

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

**Place: Library**

**Thursday, November 13, 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

**B. Introduction of Attendees**

Also Present: Karen B. Tromblee, Superintendent

Jana Atwell, District Clerk

Michele Friedman, Vice Principal

Cindy Moody, District Treasurer

Visitors: George Maffey

Kathi Desjardins

Scott Hudson

Harry Hudson

Theresa Lindsay

Adam Facticeau

Kasaydia Carter-Martinez

Delaney Sears

Molly Rascoe

Michael Tyler

Cheryl Phillips

Daniel McCormick

Rick Martinez

**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.

Harry Hudson explained that he was in attendance this evening as part of a requirement to earn a Boy Scout Merit Badge.

**3. Financial**

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

- Warrant Report 1A
- Warrant Report 2A
- Warrant Report 2B
- Warrant Report 2C
- Warrant Report 2D
- Warrant Report 3A
- Warrant Report 4A
- Warrant Report 4B
- Warrant Report 4C
- Warrant Report 4D

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

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

- All state reports have been filed and deadlines met.

- Currently focusing on special grants and filing the required reports as well as working on the budget status and bank reconciliations.

**4. Future of Westport Update & Discussion – Mr. George Maffey, Committee Representative**

Mr. Maffey explained that the Future of Westport began as a project involving representatives from the school, town and Chamber of Commerce with a broad objective to try to revitalize the town. The original meeting was held to create a strategic plan and was met with a great deal of input. The input was desegregated by groups which in turn resulted in five steering committees being formed. Each steering committee now has a "project" that they are focusing on. Mr. Maffey distributed a list of the steering committees and their project areas. The next community meeting is scheduled to be held in the school auditorium on December 1<sup>st</sup> beginning at 6 PM.

## **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 002-07-08, 001-07-08, 011-06-07, 504-06-07, 003-06-07, 002-07-08, 001-07-08, 011-06-07, 504-06-07, and 003-06-07. (Recommendations attached.)

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

## **6. Reports/Presentations**

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

- Superintendent Tromblee introduced Kathi Desjardins, Assistant Treasurer and Guidance Secretary.
- The 75<sup>th</sup> Anniversary Celebration was held on November 8<sup>th</sup>. A thank you to all involved in making this celebration such a tremendous success.
- Superintendent Tromblee discussed Governor Patterson's decision to push forward with cuts and what that may mean for our District.
- Barbara Dwyer's letter to the Audit Committee summarizing the 2007-2008 school year audit was distributed to the members of the Board.
- The Commissioner of Education will be in attendance at the Clinton/Essex School Board meeting being held at Cricket's on January 8, 2009 to discuss high school drop-out rates.
- Superintendent Tromblee distributed a list for the Board's review of surrounding schools ranking their budgets from highest to lowest including each school's population and tax rate.
- An updated Tax Collector report was provided. Taxes collected exceeded receipts in 2007 by \$9,980.
- FEH BOCES will be providing WINCAP training including Extracurricular Activity Funds at ELCS on November 21, 2008.
- The next Municipal Garage meetings will be held on November 19<sup>th</sup> and 20<sup>th</sup>.
- The concerns presented at two of our prior meetings regarding school taxes will be addressed by extending an invitation to members of the community to discuss this concern and tour the school building.

### **B. Superintendent of Buildings & Grounds Report – Robert King**

- General contractor Conroy and Conroy have been contacted regarding repair to the chimney, accident damage to the gym building exterior wall and other concerns brought forth during recent Buildings and Grounds/Safety Committee meetings.
- Contact also continues with Staants regarding the boilers
- A quote has been received to convert the closet located in the Superintendent's Office into a safe.
- A live "fire drill" occurred on November 10<sup>th</sup> as a result of a steam valve malfunctioning in the Technology Room. The Fire Chief arrived and the scene was cleared for students, faculty and staff to reenter the building.

