

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

**Place: Library**

**Thursday, August 14, 2008**

**Time: 6:30 PM**

**MINUTES**

**1. Call to Order**

**at: 6:34 PM**

**by: President LaRock**

**A. Roll Call**

√ Alice LaRock

√ Kathleen carterMartinez

√ David Goldwasser

√ Dwayne Stevens

Jim Carroll (absent)

**B. Introduction of Attendees**

Also Present: Karen B. Tromblee, Superintendent

Visitors: Daniel McCormick

Jana Atwell, District Clerk

Cheryl Phillips

Cindy Moody, District Treasurer

Michele Friedman, Vice Principal

Robert King, Supt. of Buildings & Grounds

**C. Pledge of Allegiance**

**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.

Floor was opened for public comment, none voiced.

**3. Financials**

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

- Cash Disbursement Schedule SN-12 All Funds Dated 7/9/08
- Cash Receipt Schedule SN-12 Dated 7/9/08
- Multi-Fund Checking Account Month Ending June 2008
- Multi-Fund Money Market Account Month Ending June 2008
- New York Liquid Assets Fund Month Ending June 2008
- Consolidated Payroll Month Ending June 2008

Motion: David Goldwasser

Seconded: Kathleen carterMartinez

Yes: 4 No: 0 Abstain: 0

**Accept**

**4. Reports/Presentations**

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

Accident – On July 9, 2008 there was an accident/damage to the outside gym wall. General contractor Conroy & Conroy was notified and an estimate for the damage/repair has been sent. Our insurance carrier has also been notified.

External Auditor Meeting – A letter was sent to Ms. Barbara Dwyer regarding dates she will be expected to meet with the Superintendent and District Treasurer to complete the audit process for the 2007-2008 school year.

Future of Westport Meeting – The Steering Committee will meet on September 18<sup>th</sup> to compile the findings from all committee meetings.

Municipal Garage – The Memorandum of Understanding draft was reviewed by school attorney, Jacqueline Kelleher. The District has received her approval to sign as it is not binding.

Bus Share Cost – There could be a cost associated with transporting our students from Willsboro to the Plattsburgh CV-TEC campus. Superintendents from Elizabethtown-Lewis, Keene, Willsboro and Westport Central Schools recently met to discuss bus pooling of students to the CV-TEC campus in Plattsburgh. Westport students are currently transported via Westport's bus to Willsboro and then to CV-TEC via the Willsboro bus. Our students are transported from CV-TEC via the AuSable bus to the Keeseville exit where the students are picked up by our bus. Willsboro may consider charging Westport for the transport of our students. Currently AuSable has not mentioned charging for this service.

**B. District Treasurer's Report – Cindy Moody**

- There have been several joint meetings making the transition go very well.

- WINCAP (financial software) is now up and running. The superintendent has the ability to approve requisitions and review the budget online. Training has been provided.

- Additional BOCES staff will be available on September 2, 2008 for WCS staff orientation regarding the new shared service.

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

- The boiler quote received from Stants Combustion in the amount of \$5,787 was for only one boiler, however both boilers need repair. Money to cover the cost is available in the maintenance reserve fund.

**D. Board Committee Reports (none at this time)**

**5. Minutes**

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on: - **July 8, 2008** (Special, Reorganization & Regular Meeting) as presented

Motion: Dwayne Stevens      Seconded: David Goldwasser      Yes: 4    No: 0    Abstain: 0      **Accept**

**6. 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 (received 8/14/08)
- Elizabeth Lee

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

**B. Miscellaneous**

1) Substitute Teacher Pay Rate - Discussion

The Board requested Cindy check the impact of increasing substitute teacher pay rates for further discussion at a future meeting.

**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: 7:21 PM    Motion: Kathleen carterMartinez      Seconded: David Goldwasser      Yes: 4    No: 0    Abstain: 0  
**Accept**

Out: 7:55 PM    Motion: Kathleen carterMartinez      Seconded: David Goldwasser      Yes: 4    No: 0    Abstain: 0  
**Accept**

No action taken.

**7. New Business**

**A. Personnel**

1. Leave of Absence Request – Mitchell

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of an emergency leave of absence in accordance with Article 10, Section 2.A.4 of the current WEA Contract as requested by Ann Mitchell for approximately six (6) weeks (beginning September 2, 2008) in order to care for a sick family member.

Motion: Dwayne Stevens      Seconded: David Goldwasser      Yes: 4    No: 0    Abstain: 0      **Accept**

2. Appointments – Welch, Miller, Simpson

a) Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Amy Welch as a (certified) long-term substitute teacher at a daily rate of \$100 effective September 2, 2008 (emergency clearance on file).

