

**Westport Central School District
Audit Committee Meeting
And
Special Meeting**

Place: Library

Thursday, September 25, 2008

Time: 5:30 PM

MINUTES

1. Call to Order

at: 5:37 PM

by: President LaRock

A. Roll Call

√ Alice LaRock √ Kathleen carterMartinez (arrived 6:30 PM) √ David Goldwasser
√ Dwayne Stevens √ Jim Carroll

B. Introduction of Attendees

Also Present: Karen B. Tromblee, Superintendent Visitors: Cheryl Phillips
Jana Atwell, District Clerk Barbara Dwyer, External Auditor
Michele Friedman, Vice Principal Rick Swanston, FEH BOCES
Cindy Moody, District Treasurer

C. Pledge of Allegiance

2. Review of Management Letter, District's Fiscal Operations and Assessment of District's System of Internal Controls

Barbara Dwyer, External Auditor, advised that the management letter was not complete for distribution this evening. Ms. Dwyer addressed the Board regarding the District's fiscal operations including revenues, expenses and repair reserves, and the system of internal controls including WINCAP and NUTRIKIDS.

3. Receipt and Review of the Draft Annual Audit Report

Ms. Dwyer advised that the draft report will be available next week and will be presented at the October 9, 2008 Board of Education meeting.

4. Recommendation to Accept the Annual Audit Report Prepared by Barbara Dwyer, CPA for the Fiscal Year Ending June 30, 2008

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, 2008.

Motion: Seconded: Yes: No: Abstain: Accept Reject **Table**

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: 6:09 PM Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0
Accept

Out: 7:17 PM Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0
Accept

No action taken.

5. CSE Recommendation

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendation for the following student number 002-08-09 and 003-08-09. (Recommendations attached.)

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

6. New Business

A. Personnel

1. Appointment – Bennett

Resolved that the Superintendent of Schools recommends to the Board of Education the appointment of Michael Bennett as a (certified) long-term physical education substitute teacher at a rate of \$100 per day effective September 30, 2008 through December 4, 2008.

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

2. Intent to Retire – Tromblee

Resolved that the Board of Education accepts with regret the letter of intent to retire as submitted by Karen B. Tromblee, Superintendent effective December 19, 2008.

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

B. Miscellaneous

1. REAP Grant

Resolved that the Superintendent of Schools recommends to the Board of Education the acceptance of the grant under the REAP (Rural Education Achievement Program) Small Rural School Achievement Program in the amount of \$22,741.

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

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

2. NERIC Cross-Contract for a Chief Information Officer (CIO) Position

Resolved that the Superintendent of Schools recommends to the Board of Education the approval to cross-contract with NERIC for a chief information officer (CIO) position .1 FTE (one half day per week) October 2008 through June 2009 at a total cost of \$6,369 aidable at 52.1%.

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

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

7. Additional Items to Discuss

Jason Fiegl, Boys' Modified Soccer Coach, was recognized by the Athletic Director from Johnsbury for his outstanding sportsmanship during the recent game between WCS and Johnsbury. Kudos to Mr. Fiegl.

Adam Facteau, Business Teacher, will be honored at the New York State Business Teacher's State Conference in Binghamton in October. Our business and marketing education department was selected as one of fourteen statewide recipients of the "2008 Business and Marketing Education Department of the Year" award. Congratulations to Mr. Facteau.

Westport Central School was nominated by SETRIC for best practices in reading. We will be speaking with state representatives regarding further details.

Theresa Lindsay, Reading Teacher, as a representative from the Eastern New York Regional School Support Center recently presented our District's RTI (referral to intervention) model at the Reading First State Conference. Her presentation received rave reviews and evaluations. Thank you Mrs. Lindsay for the recognition WCS is receiving in the Reading First world.

8. 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: 7:45 PM Motion: Dwayne Stevens Seconded: Jim Carroll Yes: 5 No: 0 Abstain: 0
Accept

Out: 8:02 PM Motion: Jim Carroll Seconded: Dwayne Stevens Yes: 5 No: 0 Abstain: 0
Accept

No action taken.

9. Adjournment

Time: 8:02 PM

Motion: Jim Carroll

Seconded: Dwayne Stevens

Next Meeting: Regular Meeting Thursday, October 9, 2008 at 6:30 PM in the Library

Date approved by the Board of Education: October 9, 2008

Jana Atwell, District Clerk