

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

Place: Library

Thursday, August 11, 2011

Time: 5:30 PM

MINUTES

1. Call to Order

at: 5:33 PM

by: President LaRock

A. Roll Call

√ Alice LaRock

√ Jim Carroll

√ Dwayne Stevens

√ Sue Russell

Tom Kohler – absent

B. Introduction of Attendees

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

Visitors: Nicole Sudduth

Jana Atwell, District Clerk

Nancy Page

Michele Friedman, Principal

Daniel McCormick

C. Pledge of Allegiance

2. Financials

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

- Warrant Report 12D 6/22/11
- Warrant Report 12E 6/29/11
- Warrant Report 1A 7/6/11
- Warrant Report 1B 7/13/11
- Warrant Report 1C 7/20/11
- Warrant Report 1D 7/28/11

Motion: Dwayne Stevens

Seconded: Jim Carroll

Yes: 4 No: 0 Abstain: 0

Accept

Tax Levy

RESOLUTION: Confirming the tax rolls and authorizing the tax levy:

The Board of Education has been authorized by the voters at the Annual Meeting to raise for the current budget for the 2011-2012 school year a sum not to exceed \$3,159,594.

THEREFORE BE IT RESOLVED: That the Board fix equalized tax rates by the towns and confirm the extension of taxes as they appear on the attached roll (form for equalizing taxes):

AND BE IT HEREBY DIRECTED THAT THE DELINQUENT TAX PENALTIES SHALL BE FILED AS FOLLOWS:

September 1, 2011 - September 30, 2011 → No Penalty

October 1, 2011 - October 31, 2011 → 2% Penalty

November 1, 2011 → 3% Penalty

RESOLUTION: Authorizing the issuance of the tax warrant

WHEREAS: Chapter 73 of the laws of 1977, amended section 1318, subdivision 1 of the Real Property Tax Law; and

WHEREAS: The entire unreserved fund balance at the close of the last fiscal year must be applied in determining the amount of the school tax levy except for an amount not to exceed the maximum percent allowed by of the current school year budget; and

WHEREAS: This later amount may be held as surplus funds during the current school year; now therefore

BE IT RESOLVED: That the Board of Education retain as reserve funds approximately \$687,997 from the total approximate fund balance of \$921,345 thereby applying \$251,432 dollars to the reduction of the tax levy.

BE IT ADDITIONALLY RESOLVED AS FOLLOWS: To the Collector of Westport Central School District No. 1, town(s) of Elizabethtown, Essex, Lewis, Moriah and Westport, County of Essex, New York State, you are commanded:

1. To give notice and start collection on September 1, 2011 (in accordance with provisions of section 1322 of the Real Property Tax Law).
2. To give notice that the tax collection will end on November 1, 2011.
3. To collect taxes in the amount of \$3,159,594 in the manner collectors are authorized to collect town and county taxes in accordance with the provisions of section 1318 of the Real Property Tax Law and as approved by the voters at the annual meeting to collect taxes in the amount of \$22,000 for the public libraries and to turn over to the Westport Library Association \$15,000 and to the Wadhams Free Library \$7,000.
4. To make no changes or alterations in the tax warrant or the attached tax rolls but shall return the same to the Board of Education. The board may recall its warrant and tax roll for correction of errors or omission in accordance with the provision of section 553 of the Real Property Tax Law.
5. To forward by mail to each owner of real property listed on the tax rolls within ten days after the start of collection a statement of taxes due on his property on pre-pressed numbered tax bill forms provided by the school district in accordance with the provisions of section 922 of the Real Property Tax Law. To forward by mail, without interest penalties to the office of the County Treasurer, a detailed tax bill of all state land parcels liable for taxes on the school tax rolls in accordance with provisions of section 540 and 5445 of the Real Property Tax Law.
6. To receive from each of the taxable corporations and natural persons the sum listed on the attached tax rolls without interest penalties where such sums are paid before the end of the first month of tax collection. To add 2% interest penalties to all taxes collected during the second month of the tax collection and to add 3% interest penalties to all taxes collected during any part of the third month of the tax collection period and to account for such as income due to the school district.
7. To issue pre-numbered receipts only on forms provided by the school district in acknowledgment of receipt of payments of taxes and to retain, preserve and file exact copies of all such receipts issued as required by section 987 of the Real Property Tax Law.
8. To promptly return the warrant at its expiration and if any taxes on the attached tax rolls shall be unpaid at that time, deliver an accounting on forms showing by town the total assessed valuation, tax rate, and total tax levy, the total amounts remaining uncollected as required by section 1330 of the Real Property Tax Law.

The warrant is issued pursuant to sections 910, 912, and 914 of the Real Property Tax Law and is delivered in accordance with sections 1306 and 1318 of this law. It is effective immediately after it is properly signed by a majority of the Board of Education. This warrant shall expire on the dates dated above unless a renewal or extension has been endorsed on the face of this warrant in writing with section 1318, subdivision 2 of the Real Property Tax Law.

Motion: Dwayne Stevens

Seconded: Sue Russell

Yes: 4 No: 0 Abstain: 0

Accept

3. Public Comment (15 minutes)

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 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself

and give your address limiting your comments to three (3) minutes. Your opinions, ideas and concerns will be considered and taken under advisement.

Floor was opened for public comment, none voiced.

4. Reports/Presentations

A. Superintendent's Report

- December (12/8) and March (3/8) BOE Meeting Dates Change – December date change will be discussed at September meeting. March 8th meeting changed to Thursday, March 1, 2012.
- Special August Meeting (Tax Levy) – Meeting not required, motion completed (see above).
- Kindergarten Orientation (August 30th – September 1st), 7th Grade and CV-TEC Student Orientation (August 31st) – New Kindergarten students will be oriented into their classroom, 7th Grade students will receive information regarding middle school procedures and CV-TEC students will receive information regarding the expectations for attending CV-TEC and WCS.
- Progress Report for the Replacement of the Quonset Hut – Plans for the utility garage (Quonset hut) reconstruction where available for review. The reconstruction will not be an expense to the taxpayer as insurance and Repair Reserve Funds will be used to pay for this project.
- Transportation Waiver for Sports – Item was discussed however, Dr. Gallagher felt that he was unable to make a recommendation at this time. The Board requested further information and details to be presented for discussion at the September Board Meeting.

B. Superintendent of Buildings & Grounds Report

- John King has been working diligently on the repointing of the building. There is additional work (i.e. front steps of building) that he is willing to complete. A discussion will occur with Mr. King regarding cost for this service.
- The sheet metal from the destroyed (Quonset hut) building has been sold for scrap metal. We received approximately \$1,500 to be used to offset the cost for the replacement of this structure. An old bus is also being stripped down to be sold as scrap metal. However, the engine from this bus will be removed and kept for spare.
- The lift has been used to wash the windows on the upper level of the school.
- A letter was received from NYS Department of Transportation recognizing our operation as meeting a DOT goal of having at least 90% of our vehicles pass NYSDOT's semi-annual bus safety inspections during the fiscal year 2010-2011.
- A list of goals and achievements for keeping the building in good shape is being created.
- A tremendous job has been done by all custodial staff this summer.

C. Board Committee Reports

- Youth Commission August 1, 2011 – Youth Commission is gearing up for the fall biddy soccer program.

5. Long Range Planning

- Administrative Structure
 - Superintendent Position 1/14/10, 9/9/10, 10/7/10, 11/9/10
 - Meeting with Area Superintendents & Board Presidents 12/16/10, 1/13/11
- Non-Resident Students
 - Tuition 7/6/09, 8/13/09, 6/17/10, 2/10/11, 3/1/11, 4/7/11, 5/5/11, 6/9/11
 - Impact & Effect on District 9/9/10, 11/9/10
- Shared Services
 - Funding Assistance 7/6/09
 - Municipal Garage 9/9/10, 10/7/10, 11/9/10, 12/16/10, 1/31/11, 4/7/11, 6/9/11, 7/7/11, **8/11/11** – The proposition to build a Municipal Building Facility was defeated on July 19, 2011. A meeting of the committee members has since been held with the result being that each entity goes back to their own group and discuss what the next plan is as individuals. The results of these discussions will be brought back to the committee at their next meeting on August 24th. The Board suggested that a list of priorities be constructed (i.e. fuel, daily maintenance, inspection, major repair – bay with lift & suspension, etc.).

