

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

**BOARD OF EDUCATION MINUTES OF REGULAR MEETING
WEDNESDAY OCTOBER 3, 2007**

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 PM in the Board Conference Room by President Marie Martell.

At 6:31 PM., a motion was made by Ms. Judy Schurmacher, seconded by Mr. Paul Giamundo and carried, to enter into Executive Session for the purpose of discussing specific personnel.

At 7:08 PM, on a motion made by Ms. Judy Schurmacher, seconded by Mr. Paul Smadbeck and carried, the Board adjourned the Executive Session and reconvened to the Public Session.

Board Members Present at this Meeting:

Mrs. Marie L. Martell, President
Ms. Alison Hublard Hershman, Vice-President (arrived 6:36 PM)
Mr. Paul Giamundo, Trustee
Ms. Judith Schurmacher, Trustee (Left 7:37 PM)
Ms. Katherine Daniels, Trustee
Mr. Paul Smadbeck, Trustee
Mr. Jonathan Freeman, Trustee

Also Present: Dr. Kenneth Freeston, Superintendent of Schools
MaryJo Hauser, Assistant Superintendent Pupil Personnel
Dr. Michael Hibbard, Assistant Superintendent for Instruction and Human Resources
Louise Lynch, Director of Business Administration
Rebecca Narvaez, District Clerk
Scott Oling, Bennett Kielson Storch DeSantis
Robert Herlihy, Audit Committee
Members of the Public

Open Forum and Committee Sign up

The Board and School Superintendent met with members of the public for an informal open forum and for committee information and sign up.

Call to Order

The meeting was called to order at 7:37 PM by Board President Ms. Marie Martell.

Pledge of Allegiance

Following the pledge of allegiance Ms. Marie Martell asked if there were any announcements.

Announcements

Ms. Martell stated that there would be a joint dinner of the Rockland, Westchester and Putnam School Boards-When Leadership Changes-at the Crowne Plaza in White Plains, November 8, 2007.

Public Comment

Ms. Rosemaria DosSantos asked about an update on the Roof Project. Dr. Kenneth Freeston stated that the project was well into the end stages and was finishing up, and that he and the Administration were very pleased with the Clerk of the Works, Gregory Egan as well as the contractor.

Approval of Minutes

On a motion by Alison Hublard Hershman, seconded by Paul Giamundo and carried 6-0, the Board of Education approved the August 8, 2007 and the September 19, 2007 minutes.

Superintendent's Report

Dr. Kenneth Freeston congratulated the 41 AP scholars, up from 15 and 18 in prior years.

Dr. Freeston reminded the public that the next meeting on October 17, 2007, will be at PQ Elementary School and will include an open forum with the Board as well as the opportunity to sign up for committees.

Dr. Freeston commented on a wonderful first Homecoming weekend for him at North Salem.

Dr. Freeston stated that this past week he was able to meet informally with the PTO Board of both schools. He commented on how beneficial these meetings will be.

Additionally, Dr. Freeston mentioned that he had attended curriculum night at PQ and had enjoyed meeting the 4th and 5th grade teachers and parents.

Board Reports

Mr. Paul Giamundo reported that tomorrow morning he and Mr. Paul Smadbeck would be attending a breakfast sponsored by BOCES and would report back to the Board.

Mr. Giamundo also mentioned that he and the Superintendent will be meeting with the North Salem Senior Citizen's on Tuesday at their regular luncheon.

Ms. Marie Martell reported that at the last Westchester/Putnam School Board Association meeting the group discussed committee assignments and goals of the Board. Ms. Martell will get copies of the various districts' goals to the Board. Ms. Martell stated that there were a few different speakers addressing the topic of communicating with your community; the presenters stressed that School Boards should be as interactive as possible. The next meeting for the Westchester/Putnam School Board Association will be October 18th in Bedford.

Mr. Paul Giamundo attended the meeting as well, and also mentioned the value of School Boards being interactive and the advice given by the speakers that content management for web information should be managed by more than one person. Mr. Giamundo also stated that the

presentation stressed that within the year long process, it is important to look at various topics proactively not just to discuss certain topics at certain times.

Presentations

Mr. Bob Herlihy of the Audit Committee made a presentation with regard to the payroll audit that was completed by Accume.

Mr. Herlihy explained the process of an Internal Audit; the internal auditors look at risk assessment relating to the internal controls of the district and present to the Board the possible areas of risk. The school is then required to annually perform an actual audit of one of the identified areas. The area identified and chosen to audit for the 2006-2007 year was payroll.

