

**Westport Central School District  
Public Information Meeting and  
Regular Board of Education Meeting**

**Place: Library**

**Thursday, December 10, 2009**

**Time: 5:30 PM**

**MINUTES**

**1. Call to Order**

**at: 5:31 PM**

**by: President LaRock**

**A. Roll Call**

√ Alice LaRock

√ Dwayne Stevens

√ Jim Carroll

√ Sue Russell

**B. Introduction of Attendees**

Also Present: John W. Gallagher, Ed. D., Superintendent

Jana Atwell, District Clerk

Michele Friedman, Principal

Cindy Moody, District Treasurer

Robert King, Supt. Buildings & Grounds

Charles Bastian, Bernard P. Donegan, Inc.

David Whitford, AES Northeast PLLC

Visitors: Shirley Bullard

Beverly Rice

Cynthia Schira

Nancy Page

Kathy Bedore

Larry Carroll

Harold Napper

Sandra LaShomb

Nancy Carter

Richard Vaughan

Colin Wells

James Herrmann

Pat Dougan

Sue Dougan

Mary Lou Fitzgerald

Elizabeth Kroepflin

Dan Connell

Lucy Connell

Nancy Boyle

Kathi Desjardins

Rick Hoffmann

Judith Napper

Barbara Breyette

George Maffey

Donna Jean Barber

Theresa Lindsay

Jason Fiegl

Daniel McCormick

Carl Resek

Tom Broderick

Sheila Borden

Dee Carroll

Barbara White

Kathryn Cramer

Jane Preston

Kim Dedam

Rick Rockefeller

Tom Kohler

(as listed per sign-up sheets)

## **C. Pledge of Allegiance**

### **2. Presentation of Alumni Diploma to WCS – Stephen Flanagan**

Mr. Stephen Flanagan presented a one hundred year old diploma to the District on behalf of his mother, Francis Fitzpatrick Flanagan a June 22, 1909 graduate of the Westport High School. President LaRock and Superintendent Gallagher extended a special thank you to Mr. Flanagan on behalf of the District for his historical donation.

### **3. Public Information Meeting (Capital Project)**

Dr. Gallagher presented an outline of the capital project proposition that will be placed before the district voters on December 22, 2009. He provided an explanation of the history behind the project, the “Safe and Drug Free School Act” of 2002 requesting schools to upgrade security, the request for approval of up to \$500,000 in bonds, and the two (2) sources of State Aid – building aid (65.3%) and EXCEL aid (\$81,000). Mr. Chuck Bastian, WCS District’s financial advisor, and Mr. David Whitford, architect for the project, were also available to answer questions. The floor was opened to the public for questions pertaining to the proposition.

**RECESS: 6:40 PM – 6:50 PM**

### **4. Essex County Soil & Water Presentation – Dave Reckahn & Jason Fiegl**

David Reckahn from Essex County Soil and Water Conservation Department and Laurie Davis from Adirondack Harvest in conjunction with Jason Fiegl, WCS Science teacher applied for and received a \$500 grant from the Honeybee Foundation. The grant money will be used to assist in the development of a garden at the school which will involve all grade levels as well as extend an invitation to community members and organizations for assistance and support. The garden will be located in the back of the school near the softball field, but will not impede on the ball field. The members of the Board acknowledged the receipt of the grant monies and extended a thank you to Mr. Reckahn, Ms. Davis and Mr. Fiegl for their efforts in making this project come to fruition.

### **5. Public Comment (5 comments)**

Our agenda offers two Public Comment sections, one at the beginning of the meeting and the other at the end. At this time we have set aside a 5 minute period giving anyone in the audience time to share their thoughts with us. Your opinions, ideas and concerns will be considered and taken under advisement. Questions or concerns needing an explanation or further information will be addressed at our next regular meeting.

Mr. Dan McCormick thanked the Board and administration for their time and effort in preparing for and delivering the capital project presentation this evening.

Mr. Tom Kohler advised that Westport Central School was recently rated as a bronze medal school in the U.S. News & World Report. Criteria for medals are: gold – top 100 schools nationally based on the College Readiness Index, silver – all other schools with a college readiness index of at least 20 but that not ranked in the top 100 nationally, and bronze – either do not offer AP (advanced placement) or IB (international baccalaureate) or do not achieve a college readiness index of at least 20 but successfully meet the other two key performance indicator criteria. The determining data was provided by the College Board and/or International Baccalaureate of North America. Dr. Gallagher stated that during this ranking period two AP course teachers retired and the AP course that was provided did not complete AP testing.

