

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

BOARD OF EDUCATION MINUTES OF REGULAR MEETING
WEDNESDAY OCTOBER 17, 2007

Call to Order

A regular meeting of the Board of Education of the North Salem Central School District was called to order at 6:31 PM in the Main Office of Pequenakonck Elementary School 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 7:03 PM, on a motion made by Ms. Judy Schurmacher, seconded by Mr. Paul Giamundo 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
Mr. Paul Giamundo, Trustee
Ms. Judith Schurmacher, Trustee
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
Robert Hirschauer, District Manager Aramark
Fran Cortina, Manager Aramark
Members of the North Salem Staff
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 7:36 PM by Board President Ms. Marie Martell.

Pledge of Allegiance

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

Announcements

Board President Marie Martell stated that Helen Zoeller an employee for the North Salem School District for many years had passed away.

Ms. Martell also stated that there would be a Westchester Putnam School Board Association meeting on October 18, 2007 during which the Association would be going over the resolutions for the upcoming New York School Board Association convention.

Public Comment

Ms. Melissa Abramo spoke on behalf of the North Salem Teacher's Association. Ms. Abramo stated that at the July 25, 2007 Board of Education meeting there was one Department Chair not appointed on the Consent Agenda. Ms. Abramo wanted the Board of Education to know that the North Salem Teacher's Association is very concerned and hopes the Board can come to a quick resolution on this issue. She offered her time and stated that other teachers as well were willing to meet with the Board to help resolve the vacancy and restore leadership in the department.

Board President Martell responded that the Board was in receipt of the letter sent by representatives of the Teacher's Association and that because it was a personnel issue the Board could not discuss it in public.

Approval of Minutes

On a motion made by Ms. Alison Hublard Hershman and seconded by Ms. Judy Schurmacher, the Board of Education voted 7-0 that the minutes of the regular meeting held on October 3, 2007 be approved.

Superintendent's Report

Superintendent Dr. Kenneth addressed the growing concern over staph infections stating that the administration is reviewing the routine cleaning of all commonly touched items such as lockers, door knobs and that the school is taking the issue very seriously.

Dr. Freeston also wanted to address the recent press coverage of the arrest of a North Salem employee by clarifying the North Salem Central School District drug testing practice. All drivers must complete a drug test pre-employment to comply with State law; the district then follows the Department of Transportation guidelines and uses an outside vendor to conduct random drug testing post-employment. With no notice, the vendor arrives onsite and randomly selects drivers to be tested. The drivers cannot drive the bus until they complete the test and the test results are negative. Dr. Freeston has reviewed the procedures of the district personally and is satisfied that the district is following the correct protocols. Dr. Freeston remarked on his concern that he has not yet been notified of the arrest, by law enforcement, and will continue to look into why the notification process is so slow.

The Administrative Council and Dr. Freeston met this week to go over the Facilities Plan and will provide their responses to the Facilities Committee by November 5, 2007 the first Facilities Committee meeting.

Dr. Freeston reported on the meeting with the Security Consultant; Safir Rosetti will be reviewing all plans and management protocols, and the Board will have a report back in approximately six weeks with steps for taking the best actions.

Board Reports

Mr. Paul Giamundo and Dr. Freeston met with the North Salem Seniors at a luncheon and were warmly received. There are 16 members that will be taking a computer class at the Middle School/High School.

Mr. Giamundo attended at networking breakfast sponsored by the Westchester Putnam School Board Associations and encouraged other members to attend these types of events.

Ms. Katherine Daniels reported that the Audit Committee had finished their work on the external audit report and had reviewed the management letter. The next step will be to review the management response to the letter, as well as the follow up items listed at the previous Board meeting by Mr. Bob Herlihy.

Ms. Daniels reported that the Fiscal Committee met on October 5, 2007. The committee discussed the proposed turf field in the first draft of the Facilities Plan; the Fiscal Committee recommends that an updated field utilization study be completed as there are new fields and much of the data from the previous study needs to be updated. Also discussed by the committee was the restructuring of the Fiscal and Facilities Committees to include liaisons that are on both committees. Ms. Daniels reported that Ms. Cynthia Curtis would like the Fiscal Committee to be afforded the opportunity to review any retirement incentives that might be considered as well as the opportunity to talk to the Board on recommendations for the unreserved fund balance. GASB 45 was also discussed and how it will relate to the retirement benefit changes in the future. The next Fiscal Planning Committee will take place on November 2, 2007 at 8:30 AM in the Board Conference Room.

