



GALWAY CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
ORGANIZATIONAL/REGULAR MEETING  
**MINUTES**

THURSDAY, JULY 14, 2016  
6:30 PM – HIGH SCHOOL LIBRARY

MEETING

CALLED TO ORDER

Meeting was called to order at 5:00 PM in the High School Conference Room.

BOARD MEMBERS PRESENT

Jay Anderson, Anita Crawford, Melodye Eldeen, Linda Jackowski, Dennis Schaperjahn, Joan Slagle and Michelle Bombard who began her term of office on the Board beginning July 1, 2016 replacing Thomas Rumsey.

BOARD MEMBERS ABSENT

None

OTHERS PRESENT

Brita Donovan, Director of Curriculum, Instruction & Assessment; Elaine Vandenburg, Social Studies Teacher

ANTICIPATED EXECUTIVE SESSION

Motion Dennis Schaperjahn Second Jay Anderson

Enter executive session at 5:00 PM to conduct School Business Administrator interviews and for a specific personnel matter.

REGULAR SESSION

Motion Jay Anderson Second Dennis Schaperjahn

Return to regular session at 6:30 PM and move to the High School Library to conduct the remainder of the meeting. At this point, District Clerk, Linda Casatelli, conducted the meeting until a Board President was elected later in the meeting.

PLEDGE OF ALLEGIANCE - Was recited

ADDITIONS/REVISIONS TO THE AGENDA - Were noted

PUBLIC COMMENT ON AGENDA ITEMS - None

ADMINISTRATION/CERTIFICATION OF OATH OF OFFICE TO BOARD MEMBERS

The Board of Education signed Oaths of Office and submitted them to the District Clerk for certification.

BOARD PRESIDENT ELECTION

Nominations were taken for Board President. Melodye Eldeen nominated Anita Crawford. Dennis Schaperjahn nominated Jay Anderson. Melodye Eldeen and Anita Crawford voted in favor of Anita Crawford - 2 yes votes. Jay Anderson, Michelle Bombard, Linda Jackowski, Dennis Schaperjahn and Joan Slagle voted in favor of Jay Anderson - 5 yes votes. Mr. Anderson was elected President of the Board for the 2016-17 school year and conducted the balance of the meeting.

## BOARD VICE-PRESIDENT ELECTION

Nominations were taken for Board Vice-President. Linda Jackowski nominated Dennis Schaperjahn. All voted in favor of Dennis Schaperjahn - 7 yes votes  
Dennis Schaperjahn was elected Vice-President of the Board for the 2016-17 school year.

## ANNUAL APPOINTMENTS

Motion Melodye Eldeen Second Dennis Schaperjahn to approve the following:

District Clerk	Linda Casatelli	\$3,750
Records Access Officer	Linda Casatelli	
Deputy Student Activity Accounts. Treasurer	Linda Casatelli	
Records Management Officer	Linda Casatelli	
District Treasurer	Melissa Lovelass	
Deputy Treasurer	Shannon Shine	
Chief Emergency Officer	Shannon Shine	
Claims Auditor	Barbara Sleight	\$25.63/hour
Tax Collector	Barbara Sleight	\$4,200
Deputy Tax Collector	Ballston Spa National Bank	
Attendance Officer	Cindy Colby	
Purchasing Agent	Wendy Morris, Interim School Business Official	
McKinney-Vento Liaison	Jennifer Hall	
Title IX Officer	Jennifer Hall	
Section 504 Compliance Officer	Jennifer Hall	
Home School Liaison	Jennifer Hall	
Medicaid Compliance Officer	Jennifer Hall	
Medicaid Billing Clerk	Barbara Agresta	\$3,075
Student Activity Accts. Treasurer	Barbara Agresta	\$1,435
DASA Coordinators	Jennifer Hall, Brita Donovan, Christine Bornt, Andrew Huszar	

(Continued)

