

**Westport Central School District
Regular Board of Education Meeting**

Place: Library

Thursday, October 15, 2009

Time: 6:00 PM

MINUTES

1. Call to Order

at: 6:05 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

Visitors: Paul Mudie

Jana Atwell, District Clerk

Kim Matthews

Cindy Moody, District Treasurer

Barbara Dwyer

Robert King, Supt. Buildings & Grounds

David Whitford

Michele Friedman, Principal – Absent

C. Pledge of Allegiance

2. Board Member Resignation

President LaRock read the letter of resignation received October 9, 2009 from Board member Kathleen carterMartinez. Her effective date of resignation was October 9, 2009.

3. 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.

Floor was opened for public comment, none voiced.

4. Review of Management Letter, District's Fiscal Operations and Annual Audit Report –

Barbara Dwyer, CPA

Barbara Dwyer, External Auditor distributed the financial report for year ending June 30, 2009 to the members of the Board for their review. Areas addressed included the accounting process and payroll management.

BE IT RESOLVED that the Superintendent of Schools recommends to the Board of Education the acceptance of the Report of Audited Financial Statements prepared by Barbara Dwyer, Certified Public Accountant for the fiscal year ending June 30, 2009.

Motion: Dwayne Stevens

Seconded: Jim Carroll

Yes: 4 No: 0 Abstain: 0

Accept

5. Financial

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

- Warrant Report 3B
- Warrant Report 3C
- Warrant Report 3D
- Warrant Report 3E

- Budget Status Report as of 9/30/09
- Multi-Fund Bank Account Reconciliation as of 8/31/09
- Treasurer's Report for Multi-Fund Month of August 2009
- General Ledger Report From 10/1/2009 To 10/31/2009

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

6. Generator Project Timeline – David Whitford, Architect AES Northeast

Mr. Whitford presented the proposed EXCEL Capital Project which included the proposed project scope and cost estimate followed by an explanation of the project schedule. The proposed project scope consists of an emergency and standby power system (outdoor generator, automatic transfer switch, acoust/weather enclosure, foundation, fencing, trench/conduit and wire), electronic card access control hardware (retrofit to existing 29 exterior doors, non-centralized, non-networked), foyer security entrance (foyer wall, security doors, service window and associated modifications), tennis court rehab (repave with synthetic coating), and architectural/engineering fees, construction oversight, State Education Department documents, contingency, escalation and administrative costs sub-totaling \$482,000 with a recommended budget of \$500,000. The proposed timeline began this evening with the presentation to the Board and is estimated to be completed and operational Fall 2010.

The Board unanimously agreed to move forward with this project.

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 006-09-10, 005-09-10, 504-02-10, 004-09-10, 007-09-10, and 006-06-07 . (Recommendations attached.)

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

8. Reports/Presentations

a. Superintendent's Report

- Field Trips
Trips are being monitored closely. Each teacher is currently limited to field trips. It was explained to faculty that a field trip is considered any trip that charges admission versus a trip that is an extension of classroom curriculum
- Early Dismissal 10/22/09
Elementary faculty will use this day to plan their parent/teacher conference days scheduled for November 18th and 19th. Secondary faculty will use this day for collaborative planning.
- Parent/Teacher Conference Days 11/18 & 11/19
There is a change this year for elementary faculty; they will have two conference days (11/18 & 19). K-6 students will be dismissed at 12:30 each day. Conferences will be held from 1 PM – 3 PM each day and from 5 PM -7 PM on the 19th. Students in grades 7-12 will attend full days and conferencing will be held from 6 PM – 8 PM the evening of the 19th.
- Clinton-Essex-Warren-Washington School Board Meeting 11/5/09
Please advise Jana if you plan to attend.

b. Superintendent of Buildings & Grounds Report

- Repair to the chimney is now complete. However, two holes were placed in the roofing during the work but have been repaired since.

- Harry Sherman has received his bus license and will be placed on the roster for substituting.
- A new motor has been ordered for the main air compressor.
- Push button lights have been placed in the bathrooms for use during power outages.
- Our annual inspection has been completed by Ray Thatcher. Mr. Thatcher has advised that the wall is safe for now, but should be considered in a future building project and the corner stones located on the outside of the building should be repointed.

