

Westport Central School District
Budget & Regular Board of Education Meeting

Place: Library

Thursday, March 15, 2007

Time: 5:30 PM

MINUTES

1. Call to Order

at: 5:39 PM

by: President LaRock

A. Pledge of Allegiance

B. Roll Call

√ Alice LaRock

√ George Maffey

√ Jim Carroll

√ David Goldwasser

√ Kathleen carterMartinez (entered at 6:21 PM)

C. Introduction of Attendees

Also Present: Karen B. Tromblee, Superintendent

Jana Atwell, District Clerk

Sheila Borden, District Treasurer

Visitors: Jeffrey Marcotte

Carol Schwoebel

Susan Satloff

Sue Picard

Kim Matthews

Mary Mandy

Darcy Hudson

Scott Gibbs

Brenda Drummond

Dan McCormick

Cheryl Phillips

John Thompson

Heather Olson

Laura Napper

Zoe Brugger-Lobdell

Cathy Brankman

Janet Hoff

Alyssa Carroll

Paul Mudie

Devin Martin

Michael Bodnar

Sara Hurlburt

Alan Ware

Steven Bodnar

Michele Friedman

2. Budget Discussion

Review of total budget and revenues.

3. Junior Prom Program – Junior Class Representative, Alyssa Carroll

The Board of Education granted permission for the junior class to solicit advertisements from local businesses to place ads in the Junior Prom Program in order to raise money for prom decorations.

4. Point of Sale (POS) Cafeteria System – Mona Dow

A demonstration of the POS cafeteria system was provided. Ms. Dow explained the many benefits of this system some of which include simplifying the cashier's job by using a touch screen system,

processing students through the lunch line efficiently and confidentially, and reporting mechanisms to run daily, monthly and year end reports.

5. Public Comment (5 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 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.

Dan McCormick addressed the Board on behalf of the Westport Education Association.

President LaRock thanked the members of the Westport Education Association for their support.

Devin Martin, Behind the Wall staff member, apologized to the members of the Board for his article “It Ain’t Heavy, It’s My Planner” and any misinterpretation it may have caused.

Behind the Wall staff member Sara Hurlburt explained that the staff and advisors of BTW recently have decided they would like to “revamp” the publication by gearing the subjects from the students to the students. Therefore the publication would be distributed internally to students in grades 7 – 12 and possibly made available to the community by having a few select distribution spots within town (i.e. Ernie’s Market, Everybody’s Market) rather than mailing to every postal patron in Westport.

Advisor Paul Mudie stated that the staff and advisors of BTW are proud of what they do and wish for the continued support of the Board.

Further discussion will continue regarding this subject as indicated on the agenda.

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 P01-05-06, 003-02-03, 011-06-07 and 001-05-06. (Recommendations attached.)

Motion: David Goldwasser Seconded: George Maffey Yes: 5 No: 0 Abstain: 0 **Accept**

7. Reports

A. Superintendent’s Report – Karen Tromblee

- The World Drumming Initiative Grant Recipient – Heather Olson and Kathy Bedore secured a grant from the New York State Music Fund to receive a drumming kit worth \$2,000 consisting of approximately 40 instruments. Our students will be attending drumming workshops and performances.

- Math Testing Grades 3-5 & 6-8 – Testing is winding down for grades 3 – 8. The auditorium accommodated grades 7 and 8 for their testing. All special testing accommodations were met for all grade levels.

- Superintendent’s Day March 12, 2007 – The Westport Education Association was responsible for planning the day. The agenda included a response to intervention (RTI) model for grades 7 – 12 faculty, reviewing of math textbooks for grades K – 6 faculty, a presentation by Dr. Ernest Stratton, Superintendent Lake Placid Central School *Our Students in the Global World*, a health and wellness presentation, self directed

professional development and instructional support team (IST) discussion and agreement to meet so that we can make this happen.

B. Business Administrator's Report – Sheila Borden

- There are no huge over-expenditures with the exception of electricity as discussed previously in budget sessions.
- Sheila stated that she felt very comfortable with the 2007-2008 budget process and timeline.

C. Superintendent of Buildings & Grounds Report – Robert King (absent)

D. Board Committee Reports

- Technology Committee – March 15, 2007

Reviewed the needed expense of Starbase and ideal wish list. The committee felt they needed to speak with Sheila to make an informed financial decision. The committee also discussed creating a spreadsheet for license renewals, etc.

