

Westport Central School District
Budget Session
and
Regular Board of Education Meeting

Place: Library

Thursday, November 8, 2007

Time: 5:30 PM

MINUTES

1. Call to Order

at: 5:39 PM

by: President LaRock

A. Roll Call

√ Alice LaRock

√ George Maffey

√ Jim Carroll

√ David Goldwasser

√ Kathleen carterMartinez (arrived 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

Visitors: Alvin Reiner

Cheryl Phillips

Dan McCormick

Adam Facteau

Sarah Place

Charlie Clements

Kevin Russell

Taylor Atwell

C. Pledge of Allegiance

2. 2008 – 2009 School Year Budget

Reviewed budget outline, procedures and historical information, distributed budget notebooks and first budget worksheet. Superintendent Tromblee shared a “wish list” for consideration in the 2008-2009 budget process. Discussion regarding taxpayer’s concerns evolved and was followed by the question, “How do we get them involved early in the budget process?” Suggestion was made to extend invites to the community to incorporate their concerns into the budget process.

3. Spotlight on Education – Future Business Leaders of America, Mr. Adam Facteau & Students
Business Teacher, Adam Facteau stated that a representative from the Future Business Leaders of America (FBLA) addressed a large group of WCS students in October. It appeared there was much interest in establishing a club within the school. Mr. Facteau then introduced four students (Charlie Clements, Kevin Russell, Sarah Place and Taylor Atwell) who explained and answered the following questions, Why start a chapter and how to charter, What is FBLA, What will it do for students, and What will the students do. They also discussed the fees associated with club initiation, fees per student and fundraising possibilities to make this happen. The Board thanked Mr. Facteau and students for a very well-organized and informative presentation and advised they would take their request into consideration and address at the next Board meeting.

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.

Mrs. Friedman stated that she had observed fencing practice prior to this evening’s meeting and it was nice to see this idea turn into something tangible.

5. 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 P01-06-07, 009-02-03, 001-02-03 and 003-02-03. (Recommendations attached).

Motion: Jim Carroll

Seconded: David Goldwasser

Yes: 5 No: 0 Abstain: 0

Accept

RECESS 7:04 PM – 7:11 PM

6. Reports/Presentations

A. Superintendent’s Report – Karen Tromblee

- Tax Collector Report – A copy of this report was distributed to the Board members.

- Fiscal Navigation Conference – Superintendent Tromblee attended the first of three sessions for this workshop. Information obtained during these sessions will be helpful during the budget process.
- Halloween 2007 – Another successful program enjoyed by all grade levels and the community.
- Parent/Teacher Conferences, Open House and Report Card Distribution 11/15/07 – The same format will be used again this year; elementary will be held in the afternoon and middle school/high school will be held in the evening.

B. District Treasurer’s Report – Sheila Borden

- School tax and state aid monies are being received.
- \$10,000 in interest income for the first three months of the school year has already been received.
- There will be a large transfer this month to cover cash-in leave day payments.
- Samples of cafeteria reports produced from the point of sale system were distributed for review.

C. Superintendent of Buildings & Grounds Report – Robert King (absent)

D. Board Committee Reports

- Safety Committee (10/23/07) – Reviewed lockdown drill held in October. Discussed concerns in several areas within the building and outside.
- Character Education (10/24/07) – *Walk this Way Project* was held in conjunction with Essex County Health Department and October’s character education theme of safety. The theme for November and December is respect. The second annual food drive is underway for grades 7 – 12 with incentives for class participation. There was a discussion regarding rubrics; examples from other schools will be reviewed. A sportsmanship banner will be purchased to hang in the gym.
- Technology Committee (11/8/07) – Report was provided on K-12 benchmarks. Digital portfolios for students was discussed and a staff survey for technology needs for the 2008-2009 school year will be done. We are currently waiting for a quote from NERIC regarding the makeover of the school web page.

7. Minutes

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

- **October 11, 2007** (Audit Committee & Regular Meeting)
- **November 1, 2007** (Special Meeting-Municipal Garage)

Motion: David Goldwasser Seconded: Jim Carroll 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 | - Adam Facticeau |
| - Thistle Carson | - Harold Deso |
| - Mathew Record | - Vicki Chambers |
| - Michele Friedman | - Samantha Verkey |
| - Alyson Monaghan | - Natalie Sabuda |
| - Jason Fiegl | - Tammy Czora |
| - Peg Goldman | - Joan Devaney |
| - Lawrence Clark | - Gary Boyd |
| - Kendra Pulsifer | - Cathie Clark |
| - Paul Fenton | - Jeff Trombly |
| - Lynn Bubbins | - Jodi Collins |
| - Erin Hall | - Audrey Shovan |

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

9. New Business

A. Personnel

1. Appointments – Bosley, Gaal, Goulet, Klingenberg

- a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Matthew Bosley as a substitute teacher at a rate of \$60 (non-certified) per day on an emergency conditional basis pending clearance through Central Registry.

