

**NORTH SALEM CENTRAL SCHOOL DISTRICT**  
**NORTH SALEM, NEW YORK 10560**  
[www.northsalemsschools.org](http://www.northsalemsschools.org)

**BOARD OF EDUCATION MINUTES OF REGULAR MEETING**  
**WEDNESDAY NOVEMBER 7, 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 and negotiations.

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 (left 7:40 PM)  
Mr. Paul Giamundo, Trustee  
Ms. Judith Schurmacher, Trustee  
Ms. Katherine Daniels, Trustee  
Mr. Paul Smadbeck, Trustee

**Board Members Absent from this Meeting:**

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  
Jeff Kehl, School Counsel (Executive Session)  
Members of the Public

**Call to Order**

The meeting was called to order at 7:47 PM by Board President Ms. Marie Martell.

**Public Comment**

Following the pledge of allegiance, Mr. Andrew Brown addressed the Board with regard to some new data and studies on turf field issues.

**Student Reports**

The two North Salem School Central School District Student Board Representatives, gave reports regarding recent and upcoming events in the High School/Middle School as well as the Elementary School.

**Approval of Minutes**

*Minutes 11/7/2007*

On a motion made by Ms. Judy Schurmacher and seconded by Mr. Paul Giamundo, the Board of Education voted 5-0 that the minutes of the regular meeting held on October 17, 2007 be approved with three changes made.

### **Superintendent's Report**

Dr. Freeston gave his report starting with the current MRSA concerns; Dr. Freeston reassured everyone that the district would be constantly reviewing the protocols and information received from the Health Department as well as the Center for Disease Control. Most importantly Dr. Freeston encouraged everyone to wash their hands multiple times throughout the day. Since his last report on October 17<sup>th</sup>, alcohol based sanitizers have been labeled as allowable and eighty hand sanitizers will be installed into the district schools. Dr. Freeston wants to make sure that the community remains calm and deliberate in its approach and does not unduly alarm people.

Dr. Freeston will be the acting principal at PQ Elementary School for the next two days.

Dr. Freeston met last week with Putnam County Realtors and as well as other area Superintendents and looks forward to meeting with the North Salem Realtors in December.

Dr. Freeston attended the NYSSBA convention with the Board last week and attended a session on fiscal management as well as the Citizen's Advisory Committee for Fiscal Planning meeting the previous week. Based upon these two meetings he and the Director of Business Administration, Ms. Louise Lynch, will be reviewing the fiscal reports that come from the District Office: the number, frequency and type. Dr. Freeston and Ms. Lynch are planning to present the Board with a schedule of financial reports that incorporate exactly the information the Board is looking for.

Ms. Louise Lynch stated that based on materials she has reviewed from the New York State School Board Convention, there seem to be different types of reports and information that districts utilize, some are choices and some are the Board's fiduciary responsibility, giving the example of warrant reports versus claims audit reports.

Mr. Paul Smadbeck asked about the difference between a warrant report and a claims audit report to which Ms. Lynch responded that the warrant report includes all checks cut while the claims audit simply shows the erroneous checks. Mr. Smadbeck suggested that on the school district's claims audit report the date of the check, number of the check, dollar amount of the check and payee be listed for each item for an easier understanding of the report.

Ms. Katherine Daniels commented that the Audit Committee has ideas for what should go onto the claims audit report and meets with the district's claims auditor once a year; this might be something for them to talk about and clarify. Also discussed was a way to add to the report a clear documentation of how and when corrective action is taken when mistakes occur.

A discussion took place regarding different reporting practices in private and public sector work.

Dr. Freeston stated that the idea behind the schedule of fiscal reports he spoke of earlier, will be to secure agreement within the Board as to which components and types of reports the Board finds most helpful.

Dr. Freeston reported on the Facilities Committee meeting that took place on November 5, 2007 stating that a lot was accomplished. Most importantly, he wanted to reiterate that the Geothermal Issue has not yet been costed out by the engineer and a report will be forth coming. The architect, Mr. Tom

Ritzenthaler, has separated out of the 10 year Facilities Plan, the operation and maintenance projects as well the funded capital projects such as the water tank, water softener and generators.

The next discussion is to move into the priorities area. Dr. Freeston stated the three major issues are: the ADA compliance issues, the heating and ventilation issues and field issue as well as how to group the projects with regard to cost.

A discussion took place regarding the incidentals line on the plan. Mr. Ritzenthaler gave a clear breakdown of the incidentals line during the Facilities Committee Meeting.