Ms. Judy Schurmacher reported that along with Paul Giamundo she would be reaching out to the Town to schedule the first Joint task force meeting next month.

Ms. Marie Martell stated that the District Wide Safety Committee had met on October 16, 2007 and had discussed evacuation drills and the possibility having a slightly different evacuation drill at PQ. Also discussed was two-way radios for the aides in the cafeteria and at recess. The next District Wide Safety Committee will take place on November 13 at 10:00 AM.

Presentations

Mr. Robert Hirschauer, District Manager, and Ms. Fran Cortina, Manager of North Salem and Katonah Lewisboro, were present from Aramark to present the Board information relative to the food service program.

Ms. Cortina first talked about the two prices in the lunches. The lunch priced at \$2.25 at PQ Elementary and \$2.50 at the High School/Middle School is called the Type A lunch and consists of one of each of the following: a protein, grain, starch, dairy or fruit and vegetable. The students have to take three out of the five items to qualify for the Type A, if a student does not take three out of the five food groups offered then the student is charged ala carte prices. Another choice for lunch is the carving board or salad bar in the Middle School/High School which costs \$3.50.

Ms. Judy Schurmacher asked if Aramark can enforce this in any way. Ms. Cortina remarked that they can stress it more with the younger kids by advertising it, through the servers communicating it, as well as having the aides explain it more—to encourage the children to at least try all five items.

Mr. Paul Giamundo stated that he has toured other Aramark facilities and seen Point of Sales (computerized cash registers) set up and wondered if North Salem could utilize Point of Sales. The use of computerized cash registers in cafeterias and the benefits of it took place. There was also discussion with regard to payment through Paypal so that parents can remit payment online. Additionally, it was stated by Mr. Hirschauer that Point of Sales can assist with and speed up the State reporting process. Mr. Giamundo asked about how the cash registers are paid for and Mr. Hirschauer stated that POS is something the school district would invest in. Ms. Marie Martell asked about the financial impact and Mr. Hirschauer agreed to get information regarding this issue to the Board.

Ms. Marie Martell stated that if Board Members want to go look at the system at Katonah Lewisboro that the Board could have a tour.

Ms. Arlene Henshaw listed a series of questions to the representatives from Aramark on behalf of the Food Committee.

Action Items

Internal Audit Acceptance

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 7-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, that the Board of Education accepts the Internal Audit Report for Human Resources and Payroll of the North Salem Central School District for the 2006-2007 fiscal year as prepared by Accume Partners.

Dr. Freeston and the Board acknowledged and thanked the Business Office for a smooth audit process.

Gift Acceptance

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 7-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the donation of dug outs for PQ elementary from the North Salem Little League, pending review by Architect and SED.

Dr. Freeston stated that the architects have the stamped drawings and are reviewing the plans.

Gift Acceptance

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 7-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the gift of the Elliptical Machine for the weight room at the Middle School/High School from Ms. Diane Nussbaum.

Budget Transfers

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 7-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$ 30,000.00 from A 9030-830-90-0000 (*Employee Benefits – FICA*) to A 9050-800-00-0000 (*Employee Benefits – Unemployment Benefits*) 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 7-0, the Board approved the following resolutions:

Personnel Recommendations

Amend

Ms. Britt Togonon

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the modification of Ms. Britt Togonon as a Teacher Aide assigned to PQ for the 2007-08 school year, effective October 18, 2007 through June 24, 2008. Ms. Togonon will work 25 hours/week at the previously appointed hourly rate of \$16.37. Note: This additional hour per day will be to address the

needs of students with disabilities which have become evident since the beginning of the school year and cannot be addressed by present personnel.

Appointments

Certified

Ms. Jenine Vuolo

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Jenine Vuolo as a Leave Replacement Teacher from, November 14, 2007 until June 26, 2008, at an annual salary of \$54,709, MA, Step 1, prorated, to serve at the pleasure of the Board, subject to fingerprint clearance. Ms. Vuolo possesses an initial certification in elementary K-6, to serve in the schools of New York State. Ms. Vuolo will replace Christine Hundzynski.

