



GALWAY CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING

AGENDA

October 12, 2017

5:30 PM - Executive Session - HS Conference Room

6:30 PM - Regular Meeting - HS Library

Meeting Called to Order	5:30 PM - High School Conference Room
Executive Session	<p>Motion _____ Second _____ to go into Executive Session for Specific Personnel Matters and to review the District's Building Level Emergency Response Plan.</p> <p>Motion _____ Second _____ to approve the following: BE IT RESOLVED, that upon this duly convened executive session, the Board of Education of the Galway Central School District hereby approves and adopts the District's Building Level Emergency Response Plan for the Joseph Henry Elementary School and the Galway Jr./Sr. High School and directs the Superintendent of Schools to ensure that such plan be submitted to the New York State Education Department in accordance with the law.</p>
Regular Session	Motion _____ Second _____ return to Regular Session
Pledge of Allegiance	
Additions to the Agenda	Are in Green Print
Presentation	External Auditor's Report - Michael Rossi, West & Co.
Superintendent's Report	
Personnel	See Attached
Consent Agenda	See Attached
New Business	<ol style="list-style-type: none"> 1. Board of Education Policies 2. Accept External Auditor's Report 3. Memo of Understanding - Office of Emergency Services 4. Adopt Budget Development Calendar 5. Varsity Volleyball Team Trip
Old Business	<ol style="list-style-type: none"> 1. Board of Education Finance Committee
Public Comment	
Board Member Comments	
Adjournment	

PERSONNEL

1. Motion _____ Second _____

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.

2. Motion _____ Second _____

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).

3. Motion _____ Second _____

Approve the appointment of Megan Schultz as a Temporary Psychologist at a per diem rate of \$250 effective November 30, 2017.

APPROVAL OF CONSENT AGENDA

Motion _____ Second _____ 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	

NEW BUSINESS

1. Motion _____ Second _____ following a 2nd reading
Following a 2nd reading, adopt Policy #1500 Public Use of School Facilities.

1st Reading of the Following:

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 _____ Second _____
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.
3. Motion _____ Second _____
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.
4. Motion _____ Second _____
Adopt the Budget Development Calendar for the 2018-19 School Budget. (see next page)

**BUDGET DEVELOPMENT CALENDAR
2018 - 19 SCHOOL BUDGET**

DATE		DESCRIPTION
PHASE I November 8	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	2017	<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

5. Motion _____ Second _____

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.

[OLD BUSINESS](#)

[PUBLIC COMMENT](#)

[BOARD MEMBER COMMENTS](#)

[ADJOURNMENT](#)

Motion _____ Second _____ to adjourn at _____ PM.