



GALWAY CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION MEETING MINUTES

**Thursday, March 24, 2022
Executive Session 6:00 PM
Regular Session 6:30 PM**

MEETING CALLED TO ORDER

The Meeting was called to order by Board President, Linda Jackowski, at 6:30 PM in the Auditorium.

EXECUTIVE SESSION

Motion Stacey Caruso-Sharpe, Second Jay Anderson

To enter Executive Session at 5:30 PM for Specific Personnel Matters.

All voted Aye to approve the Motion. Motion Passed 6-Yes 0-No

REGULAR SESSION

Motion Jay Anderson, Second Dennis Schaperjahn

To return to regular session at 6:30 PM in the Auditorium

All voted aye to approve the Motion. Motion approved 6-Yes 0-No

CLERK PRO TEM

Motion Dennis Schaperjahn, Second Jay Anderson

To appoint Courtney Sayward as Clerk Pro Tem.

All voted aye to approve the Motion. Motion approved 6-Yes 0-No

PLEDGE OF ALLEGIANCE – was recited.

ADDITIONS/REVISIONS TO THE AGENDA – were noted

PUBLIC COMMENT ON AGENDA ITEMS – none

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

BOARD MEMBERS ABSENT – Karen English

OTHERS PRESENT - Brita Donovan, Superintendent of Schools; Michael Miller, Jr./Sr. High School Principal, Courtney Sayward, Business Administrator, Michelle McDougall, Elementary School Principal, Elise Britt-Gaeta, Athletic Director/Assistant Principal, Employees and Community Members.

PRESENTATIONS

- Presentations were given by the following Department Heads regarding their individual departments: Melanie McDonald; English; Gary Barrow, Music and Danielle McGee, Pre-K.
- Tara Sullivan, our Communications Specialist, updated the Board on our social media pages and website.
- Kelly O'Brien-Yetto gave an overview of the Impressions publication that students contribute to with their creative work. A copy of the Impressions publication will be available at a later date.
- Courtney Sayward presented the Revised Tentative 2022-23 Budget. Final Budget will be presented for approval at the April 21, 2022 meeting.

SUPERINTENDENT'S REPORT

- Dr. Donovan updated the Board regarding the school district's membership with Rural Schools and NYSSBA and what each provide to our school district. She reported the vision, mission and advocacy that both provide each year to our school district and recommends enrollment in both of these programs for next year.
- Dr. Donovan also would like an update on offering Driver's Ed at the school and what programs BOCES will be offering with the cost of the programs and availability and also the interests of the students regarding the programs.

PERSONNEL - None

APPROVAL OF CONSENT AGENDA

Motion Dennis Schaperjahn, Second Michelle Bombard to accept the following Consent Agenda.

CONSENT AGENDA**FINANCIAL REPORTS/BOARD MEETING MINUTES**

March 10, 2022	Board Meeting Minutes
February 2022	Student Activities Report
January 2022	District Treasurer's Report

CSE/CPSE RECOMMENDATIONS

Approve CSE/CPSE Recommendations as presented to the Board prior to the meeting for the following students: 7555; 7541; 7549; 7171; 7154; 7140; 6663; 6305; 6796; 6822; 6008; 5063; 5327; 6070; 6008; 6227; 6067; 7603; 7614; 5514; 5337; 7399; 6023 and 7418.

RESIGNATIONS/OTHER

Accept the Resignation of Rachel Francisco from her Teacher Aide position effective March 25, 2022.

Accept the Resignation of Timothy Davis from his Cleaner position effective March 1, 2022.

Judy Kenyon termination of Bus Driver position pursuant to the terms of Civil Service Law Section 75 effective March 10, 2022.

The probationary appointment of Matthew Duma as Bus Monitor shall be discontinued effective March 18, 2022.

APPOINTMENTS

NAME	DESCRIPTION	RATE OF PAY	EFFECTIVE DATE
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Karen Decker	Mentor - 1st Year	\$30/per hour maximum 30 hours	3/1/2022
Karon Iglesia	Cleaner	\$14.50/per hour	3/21/2022
Dean Boice	Groundskeeper	\$16/per hour	3/21/2022
David Sargent	Substitute Bus Driver	\$19/per hour	3/7/2022
Samuel Perkins	Chaperone (Dances)	\$84/per night	3/4/2022
Karen Decker	Chaperone (Dances)	\$84/per night	3/4/2022
Ross Hayden	Chaperone (Dances)	\$84/per night	3/4/2022
Elizabeth Ebbecke	JV Softball Coach - Step A1	\$2,071/yr.	3/14/2022
Erin Thompson	Modified Softball Coach - Step A1	\$1,398/yr.	3/14/2022
Artie Tompkins	Modified Baseball Coach - Step A1	\$1,398/yr.	3/14/2022
Neal Evans	Volunteer Baseball Coach	-	3/14/2022
Shawn Evans	Athletic Trainer	\$2,724/Spring	3/14/2022
Anthony Formolo	Teacher Aide	Minimum Wage	3/21/2022
Jerry Jones, Jr.	Substitute Bus Driver	\$19/hr.	3/21/2022

All voted aye to approve the Motion. Motion passed. 6-Yes 0-No

NEW BUSINESS**1. Motion Jay Anderson, Second Stacey Caruso-Sharpe**

Approve the Revised Resolution to amend the Corrective Action Plan and Legal Notice. Approve a

All voted aye to approve the Motion. Motion passed. 6-Yes 0-No

2. Motion Michelle Bombard, Second Stacey Caruso-Sharpe

Approve a Field Trip request for the FFA to attend the NYS FFA Convention in Syracuse, New York on May 12, 2022 to May 14, 2022.

