

Westport Central School District

Audit Committee Meeting

and

Regular Board of Education Meeting

Place: Library

Thursday, October 11, 2007

Time: 5:30 PM

MINUTES

1. Call to Order

at: 5:46 PM

by: President LaRock

A. Roll Call

√ Alice LaRock

√ George Maffey

Jim Carroll – absent

√ David Goldwasser

√ Kathleen carterMartinez arrived 5:50 PM, exited 9:58 PM

B. Introduction of Attendees

Also Present: Karen B. Tromblee, Superintendent

Visitors: Cheryl Phillips

Jana Atwell, District Clerk

Wayne Napper

Sheila Borden, District Treasurer

Daniel McCormick

Michele Friedman, Vice Principal

Barbara Dwyer

Robert King, Supt. Buildings & Grounds

C. Pledge of Allegiance

2. Review of Management Letter

Ms. Dwyer advised that the management letter was approximately 90% complete. A review and discussion of the management letter ensued. Areas of concern included teacher retirement plan, general fund reserves, travel and meal reimbursement policies, extraclassroom activity fund and electronic transfer of funds.

3. Review and Discussion of District's Fiscal Operations

The District's fiscal operations were reviewed. The following recommendations were presented for discussion, to increase the tax certiorari in order that funds may be available on which to draw if the tax roll has errors and is less than budgeted, and to increase the bus reserve and repair reserve so that the District may be prepared financially as these reserves have not been increased since 1997.

4. Review Auditor's Assessment of District's System of Internal Controls

The system of internal controls was reviewed by Ms. Dwyer and shared with the Board.

5. Receipt and Review of the Draft Annual Audit Report

The annual audit report draft was distributed to the members of the Board for review.

6. Recommendation to Accept the Annual Audit Report Prepared by Barbara Dwyer, CPA for the Fiscal Year Ending June 30, 2007

**BE IT 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, 2007.

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

7. Review Corrective Action Plan (if any)

Recommendation to review the following and establish corrective action plans:

- District Treasurer follow through with the NYS Teacher Retirement System to determine that all salaries have been reported accurately for the past two (2) fiscal years.
- Review current travel and meal reimbursement policies, limit reimbursements to the Daily Meal and Travel reimbursements as recommended by the Federal government at the Government Accounting Office website.
- Training for club advisors emphasizing the responsibilities of managing extraclassroom activity funds.
- District Treasurer contact the Bank to establish the ability to transfer funds online.

**President LaRock moved that all present recess for 15 minutes.**

8. 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.

**9. Spotlight on Education** – Mr. Harold Deso, Cook/Manager

Mr. Deso expressed his excitement and gratitude for being able to work with the faculty, staff and particularly the students at WCS. Mr. Deso explained several of the changes that have occurred in the cafeteria and kitchen areas (new equipment, painting, etc.) since his arrival in August. He also stated that he is extremely pleased with the meal participation rates.

**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: 7:23 PM Motion: George Maffey Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0  
**Accept**

Out: 7:30 PM Motion: George Maffey Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0  
**Accept**

No action taken.

**10. 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 P03-05-06, 504-06-07, 504-04-08, 011-06-07 and 007-06-07. (Recommendations attached).

Motion: George Maffey Seconded: Kathleen carterMartinez Yes: 4 No: 0 Abstain: 0 **Accept**

**11. Reports/Presentations**

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

- New York State Art Teachers Association – The artwork of two District students (Nancy Armitage and Angel Welp) will be on display at the New York State School Boards Association Conference in New York City. Congratulations to both students.
- NYSSBA Conference – Legal council suggests that Board of Educations constantly review their policy manuals to maintain accurate and up-to-date policies. Superintendent Tromblee recommended beginning in November we review our policy manual starting with the section related to student policy.
- Shared Municipal Services Incentives Conference – A very informative conference regarding the shared municipal service grant that is currently being discussed with the Town of Westport and Fire District for a potential municipal garage.
- End of 5 Week Marking Period (10/5), 5 Week Reports (10/12) – All students in grades 7-12 will receive a five week report via the mail.
- Superintendent's Conference Day 10/9/07 – Overall this was a very busy, and productive day which included a sexual harassment overview for all staff and faculty members presented by attorney Jacqueline Kelleher, a CFES (College For Every Student) update by Dan McCormick, Cheryl Phillips, Heather Olson and Carol Schwoebel, schedule discussion by Dan McCormick, Smart Board Training for all faculty made possible with Reading First Grant monies, Starweb training for central office staff provided by Sheila Decoste of NERIC, asbestos training for custodial staff provided by Jeff Sisson, Heather Olson and Kathy Bedore were featured for powerpoint presentations and K-6 teachers held cross grade level meetings.
- Tax Collector Report – This report (prepared by Nancy Boyle, Tax Collector) was distributed. As of October 10, 2007 taxes collected totaled \$2,102,570.71.

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

- School taxes came in rapidly during September but have now slowed down.
- Late this afternoon the assessor delivered sixteen (16) changes on the tax roll. They have been copied and put before you for approval of the corrections this evening. - The external audit is now complete and concentration will be on the online filing of reports with the State Education Department.
- To date the revenue in the cafeteria has increased from this time last year.