c. Board Committee Reports

- Technology Committee – September 30, 2009
The committee reviewed current purchases and discussed future purchases. They also focused on benchmarks and how they are being met and addressed.
- Buildings & Grounds/Safety Committee – September 23, 2009
Discussion included the need for push button lights in the bathrooms, chimney repair, west side parking lot drain, the wall, elevator, bus safety and hand sanitizer stations.
- Youth Commission – October 5, 2009
The committee recently hosted a trip to Camp Pok-0 for an evening of pizza and stargazing which was well attended. Holly Mitchell and Jeff Schwoebel recently met with Dr. Gallagher to discuss and address the needs for the biddy basketball season/schedule. Discussion evolved regarding the possibility of a volunteer bus driver not employed or appointed by the District. Dr. Gallagher explained a legal opinion had been received discouraging the District to enter into this practice due to liability and management issues as well as potential labor issues. The committee is seeking students that may be interested in sitting on the Youth Commission Board.
- Joint Study – October 13, 2009
Discussion included the faculty agenda for the October 22nd early dismissal day, parent/teacher conference formats and surveying for future topics. As a result of Kathleen carterMartinez’s resignation, an additional Board representative is needed for this committee.

9. Long Range Planning

- 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
 - The Wall 8/17/09, 10/15/09

As reported by Mr. King earlier this evening, during the annual visual inspection by Ray Thatcher, it has been determined that the wall is safe and not a pressing issue at this time but, that it is a topic for a future project.

10. Minutes

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on: - **September 17, 2009** (Regular Meeting) as presented

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

11. New Business

A. Personnel

1. Appointments – Hebrink

- a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Leon Hebrink as a substitute teacher (non-certified) effective October 16, 2009 at a rate of \$60 per day (fingerprint clearance on file).

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

2. Extracurricular Appointments – J. Phillips & Rawson

- a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Jim Phillips as Varsity Softball Coach for the 2009-2010 school year at a stipend of \$2,481.45 per the current WEA contract.

Motion: Jim Carroll 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 Michelle Rawson as Talent Show Co-Advisor for the 2009-2010 school year at a stipend of \$815.52 per the current WEA contract.

Motion: Dwayne Stevens Seconded: Sue Russell 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. New Course Request – ART 101

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the new course, ART 101 outlined on the (attached) course description submitted by Kim Matthews.

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

2. Facility Use Request – Westport Youth Commission Bidy Basketball

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Facility Use Request as submitted by Holly Mitchell on behalf of the Westport Youth Commission Bidy Basketball for the use of the auditorium on the following dates and times: December 1, 8, 15, 22, January 5, 12, 19, 26, February 2 and 9 from 3 PM to 5 PM, December 2, 9, 16, 23, January 6, 13, 20, 27, February 3 and 10 from 3 PM to 4 PM, and the use of the auditorium and gym from 8:30 AM – 12 PM on January 16, 30 and February 13, 2010.

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

3. Donation

Resolved that the Superintendent of Schools recommends to the Board of Education the

acceptance of Camp Dudley's annual donation of \$9,950.

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

C. Policy

1. Charter Schools (Policy #3160) - Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #3160 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

2. Budget Planning and Development (Policy #5110) - Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #5110 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

3. Qualifications of Bus Drivers (Policy #5740) - Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #5740 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

4. Certification and Qualifications (Policy #6212) - Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #6212 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

5. Disciplining of a Tenured Teacher or Certified Personnel (Policy #6216) - Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #6216 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

6. Leaves of Absence (Policy #6550) - Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #6550 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

7. Student Physicals (Policy #7512) – Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #7512 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

8. Home Instruction (Home Schooling) (Policy #8470) – Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #8470 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

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

9. Idling School Buses on School Grounds – Second Reading

10. Healthy Kids, Healthy New York After-School Initiative – Second Reading

12. Additional Items to Discuss

A report prepared by Tax Collector, Nancy Boyle, was distributed to the Board for their review. Taxes collected as of close of business 10/14/09 were \$2,290,099.10 which is \$199,792.72 more than this time last year.

The Board would like to take this opportunity to thank members of the community for their attendance and participation at our meetings. The Board encourages continued community participation throughout the course of the school year. However, it is important for our community members to have a complete understanding of the role and duties of the Board of Education and its members; as well as the role and duties of the Superintendent of Schools and other school personnel.

13. Public Comment (5 minutes)

Floor was opened for public comment, none voiced.

14. Executive Session

(#5) Collective negotiations pursuant to article 14 of the Civil Service Law and (#6) the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation.

In: 8:20 PM Motion: Jim Carroll Seconded: Sue Russell Yes: 4 No: 0 Abstain: 0
Accept

Out: 8:45 PM Motion: Sue Russell Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0
Accept

No action taken.

15. Adjournment

Time: 8:45 PM Motion: Sue Russell Seconded: Jim Carroll

Next Meeting: Regular Meeting November 12, 2009 6:30 PM Library

Date approved by the BOE: November 12, 2009

Jana Atwell, District Clerk