

NORTH SALEM CENTRAL SCHOOL DISTRICT
NORTH SALEM, NEW YORK 10560
www.northsalemsschools.org
BOARD OF EDUCATION MINUTES OF REGULAR MEETING
Wednesday July 16, 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 Board President Katherine Daniels.

At 6:30PM, a motion was made by Judith Schurmacher and seconded by Paul Giamundo and carried (7-0), 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 Judith Schurmacher, seconded by Paul Giamundo and carried (7-0), the Board adjourned the Executive Session and reconvened to the Public Session.

Board Members Present at this Meeting:

Ms. Katherine Daniels, President
Ms. Judith Schurmacher, Vice-President
Mr. Paul Giamundo, Trustee
Mr. Paul Smadbeck, Trustee
Mr. Jonathan Freeman, Trustee
Mr. Stephen Bobolia, Trustee
Mr. Andrew Brown, Trustee

Also Present:

Dr. Kenneth Freeston, Superintendent of Schools
Dr. Michael Hibbard, Assistant Superintendent for Instruction and Human Resources
Ms. MaryJo Hauser, Assistant Superintendent for Pupil Personnel Services
Ms. Louise Lynch, Director of Business Administration
Ms. Rebecca Narvaez, District Clerk
Mr. Bob Herlihy, Chair Audit Committee
Members of the Public

Call to Order

The meeting was called to order at 7:42 PM by Katherine Daniels and followed by the pledge of allegiance.

Announcements

Ms. Daniels made the following announcements

- The Board of Regents is the revising the State learning standards for English, for the first time since 1996, and plan to have a report out later this month.
- The New York State School Boards Association will be holding fiscal oversight workshops; new board members are required to take these workshops.

- The New York State School Boards Association convention will be held in New York City from October 16th thru October 19th.
- The Board has selected Paul Giamundo to be their official representative for the Westchester Putnam School Board Association.

Superintendent's Report

Dr. Freeston reported on the following:

- The retreat planned for later this summer will involve working together on the Board Goals and the Board Action Plan.
- The summer capital project for the heating and ventilation work started this week.
- Groups of faculty working on curriculum projects began recently under the guidance of Dr. Hibbard.
- Louise Lynch and the Business Office are preparing for the external audit for fiscal year 2007-2008.
- Dr. Freeston welcomed back MaryJo Hauser.

Director of Business Administration's Report

Louise Lynch reported on the following:

- There will not be any more financial reports provided to the Board until the fall; in the event of an increase in the Fund Balance the excess will be used to reduce the levy in the spring.
- Ms. Lynch will be attending a meeting with other school business officials to discuss the tax cap issue.
- Ms. Lynch is looking into a consortium for utilities run by BOCES and working on a fuel bid.
- The security proposal with short term recommendations from Safire Rosetti, is on this evening's agenda.
- The budget transfers on the agenda are for final pay outs for June, unencumbered areas: substitute teaching, athletics/coaching and fuel.
- The AIA contracts are still pending, for the engineers and are being reviewed by school counsel.

Board Reports

Paul Giamundo reported on the following:

- The School report card for 2006-2007 will be available to school superintendents this Friday and made public by the end of the month.
- Mr. Giamundo met with MaryJo to go over the CSE/CPSE reports on this evening's agenda.

Presentations

Bob Herlihy, Chair of the Audit Committee, gave the following presentation and follow up from the Audit Committee. Mr. Herlihy explained that the committee reviewed the payroll process in 2007 through the Internal Audit and will, in 2008, review purchasing processes.

The review of the payroll process looked at three areas: the new hire/employee onboarding process, the standard payroll process with regard to bi-weekly and hourly employees, how time is captured and

what controls are in place. The committee was provided with detailed flow charts that were said to be very helpful and well documented.

The Audit Committee recommended three areas for action:

- Use of authorization form to document rate of pay, expected hours and show evidence of approvals.
- A form for non-standard changes in pay rates that includes hours worked and evidence approvals.
- A system that shows all hourly employees' hours have been verified by a supervisor, by time sheet supervisor sign off

Next steps for the committee will involve the review of Accume's report and the management responses to the report.

Action Items

Approval Safir Rosetti Proposal

A motion was made by Judith Schurmacher and seconded by Paul Giamundo and discussion followed with regard to the contract, the cost for the scope of the work.

The base of \$20,000 is based on an estimate of the hours and the cost of these hours. Katherine Daniels suggested a motion to amend the resolution to include the phrase estimated amount instead at a base amount.

On a motion made by Judith Schurmacher, seconded by Paul Giamundo and carried (7-0) the Board amended the resolution to state estimated amount of \$20,000 instead of base amount of \$20, 000.

