

**Westport Central School District**

**Budget Session & Regular**

**Board of Education Meeting**

**Place: Library**

**Thursday, December 6, 2007**

**Time: 5:30 PM**

**MINUTES**

**1. Call to Order**

**at: 5:43 PM**

**by: President LaRock**

**A. Roll Call**

√ Alice LaRock

√ George Maffey

√ Jim Carroll

√ David Goldwasser

√ Kathleen carterMartinez (arrived 6:22 PM)

**B. Introduction of Attendees**

Also Present: Karen B. Tromblee, Superintendent    Visitors: Cheryl Phillips

Jana Atwell, District Clerk

Daniel McCormick

Sheila Borden, District Treasurer

Wayne Napper

Michele Friedman, Vice Principal

Robert King, Supt. Buildings & Grounds

**C. Pledge of Allegiance**

**2. 2008 – 2009 School Year Budget**

The following line items were reviewed: Board of Education, school administration, finance, legal, public information, operation and maintenance, health, transportation, debt service, and special items.

A listing of the Superintendent's proposed goals and ultimate goals were posted for review.

**Superintendent's Goals for WCSD**

1. 95% of 3<sup>rd</sup> graders will read at or above grade level by 2009
2. Continue CVES support (8) slots
3. 95% of all students who graduate with a diploma in June 2010 will also earn a workforce readiness certificate
4. By September 2009 the use of curriculum mapping software and completion of the mapping project
5. Sustain Champ Camp – breakfast/lunch connect with Westport Youth Commission
6. Establishment of a writing lab grades 7-12
7. Continue data assessment with CVES
8. Continue New Teacher Program also include staff
9. Begin curriculum audit
10. Sustain Reading First with a Reading Coordinator K-12
11. Consider EXCEL monies
12. Improve student attendance

**Ultimate Goals**

1. Sustain current public education program at WCSD
2. Establish priorities and communicate such to the WCSD community
3. Discussions not personal but rather on the "needs" of the school
4. Professional development monies increased (include summer work)
5. Balance tax relief with contractual obligations, AxP – educational inflation
6. Participate in the Westport Municipal Center

**Recess: 6:45 PM – 7:08 PM**

**3. Spotlight on Education – Special Education Plan and Annual Report, Michele Friedman**

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Westport Central School District's Special Education Plan (2007 – 2010) and annual report.

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

**4. 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.

Wayne Napper stated his opinions regarding the need for a van (or smaller means of transportation other than a bus), bus radios, snow tires on buses and the use of current substitute bus drivers.

### **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 003-02-03 and 008-95-96. (Recommendations attached).

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

### **6. Reports/Presentations**

#### **A. Superintendent's Report – Karen Tromblee**

- Enhanced Messaging Application – We are one of two schools that have this system up and running to date as we have been able to load our student demographic data into the system. Two test runs were done and a live run was done for the school closing on December 3<sup>rd</sup>. It appears the system is working well but as with any new operation, we may still have some details that need to be worked out.
- December Newsletter – The final copy was sent to CVES for printing today; expect mailing to occur before the holiday vacation.
- Early Dismissal 12/13/07 – Grade 7-12 teachers will complete the technology benchmarks, elementary teachers will meet to discuss the AIS/enrichment program and continue to work on elementary technology benchmarks.
- District Website – A quote has been received from NERIC totaling \$3,700 to “overhaul” our web site. An overview of the design will be presented at the Technology Meeting. Adam Facteau has volunteered to oversee the web site.
- Information Technologists – We have recently been advised that our current IT, Keith Schubert will be leaving our District. He will be replaced by Mr. Jim Felio and Mr. David Randall.
- EXCEL Presentation – Superintendent Tromblee recommended inviting Mr. Bernie Donegan to a special Board meeting to do a presentation on EXCEL monies. Please provide a list of available dates and times to meet.
- Municipal Garage Update – Superintendent Tromblee met with our attorney, Jacqueline Kelleher to draft the required resolution. The resolution will be discussed later on the agenda.
- School Safe – It has recently been brought to our attention that our safe does not meet the SED requirements for safe and secure storage of the Regents exams. Options to remedy this situation were discussed.
- Energy Service Agreement – A copy of the letter sent by Ms. Kelleher to Central Hudson Enterprises Corporation was distributed to the Board members. A reply within 30 days of receipt has been requested regarding the energy services agreement.