### **C. Board Committee Reports**

Youth Commission (November 3, 2008) – The fall soccer program and recent ski swap went well. The dance program will be held at the Heritage House. A request has been submitted for a bus, a bus driver and mileage for the 2008-2009 ski program. The Youth Commission continues to seek student representatives.

Shared Decision (November 5, 2008) – The committee's focus will be on student attendance and tardiness regarding extracurricular activities and possible consequences. The goal is to hold students participating in extracurricular activities as well as athletics to the same standards "fair rules for all".

Technology Committee (November 6, 2008) – Faculty has shown a great interest in use of the smart boards. They have requested as many as possible and another projector to maximize their use. Smart boards are now being mounted in classrooms. The new website continues to be developed and updated almost daily. The committee is currently reviewing inventory and the need for computer replacement. The committee has requested a copy of the budget schedule when approved. Faculty has requested review training for the Front Page program.

Buildings & Grounds/Safety Committee (November 12, 2008) – Discussion included the quotes requested from Conroy and Conroy, State Education regulations for topsoil on playing fields and review of the lockdown drill.

## **7. Minutes**

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

- **October 9, 2008** (Regular Meeting) as presented
- **October 21, 2008** (Special Meeting) as presented
- **November 5, 2008** (Special Meeting) as presented

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

**8. Spotlight on Education** – WCS Website - Adam Facteau, Business Teacher & Web Design Students  
Due to Open House/Report Card Distribution this item will be moved to the end of the agenda.

**9. 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:

- Kathleen Desjardins
- Jennifer Fields
- Bridget Simpson

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

**10. New Business**

**A. Personnel**

**1. Extracurricular Appointment** – Thompson

Resolved that the Superintendent of Schools recommends to the Board of Education the extracurricular appointment of John Thompson as a volunteer coach for the modified boys' basketball team and golf team for the 2008-2009 school year.

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

**2. Create Tenure Area and Principal Appointment** – Friedman

**RESOLVED**, that the District establish a district-wide tenure area of principal for administrators within the District who occupy the positions of principal and vice principal. All probationary appointments in these tenure areas shall serve as credit towards a tenure appointment in the area of principal to the full extent allowed by law.

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

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

**RESOLVED**, to accept the recommendation of the Superintendent to appoint Michele M. Friedman to a probationary appointment as Principal effective November 13, 2008.

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

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

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

**B. Miscellaneous**

**1. Substitute Pay Rates**

Our Business Office has recommended review of substitute pay rates and setting a rate of pay. Further information will be obtained regarding pay rates and discussion will continue in December.

**2. Authorization Change Regarding Extracurricular Activity Fund Checks**

Resolved that the Superintendent of Schools recommends to the Board of Education the following change authorizing the Extracurricular Activity Fund Treasurer and the *Assistant Treasurer* (in the absence of the Superintendent) to sign Extracurricular Activity Fund checks effective November 14, 2008. (NOTE: this change reflects a change from District Treasurer as noted in the July 2008 Reorganizational Meeting minutes.)

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

3. Storage Space in Auditorium

Discussion evolved regarding the need for storage space in the auditorium for staging. A walk through will be scheduled for next meeting.

4. Facility Use Requests

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

- a) Joelle Nesbitt on behalf of the Cub Scouts for the use of any room (to be determined) on Mondays from 6 PM to 7 PM for the purpose of hosting weekly Cub Scout den meetings.

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

- b) George Maffey on behalf of the Future of Westport Committee for the use of the auditorium on Monday, December 1, 2008 from 6:30 PM to 9:30 PM for the purpose of hosting a community meeting.

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

- c) Michael Tyler for the use of the gym on Sundays at 6 PM for the purpose of hosting adult basketball.

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

5. Asset Disposal

Resolved that the Superintendent of Schools recommends to the Board of Education the approval to dispose of the following:

- Set of *The World Book Encyclopedia* © 1955
- Dell Desktop Computer (tag #270)
- Dell Desktop Computer (tag #268)

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

6. Youth Commission Request for Bus, Bus Driver and Donation of Mileage

Tabled to December meeting pending receipt of cost and mileage information from 2007-2008.

