

Downsville Central School District
Downsville, NY 13755

Board of Education Agenda
Monday, January 30, 2017
6:30 PM

- I. Routine Matters
 - A. Call to Order
 - B. Approval of the Minutes of the Regular Meeting held on Monday, December 19, 2016
 - C. Approval of Financial Reports
 - D. Introduction of Guests and Visitors
- II. General Discussion
 - A. Board Items
 - 1. New York State School Boards Association (NYSSBA) – Letter of acknowledging 2017 membership.
 - 2. Chenango County School Boards Association – Board President and Vice-President Forum – Tuesday, February 7, 2017 Catskill Area School Study Council – Spring 2017 School Board Institute – Wednesday, March 15, 2017 – 5:30 – 8:00 PM at the Morris Conference Center at SUNY Oneonta
 - 3. Health Insurance Consortium Meeting – February 10, 2017 – Binghamton – Buffet Dinner at 6:30 with meeting at 7.
 - B. Voice of the Visitors (up to 15 minutes to discuss items on the agenda)
 - C. Consideration of Additional Items to the Agenda
- III. CSE/CPSE Recommendations
 - A. Student Services
- IV. Reports – None
- V. Unfinished Business – None
- VI. New Business – None
 - A. Approve Senior Trip
 - B. Budget Time Line
 - C. Job Titles
 - D. Authorize Additions to 2016-17 Shared Spring Sports

- E. Change in Rate for After School Monitor
- F. Authorize Agreement with NYSEG – Energy Efficiency Proposal

VII. Recommendations

A. Personnel

- 1. Resignations – None
- 2. Leaves
 - a. Maternity Leave
 - b. Maternity Leave
- 3. Appointments
 - a. Temporary Teacher's Aide
 - b. Substitute Bus Driver
 - c. Modified Baseball Coach

B. Use of Facilities – None

C. Other – None

VIII. Correspondence and Information

- A. NY State Comptroller – Response to Corrective Action Plan – Report of Examination 2016M-79.
- B. Board and Administrator – Newsletter
- C. Colchester Community Church – Thank you for memorial donation (Mattson)

**The DCS BOE and Administration have a sunshine fund that is self-funded.*

IX. Anticipated Executive Session

X. Adjournment

Board of Education
Downsville Central School District
Downsville, NY 13755

A Regular Meeting of the Board of Education of the Downsville Central School District was held in the School Superintendent's Office on Monday, December 19, 2016.

The meeting was called to order by the Board President, Brian LaTourette, at 6:30 PM with the following members and administration present: Chris Towsley, Chuck Dunlap, Rich Bell, and Superintendent John Evans, **Call to Order**

Board Members and Administration Absent: Gary Champlin, Principal Tim McNamara and Administrator/Director of Guidance Rob Rhinehart

Others present: Betty Early

A motion was made by Dunlap, seconded by Bell, to approve the minutes of the regular meeting held on Monday, November 28, 2016 as presented. Yes 4 No 0 Carried **Minutes Approved**

A motion was made by Dunlap, seconded by Towsley, to approve the Financial Reports including the General Fund, School Lunch Fund, Student Activity Fund and the Internal Claims Audit for the months of October and November 2016 as presented. Yes 4 No 0 Carried **Financial Reports Approved**

The following item(s) were received, reviewed and discussed as necessary:

Board Items

1. Congressman Chris Gibson – Visit to DCS – Mr. Chris Odell's High School Social Studies Class invited Congressman Gibson to come to their class to meet and talk with the students. Chuck Dunlap attended and shared with the board that he felt it was very good and that the students got a lot out of it.
2. NYSSBA Convention – Rich Bell commented on the Annual School Board Convention that was held in Buffalo in late October. This being his first year on the board it was his feeling that the convention was beneficial to him and through the networking and sessions that he had learned a lot.
3. Legislative Breakfast – Chris Towsley attended this breakfast and shared that all of our local legislators or their representatives were there and it was a worthwhile event.
4. NYSSBA Quarterly Meeting - Brian LaTourette shared that as the NYSSBA Area 8 Director he recently attended this meeting (3 day). He reported that the focus of the meeting was preparing for new changes that may be coming due to the new Presidential Administration.
5. Honor Society Induction – Chris Towsley attended and commended Honor Society on a very nice event.
6. High School Christmas Concert – Rich Bell attended and commended the faculty and staff members for their participation in the Twelve Days of Christmas.

