

Westport Central School District

Budget Session & Regular

Board of Education Meeting

Place: Library

Thursday, January 17, 2008

Time: 5:30 PM

AGENDA

1. Call to Order

at: 5:43 PM

by: President LaRock

A. Roll Call

√ Alice LaRock

√ George Maffey

√ Jim Carroll

√ David Goldwasser

√ Kathleen carterMartinez (entered 6:33 PM)

B. Introduction of Attendees

Also Present: Karen B. Tromblee, Superintendent

Jana Atwell, District Clerk

Sheila Borden, District Treasurer

Michele Friedman, Vice Principal

Robert King, Supt. of Buildings & Grounds

Visitors: Cheryl Phillips

Theresa Lindsay

Adam Facteau

Stefanie Russell

Laura Napper

Alyssa Carroll

Karleena Vaughan

David Golembeck

Andrew Kuntz

Spencer Mehr

Daniel McCormick

Kevin Russell

Liam Davis

Jeff Schwoebel

C. Pledge of Allegiance

2. 2008 – 2009 School Year Budget

The following line items were reviewed: supervision, general education, special education, occupational education, guidance, co-curricular, athletics, and employee benefits.

3. Future Business Leaders of America

FBLA Club representatives Stefanie Russell and Spencer Mehr together with FBLA Club advisor, Mr. Adam Facteau updated the Board on the status of the newly formed club at WCS. Currently there are 17 members. The club is pursuing a trip to Albany on February 11, 2008 to attend the Spring District Meeting at which club members will participate in events and competitions. Members of the club are also working on *Project Westport*; a project to market Westport to future businesses and community members.

Resolved that the Board of Education recognizes the Future Business Leaders of America (FBLA) Club as a club for the purpose of establishing financial accounts necessary to conduct business.

Motion: Jim Carroll

Seconded: George Maffey

Yes: 5 No: 0 Abstain: 0

Accept

4. Class of 2008 Senior Trip

Senior class representatives Alyssa Carroll, Chauntel Gilliland, David Golembeck and Karleena Vaughan presented educational and financial statements, and trip itineraries for New York City and Boston. The class will vote on January 18th and return to the Board with their destination decision for final Board approval in February.

5. Spotlight on Education – Reading First, Theresa Lindsay

An informative power point presentation *Continuing the Commitment, Reading First* was provided by Mrs. Lindsay.

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.

Mr. Jeff Schwoebel addressed the Board regarding two issues of concern: protocol for submission of a letter of request from the Youth Commission for the use of a bus for the ski season and questions regarding bus drivers for these trips, and reasons for a new protocol for volunteer coaches.

The Board thanked Mr. Schwoebel for sharing his concerns. President LaRock advised Mr. Schwoebel that this information will be taken under advisement.

RECESS: 7:50 PM – 8:09 PM

7. CSE Recommendations

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendation for the following student number P02-07-08, 006-06-07, 007-06-07 and 008-01-02. (Recommendations attached).

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

8. Reports/Presentations

A. Superintendent's Report – Karen Tromblee

NYSCOSS Conference – Superintendent Tromblee provided an update on the recent NYSCOSS Conference she attended in Albany.

Early Dismissal 1/11/08 – A power point presentation was provided by Nancy Allen from Excellus Blue Cross Blue Sheild discussing how Excellus BCBS is “*Making It Easier to do Business with Us*”.

Student Travel Protocols & Procedures – Our current protocol and procedure manual for student travel was updated using information provided by our insurance company Utica National.

Class of 2008 Update – Superintendent Tromblee will be sending personalized notes to all members of the class of 2008 to invite them to meet with her to discuss their future goals and celebrate their successes via our newsletter.

Central Hudson Enterprises Corporation Energy Service Agreement – To date we have not had a response from the company as requested in the letter sent from our attorney Jacqueline Kelleher.

B. District Treasurer's Report – Sheila Borden

- The District has received \$5135.51 under the Retiree Drug Subsidy Program.
- Charges are being made to appropriate grants for expenses listed in the General Fund.
- The District is averaging an increase of \$1,595 a month in the school lunch fund.
- The Arts in Education Program has been utilized four times this year. Heather Olson oversees this program. We receive a bill from BOCES for the full amount of the programs we participate in and then we receive aid on those expenses during the next school year.

C. Superintendent of Buildings & Grounds Report – Robert King

- Boiler #2 is now running again.
- Mr. Thatcher recently completed our annual fire inspection. We did very well, the infractions were minimal.

