

**NORTH SALEM CENTRAL SCHOOL DISTRICT**  
**NORTH SALEM, NEW YORK 10560**  
[www.northsalemschools.org](http://www.northsalemschools.org)  
**BOARD OF EDUCATION MINUTES OF REGULAR MEETING**  
**Wednesday June 4, 2008**

**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 6:32 PM, a motion was made by Ms. Alison Hublard Hershman, seconded by Mr. Paul Giamundo and carried, to enter into Executive Session for the purpose of discussing specific matters of personnel and contract negotiations.

At 7:36 PM, on a motion made by Ms. Alison Hublard Hershman, 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:**

Ms. Marie L. Martell, President  
Ms. Alison Hublard Hershman, Vice-President  
Mr. Paul Giamundo, Trustee  
Ms. Katherine Daniels, Trustee (arrived 7:46 PM)  
Mr. Paul Smadbeck, Trustee  
Mr. Jonathan Freeman, Trustee

**Absent:**

Ms. Judith Schurmacher, Trustee

**Guests:**

Mr. Stephen Bobolia  
Mr. Andrew Brown

**Also Present:**

Dr. Kenneth Freeston, Superintendent of Schools  
Dr. Michael Hibbard, Asst. Superintendent for Instruction and Human Resources  
Ms. Louise Lynch, Director of Business Administration  
Dr. George Bovino, Assistant Principal North Salem High School/Middle School  
Ms. 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 7:40 PM by Board President Ms. Marie Martell and followed by the pledge of allegiance.

**Announcements**

### **Approval of Minutes**

On a motion made by Ms. Alison Hublard Hershman, seconded by Mr. Paul Giamundo and carried (6-0) the minutes for May 7, 2008 were approved.

### **Superintendent's Report**

Dr. Freeston reported on the many end-of-the-year events he has been attending; commenting on the Foundation for Learning Scholarship Award Night, as one of the most meaningful and moving events he has ever attended.

Dr. Freeston met this week with the PTO Boards and the group discussed the year's events as well as the year-end events.

### **Director of Business Administration's Report**

Ms. Louise Lynch reported that the bid results for this summer's construction projects are on tonight's agenda.

Ms. Lynch also stated that results and recommendations from the Peer Review should be in, late next week.

Ms. Lynch stated that this year's close out with Aramark looks to be a smooth one, and that Aramark is continuing to work to find healthier choices to include in the menu and snacks.

Ms. Lynch answered a question she received had from a Board member with regard to the BOCES contract on tonight's agenda, stating that the figures listed on the contract are the basic cosers that this district subscribes to, however, many more services are added on throughout the year. Therefore, a much larger dollar figure than that which is on the contract is budgeted for each year.

A discussion followed regarding the BOCES contract and the budgeting for this contract. Dr. Freeston and Ms. Lynch clarified that by putting no dollar amounts in for certain areas of the contract, the district is protected from being obligated to pay for programs it may not use. Ms. Lynch stated that the contract gets reviewed by the administration initially, before coming to the Board, to plan for the next year's services.

Mr. Paul Giamundo asked about the Aramark Contract and the \$15,000 waiver, to which Ms. Lynch stated that the district should receive it by the end of the school year.

Ms. Katherine Daniels asked about having a monthly report showing monthly expenditures as the year progresses. Ms. Lynch responded that it is difficult to get this report from the school's software program (WinCap) and easier to simply generate a spreadsheet, however, due to the number of budget codes to enter and set up, it would be an increase to the Treasurer's current load and involve overtime.

Discussion took place regarding the creation of such a report. Ms. Lynch stated that while the information can be extracted from the system, it is difficult to put this into a report using the

Wincap program. When the data gets exported from the program it does not easily transfer into an Excel spreadsheet. Ms. Daniels requested a list of reports that the program can generate and Ms. Lynch offered to meet together to go over such a list.

