

# WESTPORT CENTRAL SCHOOL DISTRICT

## Board of Education Meeting

Place: Auditorium

Thursday, April 12, 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. **MERGER STUDY ADVISORY COMMITTEE MEMBER COMMENT**
6. **RECOGNITION OF ACADEMIC ACHIEVEMENT ILLUSTRATIVE OF A PRODUCTIVE 2018-19 SCHOOL YEAR**
  - a. Westport CSD participated in the Scripps Spelling Bee for the second year and had a strong showing at both the local and regional levels. Approximately 25 students in grades 4-8 qualified for our local/district bee, held in January. The fierce competition at our local bee was an excellent preparation for our five students who attended the regional bee at Peru CSD as Westport CSD grade level champions. There, our students competed against approximately 65 students, grades 4-8, from 12 area schools. Three of our students made it to the top 15, and Westport CSD students took home grade level championship trophies for two of the five grade levels.
  - b. Westport CSD experienced several students qualifying for both Essex County School Music Association Middle School All-County Music Festival (hosted by Westport CSD) and the High School All-County Music Festival. One of our students was honored by being selected for the New York State School Music Association [NYSSMA] Area All-State Chorus, one of the premier NYSSMA performing groups within the North Country of New York State. Students provided excellent performances spring 2018 in *The Boyfriend* by our Drama Club. Still to come: preparing for NYSSMA Solo Festival, K-6 Chorus Concert, JF Geyer Concert – our *Evening with the Arts* – showcasing our Middle School Band, High School Band, High School Chorus, and Middle School Chorus, the annual 6<sup>th</sup> Grade Showcase and Recital, and the Westport Community Talent Show.
  - c. Westport CSD and its secondary grades social studies teachers launched a Model U.N. Program at Westport CSD this past winter season. Our Model U.N. students learned procedural rules, debate, networking, and public speaking skills and more. Ten Westport CSD students representing grades 10-12 participated at the North Country Model U.N. at Northeastern Clinton CSD where they competed with other schools from across both sides of the Lake Champlain Valley – New York and Vermont. Many of our students played important roles in promoting successful resolutions.

- d. Several Westport CSD faculty members have been spearheading efforts to bolster science, technology, engineering and math [STEM] opportunities for our students this school year. Westport CSD now offers our students access to a Makerspace. Our students have been working on STEM-related projects including: Design and Build a Game, Design and Build Something that Floats, and Design and Build a Musical Instrument. Tackling such STEM assignments provides our students expanded opportunities to advance their academic experiences and skill set.

## **7. PUBLIC COMMENT**

- a. Tonight's agenda offers two public comment sections. One at this point on the agenda, and one at the end of public session business. At the start of the meeting, the Board President will ask for a show of hands to determine how many members of the public wish to offer comment. The Board will make use of the tally to determine the allowed duration of any individual's public comment. When called upon by the Board President to speak aloud, please identify yourself and provide your school district of residence. The intent is to better ensure there will be a measure of equity and access to public comment tonight, while keeping the duration of public comment reasonable. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement. Thank you!

## **8. BOARD COMMENT**

## **9. BUDGET WORKSHOP #3**

- a. **Distribute**, the budget manuals to members of the governing team, program administrators and business manager.
- b. **Board receives, places** into budget manual **tab 1** and **examines** the revised winter-spring 2018 budget development timetable.
- c. **Board receives, places** into budget manual **tab 5** and **discusses** the Interim Superintendent's Update that highlights statewide and Westport CSD updates pertinent to the school board's budget development process.
- d. **Board receives, places** into budget manual **tab 5** and **deliberates** on the Business Manager's financial forecast sheets for each of the three budget proposal scenarios the school board requested on March 22<sup>nd</sup> be prepared for school board examination and discussion this evening.
  1. A **property tax levy cap override budget proposal** that **sustains** current instructional staffing levels into next school year;
  2. A **property tax levy cap override budget proposal** that **sustains** current instructional staffing levels into next school year, and **adds** the \$70,664 of instructional equipment, textbooks, supplies and materials identified by faculty members earlier this school year as top instructional program priorities for 2018-19.

