

NORTH SALEM CENTRAL SCHOOL DISTRICT
NORTH SALEM, NEW YORK 10560
www.northsalemschools.org

BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
THURSDAY, JUNE 21, 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 6:06 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 (arrived 7:50 pm)

Ms. Katherine Daniels, Trustee

Mr. Paul Giamundo, Trustee

Ms. Carla Palma, Trustee (arrived at 6:36 pm)

Ms. Judith Schurmacher, Trustee

Mr. Paul Smadbeck, Trustee

Also Present: Dr. Sidney Freund

Bob Herlihy (Chairperson of Internal Audit Committee joined the Executive Session.)

Louise Lynch

Members of the North Salem Staff

Members of the Public

II. Motion to Enter Executive Session

- At 6:06 p.m., on a motion by Paul Smadbeck, seconded by Judith Schurmacher and carried, the Board moved to an Executive Session for the purpose of discussing specific personnel and negotiations.

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

- At 7:29 p.m., on a motion by Judy Schurmacher, seconded by Paul Giamundo and carried, the Board adjourned the Executive Session and reconvened to the Public Session.

IV. Pledge of Allegiance

V. District Clerk Pro Tem

- On a motion by Judith Schurmacher, seconded by Carla Palma and carried 6-0, the Board of Education appointed Louise Lynch District Clerk pro tem.

VI. Public Comments

- No public comment.

VII. Approval of Minutes

- On a motion by Judith Schurmacher, seconded by Carla Palma and carried 6-0, the Board of Education approved the June 6, 2007 minutes.

VIII. Announcements

- Mr. Sassone, Athletic Director, presented pins to the Scholar Athletes invited to attend the Board Meeting, and Mrs. Martell presented certificates.
- Mrs. Palma, who has served on the Board of Education with distinction for 15 years, was acknowledged. She was presented with a certificate from the Westchester/Putnam School Boards Association and a framed proclamation signed by Senator Leibell.
- Pequenakonck Elementary School was named as a High Performing/Gap Closing School District by the New York State Education Department.
- Mrs. Martell thanked Dr. Freund for a productive year as interim superintendent. Dr. Freund expressed his appreciation for the opportunity and complimented the Board of Education for its commitment.

Recess for Cake and Coffee

- A brief recess was taken to enjoy cake and coffee honoring Mrs. Palma and Dr. Freund.

IX. Reports to the Board

- A.** Bob Herlihy, Chair of the Audit Committee, joined the Board at its conference table along with George Neuhouse. Mr. Herlihy reviewed the results of the Risk Assessment conducted by Accume. The risk assessment will also be shared with the District's external auditor. Accume identified the payroll function as high risk, because of the turnover of staff in the Business Office, and more importantly, because payroll is the largest single expenditure area for the District. Purchasing was rated as a medium to high risk area. Mr. Herlihy stated that Accume emphasized the importance of cross training personnel in the Business Office, recognizing the difficulties of segregation of duties in a small operation such as ours. Accume noted a control weakness in the supervision and accounting for hours worked by part-time employees. In the nine month period that Accume analyzed, they found 150 hours on timesheets that were not adequately documented, totaling approximately \$4,000. The time may, in fact, be legitimate. It needs to be investigated and documented correctly. It's not a large sum, but does point to a material weakness. Dr. Freund and Mrs. Lynch have already taken steps to improve monitoring and approval of timesheets. Steps include a new hand print sign-in system for custodians and bus drivers. Written procedures have been drafted and will be reviewed with the Audit Committee and presented to the Board of Education. Accume will finalize its written report before June 30, 2007.

The Audit Committee will follow up to insure the recommendations in the report are implemented.

X. Committee Reports

Mr. Giamundo reported that the Facilities & Fields Committee completed its prioritization and that the architect is preparing a final report. The report will be shared with the Fiscal Planning Committee and Dr. Freeston and then presented to the Board of Education. It will include a recommendation for a turf field.

XI. Action Items

A. Air Monitoring Agreement

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education awarded the North Salem Roof Replacement – Air Monitoring to Adelaide Environmental Health Associates, Inc. in the amount not to exceed \$7,000.00 as per the recommendation of KG&D Architects & Engineer, PC.

B. Policy Review – Wellness Policy #5405

More specific nutrition guidelines have been added to the policy.