### **Board Reports**

Mr. Paul Giamundo reported on the following:

- The Westchester Putnam School Board Association had its final meeting of the year, recognizing Executive Director Janet Walker's retirement and discussing the Association's goals for the upcoming year. Also, Ms. Marie Martell was thanked for her year on the Board of the Westchester Putnam School Board Association. Mr. Giamundo urged others to attend the association's business meetings in the upcoming year.
- Mr. Giamundo commended the North Salem band for their music at the Memorial Day Parade and thanked the Band Director.

Ms. Katherine Daniels reported on drafting a resolution to submit to the New York State School Board Association for review. If selected, the resolution would go onto the agenda of the fall 2008 NYSSBA Convention. The resolution will be to encourage greater funding from the Federal and State level to start teaching secondary languages to children in elementary school. The Board agreed and thanked Ms. Daniels.

Ms. Marie Martell congratulated the students that graduated from the Tech Center and those who had received Varsity Athletic Awards. Ms. Martell attended the Carol Johnson Dinner with Dr. Freeston and Dr. Cyganovich during which the High School Valedictorian and Salutatorian were recognized. Ms. Martell also attended the Foundation for Learning Scholarship Award Night.

Ms. Martell was invited to and visited the PQ garden that was donated this year and commended all those involved in the donation and the project.

Ms. Martell noted the committee wrap ups on the agenda and thanked Dr. Bovino and Dr. Freeston for their leadership in chairing these committees; she also thanked Ms. Jayne Lamana for the work she contributed to both the Safety and Communication Committee.

### **Committee Reports Year End Wrap up**

- *Communications Committee-Dr. George Bovino*
- *Safety Committee-Dr. George Bovino*
- *Policy Committee-Dr. Kenneth Freeston*
- *Facilities Committee-Dr. Kenneth Freeston*

Dr. George Bovino reported on the 2007-2008 Safety Committee stating that the expectation of every parent as they send their children to school is that their children will be safe.

The major accomplishments of the committee this year were:

- A full student, faculty and staff evacuation from the Elementary School to the Middle School/High School.
- The security audit and review with hired consultants.

- The development of the reception protocol for the Middle School/High School.
- The second successful evacuation drill of the Middle School/High School.

Dr. Bovino also reported on the 2007-2008 Communications Committee stating that as they began the year, the group was not sure of the work they wanted to do as a committee. The committee began by putting out surveys to parents to find out the kind of communication the parents would prefer—to which the overwhelming majority was for electronic communication.

The major accomplishments of the committee this year were:

- The survey to the parents regarding communications from the School District.
- The reviewing and streamlining of school mailings to consolidate.
- The updating of phone, email and verification sheets for all students.
- A comprehensive review and update of the school's website.

The Board thanked Dr. Bovino and Ms. Jayne Lamana for their work on these two committees.

Dr. Kenneth Freeston reported on the 2007-2008 Facilities Committee giving the following updates:

- Bids for summer projects are on tonight's agenda.
- The revised proposal from CS Arch for to serve as an interim agreement will be on the June 18<sup>th</sup> agenda for the Board's approval.
- The Facilities Committee unanimously recommended that the district work with Chazen Companies regarding SEQRA.

The major accomplishments of the committee this year were:

- A successful transition from a Citizen's Advisory Committee to a District Committee.
- A successful refocus of the charge of the committee to be primarily that of planners and not managers of day to day operations.
- Detailed review of the Facilities Plan proposed by CS Arch.
- Preparation of project priorities.
- Evaluation of consultant and engineering reports on status of geothermal situation.
- Review of capital projects.

Dr. Freeston also reported on the 2007-2008 Policy Committee and the policies revised and adopted this past year, stating that next year the committee will begin to review groups of policies, such as all of the fiscal and purchasing policies.

### **Presentation**

*Mr. Thomas Ritzenthaler, CS Arch—Capital Projects Update*

Mr. Ritzenthaler explained CS Arch's role in the bid process and presented an update on the awarding of the bids for the summer projects and the upcoming SEQRA and Lead Agency process.

Discussion followed with regard to the drilling of the well. The next step for the district to take will be to bid out the drilling of the well. Once the project is completed and the well is drilled, the water will be tested for quality and quantity. Based on those results, the decision can be made as to whether or not to keep the current filtration system or whether there is better quality based on the new location.