On a motion made by Judith Schurmacher, seconded by Paul Giamundo and carried (7-0) the Board voted to approve the following resolutions.

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the Proposal for Security Consulting Services at an estimated amount of \$20,000 for the "scope of the work", dated June 6, 2008 submitted by Safir Rosetti.

FURTHER RESOLVED, the Board of Education authorizes the Superintendent of Schools to sign the Safire Rosetti proposal dated June 6, 2008.

Approval of Student Trip to Spain

On a motion made by Judith Schurmacher and seconded by Paul Giamundo, the Board of Education voted 7-0 that the following resolution be approved:

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the trip to Spain for the 2008-2009 school year.

Budget Transfers

BOE Minutes 7/16/2008

On a motion made by Judith Schurmacher and seconded by Paul Giamundo, the Board of Education voted 7-0 to approve the following budget transfers:

08-859

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$10,000 from A 2110-130-00-0000 Regular Day Instruction – 7-12 Teacher Salaries to A 2110-141-000-0000 Regular Day Instruction – Substitutes.

08-860

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$10,000 from A 2110-130-00-0000 Regular Day Instruction – 7-12 Teacher Salaries to A 2855-150-31-0000 Interscholastic Athletics – Coaching Stipends.

08-861

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$11,000 from A 1620-432-03-0000 Operation of Plant - Electricity to A 5510-453-02-0000 Pupil Transportation – Diesel & Gas.

On a motion made by Judith Schurmacher and seconded by Paul Giamundo, the Board of Education voted 7-0 to approve the following budget transfer with the modified amount of \$26,000 instead of \$11,000 as stated on the agenda.

08-862

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the transfer of \$26,000 from A 1620-432-03-0000 Operation of Plant - Electricity to A 1620-435-03-0000 Operation of Plant – Fuel Oil for the 2007-2008 school year.

Consent Agenda

On a motion made by Judith Schurmacher and seconded by Paul Giamundo, the Board of Education voted 7-0 to approve the following Consent Agenda.

Action Items:

Personnel Recommendations

Appointments Certified

Ms. Stefanie Capone

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Stefanie Capone as a Leave Replacement Special Education Teacher on or about September 1, 2008 until on or about January 5, 2009. Ms. Capone possesses an initial certification in Childhood Education (G1-6) and initial certification in Students with Disabilities (G1-6), which permits her to teach in the State of New York. Ms. Capone's placement on the schedule will be BA, Step 1. Ms. Capone will replace Ms. Kimberly Simon.

Ms. Cheryl Gravius

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Cheryl Gravius, as a substitute teacher, K-5 for the 2008-2009 school year, at the substitute rate of \$85.00 per day for the first 10 days and \$95.00 per day thereafter.

Ms. Kelly Dwyer

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Kelly Dwyer, as a substitute teacher, K-12 for the 2008-2009 school year, at the substitute rate of \$85.00 per day for the first 10 days and \$95.00 per day thereafter.

Approvals

Summer 2008 Curriculum Projects

RESOLVED, upon recommendation by the Superintendent of Schools, the Board of Education approves payment, according to the NSTA contract, to the individual’s names and positions listed, in the attached chart titled, "Summer 2008 Curriculum Projects" dated 7/7/08 (new additions are highlighted) . The total 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.

Teacher Mentor Program

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education appoints the following Teacher Mentors at the contracted rate for the 2008-2009 school year:

<u>Name</u>	<u>Mentor Stipend Position</u>
Rosemary Arnold	MS/HS Special Ed - Leave Replacement
Ann Bratt	Mathematics
Lynn Colwell	MS Science Grade 6 - Leave Replacement
Cynthia Fox	Elementary - Grade 1
Lauren Hussey	Kindergarten
Jay Krass	Speech & Language
Elizabeth Loughran	School Counselor - Leave Replacement

Stipends

Co-Curricular, Athletic and Stipend Positions for 2008-2009

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following individuals to fill the co-curricular, athletic and stipend positions for the 2008-2009 school year.