All voted aye to approve the Motion. Motion passed. 6-Yes 0-No

3. 1st Reading of the following Board Policies and Regulations:

Policy 1000	Community Relations Goals
Policy 1050	Annual District Election and Budget Vote
Policy 1120	School District Records
Policy 1120-E	Freedom of Information - Public Access to Records
Policy 1120-E-2	Agency Response to Request for Records

4. Motion Jay Anderson, Second Michelle Bombard

Approve a Resolution to Nominate Cheryl Smith for election to the WSWHE Board of Cooperative Education Services.

All voted aye to approve the Motion. Motion passed. 6-Yes 0-No

BOARD MEMBER COMMENTS

- Board members thanked all the presenters for their informative presentations. As always they appreciate everyone for attending the meeting. It is great to be back working on things that bring everyone together. Thank you to everyone for their patience navigating Covid.

PUBLIC COMMENT

The public commented on the following topics:

- Dances returning to school
- Going back to normal after Covid
- Possible Vaccine Mandates
- Impressions Magazine
- FFA Conference
- Board of Education Policies (Dr. Donovan responded and explained policy review process)
- Homeschooling

ADJOURNMENT

Meeting was adjourned at 8:55 PM

EXECUTIVE SESSION

A motion was made by Jay Anderson and seconded by Dennis Schaperjahn to enter into Executive Session at 8:55 PM to discuss sensitive and confidential matters pertaining to the Board.

Respectfully submitted,
Linda M. Dumblewski
District Clerk

Galway Central School District

Board of Education

Resolution to Accept Audit Report and Approve Corrective Action Plan (REVISED)

WHEREAS, the independent audit of the Galway Central School District's 2020-2021 school year finances was conducted and completed by the accounting firm, West & Company CPAs, PC, and

WHEREAS, the District is required to take appropriate actions to address any concerns reported by the audit firm,

NOW THEREFORE BE IT RESOLVED, that the Board of Education of Galway Central School District does hereby accept the **revised** audit report and management letter published by the accounting firm, West & Company CPAs, PC, and does hereby authorize and direct any necessary actions to address said independent audit report for the 2020-21 school fiscal year, and

FURTHER RESOLVED, that the Board of Education does hereby authorize and direct the District Clerk to make such **revised** independent audit report available as a public record for inspection by all interested persons, and

FURTHER RESOLVED, that the Board of Education, pursuant to §35 of the New York State General Municipal Law, has prepared a **revised** corrective action plan to address the report of West & Company CPAs, PC, as is attached to this resolution, and shall file such plan in the District Clerk's office as a public record for inspection by all interested persons.

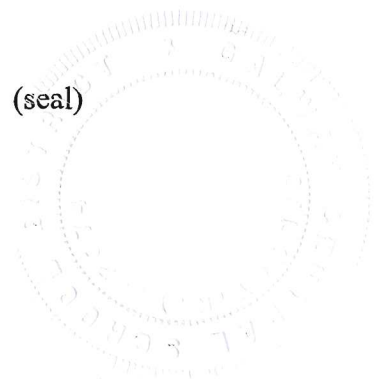
Yes	No	Abstain	Result
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The above resolution adopted this 24th day of March, 2022 upon the motion of

Jay Anderson and seconded by Stacey Canuso-Sharpe

Linda Dumblewski
Linda Dumblewski,
District Clerk

(seal)



Galway Central School District
Audit Corrective Action Plan and Legal Notice
2020-21 Independent Audit Report

Board Meeting of November 18, 2021

The independent audit firm, West & Company CPAs, P.C., has completed the required annual examination of the finances of Galway Central School District. The firm has filed its report for the fiscal period of July 1, 2020 to June 30, 2021.

The auditor's report is an unqualified opinion regarding the District's finances for 2020-21, meaning that the financial statements present fairly, in all material respects, the financial position of the activities of the various monetary funds and subsidiary accounts for the 2020-21 school fiscal year.