### **Action Items**

#### **Bid Award - Construction Bids for Summer Work**

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo, the Board of Education voted 6-0 that the following resolution be approved:

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education awards the construction bids to the lowest responsible bidders:

Foremost Electric Corp.	Electrical Contract	\$167,900
TJS Environmental Ind. Inc.	Mechanical Contract	\$133,660

#### **Policy Adoption**

The Board conducted the second reading and adoption of policy # 5280 R, the North Salem Middle/High School Interscholastic Athletic and Co-Curricular Activities Regulation.

#### **Acceptance of Treasurer's Report, Budget Status and Revenue Status for all funds for the month ending April 30, 2008.**

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo, the Board of Education voted 6-0 that the following resolution be approved:

**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 April 2008.

#### **Internal Audit Acceptance**

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo, the Board of Education voted 6-0 that the following resolution be approved:

**RESOLVED**, upon the recommendation of the Superintendent of Schools that the Board of Education accepts the Internal Audit Report for 2007-2008 Risk Assessment Update & Recommended Audit Plan.

#### **Awarding Instructional Supply Bids for 2008-2009**

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo, the Board of Education voted 6-0 that the following resolution be approved:

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education awards instructional supplies to the following lowest, responsible bidders:

Vendor	Type of Supplies
Cascade School Supplies	General Classroom Supplies
Aves Audio Visual Systems Inc.	Audio Visual Supplies
B&H Photo-Video Inc.	Audio Visual Supplies
Camcor, Inc.	Audio Visual Supplies
Ray Supply, Inc.	Audio Visual Supplies
Troxell Communications, Inc.	Audio Visual Supplies
Valiant IMC	Audio Visual Supplies
Valley Litho Supply Co.	Audio Visual Supplies
Benz Microscope Optic Center	Elementary Science Supplies
Carolina Biological Supply Co.	Elementary Science Supplies
EAI Education/Eric Armin Inc.	Elementary Science Supplies
ETA/Cuisenaire	Elementary Science Supplies
Fisher Scientific Co.	Elementary Science Supplies
Frey Scientific Co.	Elementary Science Supplies
NASCO	Elementary Science Supplies
Science Kit Inc.	Elementary Science Supplies
Science Labs	Elementary Science Supplies
Zams, Inc.	Elementary Science Supplies
NASCO	Family/Consumer Science Supplies
S.A.N.E.	Family/Consumer Science Supplies
Dick Blick Company	Fine Art Supplies
NASCO	Fine Art Supplies
Sax Arts & Crafts	Fine Art Supplies
Triarco Arts & Crafts	Fine Art Supplies
School Health Corp.	Health Supplies
Henry Schein Inc.	Health/Athletic Tape Supplies
Highsmith Inc.	Library Supplies
Corporate Express	Computer/Office Supplies
Cartridge World of Fort Lee	Computer/Office Toner Supplies
M-F Athletic Company Inc.	Physical Education Supplies
NASCO	Physical Education Supplies
Passon's Sports/Sports Supply	Physical Education Supplies
Sportime LLC	Physical Education Supplies
Benz Microscope Optic Center	Science Supplies
Carolina Biological Supply Co.	Science Supplies
EAI Education/Eric Armin Inc.	Science Supplies
Fisher Scientific Co.	Science Supplies

Frey Scientific Co.	Science Supplies
NASCO	Science Supplies
Para Scientific Co.	Science Supplies
Pasco Scientific	Science Supplies
RNJ Electronics Inc.	Science Supplies
Sandy Enterprises	Science Supplies
Science Kit Inc.	Science Supplies
Science Labs	Science Supplies
VWR/Sargent-Welch	Science Supplies
Ward's Natural Science	Science Supplies
Zams, Inc.	Science Supplies
Brodhead-Garrett Company	Technology Ed. Supplies
Midwest Technology Products	Technology Ed. Supplies
Paxton/Patterson LLC	Technology Ed. Supplies
Satco Supply	Technology Ed. Supplies
Aluminum Athletic Equipment	Athletic Supplies
ARC Sports	Athletic Supplies
Blue Star Sportswear Inc.	Athletic Supplies
Cannon Sports Inc.	Athletic Supplies
Circle/Schutt Reconditioning	Athletic Supplies
Jish Inc./Bill Pearson Sports	Athletic Supplies
Levy's Inc.	Athletic Supplies
Longstreth Sporting Goods	Athletic Supplies
Massapequa Soccer Shop	Athletic Supplies
Metuchen Center Inc.	Athletic Supplies
Passon's Sports/Sports Supply	Athletic Supplies
Port Jefferson Sporting Goods	Athletic Supplies
Pyramid School Products	Athletic Supplies
R&R Trophy & Sporting Goods	Athletic Supplies
Riddel/All American	Athletic Supplies
Sportsman's	Athletic Supplies