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

- The recent asbestos training went very well and was very informative.
- Lighting within and outside the building is all functional however, there are two lights in the building which have to be looked at by an electrician.
- The door to the playground (cafeteria side entrance) has been repainted and a new crash bar has been installed.

**D. Board Committee Reports**

- Technology Committee (9/11/07) – There is now a student representative (Charlie Clements) on the committee. Charlie has added some very valuable comments. Technology benchmarks will be reviewed by faculty on the next early release day and information will be forwarded to the committee. The suggestion to provide technology related mini-workshops to students is currently being reviewed.
- Character Education (9/17/07) – In October, the assembly “Walk this Way” highlighting walking safety was presented by Catherine McMahon of the Public Health Department. The first monthly parent luncheon was held in September. The next committee meeting date will be held on Wednesday, October 24 (rescheduled from 10/22).
- Joint Study (9/19/07) – Discussion included continued staff development training and ways in which this can occur. Morale appears to be very high.

**12. Minutes**

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

- **September 13, 2007** (Regular Meeting) as presented
- **September 24, 2007** (Special Meeting) as presented

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

**13. 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     | - Erin Hall       |
| - Thistle Carson   | - Adam Facticeau  |
| - Mathew Record    | - Harold Deso     |
| - Michele Friedman | - Vicki Chambers  |
| - Alyson Monaghan  | - Samantha Verkey |
| - Jason Fiegl      | - Nancy Miller    |
| - Peg Goldman      | - Natalie Sabuda  |
| - George Lavin     | - Tammy Czora     |
| - Lawrence Clark   | - Joan Devaney    |
| - Kendra Pulsifer  | - Gary Boyd       |
| - Paul Fenton      | - Cathie Clark    |
| - Lynn Bubbins     | - Jeff Trombly    |
| - Jodi Collins     |                   |

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

**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: 8:06 PM    Motion: David Goldwasser    Seconded: Kathleen carterMartinez    Yes: 4    No: 0    Abstain: 0  
**Accept**

Out: 8:23 PM    Motion: George Maffey    Seconded: David Goldwasser    Yes: 4    No: 0    Abstain: 0  
**Accept**

No action taken.

**14. New Business**

**A. Personnel**

1. Appointment – Shovan

Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Audrey Shovan as a substitute teacher at a rate of \$60 (non-

certified) per day on an emergency conditional basis pending clearance through Central Registry effective October 12, 2007.

Motion: Kathleen carterMartinez Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

2. Extracurricular Appointments

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):

- Boys' JV Basketball Coach– Michael Tyler
- Boys' Varsity Soccer Volunteer Assistant – Chris White
- Boys' Modified Basketball Coach – Daniel McCormick

Motion: David Goldwasser Seconded: George Maffey Yes: 4 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. Disposition of Textbooks

Resolved that the Superintendent of Schools recommends to the Board of Education to dispose of the following books from the Library:

- The USSR © 1970
- The New Enchantment of America: North Dakota 1968 revised 1979
- The New Enchantment of America: Kansas 1965 revised 1979
- The New Enchantment of America: Wyoming 1966 revised 1979
- The New Enchantment of America: Illinois 1963 revised 1979
- The New Enchantment of America: Iowa 1964 revised 1979
- The New Enchantment of America: Connecticut 1966 revised 1979
- The New Enchantment of America: Vermont 1967 revised 1979
- The New Enchantment of America: New Hampshire 1967 revised 1979
- The New Enchantment of America: West Virginia 1968 revised 1979
- The New Enchantment of America: Oklahoma 1965 revised 1979
- The New Enchantment of America: Kentucky 1967 revised 1979
- The New Enchantment of America: Arizona 1966 revised 1979
- The New Enchantment of America: California 1964 revised 1978
- The New Enchantment of America: Washington 1966 revised 1979
- The New Enchantment of America: Idaho 1968 revised 1979
- The New Enchantment of America: Nevada 1964 revised 1979
- The New Enchantment of America: Utah 1965 revised 1979
- The Young Scientist Book of Stars and Planets 1977
- A Day in the Life of a TV News Reporter 1980
- A Day in the Life of a Meteorologist 1981
- Comets and Meteors 1972
- The Long Journey From Space 1982
- The Long View Into Space 1979
- The Planets in our Solar System 1981
- Planets, Stars and Galaxies 1978
- Biography of an Atom 1965
- A Day in the Life of an Illustrator 1981
- A Day in the Life of a Police Detective 1981
- Audubon Nature Encyclopedia: Volumes 2-12 1965
- Parks and Gardens 1967
- Life Young Readers Library 1970
  - o The Sea
  - o The Primates
  - o The Mammals
  - o Evolution
  - o The Earth
  - o The Birds
- Forest and Woodland 1967
- Life Nature Library, The Earth 1963
- Life Nature Library, The Mountains 1962

- Funk & Wagnalls Wildlife Encyclopedia #1 1969/1970
- History to Go! A Listing of Presenters and Field Trip Sites for Educators, 4<sup>th</sup> Edition 2001
- Library/Media Manual 1979
- The School Library Volunteer 1975
- The School Library Media Center Facilities for School Library Media Programs 1977
- School Libraries Worth Their Keep 1972
- Guide to Reference Books 1967

Motion: Kathleen carterMartinez Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

2. Donation

Resolved that the Superintendent of Schools recommends to the Board of Education the acceptance of a \$9,500 donation received from Camp Dudley September 2007.

