



GALWAY CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
WORK SESSION

**MINUTES**

Thursday, April 11, 2019

5:45 pm – Executive Session

6:30 pm – Regular Session

**MEETING CALLED TO ORDER**

The Meeting was called to order by Jay Anderson, Board of Education President, at 6:35 PM in the High School Library.

**EXECUTIVE SESSION**

Motion Stacey Caruso-Sharpe, Second Linda Jackowski

To enter Executive Session at 5:45 PM for Specific Personnel Matters.

All voted Aye to approve the Motion. Motion Passed 5-Yes 0-No

**REGULAR SESSION**

Motion Dennis Schaperjahn, Second Linda Jackowski

To return to regular session at 6:30 PM in the High School Library

All voted aye to approve the Motion. Motion Passed 5-Yes 0-No

**PLEDGE OF ALLEGIANCE** – was recited

**ADDITIONS/REVISIONS TO THE AGENDA** – were noted

**PUBLIC COMMENT ON AGENDA ITEMS** – none

**BOARD MEMBERS PRESENT** – Jay Anderson, Dennis Schaperjahn, Linda Jackowski, Stacey Caruso-Sharpe and Joan Slagle.

**BOARD MEMBERS ABSENT** – Michelle Bombard

**OTHERS PRESENT**

Brita Donovan, Superintendent of Schools, Robert Bonaker, Interim Business Administrator, Michael Miller, Jr./Sr. High School Principal, Michelle McDougall, Elementary School Principal, Jennifer Hall, Director of Pupil Services, Employees and Community Members.

## PRESENTATIONS

- Michael Miller, Jr./Sr. High School Principal along with Jennifer Hall, Director of Pupil Services presented the Board with a Comprehensive School Counseling Plan. The Board will table this until the next Board Meeting of May 2, 2019 to vote on adopting the plan.
- Robert Bonaker, Interim Business Administrator, presented the tentative 2019-2020 budget and a brief discussion followed. Mr. Bonaker pointed out that the Budget for 2019-20 would increase appropriations by \$798,648 (3.71% over 2018-19.)
  - \$553,800 of the total increase is attributed to the need to budget for additional debt service for the on-going capital project. The remainder of the Budget is increasing by a total of \$244,848, which, in essence, represents the normal growth expected to keep the District going on the path toward educational excellence for the students. If the additional debt service appropriation were set-aside, then for comparison purposes, the baseline 2019-20 budget is increasing by 1.14 percent over 2018-19.
  - The Foundation Aid is increasing by 63,954, which is 1.0 percent more than the amount provided for the 2018-19 budget. For comparison purposes, the average CPI (Consumer Price Index) change during 2018 was between 2.0 and 2.4 percent, and more recently about 1.7 percent.
  - The Tax Levy Limitation formula would actually allow a tax levy adjustment of 3.00 percent more than the 1.99 percent tax levy increase proposed in the 2019-20 Budget.
- Remaining Activities for the Budget Process:
  - May 9, Public Hearing on adopted Proposed 2019-20 Budget, 6:30 PM in the Auditorium
  - May 21, Vote by Public on Proposed 2019-20 Budget, Propositions, Members of the Board of Education; 10 AM to 8 PM, High School Gymnasium

## SUPERINTENDENTS REPORT - none

**APPROVAL OF CONSENT AGENDA**

Motion Dennis Schaperjahn, Second Linda Jackowski to accept the following Consent Agenda:

