

**Westport Central School District
Regular Board of Education Meeting**

Place: Library

Thursday, June 9, 2016

Time: 6:30 PM

AGENDA

1. Call to Order

at:

by:

A. Roll Call

☐ Alice LaRock

☐ Jim Carroll

☐ Tom Kohler

☐ Dwayne Stevens

☐ Sue Russell

B. Introduction of Attendees

Also Present:

Visitors:

C. Pledge of Allegiance

2. New Superintendent Entry Plan & Public Reporting Calendar 2016-2017 – Scott Osborne

3. Executive Session

(#5) Collective negotiations pursuant to article 14 of the Civil Service Law.

In:	Motion:	Seconded:	Yes:	No:	Abstain:	Accept	Reject	Table
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Out:	Motion:	Seconded:	Yes:	No:	Abstain:	Accept	Reject	Table
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4. Financial

Resolved that the Board of Education accepts and approves the following financial reports:

- Warrant Report 11A Dated 5/4/16
- Warrant Report 11B Dated 5/11/16
- Warrant Report 11C Dated 5/18/16
- Budget Status Report as of 5/31/16
- Budgetary Transfer Report from 5/1/16 to 5/31/16
- Revenue Status Report as of 5/31/16
- Treasurer's Report for Multi-Fund Month of April 2016
- Multi-Fund Bank Account Reconciliation as of 4/30/16
- Payroll Bank Account Reconciliation as of 4/30/16
- Extra-Classroom Bank Account Reconciliation as of 4/30/16
- Cafeteria Profit & Loss Statement September 2015 – April 2016
- Fund Balance Project & 5 Year Financial Projections
- Cash Flow July 2015 – May 2016

Motion:	Second:	Yes:	No:	Abstain:	Accept	Reject	Table
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5. Public Comment (15 minutes)

Our agenda offers two Public Comment sections, one at the beginning of the meeting and the other at the end. 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.

6. CSE

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CSE recommendation for the following student ID# 504-02-15, 007-12-13, 003-10-11, 504-04-15, 002-15-16, 005-13-14, 504-01-15, 008-13-14, 001-14-15, 002-13-14, 003-15-16, 504-01-14, 504-01-16, 011-14-15, 006-15-16, 003-12-13, 006-12-13, 001-13-14, 008-14-15, 011-06-07, 504-01-017, 006-06-07 and 007-15-16.

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

7. Reports/Presentations

A. Superintendent's Report

- Graduation 2016
- WEA Contract Tentative Agreement
- APPR Update
- Sports 2016-17 – Cross Country, Soccer and Basketball
- Transportation Requests to Lakeside School
- Water Testing

B. Monthly Reports (Principal, Director of Student Support Services, Nurse, Athletic Director, Superintendent Buildings, Grounds & Transportation, Shared Cafeteria Manager, Guidance Counselor)

C. Board Committee Reports

- NYSSBA Liaison
- Youth Commission 6/6/16
- Joint Study 6/9/16

8. Long Range Planning

➤ Shared Services

- Sharing Services Between Districts 1/8/13, 2/14/13, 3/14/13, 4/11/13, 5/7/13, 6/13/13, 7/11/13, 8/8/13, 10/10/13, 12/12/13, 6/12/14, 10/9/14, 8/13/15, 9/10/15, 10/1/15, **6/9/16**

9. Minutes

Resolved that the Board of Education does hereby approve the minutes of the meeting of the Board of Education held on

- **May 10, 2016** (Public Budget Hearing & Regular Meeting)
- **May 17, 2016** (Annual Meeting, Budget Vote & Board Member Election)
- **May 19, 2016** (Special Meeting & Public Hearing)

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

10. New Business

A. Personnel

1. Resignations – Cheney & Chotkowski

Resolved that the Superintendent of Schools recommends to the Board of Education the acceptance of the letters of resignation as submitted by:

- a) Kasey Cheney from his position as Mechanic/Maintenance Person/Bus Driver effective May 13, 2016, and
- b) Patricia Chotkowski from her position as Business Teacher effective June 30, 2016.

