

Downsville Central School District
Downsville, NY 13755

Board of Education Agenda
Monday, November 28, 2016
6:30 PM

I. Routine Matters

A. Call to Order at _____ PM

B. Approval of the Minutes of the Regular Meeting held on Wednesday, October 24, 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. 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

A. Transportation – Jug Tavern Road

B. Lead Testing

V. Unfinished Business – None

VI. New Business – None

VII. Recommendations

A. Personnel

1. Resignations

2. Leaves – None

3. Appointments

a. JV Boys Varsity Basketball Coach

b. Volunteer Assistant Basketball Coach – Burton Reed

c. 2016-17 Afterschool Monitors

B. Use of Facilities

1. Downsville Athletic Booster Club – Youth Basketball

C. Other – None

VIII. Correspondence – None

IX. Announcements and Information

A. Board and Administrator – Newsletter

B. Best Dam 5K – Thank you

C. Wellsburg Fire Department Ladies Auxiliary – Thank You (Memorial Donation)

**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 Monday, October 24, 2016.

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

A motion was made by Towsley, seconded by Dunlap to approve the minutes of the regular meeting Held on Wednesday, September 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 and the Internal Claims Audit for the month of September 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. NYSSBA Convention – Buffalo – October 27 – 29, 2016
2. DCMO BOCES – Legislative Breakfast – Saturday, December 3, 2016
3. Congressman Chris Gibson Visit – Secondary Social Studies Teacher, Chris Odell has arranged for Congressman Gibson to visit his classroom on Friday, October 28th to speak with students regarding his experience as our Congressman and answer questions the students may have. Mr. Odell extended an invitation to our administration and board members. Board member Chuck Dunlap will attend. The other board members and Mr. Evans regretfully declined the invitation as they will be out of town for the New York State School Board Convention.
4. Broome-Tioga- Delaware Health Insurance Consortium Meeting – Friday, November 18, 2016 at 6:30 PM in Binghamton. Brian LaTourette will attend on behalf of DCS.
5. Regional ESSA (Every Student Succeeds Act) Meeting – Mr. Evans and Brian LaTourette, Teachers Karen Alers and Michelle Pattison and Student Shawn Pattison attended on behalf of the district. It was an interactive workshop which included board members, administration, teachers and students. All felt that it was very informative and a worthwhile event.

Mr. & Mrs. Colao shared their concern that they believe the bus stop for their children is not safe. They had addressed the matter with administration earlier in the month. It was agreed to change the location of the bus stop; however, once the bus tried the new stop it was decided that it was more dangerous than the original. Thus, the stop was moved back to the original location with the modification that the children no longer had to cross the road, but be picked up and dropped off on their side of the road. Mr. Colao had contacted the District Office earlier in the day (Monday, October 24, 2016) to request a meeting with Mr. Evans, himself and representatives he had spoken with at the NY State Education Department and NYS Department of Transportation. He also shared that he had been and is continuing to video tape the bus stop for his attorney. In an effort to prepare for such a meeting and have the same information that was provided to Mr. Colao from these sources, Mr. Evans requested that Mr. Colao provide the district with the names and contact information for those individuals that he had already spoken with and would be attending the meeting with him. It was further requested that the contact information for his attorney also be provided. Mr. Colao responded that he would bring that information with him to the board meeting for Mr. Evans. Having not offered the information, Mr. Evans again requested the information, Mr. Colao informed the board that he was not willing to share that information at this time. The board acknowledged the Colao's concerns and advised that administration will follow up on the matter. **Voice of Visitors**

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: 2355, 2186, 2185, 2143, 2194, 2145 and 2068. Yes 4 No 0 Carried

**CSE/CPSE
Recommendations**

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, to approve the appointment of Samuel Galley to the 2016-2017 Substitute Bus Driver List as per the negotiated agreement between the Downsville Central School District and the Downsville Support Staff Association effective September 26, 2016. Yes 4 No 0 Carried

