

NORTH SALEM CENTRAL SCHOOL DISTRICT
NORTH SALEM, NEW YORK 10560
www.northsalemsschools.org
BOARD OF EDUCATION
MINUTES OF REGULAR MEETING
March 25, 2009

Call to Order

A regular meeting of the Board of Education of the North Salem Central School District was called to order at 6:32 PM in the Board Conference Room by Board President Katherine Daniels.

At 6:33 PM, a motion was made by Judith Schurmacher, seconded by Jonathan Freeman and carried (7-0) to enter into Executive Session for the purpose of discussing negotiations and specific matters of personnel. Judith Schurmacher was appointed Clerk Pro-Tem for this Executive Session.

At 7:28 PM, on a motion made by Judith Schurmacher, seconded by Jonathan Freeman 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
Dr. Michael Hibbard, Assistant Superintendent for Curriculum and Human Resources
Ms. MaryJo Hauser, Assistant Superintendent for Pupil Personnel Services
Mr. Gary Green, Director of Facilities, Operations, Maintenance and Transportation
Ms. Rebecca Narvaez, District Clerk
Members of North Salem Staff
Members of the Public

Call to Order

The meeting was called to order at 7:35 PM by Katherine Daniels and followed by the pledge of allegiance.

Announcements

Board President Katherine Daniels announced the following:

- There is still time to sign up for Continuing Ed classes.
- The Parent University will be held on April 20 at the Middle School/High School at 6:30 PM.
- The nominating packets for prospective school board members are available in the District office; the petitions for candidates interested in running for a seat on the Board of Education are due in the District Office no later than Monday, April 20, 2008 at 5 PM. The qualifications to run are that the candidate must: be a United States Citizen, eighteen years old by the date of the election, a resident of the district for 30 days and registered in the school district.

Public Comment

None.

Acceptance of Minutes

On a motion made by Judith Schurmacher, seconded by Paul Giamundo and carried (7-0) the Board of Education accepted the minutes from March 4, 2009.

Presentations

Bob Herlihy, Chair of the Audit Committee made the following presentation recapping the work of the Audit Committee.

The committee has met three times, since the last presentation to the Board.

The Audit Committee was informed in January, that a check had been misappropriated by a business office employee. The funds have been returned and the employee has resigned. Subsequently, the Superintendent contracted a forensic audit reviewing cash disbursements and related internal control policies and concluded that this was an isolated incident and not a systemic problem.

Recommendations from the Audit Committee include the following:

- Access to signature stamps need to be restricted exclusively to employees deemed necessary to have such authority. A unique stamp should be created for each authorized check signer and safeguarded from access by others.
- Purchase order procedures must be strictly enforced to ensure that related controls work as designed.
- A proper segregation of duties will ensure that originators of purchase orders, approvers of purchase orders and disbursers of funds be performed by different employees, to minimize risk that one employee could circumvent cash disbursement controls.

Review of Claims Auditing Services

- The Audit Committee met with the Claims Auditor as part of the annual review of Claims Auditing Services.
- They reviewed related issues raised during the forensic audit and discussed how to improve processes and minimize risk for potential areas of fraud or misuse. The areas reviewed included: warrants and the use of sequential numeric controls to account for potential missing warrants, gaps in check #'s issued to account for potential unaccounted checks, Win Cap Controls on purchase order totals, purchase orders issued after the receipt of goods/performance of services received, review of new vendors and monetary controls around blanket purchase orders.

The Audit Committee's 2009 Agenda will focus on:

- Review of Cash Disbursements (Jan 09)
- Evaluation of Claims Auditors Services (Feb 09)
- Review Internal Audit Risk Assessment and Develop Audit Scope for the Year (April 09)
- Review Scope of External Audit (April 09)
- Review of Follow Items from 2008 Internal/External Audit Management Letters (Jun 09)
- Review Results of Internal Audit Program (July/Aug 09)
- Review Results of External Audit (Sept 09)
- Review External Audit Management Letter Comments (Oct 09)

- Review of Policies and Procedures – Purchasing (Nov/Dec 09)

Buildings, Grounds and Transportation Budget 2009-2010

Gary Green, Director of Facilities, Operations, Maintenance and Transportation, presented the 2009-2010 budget for facilities and grounds highlighting the projects covered in 2008-2009 including: two generators in the district, installation of HVAC in the Tech Room in the Middle School/High School, new well drilled at Middle School/High School, internal door locksets in instructional spaces (ongoing district-wide), renovation of the office for the new Director of Technology, renovation of the math office, and painting of hallways in Middle School/High School and PQ Elementary School.

Discussion Items

Superintendent Kenneth Freeston reported on the timing of the vote for the critical building projects stating that the Board needs to decide on when to schedule the voter referendum.

Discussion followed regarding the projects and the necessity of the items involved as well as the Board's concern for the taxpayers, the state of the economy and the timing of the vote. Members of the Board emphasized that these projects are critical necessities, not luxuries.

The discussion led the Board to decide that by June 30th of this school year, a date for the referendum will be set, to take the funding for the critical building projects to the voters.

Discussion on 7 Sutton Place Putnam County Industrial Development Agency Request

Paul Smadbeck restated for the public that the Board had been approached by the Putnam County Industrial Development Agency with a request for tax abatement for a project on file located at 7 Sutton Place. The decision before the Board is whether or not to exceed the 50% abatement.

Steve Bobolia explained that the project will automatically get the 50 % abatement with or without a resolution from the Board as this is the policy, however, the PCIDA would like the Board to exceed the 50% abatement.

Discussion followed and the Board decided to draft a resolution for the next agenda, regarding the abatement and the percentage amount.