### **6. Financial**

Resolved that the Board of Education accepts and approves the following financial reports:

- Warrant Report 4E
- Warrant Report 5B

- Warrant Report 5C
- Budget Status Report as of 11/30/09
- Multi-Fund Bank Account Reconciliation as of 10/31/09
- Payroll Bank Account Reconciliation as of 10/31/09
- Cafeteria Profit & Loss Statement 2009-2010

Motion: Jim Carroll                      Seconded: Dwayne Stevens                      Yes: 4    No: 0    Abstain: 0    **Accept**

**7. CSE Recommendations**

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendation for the following student number P02-09-10, 001-05-06 and 006-06-07. (Recommendations attached.)

Motion: Jim Carroll                      Seconded: Sue Russell                      Yes: 4    No: 0    Abstain: 0    **Accept**

**8. Reports/Presentations**

**a. Superintendent's Report**

- Biennial Review Shared Decision Making Plan  
Notice has been received requiring districts to review their Shared Decision Making Plan and to make changes to those portions that no longer reflect the needs of the plan. This notice will be shared with our committee.
- Parent Conferences, Open House & Report Card Distribution (11/18 & 19)  
There was a change this year in format for the elementary; conferencing was available on two days rather than one. Feedback from faculty was very positive. The secondary faculty has requested more time for parent conferencing. Currently only 5 minutes is allowed on the sign-up sheet and the faculty would like to increase the time to at least 10 minutes per session.
- Five Week Report Distribution (12/23)  
All grades K – 12 are now reporting 5 week and quarterly grades on Starweb. This will be the first time K-6 teachers will be reporting 5 week grades on Starweb.
- Early Release Day (12/10)  
The early release day provided time for team collaboration meetings, team analysis of data, refresher workshops on smart boards and the website as well as self-directed professional development.
- 2010-2011 Budget  
We are currently in the processing of rolling over the budget. Our first discussion and presentation will occur at the January 14<sup>th</sup> Board meeting. Teachers have been requested to submit their requisitions for supplies and textbooks by December 22<sup>nd</sup>.
- Joint School Board Meeting January 7, 2010  
Topic for this evening is "Quality Schools and Shifting Demographics in the North Country". At the recent chief school officers conference there was a presentation on rural schools and how very inviting rural towns are. Schools in rural towns are the fourth reason for families to move into these areas.

**b. Superintendent of Buildings & Grounds Report**

- Contact has been made with the Department of Conservation to confirm that our fuel tanks are up to code. They have advised that they meet the requirements.
- A checklist has been prepared so that a few rooms can be spot-checked daily for cleaning.
- Dr. Gallagher complimented Robert and his crew on their diligent efforts to maintain the building and grounds.

**c. Board Committee Reports**

- Technology Committee – November 18, 2009  
Todd Stone, Informational Technologist, presented information on the portable labs. The committee reviewed new designs for the computer lab submitted by students.

Three smart boards are in the installation process. We will be purchasing at least three additional smart boards. K-6 benchmarks are currently being reviewed by teachers.

- Youth Commission – December 7, 2009

Decision has been made to hire a Youth Commission Director. Dance class has been very successful. Several jerseys still need to be returned. The ski program will begin in January. Hoops are being purchased by the Youth Commission for biddy basketball.

- Joint Study – December 9, 2009 (rescheduled to 12/21/09)

**9. Long Range Planning** (none at this time)

- Administrative Structure
- Non-Resident Students
  - Tuition 7/6/09, 8/13/09
- Shared Services
  - Funding Assistance 7/6/09
- Facility
  - Generator Project 8/17/09, 10/15/09, 11/12/09
  - The Wall 8/17/09
  - Solar Power & Energy Use Reduction 11/12/09

**10. Minutes**

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on:

- **November 12, 2009** (Regular Meeting) as presented
- **November 23, 2009** (Special Meeting) as presented

Motion: Jim Carroll                      Seconded: Dwayne Stevens                      Yes: 4    No: 0    Abstain: 0                      **Accept**

**11. New Business**

**A. Personnel**

1. Appointments – Smith, Anson

a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Jacklin Smith as a substitute teacher (certified) at a rate of \$70 per day effective December 11, 2009 pending fingerprint clearance through Central Registry.

Motion: Dwayne Stevens    Seconded: Sue Russell    Yes: 4    No: 0    Abstain: 0                      **Accept**

b) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Paula Anson as a substitute nurse at a rate of \$65 per day effective December 11, 2009 pending fingerprint clearance through Central Registry.

