

WESTPORT CENTRAL SCHOOL DISTRICT

Board of Education Regular Meeting

Place: Conference Room

Thursday, June 13, 2019

Time: 6:00 PM

UNOFFICIAL MINUTES

1. **CALL TO ORDER** At: 6:01 PM By: President LaRock
2. **ROLL CALL**
√Alice LaRock √Jim Carroll √Sue Russell √Tom Kohler-entered 6:02 PM √Jason Welch
3. **PLEDGE OF ALLEGIANCE**
4. **INTRODUCTION OF ATTENDEES**
Also Present: Joshua Meyer, Interim Superintendent Visitors: Nicole Sudduth
Jana Atwell, District Clerk Megan Sudduth
Sharlene Petro-Durgan, District Treasurer Cathy Brankman
Darcy Hudson
Mary Mandy
Laura Napper
Amy Welch
Heather Olson
5. **APPROVAL OF MINUTES**
 - a. Approve the meeting minutes of the Board of Education held on May 14, 2019 Regular Meeting.
Motion: Sue Russell Second: Jim Carroll Yes: 5 No: 0 Abstain: 0 Accept
6. **APPROVAL OF THE AGENDA**
 - a. Approve the Board of Education agenda dated June 13, 2019.
Motion: Sue Russell Second: Tom Kohler Yes: 5 No: 0 Abstain: 0 Accept
7. **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.

Cathy Brankman, WEA Co-President, presented Adirondack chairs to the members of the Board on behalf of the Westport Education Association as a small token of appreciation for the Board's dedication and service.
8. **BOARD COMMENT**

Each Board Member in turn expressed their gratitude to the WEA for the gifts and thanked their fellow board members for the years of collaborative work, and professionalism, care and regards shown to faculty, staff, students and community.

Jim Carroll provided a moment of reflection on “our little school” and recognition to Alice LaRock for her many years at WCS as a student, employee and Board of Education member. Mr. Carroll resolved that a Board of Education commemorative plaque be placed within the school building in honor of Mrs. LaRock to recognize her dedication and service to the Westport Central School District. All Board Members were in agreement.

Tom Kohler congratulated Josh Meyer on his appointment to the position of Superintendent of Schools for the Boquet Valley CSD.

Superintendent Meyer presented Mrs. LaRock with a plaque received from the New York State School Board Association (NYSSBA) thanking her for her service to the community and children of Westport Central School.

Alice LaRock extended a very heartfelt thank you to all.

9. FINANCIALS

- a. Approve the following financial reports:
 - i. Warrant Report 11A Dated 5/1/19
 - ii. Warrant Report 11B Dated 5/8/19
 - iii. Revenue Status Report School Lunch Fund as of 5/31/19
 - iv. Budget Status Report School Lunch Fund as of 5/31/19
 - v. Budgetary Transfer Report 5/1 – 5/31/19
 - vi. Revenue Status Report General Fund as of 5/31/19
 - vii. Budget Status Report General Fund as of 5/31/19
 - viii. Cash Flow Report 2018-2019 (July 2018 – May 2019)
 - ix. Treasurer’s Report for Multi-Fund Month of May 2019
 - x. Multi-Fund Bank Account Reconciliation as of 5/31/19
 - xi. Payroll Bank Account Reconciliation as of 5/31/19
 - xii. Capital Project Bank Account Reconciliation as of 5/31/19
 - xiii. Extra-classroom Bank Account Reconciliation as of 5/31/19
 - xiv. Financial Statement of Extra-classroom Activity Fund from 5/1/19 – 5/31/19
 - xv. Cafeteria Profit & Loss Statement July – May 2019
 - xvi. Fund Balance Projection 2018-19 as of 5/31/19

Motion: Sue Russell Second: Tom Kohler Yes: 5 No: 0 Abstain: 0 Accept

10. REPORTS AND PRESENTATIONS

- a. Superintendent/Principal Report – See attached.
- b. Director of Special Education Report – No report this evening.

11. CSE RECOMMENDATIONS

- a. Accept and approve the following CSE recommendations for student #005-17-18, 004-16-17 x2, 011-14-15 x2, 504-03-17, 504-03-15, 504-03-19, 006-18-19, 002-16-17, 008-16-17, 504-02-16, 504-04-18, 002-08-09, 004-15-16 x2, 504-01-20, 002-17-18 x2, 504-04-15 x2, 008-13-14, 003-12-13, 006-15-16, 504-01-15 x2, 504-06-19, 504-01-19, 009-18-19 x2, 003-15-16, 504-08-19 x2, 007-18-19 x2, 003-11-12, P02-18-19, 002-19-20, P03-18-19, 003-19-20 and P04-18-19.

Motion: Jim Carroll Second: Tom Kohler Yes: 5 No: 0 Abstain: 0 Accept

12. BOARD DISCUSSION ITEM

- a. CVES Capital Project Funding Resolution
RESOLVED that the Superintendent recommends the approval of one payment to Champlain Valley Educational Services (CVES) for up to a total of, but not to exceed,

\$401,730.00 for a portion of the districts share of the \$2,849,968.00 Capital Project passed by voters on December 11, 2018. The payment will be made by June 30, 2019. The Board also approves the necessary budgetary transfers required to move the funds to the appropriate account code from which the payment will be made, A1983-490-00.