- Buildings & Grounds/Safety Committee – March 7, 2007

Discussed the lock down drill and feedback. Began discussion regarding the Pandemic Flu.

- Character Education Committee – March 5, 2007

Drafted a letter to Champlain National Bank requesting funding for Character Education for students grades 7 – 12. The basketball assembly will not take place this month. The next assembly will be held on April 25th “Kids on the Block”. The character education theme for March is courtesy. The character education themes are being introduced into homes and throughout the community via the weekly Newsnotes.

8. Minutes

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

- **February 27, 2007** (Special, Budget & Regular Meeting) as presented
- **March 6, 2007** (Special Budget Meeting) as presented

Motion: George Maffey Seconded: Jim Carroll Yes: 5 No: 0 Abstain: 0 **Accept**

9. Unfinished Business

A. Twenty Day Emergency Fingerprint Clearance

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of a twenty day emergency conditional fingerprint clearance for the following:

- | | |
|--------------------|---------------------|
| - Angie Peters | - George Lavin |
| - Thistle Carson | - Lawrence Clark |
| - Amy Jacques | - Steven Thorne |
| - Matthew Record | - Katherine Brown |
| - Susan Cook | - Toni Reheuser |
| - Michele Friedman | - Melanie Bliss |
| - Alice Scott | - Jennifer Marshall |
| - Lori Howard | - Kendra Pulsifer |
| - Alyson Monaghan | - Kathryn Sheldon |
| - Jason Fiegl | - Paul Fenton |
| - Peg Goldman | - Lynn Bubbins |
| - Keith Tait | - Cindy Lawson |
| - Kathy Drew | - James Monty |

Motion: Jim Carroll Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

10. New Business

A. Personnel

1. Appointment – Boyle

Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Nancy Boyle to the position of full-time aide at a rate of \$8.75 per hour effective February 28, 2007 through June 22, 2007.

Motion: Jim Carroll Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

2. Extracurricular Appointment – Kapper, Tyler, Stevens, Sells-Doyle

a) Resolved that the Superintendent of Schools recommends to the Board of Education the resignation as submitted by Fred Kapper from the appointed extracurricular position of Modified Softball Coach for the 2006-2007 school year due to the lack of modified softball players for this season and his appointment as the Tennis Coach for the 2006-2007 school year at a stipend per the current Westport Education Association Contract (pending negotiations).

Motion: Seconded: Yes: No: Abstain: **Table**

b) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Michael Tyler as a volunteer assistant for the varsity baseball team for the 2006-2007 school year.

Motion: Seconded: Yes: No: Abstain: **Table**

c) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Dwayne Stevens as an assistant scorekeeper and groundskeeper for the varsity baseball team for the 2006-2007 school year.

Motion: Seconded: Yes: No: Abstain: **Table**

d) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Laura Sells-Doyle as a volunteer assistant for the tennis program for the 2006-2007 school year.

Motion: David Goldwasser Seconded: Jim Carroll Yes: 5 No: 0 Abstain: 0 **Table**

3. Intent to Retire

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of Michael Ratner's letter of intent to retire from his position as a teacher in the Westport Central School District on or about July 1, 2007 or during that fiscal year.

Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

4. Request to End Employment (none at this time)

5. Tenure (none at this time)

6. Child Rearing Leave (none at this time)

7. Unpaid Leave (none at this time)

8. Termination (none at this time)
9. Elimination of Position (none at this time)

B. Miscellaneous

1. Donations

Resolved that the Superintendent of Schools recommends to the Board of Education the acceptance of the following donations to the Art Department in memory of Heather Ann Vanderhoof:

- \$100 from Francis and Crystal Collins-Camargo
- \$50 from Marilyn Vanderhoof

Motion: George Maffey Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

2 Behind the Wall – Discussion

The Board advised that they would like to see what happens with the changes being made to the publication Behind the Wall as indicated previously this evening. The Board would also like to review the mission and goal of the “new” publication to see how it fits with the curriculum.

A copy of the current publication was distributed for the Board’s review and suggestions as a result of a recent letter addressed to the staff and advisors of Behind the Wall being published in the next edition. There were several suggestions by the Board on how this letter should be handled including publishing the letter in its entirety with a permission statement from the author to publish the letter, publish the letter as is with written permission obtained from the author or do not publish the letter in this edition but use the letter to format the basis for the “new” publication. Superintendent Tromblee was directed by the Board to go back to the advisors with the noted suggestions to take into consideration.