Ms. Jill Stanevich

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Jill Stanevich 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. Sandra MacKenzie

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Sandra MacKenzie as a substitute teacher, Grades K-3, 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, subject to fingerprint clearance.

Ms. Mary Edith Salchow

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Mary Edith Salchow as a substitute teacher, Grades 6-12, 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, subject to fingerprint clearance.

Ms. Virginia Constantino

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Virginia Constantino as a substitute teacher, Grades K-5, 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, subject to fingerprint clearance.

Ms. Tracy Dunn

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Tracy Dunn as a substitute teacher, Grades K-12, 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, subject to fingerprint clearance.

Classified

Ms. Jill Stanevich

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Jill Stanevich 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.

Mr. Lorien Vidal

RESOLVED, that upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Lorien Vidal as a Clerical Substitute for the 2007-08 school year at an hourly rate of \$16.00, subject to fingerprint clearance.

Ms. Virginia Constantino

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Virginia Constantino as a Clerical Substitute for the 2007-08 school year at an hourly rate of \$16.00, subject to fingerprint clearance.

Be it further resolved, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Virginia Constantino as a Substitute Teacher Aide at PQ for the 2007-08 school year at an hourly rate of \$11.00, subject to fingerprint clearance.

APPOINTMENT OF CPSE TEACHER MEMBERS

Ms. Katherine Bolender

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Katherine Bolender as a Special Education Teacher Member of the CPSE for the 2007-2008 school year. Teacher members are paid substitute teacher rates through the CPSE Grant for each day they serve on the CPSE.

Ms. Theresa Stellacci

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Theresa Stellacci as a Regular Teacher Member of the CPSE for the 2007-2008 school year. Teacher members are paid substitute teacher rates through the CPSE Grant for each day they serve on the CPSE.

FMLA

Ms. Melissa Valenti

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education grants Ms. Melissa Valenti, 8th grade Science Teacher, a twelve-week leave pursuant to FMLA effective on or about February 8, 2008 and following, an unpaid child care leave of absence, effective on or about May 5, 2008 until September 1, 2008.

Department Chairs

Mr. Randy Kasack

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves Randy Kasack to fill the Science Department Chair position for the 2007-08 school year.

Acceptance of CSE Reports dated October 17, 2007

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 7-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the acceptance of CSE Reports dated October 17, 2007.

Acceptance of the Treasurer's Report, Budget Status and Revenue Status for the month ending July 2007

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 7-0, the Board approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the acceptance of the Treasurer's Report, Budget Status and Revenue Status for the month ending July 2007.

Resolutions for NYSSBA Convention

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 7-0, the Board approved the following resolution:

- i. **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 support the creation of continued financial incentives for public schools, such as EXCEL grants, to install energy conservation measures related to New York State Education Department approved capital projects including roofs, heating and air conditioning systems and other facilities' enhancements, such as window replacements and bathroom and kitchen fixtures and appliances.

- ii. **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 support the approval of modifications to the lower bid requirements to permit contractual arrangements that include "weighted" specifications to promote energy efficient construction and purchasing "green" products and energy saving supplies and equipment.

- iii. **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 support legislation to amend pertinent sections of the Education Law to enable school districts to make determinations concerning student residency notwithstanding judicial determinations which might have been previously rendered. The board's residency determination would be able to be appealed to the commissioner of education, who will not be bound by any prior court order.

Trust under the Will of Cornelia Storrs

On a motion made by Ms. Alison Hublard Hershman and 2nd by Mr. Paul Giamundo and voted 7-0, the Board approved the following resolution:

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

WHEREAS the income from a certain Trust under the Will of Cornelia Storrs has heretofore been applied for the purpose of providing college scholarships for the benefit of students in the North Salem Central School District; and

WHEREAS the Trustees of said Trust wish to petition the Surrogate's Court for the County of Westchester to reform and dissolve the Trust and deliver the assets thereof to the School District to be

Minutes 10/17/2007

held as an endowment, with the income thereof to be used for the support and maintenance of educational purposes in the form of the payment of college scholarships for such students in the School District as are chosen at the discretion of appropriate officials of the School District; and