Mrs. Martell raised a concern that the guidelines might need to be relaxed for students who are allergic to whole wheat products. It was also suggested that a product disclaimer should be included in the policy. There is no reference to artificial coloring in the policy and Mrs. Hauser was asked to consider this. Mrs. Hauser stated that the policy does not place restrictions on outside groups or fund raising by clubs.

C. Budget Transfers

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education approved the transfer of \$9,685.00 from A1981—491-90-0000 (Administrative Rental Fees – BOCES Services) to A2010-491-00-5075 (Curriculum, Development & Supervision-BOCES Services) for the 2006-2007 school year.

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education approved the transfer of \$20,577.00 from A2810—491-00-5050 (Guidance Cosers-BOCES Services) to A2110-491-00-0000 (Instructional Cosers-BOCES Services) for the 2006-2007 school year.

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education approved the transfer of \$87,000.00 from A2250—470-04-0000 (Special Education Tuition) to A2250-491-00-5000 (Special Education Programs-BOCES Cosers) for the 2006-2007 school year.

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education approved the transfer of \$33,216.00 from A2630—491-00-0000 (Computer Assisted Instruction-BOCES Services) to A2280-491-00-5025 (Occupational Education-BOCES Services) for the 2006-2007 school year.

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education approved the transfer of \$17,000.00 from A2630—491-00-0000 (Computer Assisted Instruction-BOCES Services) to A2110-491-00-0000 (Instructional Cosers-BOCES Services) for the 2006-2007 school year.

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education approved the transfer of \$12,000.00 from A5540—400-02-0000 (Contract Transportation-Aidable) to A5510-160-02-0000 (District Transportation-Non Instructional Salaries) for the 2006-2007 school year.

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education approved the transfer of \$11,500.00 from A5510—428-02-0000 (District Transportation-Repairs & Improvements) to A5510-162-02-4600 (District Transportation Overtime) for the 2006-2007 school year.

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education approved the transfer of \$150,000.00 from A2110—120-00-0000 (Regular Day Instruction - Grade K-3 Salaries) to A9060-860-90-0000 (Employee Benefits - Medical/Hospitalization) for the 2006-2007 school year.

D. Establishment of an Employee Benefit Liability Reserve Fund

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education established an Employee Benefit Liability Reserve Fund and appropriate \$300,000 from the 2006-2007 school year budget for this purpose.

Dr. Freund explained that the \$300,000 of surplus in the current year budget will fund this reserve for compensated absences.

E. Gift Acceptance

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education accepted the gift of 15 laptop computers and software from the PQ PTO.

Dr. Freund thanked the PTO for its generosity. He mentioned another proposed gift not on the agenda. The PTO wanted to donate 30 mountain bicycles and accessories to PQ for the 5th grade PE program. It's not being recommended because of concerns regarding liability in case of an injury.

F. DB Publications

On a motion by Alison Hublard Hershman, seconded by Carla Palma and carried 7-0, the Board of Education approved the memorandum of agreement between DB Publications, LTD and the North Salem School Central School District for the 2007-2008 school year and authorizes the Interim Superintendent to sign the agreement.

G. Collins-Scoville architects, P.C.

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education accepted the statement of understanding and scope for capital projects and appoints Collins-Scoville Architects, P.C. as the architects of record for the projects approved by the Districts' voters in 2006 and 2007.

H. Emergency Capital Project

On a motion by Alison Hublard Hershman, seconded by Judith Schurmacher and carried 7-0, the Board of Education hereby declares the HS/MS water softener and storage tank replacement as an emergency project.

Dr. Freund explained that the time for approval from the State Education Department for routine projects is four (4) months. Declaring an emergency, which this legitimately is, moves our project to the "top of the pile".

I. Ramp Transportation

On a motion by Alison Hublard Hershman, seconded by Carla Palma and carried 7-0, the Board of Education awarded the 2007-08 school year 20 passenger bus bid for two buses to Ramp Transportation for a per unit cost of \$38,500 for a total cost of \$77,000. Dr. Freund explained that the voters approved this purchase from the 2007-08 budget.

J. TBS

On a motion by Alison Hublard Hershman, seconded by Carla Palma and carried 7-0, the Board of Education awarded the 2007-08 school year HVAC bid to the sole bidder, TBS, at an annual cost of \$87,560 for the base bid including PQ-HVAC, MS/HS Temperature Control block (400 hours) and the backflow apparatus service. Work not identified in the above scope will be billed at an hourly rate of \$133.50.