The question was posed as to whether or not there should be a stipend paid to the advisors if JGA is a class.

3. New Textbook Review

- a) *Discovering Food and Nutrition* Seventh Edition, Helen Kowtaluk, McGraw Hill Glencoe copyright © 2005, 2001 and student workbook *Discovering Food and Nutrition* Seventh Edition Connie R. Sasse, CFCS McGraw Hill Glencoe copyright © 2005.
- b) *Video Communication & Production*, Jim Stinson, The Goodheart-Willcox Company, Inc. copyright 2002.

Motion by Kathleen carterMartinez, seconded by Jim Carroll to approve the purchase of the above textbooks. Motion carried.

4. Execution and Delivery of an Amended and Restated Municipal Cooperation Agreement

RESOLUTION of the Board of Education of the Westport Central School District, authorizing the execution and delivery of an amended and restated Municipal Cooperation Agreement and related documents by and among the several municipal corporations, school district, fire districts and/or boards of cooperative educational services to provide for the cooperative temporary investment of public funds.

WHEREAS, the Westport Central School District (the “District”) is authorized to deposit public funds, receive such deposits and temporarily invest public funds pursuant to the provisions of Section 10 and 11 of the General Municipal Law (the “GML”) and the District now exercises such powers as authorized by statute without and disability or reservation; and

WHEREAS, the District is authorized to enter into agreements with municipal corporations (as defined in Article 5-G of the GML), including school districts and boards of cooperative educational services, pursuant to Article 5-G of the GML for the purpose of exercising its functions, powers and duties on a cooperative or contract basis or for the provisions of a joint service; and

WHEREAS, with respect to the temporary investment of its public funds, the District has adopted an investment policy pursuant to and consistent with Section 39 of the GML; and

WHEREAS, the District after conducting an investigation and evaluation of the benefits of exercising its power under Section 10 and 11 of the GML on a cooperative, contract or joint service basis, and after due deliberation of the findings arising from such investigation and evaluation, determined that it is in the best interest of the District to temporarily invest a portion of its public funds on a cooperative basis pursuant to the terms of a cooperative agreement, as defined in Article 3-A of the GML; and

WHEREAS, the District has previously executed and delivered a Municipal Cooperation Agreement dated as of July 1, 2004, (the “Agreement”) among the Dutchess County Board of Cooperative Educational Services, as Lead Agent (the “Lead Agent”), and various other municipal corporations (each a “Participant”), providing for cooperative investment in accordance with Article 3-A under the trade name “New York Liquid Asset Fund” (“NYLAF”); and

WHEREAS, the Governing Board (as defined in the Agreement) adopted a resolution on January 19, 2007 to amend the Agreement to reflect the substitution of Cheektowaga Central School District as Lead Agent in replacement of Dutchess County Board of Cooperative Educational Services, the substitution of Bankers Trust Company, N.A. as Administrator and Marketing Agent in replacement of KeyBank National Association, a national banking association (“KeyBank”), the substitution of Voyager Asset Management Inc. in replacement of Victory Capital Management Inc. as Investment Consultant and the substitution of M&T Bank as Custodian in replacement of KeyBank and to remove the requirement of a vote of each Participant for certain future amendments; and

WHEREAS, the Board of Education has reviewed the amended and restated Agreement (the “Amended and Restated Agreement”) and determined that it is in the best interests of the District to execute and deliver a counterpart of the Amended and Restated Agreement, a true copy of which is available in the office of the District; and

NOW, THEREFORE, be it resolved by the Board of Education of the Westport Central School District, located in Essex County, State of New York, as follows:

Section 1. The terms, conditions and provisions of the Amended and Restated attached hereto are hereby approved. The President of the Board of Education or chief fiscal officer of the District is hereby authorized to execute and deliver the Amended and Restated Agreement, and the District Clerk is hereby authorized to affix the seal of the District thereto and attest such seal. The President of the Board of Education or chief fiscal officer of the District is hereby authorized to affect and consent to such changes to the Amended and Restated Agreement in the form attached hereto as may be necessary or convenient in order to further carry out the purposes of the Amended and Restated Agreement and to clarify or correct the terms thereof. The President of the Board of Education or chief fiscal officer of the District is hereby authorized to delegate the foregoing duties to his or her designees as authorized by the law (as that term is defined in the Amended and Restated Agreement), which designee is an authorized employee officer of the District.