Mr. Herlihy summarized the Accume report. While there was one issue identified as significant by the internal auditors, which involved overpayment and record keeping, the Audit Committee felt it was relatively small compared to the District's overall budget. The report stated that segregation of duties is needed in payroll but the audit committee recognized that this can be hard for small school district. Other issues listed by Accume were observations that might improve operations.

Dr. Freeston presented the committee with a written response from the management, to the issues listed by Accume, and gave a time line for the various issues to be looked at and resolved. Mr. Herlihy stated that the management response to Accume's payroll audit were met with satisfaction and approved by the Audit Committee.

Ms. Marie Martell asked how the Board would know if the timelines listed in the management response would be met; Mr. Paul Smadbeck and Ms. Katherine Daniels of the Audit Committee, stated that this would be tracked by the Audit Committee.

Ms. Marie Martell stated that it would be important to make sure that, if necessary, the Board goes back and looks at policies with respect to payroll and makes any updates needed.

Mr. Herlihy stated that the Audit Committee recommends approving the internal payroll audit as final and that the next step will be the decision of whether or not to continue to use Accume. With regard to this, Mr. Herlihy stated that while it was felt that there were growing pains during the process, the committee felt it may be more prudent to stay with Accume based on the fact that it can become costly to start the internal audit process all over again. The recommendation was made to stay with Accume but to make sure there is an open dialogue with the issues that the school had during the process, to ensure that Accume knows the school was not completely satisfied with every aspect of their service. Mr. Herlihy also suggested that Dr. Freeston check with other School Districts and see what their thoughts and experiences with Accume were.

Mr. Herlihy mentioned the follow up items for the Audit Committee to continue to look at: the IT Disaster Recovery Plan which is finalized but needs testing, the new Purchasing Policy and whether it is in place and being utilized, and the 2007-2008 risk assessment.

Lastly, Mr. Herlihy mentioned that the committee had a conference call with Scott Oling, of Bennett Kielson Storch DeSantis, to go through the external audit process and was satisfied with the results of the 2006-2007 fiscal year audit.

The Board thanked Mr. Herlihy, Mr. Neuhaus and the Audit Committee for their hard work.

The Board welcomed Mr. Scott Oling who made a presentation with regard to the external audit for the 2006-2007 fiscal year. Mr. Oling introduced himself as the partner in charge from Bennett Kielson and presented the Board with a draft report. Mr. Oling explained the audit process and reviewed the financial records with regard the five funds that the school uses. Mr. Oling stated that the records look good and that all funds tied out at the end of the year.

Ms. Marie Martell asked why the reserve for encumbrances was much higher than last year. Ms. Louise Lynch, Director of Business Administration, pointed out that the district had many large items and projects still outstanding at year end that got carried over, many due to scheduling. Mr. Oling stated that due to the staffing changes in the business office there were some encumbrances that were actually accounts payable items and that this could be tightened up in the 2007-2008 year.

Ms. Marie Martell asked about the 2009 benefits OPEB a new GASB law that involves quantifying post employment benefits. Ms. Louise Lynch stated that the district is already in the process of preparing for OPED.

Ms. Marie Martell asked about the \$60,000 that had gone into capital projects and what would happens to the grant funds if a project was not approved by voters. Mr. Oling responded that because the funds become line items within the budget and the entire budget gets passed by the voters, the funds would not get lost.

Ms. Marie Martell thanked Mr. Oling on behalf of the Board for the presentation on the audit.

Ms. Marie Martell added that this report was a draft and asked Mr. Oling to send new audit reports due to a clerical error. On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the external audit was accepted as corrected.

Action Items

External Audit Acceptance

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the annual independent audit report of the North Salem Central School District for the 2006-2007 fiscal year as prepared by Bennett, Kielson, Storch and DeSantis, the Government Services division of O'Connor Davies Munns & Dobbins, LLP.

Antitrust Litigation

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of Superintendent of Schools, that the Board of Education is authorized to pursue civil claims on behalf of the School District in the DRAM antitrust litigation, United States District Court, Southern District of New York, Docket No. 06 Civ. 5309 and Northern District of California, Docket No. M 02-14686.

Policy Adoption

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following policy revisions:

The Revised Independent Educational Evaluations #4321.3 – E.1

The Revised Student Health Services #5420 adding E.3 an updated version of the Health History form

Gift Acceptance

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following resolution with gratitude:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the gift of the matt cutter from Mr. Thomas Meyer to the Middle School/High School Art Department.

Budget Transfers

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following resolutions:

08-003

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$6605.00 from A 9020-820-90-0000 (*Employee Benefits – Teachers Retirement*) to A 2020-151-11-0000 (*Supervision of Regular Schools – Salaries*) for the 2007-2008 school year.

08-004

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$7045.00 from A 9020-820-90-0000 (*Employee Benefits – Teachers Retirement*) to A 2020-151-31-0000 (*Supervision of Regular Schools-Salaries*) for the 2007-2008 school year.

08-005

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$5360.00 from A 9020-820-90-0000 (*Employee Benefits – Teachers Retirement*) to A 2020-152-11-0000 (*Supervision of Regular Schools-Salaries*) for the 2007-2008 school year.

08-006

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$5925.00 from A 9020-820-90-0000 (*Employee Benefits – Teachers*

Retirement) to A 2020-152-31-0000 (*Supervision of Regular Schools-Salaries*) for the 2007-2008 school year.

Consent Agenda

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following resolution:

Personnel Recommendations

Termination

Mr. Joseph Vaughan, RESOLVED, that the employment of Joseph Vaughan be and hereby is terminated pursuant to Civil Service Law Section 71 effective September 28, 2007.

Amend

Ms. Jennifer Martz

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education amends the probationary appointment of Ms. Jennifer Martz, as a Probationary Teacher from September 1, 2007 to August 31, 2010 to September 1, 2007 to August 31, 2009 at an annual salary of \$68,176, MA, Step 6, in the reading tenure area.

Appointments

Certified

Ms. Anita Jane Singhal

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Anita Jane Singhal as a substitute teacher, Grades K-6, for the 2007-08 school year, at the substitute rate of \$85.00 per day for the first 10 days and \$95.00 per day thereafter, effective October 1, 2007 and subject to fingerprint clearance.

Ms. Marie Haniuik

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Marie Haniuik as a Leave Replacement Teacher from October 10, 2007 until December 7, 2007, at an annual salary of \$54,709, MA, Step 1, prorated, to serve at the pleasure of the Board, subject to fingerprint clearance. Ms. Haniuik is certified in Art (K-12), to serve in the schools of New York State. Ms. Haniuik will replace Jayne Silverblade.

Classified

Mr. Christopher Calabrese

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the 52-week probationary appointment of Mr. Christopher Calabrese as a Bus Monitor, effective October 15, 2007, at an hourly salary of \$12.77, Step 1, per 2006-2007 contract, subject to fingerprint clearance. Mr. Calabrese will work 4 hours a day, 20 hours a week.

Mr. Felipe A. Paz

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the 52-week probationary appointment of Mr. Felipe A. Paz as a School

Bus Mechanic at Step 2 \$48,936.00 per year, 2006-2007 contract, effective October 1, 2007, subject to fingerprint clearance. Mr. Paz is replacing Mr. Kevin Lewis.

Ms. Anita Jane Singhal

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Anita Jane Singhal as a Substitute Teacher Aide assigned to PQ, for the 2007-08 school year, effective October 1, 2007 at an hourly rate of \$11.00, subject to fingerprint clearance.

Stipends

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following individuals to fill the stipend positions as listed for the 2007-08 school year.

| <u>Name of Individual</u> | <u>Stipend Title</u> | <u>Amount</u> |
|--|---------------------------------------|-----------------|
| Todd Chamberlain | Co-National Honor Society Advisor | Per contract |
| Kate Murphy | Co-National Honor Society Advisor | Per contract |
| Joel Cassidy | Co-VAASA | Per contract |
| Christine Considine | Co-VAASA | Per contract |
| Damien Holst | Intramurals (weight training) | Per contract |
| Karyn Johnson | MS Newspaper Advisor | Per contract |
| Michael Minzloff | Computer Club Advisor | Per contract |
| Diana Marinovic | High School Art Club Advisor | Per contract |
| Teresa Dzubak | Chess Club Advisor | Per contract |
| Neil Broderick | Boys Varsity Bowling | Per contract |
| Danelle Perillo | Yearbook | Per contract |
| (shared with Jan Malin previously appointed) | | |
| Doug Coates | Music Director for Musical | Per contract |
| Pat Glover | Co-International Club | Per contract |
| Maria Formoso | Co-International Club | Per contract |
| Jennifer Molloy | Impressions Magazine Advisor | Per contract |
| Helen Philips | Volunteer Modified Field Hockey Coach | No compensation |

Step and Lane Advancements – Effective September 1, 2007

| Name | Current Degree Status | Current Step | New Lane Requested | New Salary |
|--------------------|------------------------------|---------------------|---------------------------|-------------------|
| Messemer, Michelle | MA60 | 11H | 11I-MA75 | \$105,877 |

ACCEPTANCE OF TREASURER’S REPORTS, BUDGET STATUS AND REVENUE STATUS FOR MONTH ENDING JUNE 2007

Adoption of Text Books

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following resolutions:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the adoption of the following textbook, for the 2007-2008 school year:

Title The Alchemist

Author Paulo Coelho

Publisher Harper San Francisco

A Division of Harper Collins Publishers

Copyright Date 1988

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the adoption of the following textbook, for the 2007-2008 school year:

Title Rules

Author Nicholas Kowgios

Publisher Scholastic Press New York

Copyright Date 2006

Home School Instruction List

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the list for students receiving Home School Instruction.