<b>CONSENT AGENDA</b>			
<b>FINANCIAL REPORTS/BOARD MEETING MINUTES</b>			
March 21, 2019	Board Meeting Minutes		
March 2019	Student Activity Account		
<b>CSE/CPSE RECOMMENDATIONS</b>			
Approve CSE/CPSE Recommendations as presented to the Board prior to the meeting for the following students: 7217; 6481; 6015; 5277; 3767; 5055; 6008; 0005063; 5177; 6996; 5037; 5036; 6062; 5113; 5336; 6715; 6481; 3845; 6140; 3842; 6990; 6023; 3848; 6533; 3843; 5043; 5311; 5235; 6001 and 5514.			
<b>RESIGNATIONS/OTHER</b>			
Accept the Resignation of Casmir K. Dziegiel from his Bus Driver Position effective March 14, 2019.			
<b>APPOINTMENTS</b>			
<b>NAME</b>	<b>DESCRIPTION</b>	<b>RATE OF PAY</b>	<b>EFFECTIVE DATE</b>
Courtney Sayward	Data Protection Officer	-	3/29/19
Christine Bornt	Substance Abuse Liaison	-	3/29/19
Douglas Varcoe	Substitute Bus Driver	\$16.01/per hr.	3/29/19
Kevyn R. Simmons	Groundskeeper	\$16.00/per hr.	4/15/19
Jennifer C. Hazzard	Tutor	\$35.00/per hr.	4/5/19
Britany Kenyon	Volunteer Softball Coach	-	4/11/19

All voted aye to approve the Motion. Motion passed. 5-Yes 0-No

**NEW BUSINESS****1. Motion Linda Jackowski, Second Stacey Caruso-Sharpe**

Resolution to Adopt the 2019-2020 Galway Central School District Budget in the amount of \$22,299,130 and authorize the filing of the Property Tax Report Card.

All voted aye to approve the Motion. Motion passed. 5-Yes 0-No

**2. Motion Stacey Caruso-Sharpe, Second Linda Jackowski**

Approve the following proposition to appear on the May 21, 2019 Election Ballot:

**PROPOSITION #1:** Shall the proposed budget of expenditures for the Galway Central School District for the 2019-2020 school year in the amount of \$22,299,130 and for the purposes shown in the statement of estimated expenditures adopted by the Board of Education, be

approved and the amount thereof be raised by a levy of a tax upon the taxable property of the school district, after first deducting monies available from State Aid and other sources by law? All voted aye to approve the Motion. Motion passed. 5-Yes 0-No

**3. Motion Dennis Schaperjahn, Second Stacey Caruso-Sharpe**

Approve a Resolution to approve Capital Project Change Order for Additional General Contract Work.

All voted aye to approve the Motion. Motion passed. 5-Yes 0-No

**4. Motion Dennis Schaperjahn, Second Stacey Caruso-Sharpe**

Following a 3<sup>rd</sup> Reading adopt the following Board Policy:

0110 Sexual Harassment

All voted aye to approve the Motion. Motion passed. 5-Yes 0-No

**5. Motion Dennis Schaperjahn, Second Linda Jackowski**

Following a 2<sup>nd</sup> Reading adopt the following Board Policies and Regulations:

9140.1 Staff Complaints and Grievances

9140.1R Staff Complaints and Grievances Regulation

9170 Meals and Refreshments (replacing Policy 6840)

9260 Conditional Appointment and Emergency Conditional Appointment-  
Student Safety

9320 Drug-Free Workplace

9320-R Drug-Free Workplace Regulation

All voted aye to approve the Motion. Motion passed. 5-Yes 0-No

6. The District's annual fire inspection for 2019 has been completed. Minor incomformances have been corrected and fire safety reports have been transmitted to SED.

**7. Motion Dennis Schaperjahn, Second Linda Jackowski**

Approve an FFA field trip to On Center, Syracuse, New York on May 2, 2019 to May 4, 2019 for the New York State FFA Convention.

All voted aye to approve the Motion. Motion passed. 5-Yes 0-No

**8. Motion Dennis Schaperjahn, Second Linda Jackowski**

Approve a Resolution for a budget transfer pertaining to the BOCES Services budget.

**9. Motion Dennis Schaperjahn, Second Linda Jackowski**

Approve a Resolution to Authorize Disposal of District Property.

