

Downsville Central School District
Downsville, NY 13755

Board of Education Agenda
Monday, October 24, 2016
6:30 PM

I. Routine Matters

A. Call to Order

B. Approval of the Minutes of the Regular Meeting held on Wednesday, September 28, 2016

C. Approval of Financial Reports

1. General Fund
2. School Lunch Fund
3. Student Activity Fund
4. Internal Claims Audit

D. Introduction of Guests and Visitors

II. General Discussion

A. Board Items

1. NYSSBA Convention – Buffalo – October 27th – October 29th
2. DCMO BOCES – Legislative Breakfast – Saturday, December 3, 2016

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

VII. Recommendations

A. Personnel

1. Resignations – None
2. Leaves – None

3. Appointments

- a. Substitute Bus Driver
- b. Bus Driver Trainee
- c. Substitute Cafeteria Worker

B. Use of Facilities - None

C. Other – None

VIII. Correspondence – None

IX. Announcements and Information

A. Board and Administrator – Newsletter

B. Rural Schools Newsletter

C. Thank you – Heather Kaja and Christopher Odell

D. Thank you for Memorial Donation - Colchester Community United Methodist Church –

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

X. Anticipated Executive Session

XI. 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 Wednesday, September 28, 2016

The meeting was called to order by the Board President, Brian LaTourette, at 6:30 PM with the following **Call to Order** members and administration present: Rich Bell, Gary Champlin, Chuck Dunlap, Chris Towsley, Superintendent John Evans, Principal Tim McNamara and Administrator/Director of Guidance Rob Rhinehart
Others present: Jim Christie and Betty Early

A motion was made by Dunlap, seconded by Champlin, to approve the minutes of the regular meeting **Minutes Approved** meeting held on Monday, August 22, 2016 as presented. Yes 5 No 0 Carried

A motion was made by Towsley, seconded by Dunlap, to approve the Financial Reports including the **Financial Reports** General Fund, School Lunch Fund, Student Activity Fund and the Internal Claims Audit for the month **Approved** of August 2016 as presented. Yes 5 No 0 Carried

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

1. The board hosted a meet and greet with the non-tenured and new faculty and staff prior to the regular meeting.
2. The board did a walk-through tour of the school facilities prior to the regular meeting to view the work that had been accomplished over the summer months.
3. DCS Open House – Thursday, October 6, 2016
 - Elementary – 5:00 – 6:30 PM
 - 5th/6th Grade – 6:00 – 7:00 PM
 - 7th – 12th Grade – 6:00 – 7:30 PM

Promoting Student Success will host a "Family Picnic" Fundraiser prior to Open House
4. NYSSBA Convention – Buffalo – October 27 – 29, 2016

Mr. James Christie raised his concern regarding a bus stop. The bus stop for the children on Tannery Road currently is on Knox Avenue. Mr. Christie requested that the bus stop be moved to Tannery Road for the safety of the children. The board will research this matter prior to responding to Mr. Christie's concerns. **Voice of Visitors**

Upon the recommendation of the Committees on Special Education and Pre-School Education, a motion **CSE/CPSE** was made by Dunlap, seconded by Bell, that the services for the following students be approved as **Recommendations** presented. Yes 5 No 0 Carried

The following reports were received, reviewed and discussed as necessary: **Reports**

1. Late Bus Utilization – Mr. Evans presented information to the board regarding the use of the late bus after away sports contests. The attendance on these runs is very minimal including no-shows in which a driver is scheduled and the students who have requested the late bus do not use it; therefore, information is currently being collected to study the impact of the cost versus the use. **Late Buses**
2. Superintendent and Board of Education Goals – Mr. Evans shared with the board a list of goals for the Superintendent and Board of Education. Mr. Evans asked the board to review them and at a later meeting a discussion can be held regarding them. **Superintendent/
Board of Education
Goals**

A motion was made by Dunlap, seconded by Champlin, that the Board of Education having reviewed the requirements for evaluator, lead evaluator and independent evaluator set out in both the District's APPR Plan and the regulations of the Board of Regents concerning the qualifications of evaluators, lead evaluators, and the board having found that Tim McNamara, Rob Rhinehart and John Evans have received training from the DCMO BOCES staff, NYS Council of School Superintendents or another entity that has expertise on the State's APPR law and regulation in all required elements of the APPR plan and Regents rules; therefore it is