A motion was made by Bell, seconded by Dunlap, to add the following items to the agenda for the regular meeting of the Board of Education scheduled for Monday, December 19, 2016:

Agenda Addition

VI. New Business – E. Authorize Alternate Voting Delegates for the DCMO BOCES Chief School Administrator Meetings. Yes 4 No 0 Carried

Upon the recommendation of the Committees on Special Education and Pre-School Education, a motion was made by Dunlap, seconded by Bell, that the services for the following students be approved as presented: 2080, 2074, 1991 and 2360. Yes 4 No 0 Carried

CSE/CPSE Recommendations

Superintendent Evans gave an update on the report he shared in November regarding the safety of the school bus on Jug Tavern Road in the Town of Colchester. The District sent a request to the Town requesting the speed limit on that road be reduced. Mr. Evans shared that the town received the request and took the necessary action to send it on to the next level for approval.

Reports
Transportation
Jug Tavern Road

<p>Superintendent Evans gave a report regarding the Civil Service Position titles in the Building and Grounds Department. Due to recent changes within the department, it has been realized that there may be a need to update the Civil Service titles.</p>	<p>Civil Service Titles</p>									
<p>A motion was made by Bell, seconded by Towsley, to meet in executive session to discuss the Employment History of a Particular Employee at 6:52 PM. Yes 4 No 0 Carried</p>	<p>Executive Session</p>									
<p>The Board President declared the meeting back into regular session at 7:05 PM.</p>	<p>Regular Session</p>									
<p>A motion was made by Bell, seconded by Dunlap, that the Milk Refrigerator #000234 be declared surplus. Yes 4 No 0 Carried</p>	<p>New Business Surplus Item</p>									
<p>A motion was made by Dunlap, seconded by Towsley, that a donation of \$299.95 be accepted from Method's Tooling and MFG., Inc. for the purchase of five (5) Kore Patented Wobble Chairs for Amber Gardner's 2nd grade classroom. Yes 4 No 0 Carried</p>	<p>Accept Donation</p>									
<p>A motion was made by Dunlap, seconded by Bell, to approve the Addendum to the current agreement between John Evans and the Roscoe Central School District and the Downsville Central School District to include the Livingston Manor School District effective January 1, 2017 as presented. Yes 4 No 0 Carried</p>	<p>Approve Addendum</p>									
<p>A motion was made by Bell, seconded by Towsley, to authorize the 2016-2017 Adult Weight Room Program for the community use beginning on January 1 and ending on April 30, 2017, with hours not to excel 6 hours per week. Yes 4 No 0 Carried</p>	<p>Adult Weight Room (Community Use)</p>									
<p>A motion was made by Bell, seconded by Dunlap, to authorize, Timothy McNamara, Principal or Robert Rhinehart, Administrator/Director of Guidance, to act in the place and stead of the Superintendent including voting, in the event of the Superintendent's absence from meeting of the DCMO BOCES Chief School Administrators Meeting for the 2016-17 school year. Yes 4 No 0 Carried</p>	<p>Alternate Voting Delegate (CSA)</p>									
<p>Upon the recommendation of the Superintendent, a motion was made by Towsley, seconded by Dunlap, that Pamela O'Neal be granted a 6-month probationary appointment as an Account Clerk with a salary of \$12/hour with benefits as per the negotiated agreement between the Downsville Central School District and the Downsville Support Staff Association effective December 21, 2016. Yes 4 No 0 Carried</p>	<p>Recommendations Appointments Account Clerk</p>									
<p>Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, to add the following to the substitute lists for the 2016-17 school year:</p>	<p>Substitutes</p>									
<table border="0"> <tr> <td>Teacher/LTA/Aide</td> <td>-</td> <td>Rebecca Banker</td> </tr> <tr> <td>Bus Driver</td> <td>-</td> <td>Michael Frisbee</td> </tr> <tr> <td>Custodial</td> <td>-</td> <td>William Towsley</td> </tr> </table>	Teacher/LTA/Aide	-	Rebecca Banker	Bus Driver	-	Michael Frisbee	Custodial	-	William Towsley	
Teacher/LTA/Aide	-	Rebecca Banker								
Bus Driver	-	Michael Frisbee								
Custodial	-	William Towsley								
<p>Yes 3 No 0 Abstain 1 (Towsley) Carried</p>										
<p>Upon the recommendation of the Superintendent, a motion was made by Towsley, seconded by Bell, to approve John Cocks as the Weight Room Supervisor for the Adult Weight Room Program for community use effective January 1, 2017 through April 30, 2017 not to exceed six (6) hours per week. Yes 4 No 0 Carried</p>	<p>Weight Room Supervisor</p>									
<p>The following announcements and information were received, reviewed and discussed as necessary:</p>	<p>Announcements and Information</p>									
<ul style="list-style-type: none"> • Board and Administrator – Newsletter • Rural School Newsletter (2) • Morris Family (2) – Thank you 										
<p><i>*The DCS BOE and Administration have a sunshine fund that is self-funded.</i></p>										
<p>A motion was made by Dunlap, seconded by Towsley, to adjourn the meeting at 7:15 PM. Yes 4 No 0 Carried</p>	<p>Adjournment</p>									