### UNFINISHED BUSINESS

- Baseball and Softball fields repair – IN PROGRESS
- Track landscaping – IN PROGRESS
- Conex Box – IN PROGRESS
- Superintendent evaluation – COMPLETE
- Update on Naviance program and individualized student plans - COMPLETE
- Determine if weeds growing in the track can be sprayed – Further Discussion
- Installation of communication in library (cost estimate) – awaiting quotes
- Master schedule and class size for 2019-2020 school year - COMPLETE

### RETREAT

- Board of Education Work Session format – Educational presentations from the school's law firm about the proper procedures.
- Discuss moving date of Retreat

### MONTHLY

- YTD update on spending/budget by major category

### AS PER BUDGET CALENDAR

- Budget planning will be conducted

### PARKING LOT – TO BE DISCUSSED

### YEARLY

- Team leader and department head presentations (Brita Donovan)

### ADDITIONAL ITEMS

- Additional building storage of equipment from old bus garage – TBD
- Social Studies teaching position needs to be filled. Recommendation from Administration – IN PROGRESS – a position was approved and is included in the 2019-2020 budget.

### COMMITTEE REPORTS

Finance Committee – Stacey Caruso- Sharpe thanked Mrs. Donovan, Linda Jackowski and Robert Bonaker for all of their time and effort put forth into the budget.

Facilities Committee – next meeting is April 16, 2019. They were informed that the capital project is on schedule.

**PUBLIC COMMENT**

Terry Ostrander had some concerns over the asbestos found. Mrs. Donovan assured him that the matter will be taken care and if any is found in the future it will be remedied also.

**BOARD MEMBER COMMENTS**

The Board Members made various comments throughout the meeting. They all agreed that the Guidance Department did a great job in the preparation of the Guidance Plan for Grades K-12. All their hard work is appreciated.

Stacey Caruso-Sharpe commented that she is very happy with the implementation of the Pre-K program and is very excited for the kids to start school at that grade level.

As always they are very appreciative of all the administrators for their hard work and dedication to the school district.

**ADJOURNMENT**

Meeting was adjourned at 7:43 PM

Respectfully submitted,  
*Linda M. Dumblewski*  
Linda M. Dumblewski  
District Clerk

# Galway Central School District

5317 Sacandaga Road, Galway, NY 12074  
BOARD OF EDUCATION

## Resolution to Authorize Disposal of District Property

WHEREAS, by General Municipal Law of New York State, a school district may properly dispose of certain district personal property, better known as capital assets, when such assets are no longer needed for school district purposes, and

WHEREAS, the Board of Education has adopted Policy # 6900 entitled "Disposal of District Property", and

WHEREAS, said policy directs that administrators and supervisors are to identify obsolete or surplus equipment and supplies that may be judged to be no longer needed for use by the school district, and

WHEREAS, said policy further requires that if such equipment and supplies have a re-sale value beyond a salvage value, that said items are to be sold for the highest possible price, and

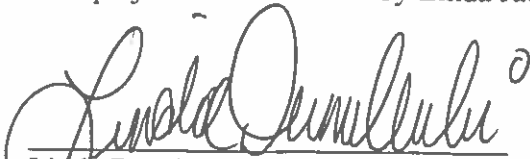
WHEREAS, if such equipment and supplies do not possess a re-sale value, then said items are to be properly disposed of and sold for salvage, if possible,

NOW, THEREFORE BE IT RESOLVED that the Board of Education of Galway Central School District does hereby authorize and direct the appropriate disposal of the following items that are deemed to be surplus:

<u>Quantity</u>	<u>Description</u>	<u>Condition</u>	<u>Re-Sale Value</u>
43	RCA TVS	Poor but Obsolete	\$0

Yes 5 No 0 Abstain      Result PASSED

The above resolution adopted this 11<sup>th</sup> day of April, 2019 upon the motion of Dennis Schaperjahn and seconded by Linda Jackowski.

