

Minutes

Board of Education Meeting

Thursday, September 23, 2010

7:00 P.M.

High School Library

Draft until approved by the Board at their next meeting.

CALL TO ORDER

John Sutton called the meeting to order at 7:00 PM in the HS Library. A quorum was present.

Present: Janet Glenn, Mark Pribis, John Sutton, Cheryl Smith, Bradley Rooke

Absent: Terry Ostrander, Joan Slagle

In the absence of District Clerk Linda Casatelli, the notes of the meeting were taken by Christine DeCristofaro.

PLEDGE OF ALLEGIANCE

Was recited.

ADDITIONS/CHANGES TO THE AGENDA

A tax collection correction was noted.

The appointment of an Internal Auditor was added to the New Business Section of the Meeting.

EDUCATIONAL PRESENTATION

None

PUBLIC COMMENT ON AGENDA ITEMS

None

SUPERINTENDENT'S REPORT

Great opening of school; two open houses were held this week. An impressive amount of parents for the High School Open House on Wednesday, and a "packed house" on Thursday for the Elementary School Open House.

Mrs. LaBelle shared that she had recently attended two meetings on Race to the Top funds. The Federal Government will be allocating the monies to a Network Team and this team will be providing this service to the district. The monies would be allocated over a four year period and can not be used for tax relief or budgetary purposes. The district will have specified uses for the money and those guidelines will be available soon. Later in the meeting a discussion on the use of the funds occurred. Recommendations for consideration are:

1. Re-instating the middle school AIS Math position.
2. Department Head and Grade Level Leader re-instatement
3. Field Trip re-instatement
4. Dean of Students position for student moral and discipline support

SUPERINTENDENT'S REPORT (Continued)

Mrs. LaBelle asked the Board of Education to keep the following in mind for the budget timeline:

- Preliminary numbers for the upcoming budget.
- There will be a 1.1% reduction in the Star payment.
- ERS rate will be 11.9% this school year and go up to 16.3% next year.
- Possible Governor's Tax Cap
- Possible mid-year state aid cuts

Mrs. LaBelle asked to attend a fiscal training conference by the WSWHE BOCES. The fee for this conference would be paid from the Superintendent's allotted yearly budget conference monies.

Mrs. LaBelle thanked the Board of Education and the PTSA for sponsoring a wonderful welcoming reception for her on Monday, September 20th.

Tax collection correction - a clerical billing error occurred and a correction will be made.

CONSENT AGENDA

Motion: Cheryl Smith Second: Janet Glenn 5-0 Motion Carried
Approve the consent agenda which contains the July and August District Treasurer's Report, the August Student Activities Accounts Treasurer's Report and the Minutes of the August 12th, August 26th and September 9th Board Meetings and Work Session.

BOARD MEMBER COMMENTS

Cheryl Smith would like to see a break down of the Treasurer's Report in the future.

Bradley Rooke was pleased with a road clean up by the GTA.

PERSONNEL

Motion: John Sutton Second: Mark Pribis 5-0 Motion Carried

Cafeteria Workers

Accept the resignation of **Katina Noonan** from her **Assistant Food Service Helper** position effective September 7, 2010 in order to accept other employment.

Appoint **Camilla Colangelo** as a 3.5 hour per day **Assistant Food Service Helper** effective September 20, 2010 at a rate of \$8.69 per hour. She replaces Katina Noonan who resigned.

Approve the emergency conditional appointment of **Donna Hoffman** as an **Assistant Food Service Helper** effective September 20, 2010 at a rate of \$8.69 per hour. She replaces Taiya Armer.

Authorize the increase in salary for **Linda Hoffman and Sally Crawford**, Assistant Food Service Helpers from \$8.09 per hour to \$8.69 per hour effective September 20, 2010 per the terms and conditions of the CSEA contract.

PERSONNEL (Continued)

Motion: Janet Glenn Second: Cheryl Smith 5-0 Motion Carried

Teacher Aides

Approve the emergency conditional appointment of **Esther (Belinda) Curiel** as a 6 hour per day Elementary School **Teacher Aide** effective 9/1/10 at a rate of \$8.33 per hour pending fingerprint clearance.

Approve the emergency conditional appointment of **Bridget Garney** as a 6 hour per day Middle School Special Education **Teacher Aide** effective September 20, 2010 at a rate of \$8.33/hour pending fingerprint clearance.

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried

Buildings Grounds and Transportation

Approve the appointment of **Donna DeRidder** as a **Full-time Cleaner** effective September 1, 2010 at a rate of \$9.98 per hour. (A Cleaner position was created and a Custodian position was eliminated at the August 26, 2010 Board Meeting.)

Appoint **Tiffany Aldrich** as a 3 hour per day **Bus Monitor** effective September 16, 2010 at a rate of \$8.33 per hour. She was currently a substitute bus monitor in the district.

Approve the emergency conditional appointment of **Kelsi Litchfield** as a 3 hour per day **Bus Monitor** at a rate of \$8.33 per hour effective September 16, 2010 pending fingerprint clearance.