The following items were noted by the auditors, and had not been addressed or otherwise corrected as of June 30, 2021, but shall be addressed and corrected during the current school fiscal year, by June 30, 2022:

- The auditors found that for the Extraclassroom Activities Fund: 1) not all clubs had a profit/loss and/or inventory accounting; 2) there were two inactive clubs as there were no transactions during the 2020-21 fiscal period. Also, several purchases did not account for required sales tax. The District will proceed to make improvements regarding the items that were listed. These are repeat comments also noted in the 2019-20 independent audit report. The District will follow New York State Education Department Pamphlet # 2 in order to address the reported concerns. The business office will provide training for the Extraclassroom Activity Fund Treasurer. The District will meet with the advisors and will review regulations with them. The board is reviewing inactive accounts for closure within policy.
- The auditors reported that in the course of their review of the payroll process, four (4) timesheets were lacking employee signatures. The District will exercise more care regarding the record keeping and processing of timesheets.
- The auditors reported that the District's unassigned fund balance at June 30, 2021 was in excess of the New York State Real Property Tax Law limit, which restricts this balance to an amount of not greater than 4% of the District's appropriation budget for the upcoming year. This is a repeat comment also noted in the 2019-20 audit. The business office will monitor revenue and expenditures throughout the year and determine if additional funding of reserves will be necessary to comply with Real Property Tax Law 1318.
- The auditors found that the bank accounts were under collateralized on June 30, 2021. The business office has set up a monthly process that requires the treasurer to review the bank accounts and 3rd party collateral to determine it is sufficient. The business official will approve each month. The bank provided documentation that the shortfall on June 30th was covered on July 1, 2021.

This audit corrective action plan is issued in compliance with Commissioner's Regulation 170.12(e)(4).

Legal Notice
2020-21 Corrective Action Plan
Galway Central School District Audit

Notice is hereby given that the fiscal affairs of the Galway Central School District for the period beginning on July 1, 2020 and ended on June 30, 2021, have been examined by an independent public accounting firm: West & Company CPAs, P.C., and that the report of examination and management letter prepared in conjunction with the external audit by the independent public accounting firm has been filed in my office where it is available as a public record for inspection by all interested persons. Pursuant to §35 of the General Municipal Law, the Galway Central School District has prepared a written response to the report of examination and management letter issued by the independent public accountant and has filed such response in my office as a public record for inspection by all interested persons.

Linda Dumblewski, Clerk of the Board of Education
Galway Central School District
Dated: November 18, 2021



HOME OF THE
GOLDEN EAGLES

GALWAY CENTRAL SCHOOL DISTRICT

5317 Sacandaga Road

Galway, NY 12074

(518) 882-1033

www.galwaycsd.org

Corrective Action Plan – Auditors’ Findings and Evaluation June 30, 2021

Auditors’ Findings and Evaluation	Responsible Person Date to be Completed	Corrective Action Planned
Compliance with NYS Real Property Tax Law – unassigned fund balance exceeds 4%	Courtney Sayward, Business Administrator, Dr. Brita Donovan, Superintendent, and Board of Education 2021-22	The district will review how to use the excess in future years. Due to the uncertainty of the economy and state aid, the need for appropriated fund balance might need to increase.
Four (4) timesheets were lacking employee signatures.	Courtney Sayward Business Administrator 6/30/2022	The District will exercise more care regarding the record keeping and processing of timesheets. District implemented a second reviewer of timesheets by 12/1/22.
Bank accounts were under collateralized on June 30, 2021.	Courtney Sayward, Business Administrator District Treasurer, Aimee Skiff - Management Advisory Group 09/01/2021	The business office has set up a monthly process that requires the treasurer to review the bank accounts and 3 rd party collateral to determine it is sufficient. The business official will approve each month. The bank provided documentation that the shortfall on June 30th was covered on July 1, 2021.
<u>Extracurricular Activities Fund:</u> 1) not all clubs had a profit/loss and/or inventory accounting; 2) there were two inactive clubs as there were no transactions during the 2020-21 fiscal period. Also, several purchases did not account for required sales tax.	Courtney Sayward, Business Administrator Extracurricular Activities Advisor - Barb Semo 6/30/2022	The District will follow New York State Education Department Pamphlet # 2 in order to address the reported concerns. The business office will provide training for the Extracurricular Activity Fund Treasurer. The District will meet with the advisors and will review regulations with them. The board is reviewing inactive accounts for closure within policy.

Resolution to Nominate to the WSWHE BOCES Board

To: Michael Varney, BOCES Clerk

From: Linda Dumblewski, District Clerk, Galway Central School District

Date: March 24, 2022

Subject: Nomination to the WSWHE Board of Cooperative Educational Services:

Clerk's Certification:

At a meeting of the Galway Central School District Board of Education in the county of Saratoga held on the 24th day of March, 2022, the meeting was called to order by Linda Jackowski, Board President, and upon roll being called, the following were:

Present: Linda Jackowski, Jay Anderson, Dennis Schaperjahn,
Stacey Caruso-sharpe, Michelle Bombard, Joan Slagle

Absent: Karen English

On motion made by Jay Anderson, seconded by Michelle Bombard
and carried by a vote of 6 to 0, the Board approved the following resolution:

BE IT RESOLVED that the Galway Central School D hereby nominates the following individual(s) **CHERYL SMITH** for election to the Washington-Saratoga-Warren-Hamilton-Essex Board of Cooperative Educational Services to fill one of two (2) partial terms, effective April 26, 2022, expiring June 30, 2023 and one (1) partial term effective April 26, 2022, expiring June 30, 2024, and five (5) full terms expiring June 30, 2025.

I, Linda Dumblewski, Clerk of the Galway Central School District do hereby **CERTIFY** that the resolution was duly adopted by the Board of Education at the Board of Education meeting held on March 24, 2022.