New Business
APPR Evaluators

RESOLVED, that Tim McNamara, Rob Rhinehart and John Evans are hereby re-certified as Evaluator, Lead Evaluator and/or Independent Evaluator for APPR evaluation in the 2016-2017 academic year.
Yes 5 No 0 Carried

A motion was made by Towsley, seconded by Dunlap, to approve the Downsville Central School District's Corrective Action Plan in regards to the State Comptroller Audit 2016M-79. Yes 5 No 0 Carried

Corrective Action
Plan

Upon the recommendation of the Superintendent, a motion was made by Champlin, seconded by Towsley, to accept the resignation as written of James Romaglia as a Bus Driver effective September 13, 2016. Yes 4 No 0 Abstain 1 (Dunlap)

Recommendations
Resignations
Bus Driver

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, to accept the resignation of Michael Brown as a Physical Education Teacher, Boys Modified Soccer, Boys Modified Baseball and Varsity Basketball Coach effective August 22, 2016.
Yes 5 No 0 Carried

Physical Education
Teacher

Upon the recommendation of the Superintendent, a motion was made by Bell, seconded by Champlin, to grant Richard Feeney a 4-year probationary appointment as a Physical Education Teacher at a salary of, 40,194 with benefits as per the negotiated agreement between the DCS Board of Education and the Downsville Teachers' Association as follows:

Appointments
Physical Education
Teacher -
Richard Feeney

Name:	Richard Feeney
Tenure Area:	Physical Education
Date of Commencement of Probationary Services:	September 1, 2016
Expiration Date of Appointment*:	June 30, 2020
Certification Status:	Initial

*To the extent required by the applicable provisions of Education §§2509, 2573, 3212 and 3014, in order to be granted tenure the classroom teacher or building principal shall have received composite or overall annual professional performance review ratings pursuant to Education Law §3012-c and/or 3012d of either effective or highly effective in at last three (3) of the four (4) preceding years. If the classroom teacher or building principal receives an ineffective composite or overall rating in the final year of the probationary period he or she shall not be eligible for tenure at that time. For purposes of this subdivision, *classroom teacher* and *building principal* mean a classroom teacher or building principal as such terms are defined in Sections 30-2.2 and 30-3.2 of this Part.

To claim any type of tenure credit, it is the individual's responsibility to provide the District with you APPR score immediately prior to hire as a District teacher. The District will confirm the information with your former employee.

Yes 5 No 0 Carried

Upon the recommendation of the Superintendent, a motion was made by Towsley, seconded by Bell, to appoint Ryan Vogler to a 6-month Probationary Appointment as a Director of Facilities II at a salary of \$55,000 with benefits as outlined in a working agreement between Mr. Vogler and the Downsville Central School District. Yes 5 No 0 Carried

Director of
Facilities II -
Ryan Vogler

Upon the recommendation of the Superintendent, a motion was made by Champlin, seconded by Bell, that Vincent Picece be granted a 6-month probationary appointment as a bus driver at a driving rate of \$32 per hour retroactive to September 7, 2016 with benefits as per the negotiated agreement between the Downsville Central School District and the Downsville Support Staff Association.
Yes 5 No 0 Carried

Bus Driver -
Vincent Picece

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, that Melissa Frisbee be appointed as the Color Guard Advisor for the 2016-17 school year at the agreed stipend between the Downsville Central School District and the DTA. Yes 5 No 0 Carried

Color Guard Advisor
- Melissa Frisbee

Upon the recommendation of the Superintendent, a motion was made by Bell, seconded by Towsley, that Bryan Backus be appointed to the position of Boys Varsity Basketball Coach for the 2016-17 season as per the negotiated agreement between the Downsville Central School District and the DTA. Yes 5 No 0 Carried

Boys Varsity
Basketball Coach
- Bryan Backus

Upon the recommendation of the Superintendent, a motion was made by Champlin, seconded by Towsley, that Juanita Picece be appointed as a Temporary Bus Aide from September 7, 2016 – October 10, 2016 as per the negotiated agreement between the Downsville Central School District and the Downsville Support Staff Association. Yes 5 No 0 Carried

Temporary Bus
Aide – Juanita
Picece

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Champlin, that the following mentors be appointed for the 2016-17 school year as per the negotiated agreement between the Downsville Central School District and the DTA: Amber Gardner, James Kane, Karen Alers and DeEtta Murphy. Yes 5 No 0 Carried

