

7. Appointment of School Officers and Representatives

A. Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of Sheila Borden as District Treasurer for the 2006-2007 school year.

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

a) The oath of office administered by the District Clerk to the District Treasurer.

B. Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of Amy-Lyn Hopkins as Assistant Treasurer for the 2006-2007 school year.

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

C. Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Sue Reaser as the BOCES Board of Education Representative for the Westport Central School District.

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

D. Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of Janet Hoff as Internal Claims Auditor for the 2006-2007 school year.

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

E. Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of the following representatives/alternates for the 2006-2007 school year:

- 1) Essex County School Board Representatives (2)
 - Jim Carroll
 - Alice LaRock
- 2) Youth Commission Representative – David Goldwasser
Youth Commission Alternate – Alice LaRock
- 3) WPTO Representative – Kathleen Carter-Martinez
WPTO Alternate – David Goldwasser
- 4) Joint Study Committee Representative (2)
 - Alice LaRock
 - David Goldwasser
- 5) Technology Committee Representatives (2)
 - George Maffey
 - Jim Carroll
- 6) Buildings & Grounds/Safety Committee Representatives (2)
 - George Maffey
 - David Goldwasser
- 7) Character Education Committee (2)
 - Kathleen Carter-Martinez
 - Jim Carroll

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

8. Other Appointments

A. Motion was made at the Board of Education meeting held on April 18, 2006 to continue the contract with Elizabethtown Community Hospital as medical provider at a rate of \$3,090 for the 2006-2007 school year.

B. Motion was made at the Board of Education meeting held on April 18, 2006 to accept the proposal from Barbara Dwyer, CPA for School Auditor for the 2006-2007 school year at a rate of \$3,750 with an additional billing of \$600 to \$800 for the single audit procedures that will be required for the fiscal year ending June 30, 2006.

C. Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of the law firm of Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C. at a rate of \$180 per hour and the law firm of Stafford, Owens, Curtin & Trombley PLLC (formerly Harris Beach LLP) at a rate of \$150 per hour as the school attorneys for the 2006-2007 school year.

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

D. Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of Michael Ratner as the Extracurricular Activity Fund Treasurer with a stipend of \$1,996 (pending negotiations) for the 2006-2007 school year.

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

E. Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of the following for the 2006-2007 school year:

- 1) Attendance Officer - Carol Schwoebel, School Nurse
- 2) Staff Attendance Record Keeper - Jana Atwell, Secretary to the Superintendent
- 3) Title IX Officers, Carol Schwoebel - School Nurse, Daniel McCormick – Guidance Counselor, Karen Tromblee – Superintendent and Michele Friedman – Vice Principal
- 4) Records Management Officer - Sheila Borden, District Treasurer
- 5) DEO Officer (Designated Education Official) - Karen Tromblee, Superintendent and Michele Friedman, Vice Principal
- 6) HIPAA Compliance Privacy Officials - Sheila Borden, District Treasurer and Karen Tromblee, Superintendent
- 7) Asbestos (LEA) Designee – Robert King, Superintendent of Buildings & Grounds
- 8) Fingerprint Coordinator - Jana Atwell, Secretary to Superintendent
- 9) Pesticide Control Officer – Robert King, Superintendent of Buildings & Grounds
- 10) Purchasing Agent – Karen Tromblee, Superintendent
- 11) Records Access Officer – Karen Tromblee, Superintendent
- 12) Section 504 & Americans with Disabilities Act (ADA) Coordinator – Michele Friedman, Vice Principal
- 13) Homeless Liaison Designees - Daniel McCormick, Guidance Counselor and Michele Friedman, Vice Principal
- 14) Committee on Special Education (CSE) & Committee on Preschool Special Education Chairperson (CPSE) – Michele Friedman, Vice Principal
- 15) Chief Information Officer (CIO) – Karen Tromblee, Superintendent, Amy-Lyn Hopkins, Assistant District Treasurer - Alternate

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

F. Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of Margi Carter/SLP-CCC (NYS Lic. #008810-1) as the person responsible for the review of speech Medicaid documents for the Westport Central School District at a rate of \$30 per hour for the 2006-2007 school year.

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

G. Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of the substitutes listed on the call list in effect during the 2005-2006 school year (see attached list) and the approval of the non-certified substitute teacher pay rate of \$60 per day and certified substitute teacher pay rate of \$70 per day.

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

H. Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of the members (see attached list) to the Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE).

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

9. Designations

A. Resolved that the Superintendent of Schools recommends to the Board of Education to continue with Champlain National Bank and New York Liquid Assets Fund as the Official Bank Depositories for the 2006-2007 school year.

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

B. Resolved that the Superintendent of Schools recommends to the Board of Education the regular monthly Board of Education meetings begin at 6:30 p.m. unless otherwise noted for the 2006-2007 school year.