**Recommendations
Appointments
Substitute Bus
Driver**

Upon the recommendation of the Superintendent, a motion was made by Bell, seconded by Dunlap, to appoint Michael Frisbee and Taylor Gill as Bus Driver Trainees as per the negotiated agreement between the Downsville Central School District and the Downsville Support Staff Association. Yes 4 No 0 Carried

**Bus Driver
Trainees**

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Bell, to appoint Christopher Munyon to the 2016-2017 Substitute Cafeteria Worker list. Yes 4 No 0 Carried

**Substitute Cafeteria
Worker**

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

- Board and Administrator – Newsletter
- Heather Kaja and Christopher Odell – Thank You
- Colchester Community United Methodist Church – Thank You

**Announcements and
Information**

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

A motion was made by Dunlap, seconded by Towsley, to meet in executive session at 7:12 PM to discuss employment history of a particular employee(s). Yes 4 No 0 Carried

Executive Session

District Clerk

The Board President declared the meeting back into regular session at 9:45 PM.

Regular Session

A motion was made by Dunlap, seconded by Towsley, to adjourn the meeting at 9:45 PM. Yes 4 No 0 Carried

Adjournment

Clerk Pro-Tem

Downsville Central School

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www.deseagles.org

Timothy McNamara
Principal

John P. Evans
Superintendent

Robert Rhinehart
Administrator/Guidance

Good afternoon:

On September 6, 2016, Governor Andrew M. Cuomo signed legislation requiring all school districts and boards of cooperative educational services (BOCES) in New York State to test potable water systems for lead contamination and to take responsive actions. To implement this new law, the Department of Health issued emergency regulations, titled Lead Testing in School Drinking Water -10 NYCRR Subpart 67-4 (Subpart 67- 4), effective September 6, 2016.

Schools are responsible for identifying the total number of outlets that require sampling. Samples must be first draw samples, collected in 250 ml containers, and taken from a cold water outlet where the water has been motionless in the pipes for a minimum of 8 hours but not more than 18 hours. Samples must be analyzed by a laboratory that is certified under the Department of Health's Environmental Laboratory Approval Program (ELAP).

If lead levels are detected above 15 parts per billion (ppb) at any potable water outlet, the school must discontinue use of that outlet until a lead remediation plan is implemented to mitigate the lead level, and test results indicate that the lead levels are at or below the action level. The school must ensure that building occupants have an adequate alternate supply of potable water for drinking and cooking until the remediation plan is implemented. Schools must report the exceedance to the local health department (LHD) within one business day. Test results must also be provided in writing to all staff and parents no more than 10 business days after receiving the report.

Pursuant to the regulations, the Downsville Central School District sampled all potable water outlets that are currently or potentially used for drinking and cooking purposes including but not limited to bubblers, drinking fountains, and faucets. Faucets may be located anywhere on school property where drinking water is currently or potentially obtained, including but not limited to the athletic field. First draw samples were drawn using the EPA's 3 T's Guidelines.

Unfortunately, of the 57 samples that were taken, six tested above the 15 ppb limit. Five of those six outlets are drinking fountains. The non-drinking water outlet that tested high is the sink located in the dental hygienists office. The drinking fountain located in the cafeteria did not pass the test. The additional fountains that failed were bi-level fountains. The combination fountain outside of the principal's office as well as the unit on the second floor detected above 15 ppb. The district shut down these outlets and is in the process of working with the DCMO BOCES Health and Safety Office and the Delaware County Health Department to develop a remediation plan. Once the plan has been completed, we will resample the outlets. Once the samples are at or below the acceptable levels we will post the results to the district website. All sampling records will be retained for a period of 10 years at the district office and are available for review during normal business hours.

For questions on how lead affects the body or remediation process, please contact the Chenango County Health Department.

Thank you for your understanding and patience during this process.

Educationally yours,


John Evans, Superintendent

We, the Downsville Central School Community, will be a high achieving, evolving educational environment responsible for building a foundation of trust, fairness, and consistency by working collaboratively to inspire and nurture each individual's passion, voice, and character for life-long success.