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

- b) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Adam Gaal as a substitute teacher at a rate of \$60 (non-certified) per day on an emergency conditional basis pending clearance through Central Registry.

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

- c) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Gerald Goulet as a substitute teacher at a rate of \$60 (non-certified) per day on an emergency conditional basis pending clearance through Central Registry.

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

- d) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Cliff Klingenberg as a substitute teacher at a rate of \$70 (certified) per day on an emergency conditional basis pending clearance through Central Registry.

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

2. Extracurricular Appointments – Carroll, Carroll

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

- Drama Club Advisor – Ginene Carroll
- Drama Club Advisor (Pro Bono) – Jim Carroll

Motion: David Goldwasser Seconded: George Maffey Yes: 4 No: 0 Abstain: Carroll **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. Facility Use Requests – Cornell Cooperative Extension, Michael Tyler

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the *Facility Use Requests* as submitted by :

- a) Mary Breyette on behalf of Cornell Cooperative Extension of Essex County
 - Public Presentation March 15, 2008 8:30 AM – Noon (snow date March 29) 5 classrooms
 - Regional Horse Bowl & Hipology March 29, 2008 (snow date April 15) cafeteria, 1 classroom and gym

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

- b) Michael Tyler for adult basketball in the gym on Sundays thru winter

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

2. Diploma Presentation – Discussion

The members of the Board unanimously agreed to approve Mrs. Helene Fleury's request to present a high school diploma on behalf of her deceased husband, Mr. Raymond Fleury to their son, Christopher Fleury at the 2008 graduation ceremony.

3. Municipal Garage Update

There have been several meetings between the Town of Westport, Westport Fire Department and the school regarding the municipal garage project. The project is moving ahead positively. The school will be playing a small role in the project by leasing space in the garage. It has been determined that the school will not be the lead

agency in this project however, in order to continue to forge ahead with the grant a resolution is needed from each entity. Superintendent Tromblee will meet with our attorney to draft a resolution.

4. Westport Education Association Contract Ratification

Resolved that the Superintendent of Schools recommends to the Board of Education to accept the following Summary of Memorandum of Understanding and Salary Schedules and incorporate it into the Westport Education Association (Teacher Bargaining Unit), Local 3117, NYSUT, AFT, AFL-CIO contract for the July 1, 2006 through June 30, 2010 time period.

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

Roll Call Vote: LaRock – yes, Maffey – yes, Carroll – yes, Goldwasser – yes, carter Martinez - yes

C. Policy

1. School Volunteers –Discussion

The Board unanimously agreed that all volunteers must complete an application.

Effective immediately an individual applying for volunteer coach shall be required to comply with all of the standards of the Commissioners Regulation 135.4 therefore meeting all the coaching qualification requirements of the NYS Education Department.

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

2. Early Graduation – Discussion

Discussion ensued regarding procedures and protocol when a student chooses early graduation (i.e. class status Junior or Senior, activities available based on class status). A meeting will take place between parent, student, guidance and school administration, discussion will include activities available based upon class status and consequences of decision. A comprehensive list of activities will be available for the student to make an informed decision. The decision as to class status will be determined and all participants will be required to sign off on the final choice.

3. Child Abuse and Neglect/Maltreatment – Discussion

Policy #7530 amended. (Amended policy attached.)

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

10. Financial

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

- Multi-Fund Money Market Account Month Ending August 2007
- Multi-Fund Money Market Account Month Ending July 2007
- Consolidated Payroll Dated 9/30/07
- Consolidated Payroll Dated 8/31/07
- Multi-Fund Money Market Account Month Ending September 2007
- Cash Receipt Schedule SN-3 All Funds Dated 10/29/07
- Cash Disbursement Schedule SN-4 All Funds Dated 10/31/07
- Multi-Fund checking Account Month Ending August 2007
- TE Expendable Trust Fund Dated September 2007
- New York Liquid Assets Fund Month Ending July 2007
- New York Liquid Assets Fund Month Ending August 2007
- New York Liquid Assets Fund Month Ending September 2007
- Budget Transfer Schedule -1 Dated 11/5/07
- Budget Status Report Month Ending July 2007
- Budget Status Report Month Ending August 2007

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

11. Additional Items to Discuss

President LaRock requested FBLA be placed on the December agenda for a decision as to whether the District can help the club financially.

12. Public Comment (5 minutes)

Mr. McCormick informed the Board that 16 turkeys will be donated from SYSCO as a result of the efforts of Mr. Deso. These turkeys will be given to the local food pantry along with food donated from our faculty and staff.

13. Adjournment

Time: 9:07 PM

Motion: Kathleen carterMartinez

Seconded: Jim Carroll

Next Meeting: Thursday, December 6, 2007 Budget Session 5:30 PM, Regular Meeting 6:30 PM in the Library

December 6, 2007

Date Approved by the BOE

Jana Atwell, District Clerk