Motion: George Maffey Seconded: Kathleen Carter-Martinez Yes: 5 No: 0 Abstain: 0 **Accept**

C. Resolved that the Superintendent of Schools recommends to the Board of Education to establish the 2006-2007 Board of Education meeting dates as the second Thursday of each month with the following exceptions: January 18, February 15, March 15, April 19 and July 5, 2007.

Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 5 No: 0 Abstain **Accept**

D. Resolved that the Superintendent of Schools recommends to the Board of Education the designation of the Press Republican and the Valley News as the Official Newspapers for the 2006-2007 school year.

Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 5 No: 0 Abstain: 0 **Accept**

E. Resolved that the Superintendent of Schools recommends to the Board of Education the designation of the bulletin board located in the hallway corridor outside the main office as the Official Bulletin Board for the 2006-2007 school year.

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

10. Authorizations

A. Resolved that the Superintendent of Schools recommends to the Board of Education the following as specified:

1) Superintendent to be responsible for:

- a) Certifying payroll
 - b) Approving conferences, conventions, and workshop attendance if appropriate and identified as consistent with District goals and priorities for continuous improvement
 - c) Approving budget transfers up to \$2,500
 - d) Signing all applications and forms required for Federal Programs and grants
- 2) District Treasurer to establish and maintain a \$100 Petty Cash Fund
- 3) Extracurricular Activity Fund Treasurer and the Superintendent or District Treasurer (in the absence of the Superintendent) to sign Extracurricular Activity Fund Checks
- 4) Superintendent and/or the Board of Education to approve the Community Use of School Facilities and Equipment Loaning requests

5) Bonding of the following persons for the amount indicated:

- a) Tax Collector \$1,000,000
- b) District Treasurer \$1,000,000
- c) Assistant Treasurer \$1,000,000
- d) All Employees \$25,000*
- e) Activity Fund Treasurer \$25,000*
- f) District Clerk \$25,000*
- g) Internal Claims Auditor \$25,000*
- h) Superintendent \$25,000*

**Blanket coverage in District Liability Insurance Policy*

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

B. Resolved that the Superintendent of Schools recommends to the Board of Education to authorize the District Treasurer, Assistant Treasurer or Superintendent in the absence of the District Treasurer, to Sign Checks for the 2006-2007 school year.

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

11. Other

A. Resolved that the Superintendent of Schools recommends to the Board of Education the re-adoption of all current Westport Central School District Policies, Procedures, Code of Ethics and Plans in effect during the 2005-2006 school year.

Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 5 No: 0 Abstain: 0 **Accept**

B. Resolved that the Superintendent of Schools recommends to the Board of Education to increase the mileage reimbursement rate from \$.375 per mile to \$.40 per mile.

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

C. Resolved that the Superintendent of Schools recommends to the Board of Education maintaining the school breakfast price of \$.75 for all students (K-12), school lunch price of \$1.40 for students K-6, school lunch price of \$1.65 for students 7-12, breakfast price of \$1.75 for adults and school lunch price of \$3.00 for adults for the 2006-2007 school year.

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

D. Motion was made at the Board of Education held on June 8, 2006 to continue the agreement to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the "Cooperative Purchasing Agreement" for the 2005-2006 school year.

E. Resolved that the Superintendent of Schools recommends to the Board of Education the continuation of the reciprocal agreement with Camp Dudley concerning sharing of facilities in the event that either Camp Dudley or the school must evacuate their present location.

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

12. Adjournment for Regular Meeting

Time: 7:32 PM

REGULAR MEETING

July 11, 2006

MINUTES

1. Call to Order

at: 7:33 PM

by: President LaRock

A. Roll Call

√ Alice LaRock

√ George Maffey

Jim Carroll-absent

√ David Goldwasser

√ Kathleen Carter-Martinez

B. Introduction of Attendees

Also Present: Karen B. Tromblee - Superintendent

Visitors: Daniel McCormick

Jana Atwell – District Clerk

Cheryl Phillips

Sheila Borden – District Treasurer

Robert King

2. 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 205, 504-02-07, 001-94-95, 003-05-06, 003-06-07, 005-97-98, 001-06-07, 007-99-00, 002-00-01, 001-04-05, 003-02-03, 005-94-95, 005-00-01, 002-06-07, 190, 005-95-96, and 003-98-99. (Recommendations attached.)

Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 4 No: 0 Abstain: 0 **Accept**

3. Spotlight on Education (none at this time)

4. Public Comment (5 minutes)

President LaRock offered the following statement: "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."

5. Reports/Presentations

A. Superintendent's Report – Karen Tromblee

1. Summer Peaks Club Update – The program is going exceptionally well including the collaborative partnership with the Westport Youth Commission. There are a total of 76 students registered for the program with a daily attendance of approximately 50 to 60 students.

