

Westport Central School District
Regular Board of Education Meeting

Place: Room 112

Tuesday, December 13, 2011

Time: 5:30 PM

MINUTES

1. Call to Order

at: 5:30 PM

by: President LaRock

A. Roll Call

√ Alice LaRock

√ Jim Carroll

√ Dwayne Stevens

√ Sue Russell – arrived 5:35 PM

√ Tom Kohler

B. Introduction of Attendees

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

Visitors: Lynn Bubbins

Jana Atwell, District Clerk

Paul Mudie

Cindy Moody, District Treasurer

Daniel McCormick

Michele Friedman, Principal

Kathryn Cramer

Robert King, Supt. Buildings & Grounds

C. Pledge of Allegiance

2. Tax Cap Legislation Presentation – Ron Clamser, BOCES Business Executive

A presentation of the Property Tax Cap Legislation along with a brief explanation of the CVES budget was provided by Mr. Ron Clamser, Jr., CVES Business Executive.

3. Review of Annual Audit Report

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 Tom Telling, CPA Conroy, Boulrice, Telling & Trombley, PC for the fiscal year ending June 30, 2011.

Motion: Dwayne Stevens

Seconded: Jim Carroll

Yes: 5 No: 0 Abstain: 0

Accept

Mr. Telling will be present at the January 6, 2012 meeting for further detail and to answer any questions regarding the audit.

4. Financials

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

- Warrant Report 5B 11/9/11
- Warrant Report 5C 11/16/11
- Extracurricular Activity Funds 11/1/11 to 11/30/11
- Treasurer's Report for Multi-Fund Month of October 2011
- Multi-Fund Bank Account Reconciliation as of 10/31/11
- Payroll Bank Account Reconciliation as of 10/31/11
- Cafeteria Profit & Loss Statement September – October 2011

Motion: Dwayne Stevens

Seconded: Jim Carroll

Yes: 5 No: 0 Abstain: 0

Accept

5. 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.

6. CSE Recommendations

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendations for the following student number 002-11-12, 001-11-12, 004-05-06, 007-06-07, 002-08-09 and 504-04-12. (Recommendations attached.)

Motion: Dwayne Stevens

Seconded: Sue Russell

Yes: 5 No: 0 Abstain: 0

Accept

7. Reports/Presentations

A. Superintendent's Report

- Progress on Wall of Fame – Dr. Gallagher suggested that a committee be formed to begin the process for recognizing distinguished members of the Westport School Community (i.e. alumni, retired faculty, administration and staff, and members of the community who have given unusual support to the school). The committee would consist of alumni and alumnae, present staff, a Board member, retired faculty and a community member. The committee would refine the criteria for nomination, develop a nomination form and timeline for selection and induction of honorees. Dwayne Stevens and Sue Russell expressed their interest in serving on this committee.
- Utility Garage Update – The District has now taken ownership of the new utility garage. There is one more item to be completed prior to receiving the Certificate of Occupancy. The construction meetings held with David Whitford, Tom Sherman (Bessboro Builders, contractor), Robert King, Alice LaRock and administration all went very smoothly.
- 2012-2013 Budget Calendar – The 2012-2013 budget calendar is included for review. The January 12, 2012 meeting will begin at 6 PM with discussion of budget priorities and the manner in which to proceed.
- Clinton/Essex School Board Meeting January 5, 2012 – This evening's meeting will include a panel discussion with local college presidents.

B. Superintendent of Buildings & Grounds Report

- Bezio's (new propane supplier) installed the new propane tanks and repaired the leaks that were discovered during the install process.
- Bus 45 was repaired under warranty and is now back in service.
- We just received our first fuel (heating) oil delivery of the 2011-2012 school year.
- A diesel fuel tank has been placed at the Town Highway garage for our use only. We will be billed directly from Gordon Oil for diesel usage from this tank. We will continue to share gas services at the Town Highway garage, being billed by the Town of Westport for gas usage from this tank.
- A quote has been received for repair (re-caulking) of the glass in the library.
- The hood from bus 41 has been replaced by a hood from an old bus that was sent for scrap. This repair was necessary due to a prior accident involving a deer.

C. Board Committee Reports

- Buildings & Grounds/Safety Committee 11/16/11 – Repointing of the building has been completed, repair to the wall is on hold, zip-tying of the wiring in the computer lab will be completed, back parking area needs attention, changes have been made to the cleaning schedule for the locker rooms, outside front steps are in need of repair, additional work to the building was identified during the repointing work, a new light has been placed in the back parking area, progress is being made in cleaning the rifle range, trees located near the bus garage are the property of the school and need removal before damage is done to the surrounding buildings, waiting upon a quote for repair of the glass in the library, new propane tanks to be installed by new company, computer interface software to monitor and run the boiler system is being ordered, water in the Nurse's Office needs attention, cleaning routine for the bathrooms has been addressed, a schedule for buffing the floors is being reviewed in order not to disturb classes, a checklist of duties and responsibilities has been created for the custodians, a list of several areas within the building needing attention was compiled and given to Robert for discussion with the custodians, and the purchase of several new radios will be necessary as they will be going to a digital signal soon.
- Youth Commission 12/5/11 – Registration for the ski program continues.

- Shared Decision 12/8/11 – No report available at this time.
- Character Education 12/12/11 – Meeting has been rescheduled to December 19, 2011.
- Joint Study 12/13/11 – The faculty raised the point of community service related to graduation awards and adopting official requirements for community service for graduation. A plan will be outlined to develop a plan to propose to the Board.