On a motion by Carla Palma, seconded by Alison Hublard Hershman and carried 7-0, the Board of Education amended the resolution to include authorization for Louise M. Lynch, Director of Business Administration, to sign the contract upon review and approval by District legal counsel.

K. Tire Buys and Corsi Tires

On a motion by Carla Palma, seconded by Alison Hublard Hershman and carried 7-0, the Board of Education awarded the 2007-08 school year tire bid to the lowest bidders: Tire Buys and Corsi Tire at the per unit costs listed below.

	Tire Buys	Corsi Tire
Firestone ~ Automobiles/Vans		
195/70R14	\$ 48.00	
Firestone Steeltex~Automobiles/Vans		
L T225/75R 16 Regular Tread		\$ 69.99
L T225/75R 16 Snow Tread		\$ 75.99
L T245/75R16 Regular Tread	\$ 70.99	
L T245/75R16 Snow Tread	\$ 76.99	
New Tires ~ Buses		
Front Tires		
R22.5 Front Tire Michelin XZE LRG	\$ 244.00	
R22.5 Snow Tire Michelin XDE MS LRG	\$ 254.00	
Michelin		
R22.5 Radial Recap	\$ 107.00	
Wheels		
22.5 x 7.5 Tubeless Open Wheel		\$ 129.95
22.5 x 7.50 Hub Piloted Wheel	\$ 118.00	
Cost to recondition wheels		\$ 19.75
Disposal		
Other	\$ 8.00	
Light truck		\$ 5.00
passenger		\$ 3.00

L. Course Approvals

On a motion by Alison Hublard Hershman, seconded by Carla Palma and carried 7-0, the Board of Education approved the addition of the following courses to the District's syllabus, for the 2007-2008 school year:

- Introduction to Finance and Accounting (1 credit)
- Topics in Algebra and College Math (1 credit)
- Sports and Entertainment Marketing (1/2 credit)
- Scientific Instructional Media: How Things Work (1/2 credit)

On a motion by Alison Hublard Hershman, seconded by Carla Palma and carried 7-0, the Board of Education approved the adoption of the following textbooks, for the 2007-2008 school year:

Title	<u>Thinking Mathematically</u>
Author	Robert Blitzer
Publisher	Prentice Hall
Copyright Date	2000
Title	<u>College Algebra</u>
Author(s)	Ron Larson, Robert Larson
Publisher	Houghton Mifflin Company
Copyright Date	2007

Title Student Workbook Thinking Mathematically
Author Daniel S. Miller
Publisher Prentice Hall
Copyright Date 2008

Title Environmental Science, A Global Concern
Author(s) Mary Ann Cunningham
 William P. Cunningham
 Barbara Woodworth Saigo
Publisher McGraw Hill
Copyright Date(s) 1997, 1999, 2001, 2003

M. Consent Agenda

On a motion by Alison Hublard Hershman, seconded by Carla Palma and carried 7-0, the Board of Education approved the attached Consent Agenda.

Ms. Martell welcomed Dr. Freeston in the audience and his newly appointed Secretary and District Clerk, Rebecca Narvaez.

N. On a motion by Alison Hublard Hershman, seconded by Carla Palma and carried 7-0, as stated by Dr. Freund.

***RESOLVED**, upon the recommendation of the Interim Superintendent of Schools, the Board of Education accepts the Initial Risk Assessment Report prepared by Accume.*

XII. Old Business

- Concern was expressed by Board members regarding the lack of progress in developing a Safety & Security Plan to spend the \$60,000 grant from Senator Leibell. Dr. Freund explained that the delay is because we are trying to develop a comprehensive plan. Our new architect will provide assistance, and we need to review Officer Libretti's recommendations.
- Paul Giamundo stated that he would like the results from the Senior/Graduate Survey that was sent out, given to the Board.

XIII. New Business

- Mrs. Palma suggested that tracking of college acceptances and student data by guidance should also include extra-curricular activities.
- Dr. Freund encouraged the Board of Education to attend the NYSSBA convention in NYC this fall.

XIV. Citizen Comments

- Andrew Brown received confirmation that the Booster Club is not currently bound by the nutrition guidelines. Also, he thanked Dr. Freund.

XV. Adjournment

- On a motion by Alison Hublard Hershman, seconded by Carla Palma and carried 7-0, the meeting was adjourned at 9:16 pm.