Motion: George Maffey Seconded: Kathleen carterMartinez Yes: 4 No: 0 Abstain: 0 **Accept**

3. 2008-2009 Budget Calendar

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the 2008-2009 budget calendar as presented.

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

4. Equipment Disposal

Resolved that the Superintendent of Schools recommends to the Board of Education the disposal of one (1) Hobart meat slicer from the cafeteria.

Motion: Kathleen carterMartinez Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

5. Energy Service Agreement – Discussion

Upon discussion of the energy service agreement between Central Hudson Enterprises Corporation (CHEC) and WCSD entered into in July 1997 and review of the draft letter constructed by attorney, Jacqueline Kelleher notifying CHEC that it is in default of the agreement and the ongoing service portions of the agreement, the Board of Education unanimously agrees to grant Superintendent Tromblee permission to forge ahead with a letter from attorney Kelleher to CHEC advising that the District is interested in having the Operation Management Funds released and clarifying that there are no further obligations on the part of either party.

6. ACAP Field Trip Request – Discussion

Resolved that the Superintendent of School recommends to the Board of Education the approval of the proposal submitted by ACAP in which they agree to compensate WCSD at a rate of \$1.00 per mile for gas/maintenance plus \$12 - \$18 per hour (depending on the selected driver's rate of pay) for the driver with a one (1) hour minimum for bus transportation for any field trips requested of their After School Program and approved by WCS.

Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 4 No: 0 Abstain: 0 **Accept**

7. Municipal Garage – Discussion

As suggested at the September BOE meeting, a conference call was placed to Mr. Bernie Donegan (financial consultant) regarding the grant application. In attendance at this meeting was Superintendent Tromblee, Alice LaRock, George Maffey, Sheila Borden, and Gordon Decker, Treasurer of the Board of Fire Commissioners. Invitations were also extended to Dan Connell, Town Supervisor and Jan Herman, Board of Fire Commissioner Representative who advised she was unable to attend due to a scheduling conflict.

Mr. Decker summarized the conference call at the Town Board meeting held on September 25, 2007. During the Town Board meeting it was stated that a resolution was necessary from each entity to move ahead with the grant application process and a representative from each entity was also being requested.

After much discussion regarding the 9/25/07 Town Board meeting and the conference attended by Superintendent Tromblee regarding Shared Municipal Services Incentive Grant Program on 10/4/07, the school district continues to have

concerns however, it is their desire to continue to be part of the discussion with the Town Board and Fire Department on the potential municipal garage.

WCSD will be represented by Alice LaRock and George Maffey.

8. 2007-2008 Westport Central School Tax Roll Corrections

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the applications to correct the 2007-2008 Westport Central School Tax Roll for the following:

- a) John Doyle & Laura Sells-Doyle account #725J198001
- b) John Doyle & Laura Sells-Doyle account #725J194003
- c) Jessie Dayton account #725J176003
- d) Helene Fleury account #721A107102
- e) Raymond Hathaway account #725J104306
- f) William Kissam Jr. account #725J104915
- g) Matthew Foley account #725J105104
- h) Robert Goff Jr. account #725Z003006
- i) Marc Atz account #721A101508
- j) Bruce Dunning account #725J180001
- k) Meredith King account #721A101508
- l) Harry Sherman account #721J103802
- m) George Toomey account #721A101501
- n) Essex Co. ARC Facilities account #721A100712
- o) Essex Co. ARC Facilities account #103401RWR
- p) Essex Co. ARC Facilities account #725J174011

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

**C. Policy**

School Volunteers – Discussion **Tabled for November Meeting**

**15. Financial**

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

- Cash Disbursement Schedule SN-3 All Funds Dated 10/1/07
- Cash Receipt Schedule SN-1 All Funds Dated 10/4/07
- Cash Receipt Schedule SN-2 All Funds Dated 10/4/07

Motion: Kathleen carterMartinez Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

**16. Additional Items to Discuss**

None at this time.

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

Floor was opened for public comment, none voiced.

**18. Executive Session**

Collective negotiations pursuant to article 14 of the Civil Service Law and 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: 9:34 PM Motion: George Maffey Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0  
**Accept**

Out: 10:28 PM Motion: George Maffey Seconded: David Goldwasser Yes: 3 No: 0 Abstain: 0  
**Accept**

No action taken.

**19. Adjournment**

Time: 10:29 PM Motion: George Maffey Seconded: David Goldwasser

**Next Meeting:** Regular Meeting Thursday, November 8, 2007 at 6:30 PM in the Library

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

November 8, 2007

Date Approved by the BOE

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Jana Atwell, District Clerk