

# WESTPORT CENTRAL SCHOOL DISTRICT

## Board of Education Regular Meeting

Place: Conference Room

Thursday, September 13, 2018

Time: 6:00 PM

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### AGENDA

**1. CALL TO ORDER**

At:

By:

**2. ROLL CALL**

Alice LaRock  Jim Carroll  Sue Russell  Tom Kohler  Jason Welch

**3. PLEDGE OF ALLEGIANCE**

**4. INTRODUCTION OF ATTENDEES**

Also Present:

Visitors:

**5. EXECUTIVE SESSION**

- a. 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 Reject Table

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

**6. MEET & GREET NEW EMPLOYEES – PUBLIC RECEPTION**

- a. Host a public session reception to introduce recently recruited Westport CSD employees to the Board of Education and allow for brief informal conversation between and among new employees and members of the Board.

**7. APPROVAL OF MINUTES**

- a. Approve the meeting minutes of the Board of Education held on August 9, 2018 Regular Meeting and August 29, 2018 Public Forum Special Meeting.

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

**8. APPROVAL OF THE AGENDA**

- a. Approve the Board of Education agenda dated September 13, 2018.

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

**9. PUBLIC COMMENT**

- a. 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. Opinions, ideas and concerns that are offered by the public will be considered and taken under advisement.

## 10. BOARD COMMENT

## 11. FINANCIALS

- a. Approve the following financial reports:
  - i. Warrant Report 1C Dated 7/25/18
  - ii. Warrant Report 1D Dated 7/31/18
  - iii. Warrant Report 2A Dated 8/8/18
  - iv. Warrant Report 2B Dated 8/15/18
  - v. Revenue Status Report School Lunch Fund as of 8/31/18
  - vi. Revenue Status Report General Fund as of 8/31/18
  - vii. Budget Status Report School Lunch Fund as of 8/31/18
  - viii. Budget Status Report General Fund as of 8/31/18
  - ix. Budgetary Transfer Report 8/1/18-8/31/18
  - x. Treasurer's Report for Multi-Fund Month of August 2018
  - xi. Multi-Fund Bank Account Reconciliation as of 8/31/18
  - xii. Payroll Bank Account Reconciliation as of 8/31/18
  - xiii. Capital Project Bank Account Reconciliation as of 8/31/18
  - xiv. Extra-classroom Bank Account Reconciliation as of 8/31/18
  - xv. Financial Statement of Extra-classroom Activity Fund from 8/1/18 - 8/31/18
  - xvi. Cafeteria Profit & Loss Statement July –August 2018
  - xvii. 2018-2019 Cash Flow Report July & August 2018

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

## 12. REPORTS AND PRESENTATIONS

- a. Superintendent's and Principal's Reports
- b. Director of Special Education Report

## 13. CSE RECOMMENDATIONS

- a. Accept and approve the following CSE recommendations for student #002-05-06, 007-13-14 and 504-01-18 x2.

## 14. CONSENT AGENDA: NEW BUSINESS

- a. Approve the *Section VII Combining of Teams Application* including Elizabethtown-Lewis, Keene and Moriah Central School Districts to form a Cross Country team for the 2018-2019 school year.
- b. Approve the *Agreement to Merge Athletic Teams* to enter into an agreement with Moriah and Elizabethtown-Lewis Central School Districts to merge their respective outdoor track athletic teams for the 2018-2019 school year.
- c. Approve the *Shared Services Agreement for Library Media Specialist Services* by and between Westport Central School District and the Elizabethtown-Lewis Central School District dividing the services of the Library Media Specialist 0.5 FTE at WCSD and 0.5 FTE at ELCSD.
- d. Approve the *Facility Use Request* as submitted by Larry Carroll on behalf of the Westport Boy Scout Troop 8063 for the use of room 123 and the auditorium for the purpose of hosting Scout meetings on Thursdays beginning September 20, 2018 through June 13, 2019 from 7:30 – 9:00 PM.

- e. Approve the letter addressed to Essex County Sheriff's Office Chief Deputy Major David Reynolds in support of the addition of a School Resource Officer within the building.
- f. Approve the following resolution to amend the general purpose school fund budget for fiscal year ending June 30, 2019; and for other purposes as a result of water damage to Room 117:

WHEREAS, the General Purpose School Fund Budget for the fiscal year ending June 30, 2019 was approved by the Westport Central School District Board of Education on May 22, 2018 and by the Westport Central School District Taxpayers on June 19, 2018; and

WHEREAS, the Westport Central School System had water damage to Room 117; and

WHEREAS, this water damage was unforeseen; and

WHEREAS, we will be receiving insurance recovery from NYSIR;

NOW, THEREFORE, BE IT RESOLVED, that the Westport Central School District Board of Education, meeting in regular session, amend the General Purpose School Fund as follows:

<u>INCREASE</u>	<u>REVENUE</u>	
A2680.000	Insurance Recoveries	\$13,250.50
<u>INCREASE</u>	<u>EXPENDITURES</u>	
Acct. #A1621-400-00	Maintenance of Plant-Contractual	\$13,250.50

Vendors: Environmental Management Services Group \$6,589.00, Atlantic Testing Laboratories \$2,561.50 and Bessboro Builders, Inc. \$4,100.00

- g. Approve the following resolution to amend the general purpose school fund budget for fiscal year ending June 30, 2019; and for other purposes as a result of water damage to the library:

