

Minutes of the Regular Board of Education Meeting  
December 10, 2012

The Webutuck Board of Education held their December 10, 2012 meeting at 7:30 p.m. in the Webutuck High School Library.

The following Board members were present:

William McGhee, President

Joanne Boyd

Judy Moran

Kristen Panzer

John Perotti

Robert Trotta

Judy Westfall

Also Present:

James Gratto Jr., Superintendent

Mary Grden, School Business Manager

Therese Trotter, District Clerk

Kayla Kohl

Jenny Hansell

Anna Clune

Lou Latrell

Pat Carmody

Absent:

**1. CALL TO ORDER**

President McGhee called the business meeting of December 10, 2012 to order at 7:35 p.m.

**2. PRESENTATION**

**Jenny Hansell** – The 21<sup>st</sup> Century Grant is a grant opportunity for the afterschool program. Its purpose is to fund and expand the program taking it to the next level. The grant will provide for services, character education, community service, and programs for parents such as the partnership with Dutchess Community College. It also will allow NECC to evaluate the program to see if it is having an impact on students academically. The grant requires a partnership agreement with the school with quarterly meetings to set goals and evaluate what NECC wants to accomplish. Ms. Moran voiced concern about evaluating a program to see if it is aiding students academically and that it could be a sticking point with the new APPR program being initiated throughout New York public schools. Mr. Perotti was concerned about confidentiality of grades and if funding runs out that Webutuck will not have the responsibility of continuing the program. Some other concerns voiced by Board members were clarifying wording in the agreement with regards to: no extra cost to District, space, providing paperwork to NECC, and grades. Discussion ensued.

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**3. PUBLIC COMMENT**

- Coach praised the outstanding employees at Webutuck and girls' soccer team.
- Concerns regarding High School special education student getting what they need, consider students during budget.

**4. STUDENT REPORT**

Kayla Kohl

Ms. Kohl reported on recent events happening at the school for the holidays. She noted that seniors are beginning to be accepted at colleges. Ms. Kohl commented that the food in the cafeteria is limited and not healthy.

**5. SUPERINTENDENT'S REPORT**

**A. Volunteers in the Athletic Program**

Mr. Gratto noted the guidelines for volunteers for sports teams. He stated it was general enough but very clear about what they can and cannot do. Discussion ensued.

**B. Appointment of Acting Superintendent**

Mr. Gratto explained that Mrs. Grden is the acting Superintendent but she will be retiring. There should be someone appointed in case the Superintendent is out of the District for the day. Discussion ensued.

**C. Restructuring of Typist Position**

Mr. Gratto stated that Mrs. Chamberlin will be retiring in February. He recommends that the 210 day position be abolished and a full-time position be created. It would be an additional \$3000 however the District would be getting fifty more days of coverage and have someone year round in EBIS office. Discussion ensued.

**D. Purchasing Student Art Work**

Mr. Gratto brought this project to the Board as a reminder that the district is moving ahead with purchasing student art work for display in the school. Mr. Fitzgerald, the art teacher, will provide recommendations of alumni who would possibly have artwork to buy. It was suggested that after this years' art show, current students work could also be considered. A meeting will be scheduled to discuss selection criteria and donations. Discussion ensued.

**E.** Mr. Gratto reported the APPR was submitted to SED last Friday afternoon and we should be approved this week.

Mr. Trotta requested the following information: the number of students in the senior class, how many have applied to college and how many colleges has each student applied to. Mr. Gratto will provide the information in the next Board packet.

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**6. CONSENSUS AGENDA VOTE**

Mr. Trotta made and Mrs. Boyd seconded the following motion to approve the Consent Agenda (as amended).

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.

The amendment called for removing #8I and 10B for further discussion. The Board of Education thanked Sally Chamberlain for her years of service during her employment at the District.

Ayes 7      Nays 0      The motion carried.

**7. DISTRICT CLERK'S REPORT**

**\*A.** Approval of Minutes for November 19, 2012 and December 3, 2012 Board meetings.

Mr. Trotta made and Mrs. Boyd seconded a motion to accept the minutes as submitted.