WHEREAS it appears to be in the interest of the School District and its students to accept such assets for such purpose; now, therefore, be it

RESOLVED that the Superintendent of Schools /President of the Board of Education be and hereby is authorized to execute a Waiver of Citation and Consent in connection with the aforesaid petition to the Surrogate's Court; and be it further

RESOLVED that upon approval of the petition by the Surrogate's Court, the assets of the Trust be accepted by the School District, with the principal amount thereof to be held as an endowment fund, and with the interest from such principal amount to be distributed from time to time in the form of college scholarships to students of the School District in accordance with appropriate criteria to be developed by the Superintendent of Schools in consultation with the Board of Education.

Discussion Items

The Board reviewed the finalized committee charges and draft committee meeting dates. Dr. Freeston stated that he plans to have this completed for 2008-2009 in the spring of 2008.

Old Business

Follow up list

Dr. Freeston went over the follow up list stating that all teachers had tested their safety windows.

Ms. Katherine Daniels asked about the possibility of another format for the attendance report; however it was stated that this is the report and format required by the Attendance Policy.

Mr. Paul Smadbeck stated that he remains concerned that there are plenty of handouts for the public who attend meetings in order for them to follow along with the Board and to convey the Board's goal of communicating with the public. Mr. Smadbeck would like the board to get legal counsel from the district's attorney on the timing of the Consent Agenda—School Counsel will meet with the Board during Executive Session on November 7.

Mr. Paul Giamundo asked the Director of Business Administration Ms. Louise Lynch as to whether the roof project is complete and if the final cost was available. Ms. Lynch stated that project is nearly finished with exception of the windows at PQ and that the approximate total cost will take at least 60 days due to final bills and reimbursables not yet received

Mr. Giamundo also asked for a time line on outstanding Facilities projects. Dr. Freeston stated that the architect working on the Facilities Plan will be able to create a spreadsheet and update all of the projects, outlining what is still outstanding within the next 30 days.

New Business

Ms. Marie Martell asked whether the Board should write a letter with regard to the intersection of Bloomer Road and June Road to the Town, showing concern about possible dangers at the intersection. Mr. Paul Giamundo and Ms. Judith Schurmacher will present this as an agenda item at the Joint Task Force Meeting. Mr. Andrew Brown suggested that the school enforce the buses only entrance at that particular intersection to demonstrate the traffic flow problem.

Public Comment

Mr. Andrew Brown suggested that while Hardscrabble Road is under construction, the school may want to suggest that students and parents use alternate roads.

Ms. Marie Martell stated that the PTO had also discussed Paypal and that it can be used not only for school lunches but school pictures and other items as well. Ms. Louise Lynch stated that there are different ways to proceed and that it will be prudent to first look for a program that interfaces with new student management data program.

Ms. Deirdre James asked about money donated last year for a mountain biking program. The Board responded that due to insurance and liability issues and on the advice of school counsel the Board had to pass on the program. Dr. Freeston stated that along with Dr. Mike Hibbard, he is exploring another program to utilize the money donated and will elaborate on this in the future.

Mr. Bill Dahl commented on the frustration surrounding the timing and availability of the consent agenda stating that often North Salem staff members are waiting to see it and asked that it can be posted and as quickly as possible after the meeting. Mr. Paul Smadbeck also stated that it should be available as soon as it is approved at the meeting.

Mr. Dahl told the Board that with regard to the letter he recently sent that he wanted the Board to know what a tremendous staff North Salem has and that there can be misconceptions by the staff of the Board and Administration. Mr. Dahl requested that in order to move forward a meeting between the few Board Members and a small group of the teachers take place to discuss any misconceptions and create a true partnership for a better understanding. Board President Marie Martell agreed that this should happen and also responded that the Board knows what great faculty North Salem has and that it is important for the teachers to respect the role the Board has, as well.

Consideration of Executive Session Subject to Board Approval Executive Session

At 8:50 PM 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 9:55 PM, a motion was made by Ms. Alison Hublard Hershman, seconded by Mr. Paul Giamundo and carried, to adjourn.

Respectfully Submitted,
Rebecca Narvaez