2016 Mentors

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, to add the following to the 2016-17 substitute lists:

Substitutes

Teacher: Theresa Kilmer

Teacher/LTA/Teacher's Aide: Kimberly Elmore, Stacy Evans, Stephanie Furman, Alana Henderson, Felicia Snyder and Sabra Wright

Teacher/LTA/Teacher's Aide/Cafeteria Worker: Eleanor Ruoff

Substitute Bus Aide: Sandra Butler

Yes 5 No 0 Carried

Upon the recommendation of the Superintendent, a motion was made by Towsley, seconded by Bell, that Samuel Galley be appointed as a Substitute Bus Driver Trainee as per the negotiated agreement between the Downsville Central School District and the Downsville Support Staff Association. Yes 5 No 0 Carried

Bus Driver Trainee -
Samual Galley

Upon the recommendation of the Superintendent, a motion was made by Bell, seconded by Champlin, that Lakota Gannett be approved as a Volunteer Classroom Aide for the Pre-School Programs. Yes 5 No 0 Carried

Volunteer Classroom
Aide – Lakota
Gannett

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, that the Downsville Girl Scouts be granted use of the facilities during the 2016-17 school year for meetings and other events with the understanding that Building & Grounds be given advance notice of such meetings and activities. Yes 5 No 0 Carried

Use of Facilities
Girl Scouts

Upon the recommendation of the Superintendent, a motion was made by Bell, seconded by Champlin, that Finnley Kane be accepted as a Non-resident, Non-Tuition Paying Student for the 2016-17 school year as per Policy #5133 Non-Resident Students and also the negotiated agreement between the Downsville Central School District and the DTA. Yes 5 No 0 Carried

Other
Non-Resident
Student

The following announcements and information were received, reviewed and discussed as necessary:

Announcements and

- Board and Administrator – Newsletter
- Rural Schools Association – Newsletter

Information

A motion was made by Dunlap, seconded by Towsley, to meet in executive session at 7:29 PM to discuss employment history of a particular employee(s) . Yes 5 No 0 Carried

Executive Session

District Clerk

The Board President declared the meeting back into regular session at 8:45 PM.

Regular Session

A motion was made by Dunlap, seconded by Towsley, to adjourn the meeting at 8:45 PM.
Yes 4 No 0 Carried

Adjournment

Clerk Pro-Tem

DRAFT

DOWNSVILLE CENTRAL SCHOOL TREASURER'S REPORT: Sep-16

	GENERAL FUND	GENERAL SAVINGS	GENERAL MMDA	CAFETERIA FUND	AGENCY FUND	FEDERAL FUND	CAPITAL RES CHECKING	CAPITAL RES SAVINGS	PAYROLL FUND
BEGINNING BALANCE	\$309,683.01	\$429.91	\$4,772,771.03	\$35,941.51	\$232,435.66	\$12,010.35	\$192,130.41	\$172,932.84	\$52.65
RECEIPTS	\$1,103,528.96	\$0.03	\$1,111,765.53	\$8,319.63	\$581,266.80	\$20,000.09	\$1.57	\$8.69	\$0.09
DISB	\$799,999.83	\$0.00	\$1,120,000.00	\$6,144.52	\$582,126.07	\$19,537.76	\$0.00	\$0.00	\$0.00
ENDING BALANCE	\$613,212.14	\$429.94	\$4,764,536.56	\$38,116.62	\$231,576.39	\$12,472.68	\$192,131.98	\$172,941.53	\$52.74

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

Board & Administrator

FOR SCHOOL BOARD MEMBERS

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Editor: Jeff Stratton

Study the board-superintendent relationship to understand what makes it work

A misunderstanding of the difference between the board member's role and that of the superintendent often lies at the heart of a school district's problems. That's what makes it worth taking the time to study the board-superintendent relationship, and each party's respective role.

It's worth the time to do this, because when the board and superintendent each understand what the other does, the board and superintendent team begin to develop trust.

The superintendent will manage the day-to-day operations of the district. The board is elected to ensure the district meets its mission — giving children an education.

Here are several principles that can help ensure an effective relationship between the board and its superintendent:

1. Treat your superintendent as a vital team member. This means the superintendent should participate in all board discussions and activities.

A board should never meet without its superintendent. These meetings, called closed sessions, destroy any sense of board and administrator trust and teamwork.