Action Items

School Calendar 2009-2010

On a motion made by Judy Schurmacher and seconded by 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 adopts the North Salem Central School District Calendar for 2009-2010.

Authorization to Appoint Special Counsel

On a motion made by Judy Schurmacher and seconded by 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 authorizes a letter of engagement between the North Salem Central School District and the law firm of Shaw, Perelson, May & Lampert as special counsel for legal services for the 2008-2009 school year.

Authorization for Record Access Officer and Records Management Officer

On a motion made by Judy Schurmacher and seconded by 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 appoint as records access officer and records management officer Rebecca Narvaez for the 2008-2009 school year, at not additional compensation.

Acceptance of the Treasurer's Report, Budget Status and Revenue Status, Expenditure Report for the month of February 2009.

On a motion made by Judy Schurmacher and seconded by 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 Treasurer's Report, Budget Status and Revenue Status, Expenditure Report for the month of February 2009.

Acceptance Student Activity Report for February 2009

On a motion made by Judy Schurmacher and seconded by 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 Student Activity Report for the month of February 2009.

Gift Acceptance

On a motion made by Judy Schurmacher and seconded by 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 24x60 PVC Health Standards Boards for the Physical Education Department of the North Salem Middle School/High School valued at \$800, from the Middle School/High School PTO.

Gift Acceptance

On a motion made by Judy Schurmacher and seconded by 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 library furniture for the Elementary School from the PQ PTO, valued at \$18,990.

Change Orders and approval to authorize

On a motion made by Judy Schurmacher and seconded by Paul Giamundo and carried (7-0) the Board of Education approved the following resolution:

RESOLVED, upon the recommendation of the Superintendent of Schools that the Board of Education approves the following change orders, and authorizes the Superintendent to execute these change orders:

North Salem CSD, MS/HS and Pequenakonck EC-1 Foremost
North Salem CSD, MS/HS and Pequenakonck EC-2 Foremost

North Salem CSD, MS/HS and Pequenaconck EC-3 Foremost
North Salem CSD, MS/HS and Pequenaconck MC-1 TSJ Environment

Appointments Of Election Inspectors And Poll Workers

On a motion made by Judy Schurmacher and seconded by Paul Giamundo and carried (7-0) the Board of Education approved the following resolution:

RESOLVED: That Carol Galligan be appointed as an election inspector and poll worker for the 2008-2009 school year at the compensation rate of \$12.00 an hour.

Consent Agenda

On a motion made by Judy Schurmacher and seconded by Paul Giamundo and carried (7-0) the Board of Education approved the following Consent Agenda:

Resignation

Ms. Louise Lynch

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the resignation of Ms. Louise Lynch, Director of Business Administration, no later than June 30, 2009.

Ms. Pat Russell

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education accepts the resignation of Ms. Pat Russell, Teacher Aide, and effective March 28, 2009.

Rescind

Mr. Michael Bartos

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education rescinds the 52-week probationary appointment of Mr. Michael Bartos as Senior Account Clerk, effective February 26, 2009, CSEA Clerical Schedule A with a respective 2008-2009 annual salary of \$48,474 (Step 6) pro-rated.

Appointments (Certified)

Ms. Georgia Dritsas

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves Ms. Georgia Dritsas to the position of Remedial Reading leave replacement effective on or about April 1, 2009 until on or about October 8, 2009. Ms. Dritsas holds permanent certifications in G 1 thru 6 and a professional certification in literacy birth – G6. Ms. Dritsas placement on the schedule will be at the MA Step 5, \$67,525 (pro-rated). Ms. Dritsas will be a leave replacement for Ms. Amy Hester.

Ms. Meghan Kimball

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Meghan Kimball as a substitute teacher, Grades 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, subject to fingerprint clearance.

Ms. Anna Winskill

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

Ms. Elaine Squeo

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

Mr. Timothy Collins

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

Mr. Edward Durkee

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Edward Durkee as a substitute teacher, Grades 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, subject to fingerprint clearance.

Classified

Ms. Lorraine DiBiase

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education approves the appointment of Ms. Lorraine DiBiase as a Substitute Clerical for the District Office, for the 2008-2009 school year at an hourly rate of \$16.00, subject to fingerprint clearance.

Substitute Nurses

RESOLVED, that upon the recommendation of the Superintendent of Schools, and subject in all respects to compliance with credential and criminal background check requirements, the following persons be and hereby are approved for per diem substitute service as school nurses at a compensated rate of \$125 per day:

- Ms. Julia Mazurak
- Ms. Teri-Ann Lisa

Approvals

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 Academic Intervention Service Math Program at a rate of \$65.00 per hour, as needed.

January / February Classes

Substitute	Jeanne Sullivan-Dobbs
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Mentor

Teacher Mentor Program

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education appoints the following Teacher Mentor for the 2008-2009 school year, \$1000 pro-rated January through June 2009.

Jennifer Frohman

MS/HS 8th Grade English - Leave Replacement

Christa Liotta

Elizabeth Maier

Remedial Reading Teacher – Leave Replacement

Georgia Dritsas

Stipends

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

<u>Name of Individual</u>	<u>Stipend Title</u>	<u>Amount</u>
Ron Marotta	Set Builder/Designer	per contract

Unpaid Leave of Absence

RESOLVED, upon the recommendation of the Superintendent of Schools, the Board of Education grants Ms. Rita Carey unpaid leave of absence from on or about April 27, 2009 to on or about May 1, 2009.

Public Comment

None

Adjournment

On a motion made by Judy Schurmacher, seconded by Paul Giamundo and carried 7-0 the Board of Education adjourned the meeting at 10:30 PM.

Respectfully Submitted,
Rebecca Narvaez, District Clerk