

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

Place: Library

Thursday, June 19, 2008

Time: 6:30 PM

MINUTES

1. Call to Order

at: 6:42 PM

by: President LaRock

A. Roll Call

√ Alice LaRock

√ Jim Carroll

David Goldwasser - absent

√ Kathleen carterMartinez

√ Dwayne Stevens

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: Adam Facticeau

Paul Mudie

Cathy Brankman

Michelle Rawson

Jack Thompson

Daniel McCormick

Cheryl Phillips

Heather Olson

Kim Matthews

Laura Napper

Jacqueline Kelleher

Cindy Moody

C. Pledge of Allegiance

2. Oath of Office & Code of Ethics

The oath of office and school board member code of ethics was administered by the District Clerk to the new member-elect, Dwayne Stevens.

3. 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. Ms. Kelleher was invited to attend executive session.

In: 6:43 PM Motion: Jim Carroll Seconded: Kathleen carterMartinez Yes: 4 No: 0 Abstain: 0
Accept

Out: 7:32 PM Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0
Accept

No action taken.

4. Volunteer Athletics Discussion – Jacqueline Kelleher, School Attorney

Ms. Kelleher addressed concerns regarding volunteer coaches and the requirements that have been set forth by the State Education Department. In summary, a coach regardless of whether paid or volunteer is a coach if that person is in daily contact with the student/athlete, and it is appropriate to require that person to meet all coaching qualification requirements of SED. An itinerant clinician can be invited to work with the students with approval from the athletic coordinator.

5. Tenure Certificate Presentation – Michelle Rawson

President LaRock presented Michelle Rawson with her certificate of tenure.

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. 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 P01-07-08, P02-07-08, P03-07-08, P05-07-08, P01-08-09, 003-02-03, 002-00-01, 006-98-99, 001-04-05, 002-05-06 and 001-08-09. (Recommendations attached.)

8. Reports/Presentations**A. Superintendent's Report – Karen Tromblee**

Summer Work Proposals – Each year an opportunity is offered to the teachers to submit a summer proposal to work on curriculum development. The funding is provided through Title II and Title VI monies. Each proposal was reviewed and the teachers have been advised of their approvals.

Recap of June 10th Storm – Kudos to the faculty and staff for a job well done in keeping our students safe during the recent storm. Letters of gratitude were sent to Clinton Community College for extending their hospitality to our Fifth Grade students, chaperones, teacher and bus driver as they were unable to return from their field trip due to the weather conditions, to Mr. Jerry Sherman, Highway Supervisor for his constant communication during the storm, and to Mr. Thatcher, Essex County Director of Emergency Services for his communication and direction.

2008-2009 Kindergarten Enrollment – Currently there are 24 students (19 resident and 5 non-resident) enrolled in Kindergarten for the 2008-2009 school year. We are cognizant of the WEA Teacher Bargaining Agreement Article 13 Section 4 A. “no primary grade teacher (K-6) shall be asked to be directly responsible for the instruction of more than twenty-four pupils in any given subject area at one time”. A plan has been established and will be shared with the teacher.

B. District Treasurer's Report – Sheila Borden

Revenue Accounts – There are only a few items not received as of this date including final interest and grant money. Due to tax assessment errors we did not receive \$13,000 in tax money. We received \$2,800 more in interest on taxes. We received \$14,000 from the retiree drug subsidy program (Medicare Part D).

Appropriation Accounts – As many transfers as possible have been made however there are still a few left to be made. There are funds within the budget to cover them.

Three members of the FEH BOCES staff have been in to review procedures and accounts.

C. Superintendent of Buildings & Grounds Report – Robert King

Mr. King shared his summer work plan and plans for maintenance of the heating system.

D. Board Committee Reports

- Character Education Committee (5/19/08) – The final celebration assembly was held. All K-6 students received certificates highlighting the character education themes. Next year the committee will continue to focus on common area rubrics and the RTI model for behavior.

- Technology Committee (5/29/08) – The technology budget was submitted to NERIC and they are in the process of putting together a bid for the District. Work has continued on the Technology Plan. This plan will be submitted for approval at the July Board meeting.

9. Minutes

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

- **May 8, 2008** (Regular Meeting & Public Budget Hearing) as presented
- **May 20, 2008** (Annual Meeting, Budget Vote & Board Member Election) as presented
- **May 29, 2008** (Special Meeting) as presented

10. Unfinished Business**A. Twenty Day Emergency Fingerprint Clearance**

1) 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

B. Miscellaneous**1. Schedule Presentation – Teacher Scheduling Committee**

Members of the Scheduling Committee (Scott Gibbs, Paul Mudie, Kim Matthews, Heather Olson, Cathy Brankman and Dan McCormick) explained the process the committee used to select a schedule that promoted success, maintained support for the core subject areas, provided more course offerings and worked within a K-12 building. After several meetings the consensus was to keep the original schedule with the addition of homeroom and expand on new elective course offerings.