Ayes 7      Nays 0      The motion carried.

**\*B.** Acceptance of Financial Reports as submitted:

Mr. Trotta made and Mrs. Boyd seconded a motion to accept the Financial Reports as submitted.

Treasurers Report for the month ending October.

Comprehensive Budget Status Report ending October.

Comprehensive Revenue Status Report ending October.

Warrants 21-28

Ayes 7      Nays 0      The motion carried.

**C.** Delegations - None

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**8. PERSONNEL**

**\*A. Substitute Support Staff Appointments**

Mr. Trotta made and Mrs. Boyd 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:

Corey Chinn	Substitute Teacher Aide/Assistant
Effective: December 11, 2012	Salary: \$11.96/hour

Jessica Wolf	Substitute Teacher Aide/Assistant
Effective: December 11, 2012	Salary: \$11.96/hour

Jessica Wolf	Substitute Monitor
Effective: December 11, 2012	Salary: \$11.29/hour

Jessica Wolf	Substitute Cleaner
Effective: December 11, 2012	Salary: \$13.36/hour

Jessica Wolf	Substitute Food Service Helper
Effective: December 11, 2012	Salary: \$10.69/hour

Jessica Wolf	Substitute Clerical Worker
Effective: December 11, 2012	Salary: \$12.85/hour

Ayes 7 Nays 0 The motion carried.

**\*B. Substitute Instructional Appointments**

Mr. Trotta made and Mrs. Boyd 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 appointments:

Cristina Viana	Substitute Teacher
Effective: December 11, 2012	Salary: \$90/day

April Pendergast	Substitute Teacher
Effective: December 11, 2012	Salary: \$85/day

Ayes 7 Nays 0 The motion carried.

**\*C. Support Staff Resignation**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education hereby accepts the following support staff resignation for the purpose of retirement:

Sally Chamberlin	Typist (210 day)
Effective: February 23, 2013	

Ayes 7 Nays 0 The motion carried.

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**\*D. Support Staff Appointments**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education hereby approves the following *temporary*, support staff appointments for the 2012-2013 school year:

Carrie Russo	Teacher Aide (3 hour)
Effective: Dec. 17, 2012-June 21, 2013	Salary: \$12.01/hr.

Jessica Wolf	Teacher Aide (3 hour)
Effective: Dec. 17, 2012-June 21, 2013	Salary: \$12.01/hr.
Ayes 7	Nays 0
The motion carried.	

**\*E. Extra-Curricular Appointments for the 2012-2013 School Year**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education hereby approves the following 2012-2013 extra-curricular appointments:

		<u>Stipend</u>
James Bradley	Play Instrumental Director	\$1,803.00
Mark Pomeisl	Modified Boys Basketball unpaid volunteer	
Allison Flynn	JV Girls Basketball unpaid volunteer	
Cobi Adrian	Varsity Cheerleading unpaid volunteer	
Richard Iuele	Varsity Boys Basketball unpaid volunteer	
Matthew Idema	Varsity Boys Basketball unpaid volunteer	
Steve Blackmon	JV Cheerleading unpaid volunteer	
Corey McEnroe	JV Boys Basketball unpaid volunteer	
Ayes 7	Nays 0	The motion carried.

**\*F. Amendment of Business Manager Resignation**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education hereby accepts the amended resignation date of Mary Grden, School Business Manager, for the purpose of retirement, effective December 29, 2012.

Ayes 7      Nays 0      The motion carried.

**\*G. Abolishment of Support Staff Position**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education hereby abolishes the following support staff position:

(1.0 FTE) 210 day Typist	February 25, 2013
Ayes 7	Nays 0
The motion carried.	

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**\*H. Creation of Support Staff Position**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education of the Webutuck Central School District hereby approves the creation of the following position:

(1.0 FTE), 12 month *Typist*

February 25, 2013

Ayes 7

Nays 0

The motion carried.