  
Linda Dumblewski, District Clerk





**BOARD OF EDUCATION**

**GALWAY CENTRAL SCHOOL DISTRICT**

**RESOLUTION FOR 2018-19 BUDGET TRANSFER – BOCES SERVICES**

**WHEREAS**, there is a need to transfer appropriations within the adopted 2018-19 General Fund operating budget in order to more accurately account for an expense pertaining to the BOCES services budget, and

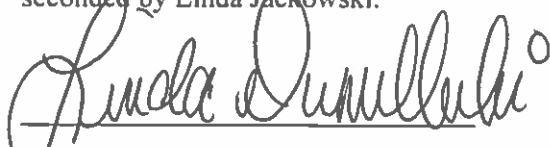
**WHEREAS**, said pending transfer can be made within the appropriations assigned to the BOCES services cost center without an impact to the original amount of the adopted budget;

**BE IT HEREBY RESOLVED**, that the Board of Education of Galway Central School District authorizes and directs an adjustment to the general appropriations of the Galway Central School District for the fiscal year 2018-2019 to provide for the proper expenditure of the appropriations as follows:

<u>Purpose:</u>	<u>From:</u>	<u>To:</u>	<u>Amount:</u>
BOCES Services	A2280.490-05-0000 BOCES Services	A1620.490-08-0000 BOCES Services	\$55,000

Yes 5          No 0          Abstain \_\_\_          Result PASSED

The above resolution adopted this 11th day of April, 2019, upon the motion of Dennis Schaperjahn and seconded by Linda Jackowski.



Linda Dumblewski, District Clerk

(seal)



# Galway Central School District

5317 Sacandaga Road, Galway, NY 12157

## BOARD OF EDUCATION

### **Resolution to Adopt 2019-2020 Proposed Budget**

**and**

### **Authorize Filing of Property Tax Report Card**

NOW, THEREFORE BE IT RESOLVED, that the Board of Education of the Galway Central School District does hereby approve and adopt the Proposed Budget for the 2019-2020 school year of balanced appropriations and revenues in the total amount of \$22,299,130, and submits same for consideration by the voters of the school district on the statewide school budget vote day, May 21, 2019, and

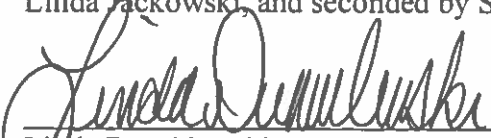
FURTHER RESOLVED, in accordance with the Education Law of the State of New York, that said proposed budget be presented at a public hearing to be held on May 9, 2019, 6:30 PM in the Jr./Sr. High School Library, and that the school budget document be printed in plain language and show the budget in a three-part format to distinguish between administrative, program and capital components, and

FURTHER RESOLVED, that the Board of Education does hereby approve and adopt the appropriate Property Tax Report Card using the format provided by the State Education Department, and authorize its submission to the State of New York, as well as to the school district's legal newspapers, as is required by New York State Education Law.

Yes: 5 No:0 Abstain: \_\_ Absent:1 PASSED

The above resolution adopted this 11th day of April, 2019 upon the motion of

Linda Jackowski, and seconded by Stacey Caruso-Sharpe.

  
Linda Dumblewski  
District Clerk

(seal)