2. Presentations of Proposed New Courses

A presentation was provided by each of the following teachers which included a brief description of the proposed course for the 2008-2009 school year.

- Business of Music – Heather Olson & Adam Facteau
- Sports Marketing – Adam Facteau
- Web Design – Adam Facteau
- College Prep/Scholarship & College Admission Essay Writing – Adam Facteau & Vicki Chambers
- Passages of Lake Champlain – Jack Thompson
- Applied Math – Cheryl Phillips
- Geometry (non-regents) – Jeff Marcotte
- Sociology – Cathy Brankman
- Spanish I – Laura Napper

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the above mentioned courses effective with the 2008-2009 school year.

Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

3. Employee Health Insurance Buyout Side Letter of Understanding

Resolved that the Superintendent of Schools recommends to the Board of Education to accept and approve the Side Letter of Understanding Employee Health Insurance Buyout (non-instructional, teachers and administration) effective July 1, 2008 and expiring June 30, 2009. (Letters attached.)

Motion: Kathleen carterMartinez Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

11. New Business

A. Personnel

1. Appointments – Moody, Lindsay

a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Cynthia Moody to the position of WCS District Treasurer effective July 1, 2008 through June 30, 2009 as a component of the Shared Business Office Cross Contract with Franklin-Essex-Hamilton (FEH) BOCES.

Motion: Jim Carroll Seconded: Kathleen carterMartinez Yes: 4 No: 0 Abstain: 0 **Accept**

Roll Call Vote: LaRock – yes, Carroll – yes, carterMartinez – yes, Stevens – yes, Goldwasser – absent

b) Resolved that the Superintendent of Schools recommends to the Board of Education the probationary appointment of Theresa Lindsay to the position of K-6 Reading Teacher in the tenure area of Reading certification Pre-Kindergarten, Kindergarten and Grades 1-6 Permanent effective 2/1/07 and Literacy (Birth-Grade 6) Professional effective 2/1/06 at a total salary of \$47,505.07 which includes \$42,596 (Step 7), \$1,101.07 (masters) and \$3,808 (42 credit hours). The date of commencement of probationary service will be September 2, 2008.

Motion: Kathleen carterMartinez Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

Roll Call Vote: Carroll – yes, carterMartinez – yes, Stevens – yes, LaRock – yes, Goldwasser – absent

2. Extracurricular Appointments (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. Section VII Merger Application

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Section VII Merger Application for swimming, tennis, and track and field for the 2008-2009 school year. (Copy attached.)

Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

2. Disposal of School Inventory (Kimball Spinnet Piano 1956)

Resolved that the Superintendent of Schools recommends to the Board of Education the approval to dispose of one (1) Kimball Spinnet Piano 1956 (serial number 575346).

Motion: Kathleen carterMartinez Seconded: Dwayne Stevens Yes: 4 No: 0 Abstain: 0 **Accept**

C. Policy (none at this time)

12. Financial

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

- Cash Disbursement Schedule SN-11 All Funds Dated 6/2/08
- Budget Transfer Schedule-9 Dated 5/19/08
- Cash Receipt Schedule SN-10 Dated 5/7/08
- Multi-Fund Checking Account Month Ending February 2008
- Multi-Fund Money market Account Month ending April 2008
- New York Liquid Assets Fund Month Ending February 2008
- New York Liquid Assets Fund Month Ending March 2008
- General Ledger Report From 5/1/08 to 5/31/08
- Consolidated Payroll Month Ending April 2008
- Consolidated Payroll Month Ending May 2008
- Cash Receipt Schedule SN-11 Dated 6/13/08
- Multi-Fund Money Market Account Month Ending May 2008
- Budget Transfer Schedule-9 Dated 6/16/08
- Budget Status Report General Fund Month Ending June 2008

Motion: Kathleen carterMartinez Seconded: Jim Carroll Yes: 4 No: 0 Abstain: 0 **Accept**

13. Additional Items to Discuss

None at this time.

14. Public Comment (5 minutes)

Floor was opened for public comment, none voiced.

15. Adjournment

Time: 9:21 PM Motion: Kathleen carterMartinez Seconded: Jim Carroll

Next Meeting: Tuesday, July 8, 2008 Reorganizational & Regular Meeting 6:30 PM Library

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

July 8, 2008

Date Approved by the BOE

Jana Atwell, District Clerk