

Galway Central School District  
Board of Education Meeting  
MINUTES  
Thursday, September 22, 2011

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### Call to Order

The meeting was called to order by Board President Cheryl Smith at 6:30 PM in the Large Group Instruction Room.

### Attendance

All Board Members were present. Paul Berry, Director of Assessment, Technology and Student Affairs filled in for Superintendent of Schools, Kimberly LaBelle who was unable to attend the meeting.

Board Members Present: Janet Glenn, Nancy Lisicki, Thomas Rumsey, Dennis Schaperjahn, Joan Slagle, Cheryl Smith, John Sutton

Board Members Absent: None

Others Present: Linda Jackowski, Director of Pupil Services, Norman Griffin, Elementary School Principal, Peter Bednarek Jr./Sr. High School Principal, Booster Club Representatives, Community Members, Parents, Students and Teachers.

### Pledge of Allegiance

Was recited.

### Additions/Changes to the Agenda were noted as follows:

- Approve Budget Transfers
- Discuss Money Saving Strategies
- Appoint Intramural Activities Coordinator
- Appoint Substitute Bus Monitor
- Appoint School Nurse

### Public Comment on Agenda

None

### Presentation

None

### Superintendent's Report

In the absence of the Superintendent of Schools, Kimberly LaBelle, the Three Year Budget Forecast will be a topic of discussion at the next Board of Education work session.

### Approval of Consent Agenda – See Attached

**Motion: John Sutton      Second: Janet Glenn      All voted aye.      Motion Passed 7-0**

To approve the attached consent agenda with the appointment of a mentor for Leslie Rogers removed since this appointment is shown as TBD on the consent agenda.

Prior to approval, Janet Glenn asked what the \$3,900 Curriculum Coordinator item was for on the list of Budget Transfers. Mr. Berry responded that he thought it was for last year's Chief Information Officer's responsibilities.

**Board Member Comments**

Mr. Sutton stated that he was not sure if information is out there informing everyone that the District is still in a financial crisis and will have to cut one half million dollars or more from the budget this year. He stated that it is not going to be easy and that as the Board goes through their business the community and everyone involved needs to be kept informed. Dennis Schaperjahn agreed and stated that the Board has to start making sure everyone is informed and that it will be talked about at every future Board meeting. He commented that the Board will have to look at every corner when planning the budget and be sure to keep everyone informed. All Board members agreed.

Nancy Lisicki stated that she and Dennis Schaperjahn have already found ways to save district money by attending mandated Board member training through BOCES which was less costly to the district. She also stated that the Board needs to look at every nickel and every dime when it comes to saving district money. Cheryl Smith commented that the Board is doing that now and was in agreement with the importance of saving money and keeping everyone informed. The Board held their annual retreat at the Galway Ambulance Corp this year resulting in a cost savings to the district. Thomas Rumsey stated that the district may need to cut one million dollars from the budget by 2013 and we have to look at everything when trying to save money. He stated that there has to be some different budget language provided than in the past to make these important decisions and all information has to be very clearly communicated. It's one half million dollars that the board has to find a path for in the next several months. Cheryl Smith stated that this is why each of them chose to be on the Board of Education and agreed with the statements above. She also commented that Superintendent LaBelle will be discussing the above at the next Board work session.

John Sutton asked if anyone knew the cost of a dedication plaque that is being looked into to be displayed in the building in commemoration of the recent renovation project and if it was ordered yet. It was stated that the cost is approximately \$2000 and it has not been ordered yet. John Sutton stated that the district had a renovation project not an addition to the facilities and asked if the plaque was really needed. The consensus of the board was that it was not needed and made a decision to not purchase it and spend the extra money due to the financial crisis in the district.

Joan Slagle commented that she has heard feedback from several people indicating that recent building renovations that were not completed when school started have not been a tremendous problem. She, however, expressed concern that school has been open for three weeks and clocks in the building are still not working and there are still areas with no air conditioning. She also questioned the issue of not being able to get into the parking lot due to sealing and painting lines on the pavement. Mr. Berry replied that the clocks and air conditioning problems are currently being worked on and that training was provided today on the district's new surveillance system. He stated that the work done on the parking lot which did not allow anyone to enter the parking lot was due to miscommunication and that this work was normally done earlier in the summer.

**New Business**

**Motion: John Sutton                      Second: Janet Glenn                      All voted aye.                      Motion Passed 7-0**

To adopt the attached **2011-12 Budget Calendar Timeline**.

Mr. Berry reported that Superintendent LaBelle wanted the Board to know that the April 6, 2012 Property Tax Report Card date shown on the attached timeline is earlier this year so the process will begin earlier than normal.

**Motion: Thomas Sutton                      Second: Dennis Schaperjahn All voted aye.                      Motion Passed 7-0**

Following review of **2011-12 Board of Education Goals** and discussion of how excellence can be defined Board Goals for 2011-12 were adopted with the words "and/or" deleted. (See attached)

**A first reading of Purchasing Policy #6700 and Purchasing Regulation #6700R took place.**

Cheryl Smith reported that Superintendent LaBelle brought a lot of the language from the NYS School Boards Association's samples into these. Cheryl Smith asked if the board had an opportunity to review the district auditor's report to see if their recommendations were included in the proposed policy and regulation. Nancy Lisicki stated that it was not negligence on her part that she did not review the report but the fact that she did not receive her Board packet of materials for the meeting until Tuesday morning. She stated that she works and getting the materials so late makes it difficult for what can be realistically accomplished. She asked if it was common practice to get board materials so late. John Sutton responded that it happens all the time and the Board agreed that they do receive them too late. Board President Cheryl Smith stated that there needs to be a hard and fast deadline of the Friday before the Board meeting to send Board packets out so the Board has at least the weekend to review the materials. She thinks that the reason for receiving the information so late is because Superintendent LaBelle is attempting to include as much information in the board packets as possible in order to eliminate items given to the Board for approval the night of the meeting. She plans on meeting with the Superintendent to address the problem.

Joan Slagle asked what the practice is regarding the purchasing agent and Superintendent in the following section of the policy and if the Superintendent should be listed on the policy. The policy will be reviewed further at the next meeting.

The district's purchasing activity will strive to meet the following objectives:

1. to effectively supply all administrative units in the school system with needed materials, supplies, and contracted services;
2. to obtain materials, supplies and contracted services at the lowest prices possible consistent with the quality and standards needed as determined by the Purchasing Agent in conformance with state law and regulation and in cooperation with the requisitioning authority. The educational and physical welfare of the students is the foremost consideration in making any purchase; to ensure that all purchases fall within the framework of budgetary

The board stated that the policy should reflect written quotes or at least electronic quotes instead of verbal quotes so there are no miscommunications, etc. and want to be provided with more information on purchases being made and money being spent.

Cheryl Smith commented that BOCES does not have open purchase orders with stores like Wal-Mart's, etc. like Galway School does. Although some were eliminated last year, the Board they would like to see less. Further comments/revisions can be emailed to Superintendent LaBelle.

**Discussion of Money Saving Strategies**

Will take place at the next Board work session due to the absence of Superintendent LaBelle. Dennis Schaperjahn will have suggestions at the next meeting after reviewing last year's budget vote survey. Cheryl Smith thought there was another survey done in March and asked Mr. Berry to see if he could find it.

**Public Comment**

David Mello, President of the Galway Athletic Booster Club, presented a check on behalf of the Booster Club to the District in the amount of \$11,490 to cover Fall Sports expenses that were eliminated in the Budget. This money was earned by various donations, fundraisers, etc. and everyone was thanked for their help in raising the money. They are now working together to earn money for the winter sports season. An upcoming auction will take place on September 25<sup>th</sup>. Details are available on the district website. The Board expressed their sincere thanks and appreciation to everyone involved.

A student recommended that the district print black and white copies instead of colored copies because it is less expensive. It was also suggested that less copies be made altogether including homework assignments, etc. which can be done electronically.

Mr. Richard English, community resident, inquired about the status of Mark Pribis's draft policy regarding a 10 day viewing period before contract ratification. Cheryl Smith responded that the district is currently looking into what legal issues are involved and that it would be discussed further at the October Board work session.

The Board noted that Stakeholder Committee Meetings begin on Thursday, September 29, 2011 at 5:30 PM for those interested in attending.

**CSE/CPSE Recommendations**

None

**Executive Session**

Motion: Janet Glenn    Second: Thomas Rumsey    All voted aye.    Motion Passed 7-0  
To move into executive session at 7:20 PM to discuss a specific personnel matter.

**Regular Session**

Motion: John Sutton    Second: Joan Slagle    All voted aye.    Motion Passed 7-0  
To return to regular session.

**Adjournment**

Motion: Joan Slagle    Second: Thomas Rumsey    All voted aye.    Motion Passed 7-0  
To adjourn.

Respectfully submitted,

*Linda M. Casatelli*

Linda M. Casatelli  
District Clerk

Attachments: Consent Agenda  
Budget Development Calendar  
2011-12 Board of Education Goals

## CONSENT AGENDA

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**FINANCIAL REPORTS** Approve the August District Treasurer's Report.  
Approval of Budget Transfers

**MINUTES** Approve September 1, 2011 Board Meeting Minutes.

### **PERSONNEL**

#### **Teachers**

Appoint [Paul Levin](#) as a [teacher mentor for Kris Darlington](#) for up to 30 hours effective September 1, 2011 at the GTA contractual rate of \$32 per hour and per the GTA Contract.

Appoint [Gary Barrow](#) as a [teacher mentor for Ryan Chatterton](#) for up to 30 hours effective September 1, 2011 at the GTA contractual rate of \$32 per hour and per the GTA Contract.

Appoint [Kristin Ostrander](#) as a [teacher mentor for Christina Pepe](#) for up to 30 hours effective September 1, 2011 at the GTA contractual rate of \$32 per hour and per the GTA Contract.

Appoint [Lynn Prehn](#) as a [teacher mentor for Sarah Korona](#) for up to 30 hours effective September 1, 2011 at the GTA contractual rate of \$32 per hour and per the GTA Contract.

Appoint [Francine Hoffman](#) as a [teacher mentor for Nancy Christiansen](#) for up to 30 hours effective September 1, 2011 at the GTA contractual rate of \$32 per hour and per the GTA Contract.

Appoint [Janice Palsgraf](#) as a [teacher mentor for Susan Cole](#) for up to 30 hours effective September 1, 2011 at the GTA contractual rate of \$32 per hour and per the GTA Contract.

[Amend the appointment of Christina Pepe](#) as a Part-time .67 English Teacher effective September 1, 2011 to reflect her being placed on [Step M4 \(\\$49,633 @ .67 = \\$33,255\)](#) instead of [Step M2](#) of the Salary Schedule that was approved at the September 1, 2011 Board meeting.

Appoint [Dorothy Chynoweth](#) as a [K-6 substitute teacher](#) per the SASIE agreement effective September 23, 2011.

Appoint [Nichole Evans](#) as a [K-6 substitute teacher](#) per the SASIE agreement effective September 23, 2011. Mrs. Evans has fingerprint clearance.

#### **Support Staff**

Accept the resignation of [Cathy Malakauskas](#) from her [bus monitor](#) position effective September 1, 2011 and appoint her as a [Substitute Bus Monitor](#) instead at a rate of \$8.50/hour effective September 8, 2011.

Appoint [Cheryl Sisler](#) as a [substitute bus monitor](#) at a rate of \$8.50/hour effective September 8, 2011.

Approve an unpaid [two-week leave of absence for Bridget Garney](#) from her [teacher aide](#) position effective September 19 – September 30, 2011 with a return to work date of October 3, 2011.

Appoint Maria Rescelo Pecor as Intramural Activities Coordinator & Instructor-Grades 7 & 8 for the 2011-12 school year at the GTA contractual stipend of \$1,983.

Appoint Jennifer Richmond as a Substitute Bus Monitor effective September 23, 2011 at a rate of \$8.50/hour. Jennifer has fingerprint clearance.

Appoint Carol Sniezyk as School Nurse-11 month effective October 3, 2011 at a salary of \$34,100 for the 2011-12 school year pro-rated to \$28,055. Carol is a Registered Nurse and has fingerprint clearance.

*Galway Central School District  
Budget Development Calendar  
2012-13 School Budget*

Revised 8/9/11

Adopted by the Board of Education on 9/22/11

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|---|--|
| <b>September 22, 2011</b>                 | Present 2012-13 budget calendar and budget development procedures to the Board of Education for adoption.  |
| <b>October/<br/>November, 2011</b>        | Meet with Administrators/Supervisors and distribute budget guidelines.   |
| <b>November, 2011</b>                     | Meet with Board of Education to develop budget parameters.   |
| <b>December, 2011</b>                     | Meet with Budget Advisory Committee to review budget parameters.   |
| <b>December/<br/>January, 2012</b>        | Meet with Administrators/Supervisors on budget preparation.  |
| <b>January, 2012</b>                      | Administration/Supervisors submit program budget composite to Business Office.   |
| <b>February 16<br/>and March 10, 2012</b> | Present 2012-13 operational and general support budget to the Board of Education for review and comment (Operations and Maintenance, Transportation and General support).<br><br>Present 2012-13 debt service and employee benefits budget to the Board of Education for review and comment.<br><br>Present 2012-13 instructional and special education budget to the Board of Education for review and comment.   |
| <b>March 1, 2012</b>                      | Calculation of School District Tax Cap – due to NYSED Commissioner of Education and the State Comptroller  |
| <b>March 22, 2012</b>                     | Present 2012-13 preliminary budget forecast and budget assumptions to the Board of Education.<br><br>Deadline for submission of petitions for propositions to be placed on ballot: (30 days preceding budget vote).<br><br>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. |
| <b>April 2, 2012</b>                      | Publish 1st notice of Budget Vote<br>Published again on April 23, 30 and May 7, 2012   |

- April 5, 2012** Finalize 2012-13 Budget (including BOCES budget) to be Board approved before April 21, 2012 (last date to file property tax report card is April 21, 2012).
- April 6, 2012** Property tax report card to be submitted to local newspaper of general circulation after Board approved, and submitted to SED, no later than April 21, 2012. (includes Property Tax Cap Information)
- April 6, 2012** Deadline for submission of petitions for seat on Board of Education.
- May 1, 2012** Voter Registration Day
- May 1, 2012** Mail district newsletter (include full disclosure information) after budget hearing.
- May 7, 2012** Budget Hearing-budget statement and required attachments available 7 days prior to budget hearing.
- May 8, 2012** Budget Notice must be mailed to eligible voters after the budget hearing but no later than six days prior to the vote.
- May 9-14, 2012** 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.
- May 15, 2012** Statewide annual meeting/board election/budget vote day.
- June 19, 2012** Statewide budget revote day.
- July 1, 2012** Implement 2012-13 Budget.



## GALWAY CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION GOALS 2011-12

### 1. Academic Achievement

- By August, 2013 Galway Central School students will achieve an increase of 10% of the number of students showing proficiency in all content areas and literacy as evidenced by the state exams. Proficiency shall be assumed by a score of 3 or 4 on Grade 3 to 8 assessments and grade of 65% on Regents examinations.
- By August 2013, Galway Central School students will achieve an increase of 5% of the number of students showing mastery in all content areas and literacy as evidenced by the state exams. Mastery shall be assumed by a score of 4 on Grade 3 to 8 assessments and a grade of 85% on Regents examinations.

### 2. 21<sup>st</sup> Century Skills

- By June 2012, the Administration will provide a report to the Board of Education which provides specific instances where the components of 21<sup>st</sup> Century Skills have been used in instruction by GCD staff together with a description of plans for further incorporation of such skills into the curriculum.

### 3. Culture of Excellence

- By June 2012, all stakeholders will continue to engage in developing and promoting a unified attitude of excellence.
- and/or*
- By June 2012, the Board of Education will improve Board efficiency and communication at public meetings.
- and/or*
- By August 2012, the Board of Education shall institute a program which recognizes and publicizes both individual and cooperative examples of excellence in various areas of district life including but not limited to instruction, administration, clerical support, student achievement, transportation, student services, special education and operations/facilities.

### 4. Finance

- By August 2012, all Board Members will continue to develop a more comprehensive understanding of the financial systems and condition of the District.
- By August 2012, the District will update the three year fiscal plan which reflects the values and goals of the District while securing the long term fiscal health, stability, dynamics of the Galway School District.

*Adopted by the Board of Education on 9/22/11*