Data System Administrator	Scot Carpenter-BOCES	
Chief Information Officer	Lisa Marcellus-BOCES	
Asbestos Designee	Michael Sherman	\$1,250
Water Treatment Analyst	Michael Sherman	\$1,250
DEC/Inground Tank Licensee	Michael Sherman	\$1,250
Pesticide Applicator Licensee	TBD	\$1,250
Fixed Assets Manager	Dody Seelow-Podolec	\$1,250
Custodian of Voting Machines	Beth Ruman	\$200
Election Co-Chairperson/ Chief Inspectors	Ruth Gerardi, Chris DeCristofaro	\$13/hour
Election Board of Registration	Ruth Gerardi, Doris Tretiak, Linda Pike, Pauline Muth	\$13/hour
Election Inspectors	Linda Pike, Janet VanRijsewijk, Phyllis Sleeper, Maureen Sauter, Ruth Gerardi, Doris Tretiak, Pauline Muth, Barbara Sleight	\$13/hour
Voting Delegate - NYSSBA Annual Convention	Joan Slagle	

[PROFESSIONAL SERVICES AND DESIGNATIONS](#)

Motion Linda Jackowski Second Melodye Eldeen to approve the following:

School Physician	Saratoga Family Health Center	\$11,557
School Attorney	Girvin & Ferlazzo PC	\$25,000 Annual Retainer <i>(Appointed on 6/23/16)</i>
External Auditor	West & Co.	Not to Exceed \$13,000/year <i>(Appointed on 4/7/16 for 3 years.)</i>
School Insurance Provider	NYS Schools Insurance Reciprocol (NYSIR)	\$88,071 <i>(Appointed on 6/23/16)</i>

*(Continued)*

[PROFESSIONAL SERVICES AND DESIGNATIONS \(Continued\)](#)

Faithful Performance Blanket Bond	Travelers Insurance Co.	
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Insurance Provider		
Architect Engineer	CSArch	
Financial Planning	Capital Markets Advisors	
Bond Counsel	Barclay Damon LLP	
Official Newspapers	Daily Gazette, The Recorder	
Official Bank Depository	Ballston Spa National Bank, NYCLASS	

**BOARD OF EDUCATION MEETING SCHEDULE - FOR INFORMATIONAL PURPOSES ONLY**

The following Board Meeting Schedule was approved at the June 9, 2016 Board meeting. It appears on this Agenda for informational purposes only.

<b>JULY 2016 – AUGUST 2017 BOARD MEETING SCHEDULE</b> BOARD MEETINGS & WORK SESSIONS BEGIN AT 6:30 PM IN THE HIGH SCHOOL LIBRARY EXCEPT WHERE NOTED BELOW	
DATE	DESCRIPTION
July 14	Organizational Meeting 6:00 PM
August 4	Work Session
August 25	Meeting
Saturday, August 27	Board Retreat 9–3:00 PM Scotch Church Meeting Room
September 8	Work Session
September 22	Meeting
October 13	Meeting
October 27	Work Session
Wednesday, November 9	Meeting
December 8	Meeting
January 5	Work Session
January 19	Meeting
February 2	Work Session
February 16	Meeting
March 9	Work Session
March 23	Meeting
Wednesday, April 12 (Adopt Budget)	Work Session
April 25 (BOCES Vote)	Meeting 8:00 AM HS Conference Room
May 4 (Budget Hearing)	Work Session /Budget Hearing
May 16 (Election Day)	Meeting/Budget Vote 10-8 PM HS Gym

*(Continued)*

**BOARD OF EDUCATION MEETING SCHEDULE (Continued)**

June 8	Work Session
June 22	Meeting
Thursday, July 13, 2017	Organizational Meeting 6:00 PM

Saturday, August 5, 2017	Board Retreat 9–3:00 PM Location TBD
August 10, 2017	Work Session
August 24, 2017	Work Session

CSE/CPSE COMMITTEE MEMBERSHIPS

Motion Linda Jackowski Second Melodye Eldeen to approve the following committee memberships:

