

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

Place: Library

Thursday, October 12, 2006

Time: 6:30 PM

MINUTES

1. Call to Order

at: 6:45 PM

by: President LaRock

A. Pledge of Allegiance

B. Roll Call

√ Alice LaRock

√ George Maffey

√ Jim Carroll

√ David Goldwasser

√ Kathleen carterMartinez (exited 8:57 PM)

C. Introduction of Attendees

Also Present: Karen Tromblee, Superintendent

Jana Atwell, District Clerk

Sheila Borden, District Treasurer

Visitors: Cheryl Phillips

Robert King

Carol Schwoebel

Curtis Conway

Sue Reaser

Andrew Kuntz

Heather Olson

Michele Friedman

Barbara Dwyer

Paul Rossi

2. 2005 – 2006 Audit

Resolved that the Superintendent of Schools recommends to the Board of Education the acceptance of the Report of Audited Financial Statements prepared by Barbara Dwyer, Certified Public Accountant for the fiscal year ending June 30, 2006.

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

3. BOCES Update – CVES District Representative, Sue Reaser

Mrs. Reaser provided a general function overview of CVES (Champlain Valley Educational Services) and her role as a district representative. She stated that there is a concern for the continued struggle of student attendance at the Mineville campus and would like to see more awareness within schools regarding the programs that are offered in Mineville. Mrs. Reaser explained that CVES Board meetings are held on the third Thursday of each month rotating between the Mineville and Plattsburgh campuses, the public is welcome to attend and the District should feel free to contact her with any questions or concerns.

4. University of the State of New York (USNY) Regional Summit on Education – WCS Students Curtis Conway and Andrew Kuntz

Students, Curtis Conway and Andrew Kuntz, explained that they attended an education summit in Peru on October 10, 2006 along with superintendents, faculty members, board of education members and students from other districts. Commissioner Mills was also in attendance. Additional attendees from our District included Ms. Olson, Mr. McCormick, Mr. Thompson, Mrs. carterMartinez and Superintendent Tromblee. The participants divided into teams to discuss two questions, *What is happening within our schools now?* and *What is the future for our schools?* Both students felt the conference was interesting and informative. They also felt it gave them an opportunity to voice their opinions and concerns, and allowed them to work collaboratively with adults and other students.

5. Health Office Update – Carol Schwoebel, School Nurse

Mrs. Schwoebel addressed the Board regarding Pediculosis (head lice). She distributed several informational handouts including a protocol received from another school district. After a very informative discussion, Mrs. Schwoebel's recommendation would be to establish a written protocol versus a policy.

6. 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.

Floor was opened for public comment, none voiced.

7. Fencing Program Discussion – Paul Rossi

Mr. Rossi requested the Board consider hosting a fencing program at WCS under his direction. He stated that the fencing club would be affiliated with and covered under the liability insurance of the USFA (United States Fencing Association). The club would request no financial support from the school, only the use of space within the facility. The program would be open to the community and would start with a limited age group (9th grade students and up). The Board advised that they would take this information under consideration and tabled this matter to the November meeting.

8. CSE Recommendations

a) Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendations for the following student number 004-06-07, 005-06-07, 504-03-07 and 006-06-07. (Recommendations attached.)

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

b) Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Annual Report to the Board of Education submitted by Michele Friedman, Committee on Special Education Chairperson. (Annual report attached.)

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

9. Reports/Presentations

A. Superintendent’s Report – Karen Tromblee

- Superintendent’s Conference Day – held on October 10, 2006. All teachers participated in the morning session which addressed four essential questions regarding student success and presentation of the 6 + 1 Writing Traits. The afternoon afforded faculty an opportunity for self-directed professional development and information presented by Superintendent Tromblee regarding the USNY Regional Summit on Education which she, other faculty members, students and a Board of Education member from our District attended earlier on this day.
- School Tax Collection – Superintendent Tromblee shared a letter with the Board received from Nancy Boyle, Tax Collector regarding the current status of the school tax collection.
- University of the State of New York (USNY) Regional Summit on Education – An overview of this conference was presented by Kathleen carterMartinez.

B. Business Administrator’s Report – Sheila Borden

- School tax levy funds have been coming in as expected.
- A deposit was made in the amount of \$560,000 in the money market account at Champlain National Bank earning 4.25% interest.
- A check was sent in the amount of \$650,000 to NYLAF where it will earn 4.91% interest.
- We have been receiving state aid payments along with our first star payment of \$103,000.

C. Superintendent of Buildings & Grounds Report – Robert King

- Work schedule for maintenance/transportation staff was distributed to the Board.
- Emergency lighting is being updated and replaced as necessary.

D. Board Committee Reports

- Finance/Audit Committee - October 12, 2006
President LaRock and Vice President Maffey met informally with the auditor, Mr. Bill Mapes. During the meeting the auditor highlighted areas of concern (fixed assets and the cafeteria) but he stated that the District has taken several proactive measures regarding these areas.
- Buildings & Grounds/Safety Committee - October 4, 2006
The committee is focusing on the Emergency Response Plan to “personalize” it for individuals and departments.
- Technology Committee – October 12, 2006
Matt Smith from CVES gave a presentation regarding the redesign of a website for the District. In a future meeting the committee will focus on the right mission for the committee and looking at all ways the technology committee can work with the school.
- Joint Study Committee - September 27, 2006

The committee discussed the agenda from the Superintendent's Conference Day focusing on the 6 + 1 Writing Traits.

- Character Education Committee - September 21, 2006

The committee held an extra meeting to kick things off for the school year. An assembly for students in grades K – 6 was held in September. Themes for each month will be discussed at the next meeting.

