

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

**BOARD OF EDUCATION MINUTES OF REGULAR MEETING
WEDNESDAY DECEMBER 19, 2007**

Call to Order

A regular meeting of the Board of Education of the North Salem Central School District was called to order at 6:35 PM in the Board Conference Room by President Marie Martell.

At 6:35 PM., a motion was made by Ms. Judith Schurmacher, seconded by Mr. Paul Giamundo and carried, to enter into Executive Session for the purpose of discussing specific personnel.

At 7:30 PM, on a motion made by Ms. Judith Schurmacher, seconded by Mr. Jonathan Freeman 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
Rebecca Narvaez, District Clerk
Members of North Salem School District Staff
Members of the Public

Call to Order

The meeting was called to order at 7:37 PM by Board President Ms. Marie Martell and followed by the pledge of allegiance.

Student Reports

A student representative from North Salem High School spoke of the recent and upcoming events in the High School/Middle School as well as the Elementary School.

Approval of Minutes

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo, the Board of Education voted 7-0 that the minutes of the regular meeting held on November 28, 2007 be approved.

Superintendent's Report

Dr. Freeston stated that he hopes his next six months are as rewarding as his first six months working within the district. He stated that he has been continuing teacher observations and is very impressed with this year's newly-hired teachers.

Dr. Freeston stated that the Administration and various departments are deep into budget season planning and recording for the upcoming budget meetings for the Board.

Lastly, Dr. Freeston stated that there will be a new element added to the Board Meetings; the Director of Business Administration's Report from Ms. Louise Lynch. This will enable Ms. Lynch to anticipate and clarify any fiscal related questions the Board might have.

Director of Business Administration's Report

Ms. Louise Lynch, Director of Business Administration, presented a report to the Board recapping ongoing projects and policies followed by her office.

Ms. Lynch acknowledged that there have been questions from the Board regarding tax refunds; Ms. Lynch presented the Board with some historical information regarding this process. In the past while no action is necessary to be taken by the Board, the larger refunds such as the certioraris have been put onto the agenda. The smaller tax refunds that can occur do not go onto the Board Agenda; moving forward this will continue, certioraris will go onto the agenda but smaller refunds will go out to the Board in a memorandum.

Ms. Lynch spoke about the current purchasing policy and the bidding process, mentioning the different items within the district that have gone out to bid as well as exceptions to the bidding process such as exempt professional services (specialized expertise consultants) and items that are on the State contract. Ms. Lynch also mentioned that some items/professional consultants do not reach the threshold for competitive bidding which is any that cost under \$2500.

Ms. Marie Martell asked about receiving bid specs and analysis when items go out to bid. Ms. Lynch stated that a copy of the bid as well as the bid analysis is always attached to her recommendation presented to the Board.

Ms. Lynch commented on the fiscal reporting requirements, which generally are the Budget Transfers, Quarterly Budget Status, Student Activity, Treasurer's, and Revenue Status Reports. There are optional reports that can be presented to the Board as well, such as the Trial Balance Report, Warrant Reports or Fund Balance Report. Ms. Lynch will continue to provide the Board with the Fund Balance Report as well as memorandums explaining negative unencumbered balances when these occur.

Ms. Lynch reported that she has been meeting with the managers from Aramark, as well as representatives from the PTO and members of the Student Council in order to keep the lines of communication open and explore any issues that are outstanding with regard to the Food Service Program.

Ms. Lynch reported that the face to face approval meeting the architect had previously mentioned, with regard to the water projects, has been postponed to January 11th due to unexpected staffing issues at the SED.

Ms. Marie Martell asked about the items on the Capital Projects list and for an update on the projects that are in this year's budget.

Mr. Paul Giamundo complimented Dr. Freeston and Ms. Lynch on the new meeting element and asked about the best way to get questions to Ms. Lynch before a meeting. It was agreed that Board Members can e-mail questions to Board President Marie Martell and the questions will be forwarded to Ms. Lynch.

The Board thanked Ms. Lynch for her report.

Board Reports

Mr. Jonathan Freeman reported that the Educational Technology Committee met on December 10th. During the meeting the committee reviewed two items including the need for e-mail archiving options and an unexpected groupwise hardware problem.

Mr. Freeman reported the successes of the previous year such as: videoconferencing a Spanish class about art and a 6th grade class on creativity, a smooth implementation of new student data software, a request for a survey to add wireless communication capabilities in both buildings.

The Committee also reviewed the five year plan, important budget issues, and also requests that the Board adopt the adjusted 2007-2008 charges that have been updated and are inline with the committees' goals.