Mr. Paul Smadbeck commented that John White Chairman of the Fiscal Committee was also at the meeting and has an in-depth understanding of what the soft costs/incidentals represent. Mr. Smadbeck stated that the budget numbers will not necessarily be the same as the bid numbers.

Katherine Daniels requested that the list of incidentals be memorialized in some way; to which Dr. Freeston responded that he would ask Mr. Ritzenthaler for memo listing the incidentals, in anticipation of future questions from the community.

Ms. Marie Martell asked about the items that were already budgeted. Dr. Freeston stated that these are funded capital projects and are no longer in the 10 year plan but on a separate report.

Ms. Louise Lynch stated that the capital projects will be approached in two phases; the first being the water projects which are more urgent most likely to take place in April 2008 and the second phase which will be the HVAC and the generators during the summer 2008.

## **Board Reports**

### **NYSSBA Convention**

Board members gave reports on their experience at the New York School State School Board Association's convention in New York City.

Ms. Katherine Daniels was the delegate to the convention voting for the resolutions, she reported that all of the resolutions that this Board had supported passed and all opposed failed. Ms. Daniels stated the experience of being a delegate was well worth it, stressing that it would be good for this Board to participate more and propose a resolution in the future.

Mr. Paul Giamundo commented that the experience at the convention was a great opportunity to learn as well as to network and that he hopes next year the Board will consider staying overnight at the convention to be able to network more and attend more sessions. He stated that the North Salem School Board appeared to be way ahead of the curve on many of the topics being discussed. He attended sessions including: the opening remarks, school climate and culture, safety trends and best management, and keeping veteran teachers vibrant.

Ms. Marie Martell expressed her gratitude for the opportunity of going to the convention and also stated that in the future it would be helpful to stay overnight so as to attend the early morning sessions. Ms. Martell reported on the various sessions she attended and spoke in particular of a session on ethics and conflict of interests and asked the Board to take a look at the Code of Ethics Policy in place at North Salem.

Ms. Martell stated that North Salem, being a 2006-2007 NCLB Blue Ribbon School and a 2007 School to Watch, could have made presentations at the convention and that after listening to and receiving information about other schools at the convention, she felt that this District has a lot it can share with colleagues from surrounding districts. Ms. Martell wanted to plant the seed to the Board for next year's convention.

Ms. Judith Schurmacher reported on a session on cyber bullying relating to the Board how strongly she feels that this is going to be a bigger and bigger issue for schools. She requested that the Board look at the cyber bullying policy to make sure it is up to date.

Mr. Paul Smadbeck reported on his experience at the convention in particular a session on school culture and the direct relationship between school culture and student performance.

### Committee Reports

Ms. Katherine Daniels reported on the Fiscal Planning Committee meeting stating that the minutes from the most recent meeting are still being worked on; there was unanimous agreement with regard to the Turf Field that it be moved out of year one for funding purposes.

Ms. Judith Schurmacher stated that the next step is for Fiscal Committee to begin to look at bonding once 10 year Facilities Plan is in place.

Ms. Marie Martell reported on a successful tour and lunch at John Jay High School with the Aramark representatives and thanked Fran Cortina for the presentation and lunch.

Ms. MaryJo Hauser reported that the Pupil Personnel Committee had its first meeting and that the minutes as well as a questionnaire presented to the committee during their first meeting would be available for the next Board Packet.

Ms. Judith Schurmacher stated that she was very impressed by the Facilities Committee meeting she attended and felt confident about the committee and the committee members; she thanked the committee for the work that they have done and continue to do.

The Audit Committee will meet next week.

### Action Items

#### Memorandum of Agreement School Related Professionals

On a motion made by Ms. Judy Schurmacher and 2<sup>nd</sup> by Mr. Paul Giamundo and voted 5-0, the Board approved the following resolution:

**WHEREAS**, the School District and the North Salem School Related Professionals have engaged in negotiations for an initial collective bargaining agreement effective as of July 1, 2007; and

**WHEREAS**, the negotiators for the parties have agreed upon terms and conditions which they have jointly recommended for an initial collective bargaining agreement covering the period July 1, 2007 through June 30, 2008; and

**WHEREAS**, the general membership of the North Salem School Related Professionals has approved and agreed to be bound by the terms to which the negotiators have agreed for an agreement as aforesaid; and

*Minutes 11/7/2007*

**WHEREAS**, it appears to be in the best interests of the School District and the community to enter into such agreement; now, therefore, be it

**RESOLVED**, that the agreement as recommended by the negotiators be and hereby is ratified; and be it further

**RESOLVED**, that this resolution shall take effect immediately.

**Memorandum of Agreement North Salem Teachers/Nurses Association**

On a motion made by Ms. Judy Schurmacher and 2<sup>nd</sup> by Mr. Paul Giamundo and voted 5-0, the Board approved the following resolution:

**WHEREAS**, the New York State Public Employment Relations Board has certified the North Salem Teachers Association as the recognized bargaining agent for the nurses employed by the School District; and

**WHEREAS**, the negotiators for the parties have agreed upon a proposed Memorandum of Agreement setting forth terms and conditions of employment with respect to nurses covering the period July 1, 2007 through June 30, 2008; and

**WHEREAS**, it appears to be in the interest of the School District and the to enter into such successor agreement; now, therefore, be it

**RESOLVED**, that the memorandum of agreement as recommended by the negotiators be and hereby is ratified; and be it further

**RESOLVED**, that this resolution shall take effect immediately.

**Resolution on CSE Referrals**

On a motion made by Ms. Judy Schurmacher and 2<sup>nd</sup> by Mr. Paul Giamundo and voted 5-0, the Board approved the following resolution:

**WHEREAS**, the Individuals with Disabilities Education Improvement Act of 2004 and the federal regulations which implement the Act allow a parent of a student or a public agency to refer the student for an initial evaluation to determine eligibility for special education services, and

**WHEREAS**, § 4401-a of the NY Education Law dealing with referral for evaluation for special education services was amended effective June 30, 2007 to conform with the Individuals with Disabilities Education Improvement Act and its implementing regulations, and

**WHEREAS**, the Board of Education, as the public agency responsible for providing education to students with disabilities who reside in or attend school within the School District, now wishes to designate professional staff members of the School District who are authorized to make such referrals,

**BE IT RESOLVED**, that the following persons are designated by the Board of Education to refer students to the Committee on Special Education for initial evaluation:

1. Building Principals
2. Chairperson of the Committee on Special Education

3. Assistant Superintendent Pupil Personnel Services and,

**BE IT FURTHER RESOLVED**, that other professional staff of the School District, professional staff of a school the student attends, a physician, a judicial officer, a professional staff member of another public agency, or the student him/herself, if over the age of eighteen or emancipated, shall be authorized to file a request for such referral for a student on a form approved for such purpose by the Assistant Superintendent for Pupil Personnel Services.

**Driver's Education – Contract Approval**

On a motion made by Ms. Judy Schurmacher and 2<sup>nd</sup> by Mr. Paul Giamundo and voted 5-0, the Board approved the following resolution:

**RESOLVED**, that the Board of Education authorize the Superintendent of Schools to enter into agreement with the PAS Auto School for the purposes of conducting the road training portion of in-car driver's education from 9/1/2007 thru 8/31/2008 at no cost to the School District.

Ms. Martell asked whether the course instructors have to follow the same protocols and strict hiring practices that other school employees must follow and Ms. Louise Lynch responded that they do.

**Disposal of Fixed Assets**

On a motion made by Ms. Judy Schurmacher and 2<sup>nd</sup> by Mr. Paul Giamundo and voted 5-0, the Board approved the following resolution:

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education declares the attached list of disposable assets as obsolete or disposable.

Mr. Giamundo asked if the inventory been finalized. Ms. Louise Lynch responded that all of the equipment has been tagged and that moving forward items will be numbered to reflect the year they go into the inventory.

**Acceptance of the Treasurer's Report, Budget Status and Revenue Status for the month ending August 2007 & September 2007**

On a motion made by Ms. Judy Schurmacher and 2<sup>nd</sup> by Mr. Paul Giamundo and voted 5-0, 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 August 2007 and September 2007.

A discussion took place with regard to some of the line items listed on the budget status including some larger balances as well as some negative balances. Ms. Lynch stated that numbers reflect: some dollar amounts encumbered for contingent positions, a software problem with one person's salary input, worker comp reimbursement still waiting for as well as some code classification discrepancies.

Ms. Katherine Daniels wondered if certain dollar figures could be provided to the Fiscal Planning Committee so that the committee could figure out the monthly expenditures stating that it would be a useful tool for planning and budgeting.

Ms. Louse Lynch answered that it may make things more complicated; Dr. Freeston as well stated that month to month figures can sometimes be misleading.

**Acceptance of Extra Classroom Treasurer's Reports for July 2007, August 2007 and September 2007**

On a motion made by Ms. Judy Schurmacher and 2<sup>nd</sup> by Mr. Paul Giamundo and voted 5-0, the Board approved the following resolution:

*RESOLVED*, upon the recommendation of the Superintendent of Schools, the Board of Education approves the acceptance of the Extra Classroom Treasurer's Reports for July, August and September 2007.