**I. Appointment of Acting Superintendent**

This item was removed from the consent agenda for further discussion.

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education hereby appoints Kathleen McEnroe as Acting Superintendent during times that the Superintendent is out of the District.

**9. CURRICULUM AND INSTRUCTION**

**\*A. Approval of the District-wide Shared Decision Making Plan**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED that the Board of Education approves the District-Wide Shared Decision Making Plan for the 2012-2013 school year.

Ayes 7

Nays 0

The motion carried.

**10. BUSINESS AND OPERATIONS**

**\*A. Approval of 2013-2014 Webutuck School District Budget Development Calendar**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, and based on NYS formula, BE IT RESOLVED, that the Board of Education hereby approves the 2013-2014 Webutuck School District Budget Development Calendar (as presented).

Ayes 7

Nays 0

The motion carried.

**B. Committee on Special Education Monthly Reports**

This item was removed from consent agenda for further discussion.

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Webutuck Board of Education hereby accepts the Committee on Special Education report for November 2012, prepared by the Webutuck Central School District Committee on Pre-School Education and by the Webutuck Central School District Committee Special Education.

Mrs. Westfall requested a heading on the monthly enrollment to designate what it is and she also would like Mrs. McEnroe to sign off on it each month. It was suggested that Mrs. McEnroe sign off on the special education report also.

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

Ayes 7

Nays 0

The motion carried.

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**\*C. Declare Surplus Items**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education declares the following list surplus and authorizes their sale through public bid:

1. (2) 8 X 10 Brown Wooden Picture Frames – (1) missing glass.
  2. Large picture to hang on wall – “Picking Daisies – Blish” from Schwind & Sons.
  3. (1) Small pair of unmatched crutches.
  4. (1) Medium pair of crutches.
  5. Visual Survey Telebinocular by Keystone View (Serial Number 9007).
- Ayes 7      Nays 0      The motion carried.

**\*D. Authorization for Tax Refund**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the Recommendation of the Superintendent of Schools, WHEREAS, the District has received an Application for Corrected Tax Roll for the Year 2012 for property located within the Webutuck Central School District, as follows:

Joan Williams - regarding property owned on 278 Sawchuck Rd. Box 245, in the Town of Millerton, described as Grid No. 133889-7172-00-935019-0000, on the basis that a clerical error was made, incorrect assessment by reason of exemption amount incorrectly calculated on roll. The taxes should be based on assessed value of \$51,500 instead of \$125,125. The taxes levied were \$1,487.84 and should be \$879.92; and WHEREAS, the Director and Investigator of Dutchess County Real Property Tax Service have determined, that a clerical error was made and the assessed value should be changed, as described above, and has recommended that the Application for Tax Refund should be approved; and

WHEREAS, we have examined such application and the County Director's recommendations and determine that a clerical error pursuant to Section 550(2)(b) of the Real Property Tax Law as made; NOW, THEREFORE, BE IT RESOLVED, that the Business Administrator is hereby authorized to correct the 2012 assessment to reflect such valuation reductions, with a notation in the margin, opposite said entries that the corrections are by authorization of the above-referenced Order; and BE IT FURTHER RESOLVED, that pursuant to the terms of the above referenced Application, the School Treasurer is hereby authorized to refund any overpayment of school tax for the 2012 school year, said refund in the amount of \$ 607.92.

Ayes 7      Nays 0      The motion carried.

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**\*E. Authorization for Tax Refund**

Mr. Trotta made and Mrs. Boyd seconded the following motion:

Upon the Recommendation of the Superintendent of Schools, WHEREAS, the District has received an Application for Corrected Tax Roll for the Year 2012 for property located within the Webutuck Central School District, as follows:

Patricia Strickland - regarding property owned on 5663 Route 22, in the Town of Millerton, described as Grid No. 133889-7170-00-732527-0000, on the basis that a clerical error was made, incorrect assessment by reason of exemption amount incorrectly calculated on roll. The taxes should be based on assessed value of \$5,200 instead of \$106,150. The taxes levied were \$1,262.20 and should be \$61.83; and WHEREAS, the Director and Investigator of Dutchess County Real Property Tax Service have determined, that a clerical error was made and the assessed value should be changed, as described above, and has recommended that the Application for Tax Refund should be approved; and WHEREAS, we have examined such application and the County Director's recommendations and determine that a clerical error pursuant to Section 550(2)(b) of the Real Property Tax Law as made;

NOW, THEREFORE, BE IT RESOLVED, that the Business Administrator is hereby authorized to correct the 2012 assessment to reflect such valuation reductions, with a notation in the margin, opposite said entries that the corrections are by authorization of the above-referenced Order; and

BE IT FURTHER RESOLVED, that pursuant to the terms of the above referenced Application, the School Treasurer is hereby authorized to refund any overpayment of school tax for the 2012 school year, said refund in the amount of \$ 1,200.37.

Several Board members questioned the figures in the resolution and thought the numbers had been switched. Mrs. Grden will review it back in the office and she will bring it back to the Board if it needs to be re-voted on.

Ayes 7      Nays 0      The motion carried.

**F. Authorization for Filing of 2012-2013 Returned Tax Claims (Resolution distributed in Board Packet).**

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

Ayes 7      Nays 0      The motion carried.

**11. BOARD OF EDUCATION**

**A. First Reading of Policy #5280 Athletic Program**

Mr. Gratto stated that the Policy Committee met to work on Policy 5280 to revise the wording for students to receive physical education credit under certain stipulations. It was decided that policy will be on the agenda for the next meeting for a second reading and approval.

**B. Discussion of Excellence in Tenure Policy**

Mr. Gratto stated the draft policy was in the Board packet last week. The Committee will take a closer look at the wording if the Board is considering adopting the policy. Ms. Moran stated the Committee is recommending the policy. The next meeting for the Policy



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Committee is in January. Discussion ensued.

**C. Committee Reports**

1. Finance

Mr. Gratto reported that the Committee met tonight and discussed the 5 year Financial Plan. Mrs. Grden will draft a narrative for press release. The Committee saw initial numbers for next year's budget and discussed what the District might have to do to get there.

2. Facilities

Mr. Gratto reported the presentation by Nate Anctil was postponed until Jan 7. Mr. Trotta expressed continued concern about acquiring a generator for the district.

3. Policy

Mr. Gratto reported the Committee is working on 6000s.

4. Safety

Mr. Gratto noted a first draft of the Safety Plan. Mr. Trotta's main concern about the Plan was communication. He commented that if someone got into school and went into classroom, a teacher has no way to communicate that the classroom is in trouble. Discussion ensued.

**D.** Mrs. Westfall would like a report from Mrs. Grden about the cost effectiveness of the new OT/PT compared to last year.

**12. PUBLIC COMMENT**

The following topics were commented on by the public:

- not much communication between staff with OT/PT
- hear about Excellence in Tenure Policy at Instructional Council

**13. EXECUTIVE SESSION**

Mr. Trotta made and Mrs. Boyd seconded a motion to adjourn to executive session at 9:05 pm for the purpose of discussing the employment history of a particular person or persons.

Ayes    7            Nays    0            The motion carried.

**RECONVENE PUBLIC SESSION**

Mrs. Panzer made and Mrs. Boyd seconded a motion to adjourn the executive session and to reconvene the public session at 10:24 pm.

Ayes    7            Nays    0            The motion carried.

**Appointment of Acting Superintendent**

Upon the recommendation of the Superintendent of Schools, BE IT RESOLVED, that the Board of Education hereby appoints Kathleen McEnroe as Acting Superintendent during times that the Superintendent is out of the District.

Ayes    7            Nays    0            The motion carried.

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**ADJOURNMENT**

There being no further business, Mr. Perotti made and Mrs. Westfall seconded a motion to adjourn the meeting of December 10, 2012 at 10:25 pm.

Ayes 7      Nays 0      The motion carried.

Respectfully submitted,

Therese M. Trotter  
District Clerk