Section 2. Notwithstanding any term or provision of the Amended and Restated Agreement to the contrary, the District may withdraw from the Amended and Restated Agreement upon not more than 30 days' written notice given to the Lead Agent or the Administrator, on behalf of the Lead Agent, by the chief fiscal officer of the District and thereafter the District's participation in the cooperative investment in Portfolio Assets (as that term is defined in the Amended and Restated Agreement) shall terminate pursuant to the terms of the Amended and Restated Agreement.

Section 3. This resolution shall be effective immediately upon its due adoption by the governing board of the District.

Motion: Jim Carroll Seconded: George Maffey Yes: 5 No: 0 Abstain: 0 **Accept**

4. Energy Services Agreement Central Hudson Enterprises Corporation – Discussion
General discussion ensued regarding the energy service agreement with Central Hudson Enterprises Corporation that expires in July 2007. At this time no further action will be taken by the District.

C. Policy

1. Accounting of Fixed Assets – Discussion

The Board reviewed current policy #5621 *Accounting of Fixed Assets* in response to the recent audit. A suggestion was made to add a line indicating Board approval to the Asset Disposal Request form.

11. Financial

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

- Warrant Schedule WN-7 Dated 2/2/07
- Cash Receipt Schedule CR-7 Dated 2/6/07
- General Ledger Report From 7/1/06 To 2/12/07
- Budget Transfer Schedule 4 Dated 2/12/07
- Revenue Status Fund A Report Dated 1/31/07
- Comprehensive Budget Status Fund Report Dated 2/12/07
- Consolidated Payroll Dated 2/14/07
- Consolidated Payroll Dated 3/7/07
- New York Liquid Assets Fund Dated 2/16/07 Reported 1/31/07

- New York Liquid Assets Fund Dated 3/13/07 Reported 2/28/07
- Multi-Fund Money Market Account Dated 3/7/07 Reported 1/31/07
- Multi-Fund Money Market Account Dated 3/9/07 Reported 2/28/07
- Multi-Fund Checking Account Dated 3/9/07 Reported 1/31/07
- Multi-Fund Checking Account Dated 3/9/07 Reported 2/28/07
- Cash Receipt Schedule CR-8 Dated 3/8/07
- Warrant Schedule WN-8 Dated 3/1/07

Motion: David Goldwasser Seconded: George Maffey Yes: 5 No: 0 Abstain: 0 **Accept**

12. Additional Items to Discuss

None at this time.

13. Public Comment (5 minutes)

Floor was opened for public comment, none voiced.

14. Executive Session

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: 8:46 PM Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0
Accept

Out: 9:15 PM Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0
Accept

Extracurricular Appointments – Kapper, Tyler, Stevens, Sells-Doyle

- a) Resolved that the Superintendent of Schools recommends to the Board of Education the resignation as submitted by Fred Kapper from the appointed extracurricular position of Modified Softball Coach for the 2006-2007 school year due to the lack of modified softball players for this season.

Motion: Jim Carroll Seconded: George Maffey Yes: 5 No: 0 Abstain: 0 **Accept**

- b) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Fred Kapper as the Tennis Coach for the 2006-2007 school year at a stipend per the current Westport Education Association Contract (pending negotiations).

Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

- c) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Michael Tyler as a volunteer assistant for the varsity baseball team for the 2006-2007 school year.

Motion: Jim Carroll Seconded: George Maffey Yes: 5 No: 0 Abstain: 0 **Accept**

- d) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Dwayne Stevens as an assistant scorekeeper and groundskeeper for the varsity

baseball team for the 2006-2007 school year.

Motion: Kathleen carterMartinez Seconded: Jim Carroll Yes: 5 No: 0 Abstain: 0 **Accept**

e) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Laura Sells-Doyle as a volunteer assistant for the tennis program for the 2006-2007 school year.

Motion: Jim Carroll Seconded: George Maffey Yes: 5 No: 0 Abstain: 0 **Accept**

15. Adjournment

Time: 9:35 PM Motion: Kathleen carterMartinez Seconded: David Goldwasser

Next Meeting: Special Budget Meeting Tuesday, April 3, 2007 at 6:30 PM in the Library
Special Budget Meeting Wednesday, April 4, 2007 at 5:30 PM in the Library
Regular Meeting Thursday, April 19, 2007 at 6:30 PM in the Library