

Westport Central School District
Regular Board of Education Meeting

Place: Library

Thursday, November 10, 2011

Time: 6:30 PM

MINUTES

1. Call to Order

at: 6:30 PM

by: President LaRock

A. Roll Call

√ Alice LaRock

√ Jim Carroll

√ Dwayne Stevens

√ Sue Russell

√ Tom Kohler

B. Introduction of Attendees

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

Jana Atwell, District Clerk

Cindy Moody, District Treasurer

Michele Friedman, Principal

Visitors: Jack Thompson

Emily French

Alexa Mitchell

Alexander Steele

Jason Fiegl

Paul Mudie

C. Pledge of Allegiance

2. Financials

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

- Warrant Report 4A 10/5/11
- Warrant Report 4B 10/12/11
- Warrant Report 4C 10/18/11
- Warrant Report 4D 10/26/11
- Warrant Report 5A 11/2/11
- Payroll Bank Account Reconciliation as of 6/30/11
- Multi-Fund Bank Account Reconciliation as of 6/30/11
- Payroll Bank Account Reconciliation as of 7/31/11
- Multi-Fund Bank Account Reconciliation as of 7/31/11
- Treasurer's Report for Multi-Fund Month of July 2011
- Payroll Bank Account Reconciliation as of 8/31/11
- Multi-Fund Bank Account Reconciliation as of 8/31/11
- Treasurer's Report for Multi-Fund Month of August 2011
- Payroll Bank Account Reconciliation as of 9/30/11
- Multi-Fund Bank Account Reconciliation as of 9/30/11
- Cafeteria Profit & Loss Statement 2010-2011 (Sept. 2010 – June 2011)
- Cafeteria Profit & Loss Statement 2011-2012 (Sept. 2011)
- Budget Status Report Fiscal Year 2011 dated 11/2/11
- Extracurricular Activity Funds from 11/1/11 to 11/4/11

Motion: Jim Carroll

Seconded: Dwayne Stevens

Yes: 5 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 opened for public comment, none voiced.

4. Class of 2012 Senior Trip Presentation

Class of 2012 representatives, Alexa Mitchell, Alex Steele and Emily French, presented their Senior Trip itinerary for April 7 through April 14, 2012 to Orlando, Florida. The Board granted permission for the use of a school bus and driver to travel to the train station in Schenectady on April 7th and April 14th. The class informed the Board that they will reimburse the District for the cost of the bus and driver for these trips.

5. 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 001-09-10, 006-06-07 x2, 504-03-12 and 504-07-11. (Recommendations attached.)

Motion: Dwayne Stevens

Seconded: Tom Kohler

Yes: 5 No: 0 Abstain: 0

Accept

6. Reports/Presentations

A. Superintendent's Report

- Clorox Grant Update – Remember to vote daily!
- Utility Garage Update – A letter from attorney, Jacqueline Kelleher was distributed regarding her review of the revisions to the utility garage design which were made in order to lower the costs of the project. To date, two construction meetings with Bessboro Builders, the school and David Whitford have been held.
- Fueling Proposal Update – The new fueling system is up and running at the Town Highway Garage. The school will have its own (diesel fuel) tank for fueling and will be billed directly from Gordon Oil (state bid).
- Progress on Wall of Fame – At a previous Board Meeting the concept of honoring a previous faculty member was presented. Dr. Gallagher explained that he will be presenting information and suggestions to the members of the Board via email for further discussion at the December meeting.
- Transportation Waiver – After discussion with our insurance agent, it is always the recommendation that the school provide transportation to and from school or any school sponsored events. Therefore, the District will not recommend a reverse transportation waiver (allowing students to be transported to and/or from school sponsored events by anyone other than school provided transportation). The current transportation waiver will stand as is.
- Early Releases 2011-2012 – An additional early release day has been added to the 2011-2012 calendar on Tuesday, February 7, 2012. The early release day scheduled for Thursday, May 24th has been changed to Thursday, May 3, 2012.
- Open House/Parent Conferences/Financial Aid Presentation – Open House and report card distribution for students in grades 7-12 will be held on November 16th from 5 to 7 PM. The elementary staff will conduct their conferences on November 16th from 12:40 to 3 PM and November 17th from 12:40 to 3 PM and 5 to 7 PM. Elementary grades only will be dismissed at 12:30 PM on both days. A financial aid presentation will be held on November 16th from 7 to 8 PM in the cafeteria.
- Upstate School District Ratings – *Business First* rated the academic performances of 21 public school districts in the Plattsburgh area based on four years (2007 – 2010) of test data from the NYS Education Department. The Plattsburgh area consists of school districts in Clinton, Essex and Franklin counties. Westport Central School was rated first among Essex County schools and third overall in the Plattsburgh area. The rankings reflect the collective performance of each district's public schools from kindergarten through 12th grade.