<u>Name of Individual</u>	<u>Stipend Title</u>	<u>Amount</u>
----------------------------------	-----------------------------	----------------------

John Davis	Assistant Coach	Per contract
	Modified Boys Basketball	
Julia Scallero	Amnesty International	Per contract
Diana Marinovic	Art Club-HS	Per contract
Tom Pedane	Auditorium Coordinator	Per contract
Karen Koestner	Book Club MS	Per contract
Kristin Doherty	Class Advisor/10 th grade	Per contract
Gina Kappes	Class Advisor/10 th grade	Per contract
BJ Tompkins	Class Advisor/11 th grade	Per contract
Pat Glover	Class Advisor/12 th grade	Per contract
Jim Savarese	Class Advisor/6 th grade	Per contract
Karen Koestner	Class Advisor/7 th grade	Per contract
Suzanne Taylor	Class Advisor/8 th grade	Per contract
Gina Kappes	Class Advisor/9 th grade	Per contract
Mike Minzloff	Computer Club	Per contract
Sarah Capichioni	Continuing Education	\$4,500.00
Jay Krass	Drama Club HS	Per contract
Lesley Hoagg	Drama Club MS	Per contract
Rose Arnold	Espanol Club	Per contract
Christine Considine	Hidden Intelligence Club	Per contract
Co-Advisor Maria Formosa	International Club	Per contract
Co-Advisor Pat Glover	International Club	Per contract
Tom Pedane	Light & Sound Club	Per contract
Jennifer Molloy	<i>Impressions</i> -HS	Per contract
Lynda Vincent	Math Club-HS	Per contract
Katie Camman	Math Club-MS	Per contract
Lynda Vincent	Math Honor Society	Per contract
Co-Advisor Lynn Colwell	Memory Book Club-MS	Per contract
Co-Advisor Kim Simon	Memory Book Club-MS	Per contract
Bob Mittelstadt	Mock Trial	Per contract
Co-Advisor Vilar Locascio	Model U.N. Program	Per contract
Co-Advisor George Bores	Model U.N. Program	Per contract
Co-Advisor Terri McCleary	Munch Bunch MS	Per contract
Co-Advisor Lynn Colwell	Munch Bunch MS	Per contract
Doug Coates	Musical Play Director	Per contract
Doug Coates	Musical Play Music Director	Per contract
Co-Advisor Trish Galluccio	National Honor Society	Per contract
Co-Advisor Todd Chamberlain	National Honor Society	Per contract
Dave Popken	<i>Tiger Times</i>	Per contract
Co-Advisor Grace Carnevali	Peer Mediator Advisor	Per contract
Co-Advisor Susan Quigley	Peer Mediator Advisor	Per contract
Co-Advisor Katie Cammann	Project Stand 6 th grade	Per contract
Karen Koestner	Project Stand 7 th grade	Per contract
Suzanne Taylor	Project Stand 8 th grade	Per contract
Jay Krass	Stage Craft-HS Drama	Per contract

Michael Valenti	Student Council HS	Per contract
Lynda Vincent	Student Data Management	Per contract
Ron Hendrie	Technology Club-HS	Per contract
Jan Malin	Video Broadcasting Club	Per contract
Co-Advisor Jennifer Molloy	Yearbook Advisor	Per contract
Co-Advisor Kylie McCarron	Yearbook Advisor	Per contract
Chris Regan	JV Basketball (B)	Per contract
Jordan Birdsall	JV Basketball (G)	Per contract
Michael Valenti	JV Soccer	Per contract
Bill Dahl	JV Softball	Per contract
Carly DeMartis	JV Field Hockey	Per contract
Jordan Birdsall	Modified Baseball	Per contract
Bill Dahl	Modified Basketball (G)	Per contract
Eric Penchenko	Modified Basketball (B)	Per contract
Pat Glover	Modified Cross Country fall	Per contract
Emily Watson	Modified Field Hockey	Per contract
Bob Kear	Modified Soccer (B)	Per contract
James Barysh	Modified Soccer (G)	Per contract
Damien Holst	Modified Track & Field (B)	Per contract
John Davis	Modified Track & Field (G)	Per contract
Neil Broderick	Modified Volleyball	Per contract
Henry Sassone	Varsity Basketball (B)	Per contract
John Lauro	Varsity Basketball (G)	Per contract
Neil Broderick	Varsity Bowling (B)	Per contract
Damien Holst	Varsity Bowling (G)	Per contract
Rob Gilchrist	Varsity Cross Country	Per contract
Jennifer Frohman	Varsity Field Hockey	Per contract
Chris Regan	Varsity Golf	Per contract
Pat Glover	Varsity Indoor Track	Per contract
	Assistant Coach	
Ron Hendrie	Varsity Soccer (B)	Per contract
Bob Martin	Varsity Soccer (G)	Per contract
Bob Mittelstadt	Varsity Softball	Per contract
Pat Glover	Varsity Track and Field (G) Spring	Per contract
Cara Sullivan	Varsity Volleyball	Per contract
Lauren Gardner	Art Club MS	Per contract
Hardscrabble Club	Tennis (B) (G)	Per contract

Team Leaders and Clubs-PQ

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following individuals filling the team leaders and clubs stipend positions, at the contracted rate, at PQ for the 2008-2009.