COMMITTEE ON SPECIAL EDUCATION - FULL COMMITTEE	
Chairperson/Administrator	Jennifer Hall
Alternate Chairperson	Andrew Huszar
Psychologist	Andrew Huszar
Physician	Saratoga Family Health Center
Classroom Teacher of Child Being Reviewed	Classroom Teacher of Child Being Reviewed
Special Ed Teacher of Child Being Reviewed (or as assigned)	Special Ed Teacher of Child Being Reviewed (or as assigned)
Parent Representative	Mary Bramer (as required)
Parent of Child Being Reviewed	Parent of Child Being Reviewed
Others as Deemed Appropriate	Others as Deemed Appropriate
COMMITTEE ON SPECIAL EDUCATION - SUB COMMITTEE	
Chairperson	Jennifer Hall
Alternate Chairpersons	Andrew Huszar, Shannon Britten
Classroom Teacher of Child Being Reviewed	Classroom Teacher of Child Being Reviewed
Parent of Child Being Reviewed	Parent of Child Being Reviewed
Others as Deemed Appropriate	Others as Deemed Appropriate
COMMITTEE ON PRESCHOOL SPECIAL EDUCATION	
Designee Authorized to Sign Pre-school STAC Forms	Jennifer Hall
Alternate Chairperson	Andrew Huszar
County Representative	As Assigned
Evaluator of Child as Appropriate	Evaluator of Child as Appropriate
Preschool Teacher or Provider as Appropriate	Preschool Teacher or Provider as Appropriate
Parent Representative (as required)	As Assigned

Motion Melodye Eldeen Second Dennis Schaperjahn to authorize the Superintendent of Schools to:

1. certify payrolls
2. approve attendance at conferences, conventions, workshops, etc. for all employees
3. apply for State and Federal Grants in Aid
4. sign and file all applications and certifications for federal funds
5. approve budget transfers up to \$15,000
6. execute annually renewed contracts
7. execute BOCES contracts
8. purchase and consult professional services
9. employ temporary, part-time and substitute personnel
10. represent the district in matters pertaining to school breakfast/lunch/milk programs - Resolved that the Galway CSD Board of Education delegates to the chief administrative officer the authority to act as its agent with regard to Galway CSD's participation in the National School Lunch/School Breakfast/Special Milk Programs and to enter into on its behalf all contracts and agreements associated with said participation.
11. authorize contracts for student services (such as health, cafeteria)

OTHER

Motion Dennis Schaperjahn Second Melodye Eldeen to approve the following with approval of the District's Professional Development and Mentoring Plan removed until Board Goals are done:

Establish the Mileage Reimbursement Rate – the most current IRS rate.
Establish Petty Cash Funds: \$50 School Lunch Program    \$100 Transportation Department    \$50 Business Office
Establish the Following Hourly Pay Rates for the 2016-17 School Year:
Substitute Teacher Aide                      \$ 9.00
Substitute Cafeteria                            \$ 9.00
Substitute Monitor                              \$ 9.00
Substitute Bus Driver                          \$16.01
Substitute School Secretary                 \$14.00
Substitute Secretary to CSO                 \$18.00
Substitute Custodian/Cleaner               \$12.47
Substitute Automotive Repairer             \$14.00
Substitute Nurse                                \$14.00
Instructional Tutor                               \$22.00
Establish Custodial & Vehicle Driver Rates for School-related & Non-school Related User Groups: Non-School Group Custodial Rate - \$25/hour (2 hour minimum) Driver Rate - \$20/hour

(Continued)

Establish Mileage Rate for Bus User Groups - \$1.25/mile			
Re-adopt all Policies, Regulations and Code of Ethics that are currently in effect.			
Adopt the District's free and reduced price meal or special milk policy statement for the next school year which sets forth the conditions that the school must follow to participate in this program.			
Establish 2016-17 Food Prices as follows: (Same prices as last year.)			
<u>Breakfast</u>		<u>Lunch</u>	
Elementary Student Breakfast	\$1.50	Elementary Student Lunch	\$2.30
Jr./Sr. High Student Breakfast	\$1.75	Jr./Sr/ High Student Lunch	\$2.45
Adult Breakfast	\$2.20 (Includes Tax)	Adult Lunch	\$3.95 (Includes Tax)
Student Milk	\$ .60	Student Milk	\$ .60
Adult Milk	\$ .70	Adult Milk	\$ .70
Report of authorized personnel to use a Galway School District Credit Card (Board Policy #6860 requires that this list be reported to the Board of Education each year.)			
Shannon Shine - Superintendent of Schools			
Linda Casatelli - Secretary to Superintendent/Board Clerk			
Michelle McDougall - Elem. Principal			
Michael Healey - Jr./Sr. HS Principal			
Brita Donovan - Dir. Curr. Inst. and Assessments			
Jennifer Hall - Director of Pupil Personnel Services			
Michael Sherman - Operations, Maintenance & Transp. Supervisor			
Susan Kinne - Family & Consumer Science Teacher			