Ms. Alison Hublard Hershman asked if the committee had received any feedback on new report cards and stated that she had heard mixed reviews. Mr. Freeman stated that the general consensus is that the new cards are meeting the needs and objectives that Ms. Jennifer Wilson, Director of IT, had hoped for and that she can share more with the Board at the next meeting in January.

Mr. Freeman stated that with the discovery of the groupwise server problem it has become apparent that many systems and/or operations have reached their "end of life" or will be falling off of support, and that some changes may needed. Through this the committee has been exploring backup and storage issues, as well as data availability in case of a catastrophic event with the current vendor. The committee is looking at what systems are critical and working to come up with a scoring system to categorize these, with regard to back up and accessibility.

Mr. Freeman also reported that with regard to a data security breach, he is exploring with counsel what the District's liability would be due to the fact that the district is providing the facility; still to be considered is what data should the district be storing and what about a possible hack. Mr. Freeman stated the district's network is very flat, the entire network looks like one and therefore there may be some potential to hack in, with a possible change to a new system the district can implement physical security to prevent these types of potential breaches.

Mr. Paul Giamundo reported on successful Communication and Safety Committee meetings and stated that he had attended two concerts by the High School Choral Group that were outstanding.

Ms. Katherine Daniels stated that the Citizen Advisory Committee for Fiscal Planning would like to present to the Board a plan to focus on two or three issues from the budget at the Board Meetings on February 27th and March 26th. There will be a separate date for recommendations for facility project funding.

Ms. Daniels stated that the committee has three recommendations with regard to the Turf Field, the committee recommends

1. A joint effort with the Town for a field
2. A joint field utilization study to get a clear representation of the need
3. That the project be funded by private donation

The committee has also reviewed the overall current capacity of both MEBCO and BOCES.

Lastly, Ms. Daniels reported that a work session was held to create an additional report to help the committee with budget planning preferably over multiple years, to enable the committee to track trends.

Ms. Marie Martell stated that it is her understanding that there cannot be a joint effort between the Town with regard to field usage. A discussion took place regarding this matter; further exploration by counsel will be needed to explore the issue of a joint field and joint field utilization study.

Ms. Alison Hublard Hershman reported on the Curriculum Committee meeting that recently took place during which Dr. Hibbard's curriculum plans were presented and very well received.

Ms. Marie Martell reported on the legislative priorities for 2007 that were discussed at the last Westchester Putnam School Board Association meeting. One area to be worked on is protecting local taxpayers from the State's shifting funding responsibilities. The WPSBA is looking for an article for the newsletter and Ms. Martell thought about the learning styles profile.

Ms. Martell mentioned that there have been e-mails relative to legislative initiatives and votes that come up from time to time and asked other board members what their thought was on this, with regard to the Board President or Superintendent responding for the Board.

Dr. Freeston suggested that, when this type of issue comes up, he draft a response on behalf of the district which can be sent in individually by board members if they so choose.

Presentation - Response to Intervention presented by MaryJo Hauser and Michael Hibbard

Ms. MaryJo Hauser presented the board with a presentation on Response to Intervention an ongoing program that builds on best practices in order to monitor student progress. The program enables measurement and consistency to occur and allows teachers and administrators to use the data for educational decisions. The training program for RTI will begin in PQ Elementary and works its way up through the grades and schools.

Action Items

Authorization of Settlement of Due Process Claims

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following resolution.

WHEREAS, Education Law § 4404 establishes procedures for appeal by parents or persons in parental relationship from recommendations of the Committee on Special Education, and

WHEREAS, the Board of Education is obligated by § 4404 to appoint an impartial hearing officer to hear any such appeal, and

WHEREAS, the Board recognizes that resolution of disputes through due process proceedings may be costly and may interfere with the educational process by removing teachers and administrators from pedagogical and administrative duties to prepare for and testify in impartial hearings, now, therefore, be it

RESOLVED, that the Assistant Superintendent of Schools for Pupil Personnel Services, in consultation with the Superintendent of Schools, is authorized to make efforts to resolve all such disputes through formal resolution procedures, mediation, or informal negotiation, and is further authorized, upon advice of counsel and following consultation with the Superintendent of Schools, to encumber funds in an amount not to exceed \$ 20,000 to settle disputes involving claims for reimbursement of sums expended for tuition, transportation, home and hospital instruction or related services for children with special educational needs.

Budget Transfers

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following budget transfers.

08-012

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$14,520.00 from A 2630-400-90-1000 (Computer Assisted Instruction - Maintenance) to A 2810-491-00-5050 (Guidance Services-BOCES) for the 2007-2008 school year.