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

b) Resolved that the Superintendent of Schools recommends to the Board of Education the re-appointment of Nancy Miller to the position of part-time food service helper for the 2008-2009 school year at a maximum of nineteen and one half (19.5) hours per week at an hourly rate of \$9.35 (amended 8/26/08 per FEH BOCES from \$8.83 to \$9.35 per hour) effective August 25, 2008.

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

c) Resolved that the Superintendent of Schools recommends to the Board of Education the re-appointment of Dale Simpson to the position of part-time food service helper for the 2008-2009 school year at a maximum of nineteen and one half (19.5) hours per week at an

hourly rate of \$9.35 (amended 8/26/08 per FEH BOCES from \$8.83 to \$9.35 per hour) effective August 25, 2008.

Motion: Dwayne Stevens Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

3. Extracurricular Appointments (none at this time)
4. Request to End Employment (none at this time)
5. Intent to Retire (none at this time)
6. Tenure (none at this time)
7. Child Rearing Leave (none at this time)
8. Unpaid Leave (none at this time)
9. Termination (none at this time)
10. Elimination of Position (none at this time)

## **B. Miscellaneous**

1. CV-TEC Adult Education and Safety Education Sponsorship Agreement  
Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CV-TEC Adult Education and Safety Education Sponsorship Agreement (Co-Ser 103 Adult Education, Co-Ser 401 Accident Prevention/Pre-licensing). (Copy attached.)

Motion: Dwayne Stevens Seconded: David Goldwasser Yes: 4 No: 0 Abstain: 0 **Accept**

2. Disposal of School Inventory  
Resolved that the Superintendent of Schools recommends to the Board of Education the approval to dispose of:
  - (1) Yamaha classical guitar
  - (1) Harmony acoustic guitar
  - (1) Kingston acoustic guitar
  - Dell GX400 Computer (tag #274)
  - Dell GX400 Computer (tag #273)
  - Dell GX240 Computer (tag #326)
  - Dell GX270 Computer (tag #427)
  - Dell GX270 Computer (tag #400)
  - Dell GX270 Computer (tag #377)
  - Dell GX270 Computer (tag #382)
  - Cafeteria Service Line Equipment

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

3. Donations  
Resolved that the Superintendent of Schools recommends to the Board of Education the approval to add the following donated items to school inventory:
  - Yamaha Portasound Voice Bank PSS-170 3 ½ octave keyboard (serial #258730)
  - Assorted Keyboard Adaptors (4 various brands)
  - Conn Alto Saxophone with mouthpiece, ligature & case (serial #N192210)
  - Conn Tenor Trombone "Director Model" with mouthpiece, superslick & case (serial #14N R43197)
  - Elkhart Cornet (silver) with mouthpiece & case (serial #20408)
  - King Cornet "Cleveland Model" with mouthpiece & case in need of repair (serial #105960)
  - Violin in need of new case and bow rehired

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

4. 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 Judy French on behalf of Cornell Cooperative Extension for the purpose of hosting a Home Food Preservation Workshop in the Home Ec. Room on August 25, 2008 from 8:30 AM to 4:30 PM.

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

## **C. Policy**

1. Allegations of Fraud (policy #5571) - Revision  
Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #5571 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies.)

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

2. Accounting of Fixed Assets (policy #5621) – Revision

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #5621 as recommended by the Program Associate for Title I. (See attached current and revised policies.)

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

3. Additional Procedures for Identifying Students With Learning Disabilities

First reading.

**8. Additional Items to Discuss**

WCS Board of Education Meeting and Clinton/Essex School Board Meeting dates conflict November 6, 2008 and January 8, 2009.

WCS November 6<sup>th</sup> meeting will be changed to November 13, 2008.

WCS January 8<sup>th</sup> meeting will be changed to January 6, 2009.

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

Superintendent Tromblee will be teaching as an adjunct professor at Plattsburgh State University on Monday evenings.

After discussion the September 11<sup>th</sup> meeting will be changed to September 16, 2008 at 5:30 PM Audit Committee Meeting and 6:30 regular meeting. Barbara Dwyer will be notified of date change and time.

**10. Adjournment**

Time: 8:31 PM Motion: Kathleen carterMartinez Seconded: David Goldwasser

**Next Meeting:** Thursday, September 11, 2008 Regular Meeting 6:30 PM Library

Date approved by the Board of Education: September 16, 2008

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Jana Atwell, District Clerk