B. Superintendent of Buildings & Grounds Report

- A company has been located to provide an estimate for repair of the glass panels in the library.
- An estimate has been received from Sheehan's to renovate the hill located in the back of the building by the softball fields.
- Recently, we switched propane companies due to cost. The propane tanks were removed by the previous company without anyone's knowledge. The removal of these tanks created a problem

with starting the boilers. The situation has been temporarily resolved until the new tanks are installed.

- The footers and foundation walls have been poured for the new utility garage.
- New software is being purchased for the computer that remotely monitors the furnaces.
- Bus #45 has been taken to New York Bus Sales for warranty work to be completed.

C. Board Committee Reports

- Technology 10/19/11 – The committee focused on K-12 benchmark monitoring and making adjustments if necessary. The current inventory system is being reviewed to create a more user-friendly system. Cindy Moody has advised that a web application is now available to make adjustments when necessary.
- Shared Decision 11/3/11 – Discussion included the Parent/Family/Community Involvement Night held in the spring. The committee will continue to review Back to School Night and parent/teacher conference days for possible recommendations.
- Youth Commission 11/7/11 – Registration for skiing will take place during the Open House and Parent/Teacher Conferences on November 16 & 17. The group is still looking for a person to replace Jeff Schwoebel on the ski trips and storage space for supplies.
- Joint Study 11/10/11 – Administration set the agenda for this meeting. Discussion included common core standards and “deliverables”, and how we are working towards implementing such.

7. 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** – The Board attended a presentation by Alan Pole at ELCS regarding shared services, consolidation and mergers. This meeting was also attended by the Elizabethtown, Keene and Willsboro school districts. Superintendents and Board Presidents of the four local districts will meet on December 5, 2011 for further discussion.
- 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

8. Minutes

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of

- Education held on
- **October 13, 2011** (Regular Meeting) as presented
 - **October 26, 2011** (Special Meeting) as presented
 - **October 28, 2011** (Special Meeting) as presented

Motion: Dwayne Stevens

Seconded: Tom Kohler

Yes: 5 No: 0 Abstain: 0

Accept

9. New Business

A. Personnel

1. Appointments – Hood

Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Michelle Hood as a (certified) substitute teacher at a daily rate of \$71.40

effective November 11, 2011 (fingerprint clearance on file).

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

2. Extracurricular Appointments – McCormick

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:

- Volunteer Golf Assistant – Daniel McCormick
- Volunteer JV Boys Basketball Assistant – Christopher Markwica

Motion: Jim Carroll 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. Student Transportation Cooperative Agreement

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Student Transportation Cooperative Agreement as presented for the purpose of providing transportation to a district's respective students on a cooperative basis. (Agreement attached.)

Motion: Jim Carroll Seconded: Sue Russell Yes: 5 No: 0 Abstain: 0 **Accept**

2. Donations

a) Resolved that the Superintendent of Schools recommends to the Board of Education the acceptance of a \$162 donation to the WCS music program in honor of Heather Olson from the Westport Chamber Ensemble .

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

b) Resolved that the Superintendent of Schools recommends to the Board of Education the acceptance of a donation by Mrs. Dee Stewart Way of one (1) set of antique golf clubs valued at approximately \$100.

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

3. Facility Use Request – Westport Youth Commission

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the *Facility Use Request* as submitted by Elizabeth Lee on behalf of the Westport Youth Commission Basketball for the use of the gym and/or auditorium on Tuesday and Wednesday afternoons from 3 PM – 5 PM beginning December 6, 2011 through February 15, 2012 and (tournaments) Saturday, January 7 and February 11, 2012 for the purpose of hosting youth basketball (K-6). Note: date changes that may arise will be approved as necessary through the District Office upon review of the master calendar.

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

C. Policy

1. Student Records: Access and Challenge (#7240) – Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #7240 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

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

2. Student Directory Information (#7241) – Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #7241 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

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

10. Additional Items to Discuss

Tom Kohler and Sue Russell participated in the Elementary Career Fair held on November 10th in the auditorium. Both commented on how well organized the event was and what a valuable experience it was for the students. Kudos to Guidance Counselor, Joanne Mazzotte for hosting such an event.

11. 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.

Floor was opened for public comment, none voiced.

12. Executive Session

(#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: 8:07 PM Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 5 No: 0 Abstain: 0 **Accept**

Out: 8:15 PM Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0 **Accept**

No action taken.

13. Adjournment

Time: 8:17 PM

Motion: Sue Russell

Seconded: Tom Kohler

Next Meeting: Regular Meeting Tuesday, December 13, 2011 6:30 PM Library

Date Approved by the BOE: December 13, 2011