Resolution for NYSSBA Convention – State Aid for Schools with School Resource Officers

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the resolution:

RESOLVED, that the New York State School Boards Association calls upon the Commissioner of Education and the New York State Legislature to determine that local school districts having a School Resource Officer (S.R.O.) Program be eligible to receive state aid through a BOCES Coser agreement in order to help defray the costs associated with that program.

Superintendent's Attendance at the Annual Conference of the Suburban School Superintendent's Association

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 6-0, the Board approved the following resolution:

***RESOLVED**, that the Board of Education in accordance with the Superintendent' contract of employment approve the attendance of the Superintendent to the Annual Conference of Suburban School Superintendent's Association.*

Discussion Items

Alternate Voting Delegate to Convention

Mr. Jonathan Freeman volunteered to be the alternate delegate to the 2007-2008 NYSSBA convention.

Communication Committee and District Wide Safety Committee Charges

The Board agrees with the 2007-2008 charges for both committees.

Old Business

Dr. Freeston stated that the Administrative Council will meet this week to discuss the shared decision making committee.

Dr. Freeston also stated that the dugout update is as follows, according to the architect consultant if there is a storage shed or enclosed door included in the donation the plans do have to go to the SED for review and that as soon as there are stamped plans, the process can get started. The Board can wait for the architect to come back with SED recommendations, if any, and then present the gift to the Board.

Mr. Andrew Brown asked if the Board could accept the gift and wait for the architect's approval. Dr. Freeston stated that if the Board was willing they could accept the donation pending review of the architect. The Board agreed to accept the donation pending review of the architect.

Dr. Freeston stated that the schedule of reports given to the Board will be elaborated on and tracked with a large time line and database compiling all of the reports the district must file and complete, including all of the various five year plans the committees work on.

Ms. Katherine Daniels asked that the fund balance projection be put onto the follow up list so that as of December the Board can receive this item from the Business Office.

Mr. Paul Giamundo made the suggestion that the Facilities Committee add to the priorities, the issue of the safety windows and the advising of the staff to periodically try them. He also wants to remind the staff to check the fire exit plan in each room by the door and not to have anything blocking the safety windows.

Mr. Giamundo asked about the Superintendent's meeting that Dr. Freeston attended that discussed the issue of the SAT's and the reporting of the statistics to *The Westchester Magazine*. Dr. Freeston commented on the group's frustration with the issue because it is clear that there is not a standardized reporting system to that publication. The publication governs how they collect this information.

Mr. Paul Giamundo asked about the draft copy of geo thermal report. Ms. Louise Lynch will share it with the Facilities Committee.

Mr. Giamundo asked about the generators that the voters approved, are they up and running? Ms. Louise Lynch stated that this is a capital project tied in to the water project that will be done in the future and it will all need to go to the SED through the architect.

A discussion took place regarding the security cameras and monies collected for them. Dr. Freeston stated that the security audit firm was approved by the Board in July and will advise the Board on any security issues and recommendations; he stated that the solutions for the school's security needs should come from research and professional expertise. Ms. Marie Martell requested a timeline for the projects.

A discussion took place regarding the Facilities plan, Dr. Freeston responded that the next step is for the Administrative Council to see it and then it can be brought back to the Board at a future meeting. Dr. Freeston again stressed that the Board needs to take a vote on the priorities.

New Business

Mr. Paul Giamundo commented on the wonderful Homecoming weekend and thanked the PTO for such wonderful coordination; he also thanked the Booster Club and the Athletic Director for their hard work. He received many comments on how wonderful the turn out was and how the participation of so many teachers was appreciated. The building and grounds department was also recognized for their great effort.

Public Comment

None

Executive Session

At 9:05 a motion was made by Ms. Alison Hublard Hershman, 2nd by Mr. Paul Giamundo and carried, to enter into Executive Session for the purpose of discussing specific personnel.

Adjournment

At 10:50 PM, a motion was made by Ms. Alison Hublard Hershman, seconded by Mr. Paul Smadbeck and carried to adjourn.