WHEREAS, the General Purpose School Fund Budget for the fiscal year ending June 30, 2019 was approved by the Westport Central School District Board of Education on May 22, 2018 and by the Westport Central School District Taxpayers on June 19, 2018; and

WHEREAS, the Westport Central School System had water damage to the Library on August 4, 2018; and

WHEREAS, this water damage was unforeseen; and

WHEREAS, we will be receiving insurance recovery from NYSIR;

NOW, THEREFORE, BE IT RESOLVED, that the Westport Central School District Board of Education, meeting in regular session, amend the General Purpose School Fund as follows:

<u>INCREASE</u>	<u>REVENUE</u>	
A2680.000	Insurance Recoveries	\$3,216.00

<u>INCREASE</u>	<u>REVENUE</u>	
Acct. #A1621-400-00	Maintenance of Plant-Contractual	\$3,216.00

Vendor: Westport Floor Covering \$3,216.00

- h. Approve the following resolution regarding an increase in budget for teacher sick days:

WHEREAS, the Board of Education of the Westport Central School District, Essex County, NY desires to increase the appropriation set forth in the 2018-19 school budget to fund contingent expense of payment for sick leave for Susan Satloff (\$21,492.29) and,

WHEREAS, a Board of Education is empowered to appropriate whatever additional amounts are necessary to pay contingent expenses when the amount in the approved budget is inadequate;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Education of the School District as follows:

Section 1. The budgetary appropriation for the following contingent expense is hereby increased as follows:

A (089-800-UR Retirement Compensation-Use Reserve \$21,492.29

Section 2. The increase in the appropriation listed in Section 1 of this resolution shall be funded by the following:

A 0867 Reserve for Employee Benefits and Accrued Liabilities \$21,492.29

5996.000 Appropriated Reserve – EBALR

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

**15. NEW BUSINESS: TRUCK PURCHASE**

- a. Resolve that the Superintendent of Schools recommends to the Board of Education the acceptance of the bid as submitted by Egglefield Ford for the purchase of a 2018 or newer ¾ ton plow truck with V-plow and sander as approved by the Westport Central School District Taxpayers on May 15, 2018 in the amount of \$38,267.72.

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

**16. NEW BUSINESS: PERSONNEL**

- a. Accept the letter of resignation as submitted by Tara Forkey from her position as Speech Language Pathologist effective September 1, 2018.
- b. Approve the Side Letter of Understanding between WCSD and the WEA regarding the title Westport Central School Website Coordinator as presented.
- c. Approve the appointment of Serene-Lee Holland who is certified in the Teacher Assistant area, is hereby appointed to the position of teaching assistant tenure area for a probationary

period commencing on September 1, 2018 and anticipated to end on June 30, 2022. Salary for the 2018-2019 school year is \$29,706.00.

- d. Accept the request for a one year leave of absence as submitted by Kristin Fiegl from her position as Teacher Assistant.
- e. Approve the appointment of Kristin Fiegl who is initially certified in the Library Media Specialist area, is hereby appointed to the position of Library Media Specialist tenure area for a probationary period commencing on September 1, 2018 and anticipated to end on June 30, 2022. Kristin Fiegl's initial certification expires on August 31, 2020 and she must have completed the requirements for professional certification by that date. Salary for the 2018-2019 school year is \$46,801.24 based on step 1 \$43,129 and 33 credit hours \$3,672.24.
- f. Approve the appointment of Katie Cutcher, who is professionally certified in the Speech and Language Disabilities area, is hereby appointed to the position of Speech Language Pathologist Speech and Language Disabilities tenure area for a probationary period commencing on September 17, 2018 and anticipated to end on June 30, 2022. Salary for the 2018-2019 school year is \$49,805.80 based on step 1 \$43,129 and 72 credit hours (paid to a maximum of 61 credit hours) \$6,676.80 pending receipt of fingerprint clearance.
- g. Approve the following extra-curricular appointments for the 2018-2019 school year at the stipends per the current WEA contract Article 25 Section 11:
  - i. Girls JV Basketball Coach -
  - ii. Girls Varsity Basketball Coach -
  - iii. Boys Varsity Assistant Volunteer - Barry Morrison
  - iv. Drama Advisor - Diana McGuigan

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

**17. MERGER STUDY**

- a. Review the Merger Study voting phase timeline.
- b. Consider the following resolution to establish an Advisory Referendum associated with a proposition on the centralization (merger) of Westport Central School District and Elizabethtown-Lewis Central School District:

RESOLVED THAT, a special meeting of the qualified voters of the Westport Central School District, Essex County, New York, shall be held in the lobby outside the Bulles Auditorium on the 9<sup>th</sup> day of October, 2018 with the polls open between the hours of 12 PM and 8 PM for the purpose of voting upon the following proposition:

*“Should the Westport Central School District and the Elizabethtown-Lewis Central School District be joined together as a single district by centralization (merger)?”*

Motion:                      Second:                      Yes:   No:   Abstain:                      Accept   Reject   Table  
Roll Call Vote:

- c. Discussion regarding the upcoming forum to be hosted by the Sun Community News on September 25, 2018 6:00 PM at the Depot Theatre.

- d. Discussion regarding an additional public forum on the merger scheduled to be held at WCS on October 4, 2018.

**18. PUBLIC COMMENT**

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**19. ADJOURN**

Time:                      Motion:                      Second:

Next Meeting(s):      Regular Meeting October 11, 2018 at 6:00 PM