

# WESTPORT CENTRAL SCHOOL DISTRICT

## Board of Education Meeting

Place: Library

Thursday, March 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. SCHOOL SAFETY AND SECURITY RESOLUTION**

- a. Consider resolution #1 of March 8, 2018 regarding school safety and security.

Motion:

Second:

Yes:

No:

Abstain:

Accept Reject Table

**6. BUDGET WORKSHOP #2**

- a. **Distribute** the revamped three-ring year 2018 budget manuals to the governing team, program administrators and business manager.
- b. **Receive, discuss and place** into budget manual **tab 12** a copy of the state-mandated submittals associated with the so-called 'property tax cap' which places a threshold on property tax increases and which is a key part of extensive public reporting requirements for the State's school districts.
- c. **Receive, discuss and place** into budget manual **tab 5** the Interim Superintendent's update on statewide budget development and related New York State Education Department, Legislative and/or Comptroller-related topics which would likely have a substantial impact on NY State public education sector revenues and/or expenditures next fiscal year.
- d. **Receive, discuss and place** into budget manual **tab 11** a report on recommended priorities associated with next fiscal year's motor vehicle/major equipment-related replacement priorities.
- e. **Receive, discuss and place** into budget manual **tab 12** the tax effort ratio history chart.
- f. **Receive, discuss, place** into budget manual **tab 4**, and **consider approving** the proposed method of setting a 2018-19 non-resident student tuition rate as follows: Adhere to

district policy #7132, revised May 8, 2017 that calls for the next fiscal year's tuition rate to increase by the percentage-rate increase in the school district's proposed operating budget for the next fiscal year. That precise figure (the percentage-rate increase) will become known later during the winter-spring 2018 budget development process.

- g. **Receive, discuss and place** into budget manual **tab 14** a topical overview of a prospective expenditures plan and prospective staffing plan for next fiscal year that addresses the estimated \$250,000 "gap" between next fiscal year's estimated expenditures and next fiscal year's forecasted revenues.
- h. **Receive, discuss, provide feedback** to the Interim Superintendent and **place** into budget manual **tab 15** a preliminary draft prospective voluntary voter exit survey for the May 2018 annual vote and election.

## **7. APPROVAL OF MINUTES**

Approve the meeting minutes of the regular board meeting held on February 8, 2018.

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

## **8. APPROVAL OF THE AGENDA**

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

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

## **9. 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.

## **10. FINANCIALS**

Approve the following financial reports:

- i. Warrant Report 7F Dated 1/31/18
- ii. Warrant Report 8A Dated 2/7/18
- iii. Warrant Report 8B Dated 2/14/18
- iv. Revenue Status Report School Lunch Fund as of 2/28/18
- v. Revenue Status Report General Fund as of 2/28/18
- vi. Budget Status Report School Lunch Fund as of 2/28/18
- vii. Budget Status Report General Fund as of 2/28/18
- viii. Budgetary Transfer Report 2/1/18-2/28/18
- ix. Treasurer's Report for Multi-Fund Month of February 2018
- x. Multi-Fund Bank Account Reconciliation as of 2/28/18
- xi. Payroll Bank Account Reconciliation as of 2/28/18
- xii. Capital Project Bank Account Reconciliation as of 2/28/18

- xiii. Extra-classroom Bank Account Reconciliation as of 2/28/18
- xiv. Financial Statement of Extra-classroom Activity Fund from 2/1/18 - 2/28/18
- xv. Cafeteria Profit & Loss Statement September 2017 – February 2018
- xvi. Cash Flow Report July 2017 – February 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
- d. Reports of Board Committees
  - i. Joint Study brief meeting notes from March 8, 2018
- e. Receive and consider a proposal for a senior trip from the graduating class of 2018.
- f. **Receive** a verbal report from the Interim Superintendent on the merger study process underway this school year, to date. It's anticipated the Interim Superintendent will publish and distribute a spring 2018 public report at the June 2018 regular monthly meeting focused on the merger study process and timetable.

## 12. CONSENT AGENDA: NEW BUSINESS

- a. **Receive** and **discuss** a concise public report on establishing an academic calendar for the 2018-19 school year.
- b. **Discuss** the previously scheduled April 12, 2018 regular monthly meeting that is currently slated to feature a brief exhibition and public recognition of representative student and staff achievement and success this school year.
- c. **Commission** the Interim Superintendent to engage with the Principal and faculty to collaboratively identify three or four representative aspects of the instructional program that would suitably represent a cross section of student and staff achievement and success for the April 12, 2018 exhibition and public recognition.
- d. **Acknowledge** that the April 12, 2018 regular monthly meeting is slated to feature a concise report on this school year's implementation of the code of conduct policies and protocols, and **commission** the Interim Superintendent to engage with the Principal to make that so.
- e. **Discuss** the February 12<sup>th</sup> memorandum from the district clerk of the BOCES regarding the March 26, 2018 deadline for particular component school districts – including Westport CSD – to nominate one or more candidates to run for the six seats due to expire on the BOCES June 30, 2018; and the one seat for an unexpired term of office from April 27, 2018 through June 30, 2020. Perhaps further discussion should take place at the March 22, 2018 budget development workshop #3 which is prior to the March 26<sup>th</sup> deadline for nominations from particular component school boards.

f. Approve the acquisition and addition to District inventory as follows:

<b>Description</b>	<b>Room Location</b>	<b>Manufacturer</b>	<b>Model</b>	<b>Serial #</b>	<b>Asset Tag #</b>
Backpack blower	garage	Stihl	BR700	512434526	A00300815
Weed eater	garage	Echo	PAS-2620	U0051500104S	A00300814
Hedge trimmer	garage	Echo		S06700064695	A00300813
Label maker	Maintenance	Brother	PT-D600	U63941K7Z133537	A00300816

g. Approve the following Facility Use Request as submitted by:

- i. Chris Mazzotte on behalf of Westport AAU Boys Basketball to host basketball practice in the gym on Tuesdays, Thursdays and Saturdays beginning on March 13 through June 30, 2018 from 6 – 8:30 PM in the gym.

h. Approve the proposal received from the University of Vermont Health Network Elizabethtown Community Hospital to continue as the District's medical provider at an annual rate of \$4,080.00 for the 2018-19 school year.

i. Approve the proposal received from Serene-Lee Holland to continue as the District's school tax collector at an annual rate of \$3,000.00 for the 2018-19 school year.

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

### **13. NEW BUSINESS: PERSONNEL**

- a. Approve the appointment of Jamie Dickerson to the permanent full-time civil service position of Teacher Aide effective March 1, 2018.
- b. Approve the appointment of Wendy Meguid as a non-certified substitute teacher at a daily rate of \$75.00 pending the receipt of her fingerprint clearance.
- c. Accept and approved the letter of retirement as submitted by Cheryl Phillips from her position as math teacher effective July 1, 2018.

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

### **14. 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.

## **15. 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:        Motion:                Second:                Yes: No: Abstain:        Accept Table Reject

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

## **16. ADJOURN**

Time:                Motion:                                Second:

Next Meeting: Special Budget Meeting Thursday, March 22, 2018 at 5:45 PM in the Library  
Regular Meeting Thursday, April 12, 2018 at 5:45 PM in the Library