3. A **budget proposal** that **limits** 2018-19 estimated expenditure increases **to the 2018-19 property tax levy cap threshold.**
- e. **Board identifies** for the Interim Superintendent and Business Manager which of the above-mentioned budget plan scenarios the school board wishes to be the foundation of an April 19<sup>th</sup> detailed estimated expenditures plan to be examined and established on April 19<sup>th</sup> by the school board for voter consideration May 2018.
- f. **Board receives** and **places** into budget manual **tab 15** an advance copy of the voluntary voter exit survey approved March 22<sup>nd</sup> by the school board for use at the May 2018 vote and election.
- g. **Board sets** April 19<sup>th</sup> as the date for a special meeting to fine tune and adopt a proposed 2018-2019 expenditures plan, slated for voter consideration at the May 15, 2018 annual vote and election. Doing so allows ample time for the school district to begin preparing a more detailed budget booklet and associated other budget-related documents.
- h. **Board receives, places** into budget manual **tab 2, examines** and **provides comment** regarding a very preliminary draft set of Westport CSD 2018-2019 district goals.
- i. **Request** the budget manuals be returned by the governing team, program administrators and business manager to the district clerk prior to adjournment tonight.

## 10. APPROVAL OF MINUTES

Approve the meeting minutes of the regular board meeting held on March 22, 2018.

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

## 11. APPROVAL OF THE AGENDA

Approve the Board of Education agenda dated April 12, 2018.

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

## 12. FINANCIALS

Approve the following financial reports:

- i. Warrant Report 9B Dated 3/14/18
- ii. Warrant Report 9C Dated 3/21/18
- iii. Warrant Report 9D Dated 3/28/18
- iv. Revenue Status Report School Lunch Fund as of 3/31/18
- v. Revenue Status Report General Fund as of 3/31/18
- vi. Budget Status Report School Lunch Fund as of 3/31/18
- vii. Budget Status Report General Fund as of 3/31/18
- viii. Budgetary Transfer Report 3/1/18-3/31/18
- ix. Treasurer's Report for Multi-Fund Month of March 2018
- x. Multi-Fund Bank Account Reconciliation as of 3/31/18
- xi. Payroll Bank Account Reconciliation as of 3/31/18

- xii. Capital Project Bank Account Reconciliation as of 3/31/18
- xiii. Extra-classroom Bank Account Reconciliation as of 3/31/18
- xiv. Financial Statement of Extra-classroom Activity Fund from 3/1/18 - 3/31/18
- xv. Cafeteria Profit & Loss Statement September 2017 – March 2018
- xvi. Cash Flow Report July 2017 – March 2018

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

### **13.     REPORTS AND PRESENTATIONS**

- a. Principal's Report provided in writing rather than verbally
- b. Director of Student Support Services Report provided in writing rather than verbally
- c. Interim Superintendent's Update provided in writing rather than verbally
- d. Reports of Board Committees – No other reports or presentations this month
  - i. Notice: Technology Committee is slated to gather 3:10 PM, Monday, April 23<sup>rd</sup> at the district office to discuss a prospective spring 2018 comprehensive revamp of the Westport CSD Smart Schools Bond Act Plan Proposal to be submitted by the Interim Superintendent to the NYSED via its Web-based business portal.

### **14.     CSE RECOMMENDATIONS**

Accept and approve the following CSE recommendation for student #002-14-15, 001-05-06, 002-15-16, 008-13-14, 001-13-14, 504-02-17 x2, P02-17-18, 004-12-13, 504-03-18 x2, 504-09-13, 504-07-12, 001-07-08, 002-05-06, 001-09-10, 007-14-15, 001-11-12, 504-01-11, 504-06-12, 504-01-17, 002-08-09, 504-07-13, 006-12-13 and 504-02-13.