**Putnam/Northern Westchester BOCES 2008-2009 Contract of Services**

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo, the Board of Education voted 6-0 that the following resolution be approved:

***RESOLVED***, upon the recommendation of the Superintendent of Schools, the Board of Education approves the 2008-2009 Contract of Services with Putnam/Northern Westchester BOCES and authorizes the President of the Board of Education to sign the agreement.

**Budget Transfers**

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo, the Board of Education voted 6-0 that the following budget transfers be approved:

**08-055**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$21, 000.00 from A 2110-130-00-0000 Regular Day Teaching – Grades 7 – 12 Instructional Salaries to A 2110-141-00-0000 Regular Day Teaching – Substitutes.

**08-056**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$20 000.00 from A 1620-432-03-0000 Operation of Plant-Electricity to A 1621-400-03-0000 Maintenance of Plant – Contractual.

**Consent Agenda Action Items:**

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo, the Board of Education voted 6-0 that the Consent Agenda be approved:

**Personnel Recommendations**

***Resignations-Certified***

**Ms. Ellen Voelkl**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the resignation with intent to retire of Ms. Ellen Voelkl, Teacher's Assistant at Pequenenkonck Elementary School, effective July 1, 2008.

**Ms. Suzanne Masotto**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the resignation of Ms. Suzanne Masotto, Mathematics Teacher at North Salem High School, effective August 31, 2008.

***Classified***

**Ms. Doris Robin DePaoli**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the resignation of Ms. Doris Robin DePaoli, Typist and Substitute Bus Driver, effective June 20, 2008.

***Appointments-Certified***

**Ms. Jessica Cafiero**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Jessica Cafiero, probationary teacher for the 2008-2009 school year in the elementary K-6 tenure area. Ms. Cafiero's placement on the schedule will be MA, Step 3. Ms. Cafiero possesses initial certification in Childhood Education K-6 and Literacy K-6, which permits her to teach in the state of New York. Note: Ms. Cafiero's assignment for the 2008-2009 school year will be as a first grade teacher. Ms. Cafiero will be replacing Tiffany Zrodowski who resigned.



**Ms. Joanne Colangelo**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Joanne Colangelo as a Leave Replacement Teacher on or about June 5, 2008 until on or about October 31, 2008. Ms. Colangelo possesses a permanent certification in Elementary Education K-6, which permits her to teach in the State of New York. Ms. Colangelo's placement on the schedule will be MA, Step 1. Ms. Colangelo will replace Ms. Teresa Dzubak.

**Ms. Carolyn Everett**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Carolyn Everett as a .6 FTE Speech Therapist for the 2008-2009 school year. Ms. Everett possesses initial certification in speech and language disabilities teacher which permits her to teach in the State of New York. Ms. Everett's placement on the schedule will be MA, Step 2.

**Ms. Heather Dwyer**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Heather Dwyer as a substitute teacher, Grades K - 6, for the 2007-2008 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. Tiffany Navarro**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the 52 week probationary appointment of Ms. Tiffany Navarro as Administrative Assistant, effective June 5, 2008, at an annual salary of \$53,726 for the 2007-2008 school year.

*Student Teacher*

**Ms. Diane Scanlan**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Diane Scanlan as a student teacher in Instrumental Music, Education, in the Middle School/High School for the Fall Semester. Ms. Melissa Abramo will mentor Ms. Scanlon.