➤ Facility

- Generator Project 8/17/09, 10/15/09, 11/12/09, 1/14/10, 4/8/10, 6/17/10, 9/9/10
- The Wall 8/17/09, 1/14/10, 12/16/10
- Solar Power & Energy Use Reduction 11/12/09, 1/14/10, 5/11/10, 6/17/10, 9/9/10, 11/9/10, 12/16/10, 1/13/11, 7/7/11, **8/11/11** – Adam Facteau has been involved in seeking grants for energy reduction and cost savings. He has been working closely with National Grid. An audit and adjustment has been completed and a maintenance contract signed. The Board was in unanimous agreement to approve the request by Dr. Gallagher to change the lighting in the gym and auditorium (per agreement with National Grid). This change will represent a cost savings of approximately \$2,000 per year. The cost of the project is approximately \$11,300. Our estimated cost is approximately \$5,900 which will be recovered within three years.

6. Minutes

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on - **July 7, 2011** (Reorganization & Regular Meeting) as presented

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

7. New Business

A. Personnel

1. Appointments – Perry, Thomas

- a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Alison Perry as a long-term substitute 6th grade teacher at a daily rate of \$100.00 effective September 6, 2011 through approximately October 14, 2011.

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 appointment of Maureen Thomas as a part-time Food Service Worker (15 hours per week) at an hourly rate of \$9.64 effective September 6, 2011.

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

2. Extracurricular Appointments – Hoff, Buck, Lee

Resolved that the Superintendent of Schools recommends to the Board of Education the following extracurricular appointments for the 2011-2012 school year at the stipend per the current Westport Education Association Contract:

- Basketball Game Chaperone – Janet Hoff
- Girls' Modified Soccer Coach – Kristen Buck
- Girls' Varsity Soccer Volunteer Assistant – Elizabeth Lee

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

3. Request to End Employment/Resignation (none at this time)

4. Tenure (none at this time)

5. Child Rearing Leave (none at this time)

6. Leave of Absence Request (none at this time)

7. Termination (none at this time)

8. Elimination of Position (none at this time)

9. Intent to Retire (none at this time)

B. Miscellaneous

1. Facility Use Request – Youth Commission

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

approval of the *Facility Use Request* form as submitted by Elizabeth Lee on behalf of the Westport Youth Commission for the use of the modified softball field for the purpose of hosting biddy soccer on Tuesdays August 9th – 30th from 6 PM to 7 PM and Saturdays August 13th – September 3rd from 9 AM to 10 AM.

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

2. Repair Reserve Fund

Resolved that the Superintendent of Schools recommends to the Board of Education the authorization to use funds from the Repair Reserve for the new utility garage construction (SED Project Control #151601043004001).

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

C. Policy

1. Corporate Sponsorships – Second Reading

2. Employee Personal Identifying Information – Second Reading

3. Posting Requirement of Correction Law Article 23-A – Second Reading

4. Employment of Retired Persons – Second Reading

5. Professional Services Providers – Second Reading

6. Certification and Qualifications (#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.)

7. Family and Medical Leave Act (#6551) – Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #6551 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

8. Diagnostic Screening of Students (#7121) – Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #7121 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

9. Entitlement to Attend – Age and Residency (#7130) – Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #7130 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

10. Graduation Requirements/Early Graduation/Accelerated Programs (#7220) – Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #7220 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

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

8. Additional Items to Discuss

None at this time.

9. Public Comment (15 minutes)

At this time we have set aside a 15 minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address limiting your comments to three (3) minutes. 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.

Dan McCormick addressed the Board requesting that they consider the initiation of a plaque to be placed in the gym in honor of Coach Tom Beauvais, an employee of the District for 34 years. Mr. McCormick advised he would be willing to initiate a search for funds.

Nicole Sudduth echoed Mr. McCormick’s statement regarding Coach Beauvais. She stated that she is very angry at the outcome of the Municipal Building vote personally and the effect the defeat of this project will have on the community.

10. 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.

Principal Friedman was invited to attend executive session.

In: 6:52 PM Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0
Accept

Out: 7:27 PM Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0
Accept

No action taken.

11. Adjournment

Time: 7:28 PM Motion: Jim Carroll Seconded: Sue Russell

Next Meeting: Regular Meeting Thursday, September 15, 2011 6:30 PM Library

Date Approved by the BOE: September 15, 2011

Jana Atwell, District Clerk