2019-20 Property Tax Report Card

Gateway Central School District

	Budgeted 2018-19 (A)	Proposed Budget 2019-20 (B)
Total Budgeted Amount, not including Separate Propositions	\$ 21,500,482	\$ 22,298,130
A. Proposed Tax Levy to Support the Total Budgeted Amount <sup>1</sup>	\$ 10,621,234	\$ 10,832,597
B. Tax Levy to Support Library Debt, if Applicable	\$ -	\$ -
C. Tax Levy for Non-Excludable Propositions, if Applicable <sup>2</sup>	\$ -	\$ -
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable	\$ -	\$ -
E. Total Proposed School Year Tax Levy (A + B + C + D)	\$ 10,621,234	\$ 10,832,597
F. Permissible Exclusions to the School Tax Levy Limit	\$ 346,466	\$ 522,669
G. School Tax Levy Limit, excluding Levy for Permissible Exclusions <sup>3</sup>	\$ 10,274,768	\$ 10,309,929
H. Total Proposed School Year Tax Levy, Excluding Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D)	\$ 10,274,768	\$ 10,309,929
I. Excess (G - H), (negative value requires 0% voter approval) <sup>3</sup>	\$ 0	\$ 0
Public School Enrollment	812	800
Consumer Price Index		2.13%

<sup>1</sup> include any prior year reserve for excess tax levy, including interest

<sup>2</sup> Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements

<sup>3</sup> For 2019-20, includes any carryover from 2017-18 and excludes any tax levy for library debt or prior year reserve for excess tax levy, including interest

	Actual 2018-19 (D)	Estimated 2019-20 (E)
Adjusted Restricted Fund Balance	\$ 543,968	\$ 3,533,000
Assigned Appropriated Fund Balance	\$ 1,411,716	\$ 1,374,599
Adjusted Unrestricted Fund Balance	\$ 4,000,878	\$ 1,892,401
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	18.98%	8.49%

Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/19 Actual Balance	6/30/19 Estimated Ending Balance	Intended Use of the Reserve in the 2019-20 School Year
Capital		To pay the cost of any object or purpose for which bonds may be issued	\$ -	\$ 2,250,000	support capital project expenditures and school bus purchases
Repair		To pay the cost of repairs to capital improvements or equipment	\$ 130,000	\$ 250,000	repairs to buildings and grounds
Workers Compensation		To pay for Workers Compensation and benefits.	\$ -	\$ 125,000	make sure enough funds in case of large loss
Unemployment Insurance		To pay the cost of reimbursement to the State Unemployment Insurance Fund	\$ 75,000	\$ 75,000	funds for potential unemployment claim liability
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property	\$ -	\$ -	
Mandatory Reserve for Debt Service		To cover debt service payments on outstanding obligations (bonds, BARS) after the sale of district capital assets or investments	\$ -	\$ -	
Insurance		To pay liability, casualty, and other types of uninsured losses	\$ -	\$ 33,000	funds in case of large loss not covered by insurance policies
Property Loss		To establish and maintain a program of reserves to cover property loss	\$ -	\$ -	
Liability		To establish and maintain a program of reserves to cover liability claims insured	\$ -	\$ -	
Tax Certiorari		To establish a reserve fund for tax certiorari settlements	\$ -	\$ -	
Reserve for Insurance Recoupings		To account for unexpended proceeds of insurance recoveries at the fiscal year end	\$ -	\$ -	
EBAR - Employee Benefit Accrued Liability		For the payment of accrued "employee benefits" due to employees upon termination of service	\$ 38,968	\$ 350,000	This reserve was underfunded and potential liability not covered
Retirement Contribution		To fund employer retirement contributions to the State and Local Employees' Retirement System	\$ 300,000	\$ 300,000	maintaining reserve to make sure employer contribution funded
Other Reserve		Teacher's Retirement System Reserve	\$ -	\$ 150,000	establish reserve to fund possible future high contribution