10. Minutes

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

- **September 14, 2006** (Regular Meeting) as presented

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

11. 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 | - Lori Howard |
| - Nancy (Garron) Boyle (rec'd) | - Alyson Monaghan |
| - Thistle Carson | - Jason Fiegl |
| - Amy Jacques | - Peg Goldman |
| - Cynthia Lawson | - Keith Tait |
| - Leo Merrill | - Kathy Drew |
| - Lucinda Ives | - George Lavin |
| - Kristin McKinnon | - Lawrence Clark |
| - Matthew Record | - Steven Thorne |
| - Susan Cook | - Katherine Brown |
| - Michele Friedman | - Toni Reheuser |
| - Alice Scott | |

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

B. **Personal Service Agreements**

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the following Personal Service Agreements effective July 1, 2006 through June 30, 2007:

- District Treasurer, Sheila Borden
- Confidential Secretary/District Clerk, Jana Atwell
- Superintendent of Buildings & Grounds, Robert King

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

12. New Business

A. **Personnel**

1. Extracurricular Appointments – McCormick, Rascoe, Mitchell

- a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Daniel McCormick as Public Speaking Advisor for the 2006-2007 school year at the stipend per the current Westport Education Association Contract (pending negotiations).

Motion: David Goldwasser Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

- b) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Brad Rascoe as Boys' Modified Basketball Coach for the 2006-2007 school year at the stipend per the current Westport Education Association Contract (pending negotiations). *Note: appointment was made at the September 1, 2006 meeting.*

- c) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Ronald Mitchell as Volunteer Assistant for the boys' JV basketball team for the 2006-2007 school year.

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

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

B. Miscellaneous

1. Resolved that the Superintendent of Schools recommends to the Board of Education the acceptance of:
 - a) a \$9,500 donation from Camp Dudley and,
 - b) a \$1,500 anonymous donation to be applied toward the restoration of the piano gifted to the school several years ago.

Motion: Jim Carroll Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

2. Resolved that the Superintendent of Schools recommends to the Board of Education the approval and adoption of the 2007-2008 Budget Calendar and 2007-2008 Budget Calendar for Faculty and Staff Deadlines as presented.

Motion: David Goldwasser Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

3. Empire State Animal Response Team – Discussion
 Discussion evolved regarding a letter received from the Empire State Animal Response Team as a result of the school building being identified as a potential temporary sheltering area for displaced pets in the event of an emergency or disaster. The Board unanimously agreed that our facility would not be used as a temporary sheltering area for animals as the facility is already recognized as an emergency shelter by the Red Cross.

4. Increasing Chaperone Salaries, Brad Rascoe – Discussion
 Resolved that the Board of Education approves setting the following pay rates effective for the 2006 basketball season:
 - Chaperone - \$40 per game,
 - Timer - \$20 (varsity game), \$10 (JV game), \$10 (modified game) and \$40 (if person does all three games)
 - Shot Clock Keeper - \$20 (varsity game), \$10 (JV game) and \$30 (if person does both games)

Motion: Jim Carroll Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

5. Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the *Facility Use Request* submitted by 4-H Cornell Cooperative Extension, Mary Breyette for the purpose of Public Presentation in five (5) classrooms on March 24, 2007 (or snow date March 31, 2007) from 8:30 AM to Noon.

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

6. Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the applications to correct the 2006-2007 Westport Central School Tax Roll for the following:
 - a) Donald & Amanda Viens account #725Z005010 (application attached)
 - b) Dwight Anson Jr. account #725Z005009 (application attached)
 - c) Dwight Anson Jr. account #725J102508 (application attached)
 - d) John & Darlene Cullen account #725J178571 (application attached)
 - e) Daniel Maclean account #725J106315 (application attached)
 - f) Parker & Mona Rice account #725J188010 (application attached)
 - g) John Davis account #725J104201 (application attached)
 - h) William & Diane Dodd account #725J194009 (application attached)
 - i) Ronald Logan account #725J106405 (application attached)
 - j) John Button tax map parcel #66.4-1-3.300 \$32,265 agricultural exemption erroneously omitted (property leased to Kevin & Robin Severance) (application attached)

Motion: George Maffey Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

C. Policy

1. Meal Charging – Discussion
Tabled for November meeting.
2. Suspension of Students – Discussion
Tabled for November meeting.

11. Financial

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

- Warrant Schedule WN-3 Dated 10/2/06
- Multi-Fund Money Market Account Dated 10/6/06 Reported 7/31/06
- Consolidated Payroll Dated 8/31/06
- Consolidated Payroll Dated 9/29/06
- Revenue Status Fund-A General Fund Report Dated 10/10/06 (July 2006)
- Revenue Status Fund-A General Fund Report Dated 10/10/06 (August 2006)
- Revenue Status Fund-A General Fund Report Dated 10/10/06 (September 2006)
- Cash Receipt Schedule CR-1 Dated 10/10/06
- Cash Receipt Schedule CR-2 Dated 10/10/06
- Cash Receipt Schedule CR-3 Dated 10/10/06
- Comprehensive Budget Status Report Date July
- Comprehensive Budget Status Report Date August
- Comprehensive Budget Status Report Date September

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

12. Additional Items to Discuss

None at this time.

13. Public Comment (5 minutes)

Floor 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: 9:57 PM Motion: George Maffey Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0
Accept

Out: 10:15 PM Motion: David Goldwasser Seconded: George Maffey Yes: 4 No: 0 Abstain: 0
Accept

No action taken.

15. Adjournment

Time: 10:18 PM Motion: David Goldwasser Seconded: George Maffey

Next Meeting: Regular Meeting Thursday, November 9, 2006 at 6:30 PM in the Library

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

Jana Atwell, District Clerk

Date Approved by the BOE