2. Stress effective and open communication. Team members must be honest with each other and replace rumors with facts. Open channels of communication must be constant.

Board members should request staff assistance through the superintendent to ensure a coordinated flow of communication.

3. Work at building trust. Trust is a key element in a healthy board and superintendent partnership. To strengthen it, hold an annual retreat for the board and administrator away from your regular meeting room. At this retreat, discuss the board and superintendent's mutual responsibilities. Develop a statement of roles and responsibilities (job descriptions) for the board, individual board members, and the superintendent. ■

10 rules for boosting community trust

It's been said often, but bears repeating, that the board and superintendent should practice "no surprises" in the conduct of their relationship. Effective communication forms the basis of a productive relationship between the two parties.

There is another area where the board should emphasize effective communication in order to lead the district effectively: Communication with the district's stakeholders is how the board creates trust and practices accountability. Here are 10 rules for sound communication with the board's constituents:

1. Be honest.
2. Listen.
3. Seek first to understand.
4. Never make promises.
5. Be accountable.
6. Practice respect in your interactions.
7. Create a clear vision for the district.
8. Welcome discussion with the community.
9. Involve your stakeholders in the schools.
10. Support the district's staff in your public comments. ■

Policy review can protect district on bullying issue

What is the appropriate board policy response to the issue of bullying?

Brad Banasik, legal counsel and Director of Labor Relations for the Michigan Association of School Boards (Lansing, Mich.) said Michigan passed an anti-bullying law in 2011 that required all school districts to adopt and implement an anti-bullying policy. The state also has a Model Anti-Bullying Policy.

The policy gives a definition of what constitutes bullying and what districts are required to include in their policy and reporting procedures, he said. In 2014, the law was amended to cover cyberbullying, Banasik said.

Here is what Banasik advises his member districts to do policy-wise about school bullying: The board should review its policy on bullying annually, the district should provide annual training on the issue, and the policy's reporting steps and procedures should be reviewed to ensure everyone is on the same page as far as policy content and enforcement, he said.

Everyone from the board on down should be involved here, Banasik said. "I think clearly that building administrators, teachers, support staff and anyone who may be in a position to witness, report on, and put a stop to bullying on school property should be part of this," he said.

Cyberbullying is much more difficult for districts to regulate, as it often occurs away from school, Banasik said.

That's because there is a line the district cannot cross when it comes to disciplining for off-campus conduct, he said. "The district has to show that the type of electronic communication the student engaged in crossed the line into cyberbullying that impacts a student's education," he said.

It is often a judgment call for administrators and boards on what constitutes cyberbullying off campus that does indeed impact a child's education, Banasik said.

Courts do typically give deference to administrators on those judgment calls, he said.

"But deference on what impacts an education isn't a free pass for the district to discipline any type of electronic communication," Banasik said. The district must still show that there is a negative impact on the operation of the school or the child's ability to receive an education, he said.

To view the state of Michigan's Model Anti-Bullying Policy, visit http://www.michigan.gov/documents/mde/SBE_Model_AntiBullying_Policy_Revised_9.8_172355_7.pdf. ■

School board accountability: Does your board measure up when the gavel falls?

Certain activities by the school board create an impression of accountability in the public's mind. Use the following checklist to determine how accountable your board is with its meeting performance.

Board meeting accountability

1. The date, time, and location of the meeting are published.
2. The meeting agenda is sent to board members, school staff, and the media in advance of the meeting.
3. The board comes to meetings prepared.
4. Legal or professional counsel is sought when necessary for decision-making.

5. The district's financial statement includes a list of bills paid.
6. The meeting begins on time.
7. Board members behave professionally toward each other.
8. Board members behave professionally toward the superintendent.
9. Closed sessions adhere to state law and regulations.
10. Public participation is welcomed and consistently scheduled at an appropriate time.
11. Board meeting minutes are accurate.
12. The board supports majority decisions. ■

Asked to comment on a school issue? Keep these guidelines in mind

If a reporter contacts you seeking information about a crisis at a school, here's what you need to ask yourself: Am I the person who should be speaking for the district on this topic?

In most districts, that responsibility belongs to the board president and the superintendent.

Here are a few more guidelines that can help you work better with reporters on less loaded topics:

Plan what you will say.

Write down the points you want to make and commit them to memory.

Limit your thoughts. A few key messages always suffice.

Concentrate on facts.

If you don't have an answer to a question, promise to get back to the reporter with the information. ■