Purchase of IEP Direct – Special Ed Student Management Software

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following resolution.

WHEREAS, the District is desirous of implementing a new Student Management System for the Special Education Department.

WHEREAS, the Board has approved a budget transfer, thus allocating funds for the implementation of a new system.

THEREFORE, be it resolved that upon the recommendation of the Superintendent of Schools, the Board of Education authorizes entering into an agreement with BOCES for IEP Direct in the sum of \$15,420 for the current year.

Modification of Titles of Existing Employees

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following resolution.

RESOLVED, that the Board of Education amend its Table of Organization to add two twelve month full-time Senior Office Assistants.

BE IT FURTHER RESOLVED, that the Board of Education amend its Table of Organization to exclude two twelve month full-time Senior Typist positions.

BE IT FURTHER RESOLVED, that the Board of Education ratify the CSEA Memoranda of Agreement dated December 14, 2007 with regard to the re-titling of two clerical unit positions.

Memoranda of Agreement Additional Clerical Stipends

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following resolution.

RESOLVED, that the Board of Education ratify the CSEA Memoranda of Agreement dated December 14, 2007 with respect to additional clerical stipends.

BE IT FURTHER RESOLVED, that the following stipends be paid for three categories of additional work (more fully set forth in the attached position descriptions and their approximate time requirements) for the following duties:

- **District Registrar** (approximately 60 hours per year): \$1,250.00 per year for the duration of the current collective bargaining agreement;
- **Treasurer – Student Activity Fund** (approximately 175 hours per year): \$3,600.00 per year for the duration of the current collective bargaining agreement;
- **Channel 18 – VIP Scroll – Community Connect Program** (approximately 120 hours per year): \$2,500.00 per year for the duration of the current collective bargaining agreement.

Gift Acceptance

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following resolution.

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the donation of two trombones to the Pequenakonck Elementary Music Program from Mrs. Sonia Fernandez.

Acceptance of the Treasurer’s Report, Budget Status and Revenue Status for the month ending October 31, 2007

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education 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 of October 2007.

Acceptance of Student Activities Reports for October 2007

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following resolution.

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the acceptance of the Student Activities Reports for October 2007.

Acceptance of CSE and CPSE Reports dated December 19, 2007

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following resolution.

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the acceptance of CSE and CPSE Reports dated December 19, 2007.

Adoption of Text Books

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following resolution.

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	<u>How to Read Literature Like a Professor</u>
Author	Thomas C. Foster
Publisher	Harper Collins
Copyright Date	2003

Consent Agenda

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo and carried (7-0) the Board of Education approved the following Consent Agenda.

Certified Appointments

Ms. Kelly Frawley

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Kelly Frawley 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. Kevin O’Neill

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Mr. Kevin O’Neill as a substitute teacher, Grades K-12 Physical Education only, 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 Appointments

Ms. Jean Jerussi

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Jean Jerussi to a permanent Senior Office Assistant with a 2007-2008 salary level pursuant to the CSEA “Schedule A” Step 5 of 45,166 retroactive to July 1, 2007. (Her previous placement as a Senior Typist is pursuant to the CSEA “Schedule B” Step 5 was \$43,528 for the 2007-2008 school year).

Ms. Jayne Lamana

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Jayne Lamana to a permanent Senior Office Assistant with a 2007-2008 salary level pursuant to the CSEA “Schedule A” Step 3 of \$42,060 retroactive to July 1, 2007. (Her previous placement as a Senior Typist is pursuant to the CSEA “Schedule B” Step 3 was \$40,470 for the 2007-2008 school year).

Stipend

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

<u>Name of Individual</u>	<u>Stipend Title</u>	<u>Amount</u>
Kylie McCarron	Weight Training Intramurals (One hour, Mon, Wed and Fri)	\$ 504.00

Amend Certified Appointment

Ms. Marie Hanuik

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Marie Hanuik as a Leave Replacement Teacher from October 10, 2007 until December 14, 2007 (previously approved to 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. Hanuik is certified in Art (K-12), to serve in the schools of New York State. Ms. Hanuik will replace Jayne Silverblade.

Rescind Appointment

Contracted Related Service Providers 2007/2008 - Consultant Rate for TVI Services

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education rescinds the rate of \$100.00 per hour, previously approved for Teacher of the Visually Impaired Services provided by Deborah Silberberg.

Approve Appointment

Contracted Related Service Providers 2007/2008 - Consultant Rate for TVI Services

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the rate of \$105.00 per hour for Teacher of the Visually Impaired Services provided by Deborah Silberberg retroactive to September 1, 2007.