2. Room Assignments 2006-2007 School Year – Room changes for the 2006-2007 school year include moving Reading First from the secondary level (room 200) to the elementary level (room 103), the Vice Principal's office will be located in the former Reading First room (200), and the sixth grade classroom will move from the new addition into room 108. The Business (room 110) and French (room 109) classrooms will move

into the classrooms in the new addition. Ms. Kearns' classroom will move from room 103 to room 110 and Mrs. Hudson will move from room 108 to room 109.

3. Handbook and Newsletter for 2006-2007 School Year – Currently in the process of establishing a newsletter spotlighting pertinent information and mandated materials that will be mailed to all members of the community. A student/parent handbook is also being revised that will include the Code of Conduct, Athletics Handbook and any other important documentation that must be signed and returned to the school.

B. Business Administrator's Report – Sheila Borden, District Treasurer

- Financials are being closed for the 2005-2006 school year and beginning to open for the 2006-2007 school year.

- The School Auditor will be here within the next two weeks. Dates will be established for meetings with the Auditor and the Audit Committee.

- The SD3 and SA100 reports are not available on the State website to date.

C. Superintendent of Buildings & Grounds Report – Robert King

- Cleaning and painting is on schedule with the assistance from Moriah Shock. They (Moriah Shock) will be returning after the Summer Peaks Program to continue with any other assistance that is needed.

- Repairs, as a result of weather damage, have been completed.

D. Board Committee Reports

1. Finance/Audit Committee (none at this time)

2. Buildings & Grounds/Safety Committee (none at this time)

3. Technology Committee (none at this time)

4. Joint Study Committee (none at this time)

5. Character Education Committee (none at this time)

6. Minutes

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

- **June 8, 2006** (Regular Meeting) as presented

- **June 20, 2006** (Special Meeting) as presented

- **June 29, 2006** (Special Meeting) with deletion of

“(pending negotiations)” (Robert King’s salary)

Motion: David Goldwasser Seconded: George Maffey Yes: 4 No: 0 Abstain: 0 **Accept**

B. Resolved that the Board of Education does hereby approve the following subcommittee minutes as indicated:

Finance Committee
(none at this time)

Buildings & Grounds/Safety Committee
(none at this time)

Technology Committee
(none at this time)

Joint Study
(none at this time)

Character Education Committee
(none at this time)

7. 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
- Britney McCarthy
- Nancy Garron
- Thistle Carson
- Amy Jacques
- Leo Merrill
- Cynthia Lawson
- Jeremy Lawrence
- Lucinda Ives
- Kristin McKinnon
- Matthew Record
- Susan Cook
- Michele Friedman
- Alice Scott

Motion: David Goldwasser Seconded: George Maffey Yes: 4 No: 0 Abstain: 0 **Accept**

8. New Business

A. Personnel

1. Discussion – School Tax Collector 2006-2007 School Year

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: 8:10 PM Motion: George Maffey Seconded: David Goldwasser Yes: 4 No: 0
Abstain: 0 **Accept**

Out: 8:30 PM Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 4
No: 0 Abstain: 0 **Accept**

Motion to direct the Superintendent to offer the position of School Tax Collector to Nancy Boyle at a rate of \$2,300 for the 2006-2007 school year with hours negotiable.

Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 4 No: 0 Abstain: 0
Accept

2. **Discussion – Vacant Home & Careers Position**

The Superintendent requested the Board of Education consider providing additional academic intervention services (AIS) for students in grades 7-12 by hiring a teacher with a degree in reading and possibly special education. Home and Careers courses can be provided from within for classes required by the State. The Board agreed to advertise for an AIS Provider (grades 7-12) with certification in reading and special education.

3. **Extracurricular Appointments**

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: 9:04 PM Motion: David Goldwasser Seconded: George Maffey Yes: 4 No: 0
Abstain: 0 **Accept**

Out: 9:13 PM Motion: George Maffey Seconded: Kathleen Carter-Martinez Yes: 4
No: 0 Abstain: 0 **Accept**

Resolved that the Superintendent of Schools recommends to the Board of Education the following extracurricular appointments for the 2006-2007 at the stipend per the current Westport Education Association Contract (pending negotiations):