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried

Co-Curricular / Sports

Appoint the following **Banana Splits Leaders** for the 2010-11 school year at a stipend of \$324 each:

Karen Moffatt	Kindergarten
Rose Wysocki	Grade 1
Lucinda Ormiston	Grade 3
Dorothy Chynoweth	Grade 5

Rescind the appointment of **Allan Barkley** as **NHS Advisor** for the 2010-11 school year.

Appoint **Allan Barkley and David Fredette** as **NHS Co-Advisors** for the 2010-11 school year at a stipend of \$684.50 each ($\$1,369 \div 2$).

Rescind the appointment of **Chris Kirvin** as **Wrestling Chaperone** for the 2010-11 school year.

Appoint **Lynn Prehn** as **Wrestling Chaperone** for the 2010-11 school year at a rate of \$87/event.

PERSONNEL (Continued)

Motion: Mark Pribis Second: Janet Glenn 5-0 Motion Carried

Other

Appoint **Paul Berry** as the **2010 Summer Program Administrator** at a stipend of \$1,000.

Authorize the increase in **Camilla Colangelo's** work hours as a **Typist** from 6 hours per week to 10 hours per week effective September 14, 2010 – September 30, 2010 at her regular hourly rate of pay as a Typist. Effective October 1, 2010 her Typist work hours return to 6 hours per week.

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried

SubstitutesSubstitute Teacher:

Appoint **Matthew Gould** as a **Substitute Middle and High School Teacher** effective September 7, 2010 per the terms and conditions of the SASIE agreement.

Substitute Cleaners:

Appoint **Cheryl Austro** as a **Substitute Cleaner** effective September 1, 2010 at a rate of \$10 per hour. (Cheryl resigned from her Cleaner position at the last Board Meeting and is now interested in being a Substitute Cleaner. She is also a Bus Driver in the District.)

Approve the emergency conditional appointment of **Karli Smith** as a **Substitute Cleaner** effective September 9, 2010 at a rate of \$10 per hour pending fingerprint clearance.

Approve the emergency conditional appointment of **Kelsi Litchfield** as a **Substitute Cleaner** at a rate of \$10 per hour effective September 16, 2010 pending fingerprint clearance.

Substitute Cafeteria:

Approve the emergency conditional appointment of **Donna Hoffman** as a **Substitute Cafeteria Worker** at a rate of \$8.25 per hour effective September 7, 2010.

Approve the emergency conditional appointment of **Kelsi Litchfield** as a **Substitute Cafeteria Worker** at a rate of \$8.25 per hour effective September 16, 2010 pending fingerprint clearance.

Approve the emergency conditional appointment of **Amy Caswell** as a **Substitute Cafeteria Worker** at a rate of \$8.25 per hour effective September 15, 2010 pending fingerprint clearance.

Substitute Teacher Aides:

Approve the emergency conditional appointment of **Amy Caswell** as a **Substitute Teacher Aide** at a rate of \$8.25 per hour effective September 15, 2010 pending fingerprint clearance.

NEW BUSINESS

Motion: John Sutton Second: Mark Pribis 5-0 Motion Carried
 To have a 2nd reading and adopt **Independent Educational Evaluations Policy #4320 and Regulation #4320-R.**

Motion: Janet Glenn Second: Mark Pribis 5-0 Motion Carried
 To have a 2nd Reading and adopt **Graduation Requirements Policy #4770.**

Motion: John Sutton Second: Cheryl Smith 5-0 Motion Carried
 Resolved that the Galway Central School District be authorized to enter into a **Transportation Contract with the WSWHE BOCES** in the amount of \$25,962.00 for the 2010-11 school year and authorize the President of the Board of Education to sign this contract on behalf of the district.

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried
 Approve an **11th grade trip to Salem, MA** on October 6, 2010 to see the play "Cry Innocent", to tour The House of Seven Gables, to tour the Harbor aboard the Schooner Fame ship and visit other educational sites.

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried
 Adopt the attached **Bond Resolution.**

A discussion of use of **Education Job Funds** took place.

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried
 Adopt the 2010-11 **Superintendent's Evaluation Document.**

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried
 Adopt the attached **2010-11 Budget Calendar Timeline**

A discussion of the **Budget Advisory Committee Structure** took place. Mrs. LaBelle explained that this committee is similar to the Finance Committee and that the Budget Advisory Committee will be making recommendations to the Board. See attached Budget Advisory Committee Structure and Timeline.

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried
 To appoint **Gregg Diefenbach** as **Internal Auditor** effective through the school years 2010-11, 2011-12, 2012-13 and 2013-14 at the following rates of pay as outlined in his proposal for services submitted to the District. Additional time needed to complete an audit beyond the five days specified in the proposal will need prior approval by the Superintendent of Schools.

<u>School Year</u>	<u>Contract Price</u>
2010-11	\$3,125
2010-12	\$3,250
2012-13	\$3,250
2013-14	\$3,425

PUBLIC COMMENT ON AGENDA ITEMS

Kathy Miller asked the Board to consider a Library Specialist for the elementary school.

