

# WESTPORT CENTRAL SCHOOL DISTRICT

Board of Education Meeting

Place: Library

Thursday, February 8, 2018

Time: 5:45 PM

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## AGENDA

1. **CALL TO ORDER** At: By:
2. **PLEDGE OF ALLEGIANCE**
3. **ROLL CALL**  
\_\_ Alice LaRock \_\_ Jim Carroll \_\_ Sue Russell \_\_ Tom Kohler \_\_ Jason Welch
4. **INTRODUCTION OF ATTENDEES**  
Also Present: Visitors:
5. **BUDGET WORKSHOP #1**
  - a. Receive and place into budget manual **tab 1** the winter-spring 2018 board-approved budget development timetable.
  - b. Receive and place into budget manual **tab 2** the January 2018 State of the District Report.
  - c. Receive and place into budget manual **tab 13** the fall 2017 special edition Westport CSD newsletter mailed to residents. The winter 2018 edition is slated for mid-February 2018 mailing to district residents and board discussion next month at budget development workshop #2.
  - d. Receive, place into budget manual **tab 5**, examine and discuss an update on the statewide budget development process to date, including the Governor's January 2018 executive budget proposal, legislative testimony from statewide representatives, legislative positions and positions/proposals from various statewide education organizations such as the NYSSBA, NYSCOSS, NYSASBO and the NYSPTA.
  - e. Receive, place into budget manual **tab 5**, examine and discuss a preliminary forecast of K-12 grade level enrollment for the 2018-19 school year.
  - f. Receive, place into budget manual **tab 2**, examine and discuss a public report on forecasted budget factors for winter-spring 2018.
  - g. Receive, place into budget manual **tab 2**, examine and discuss a public report on the school district's fleet of motor vehicles and forecasted near-term replacement priorities.
  - h. Receive, place into budget manual **tab 2**, examine and discuss a public report on facilities conditions, using the most recent five-year buildings conditions survey report and the most recent five-year facilities plan as the evidence base for that public report.
  - i. Receive, place into budget manual **tab 2**, examine and discuss a public report on a non-resident tuition rate for the 2018-19 fiscal year.
  - j. Receive at the meeting, place into budget manual **tab 2**, examine and discuss a public report of property tax parameters and planned use of reserve funds for next fiscal year's budget.

- k. Receive a verbal update on construction of a three-year financial forecast that will be the focus of examination and discussion at a subsequent budget development workshop.
- l. Receive, place into budget manual **tab 3**, examine and discuss a preliminary draft multi-year timetable of instructional program and support operations 'top priority' expenditures for equipment, textbooks and information technology across the next three school years, with particular focus on next school year.
- m. Receive at the meeting, place into budget manual **tab 4**, examine and discuss a public report summarizing an early forecast of revenues and expenditures for the 2018-19 fiscal year.
- n. Receive, place into budget manual **tab 1 behind the winter-spring 2018 budget development timetable**, examine and discuss a tentative action plan for the interim superintendent and shared business manager to move ahead with between now and the March 8<sup>th</sup> budget workshop.
- o. Solicit and receive public comment from among those attending tonight's first budget workshop, asking individuals to identify themselves and identify their school district of residence.

## 6. APPROVAL OF MINUTES

Approve the meeting minutes of the regular board meeting held on January 11, 2018.

Motion:                      Second:                      Yes:    No:    Abstain:                      Accept    Reject    Table

## 7. APPROVAL OF THE AGENDA

Approve the Board of Education agenda dated February 8, 2018.

Motion:                      Second:                      Yes:    No:    Abstain:                      Accept    Reject    Table

## 8. PUBLIC COMMENT

Our agenda offers two Public Comment sections, one at the beginning of the meeting and one at the end of the meeting. At this time, we have set aside a 15-minute period giving anyone in the audience time to share their thoughts with us. Please raise your hand and be acknowledged by the Board President. When called upon, please identify yourself and give your address, limiting your comments to three (3) minutes. Your opinions, ideas and concerns will be considered and taken under advisement.

## 9. BOARD COMMENT

- a. **Commend** the custodial and maintenance staff members Jennie Cross, Tyler Atwell, Stacy Pulsifer, Shirley Donaldson, Mark Evens and Kyle Harrington, and Director of Buildings, Grounds and Transportation Randy DeZalia for their diligent public service that allowed the District to continue on campus classes and activities despite the recent bouts of inclement weather. Thank you also to bus drivers Jack Napper and Harry Sherman for placing the safety of our students as their top priority while on route to and from our school house.