Clerk

DOWNSVILLE CENTRAL SCHOOL TREASURER'S REPORT:

Dec-16

	GENERAL FUND	GENERAL SAVINGS	GENERAL MMDA	CAFETERIA FUND	AGENCY FUND	FEDERAL FUND	CAPITAL RES CHECKING	CAPITAL RES SAVINGS	PAYROLL FUND
BEGINNING BALANCE	\$584,685.08	\$429.94	\$9,537,705.61	\$5,226.34	\$393,906.35	\$12,472.89	\$192,135.19	\$172,941.53	\$52.98
RECEIPTS	\$753,982.14	\$0.02	\$113,221.03	\$15,025.77	\$475,162.49	\$0.10	\$1.62	\$8.70	\$0.09
DISB	\$1,289,910.68	\$0.00	\$760,000.00	\$14,944.24	\$637,314.64	\$748.96	\$0.00	\$0.00	\$0.00
ENDING BALANCE	\$48,756.54	\$429.96	\$8,890,926.64	\$5,307.87	\$231,754.20	\$11,724.03	\$192,136.81	\$172,950.23	\$53.07

I CERTIFY THAT THE BALANCES FOR THE FUNDS ABOVE ARE ACCURATE AND IN AGREEMENT WITH BANK STATEMENTS AS RECONCILED.

Wayne Tilley

BUSINESS MANAGER, CENTRAL BUSINESS OFFICE



New York State
School Boards
Association

Better School Boards Lead to Better Student Performance

24 Century Hill Drive, Suite 200
Latham, New York 12110-2125

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www.nyssba.org

January 2017

Mr. Brian LaTourette, President
Downsville School Board
PO Box J
Downsville, NY 13755-0912



Dear Mr. LaTourette:

Thank you for renewing your membership with the New York State School Boards Association.

We encourage you to regularly visit NYSSBA's website at www.nyssba.org to get updates regarding advocacy information, training events, news and media reports and much more.

As a symbol of our gratitude for your commitment, we have attached a 2017 membership plate for your NYSSBA plaque of Membership Appreciation.

We would also like to invite you to explore one of NYSSBA's member benefits - the **Board President's Forum**. This community-based website was developed by the Association for board presidents to share ideas and information with their colleagues throughout the state. Members are free to post questions, success stories, events, or other items that pertain to their duties as board presidents. If you would like to join the Forum, please email info@nyssba.org or call 800.342.3360.

Sincerely,

Susan L. Bergtraum
President

Timothy G. Kremer
Executive Director

SLB:TGK:dmc



February 7th, 2017
6:00pm

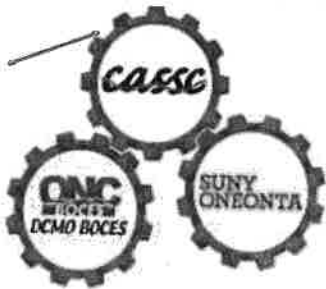
DCMO BOCES Norwich Campus
Hosted by Chenango County School Boards Association
Free to Attend

Presidents & Vice Presidents Forum

Open Discussion on
Superintendent's Evaluations

Learn from the experience of fellow leaders about what works and what doesn't.