8. 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, 9/15/11, 10/13/11, 11/10/11, **12/13/11** – The meeting consisted of five superintendents and their respective Board Presidents. Several ideas were discussed, all were acknowledged as great ideas but, all in attendance agreed that these ideas created no significant reductions. The discussion of shared services including scheduling was also presented. A similar schedule for all school districts involved would allow for more flexible course sharing.
- 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, 9/15/11

➤ 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
- Gym Roof 12/16/10
- EXCEL Aid & Possible Repair of Library 12/13/11 – We currently have \$81,396 available in EXCEL Aid. According to the State Education Department, a project costing approximately \$300,000 would represent no cost to the taxpayers. Dr. Gallagher requested permission to pursue rough plans for the repair of the library, the back parking lot area and a generator. All Board members were in agreement to pursue this endeavor.

9. Minutes

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on - **November 10, 2011** (Regular Meeting) as presented

Motion: Dwayne Stevens

Seconded: Tom Kohler

Yes: 5 No: 0 Abstain: 0

Accept

10. New Business

A. Personnel

1. Appointments – Pulsifer, Westover

- a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Paul Pulsifer as a (certified) substitute teacher at a daily rate of \$71.40 effective December 14, 2011 (fingerprint clearance on file).

Motion: Sue Russell

Seconded: Tom Kohler

Yes: 5 No: 0 Abstain: 0

Accept

- b) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Eric Westover as a substitute cleaner at an hourly rate of \$9.20 effective December 14, 2011 (fingerprint clearance on file).

Motion: Jim Carroll

Seconded: Dwayne Stevens

Yes: 5 No: 0 Abstain: 0

Accept

2. Extracurricular Appointments – M. Rascoe, E. Rascoe, H. Schwoebel
Resolved that the Superintendent of Schools recommends to the Board of Education the following extracurricular appointment for the 2011-2012 school year at the stipend per the current Westport Education Association Contract:
- Basketball Game Timer – Molly Rascoe
 - Basketball Game Timer – Emily Rascoe
 - Basketball Game Timer – Hannah Schwoebel

Motion: Sue Russell Seconded: Tom Kohler Yes: 5 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. Asset Disposal
Resolved that the Superintendent of Schools recommends to the Board of Education the the disposal of:
- (1) HP Business Inkjet Printer 1100 (asset tag #A00019304) - obsolete
 - (1) Panasonic KX-FL511 fax machine (asset tag #A00019255) - obsolete

Motion: Dwayne Stevens Seconded: Sue Russell Yes: 5 No: 0 Abstain: 0 **Accept**

2. Donations
Resolved that the Superintendent of Schools recommends to the Board of Education the acceptance of:
- a) a \$500 donation from the ExxonMobil Educational Alliance to be used for Character Education and
 - b) a \$2,000 donation from the Rogers-Carroll Family Foundation to be used for the NYSTEA conference (Drama Club).

Motion: Dwayne Stevens Seconded: Sue Russell Yes: 5 No: 0 Abstain: 0 **Accept**

3. Facility Use Requests – Champlain Valley Fencing Club & 4-H Youth Development
Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the *Facility Use Requests* as submitted by:
- a) Paul Rossi on behalf of the Champlain Valley Fencing Club for the use of the gym on Saturday, February 4, 2012 from 8 AM – 5 PM for the purpose of hosting a fencing tournament and
 - b) Linda Gilliland on behalf of 4-H Youth Development for the use of five (5) rooms and the cafeteria on Saturday, March 10, 2012 (weather date March 17) from 8 AM – 5 PM for the purpose of hosting public presentations.

Motion: Dwayne Stevens Seconded: Tom Kohler Yes: 5 No: 0 Abstain: 0 **Accept**

4. Repair Reserve Expenditure
Resolved that the Superintendent of Schools recommends to the Board of Education an expenditure from Repair Reserve not to exceed \$50,000 to cover the balance owed after insurance on the repair of the utility garage (approximately \$40,000) and repair of the software controls for the heating system (approximately \$10,000).

Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 5 No: 0 Abstain: 0 **Accept**

5. Personal Service Agreements – Atwell, King

- a) Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the personal service agreement as presented for Jana Atwell, Confidential Secretary and District Clerk effective July 1, 2011 to June 30, 2012.

Motion: Dwayne Stevens Seconded: Sue Russell Yes: 5 No: 0 Abstain: 0 **Accept**
Roll Call Vote: LaRock – yes, Carroll – yes, Stevens – yes, Russell – yes, Kohler – yes

- b) Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the personal service agreement as presented for Robert, King, Superintendent of Buildings & Grounds effective July 1, 2011 to June 30, 2012.

Motion: Tom Kohler Seconded: Sue Russell Yes: 5 No: 0 Abstain: 0 **Accept**
Roll Call Vote: LaRock – yes, Carroll – yes, Stevens – yes, Russell – yes, Kohler - yes

C. Policy (none at this time)

11. Additional Items to Discuss

None at this time.

12. 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.

Jim Carroll advised that five members of the Drama Club will be attending the NYSTEAs conference January 6 – 8, 2012. At the suggestion of a bus driver, the driver will be staying at the conference for the weekend saving approximately \$600 in travel expenses for the bus and driver.

13. Adjournment

Time: 7:49 PM

Motion: Tom Kohler

Seconded: Dwayne Stevens

Next Meeting: Budget & Regular Meeting Thursday, January 12, 2012 6:00 PM Library

Date Approved by the BOE: January 18, 2012

Jana Atwell, District Clerk