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

2. Appointments – Heroux, Liberi, Pierce & Boyle

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the following appointments:

- a) Angela Heroux as a (non-certified) substitute teacher at a daily rate of \$68.00, clerical substitute at an hourly rate of \$9.25 and substitute teacher assistant at a daily rate of \$67.00 effective June 10, 2016 (fingerprint clearance on file),
- b) Heather Liberi as a (non-certified) substitute teacher at a daily rate of \$68.00 effective June 10, 2016 (fingerprint clearance on file),
- c) Ian Pierce to the position of buildings and grounds temporary summer hire effective June 13, 2016 through September 2, 2016 at a rate of \$10.50 per hour, and
- d) Nancy Boyle as a (non-certified) substitute teacher at a daily rate of \$68.00 effective September 8, 2016 (fingerprint clearance on file).

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

3. Child Rearing Leave – Hathaway

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the notice for anticipated maternity leave with pay as submitted by Elementary Teacher, Lorraine Hathaway beginning on or about September 6, 2016 with an anticipated return date on or about November 14, 2016.

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

4. Extra-curricular Appointment

5. Intent to Retire

6. Request to End Employment

7. Tenure

8. Leave of Absence Request

9. Termination

10. Elimination of Position

B. Miscellaneous

1. Adult Education Sponsorship Agreement

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the CV-TEC Adult Education and Safety Education Sponsorship Agreement (Co-Ser 103 Adult Education and Co-Ser 401 Accident Prevention/Pre-Licensing) for the 2016-2017 school year (see attached).

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

2. Facility Use Request – Westport Youth Commission

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the *Facility Use Request* as submitted by Keith Lobdell and Ed Mason on behalf of the Westport Youth Commission for the use of the soccer field for the purpose of hosting summer soccer clinic Mondays June 27, July 5, 12 and 19, 2016 from 5 PM to 7 PM.

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

3. District Code of Conduct – 1st Reading (Adoption in July)

4. New Elective Courses

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the new elective courses as submitted by:

- a) Erin Kelley - Women's Studies
- Film in History
- b) Tonya Lackey – Introduction to Computer Science in Java Script

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

5. Shared Superintendent Agreement, Appointment & Oath of Office - Osborne

a) Resolved that the Board of Education approves the Shared Superintendent Agreement as presented commencing July 1, 2016 and continuing through June 30, 2018.

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

b) Resolved that the Board of Education approves the appointment of Scott Osborne to the position of Superintendent of Schools effective July 1, 2016. The President of the Board is authorized to enter into a contract with the Superintendent in accordance with Education Law Section 1711.

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

- 1) The oath of office will be administered by the District Clerk to the Superintendent of Westport Central School District.

6. Principal Contract Addendum - Meyer

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the Addendum to the Contract as presented for Joshua Meyer, Principal effective July 1, 2016 to June 30, 2018.

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

7. Personal Service Agreements – Atwell & Callahan

Resolved that the Superintendent of Schools recommends to the Board of Education the approval of the personal service agreements effective July 1, 2016 to June 30, 2017 as presented for:

- a) Jana Atwell, Confidential Secretary and District Clerk, and
- b) William Callahan, Director of Buildings, Grounds and Transportation

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

8. Fixed Asset Inventory Acquisitions & Relocations

Resolved that the Superintendent of Schools recommends to the Board of Education:

- a) the addition of:
 - (1) Brother IntelliFax 2840 fax machine serial #U63274-C6J250254 tag #A00369768 located in the District Office (116A),
 - (1) Acer E3-111 laptop serial #NXMQVAA0014431B0427600 tag #A00369773 located in Tech Office,
 - (1) Lenuvis N22 laptop serial #YD00N5TD tag #A00369772 located in Tech Office,
 - (1) HP Stream 11 Pro G2 laptop serial #SCD6160CS5 tag #A00369771 located in Tech Office, and

- (1) Epson DC-06 document camera serial #N2JF4619940 tag #A00369770 located in Tech Office.
- b) relocation of:
 - (1) Brother FAX 2820 fax machine serial #U61325H7N163779 tag #A00054421 from District Office to Supply Closet, and
 - NEL VT490 projector serial #6Z00445EB tag #A00228284 from Tech Office to elementary music.

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

C. Policies

Safety of Students (Fingerprinting Clearance of New Hires) and (#6170), Prevention Instruction (#8211)
 - Revisions

Resolved that the Superintendent of Schools recommends to the Board of Education the revision of policy #6170 and 8211 as recommended by Erie I Policy Services.

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

11. Additional Items to Discuss

12. Public Comment (15 minutes)

Our agenda offers two Public Comment sections, one at the beginning of the meeting and the other at the end. 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.

13. Adjournment

Time: Motion: Seconded:

Next Meeting: Special Meeting (Merger Feasibility Study Public Forum) Wednesday, June 22, 2016 at 6 PM in the Auditorium

Reorganizational & Regular Meeting Thursday, July 14, 2016 in the Library time TBD

CHAMPLAIN VALLEY EDUCATIONAL SERVICES (CVES)

CV-TEC ADULT EDUCATION **AND SAFETY EDUCATION SPONSORSHIP AGREEMENT**

CO-SER 103 ADULT EDUCATION **CO-SER 401 ACCIDENT PREVENTION/PRE-LICENSING**

The purpose of this agreement between the Westport Central School District and Champlain Valley Educational Services; hereafter referred to as CVES, is to describe the responsibilities of the parties and to identify the conditions under which CVES will operate certain self-sustaining instructional activities for adults during the 2016-2017 school year through the CV-TEC Division.

It is agreed that the best interest of the residents of the area and of the enrollees in the instructional activities will be served by such CVES programs based upon a number of considerations.

School districts are authorized to provide such instructional activities under Education Law (Section 4602 and others).

CVES is authorized to provide such instructional activities under Education Law (Section 1950) as approved by the Commissioner.

Joint performance by municipal corporations and/or performance by one for the other of functions is authorized under the General Municipal Law (Section 119 and others).

Existing need and interest surveys, together with other planning information, indicate that there is sufficient interest among adults in the subscribing districts to support certain self-sustaining instructional activities.

The number of enrollees in such a program for adults in a single school district would not warrant the operation of a comprehensive program, or if offered would be uneconomical to operate. A single program planned for all of the subscribing school districts in the area offers a wider choice for enrollees and more economical operation.

The development of a single plan for the area will permit selecting the location for each of the activities, which is more convenient for the majority of the enrollees without regard to individual district boundaries.

The operation by Champlain Valley Educational Services of programs for adults has developed recognition among residents and businesses of the area that CVES is an appropriate agency for such services through the CV-TEC division. CVES Staff with skills in planning and managing programs for adults already exists.

In consideration of the above and in consideration of the support expressed by other subscribing school districts, it is agreed that Champlain Valley Educational Services should operate a program of self-sustaining activities during the school year 2016-2017 in Adult Education (CO-SER 103) and in Accident Prevention/Pre-Licensing (CO-SER 401) in the manner described below:

Champlain Valley Educational Services will develop a plan for Adult and Continuing Education including Business and Industry training to serve adult residents and businesses in this school district and in other subscribing school districts within the CVES area.

The plan will be developed in cooperation with the districts in the CVES area, including non-subscribers and both Clinton Community College and North Country Community College, in order to provide the needs of residents in an effective manner, avoiding uneconomical duplication of programs.

It is in the intent of both parties to operate a program, which will break even financially without accumulating a surplus or creating a burden upon the school taxpayers of the area.

In the event that projected revenues are insufficient to support the proposed program, sufficient courses and/or budget items will be eliminated to insure a self sustaining program before CVES incurs any financial commitments to support the operation of any of the activities.

CVES will produce a monthly financial report of appropriations and revenues on a projected and encumbered basis during the operation of the program. In the event that unforeseen occurrences result in a projection showing insufficient revenues to support the program, sufficient courses and/or budget line items will then be eliminated and/or additional courses added to correct the imbalance.

All financial transactions related to the operation of this program will be kept in separate accounts in the financial records of CVES and there will be no co-mingling with the transactions from other program CO-SERS.

Should the operation of the program result in a surplus; such surplus will be paid by CVES to the districts.

Should unforeseen liabilities to the program create a deficit which cannot be overcome by adjustments during the program operation as described above, the school district will reimburse Champlain Valley Educational Services for this deficit promptly after the audit of CVES records for the school year.

It is agreed that CVES is the operating agency for these programs and that the district's obligations are limited to the financial settlements described above. CVES will be solely responsible for meeting the requirements and procedures for employment of personnel and all matters related to such employment, direction, compensation and discharge.

This agreement will become effective upon acceptance by the Board of Education and the Champlain Valley Educational Services. Such acceptance shall be recorded in the minutes of the respective boards and the date of such minutes recorded below with the authorized signature.

This agreement is for one school year and positive action is required by each party to extend or renew such agreement.

Accepted by the Board of Education of Westport Central School District on the _____ day of _____, 2016.



Authorized Signature

Date

Accepted by the Champlain Valley Educational Services.

Mark C. Davey, Ed.D.
District Superintendent

Date

Larry Barcomb
CVES Board President

Date