





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

a) The oath of office was administered by the Board President to the District Treasurer.

**B.** Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of Amy-Lyn Hopkins as Assistant Treasurer for the 2008-2009 school year.

Motion: Dwayne Stevens Seconded: David Goldwasser Yes: 5 No: 0 Abstain: 0 **Accept**

**C.** Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Sue Reaser as the BOCES Board of Education Representative for the Westport Central School District.

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

**D.** Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of Janet Hoff as Internal Claims Auditor for the 2008-2009 school year.

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

**E.** Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of the following representatives/alternates for the 2008-2009 school year:

- 1) Essex County School Board Representatives (2)
  - Alice LaRock
  - Jim Carroll
- 2) Youth Commission Representative – Kathleen carterMartinez  
Youth Commission Alternate – Dwayne Stevens
- 3) WPTO Representative – David Goldwasser  
WPTO Alternate – Dwayne Stevens
- 4) Joint Study Committee Representative (2)
  - David Goldwasser
  - Kathleen carterMartinez
- 5) Technology Committee Representatives (2)
  - Jim Carroll
  - Alice LaRock
- 6) Buildings & Grounds/Safety Committee Representatives (2)
  - Dwayne Stevens
  - David Goldwasser
- 7) Character Education Committee (2)
  - Jim Carroll
  - Kathleen carterMartinez

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

## **8. Other Appointments**

### **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: 7:00 PM Motion: David Goldwasser Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0  
**Accept**

Out: 7:05 PM Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0  
**Accept**

No action taken.

**A.** Motion was made at the Board of Education meeting held on March 13, 2008 to continue the contract with Elizabethtown Community Hospital as medical provider at a rate of \$3,152 for the 2008-2009 school year.

**B.** Motion was made at the Board of Education meeting held on February 14, 2008 to accept the proposal from Barbara Dwyer, CPA for School Auditor for the 2008-2009 school year at a rate of \$3,900 with an additional billing of \$600 to \$800 for the single audit procedures that will be required for the fiscal year ending June 30, 2008.

**C.** Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of the law firm of Stafford, Owens, Curtin & Trombley PLLC at a rate of \$160 per hour as the school attorneys for the 2008-2009 school year.

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

**D.** Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of the following positions for the 2008-2009 school year:

- 1) Attendance Officer, School Nurse
- 2) Staff Attendance Record Keeper, District Clerk
- 3) Title IX Officers, School Nurse, Guidance Counselor, Superintendent and Vice Principal
- 4) Records Management Officer, Superintendent
- 5) DEO Officer (Designated Education Official), Superintendent and Vice Principal
- 6) HIPAA Compliance Privacy Officials, Superintendent
- 7) Asbestos (LEA) Designee, Superintendent of Buildings & Grounds
- 8) Fingerprint Coordinator, District Clerk
- 9) Pesticide Control Officer, Superintendent of Buildings & Grounds
- 10) Purchasing Agent, Superintendent
- 11) Records Access Officer, Superintendent
- 12) Section 504 & Americans with Disabilities Act (ADA) Coordinator, Vice Principal
- 13) Homeless Liaison Designee, Guidance Counselor and Vice Principal
- 14) Committee on Special Education (CSE) & Committee on Preschool Special Education Chairperson (CPSE), Vice Principal
- 15) Chief Information Officer (CIO), Guidance Secretary, Superintendent – Alternate

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

**E.** Resolved that the Superintendent of Schools recommends to the Board of Education the reappointment of the substitutes listed on the call list in effect during the 2008-2009 school year (see attached list) and the approval of the non-certified substitute teacher pay rate of \$60 per day and certified substitute teacher pay rate of \$70 per day.

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

**F.** Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of the members to the Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE). (See attached list.)

Motion: Dwayne Stevens    Seconded: David Goldwasser    Yes: 5    No: 0    Abstain: 0    **Accept**

## **9. Designations**

**A.** Resolved that the Superintendent of Schools recommends to the Board of Education to continue with Champlain National Bank and New York Liquid Assets Fund as the official bank depositories for the 2008-2009 school year.

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

**B.** Resolved that the Superintendent of Schools recommends to the Board of Education the regular monthly Board of Education meetings begin at 6:30 PM unless otherwise noted and to establish the meeting dates as the second Thursday of each month unless otherwise noted for the 2008-2009 school year with the following exceptions: November 6, 2008, May 7, 2009 (Public Budget Hearing) and May 19, 2009 (Annual Meeting).

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

**C.** Resolved that the Superintendent of Schools recommends to the Board of Education the designation of the Press Republican and the Valley News as the official newspapers for the 2008-2009 school year.

Motion: Kathleen carterMartinez    Seconded: Dwayne Stevens    Yes: 5    No: 0    Abstain: 0    **Accept**

**D.** Resolved that the Superintendent of Schools recommends to the Board of Education the designation of the bulletin board located in the hallway corridor outside the main office as the official bulletin board for the 2008-2009 school year.

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

## **10. Authorizations**

**A.** Resolved that the Superintendent of Schools recommends to the Board of Education the following as specified:

- 1) Superintendent to be responsible for:
  - a) Certifying payroll
  - b) Approving conferences, conventions, and workshop attendance if appropriate and identified as consistent with District goals and priorities for continuous improvement
  - c) Approving budget transfers up to \$2,500
  - d) Signing all applications and forms required for federal programs and grants
- 2) Assistant Treasurer to maintain a \$100 Petty Cash Fund
- 3) Extracurricular Activity Fund Treasurer and the Superintendent or Extracurricular Activity Fund Treasurer and the District Treasurer (in the absence of the Superintendent) to sign Extracurricular Activity Fund Checks
- 4) Superintendent and/or the Board of Education to approve the community Use of School Facilities and Equipment Loaning requests
- 5) Bonding of the following person for the amount indicated:

- a) Tax Collector \$1,000,000
- b) District Treasurer \$1,000,000
- c) Assistant Treasurer \$1,000,000
- d) All Employees \$25,000\*
- e) Activity Fund Treasurer \$25,000\*
- f) District Clerk \$25,000\*
- g) Internal Claims Auditor \$25,000\*
- h) Superintendent \$25,000\*

*\*Blanket coverage in District Liability Insurance Policy*

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

- B.** Resolved that the Superintendent of Schools recommends to the Board of Education to authorize the Assistant Treasurer or Superintendent in the absence of the District Treasurer, to sign checks for the 2008-2009 school year.

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

**11. Other**

- A.** Resolved that the Superintendent of Schools recommends to the Board of Education the readoption of all current Westport Central School District Policies, Procedures, Code of Ethics and Plans in effect during the 2008-2009 school year.

Motion: Dwayne Stevens    Seconded: David Goldwasser    Yes: 5    No: 0    Abstain: 0    **Accept**

- B.** Resolved that the Superintendent of Schools recommends to the Board of Education the adoption of the Academic Intervention Services (AIS) Plan Revised June 2008.

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

- C.** Resolved that the Superintendent of Schools recommends to the Board of Education the adoption of the revised Technology Plan 2008 – 2011.

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

- D.** Resolved that the Superintendent of Schools recommends to the Board of Education to increase the mileage reimbursement rate from 40 cents per mile to 50 cents per mile for the 2008-2009 school year.

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

- E.** Resolved that the Superintendent of Schools recommends to the Board of Education the proposed prices for the 2008-2009 school year:

<b>MEAL</b>	<b>K – 6 Grade</b>	<b>7 – 12 Grade</b>	<b>Adult</b>
Complete Breakfast	\$1.25	\$1.25	\$2.00
Breakfast Single Entrée	\$1.00	\$1.00	\$1.50
Complete Lunch	\$1.75	\$1.95	\$3.50
Lunch Single Entrée	\$1.60	\$1.85	\$2.25

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

Note: Mrs. carterMartinez was called out of meeting during this vote.

- F.** Resolved that the Superintendent of Schools recommends to the Board of Education the adoption of the following resolution: **BE IT RESOLVED**, that the Westport Central School District Board of Education agrees to participate in the St. Lawrence/Lewis BOCES Cooperative Purchasing Programs in accordance with the guidelines set forth in the “Cooperative Purchasing Agreement” for the 2008-2009 school year.

Motion: David Goldwasser    Seconded: Dwayne Stevens    Yes: 5    No: 0    Abstain: 0    **Accept**

- G.** Resolved that the Superintendent of Schools recommends to the Board of Education the continuation of the reciprocal agreement with Camp Dudley concerning sharing of facilities in the event that either Camp Dudley or the school must evacuate their present location.

Motion: Kathleen carterMartinez    Seconded: Dwayne Stevens    Yes: 5    No: 0    Abstain: 0    **Accept**

- H.** Resolved that the Superintendent of Schools recommends to the Board of Education the continuation of the payment of a \$3,500 stipend to the Vice Principal as Coordinator of Title I A, D, Title II A, D, Title IV A and Title V grants.

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

**12. Adjournment for Regular Meeting**

Time: 7:45 PM

Motion: David Goldwasser

Seconded: Kathleen carterMartinez

**REGULAR MEETING**  
**MINUTES**

**1. Call to Order**

**at:** 7:45 PM

**by:** President LaRock

**A. Roll Call**

√ Alice LaRock

√ David Goldwasser

√ Kathleen carterMartinez

√ Dwayne Stevens

√ Jim Carroll

**B. Introduction of Attendees**

Also Present: Karen B. Tromblee, Superintendent

Visitors: Daniel McCormick

Jana Atwell, District Clerk

Cindy Moody, District Treasurer

Michele Friedman, Vice Principal

**2. 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.

Dwayne Stevens advised that he had received positive feedback from the community regarding the Babe Ruth League (use of baseball field approved by the Board in June).

**3. Reports/Presentations**

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

Shared Business Office Services – A meeting was held today in Saranac Lake with FEH BOCES representatives and the Superintendents currently using the shared business office services, Elizabethtown-Lewis Central School, St. Regis Central School and Westport to discuss each district's procedures and ways in which to streamline processes, and the transition process. The group will continue to meet monthly in Saranac Lake.

Reading First Presentation – Theresa Lindsay provided a Reading First presentation at the State Conference held in Brooklyn recently. Mrs. Lindsay received outstanding reviews from the conference participants.

Graduation – All went well.

**B. Business Administrator's Report** – Cindy Moody

- The computer conversion to WINCAP (financial software program) is up and running.

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

#### **4. Minutes**

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

- **June 19, 2008** (Regular Meeting) as presented
- **June 26, 2008** (Special Meeting) as presented

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

#### **5. 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

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

#### **7. New Business**

**A. Personnel**

##### **1. Extracurricular Appointments**

Resolved that the Superintendent of Schools recommends to the Board of Education the following extracurricular appointments for the 2008-2009 school year at the stipend per the current Westport Education Association Contract:

- Boys' Modified Soccer Coach – Jason Fiegl
- Girls' Modified Soccer Coach – Laura Napper
- Girls' Varsity Soccer Coach – Bradley Rascoe
- Boys' Modified Basketball Coach – Daniel McCormick
- Boys' Varsity Basketball Coach – Bradley Rascoe
- Girls' Modified Basketball Coach – Paul Mudie
- Girls' Modified Softball Coach – Fred Kapper
- Golf Coach – Daniel McCormick
- Freshman Class Advisor – Jason Fiegl
- Freshman Class Advisor – John Thompson
- Sophomore Class Advisor – Adam Facteau
- Sophomore Class Advisor – Vicki (Chambers) Wolinsky
- Junior Class Advisor – John Thompson
- Junior Class Advisor – Cheryl Phillips
- Senior Class Advisor – Kimberly Matthews
- Senior Class Advisor – Cheryl Phillips

- Talent Show Co-Advisor – Scott Gibbs
- Talent Show Co-Advisor – Vicki (Chambers) Wolinsky
- Athletic Coordinator – Bradley Rascoe
- Senior Play Advisor – Scott Gibbs
- Detention Monitor – Cathy Brankman
- Quiz Bowl Advisor – Daniel McCormick
- Honor Society Advisor – Daniel McCormick
- Activity Fund Treasurer – Paul Mudie
- Weight Room Monitor – Paul Mudie
- Newspaper Co-Advisor – Scott Gibbs
- Newspaper Co-Advisor – Paul Mudie
- End of Year Production Advisor – Paul Mudie
- Yearbook Advisor – Alyson Monaghan
- Public Speaking Advisor – Alyson Monaghan
- Student Council Advisor – Cheryl Phillips
- Basketball Game Timer – John Thompson
- Basketball Game Chaperone – Janet Hoff
- Band Director – Heather Olson
- Boys’ Varsity Soccer Coach – Michael Davis
- Girls’ Varsity Soccer Volunteer Coach – Elizabeth Lee