The Board requested an overview of the District's current process/procedures/policy as well as details of how many credit cards the District has and their purposes provided to them as an assurance that procedures are in place protecting the District from fraudulent activity. Mr. Shine will be providing this information to them. He will also be contacting NYS School Boards Association Policy Services to provide us with their sample policy so that our policy can reviewed and updated if necessary.

**Motion Dennis Schaperjahn Second Joan Slagle to approve the following Consent Agenda:**

CONSENT AGENDA		
FINANCIAL REPORTS / BOARD MEETING MINUTES		
June 9 and 23, 2016 June, 2016	Board Meeting Minutes Student Activity Accounts Treasurer's Report	
CSE/CPSE RECOMMENDATIONS		
Approve CSE/CPSE recommendations as presented to the Board prior to the meeting.		
RESIGNATIONS / OTHER		
NAME	TITLE	EFFECTIVE DATE
Christopher O'Hara	Bus Driver	06/23/16
Lisa DeRhonda	Bus Driver	07/01/16
Terri VanDenHouten	Teacher Aide (resigned in order to appointed as a Bus Driver later in the meeting).	07/31/16
William Smith	Bus Monitor (resigned in order to appointed as a Cleaner later in the meeting).	07/10/16
APPOINTMENTS		
Terri VanDenHouten	Bus Driver \$16.01/hour	08/01/16
William Smith	Cleaner \$12.47/hour	07/11/16
Taylor Hugo	Cleaner \$12.47/hour	07/20/16
Alex Rockwell	Substitute Cleaner \$12.47/hour	07/15/16

*(End of Consent Agenda)*

[PERSONNEL](#)

**Motion Dennis Schaperjahn Second Melody Eldeen**

Accept the resignation of Lucas LaBarre from his Dean of Students/Athletic Director position effective August 3, 2016 (his last day of work) with thanks and appreciation for his service to the District.

All voted aye to approve the motion. Motion Carried 7 - Yes 0 - No



## Motion Dennis Schaperjahn Second Linda Jackowski

Accept the resignation of Michaela Ethier from her Math Teacher position effective August 30, 2016 with thanks and appreciation for her service to the District.

All voted aye to approve the motion. Motion Carried 7 - Yes 0 - No

## NEW BUSINESS

## Motion Linda Jackowski Second Melodye Eldeen

Approve the following 2015-16 General Fund Budget Transfers and authorize the Treasurer to transfer funds as indicated below:

TO BUDGET CODE	FROM BUDGET CODE	AMOUNT	PURPOSE
A2630.490-10-0000	A2250.490-09-0000	\$51,639.90	BOCES Dell Servers, IMacs
A2110.120-04-0000	A2110.130-05-0000	\$99,481.57	Elementary Instructional Salaries
A2110.120-04-0000	A2250.150-09-0000	\$34,337.55	Elementary Instructional Salaries

All voted aye to approve the motion. Motion Carried 7 - Yes 0 - No

The Board requested that rationale be provided to them for the above transfers.

## Motion Linda Jackowski Second Michelle Bombard

Accept a donation in the amount of \$900 from Galway PTSA to be used toward the purchase of Garmin GPS devices in the elementary school with thanks and appreciation and authorize the Treasurer to increase General Fund Budget Code A2110-540-04-000 in the amount of \$900.

All voted aye to approve the motion. Motion Carried 7 - Yes 0 - No

## Motion Dennis Schaperjahn Second Anita Crawford

Approve the 3012(d) Annual Professional Performance Review (APPR) plan as negotiated between the Galway Central School District and the Galway Teachers Association (GTA) and authorize the Superintendent to sign the APPR on behalf of the District.

All voted aye to approve the motion. Motion Carried 7 - Yes 0 - No

## Motion Linda Jackowski Second Melodye Eldeen

Approve the 3012(d) Annual Professional Performance Review (APPR) plan as negotiated between the Galway Central School District and the Galway Administrators Association (GAA) and authorize the Superintendent to sign the APPR on behalf of the District.