#### **B. District Treasurer's Report – Sheila Borden**

- Final tax reports have been submitted to the county.
- We received \$46,278 for state land payment.
- Retro pay has been made to instructional staff and all salaries adjusted per the negotiated contract.

#### **C. Superintendent of Buildings & Grounds Report – Robert King**

- Discussion has continued with Jeff Sisson regarding the options for the dampness in the mailroom.
- There has been a recent problem with the boiler however it is being looked at.

#### **D. Board Committee Reports**

- Joint Study (11/14/07) – Heather Olson was present at this meeting and shared information regarding the Arts In Education program. Heather is the Arts in Education program coordinator for our District.
- Character Education(11/19/07) – Discussion included the annual food drive and seeking assistance from the Student Council regarding means to involve secondary students in the character education program. The sportsmanship banner has arrived and will be hung in the gym.
- Shared Decision (12/5/07) – The idea of a Superintendent's Day for students in March was discussed. The theme for students grade 7-12 would be “Dealing With the Real World” (from a business perspective). Students from Willsboro and Elizabethtown would be invited

to participate as well as the local Chambers of Commerce and guest speakers from the surrounding communities. The elementary students would focus on career choices as a continuation from the recent career fair held at WCS.

## **7. Minutes**

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on: - **November 8, 2007** (Budget & Regular Meeting)

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

## **8. 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     | - Samantha Verkey   |
| - Thistle Carson   | - Natalie Sabuda    |
| - Mathew Record    | - Tammy Czora       |
| - Michele Friedman | - Joan Devaney      |
| - Alyson Monaghan  | - Gary Boyd         |
| - Jason Fiegl      | - Cathie Clark      |
| - Peg Goldman      | - Jeff Trombly      |
| - Lawrence Clark   | - Jodi Collins      |
| - Kendra Pulsifer  | - Audrey Shovan     |
| - Paul Fenton      | - Matthew Bosley    |
| - Lynn Bubbins     | - Adam Gaal         |
| - Erin Hall        | - Gerald Goulet     |
| - Adam Facticeau   | - Cliff Klingenberg |
| - Vicki Chambers   |                     |

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

## **9. New Business**

### **A. Personnel**

1. Appointments (none at this time)

2. Extracurricular Appointments – Mudie

Resolved that the Superintendent of Schools recommends to the Board of Education the following extracurricular appointment for the 2007-2008 school year at the stipend per the current Westport Education Association Contract:

- End of Year Production Advisor – Paul Mudie

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

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

4. Intent to Retire (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. Westport Municipal Center Resolution

Resolved that the Superintendent of Schools recommends the Board of Education adopt the following resolution:

WHEREAS, the Town of Westport (“Town”), the Westport Fire District (“Fire District”), and the Westport Central School District (“School District”) share a need for a garage; and

WHEREAS, the Town, Fire District, and the School District have determined that the best way to provide such garage is through a shared facility, herein referred to as the Westport Municipal Center; and

WHEREAS, in order to construct the Westport Municipal Center, additional funds are needed, and the parties have determined to apply for a Shared Municipal Services Incentive Grant Program from the New York State Department of State; it is therefore

RESOLVED, as follows:

1. The Town shall be designated as the lead agency, and the Town shall designate a lead agency contract person and authorize that person to submit an application to the Shared Municipal Services Incentive Grant Program for the 2007-2008 program year. This resolution authorizes the lead agency contract person to execute all financial and/or administrative processes relating to the grant program on behalf of the School District in accord with the terms of this resolution.
2. The project shall be known as the Westport Municipal Center.
3. The maximum amount of money which shall be applied for through this program shall be \$600,000.00, with a request for \$200,000.00 per agency.
4. The School District shall authorize the commitment of \$20,000.00 as part of the required cash match for the grant. Such funds shall come from the general fund for the School District.
5. The co-applicants for the Shared Municipal Services Incentive Grant Program are the Town of Westport and the Westport Fire District.
6. The intermunicipal agreement for the Westport Municipal Center shall include provisions for constructing the municipal garage on land owned by the Town or the Fire District, with title to such property remaining with the Town and/or Fire District; and shall further provide that in consideration of the School District's participation in the project, the School District has a right of first refusal to lease the space necessary to allow a mechanic space to work, storage, use of restroom and fuel station, wash bay and lift. Such right of first refusal to lease such property shall run for 25 years, and such lease would be on terms mutually agreeable to the parties, but in no case in excess of the commercial value of such lease.

Motion: David Goldwasser Seconded: George Maffey Yes: 5 No: 0 Abstain: 0 **Accept**  
Roll Call Vote: Maffey – yes, Carroll – yes, Goldwasser – yes, carterMartinez – yes,  
LaRock - yes

2. Erie I BOCES Policy Service Agreement 2007-2008 school year

Resolved that the Superintendent of Schools recommends to the Board of Education to approve a policy service agreement with Erie I BOCES for the 2007-2008 school year at a cost of \$1,500.

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

3. Disposition of Library Books

Resolved that the Superintendent of Schools recommends to the Board of Education the disposal of the following books from the library:

- Marvin Redpost, Super Fast, Out of Control © 2000
- Abridged Readers' Guide to Periodical Literature, 1986, 1987, 1988, 1990, 1991
- Readers' Guide to Periodical Literature 1992-2002

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

4. 2007-2008 Westport Central School Tax Roll Correction

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the application to refund the 2007-2008 Westport Central School Tax Roll for Nathaniel & Zoe Sherman account #725J178568, Tompkins Trust account #721A100701 and Charles Gibson account #725J106713.

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

5. Facility Use Request

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Facility Use Request as submitted by Eric Gay on behalf of the Westport Youth Commission for biddy basketball on January 5, 8, 12, 15, 19, 22, 26, 29, February 2, 5, 9, 12, 26 and March 1, 4, 8 and 15 in the small gym (auditorium) on Tuesdays and both gyms on Saturdays (pending the needs of the Drama Club). **NOTE:**

A schedule of auditorium and gym availability will be provided to the Youth Commission.

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

6. Coaching Application

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the coaching application (as presented) effective with the coaching application/appointment for the 2008 – 2009 school year.

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

**C. Policy**

1. Early Graduation Procedure

- Submit a letter to the Superintendent requesting early graduation by June 30<sup>th</sup> of the preceding year
- Schedule an appointment with the Superintendent by July 30<sup>th</sup> to discuss the request. Required attendees at this meeting include student, parent(s), Superintendent and Guidance Counselor.
- Be willing to sign an agreement with the Superintendent by September 15<sup>th</sup> declaring class membership as a Junior or Senior.

This procedure will be effective beginning with the 2008 – 2009 school year.

2. Employment of Students of Minor Age

First reading.

3. Provision of Special Education Services to Nonpublic School Students with Disabilities Who Are Parentally Placed

First reading.

**10. Financial**

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

- Cash Disbursement Schedule SN-5 All Funds Dated 12/3/07

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

**11. Additional Items to Discuss**

Superintendent Tromblee shared information regarding two recent laws that went into effect August 2007 that allow public employees to take excused leave during their regular work hours for reasons limited to breast and prostate screening and blood donation.

**12. Public Comment** (5 minutes)

Floor was opened for public comment, none voiced.

**13. Adjournment**

Time: 9:16 PM    Motion: Kathleen carterMartinez    Seconded: Jim Carroll

**Next Meeting:** Thursday, January 17, 2008 Budget Session 5:30 PM, Regular Meeting 6:30 PM in the Library

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

January 17, 2008

Date Approved by the BOE

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Jana Atwell, District Clerk