Motion: Jim Carroll    Seconded: Sue Russell    Yes: 4    No: 0    Abstain: 0                      **Accept**

2. Extracurricular Appointments – Jason, Facticeau, G. Carroll, Desjardins, Kapper

a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Matthew Jason as Modified Softball Coach for the 2009-2010 school year at the stipend per the current Westport Education Association Contract.

Motion: Dwayne Stevens    Seconded: Sue Russell    Yes: 4    No: 0    Abstain: 0                      **Accept**

b) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Adam Facticeau as FBLA (Future Business Leaders of America)

Advisor for the 2009-2010 school year at a stipend as stated and agreed upon in the Side Letter of Understanding (copy attached).

Motion: Jim Carroll Seconded: Sue Russell Yes: 4 No: 0 Abstain: 0 **Accept**

c) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Ginene Carroll as Drama Club Advisor for the 2009-2010 school year at the stipend per the current Westport Education Association Contract.

Motion: Sue Russell Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

d) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Kathi Desjardins as a chaperone for basketball games for the 2009-2010 school year at the stipend per the current Westport Education Association Contract.

Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

e) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Fred Kapper as a chaperone for basketball games for the 2009-2010 school year at the stipend per the current Westport Education Association Contract.

Motion: Sue Russell Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

3. Intent to Retire (none at this time)
4. Tenure (none at this time)
5. Child Rearing Leave (none at this time)
6. Unpaid Leave (none at this time)
7. Termination (none at this time)
8. Elimination of Position (none at this time)

## **B. Miscellaneous**

### 1. Principal Agreement

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the agreement by and between the Westport Central School District and Principal, Michele Friedman, effective July 1, 2009 through June 30, 2010 as presented.

Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

### 2. Resolution to Amend 403(b) Retirement Plan

Resolved that the Superintendent of Schools recommends to the Board of Education the approval and adoption of the amended 403(b) retirement plan which states (Section 2.1 Eligibility) "Each employee shall be eligible to participate in the plan and elect to have elective deferrals made on his or her behalf hereunder immediately upon becoming employed by the employer. (Resolution attached.)

Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

### 3. Inspector Rate of Pay for Special Meeting & Election Vote

Resolved that the Superintendent of Schools recommends to the Board of Education to compensate inspectors, Derinda Sherman and Robin Stoddard at a rate of \$80 each for the Special Meeting & Election Vote being held on December 22, 2009 from 12:00 PM

to 9:00 PM.

Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

4. Inspector (paid) and Clerk (volunteer) List for Special Meeting & Election Vote  
Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Chairperson, Inspector (paid) and Clerk (volunteer) List as presented for the Special Meeting & Election Vote to be held on December 22, 2009. (List attached.)

Motion: Jim Carroll Seconded: Sue Russell Yes: 4 No: 0 Abstain: 0 **Accept**

5. Request for Permission to Take a College Course - Olson  
Resolved that the Superintendent of Schools recommends to the Board of Education the approval of Request for Permission to Take a College Course as submitted by Heather Olson. (See attached.)

Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

6. Facility Use Request by Community Organizations – 4-H Cornell Cooperative Extension & WPTO  
a) Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the facility use request form submitted by Linda Gilliland on behalf of the 4-H Cornell Cooperative Extension for the use of the cafeteria, gym and three (3) classrooms on March 6, 2010 (March 27<sup>th</sup> make-up date) from 8 AM to 2 PM for the purpose of hosting Regional Horse Bowl & Hippology.

Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

- b) Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the facility use request form submitted by Laura Sells-Doyle on behalf of the WPTO for the use of the cafeteria on December 16 or 15, 2009 at 7:30 PM for the purpose of hosting a meet the candidate evening.

Motion: Sue Russell Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

## **12. Additional Items to Discuss**

None at this time.

## **13. Public Comment** (5 minutes)

Principal Friedman congratulated Mr. Mudie and his students on the quality of their designs submitted for the restructuring of the computer lab.

Dwayne Stevens thanked Harold Napper for his assistance with the construction of the bench and storage building for the playground.

## **14. Executive Session** (not required this evening)

## **15. Adjournment**

Time: 7:51 PM

Motion: Dwayne Stevens

Seconded: Sue Russell

**Next Meeting:** Budget 6 PM & Regular Meeting January 14, 2010 6:30 PM in the Library

Date approved by the BOE: January 14, 2010

Jana Atwell, District Clerk