RSVP to:
jshields@bgcsd.org
By: Jan. 27th 2017



The Catskill Area School Study Council

RECEIVED
1-10-17

Spring 2017 School Board Institute

The Catskill Area School Study Council is pleased to partner with Mr. Dave Potter of the Catskill Regional Teacher Center to offer a poverty simulation experience as our Spring 2017 School Board Institute. Area school districts are faced with the realities of how to meet the educational and social-emotional needs of children and families living in poverty in our region. Many local districts have already hosted, or have plans to host, the poverty simulator at their school districts so that teachers, staff and other educators can begin to understand what it might be like to live in a typical low-income family trying to survive from month to month. We hope you will join us for this important School Board Institute.

Wednesday, March 15, 2017

5:30-8:00p.m

Morris Conference Center

SUNY Oneonta

Registration	5:00-5:30
Dinner Served in the Craven Lounge	5:30-6:00
Welcome, Presentation and Simulation	6:00-8:00

The fee for this workshop is \$50.00 per participant. Fee is BOCES aidable through the 622 COSER and includes workshop registration, presentations and dinner. Participation is open to CASSC member districts. Please feel free to contact Suzanne Swantak-Furman, Executive Coordinator, or Jarrin Hayen, Assistant Coordinator, at CASSC for more information.

The registration deadline for this event is Wednesday, March 1st, 2017

DCS Class of 2017 Senior Trip Itinerary

Attending Students:

Advisors:

Amber Gardner & Diana Rocklein

We are requesting that the Downsville Central School District provide us with transportation to Syracuse on Friday morning and pick us up at the end of the trip on Saturday evening.

Attending students will be providing a cash deposit of \$100 on March 1. They will be given this deposit back when they get on the bus to leave for the trip to ensure that they have spending money for meals.

Approximate total cost for taxis = \$200-250

Friday, May 5

Time	Activity	Cost with advisors and administrator	Administration Costs to be Reimbursed
7:00	Leave DCS via school bus	free	
9:30	Arrive at hotel to drop off bags Comfort Suites Carmenica Drive Cicero, NY	\$129 per room 3 rooms (1 girls, 1 boys, 1 advisor) \$145.54 with taxes Total: \$582.16	\$145.54 for the room
9:40	taxis to		\$8 admission

	Rosamond Gifford Zoo 1 Conservation Place Syracuse, NY	Admission: \$4 per student/\$8 per adult Total: \$56	
12:00	taxis to Destiny USA (mall) 9090 Destiny USA Drive Syracuse, NY lunch on own	@cost to students	lunch on own
1:00	Wonderworks	Admission: Arts in Education Funding	
4:00	Free shopping time	@ cost to students	
5:00	Dinner @ Cowboys Saloon	@ cost to students	dinner on own
7:00	Glow Golf	Admission: \$8 per person Total: \$88	\$8 admission
8:00	Movie Theater or iMax Theater based on this weekend's choices	Admission: will depend on theater chosen	
after movie	taxi back to hotel		

Saturday, May 6

Time	Activity	Cost	Administration Costs to be Reimbursed
8:00	breakfast in hotel	free/included	
9:00	indoor pool/get ready	free/included	
11:30	taxi to Syracuse Food Tours Armory Square Syracuse, NY	Cost: \$41 each Total: \$509.08	\$46.28
3:00	taxi to one of the following based on weather Sun: Green Lakes State Park 7900 Green Lakes Road Fayetville, NY Rain: Museum of Science and Technology 500 South Franklin Street Syracuse, NY	Admission: \$8 per car \$24 \$20 with iMax included \$220	\$20 admission
5:00	taxi to dinner @ Dinosaur BBQ 246 E Willow Street Syracuse, NY	@ cost to students	dinner on own
7:30	school bus pick up to return to DCS	free	

Total Cost to Class Account: approximately \$1277.42 + movie + Saturday activity

Total Cost of Administrator: \$207.82 + food + movie + Saturday activity

Board & Administrator

FOR SCHOOL BOARD MEMBERS

January 2017 Vol. 30, No. 9

Editor: Jeff Stratton

Show your appreciation for staff, students

When he started service as a school board member, attorney Gary R. Brochu, a partner at Shipman & Goodwin LLP in Hartford, Conn., never wrote personal notes to students expressing his thanks for coming to school board meetings for recognition and presentations.

Then, Brochu was shamed into it -- by a student.

"I attended a student recognition event for DARE graduation, and afterwards received a thank-you note from a fifth-grade girl for attending," Brochu said. "I felt shamed."