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

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

- a. Receive a concise public report on substantial progress already accomplished in collaborative fashion engaging administration and the teachers' association representatives to earmark particular proposed start dates, customary recess dates, holiday observances, Superintendent's Conference Days and early dismissal dates as part of preparing a May 2018 edition proposed academic calendar for the 2018-19 school year.
- b. Receive the Principal's written report on implementing the 2017-18 code of conduct and preparing a May 2018 proposed 2018-19 code of conduct that reflects winter-spring 2018 constituent feedback received, along with updated guidance from the NYSED, our policy updating service and other agencies.
- c. Approve the proposed elective course titled, Model U.N. as submitted by social studies teacher, Tom Smith as a 0.5 credit for grade level 9-12 students effective 2018-19 school year. The Model U.N. course is designed to begin to develop an understanding as to the structures, procedures and membership of the United Nations. It will help to develop awareness of current issues and occurrences happening in the world, and how the U.N. deliberates and takes actions on those issues.

d. Accept the following donations:

- i. A \$500.00 donation received by Tonya Lackey from the Stewart's Foundation to support Science, Technology, Engineering and Math (STEM) initiatives.
- ii. A \$1,000.00 Youth Climate mini-grant from the Wild Center to go toward a reusable water bottle refill station. Honors Earth Science student, Annette Stephens, wrote the grant as part of the Climate Action Plan to reduce plastic waste produced by the school. The Climate Action Plan was developed by WCS students Patrick Fair, Carter Smith, Trent Clark and Lawrence Lobdell at the Youth Climate Summit this past November.

e. Approve the disposal of all ballots from the 2017-18 Annual Election and Budget Vote.

f. Approve the Chairperson, Inspector and Clerk List for the Annual Election and Budget Vote to be held on May 15, 2018.

g. Establish the compensation rate of \$93.60 as the daily rate for each inspector serving at the Annual Election and Budget Vote on May 15, 2018.

h. Establish cafeteria pricing for the 2018-19 school year to reflect a \$0.10 increase. NOTE: Pricing has remained consistent for the 2015-16, 2016-17 and 2017-18 school years. The last increase (\$0.05) was approved for the 2014-15 school year.

MEAL	K – 6 GRADE	7 – 12 GRADE	ADULT
Complete breakfast	\$1.75	\$1.75	\$2.50
Breakfast single entrée	\$1.50	\$1.50	\$1.75
Complete lunch	\$2.25	\$2.50	\$4.00
Lunch single entrée	\$2.00	\$2.25	\$2.50
Single milk	\$.65	\$.65	\$.65

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

Description	Room Location	Manufacturer	Model	Serial #	Asset Tag #
Laptop	117	Dell	Latitude E5590	DPT8HM2	A00300817
Laptop	23	Dell	Latitude E5590	3209HM2	A00300818

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

**16. NEW BUSINESS: PERSONNEL**

- a. Approve the appointment of Jennie Cross to the permanent full-time civil service position of Cleaner/Bus Driver effective March 21, 2018.
- b. Approve the appointment of David Kirkby to the extra-curricular position of Modified Softball Coach for the 2017-18 school year at the stipend per the current WEA contract.
- c. Approve the appointment of LuAnn Pulsifer to the position of substitute clerical worker at an hourly rate of \$10.40, substitute teacher aide at a daily rate of \$68.00 and substitute teacher assistant at a daily rate of \$73.00 effective April 13, 2018 (fingerprint clearance on file).

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

**17. PUBLIC COMMENT**

- a. At the start of this second public comment opportunity, the Board President will ask for a show of hands to determine how many members of the public wish to offer comment. The Board will make use of that tally to determine the allowed duration of any individual's public comment. When called upon by the Board President to speak aloud, please identify yourself and provide your school district of residence. The intent is to better ensure there will be a measure of equity and access to public comment tonight, while keeping the duration of public comment reasonable. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement. Thank you!
- b. Synchronize the governing team's calendar for a 5:45 PM special meeting Thursday, April 19<sup>th</sup> at the Westport CSD auditorium or library media center.

**18. ADJOURN**

Time:                      Motion:                      Second:

Next Meeting: Special Budget Meeting Thursday, April 19, 2018 at 5:45 PM  
Public Budget Hearing & Regular Meeting Tuesday, May 8, 2018 at 6 PM  
Annual Election and Budget Vote Tuesday, May 15, 2018 12 PM – 9 PM