**Consent Agenda**

On a motion made by Ms. Judy Schurmacher and 2<sup>nd</sup> by Mr. Paul Giamundo and voted 5-0, the Board approved the following resolutions:

**Personnel Recommendations**

**Appointments**

**Certified**

**Mr. Kevin Rutledge**

*RESOLVED*, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Mr. Kevin Rutledge 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. Beth Weinstein Tessler**

*RESOLVED*, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Beth Weinstein Tessler 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. Linda Spione**

*RESOLVED*, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Mr. Linda Spione 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. Colleen McCarty-Pylilo**

*RESOLVED*, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Colleen McCarty-Pylilo 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.

**Mr. Patrick Giordano**

*RESOLVED*, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Mr. Patrick Giordano 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. Ellen Fecci**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Ellen Fecci 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. Lucia Raatma**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Lucia Raatma 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. Debra Kohn**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Debra Kohn as a substitute teacher, Grades K – 5 and Grades 6-8, 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. Gail Koff**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Gail Koff 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.

**Ms. Donna Barrios**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Donna Barrios as an Administrative Intern for two days per week at no compensation, subject to fingerprint clearance, starting November 8, 2007.

**Classified**

**Ms. Maureen Freeman**

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

**Ms. Dolores Ryan**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the probationary appointment for 52 weeks of Ms. Dolores Ryan as a Bus Monitor, effective November 12, 2007 at an hourly salary of \$12.77, Step 1. Ms. Ryan will work 4 hours a day, 20 hours a week, subject to fingerprint clearance.

**Step and Lane Advancements – Effective September 1, 2007**

Name	Current Degree Status	Current Step	New Lane Requested	New Salary
Pihota, Jennifer	BA	4A	MA-4D	\$ 62,431.00

## ***Teacher Mentor Program***

***Ms. Dorothy Breslow***

***RESOLVED***, upon the recommendation of the Superintendent of Schools, the Board of Education appoints Ms. Dorothy Breslow, Teacher Mentor, 4<sup>th</sup> Grade , Stipend \$1,000 prorated starting November 13, 2007 for the remainder of the 2007-2008 school year.

### **Old Business**

Mr. Paul Giamundo asked about the reporting of SAT scores, to *Westchester Magazine*, that Dr. Freeston has spoken about at previous meetings. Dr. Freeston stated that at this time there is no way to assure or require uniformity on the reporting. Mr. Giamundo requested that Dr. Freeston and Dr. Hibbard decide and format how North Salem will report the scores in the future.

Ms. Marie Martell asked if the Business Office had received any more information on Point of Sales for the cafeterias. Ms. Lynch stated that she had spoken with Aramark and that it was Ms. Lynch's goal to get the Food Service Program to be more profitable for Aramark, so that they might pay for the installation of a Point of Sales system.

### **New Business**

Ms. Martell commented on getting the Policy Committee together to review and update policies with regard to Payroll, the Code of Ethics and Cyber Bullying.

Dr. Freeston will have staff and the Administrative Council review the current policies and bring back to the Policy Committee their conclusions.

Ms. Martell requested an update from the Technology Department since this area is such a large part of the budget. Ms. Katherine Daniels commented that the Technology Plan is still in draft version and questioned how to move forward to get it out of draft plan.

Ms. Martell asked about the Long Term Strategic Planning Committee to which Dr. Freeston responded that he been briefed Pat Cyganovich, Roberta Reiner, and MaryJo Hauser on the history of the committee and was very interested in continuing the sub committee work of the committee and will be looking at the best possible structure for the committee moving forward.

### **Public Comment**

Ms. Joan Kruzykowski commented that Project Stand and has done a lot of work on cyber bullying including a Parent University program on the issue.

Ms. Rosemaria DosSantos asked about the consultant budgeted this year for music. A discussion followed regarding the two consultants budgeted for this year, one for music and one for world language. Dr. Hibbard and the Curriculum Committee are in the process of looking at the program study as well as consultants. Dr. Hibbard stated that it is a slow process and needs to be further defined and that it will be a multiple year budget item and planning commitment.

Ms. DosSantos asked about the number of generators mentioned in the Facilities Plan; Dr. Freeston responded that there are three generators needed, two have been budgeted for and are in the Capital Project report, one remains unfunded at this time.

### **Adjournment**

On a motion made by Judith Schurmacher and seconded by Paul Giamundo; the Board unanimously approved to adjourn the meeting at 9:40 PM.

Respectfully Submitted,  
Rebecca Narvaez, District Clerk