Approve Academic Intervention Support

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following individuals to fill the positions for Academic Intervention Support for the New York State English Language Arts Assessment at a rate of \$54.40 per hour for 8 hours total.

December/January Classes (January Examinations)

Grade 6	Lynn Colwell
Grade 7	Lesley Hoagg
Grade 8	Karyn Johnson
ELA Regents	Michael Minzloff, Christine Considine, Kylie McCarron, Jennifer Molloy (2 hours each)
Math B Regents	Lynda Vincent

February/March Classes (March Examinations)

Grade 6	Katie Cammann
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Grade 7
Grade 8

Jennifer Frohman
Jennifer Frohman

Discussion Items

Outdoor Garden Structure Program

The Board had received information earlier on a donation from the PQ PTO for an outdoor garden facility. The funding is complete for the project and the Board will accept the donation at the next meeting.

Facilities Projects Priorities

Dr. Freeston recapped the discussion from the last Board Meeting by stating that, with regard to the priorities from the Facilities Plan, the consensus was to group years one, two and three of the facilities plan with the footnote that there was no decision yet made on which option, from the Geothermal Report, the Board would recommend.

Dr. Freeston reported that at the Facilities Committee meeting there was an almost unanimous agreement to recommend option number two. There is considerable interest in trying to make this project as “green” as possible and to add solar to offset some of the project. There were questions raised as to how much solar and whether or not this can damage the roof or hinder roof repairs when needed, however, some of the committee members with expertise in this area are sure that modern systems do not pose that problem. The committee will need more information on the solar component; the architect is going to get information on a consultant that is more versed in solar.

A discussion took place regarding the solar component noting that it is supplementary in nature. Also discussed at the Facilities meeting, was the fact that there is an educational component to solar if it presented as an alternative. There is still concern that more research needs to be done to ensure that the district has knowledge of everything needed, as well as further research and exploration of funding for solar. It was also reiterated that all three options from the Geothermal Report still remain on the table for the Board to discuss.

Mr. Jonathan Freeman stated that timing should also be looked at with regard to cost and the ability to drive the cost down at different times of the year.

Dr. Freeston stated that the consensus from the Board seems to be to put out one vote, that includes all priorities in years one, two and three and includes the plan decided on from the Geothermal Report, and to have a separate vote on the field.

A discussion took place with regard to funding for the field and the timing of a possible vote on the field. Ms. Katherine Daniels stated that is important to think about all of the sources of funding that might be out there, stating that more could be done to research this. Equally important is that the Board be mindful of the timing of when the field vote would go to the tax payers.

Ms. Judith Schurmacher stated that it is time to put the issue out to the voters and let the voters decide. Ms. Schurmacher suggested that the Fiscal Committee take on as one of its charges, finding funding for the field so that the project does not have to go out to vote.

Mr. Paul Giamundo stated that many of the questions regarding the turf field issue can be answered by reading existing reports and asking committee members.

Ms. Daniels stated that it is important that the Board not make too many demands on taxpayers or there will be no votes for the things that the district really needs. Ms. Daniels reiterated that would be mistake to put it out there now without exploring all funding possibilities.

Miss Alison Hublard Hershman agreed that it is about the timing and how it balances out with everything else that taxpayers are going to be asked to look at, but that this is up to the Board to decide.

Mr. Paul Smadbeck stated that the right time for the vote is after the 2008-2009 budget vote and when, as a Board, all seven members feel good about the decisions made. Mr. Smadbeck feels the field deserves a vote but not to the detriment of the other projects. Mr. Smadbeck stated that for next meeting the Board should focus on when and how to propose to the voters the supplemental vote.

Also discussed was the need for the architect to present the Board with how much lead time is needed after approval, as well as the architect presenting a schedule of the work to be done.

Old Business

Miss Katherine Daniels had a question regarding a previous budget transfer to which Ms. Louise Lynch replied that there are times when there will be anticipated amounts deducted from a budget code, and therefore Ms. Lynch puts that amount into the transfer as well.

Public Comment

Mr. Andrew Brown made a statement comparing the cost and utilization of the AP classes and the cost and utilization of a new field. Mr. Brown also presented the Board with a donation from the North Salem Basketball League for two scoreboards for PQ Elementary School.

There was a discussion regarding sponsorship on scoreboards, the Board and Superintendent will check the policy for further clarification.

Adjourn

On a motion made by Ms. Alison Hublard Hershman and seconded by Ms. Judith Schurmacher and carried (7-0) the Board of Education agreed to adjourn at 9:25 PM.

Respectfully Submitted,
Rebecca Narvaez, District Clerk