## School District Budget Notice for Galway Central School District

Overall Budget Proposal	Budget Adopted for the 2018-19 School Year	Budget Proposed for the 2019-20 School Year	Contingency Budget for the 2019-20 School Year *
Total Budgeted Amount, Not Including Separate Propositions	\$ 21,500,482	\$22,299,130	\$22,110,730
Increase/Decrease for the 2019-20 School Year		\$798,648	\$610,248
Percentage Increase/Decrease in Proposed Budget		3.71%	2.84%
Change in the Consumer Price Index		2.44%	
<b>A. Proposed Levy to Support the Total Budgeted Amount</b>	<b>\$10,621,234</b>	<b>\$10,832,597</b>	
B. Levy to Support Library Debt, if Applicable	0	0	
C. Levy for Non-Excludable Propositions, if Applicable **	0	0	
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy	0	0	
<b>E. Total Proposed School Year Tax Levy (A + B + C - D)</b>			
F. Total Permissible Exclusions	\$346,466	\$522,668	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions	\$10,274,768	\$10,309,929	
H. Total Proposed School Year Tax Levy, <u>Excluding</u> Levy to Support Library Debt and/or Permissible Exclusions (E - B - F + D)	\$10,274,768	\$10,309,929	
I. Difference: G - H (Negative Value Requires 60.0% Voter Approval - See Note Below Regarding Separate Propositions) **	\$0	\$0	
Administrative Component	\$2,233,278	\$2,096,155	\$2,096,155
Program Component	\$14,315,464	\$14,728,406	\$14,654,006
Capital Component	\$4,951,740	\$5,474,569	\$5,360,569

\* Provide a statement of assumptions made in projecting a contingency budget for the 2019-20 school year, should the proposed budget be defeated pursuant to Section 2023 of the Education Law.

\*\* List Separate Propositions that are not included in the Total Budgeted Amount. (Tax Levy associated with educational or transportation services propositions are not eligible for exclusion and may affect voter approval requirements)

Description	Amount
Capital Projects Reserve Fund	\$1,750,000
Bus Purchase Capital Reserve Fund	\$500,000
Purchase of School Buses	\$255,000

NOTE: Please submit an electronic version (Word or PDF) of this completed form to: [amscomts@nysed.gov](mailto:amscomts@nysed.gov)

Under the Budget Proposed  
for the 2019-20 School Year

Estimated Basic STAR Exemption Savings <sup>1</sup>	\$538 00
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The annual budget vote for the fiscal year 2019-20 by the qualified voters of the Galway Central School District, Saratoga County, New York, will be held at the gymnasium of the Middle/High school building in said district on Tuesday, May 21, 2019 between the hours of 10:00am and 8:00pm, prevailing time during which time the polls will be open to vote by voting ballot or machine.

<sup>1</sup> The basic school tax relief (STAR) exemption is authorized by section 425 of the Real Property Tax Law.

# Galway Central School District

## Board of Education

### Resolution to Approve Capital Project Change Order

for

### Additional General Contract Work

WHEREAS, there is a need for a change order for work being performed by one of the general contractors, due to necessary additional abatement work,

WHEREAS, the project architect and construction manager have prepared the necessary documentation for the additional work, and

WHEREAS, this required change order must be approved by the Board of Education as the change order amount exceeds the \$35,000 threshold for approval by the Superintendent of Schools,

NOW THEREFORE BE IT RESOLVED, that the Board of Education of Galway Central School District does hereby authorize and direct the approval of a change order to the ongoing capital project, as follows:

Increase contract of:

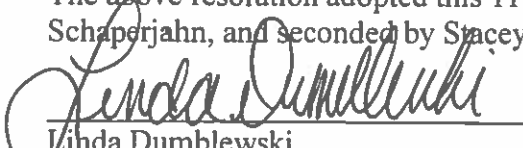
Sullivan Contracting, Inc.  
P. O. Box 502  
9362 Paris Hill Road  
Saquoit, NY 13456

Contract 01:

Current (Revised) Contract Amount:	\$564,844.00
Amount of Change Order:	<u>\$ 41,470.65</u>
New Contract Amount:	\$606,314.65

Yes 5      No 0      Abstain           Result PASSED

The above resolution adopted this 11<sup>th</sup> day of April, 2019 upon the motion of Dennis Schaperjahn, and seconded by Stacey Caruso-Sharpe.

  
Linda Dumblewski,  
District Clerk

(seal)