Jeanine Flinton would like the elementary school to have a Technology Teacher and would the Board to consider reinstating the grade level leader positions for all grade levels.

Anne Valente would like the Board to consider reinstating field trips.

CSE/CPSE RECOMMENDATIONS

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried
To move into executive session at 8:22 PM to discuss CSE/CPSE recommendations and to discuss specific personnel matters.

Motion: Bradley Rook Second: Cheryl Smith 5-0 Motion Carried
To arrange placement of the following students as recommended by the CSE/CPSE: 5113,

RECOMMENDATION

Motion: Janet Glenn Second: Mark Pribis 5-0 Motion Carried
To return to **regular session** at 9:30 PM.

ADJOURNMENT

Motion: Cheryl Smith Second: Bradley Rooke 5-0 Motion Carried
To adjourn at 9:31 PM.

Respectfully submitted,

Christine DeCristofaro

Christine DeCristofaro

*Galway Central School District
Budget Development Calendar
2011-12 School Budget*

Adopted at the September 23, 2010
Board of Education Meeting

September 23, 2010	Present 2011-12 budget calendar and budget development procedures to the Board of Education for adoption.
October/ November, 2010	Meet with Administrators/Supervisors and distribute budget guidelines.
November, 2010	Meet with Finance Committee to review budget parameters.
December/ January, 2011	Meet with Administrators/Supervisors on budget preparation.
January, 2011	Administration/Supervisors submit program budget composite to Business Office.
February 17 and March 10, 2011	<p>Present 2011-12 operational and general support budget to the Board of Education for review and comment (Operations and Maintenance, Transportation and General support).</p> <p>Present 2011-12 debt service and employee benefits budget to the Board of Education for review and comment.</p> <p>Present 2011-12 instructional and special education budget to the Board of Education for review and comment.</p>
March 24, 2011	<p>Present 2011-12 preliminary budget forecast and budget assumptions to the Board of Education.</p> <p>Deadline for submission of petitions for propositions to be placed on ballot: (30 days preceding budget vote).</p> <p>District Clerk to inform candidates of legal requirements for all candidates for election to the Board of Education. Board Candidates to submit sworn statements of campaign contributions to the District Clerk thirty days prior to the vote. First sworn statement will be filed with the District Clerk and Commissioner of Education thirty days prior to vote date.</p> <p>Voter Registration Day</p>
April 1, 2011	<p>Publish 1st notice of Budget Vote</p> <p>Published again on April 15th, 29th, May 13th, 2011</p>

April 14, 2011	Finalize 2011-12 Budget (including BOCES budget) to be Board approved before April 15, 2011 (last date to file property tax report card is April 23, 2011).
April 15, 2011	Property tax report card to be submitted to local newspaper of general circulation after Board approved, and submitted to SED, no later than April 23, 2011.
April 18, 2011	Deadline for submission of petitions for seat on Board of Education
May, 2011	Mail district newsletter (include full disclosure information) after budget hearing
May 9, 2011	Budget Hearing-budget statement and required attachments available 7 days prior to budget hearing.
May 10, 2011	Budget Notice must be mailed to eligible voters after the budget hearing but no later than six days prior to the vote.
May 11-16, 2011	District Clerk to maintain list of those given absentee ballots and make list available for public inspection the 5 days prior to the annual meeting except Sunday. (Public postings no longer required.)
May 17, 2011	Statewide annual meeting/board election/budget vote day.
June 14, 2011	Statewide budget revote day
July 1, 2011	Implement 2011-12 Budget

GALWAY CENTRAL SCHOOL DISTRICT BUDGET ADVISORY COMMITTEE STRUCTURE

*September 23, 2010
Board of Education Meeting*

MEMBERS

Superintendent
District Treasurer
Administrator (1)
Board Members (1-3)
Community * (2-4)

PURPOSE

To guide the committee through the “how to’s” on building a school budget. The process will include:

- Historical budget information
- Current and future educational, and facility needs
- Trends in enrollment
- Unfunded mandates from the Federal and State Governments
- Estimated revenue projections
- Answer questions, provide information and provide clarity to issues of concern

- * Experience with finance matters or budgets preferred, and/or educational background, or have a passion and desire to gain an understanding of the development of a school budget.

GALWAY CENTRAL SCHOOL DISTRICT BUDGET ADVISORY COMMITTEE TIMELINE

*September 23, 2010
Board of Education Meeting*

SEPTEMBER	Establish Budget Advisory Guidelines and Purpose
OCTOBER	A. 2010 Appoint Committee Members B. Meet with Committee to Review Budget Parameters
NOVEMBER/ DECEMBER	Gather Financial Documents
DECEMBER	Review Budget Information To-Date Revenue Projections
JANUARY	A. Present Preliminary Budget Forecast / Assumptions B. Budget Development<ul style="list-style-type: none">• General Support• Operations and Maintenance• TransportationC. Projected Major Budget Increases
FEBRUARY	Budget Development<ul style="list-style-type: none">• Supervision• Instructional• Special Education (may need to move to March)• Debt Service
MARCH	Budget Development / Preliminary Budget to Board of Education
APRIL	Final Budget to Board of Education