Brochu was at the event as a board member, along with the superintendent and other dignitar-

ies. "After receiving that note, I thought to myself 'I can't be so arrogant as to not learn from something like this,'" he said.

After that, Brochu purchased stationery (about every six months) with his name on it and handwrote notes of appreciation to those who attend school board meetings. He would ask his superintendent for the contact information of attendees, handwrite them a note, and deliver it to school secretaries for delivery during the day.

All these years later, Brochu said he still has that thank-you letter from the DARE student as a reminder. ■

Welcome patron feedback, but handle it properly

A board member should never turn away a district stakeholder who approaches the trustee with a concern. The best approach when this occurs is to offer your help, but to do so in an appropriate fashion.

The Oklahoma State School Boards Association has some good advice on this topic:

"Welcome people who come to see you about school problems," OSBA states in its new school board member materials. "Listen carefully, then refer them to the appropriate person according to board policy."

During this encounter with a patron, do not try to solve a problem, OSBA recommends. "Don't commit yourself to a course of action that you may regret later. The board as a whole may not support your view, and you could find yourself in an embarrassing position of having committed yourself to a stand that the board rejects."

For information, <http://www.ossba.org/new-school-board-member-information1>. ■

Tip: Keep governance-focused job descriptions handy

Like a regular employer provides for employees, your board should have on file job descriptions for the superintendent, board members, and board officers and standing board committees.

These educational tools make for useful reminders if the board reviews them regularly, when it selects new officers, and in the orientation of new school board members. ■

Stay clear on the board's role and the board member's responsibilities

The board's job is a bit different than the individual school board member's. It can be helpful to consider what the board does as the district's governing body, and how the individual board member's responsibilities support the board's oversight work.

As the governing body for the school district in your community, the board meets the mission of educating students while controlling district affairs.

The board does this by:

- Hiring a superintendent.
- Setting policy.
- Approving a budget.
- Approving staff hirings, terminations, and requests for leave.
- Setting curriculum.
- Meeting legal requirements.
- Ensuring staff have the resources (materials, buildings, and grounds) to meet the mission.

The board typically holds an organizational meeting each year, often in January, to elect officers and establish committees as part of its job.

The job description for an individual trustee is to support and fulfill the board's obligations. The board member does this through voting, representing the views of the community, setting goals for the superintendent, and participating in the development of policy and its implementation.

Here are the key points The Board Doctor recommends for inclusion in a Board Member Job Description.

1. State attendance expectations: Attend regularly scheduled meetings, meetings of any committees served, board retreats and planning sessions, and as many extracurricular events as is practical.

2. Stress board obligations as a reminder of the board's work:

- Establish board policy.
- Hire, annually evaluate, and, if necessary, terminate the employment of the superintendent.
- Serve as the voice of constituents and report their issues and concerns to the board and superintendent.
- Monitor finances.
- Plan for the district's future needs.

3. Include specific duties:

- Attend meetings.
- Arrive punctually.
- Prepare for meetings.
- Participate in discussions by contributing skills, knowledge, and experience.
- Listen respectfully to all who have the floor.
- Assume leadership roles such as officer positions or as a committee chair.
- Support publicly all decisions of the majority.
- Represent the district to stakeholders, the business community, and government officials.
- Participate in development opportunities to improve knowledge and board skills. ■

Board's relationship to school staff: "Are they happy?" isn't a board issue

When a board member concerns herself with issues such as staff morale, she often finds herself wandering around in the weeds of day-to-day management. That's a good way to pick up a case of poison ivy.

As a board member, it is important to think of school personnel with a governance mindset: by giving your superintendent clear guidance for the board's expectations on personnel matters.

Here are some tips for setting guidelines in this area:

- State that the administrator should make full use of employee talents.
- Ask the superintendent to establish a culture of respect in the district, starting with his leadership team and extending throughout the district.

- Have the superintendent create an atmosphere of civility and responsiveness where staff concerns and suggestions for improvements are welcomed and considered.

The most important work a board can perform in its relationship to staff is by setting and supporting goals for student learning and achievement. That's where most of the board's attention about staff should be focused.

As a board, ask questions such as:

"Does the superintendent have everything she needs to meet our goals for student achievement?" "Are our goals being met?" "Do teachers have access to the best professional development?" and "If our goals are not being met, why not?" ■