All voted aye to approve the motion. Motion Carried 7 - Yes 0 - No

## Motion Melodye Eldeen Second Linda Jackowski

Following a second reading, adopt the following:

Policy #5205 Eligibility for Co-curricular and Extra-curricular Activities

Regulation #5205R Eligibility for Co-curricular and Extra-curricular Activities

Policy #5300 Code of Conduct

All voted aye to approve the motion. Motion Carried 7 - Yes 0 - No

## Motion Linda Jackowski Second Dennis Schaperjahn

Approve an architect/engineering voter approved Capital Project Contract with CSArch and authorize the President of the Board of Education to sign the contract on behalf of the District.

All voted aye to approve the motion. Motion Carried 7 - Yes 0 - No

#### Jr./Sr. High School Social Studies Position

Superintendent Shine recommended that the Jr./Sr. High School Social Studies position, previously held by William Brooks who retired at the end of the school year, not be filled. When the budget was being developed, the Board made a decision to not fund the position in next year's school budget. As a result of concerns and input brought to the Board recently, Jay Anderson, Board President, asked that the Board officially vote on whether or not to fill the position and take everything into consideration when making their decision including the recommendation of the Superintendent. This would mean that if the Board makes the decision to fill the position at this time, the district would have to find a means to fund the position and master schedules, etc. would have to be revised and it is late in the year to do this and may not be an easy thing to do.

Mr. Shine stated that he firmly believes that the decision to not to fill the Jr./Sr. High School Social Studies position is entirely in the best interest of our students and that they would still be well served in the Jr./Sr. High School should the District forgo filling the position.

Mr. Shine provided an analysis of the situation that included information and assurances that the District would still be able to easily accommodate the reduction of one teacher while keeping class sizes at reasonable levels and continue to offer a robust program of studies to our students. Evidence regarding both opportunities for students (core classes as well as electives) as well as a clear indication of low class sizes, due to declining student enrollment, indicated that the elimination of the position (through attrition and not cutting) was well warranted.

Following careful consideration some Board members did not feel that they had enough information to vote on the matter.

#### **Motion Dennis Schaperjahn Second Melodye Eldeen**

Resolved that due to declining student enrollment and other factors, the Board of Education hereby agrees to not fill a secondary social studies position formerly occupied by retiree William Brooks effective July 1, 2016.

Jay Anderson, Dennis Schaperjahn, Joan Slagle, Linda Jackowski Voted No. (They were in favor of filling the position.)

Anita Crawford, Melodye Eldeen and Michelle Bombard Abstained because they needed more information.

Motion did not pass. The Board voted to not eliminate the social studies position which is currently not included in next year's school budget. The position will be filled and the Jr./Sr. High School master schedule will be revised. A resolution to increase the budget accordingly will be presented to the Board for approval at the next meeting.

CO-CURRICULAR APPOINTMENTS

Motion Melodye Eldeen Second Joan Slagle to approve the following co-curricular appointments:

Art Club	\$1,030	Amy David
Banana Splits (up to 4)	\$303	Dorothy Chynoweth, Lucinda Ormiston Stephanie Hogan, Mallory O'Reilly
Camp Chingachook Coordinator	\$203	Paula Canell
Chamber Singers (C&T)	\$1,922	Mellanie Booth
Chaperone-Basketball/Wrestling/Volleyball (as needed) per night	\$81	Melanie McDonald, Elaine Vandenburgh, Joanne Donnan, Terri VanDenButen, Shauna Sitts, Barbara Agresta, Janet VanRijsewijk, Dawn Landwehr, Kristin Mars, Joanne Curtis, Charles Diamond, Chris Kirvin, Trevor Tripp, Lynn Wasserman

CO-CURRICULAR APPOINTMENTS (Continued)

