. Judith Schurmacher stated that the auditor will also keep a binder of current contracts so that when payments come due, she knows it has already been Board approved and she will be receiving the resolution with the contract. Mr. Herlihy stated that the Board does not want to micromanage but to get as much up-front information as possible to eliminate problems in the future.

### **VIII. Approval of Minutes**

Motion by Judith Schurmacher, second by Paul Giamundo. The Board of Education approved the minutes of the January 17, 2007 and August 23, 2006 meetings. Vote: 5-0.

### **IX. Action Items**

- A. Policy #4321.3 – Independent Educational Evaluations**  
Second reading and adoption of updated policy. Motion by Judith Schurmacher, second by Paul Giamundo. No discussion. Vote: 5-0.
- B. Policy #4321.4 – Impartial Hearing Officer Selection, Appointment and Reimbursement**  
Second reading and adoption of updated policy. Motion by Judith Schurmacher, second by Paul Giamundo. Discussion included verification of revision date. Vote: 5-0.
- C. Policy #5280 – Interscholastic Athletics**  
First reading of revised policy.
- D. Policy #5305 – Eligibility for Extracurricular Activities**  
Motion by Judith Schurmacher, second by Paul Giamundo. Discussion included explanation that this policy will be rescinded because it is now included in Policy #5280. Vote: 5-0.
- E. Policy #6700.1 – District Contracts**  
First reading of new policy. Katherine Daniels had questions based on her “legal review.” There was further discussion between Board members, Dr. Freund and Mary Jo Hauser regarding renewal of contracts. It was decided that Katherine Daniels would provide Dr. Freund with any changes she felt might be necessary from a legal standpoint. As far as renewals of contracts, it was decided that in PPS cases, initial contracts will come before the Board and Mary Jo Hauser can sign renewal contracts.
- F. Calendar Change**  
Motion by Judith Schurmacher, second by Paul Giamundo. Dr. Freund explained that change was due to a Board meeting to consider the BOCES Administrative Budget on April 24 and that it would be more efficient to move the April 18<sup>th</sup> meeting to that date. Vote: 5-0.

**G. Budget Transfer**

Motion by Judith Schurmacher, second by Katherine Daniels. No discussion. Vote: 4-0. (Paul Smadbeck briefly left the meeting at this point.)

**H. Budget Transfer**

Motion by Judith Schurmacher, second by Katherine Daniels. Louise Lynch explained that this was just recoding, not additional expenditure. Vote: 4-0. (Paul Smadbeck briefly left the meeting at this point.)

**I. 2007-2008 Budget Development Calendar**

Motion by Judith Schurmacher, second by Katherine Daniels. Dr. Freund explained that the calendar will be available to the public, including on the school website. Vote: 5-0.

**J. Union Free School District of the Tarrytowns – Health & Welfare Services**

Motion by Judith Schurmacher, second by Paul Giamundo. Katherine Daniels stated that there should be a date on the contract for the term that is set out. Vote: 5-0.

**K. Consent Agenda**

Motion by Judith Schurmacher, second by Paul Smadbeck. The High School PTO was thanked for their gift of a Wet Vac for the Science Department (Physics). Vote: 5-0.

**X. Public Comments**

None

**XII. Old Business**

**A. Communications Committee**

Dr. Freund stated the committee recommends creating a brochure describing the community and schools of North Salem. This would be given to realtors and used by the school in teacher recruitment. It was suggested to seek out a community member to give assistance with graphic design for this project. It was also recommended to bring key communicators together to discuss publicizing the budget and presenting the budget as clearly and accurately as possible. It was stated that the Board cannot promote the budget but can disseminate accurate information to the public. Paul Giamundo would like to see an open forum and to bring the Communications Committee back as a CAC.

**A. Follow-up List**

**1. Food Services - Financial Update**

Katherine Daniels is looking for a specific date for a presentation. Dr. Freund stated that Louise Lynch is working on this and that Louise will speak with the vendor and provide information for the Friday Packet. Judith Schurmacher stated that the Board is looking for a bottom line. Marie Martell wondered if North Salem is still in partnership with St. Joseph's. Louise Lynch will investigate this.

**2. Wellness Committee**

Mary Jo Hauser stated the committee had met the prior week and would like establish nutritional guidelines. The committee will look at what other districts are doing and will review this information at the next meeting, scheduled for March 1<sup>st</sup>.

Marie Martell wondered about the broken snack machines and why they are not fixed or filled. Louise Lynch stated these are not Aramark machines, so they were not filling them. These machines had been donated to the school.

**3. Energy Performance Contract**

Paul Giamundo asked that this be shared with the Facilities Committee.

**4. Vacation Accrual Monitoring**

Paul Giamundo wondered about when this would be complete. Dr. Freund explained that is being monitored but is difficult to give a completion date because of the current budget preparation.

**5. Student Performance Follow-up**

Mrs. Martell inquired whether any students were at risk of not graduating and if so, how many. She also inquired about the plan for those students who may be at risk of not graduating.

- 6.** Marie Martell was reviewing paperwork from last year and asked about a five-year plan, based on a grant through Mary Jo Hauser. Mrs. Hauser did not know about this. Marie Martell asked about a five-year plan from the music department and Dr. Freund explained that this will be considered as part of the budget review.

**XII. Future Agenda Items and Meetings**

None.

**XIII. New Business**

Paul Giamundo inquired about the plan to have a round table discussion following the budget process, similar to a town meeting. Discussion followed regarding the possibility of holding a meeting of this type.

**XIV. No Further Executive Session Required.**

- XV.** Motion to adjourn at 9:44 p.m. by Judith Schurmacher, second by Paul Smadbeck..

Respectfully submitted,

Carol A. Pawlinski  
District Clerk