Motion: Kathleen carterMartinez Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0 **Accept**

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

2. Intent to Retire (none at this time)
3. Tenure (none at this time)
4. Child Rearing Leave (none at this time)
5. Unpaid Leave (none at this time)
6. Termination (none at this time)
7. Elimination of Position (none at this time)

## **B. Miscellaneous**

### 1. Facility Use Requests

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

- a) Karen Tromblee on behalf of the Municipal Garage Committee for the use of the bus garage from 6 PM to 6:15 PM for the purpose of a tour of the WCS garage facility, a bus to take community members to visit the Westport Fire House garage and the Town garage, and Town Hall, and the library from 7:15 PM to 9 PM for the purpose of hosting an informational meeting for the community on Monday, July 14, 2008.

Motion: Dwayne Stevens Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0 **Accept**

- b) Paul Mudie for the use of Room 003 for eight (8) days over the summer between the hours of 8 AM and 3 PM for the purpose of hosting a community service project, Piano By Nature.

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

## 2. Field Trip Requests

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the *Field Trip Requests* as submitted by Vera Martin on behalf of the Westport Youth Commission (NOTE: use of bus only, town pays for driver):

- a) Black Kettle Farm July 11<sup>th</sup> 8:30 AM to 3 PM
- b) Crown Point Historic Site July 11<sup>th</sup> 10 AM to 3 PM
- c) Wonders of Water Ticonderoga Tent July 16<sup>th</sup> 8:15 AM to 2 PM
- d) Fort Ticonderoga July 18<sup>th</sup> 9 AM to 4 PM
- e) Ticonderoga (under the tent) July 23<sup>rd</sup> 8:30 AM to 4 PM
- f) Ausable Chasm July 25<sup>th</sup> 8:30 AM to 4 PM
- g) Dacy Meadow Farm July 29<sup>th</sup> 9 AM to 12 PM
- h) Paul Smith V.I.C. August 1<sup>st</sup> 8:30 AM to 4 PM
- i) The Mall in Plattsburgh/Movies August 8<sup>th</sup> 10 AM to 4 PM
- j) Baseball Tournaments: Willsboro July 10, Elizabethtown July 17, North Hudson July 22 and Crown Point August 5

Motion: Dwayne Stevens    Seconded: Jim Carroll    Yes: 5    No: 0    Abstain: 0    **Accept**

## 3) Textbook Disposal

Resolved that the Superintendent of Schools recommends to the Board of Education to approve of the disposal of fifty (50) Mathematics A (AMSCO) 1998 textbooks as these books are obsolete (course no longer taught in Westport or NYS public high schools).

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

## 4) Asset Disposal

Resolved that the Superintendent of Schools recommends to the Board of Education to approve the disposal of the following:

- HP 1100 Printer, asset tag #00393 – obsolete
- Transparency maker , no asset tag # - obsolete
- Micron computer, no asset tag # - obsolete
- Computer, asset tag #00403 – obsolete
- Computer, asset tag #00402 – obsolete
- Computer, asset tag #00404 – obsolete
- Scanner, no asset tag # - obsolete

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

## 8. Financials (none at this time)

## 9. Additional Items to Discuss

### 1. Loan of Equipment

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the *Loan of Equipment* as submitted by Dwayne Stevens for the use of five (5) baseball helmets, four (4) baseball bats, one (1) baseball equipment bag and one (1) first aid kit from July 8, 2008 to August 30, 2008.

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

### 2. 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 Michael Tyler on behalf of the Westport Youth Commission for the purpose of playing (youth) basketball in the gym one evening a week during the summer.

Motion: Dwayne Stevens      Seconded: Jim Carroll      Yes: 5    No: 0    Abstain: 0      **Accept**

3. Municipal Garage Board Representatives – Alice LaRock and David Goldwasser

4. Generator Request Response Letter – A letter was received from Assemblywoman Sayward in response to our request for financial assistance in the acquisition of a generator. Enclosed in the letter was a New York State Grant Assistance Request Assembly Initiative form for our completion. This form will be completed and returned to Assemblywoman Sayward’s office toward the end of the year (per her request).

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

Floor was opened for public comment, none voiced.

**11. Adjournment**

Time: 8:20 PM

Motion: Jim Carroll

Seconded: David Goldwasser

Date approved by the Board of Education: August 14, 2008

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Jana Atwell, District Clerk