7. Student Transportation Cooperative Agreement

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Student Transportation Cooperative Agreement as presented for the purpose of providing transportation to a district's respective students on a cooperative basis. (Agreement attached.)

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

8. 2008-2009 Westport Central School Tax Roll Correction

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the application to correct the 2008-2009 Westport Central School Tax Roll for National Grid account #655O30020, Carol Smith account #725J199006, and Lawrence Palmer account #725J183004. (Applications attached.)

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

9. 2009-2010 Budget Calendar

Resolved that the Superintendent of Schools recommends to the Board of Education the approval to adopt the 2009-2010 budget calendar as presented.

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

10. CO-SER 606

Resolved that the Superintendent of Schools recommends to the Board of Education the approval to join CO-SER 606 *Personnel Recruiting Service* as provided by CVES.

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

### **C. Policy**

1. Professional Certification: 175 Hours of Professional Development Requirement – 3<sup>rd</sup> Reading

Resolved that the Superintendent of Schools recommends to the Board of Education the adoption of new Policy #6218 *Professional Certification: 175 Hours of Professional Development Requirement*. (Policy attached.)

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

2. Determination of Employment Status: Employee or Independent Contractor – 2<sup>nd</sup> Reading
3. School District Standards and Guidelines for Web Page Publishing – 2<sup>nd</sup> Reading
4. Home Instruction (Home Schooling) (Policy #8470) – Revision  
Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #8470 as recommended by Erie I BOCES Policy Services. (See attached current and revised policies).

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

**11. Spotlight on Education** – WCS Website - Adam Facteau, Business Teacher & Web Design Students  
Mr. Facteau presented a brief overview of the newly designed Web Design class. Students Kasaydia Carter-Martinez, Delaney Sears, Michael Tyler and Molly Rascoe provided in great detail the portion of the website they are currently working on describing the skills they have learned and their future plans for updating the site and creating new material.

### **12. Additional Items to Discuss**

None at this time.

### **13. Public Comment** (5 minutes)

Floor was opened for public comment, none voiced.

### **14. 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: 8:27 PM Motion: David Goldwasser Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0  
**Accept**

Out: 9:35 PM Motion: Jim Carroll Seconded: Kathleen carterMartinez Yes: 5 No: 0 Abstain: 0  
**Accept**

### **Resolution to Enter Into New Employment Agreement with Superintendent of Schools**

WHEREAS, Karen B. Tromblee is currently the Superintendent of Schools for the District; and

WHEREAS, Superintendent Tromblee provided the District with a Letter of Intent to Retire effective December 19, 2008, and the Board accepted such Letter of Intent; and

WHEREAS, by mutual agreement, the District and the Superintendent have agreed to rescind such actions, and the Superintendent Tromblee shall continue in her position through June 30, 2009 to permit the District to complete a Superintendent search, and to provide for an orderly transition; and

WHEREAS, the District and the Superintendent Tromblee are currently parties to an Employment Agreement for Ms. Tromblee, which is effective until August 14, 2011; and

WHEREAS, the Board of Education and Ms. Tromblee wish to enter into a new Employment Agreement to set forth the terms and conditions of employment of Ms. Tromblee as Superintendent through June 30, 2009.

BE IT THEREFORE RESOLVED, that the President of the Board of Education shall be authorized to enter into and sign a new Employment Agreement with Karen B. Tromblee as Superintendent of

Schools for the period through June 30, 2009, on such terms and conditions as are recommended by the attorney for the school District.

Motion: Jim Carroll      Seconded: David Goldwasser      Yes: 3      No: 2      Abstain: 0      **Accept**

Roll Call Vote: Goldwasser – yes, Stevens – no, Carroll – yes, LaRock – yes, carterMartinez – no

**14. Adjournment**

Time: 9:30 PM      Motion: David Goldwasser      Seconded: Kathleen carterMartinez

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

Date approved by the Board of Education: December 11, 2008

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Jana Atwell, District Clerk