- Boys Varsity Soccer Coach, Kent Egglefield
- Volunteer Assistant to Boys Varsity Soccer Coach, Michael Davis
- Boys JV Basketball Coach, Michael Tyler
- Boys Varsity Basketball Coach, Richard Olcott
- Varsity Baseball Coach, Donald Markwica
- Girls Modified Soccer Coach, Laura Napper
- Girls Varsity Soccer Coach, Bradley Rascoe
- Volunteer Assistant to Girls Varsity Soccer Coach, Elizabeth Lee
- Girls JV Basketball Coach, Debi Sherman
- Girls Varsity Basketball Coach, Thomas McKinley
- Girls Modified Basketball Coach, Paul Mudie
- Modified Softball Coach, Fred Kapper
- Tennis Coach, Corey Mousseau
- Golf Coach, Daniel McCormick
- Athletic Coordinator, Bradley Rascoe
- Band Director, Heather Olson
- Newspaper Co-Advisors, Paul Mudie and Scott Gibbs
- Honor Society Advisor, Daniel McCormick
- Student Council Advisor, Cheryl Phillips
- Yearbook Advisor, Karen Rock
- Senior Play Advisor, Scott Gibbs
- Quiz Bowl Co-Advisors, Brenda Anson and Susan Picard
- Freshman Class Advisor, Corey Mousseau
- Freshman Class Advisor, Cathy Brankman
- Sophomore Class Advisor, Brenda Anson

- Sophomore Class Advisor, Susan Picard
- Junior Class Advisor, Jack Thompson
- Junior Class Advisor, Janet Hoff
- Senior Class Advisor, Cheryl Phillips
- Senior Class Advisor, Jana Atwell
- Boys Modified Soccer Coach, James Phillips

Motion: George Maffey Seconded: Kathleen Carter-Martinez Yes: 4 No: 0 Abstain: 0 **Accept**

4. Stipend Payment

Resolved that the Superintendent of Schools recommends to the Board of Education the payment of a \$3,500 stipend to Vice Principal, Michele Friedman as Coordinator of Title I A, D, Title II A, D, Title IV A and Title V grants.

Motion: George Maffey Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

5. Intent to Retire (none at this time)
6. Request to End Employment (none at this time)
7. Child Rearing Leave (none at this time)
8. Tenure (none at this time)
9. Unpaid Leave (none at this time)
10. Termination (none at this time)
11. Elimination of Position (none at this time)

B. Miscellaneous

1. Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Section VII Merger Application for Track & Field for the 2006-2007 school year. (Copy of application attached.)

Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 4 No: 0 Abstain: 0 **Accept**

2. Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the *Facility Use Requests* as submitted by:
 - a) Essex County Youth Bureau, Michael Mascarenas requesting the use of the baseball field for the purpose of hosting the fair baseball tournament from July 25th to July 28th, 2006 between 9:15 a.m. and 12:00 p.m. daily.

Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 4 No: 0 Abstain: 0 **Accept**

3. Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the proposal for a college prep course (.5 credit, target audience students in grades 11 & 12).

Motion: George Maffey Seconded: Kathleen Carter-Martinez Yes: 4 No: 0 Abstain: 0 **Accept**

4. Resolved that the Superintendent of Schools recommends to the Board of Education the approval of an agreement between the Board of Education and the North Country Chapter of the American Red Cross concerning the use of facilities as mass care shelters by the American Red Cross. (Agreement attached.)

Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 4 No: 0 Abstain: 0 **Accept**

5. Discussion – Student Participation in CVES Programs

Discussion evolved regarding student participation in a CV-TEC program when a program is offered at both the Mineville and Plattsburgh campuses and the student would prefer to attend the program offered at the Plattsburgh campus.

BE IT RESOLVED, the Board of Education, in recognition of the special ongoing relationship between the Westport Central School District and the CV-TEC facility in Mineville, requires that those students wishing to participate in a program offered by both CV-TEC facilities shall enroll in the program offered by the Mineville CV-TEC facility in order to support a local continuing affiliation.

Motion: David Goldwasser Seconded: Kathleen Carter-Martinez Yes: 4 No: 0 Abstain: 0 **Accept**

Further discussion evolved regarding a non-resident student requesting to attend a CV-TEC program offered only at the Plattsburgh campus. Referral was directed towards policy #5152 Admission of Non-Resident Students “*The Superintendent, in consultation with guidance, will also determine the appropriate placement of the student within the district’s education programs.*”

9. Financial

A. Resolved that the Board of Education accepts the following reports:

- Reconciliation Reports/End of Year Reports dated from 7/1/05 to 6/30/06 received from Extracurricular Activity Fund Treasurer

Motion: George Maffey Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

10. Additional Items to Discuss

Mr. McCormick expressed concerns regarding attendance of students participating in CV-TEC programs. He will contact surrounding schools to obtain any policies they may have regarding this matter.

11. Public Comment (5 minutes)

Floor was opened for public comment, none voiced.

12. Adjournment

Time: 10:05 PM Motion: David Goldwasser Seconded: Kathleen Carter-Martinez

Minutes of the Clerk are not official until approved by the Board.

Jana Atwell, District Clerk

Date Approved by the BOE