Motion: Jim Carroll Second: Sue Russell Yes: 5 No: 0 Abstain: 0 Accept
Roll Call Vote: LaRock – yes, Carroll – yes, Kohler – yes, Russell – yes, Welch - yes

13. CONSENT AGENDA: NEW BUSINESS

- a. Approve the sale and/or donation of “retired” Westport Central School sports uniforms.

b. Resolution Regarding Increase in Budget for Teacher Sick Days

Upon presentation and recommendation of Joshua Meyer, Interim Superintendent of Schools, the Board of Education shall approve the following resolution:

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 Jeff Marcotte up to \$16,200.80 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 (up to) as follows:

A 9089-800-UR Retirement Compensation-Use Reserve \$16,200.80

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 \$16,200.80

5996.000 Appropriated Reserve - EBALR

c. Resolution Regarding Increase in Budget for Support Staff Sick Days

Upon presentation and recommendation of Joshua Meyer, Interim Superintendent of Schools, the Board of Education shall approve the following resolution:

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 Janet Hoff up to \$3,750.00 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 (up to) as follows:

A 9089-800-UR Retirement Compensation-Use Reserve \$3,750.00

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 \$3,750.00

5996.000 Appropriated Reserve - EBALR

d. Resolution for establishment of tax certiorari reserve

WHEREAS, tax certiorari petitions have been filed challenging the 2018-2019 assessment of certain parcels of real property,

WHEREAS, the Board of Education wishes to establish a reserve fund to cover the amount of the District's potential refund liability in the aforementioned 2018-2019 tax certiorari petitions.

BE IT RESOLVED, that the Board of Education of the Westport Central School District ("Board of Education"), pursuant to Education Law Section 3651[1-a], authorize the establishment of a tax certiorari reserve fund to meet anticipated judgments or claims on proceedings instituted under Article 7 of the Real Property Tax Law, which relate to the 2018-19 tax roll (hereinafter the "2018-2019 Tax Certiorari Reserve Fund"); and

BE IT FURTHER RESOLVED, that the Board of Education will appropriate and deposit into the 2018-2019 Tax Certiorari Reserve Fund such sums as the Board determines is necessary following the review of the 2018-2019 tax certiorari proceedings by its District Treasurer and the calculation of the 2018-2019 General Fund Balance that is permitted by law to be carried into the 2019-2020 fiscal year.

e. Resolution Authorizing Transfer of Funds to Pay the Costs of Ordinary Contingent Expense (costs associated with IEPs)

WHEREAS, during the course of the final months of the 2017-18 school year and during the course of summer 2018 the individual educational plans (IEPs) of certain students residing within Westport CSD boundaries were identified by the Committee on Special Education as requiring adjustments to their summer 2018 placements; and

WHEREAS doing so is deemed as necessary to assure suitability of the educational program and to provide for the well-being of the affected students(s); and

WHEREAS, the Board is empowered to determine that the expense of these activities is an ordinary contingent expense;

THEREFORE, BE IT RESOLVED, that the school's share of the costs for the necessary summer school placement(s) associated with IEPs be hereby declared as an ordinary contingent expense; and hereby authorizes the expenditures of those funds necessary for such purposes, of a sum not to exceed \$2,500.00, and

BE IT FURTHER RESOLVED, that the Board hereby authorizes the Interim Superintendent of Schools to make transfers between and within functional unit appropriations in the general fund in order to pay the costs of this ordinary contingent expense.

Motion: Sue Russell

Second: Jason Welch

Yes: 5 No: 0 Abstain: 0 Accept

14. NEW BUSINESS: PERSONNEL

- a. Approve Serene-Lee Holland as an occasional driver (passenger endorsement only) at a rate of \$14.30 per hour effective May 17, 2019.

Motion: Jim Carroll Second: Tom Kohler Yes: 5 No: 0 Abstain: 0 Accept

- b. Approve the appointment of Bette Crowningshield as a (certified) substitute teacher effective June 14, 2019 at a daily rate of \$80.00.

Motion: Sue Russell Second: Tom Kohler Yes: 5 No: 0 Abstain: 0 Accept

- c. Approve the appointment of Jeffrey Marcotte as a (certified) substitute teacher effective June 26, 2019 at a daily rate of \$80.00.

Motion: Jim Carroll Second: Sue Russell Yes: 5 No: 0 Abstain: 0 Accept

- d. Approve the appointment of Janet Hoff as a substitute clerical worker effective June 26, 2019 at an hourly rate of \$ 11.10.

Motion: Sue Russell Second: Tom Kohler Yes: 5 No: 0 Abstain: 0 Accept

15. 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.

Floor was opened for public comment, none voiced.

16. EXECUTIVE SESSION

- a. (#6)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: 6:49 PM Motion: Tom Kohler Second: Sue Russell Yes: 5 No: 0 Abstain: 0 Accept

Out: 7:01 PM Motion: Jim Carroll Second: Jason Welch Yes: 5 No: 0 Abstain: 0 Accept

No action taken.

17. ADJOURN

Time: 7:01 PM Motion: Tom Kohler Second: Jim Carroll

Next Meeting: Special Meeting Monday, June 17, 2019 at 8 AM

Minutes are not official until approved by the Board of Education.

Date approved by the BOE: