

Minutes of the Regular Board of Education Meeting
October 3, 2011

The Webutuck Board of Education held their October 3, 2011 meeting at 7:30 p.m. in the Webutuck High School Library.

The following Board members were present:

Dale Culver, President
Joanne Boyd
William McGhee
Judy Moran
Kristen Panzer
John Perotti

Also Present:

James Gratto Jr., Superintendent
Mary Grden, School Business Manager
Therese Trotter, District Clerk
Jay Curtis, EBIS Principal
Katy McEnroe, WES Principal
Brian Christofel, Student Representative
Community Members

Absent:

Robert Trotta

1. CALL TO ORDER

President Culver called the business meeting of October 3, 2011 to order at 7:38 p.m.

2. PRINCIPALS' REPORT

Jay Curtis, EBIS Principal: Update on Grades 4-6

Mr. Curtis explained the amount of time in each subject area (i.e., ELA, Math Science, Social Studies and Special Areas (Library, Art and Physical Education) that students in his building receive each day. Band and chorus is the first period of the day. He explained that during that time when those students are at band/chorus, the other students receive extra help and/or enrichment activities supervised by a teacher or teaching assistant. At the 6th grade level band and chorus are at the end of the day. The same support is available to those students. There is an AIS period where students who have not done well on their State ELA or math testing get extra help. During that period other students have reading time as well as other enrichment activities. The goal is for all students to read twenty-five books through the school year. Teachers are helping students identify the types of books students enjoy reading to help them reach the goal. Mr. Curtis described the Reading Around the World program that he and the ELA teachers have been discussing. Students will be able to videoconference with other schools to discuss books both have read. They are also looking into cross-curricular activities that would go along with the study of countries or states through the program. Mr. Curtis is in the process of setting up the National Honor Society students helping with peer mentoring/tutoring in his building. Mr. Curtis spoke about teachers meeting during Team time to discuss their lessons. The teachers are enjoying understanding the

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vertical alignment which comes from teaching the different grade levels. Lastly, Mr. Curtis noted that interaction with older students is very minimal, the only class that they walk to the high school for is art and a teacher walks them back and forth. Ms. Moran questioned the principal about the 90 minute time periods and what happens in the classroom. The Principal assured the member that there are many things that are happening during that time period not just listening to a teacher speak. The Superintendent stated that he and Mr. Curtis are working on the Grades 4-6 alignment. They are focusing on Social Studies & Science which is only offered every other day. He stated that the problem will be remedied by next week. Discussion ensued.

Mrs. McEnroe provided follow-up on this year's Kindergarten class. There is large class size for Kindergarten this year as well as a high number of classified students. She noted that within the class is a high number of English Language Learners (ELL), half of which speak no English at all. She is working on some changes to get more help in the classroom for more support.

3. PUBLIC COMMENT

There were no comments from the public.

4. STUDENT REPORT

Brian Christofel

Student Representative Mr. Christofel reported on Spirit Week which took place last week. He stated that this year's spirit week had the most spirit and number of students participating that he remembers. He reported on the themes of each class, how they decorated their spaces in the hallways and he also explained that each class decorated a large tarp that hung in the gym. Green and white day was on Friday and the whole District participated. Spirit week was organized by Student Council. He reported on the number of students in each sport and at each level (Modified, JV, and Varsity). The total number of students currently involved in sports is 168. He also reported back to the Board that the majority of students would like some kind of tennis and that the majority of students he polled would like a suggestion box. The number of students he polled was small. He did note that Student Council will provide a suggestion box. Discussion ensued.

5. PRESENTATION: Victor Churchill (Sickler, Torcha, Allen and Churchill)
2010-2011 External Audit Report (For Year Ended 6/30/2011)

Mr. Churchill summarized the annual audit that took place during the summer. He stressed the important factors which were: there was a clean opinion on the audit and the opinion was qualified (which in audit language is a good thing). He stated that the internal controls had nothing to be noted and that the extra classroom clubs had a clean opinion also. He went on to talk about the management letter which included a follow up on the prior year recommendations and makes recommendations on the current year. There was improvement in each of the two follow up areas and the remaining items that exist are isolated incidents. He noted that a number of clubs that have nominal activity,

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such as monies from past classes that has been sitting in class accounts and should be disbursed. Overall the observation for consideration was that the District has had the ability to reduce the tax levy by applying fund balance and Webutuck has done that again this year. Mr. Churchill stated the Board must make long range plans to manage fund balance appropriations into the future. A Board member asked Mr. Churchill to clarify that the money that was spent from fund balance to bring taxes down was not a case of going over the budget. Mr. Churchill emphasized that Webutuck School District expenses were well within their budget for the 2010-2011 school year. President Culver asked Mr. Churchill to explain what the District's Un-appropriated Fund Balance was currently and whether we were under the legal limit. He explained under New York State Real Property Tax Law, District's have to stay under 4%. Webutuck School District is under that 4% limit. Discussion ensued.

14. EXECUTIVE SESSION

Ms. Moran made and Mr. Perotti seconded a motion to adjourn to executive session at 8:11 pm for the purpose of discussing a personnel issue.

Ayes 6 Nays 0 The motion carried.

RECONVENE PUBLIC SESSION

Ms. Moran made and Mrs. Panzer seconded a motion to adjourn the executive session and to reconvene the public session at 8:16 pm.

Ayes 6 Nays 0 The motion carried.

6. CONSENSUS AGENDA VOTE

Ms. Moran made and Mrs. Panzer seconded the following motion to approve the Consent Agenda (as amended). The amendment by Dale Culver called for changing the word Resignation to Termination on #8A under Personnel. A consent agenda is a single vote, which approves all asterisked items. Board policy (#008a) prohibits discussion of consent agenda items. Asterisked* items can be pulled from the consent agenda for discussion by any one Board member.

Ayes 6 Nays 0 The motion carried.

7. DISTRICT CLERK'S REPORT

***A.** Approval of Minutes for September 19, 2011 Board meeting.

Ms. Moran made and Mrs. Panzer seconded a motion to accept the minutes as submitted:

Ayes 6 Nays 0 The motion carried.

B. Delegations - None

8. PERSONNEL

***A. Acceptance of Extra-Curricular Termination**

Ms. Moran made and Mrs. Panzer seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education hereby accepts the extra-curricular termination of the following individual:

Courtney Dye	Modified Field Hockey
Ayes 6 Nays 0	The motion carried.

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***B. Extra-Curricular Appointments for the 2011-2012 School Year**

Ms. Moran made and Mrs. Panzer seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education hereby accepts the following extra-curricular appointments for the 2011-2012 for the following individuals:

<u>Faculty Member</u>	<u>Department.</u>	<u>Stipend</u>
Henry Pollinger	English 9-12	\$ 601
Paul Wladarczyk	Science 7-12	\$ 901.50
Christine Gillette	Science Prek-8	\$ 901.50
Christine Henderson	Student Council Co-Advisor	
Carrie Caldiero	Student Council Co-Advisor	
Hannah Peters	Modified Field Hockey	
Jonathon Zenz	Girls' Varsity Basketball	
Rebecca Knapp	JV Cheerleading	
Ayes 6	Nays 0	The motion carried.

***C. Substitute Support Staff Appointments**

Ms. Moran made and Mrs. Panzer seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education hereby approves the following substitute support staff appointments:

Ronald Weise	Substitute Bus Driver
Effective: October 4, 2011	Salary: \$16.80/hour
Shirley Ball	Substitute Food Service
Effective: October 4, 2011	Helper
	Salary: \$10.69/hour
Shirley Ball	Substitute Monitor
Effective: October 4, 2011	Salary: \$11.29/hour
Ayes 6	Nays 0
	The motion carried.

***D. Substitute Instructional Appointment**

Ms. Moran made and Mrs. Panzer seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education hereby approves the following substitute instructional appointment:

Jonathon Zenz	Substitute Teacher
Effective: October 4, 2011	Salary: \$85/day
Kathleen Sullivan	Substitute Teacher
Effective: September 22, 2011	Salary: \$75/day
Marie Herow	Substitute Teacher
Effective: October 4, 2011	Salary: \$90/day
Ayes 6	Nays 0
	The motion carried.

9. SUPERINTENDENT'S REPORT

A. Revised Job Descriptions

The Superintendent explained that there were revisions to the job descriptions. Board members would like a chance to read the revisions and it was suggested to highlight the revisions in the document so it would be easily read.

B. CAPE Agreement (Wording Revision)

The Superintendent explained that a Board member had concerns with the CAPE contract and which Ms. Trumpetto was aware of. Ms. Trumpetto explained the reason in an email about why the wording in the contract was as it was. The Board member felt her questions were not answered and it was suggested to continue discussion in executive session due to personnel names. Discussion ensued.

C. Sign on Route 22

The information about the local company that submitted a quote to update the sign was in the packet. There is money in the Facilities & Operations budget to pay for the make-over and for acquiring additional letters for the sign. The make-over will be \$350 and additional letters are \$300. A Board member stated he has had conversation with a local sign maker that might be interested at helping out redoing the sign at cost. He will follow-up with the individual and let the Superintendent know what direction they are going.

D. Surplus Sale/Community Day

The Business Manager thanked Kristen Panzer for pricing and picking things out to sell. Maintenance did a great job organizing all of the storage area down at MES and moving things to the High School to sell. A total of \$103.50 was made at the tag sale. It was suggested to do a tag sale inside Millerton Elementary and also outside tables for a tag sale like a flea market atmosphere to get the people in. Discussion ensued.

E. Webutuck Warrior

The Superintendent spoke about the newsletter and wanted to make sure all members wanted to continue the newsletter monthly. The Board President wanted the Superintendent to write a bio about himself on the first page. A Board member volunteered to create a template for the newsletter. Discussion ensued.

10. CURRICULUM AND INSTRUCTION

A. Update on Improvement Plan

The Superintendent stated that there has been a lot discussion on curriculum alignment and assessments with teachers and administration. He noted the District is well on our way with everyone on board with our 20% improvement.

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11. BUSINESS AND OPERATIONS

***A. Authorization for Tax Refund**

Ms. Moran made and Mrs. Panzer seconded the following motion:

Upon the Recommendation of the Superintendent of Schools, WHEREAS, the Tax Collector has certified that tax payments have been made on the 2011-2012 school taxes regarding the following taxpayer and property and that a refund for overpayment of such taxes be issued:

<u>Taxpayer</u>	<u>Grid No.</u>	<u>Amount of Refund</u>	<u>Refund To</u>
Robert A Trotta (McDonald Corp).	133889-7271-00-610232-0000	\$490.85	MJD Wong Corp
(Taxes Paid by MJD Wong Corp./D/B/A McDonald's #25810)			
Ayes 6	Nays 0	The motion carried.	

***B. Authorization of Tax Refund**

Ms. Moran made and Mrs. Panzer seconded the following motion:

WHEREAS, the Tax Collector has certified that a duplicate tax payment has been made on the 2011-2012 school taxes regarding the following taxpayer and property and that a refund for overpayment of such taxes be issued:

<u>Taxpayer</u>	<u>Grid No.</u>	<u>Amount of Refund</u>	<u>Refund To</u>
Jess Marmer (Property sold Paid by Abstract Company)	132000-7167-14-431300-0000	\$1794.98	Salisbury Bank & Trust
Ayes 6	Nays 0	The motion carried.	

***C. Approval of Budget Transfers**

Ms. Moran made and Mrs. Panzer seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education approves the attached budget transfer schedule #4 and #5 over five thousand dollars (\$5,000) per Board resolution dated 7/5/11.

Ayes 6 Nays 0 The motion carried.

D. Acceptance of External Audit

Mr. McGhee made and Mrs. Panzer seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education hereby accepts the External Financial Audit for 2010-2011.

Ayes 6 Nays 0 The motion carried.

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12. BOARD OF EDUCATION

- A. The Board President noted he was putting together a facilities meeting.
B. A Board member stated she would like to get Policy Committee meetings set up possibly twice a month for the next couple of months on Mondays if it is possibly.
C. The two CSE Board representatives, Mrs. Panzer and Mrs. Boyd, would like to meet with the Superintendent and Special Education to understand the expectations of what Board members are to do on that Committee.

The Board President complimented the Superintendent and Mr. Paciencia on their efforts of working together. He complimented Mr. Gratto on getting off the ground on such a positive note. The President also noted the Kindergarten teacher, Michelle Smith, in the audience because he has had many compliments from parents about how lucky we are to have Mrs. Smith.

13. PUBLIC COMMENT

-thank you for the support

14. EXECUTIVE SESSION

Mr. McGhee made and Mrs. Panzer seconded a motion to adjourn to executive session at 8:45 pm for the purpose of discussing the employment history of a particular person or persons.

Ayes 6 Nays 0 The motion carried.

RECONVENE PUBLIC SESSION

Mrs. Boyd made and Mrs. Panzer seconded a motion to adjourn the executive session and to reconvene the public session at 9:54 pm.

Ayes 6 Nays 0 The motion carried.

ADJOURNMENT

There being no further business, Ms. Moran made and Mr. McGhee seconded a motion to adjourn the meeting of October 3, 2011 at 9:55 pm.

Ayes 6 Nays 0 The motion carried.

Respectfully submitted,

Therese M. Trotter
District Clerk