



GALWAY CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION MEETING
MINUTES
October 12, 2017

5:30 PM - Executive Session / 6:30 PM - Regular Session

CALL TO ORDER

The meeting was called to order by Board President Jay Anderson at 5:30 PM in the High School Conference Room.

BOARD MEMBERS PRESENT

Jay Anderson, Michelle Bombard, Stacey Caruso-Sharpe, Linda Jackowski, (Melodye Eldeen arrived at the beginning of regular session.)

BOARD MEMBERS ABSENT

Dennis Schaperjahn, Joan Slagle

EXECUTIVE SESSION

Motion Stacey Caruso-Sharpe, Second Linda Jackowski to go into Executive Session at 5:30 PM to discuss specific personnel matters.

All voted Aye to approve the motion. Motion passed 4-0.

REGULAR SESSION

Motion Melodye Eldeen, Second Stacey Caruso-Sharpe to return to Regular Session at 6:30 PM in the High School Library.

All voted Aye to approve the motion. Motion passed 5-0.

OTHERS PRESENT

Shannon C. Shine, Superintendent of Schools; Employees and Community Members

PLEDGE OF ALLEGIANCE - was recited

ADDITIONS TO THE AGENDA - were noted

SUPERINTENDENT'S REPORT- none

PRESENTATION

The District's independent external auditor, Mr. Michael Rossi from West & Company LLP, recently concluded the audit of the fiscal affairs of the Galway Central School District for the period July 1, 2016 - June 30, 2017 and reported his findings to the Board of Education and those present. The firm audited the records of the Business Office and Extra Classroom Activity Accounts, tested financial data, and analyzed the financial condition of the district. Mr. Rossi further reported that the District is in a good financial state but cautioned that we need to be careful and continue our commitment to conservative budgeting practices. The Board voted later in the meeting to table approval of the audit to allow them more time to review it. They asked that it be presented to them earlier next year which the Auditor will do.

PERSONNEL

1. Motion Stacey Caruso-Sharpe, Second Melody Eldeen
Approve the four year probationary appointment of Kristen Johnson as a Spanish Teacher effective September 1, 2017 – August 31, 2021 in the tenure area of Foreign Language at Step B1 (\$42,060 per year pro-rated) of the GTA Salary Schedule. Kristen has Initial Spanish 7-12 Certification and Initial Extension Annotation in Spanish 5-6.

In order to be eligible for tenure, individuals receiving a probationary appointment as a classroom teacher must receive annual composite or overall APPR ratings of Highly Effective or Effective in at least three of the four preceding years. If the individual received a rating of Ineffective in the final year of the probationary period, (he or she) will not be eligible for tenure at that time. The regulations do not require that a teacher have Professional Certification at the time of tenure but the District may make it a requirement.

All voted Aye to approve the motion. Motion passed 5-0.

2. Motion Linda Jackowski, Second Michelle Bombard
Approve the appointment of Kendall Hall as a Long-Term Substitute Special Education Teacher effective October 10, 2017 at Step B1 of the GTA Salary Schedule (\$42,060 per year pro-rated).

All voted Aye to approve the motion. Motion passed 5-0.

3. Motion Melody Eldeen, Second Michelle Bombard
Approve the appointment of Megan Schultz as a Temporary Psychologist at a per diem rate of \$250 effective November 30, 2017.

All voted Aye to approve the motion. Motion passed 5-0.

APPROVAL OF CONSENT AGENDA

Motion Melodye Eldeen, Second Michelle Bombard to approve the following Consent Agenda:

CONSENT AGENDA			
FINANCIAL REPORTS / BOARD MEETING MINUTES			
September 21, 2017		Board Meeting Minutes	
APPOINTMENTS/OTHER			
NAME	TITLE	RATE OF PAY	EFFECTIVE DATE
Jennifer Miller	Teacher Aide	Minimum Wage	10/06/17
Katie Wilson	Teacher Aide	Minimum Wage	10/13/17
Martha Desiato	Asst. Food Service Helper	Minimum Wage	10/13/17
Maria Falcon	Bus Monitor	Minimum Wage	10/13/17
Regina Culbert	After School ELA/Math and Homework Lab	\$42/hour	10/13/17
APPOINTMENTS/OTHER			
Diana Orlando	Substitute Cleaner	\$12.47/hour	10/13/17
Kyle Talmadge	Substitute Cleaner	\$12.47/hour	10/13/17
Susan Peters Diane Sartin	<u>Rescind</u> National Jr. Honor Society Co-Advisor Appointments	\$1,282 Shared Stipend	9/1/17
Susan Peters	National Jr. Honor Society Advisor	\$1,282	9/1/17
RESIGNATIONS			
John Bardascini	Cleaner	Effective 10/20/17	
Maria Somers	Teacher Aide	Effective 10/13/17	

All voted Aye to approve the motion. Motion passed 5-0.

NEW BUSINESS

1. Motion Stacey Caruso-Sharpe, Second Michelle Bombard to adopt Policy #1500 Public Use of School Facilities following a 2nd reading.

All voted Aye to approve the motion. Motion passed 5-0.

NEW BUSINESS (Continued)

A 1st Reading of the following took place:

Petty Cash/Petty Cash Accounts Policy	6670
Petty Cash/Petty Cash Accounts Regulation	6670R
Internal Audit Function Policy	6680
Medicaid Compliance Policy	6685
Audit Committee Policy	6690
Audit Committee Charter Template Exhibit	6690E

2. Motion Stacey Caruso-Sharpe, Second Linda Jackowski to TABLE the following to the next Board meeting allowing more time to review the report
 Accept the District's External Auditor's Report of 2016-17 school year records indicating compliance with State of New York procedures and regulations. It will be filed with the Office of the Comptroller of NYS as required by law. The general public will be informed and a copy will be available for a period of 30 days in the Office of the District Clerk daily during working hours.
 All voted Aye to TABLE the motion. Motion passed 5-0.