D. Board Committee Reports

- Joint Study (12/19/07) – The group received a smartboard demonstration from staff.
- Character Education (1/14/08) – There was much discussion regarding the common area rubrics. The committee would like to begin discussion with elementary teachers for possible implementation beginning fall 2008. The sportsmanship banner is currently hanging in the gym. A tentative date of February 27th has been set for the next elementary assembly.

9. Minutes

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on: - **December 6, 2007** (Budget & Regular Meeting)

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

10. 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:

- Lawrence Clark
- Cathie Clark
- Jeff Trombly
- Matthew Bosley
- Adam Gaal
- Gerald Goulet
- Cliff Klingenberg

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

11. New Business

A. Personnel

1. Appointment (none at this time)
2. Extracurricular Appointment (none at this time)
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. Aged Exemption Allowance

Resolved that the Board of Education hereby agrees to increase the Aged Exemption Allowance for Essex County Taxpayers from \$16,500 to \$22,000 effective January 18, 2008 to match the County and Town of Westport allowance.

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

2. Request for Proposals (RFP's) (Auditor, Physician, Tax Collector) – Discussion
All three requests for proposals were reviewed and changes noted. RFP's will be advertised in both the Valley News and Press Republican.

3. Website Design

Resolved that the Board of Education hereby approves the cost submitted by NERIC of redesigning the District's website as follows: actual redesign work – 3 coordinator days = \$2,220 and training for staff – 2 coordinator days = \$1,480 for a grand total of \$3,700.

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

4. Bus, Mileage and Driver Request

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of a bus, donation of mileage (1500 miles) and a current bus driver or District approved substitute bus driver that the Westport Youth Commission would compensate at the current bus driver pay schedule for the 2008 ski season on the following dates: January 27, February 3 and 10, March 2, 9, 16, 30 and April 6, 2008.

Motion: George Maffey Seconded: Kathleen carterMartinez 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 Holly Rollins on behalf of Weight Watchers of the Adirondacks for the purpose of holding Weight Watchers meetings on Mondays from 5:30 PM to 7:30 PM in the Nurse's Office and Room 112.

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

C. Policy

1. Employment of Students of Minor Age

Second reading.

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

Second reading.

3. District Policy Regarding Response to Intervention (RTI) Process

First reading.

12. Financial

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

- General Ledger Report From 7/1/07 To 11/30/07
- Consolidated Payroll Dated 10/31/07
- Consolidated Payroll Dated 11/30/07
- Multi-Fund Checking Account Month Ending September 2007

- Multi-Fund Checking Account Month Ending October 2007
- Multi-Fund Checking Account Month Ending November 2007
- Multi-Fund Money Market Account Month Ending October 2007
- Multi-Fund Money Market Account Month Ending November 2007
- Budget Transfer Schedule 2 Dated 12/21/07
- Cash Receipt Schedule SN-4 All Funds Dated 12/12/07
- Cash Receipt Schedule SN-5 All Funds Dated 12/13/07
- Cash Receipt Schedule SN-6 All Funds Dated 1/9/08
- Cash Disbursement Schedule SN-6 All Funds Dated 12/31/07
- Multi-Fund Money Market Account Month Ending December 2007
- Consolidated Payroll Month Ending December 2007
- Revenue Status Report Month Ending January 2008
- Multi-Fund Checking Account Month Ending December 2007
- New York Liquid Assets Fund Month Ending October 2007
- New York Liquid Assets Fund Month Ending November 2007
- New York Liquid Assets Fund Month Ending December 2007
- Budget Status Report Month Ending January 2008
- Budget Transfer Schedule 4 Dated 1/10/08
- Budget Transfer Scheduled 3 **VOIDED**

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

13. Additional Items to Discuss

Resolved that the Board of Education upon the recommendation of the Superintendent of Schools grants Michele Friedman, Vice Principal, acting Building Principal duties during the temporary absence of Karen B. Tromblee, Superintendent effective January 18, 2008 until Superintendent Tromblee returns from her absence.

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

14. Public Comment (5 minutes)

This year the Drama Club will host a production of *Anything Goes*. Auditions will be held soon.

At the girls' basketball game on January 31st the National Anthem sung by a group of our students will be recorded and presented to local community members that will soon be deployed.

15. Adjournment

Time: 9:26 PM

Motion: Jim Carroll

Seconded: George Maffey

Next Meeting: Thursday, January 24, 2008 Special Meeting (EXCEL) 6:30 PM in the Library
 Thursday, February 14, 2008 Budget Session 5:30 PM, Regular Meeting 6:30 PM in the Library

The minutes of the Clerk are not official until approved by the Board.

February 14, 2008

Date Approved by the BOE

Jana Atwell, District Clerk