Chaperone-Dances (per night)	\$83	Melanie McDonald, Elaine Vandenburgh, Terri VanDenButen, Shauna Sitts, Dawn Landwehr, Kristin Mars
Chaperone-NYSSMA Activities** (per hour)	\$21	Gary Barrow, Mellanie Booth
Detention Supervisor (per hour)	\$29	Melanie McDonald, Joanne Donnan, Jeannine France Bechand, Josh Schaperjahn
District Photographer	\$521	Kristin Darlington
Elementary Band	\$356	Gary Barrow
Elementary Chaperone (per hour) (For grades 1-3 Concert)	\$25	Karen Moffatt, Kathleen DiBlasi, Barbara Agresta, Janet VanRijsewijk, Christine Adams, Lucinda Ormiston, Mallory O'Reilly, Deb Hutchinson, Jo-Anne Curtis

Elementary Chaperone (Camp Chingachgook) (per night)	\$81	Paula Canell, Scott Smith, Joshua Schaperjahn, Mariann Gribben
Elementary Newspaper	\$399	Mallory O'Reilly
Fitness Center Supervisor** (per hour)	\$21	Terri VanDenButen, Scott Smith, Barbara Agresta, Janet VanRisjewick, Tracy Smith
Footprint Advisor (shared position)	\$961 shared	Kristin Ostrander, Karen Decker
Freshmen Class Advisor	\$1,139	Allison Leonardo
GTV Advisor	\$2,135	Kristin Ostrander
Jazz Band	\$1,922	Gary Barrow
Junior Class Advisor	\$1,709	Joanne Donnan
Junior State of America	\$1,709	
Literary Magazine	\$1,353	Melanie McDonald
Marine Biology Club Advisor	\$498	Jeannine Franze Bechand
National Honor Society	\$1,282	Joanne Donnan
Odyssey of the Mind	\$405	Jeanine Flinton
SADD (shared position)	\$997 shared	Christine Bornt, Maureen Mierzwa-Latza
Science Club	\$498	Paul Levin
Senior Class Advisor	\$1,994	Mellenie Booth
Ski Club	\$498	Rachel Montalbano
Sophomore Class Advisor	\$1,424	Jacqueline Redick

[CO-CURRICULAR APPOINTMENTS \(Continued\)](#)

Spring Play Production - Musical Director	\$1,566	Mellenie Booth
Spring Play Production - Director	\$1,566	Anne Valente
Student Senate - High School	\$1,851	Chris Kirvin
Summer Art Fair Advisor	\$29	Karen Moffatt & Deborah Neahr (already appointed)
Ticket Sales (per night)	\$62	Jo-Anne Curtis, Melanie McDonald-Wrestling, Susan Peters, Jacqueline Redick, Deborah Neahr, Barbara Agresta, Janet VanRijsewijk, Dawn Landwehr, Terri VanDenButen
Yearbook-Elementary	\$532	David Nettleton
Yearbook-High School	\$1,994	David Nettleton
Department Head	\$2,452	Melanie McDonald - English

		Elaine Vandenburg - Social Studies Joanne Donnan-Technology Lynn Prehn - Mathematics Jeannine Franze Bechand - Science Diane Sartin - Modern Language Gary Barrow- Music Mark Kalinkewicz - PE/Health TBD - Art
Grade Level Leader (K-5)	\$2,452	Jennifer Suydam, Kathleen DiBlasi, Lucinda Ormiston, Sara Immel, Deb Hutchinson, Mariann Gribben
Middle School Team Leader	\$2,452	Carla Gload
Pupil Services (Special Ed) Dept. Head (6-12)	\$2,452	Beth Brewster
Pupil Services (Special Ed) Team Leader (K-5)	\$2,452	Janis Palsgraf
A/V Supervisor	\$2,689	Kristin Darlington
Web Master/Cyber Club Advisor (shared position)	\$2,689 shared	Kristin Darlington & Eric Fana

### BOARD MEMBER COMMENTS

Michelle Bombard thanked everyone for welcoming her as a new member of the Board of Education. Joan Slagle stated that she appreciates everyone's input, has a lot of respect for everybody's opinion and looks forward to doing business as they have in the past. Others agreed with this. Dennis Schaperjahn expressed concerns and frustration regarding Jr./Sr. High master schedule.

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PUBLIC COMMENT - None

### ADJOURNMENT

**Motion Melodye Eldeen Second Linda Jackowski**

To adjourn at 7:40 PM.

Respectfully Submitted

**Linda M. Casatelli**

Linda M. Casatelli  
District Clerk