*Approvals Extended School Year Services*

**Ms. Margaret Smith**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Margaret Smith to provide Wilson Reading Instruction over the summer, 4 hours for 6 weeks not to exceed 24 hours at the contractually approved rate per hour. *This service is to satisfy CSE mandated Extended School Year Services.*

*Summer Programs for Special Education Students*

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following individuals to provide support services recommended at

CSE meetings—for the Summer of 2008. The four week summer program will be held the weeks of July 14, 21, 28 and August 4, from 9:00 AM to 11:00 AM four days a week for a total of 32 hours.

Christine Considine    \$200 per day prorated for a total of 32 hours  
Kristal Castellano    \$200 per day prorated for a total of 32 hours

***Summer Programs for Special Education Students***

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following individuals to provide individual reading services at the contractually approved rate.

Christine Considine    Not to exceed 16 hours  
Kristal Castellano    Not to exceed 15 hours  
Ellen Fecci            Not to exceed 54 hours  
Patricia Miller        Not to exceed 40 hours  
Lisa Uslianer         Not to exceed 12 hours

***Summer Speech/Language Services***

**Ms. Michelle Messemer**

**RESOLVED**, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Michelle Messemer to provide summer speech and language services, not to exceed 18 hours at the contractually approved rate per hour. *This service is to satisfy CSE mandated Extended School Year Services.*

***Summer 2008 Curriculum Courses***

**RESOLVED**, upon recommendation by the Superintendent of Schools, the Board of Education approves payment, according to the NSTA contract, to the individuals in the attached chart titled, "Summer 2008 Curriculum Projects" dated 5/28/08. The total allocation for each project may not be exceeded except with the approval of the Board of Education, changes in the distribution such funding within a project may occur with the approval of the Superintendent of Schools. A report on all such changes will be made to the Board of Education in September of 2008.

**RESOLVED**, upon recommendation by the Superintendent of Schools, the Board of Education approves payment of an additional special education teacher (TBA) for the Summer 2008 Curriculum Projects dated May 19, 2008 for the Hudson River Project at PQ at the rate of \$200/day for three days. The total amount of the Hudson River Project is \$3,600.

***In-House Study Groups***

**Ms. Elizabeth Maier**

**RESOLVED** upon the recommendation of the Superintendent of Schools, the Board of Education approves payment to Ms. Elizabeth Maier as the facilitator of the K-3 Fluency Study Group, Part I, II and III for a total of 45 hours at the rate of \$50.00/hour, for a total of \$2,250.00. *This is the same rate of payment used by the Teacher Center for teachers who facilitate study groups.*

### **Discussion Items**

The Board conducted the second reading of three, of policy # 4321.9 Declassification of Students with Disabilities.

The Board conducted the second reading of three, of policy # 4321.11 Public Report on Revisions to District Policies, Practices and Procedures upon a Finding of Significant Disproportionality.

The Board conducted the first reading of two, of policy # 4321.1 Provisions of Special Education Services in the Least Restrictive Environment.

The Board conducted the first reading of three, of policy # 4321.7 District wide and Statewide Assessments of Students with Disabilities.

### **Old Business**

Ms. Marie Martell noticed an outstanding amount on the Fund Balance Report for Policy Plus, the program that puts North Salem policies online, and asked that this dollar figure be researched and put onto the follow up list.

Ms. Martell also asked about updating and sending the SAVE plan to the Board and asked that it be put onto the follow up list.

### **New Business**

Mr. Paul Giamundo commented on creating a network with other School Board Members to meet with one another to brainstorm.

Mr. Giamundo also remarked on one district, that is trying to create paperless packets. Dr. Freeston agreed that on the Board Action Plan for next year, a goal should be to have a more efficient send out with regard to the amount of paper in the Board packets; this goal can lead to a more web based packet.

### **Adjournment**

On a motion made by Ms. Alison Hublard Hershman and seconded by Mr. Paul Giamundo, the Board of Education voted 6-0 the Board voted unanimously to adjourn at 9:40 PM.

Respectfully Submitted  
Rebecca Narvaez, District Clerk