Team Leaders

Clubs

Lauren Hussey
Megan DeVito
Jennifer Pihota
Susan Burch
Dorothea Breslow
Nicole Federici
Jayne Silverblade

Noel MacCarry – Library Club
Robert Gilchrist – Running Club
Robert Gilchrist – Basketball
Elleen Nicita – Chorus

Department Chairs

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following individuals to fill the Department Chair positions for the 2008-2009 school year at the contracted rate:

Athletic Director & Physical Education K-12	Henry Sassone
English 6-12	Nick Kowgios
Fine and Practical Art 6-12	Melissa Abramo
Guidance 6-12	Grace Carnevali
World Language 6-12	B.J. Tompkins
Math 6-12	Mary Lou Giannetto
Science 6-12	Randy Kasack
Social Studies 6-12	Julia Scallero
Special Education 6-12	Carole Lanzarone

Summer Work Middle School/High School

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the following individuals for clerical support at the substitute clerical rate thru August 29, 2008.

Sharon Picarella
Joan Gabel-Myers
Cathy Walsh
Anna O'Sullivan

Summer Behavioral Consultant

Mr. Barry Uslianer

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Mr. Barry Uslianer to serve as a Behavioral Consultant, at a rate of \$150.00 an hour not to exceed ten hours. *This service is to satisfy CSE mandated Extended School Year Services.*

Administrative Intern

Ms. B.J. Tompkins

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. B.J. Tompkins as an Administrative Intern at no compensation, for the 2008-2009 school year. Dr. George Bovino will mentor Ms. Tompkins.

Intern (Guidance)

Ms. Jillian Egan

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Jillian Egan as an Intern in the Guidance Department, in the Middle School/High School, for the fall 2008 semester, at no compensation. Ms. Beth Loughran will mentor Ms. Egan.

STEP AND LANE ADVANCEMENTS – EFFECTIVE SEPTEMBER 1, 2008

Name	Current Degree Status	Current Step	New Lane Requested	New Salary
Kathryn Cammann	MA 30	4	MA 60	Per contract
Suzanna Burch	MA	12	MA 30	Per contract
Jayne Silverblade	MA 30	9	MA 60	Per contract

Acceptance of CSE and CPSE Reports dated July 16, 2008

On a motion made by Judy Schurmacher and seconded by Paul Giamundo, the Board of Education voted 7-0 to approve 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 July 16, 2008.

Discussion Items

Leadership Camp-Student Performance Long-term Goal Draft

Dr. Michael Hibbard gave a presentation with regard to teaching children a process of learning by having students decide what the question is they are trying to answer, know their audience, discover criteria, and present material (*be held accountable for what was learned*).

Dr. Hibbard stated that the district’s goal should be to create lifelong learners and create the cycle of continuous improvement. Dr. Hibbard’s presentation modeled how district educators can teach in a consistent, systematic, systemic and sustained way for twelve years that enables students to walk into the world and be successful.

The Summer Leadership Camp held for teachers and administrators this addressed three models. This year teachers are going to look at research projects students are working on and examine how to use a chosen project to portray the cycle of learning, in a particular grade level. They will look at how and what the students did, how and what the teachers did and how and what the parents did. The idea is to create a collaborative environment for students but it will take time to evaluate the data, create a baseline and the criteria of how to define the process as well as the results.

Discussion Items

The Board discussed the focus of the retreat re-evaluating the Board Goals and Action Plans as well as the Board Committees, how they are set up and also the charges.

SEQR Process/Synthetic Turf Referendum

A discussion took place regarding the approved three year facilities plan and a referendum on facilities projects as well as a separate referendum on the turf field might play out. The Board agreed that the plan and the field will be presented to the public separately. The SEQR process needs to begin before the referendum and the letters regarding declaration of lead agency will go out after review by school counsel in early August.

Dr. Freeston and Ms. Lynch will work quickly with CS Arch to get a time line in place and coordinate Facilities Committee meetings. The architect will come to the September 3rd meeting to demonstrate a time line with a potential date for a referendum on the facilities plan in place in order for the Board to come to a decision and make a resolution to move the work forward.

Old Business

A discussion took place with regard to whether or not the Board had an obligation for further address Mr. Lang's correspondence and concerns.

Consideration of Executive Session Subject to Board Approval

On a motion made Judith Schurmacher and seconded by Paul Giamundo, the Board of Education voted 7-0 to go into executive session to discuss matters of specific personnel, litigation and contract negotiations at 9:42 PM.

Adjournment

On a motion made Judith Schurmacher and seconded by Paul Giamundo, the Board of Education voted 7-0 to go back into regular meeting for the purpose of adjourning at 10:40 PM.

Respectfully Submitted,
Rebecca Narvaez, District Clerk