## 10. FINANCIALS

Approve the following financial reports:

- i. Warrant Report 7A Dated 1/3/18
- ii. Warrant Report 7B Dated 1/10/18
- iii. Warrant Report 7C Dated 1/17/18

- iv. Warrant Report 7D Dated 1/24/17
- v. Revenue Status Report School Lunch Fund as of 1/31/18
- vi. Revenue Status Report General Fund as of 1/31/18
- vii. Budget Status Report School Lunch Fund as of 1/31/18
- viii. Budget Status Report General Fund as of 1/31/18
- ix. Budgetary Transfer Report 1/1/18-1/31/18
- x. Treasurer's Report for Multi-Fund Month of January 2018
- xi. Multi-Fund Bank Account Reconciliation as of 1/31/18
- xii. Payroll Bank Account Reconciliation as of 1/31/18
- xiii. Capital Project Bank Account Reconciliation as of 1/31/18
- xiv. Extra-classroom Bank Account Reconciliation as of 1/31/18
- xv. Financial Statement of Extra-classroom Activity Fund from 1/1/18 - 1/31/18
- xvi. Cafeteria Profit & Loss Statement September 2017 – January 2018
- xvii. Cash Flow Report July 2017 – January 2018

Motion:                      Second:                      Yes:    No:    Abstain:            Accept   Reject   Table

## 11.    **REPORTS AND PRESENTATIONS**

- a. Principal's Report
- b. Director of Student Support Services Report
- c. Interim Superintendent's Update (featured in budget workshop)
- d. Reports of Board Committees
  - i.    Joint Study brief meeting notes from February 8, 2018
- e. **Receive** and **discuss** a verbal public report from the Interim Superintendent regarding a 2018 governing team retreat comprised of the school board and its interim superintendent, focused on [1] the governing team's own practices and protocols since July 2017; [2] the effectiveness of the governing team's internal operations; and [3] prospective revamped governing team practices & protocols as a byproduct of implementing policy 2340: Board Self-Evaluation, adopted June of year 2006. That policy calls for such a governing team self-evaluation, at least once annually. Such a retreat would afford the governing team an opportunity to collaboratively and informally discuss those matters, wholly apart from any and all public session business that is customary at regular monthly meetings or special meetings that require one or more formal actions by the school board.

## 12.    **CSE RECOMMENDATIONS**

Accept and approve the following CSE recommendations for student #001-14-15, 005-12-13, 002-08-09, 006-15-16 and 003-17-18.

Motion:                      Second:                      Yes:    No:    Abstain:            Accept   Reject   Table

## 13.    **CONSENT AGENDA: NEW BUSINESS**

- a. Accept the following donation:
  - i.    \$1,000 Beacon's Technology Teacher Grant award rewarded in the form of Visa Rewards Card(s) received by Technology Teacher, Tonya Lackey

- b. Approve the following Facility Use Requests as submitted by:
  - i. Kristin Fiegl on behalf of the WPTSO for the use of the gym, cafeteria and kitchen for the purpose of hosting the annual volleyball tournament on Friday, March 9, 2018 from 5 – 9 PM.
  - ii. Carol Schwoebel on behalf of the Dr. Thomas Tanneberger scholarship fundraiser for the use of the gym, room 007 and 009 for the purpose of hosting practice and the Dr. Thomas Tanneberger Alumni Basketball Tournament on Friday, March 16 from 7 – 9 PM and Saturday, March 17 from 11 AM – 8 PM.
  - iii. Thomas McKinley for the use of the gym for the purpose of hosting open gym for basketball on Sundays beginning February 11 through July 2, 2018 from 4 – 6 PM.
  - iv. Thomas McKinley on behalf of the Lady Miners AAU Basketball team for the use of the gym for the purpose of hosting basketball practice on Wednesdays from 5 – 8 PM and Saturdays from 9 AM – 12 PM beginning February 15 through June 30, 2018.
- c. Approve the closure of the Class of 2017 extra-curricular account in the amount of \$28.52 with monies being relocated to the Student Council account per the guidelines from NYSED.
- d. Adopt the corrected February 8, 2018 edition of policy #3232 Complaints About School Personnel that synchronizes this policy with our 2017-18 Student and Parent Handbook.

Motion:                      Second:                      Yes:    No:    Abstain:            Accept   Table   Reject

#### **14. NEW BUSINESS: PERSONNEL**

- a. Upon the recommendation of the Interim Superintendent, Kathy Bedore, who is professionally certified in the area of elementary education is hereby appointed to the non-probationary position of long-term substitute at a daily rate of \$120.00 to replace Amy Welch effective approximately May 18, 2018 to terminate approximately June 21, 2018 or upon the return of Mrs. Welch from her approved leave. This service will not be credited toward tenure.

Motion:                      Second:                      Yes:    No:    Abstain:            Accept   Reject   Table

#### **15. PUBLIC COMMENT**

At this time we have set aside a 15 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.

#### **16. ADJOURN**

Time:                      Motion:                      Second:

Next Meeting: Thursday, March 8, 2018 at 5:45 PM in the Library