3. Motion Michelle Bombard, Second Melodye Eldeen
 Adopt a Memorandum of Understanding between the Saratoga County Office of Emergency Services and the Galway Central School District and authorize the Superintendent of Schools to sign the Memorandum of Understanding on behalf of the District.
 All voted Aye to approve the motion. Motion passed 5-0.

4. Motion Stacey Caruso-Sharpe, Second Linda Jackowski
 Adopt the Budget Development Calendar for the 2018-19 School Budget. (see next page)
 All voted Aye to approve the motion. Motion passed 5-0.

BUDGET DEVELOPMENT CALENDAR 2018 - 19 SCHOOL BUDGET		
DATE		DESCRIPTION
PHASE I October 12	2017	<u>Board Meeting</u> - Budget Development Calendar to the Board for adoption.
November 9 - 24	2017	Meet with Administrators/Supervisors and distribute Budget Guidelines.
December 7	2017	<u>Board Meeting</u> - Preliminary Budget Presentation
PHASE II January 4	2018	<u>Board Work Session</u> – Discuss and Develop Budget Parameters
January 15 (est.)	2018	Governor’s Budget Proposal for State Aid Distribution made available to School Districts.
January 18	2018	<u>Board Meeting</u> - Budget Discussion
February 1	2018	<u>Board Work Session</u> - Present 2018-19 Preliminary Budget Forecast and Budget Assumptions to the Board of Education.
PHASE III February 15 (Continued on March 8 th)	2018	<u>Board Meeting</u> Present 2018-19 Operational and General Support Budgets; Debt Service and Employee Benefits Budget; Instructional and Special Education Budget to the Board of Education for discussion
March 1	2018	Submit 2018-19 Calculation for Tax Levy Limit to the Office of Comptroller, Tax & Finance and State Education Department (SED)
March 8	2018	<u>Board Work Session</u> Present 2018-19 Operational and General Support Budgets; Debt Service and Employee Benefits Budget; Instructional and Special Education Budget to the Board of Education for discussion
March 22	2018	<u>Board of Education Meeting</u> – Budget Discussion
March 28	2018	Publication of 1st Legal Notice of School Budget Hearing and Budget Vote. (published again on April 18, 25 and May 2, 2018)
PHASE IV April 12	2018	<u>Board of Education Meeting</u> - ADOPT BUDGET & PROPOSITIONS Approve Property Tax Report Card.
April 13	2018	Submit Property Tax Report Card to SED and Local Newspapers (no later than April 23rd)
April 16	2018	Deadline for Submission of Voter Petitions for Propositions to be Placed on Ballot (30 days preceding budget vote)

(Continued)

BUDGET DEVELOPMENT CALENDAR 2018 - 19 SCHOOL BUDGET (Continued)		
DATE		DESCRIPTION
April 16	2018	School Board Candidate Nominating Petitions due in District Clerk's Office by 5:00 PM (30 days preceding budget vote).
April 17	2018	Date of Drawing by District Clerk for Determination of Order for Listing Board Candidates on Election Ballot. 9:00 AM - HS Conference Room.
April 25	2018	District Newsletter Mailed (includes full disclosure information).
April 26	2018	Budget Statement and required attachments made available 7 days prior to budget hearing.
May 1	2018	Voter Registration Day
PHASE V May 3	2018	<u>Board Work Session</u> and BUDGET HEARING
May 4	2018	Budget notice must be mailed to eligible voters after the budget hearing, but no later than six days prior to the vote.
May 15	2018	BUDGET VOTE / BOARD ELECTION <u>Board of Education Meeting</u> – Board accepts election results after polls close and results are announced.
June 15	2018	Last date to file final Campaign Expenditure Report with District Clerk and Commissioner of Education.
PHASE VI June 19	2018	Statewide Budget Revote Day
July 1	2018	Implement 2018-19 Budget

- Following discussion, the Varsity Volleyball Team Trip below was approved with the understanding that the District has adequately covered all aspects of the trip and the Board is provided something in writing from the District's attorney regarding liability issues etc. They also approved use of a school bus and driver if needed as shown below.

Motion Linda Jackowski, Second Michelle Bombard

Approve a Varsity Volleyball Team trip to Walter Panas High School on Friday, October 20, 2017 - Saturday, October 21, 2017 allowing the team to scrimmage with the top A and AA schools in the State and participate in the tournament the next day.

All voted Aye to approve the motion. Motion passed 5-0.

Motion Melodye Eldeen, Second Stacey Caruso-Sharpe
Approve transportation to a Varsity Volleyball Team trip to Walter Panas High School on Friday, October 20, 2017 - Saturday, October 21, 2017 should there be any liability issues, etc. with carpooling by parents. This includes use of a Galway School Bus and Bus Driver. All voted Aye to approve the motion. Motion passed 5-0.

OLD BUSINESS

Linda Jackowski volunteered to be a part of the Finance Committee. Dennis Schaperjahn and Michelle Bombard will serve as backups.

PUBLIC COMMENT

Comment was made that years ago the Board agreed to no longer allow parents to provide transportation to school trips due to safety concerns, etc. The Board voted to provide a bus and bus driver earlier in the meeting if necessary.

BOARD MEMBER COMMENTS

Various comments were made by the Board.

ADJOURNMENT

Motion Stacey Caruso-Sharpe, Second Melodye Eldeen to adjourn at 7:45 PM.

Respectfully submitted,

Linda Casatelli

Linda Casatelli

District Clerk