Downsville Central School Failed Lead Test Locations

Water Outlet Location	Date Tested	Date Tested	Results Obtained	Lead Amount	Lead Limit	Units
2nd Floor Drinking Fountain Left	9/23/2016	11/4/2016	11/15/2016	0.0200	0.015	mg/L
2nd Floor Drinking Fountain Right	9/23/2016	11/4/2016	11/15/2016	0.0197	0.015	mg/L
Principal's Office Drinking Fountain Left	9/27/2016	11/4/2016	11/15/2016	0.0397	0.015	mg/L
Principal's Office Drinking Fountain Right	9/27/2016	11/4/2016	11/15/2016	0.0400	0.015	mg/L
Cafeteria Drinking Fountain	9/27/2016	11/4/2016	11/15/2016	0.0178	0.015	mg/L
Dental Office Room 125 Sink	9/27/2016	11/4/2016	11/15/2016	0.0160	0.015	mg/L

Remediation plan for the Downsville Central School Lead in School Drinking Water

November 17th, 2016

On November 15th, 2016, the Downsville Central School received their laboratory results for the lead in school water sampling conducted on September 23rd, 2016. Of the fifty seven (57) sampled outlets six (6) resulted in levels above the action level of 15 ppb. These outlets include the following:

Location	Result (ppb)
Drinking fountain 110, left	39.7
Drinking fountain 110, right	40
Drinking fountain Room 117	17.8
2 nd Floor Drinking fountain, left	20
2 nd floor Drinking fountain, right	19.7
Dental Office 125	16

Proposed Remediation

The drinking fountains identified as 110 and 2nd floor are Elkay high/low fountains. We are proposing to remove these fountains and replacing them with an Elkay Bi-level water fountain with bottle fill. These units contain a WaterSentry® Plus filter that reduce lead and other containments from the water.

The drinking fountain identified as room 117, the cafeteria, is a Hasley-Taylor. We are proposing to replace this unit with a new Elkay drinking fountain. In addition, the copper supply line will be replaced with PEX tubing removing the soldered joints leading to the unit.

The outlet identified as Dental Office 125 is a sink faucet with an emergency eyewash station attached to the aerator. Our proposal is to remove the eyewash station and attach a standard aerator.

Once the remediation is complete all identified areas will be resampled to assure levels are below the action level of 15ppb.

Respectfully submitted:

Ryan Vogler

Director of Facilities

Downsville Central School

Board & Administrator

FOR SCHOOL BOARD MEMBERS

November 2016 Vol. 30, No. 7

Editor: Jeff Stratton

Rumors have no place in the superintendent's evaluation

Washington state school board consultant Bob Hughes would like to change the paradigm on one key issue with superintendent evaluation: communicating board concerns directly to the superintendent when trustees have heard a rumor.

Many successful people who run organizations may have difficult-to-work-for personalities, Hughes said, which can ruffle feathers and lead to sniping and backbiting.

"When I worked at Boeing, I evaluated plenty of professionals," Hughes said. "They all liked to hear

firsthand about any problems with their performance."

The same principle should apply to trustee's negative comments about the superintendent's performance, as well as scuttlebutt that board members may hear about how she interacts with others, Hughes said. "If you can't say what you are hearing in front of other board members, don't say it," he said. "If the superintendent is not there to hear the board members' comments on her performance, they are rumors." ■

Sharpen up your board meetings

Long meetings are the bane of school boards. They crush enthusiasm, drain energy, and create boredom.

That's why a board and its president need to learn ways to manage discussion and move school business along efficiently. Here are some tips:

1. Keep the discussion flowing. If Jim gets stuck on a topic, the president can say "Thanks, Jim. We know where you stand. I'd like to hear from Cindy now."

2. Be aware of the non-verbal indicators of boredom. When the president notices them, it's time to move the issue under discussion along.

3. If consensus comes early, it's time for the vote.

4. Post-meeting debriefings can prevent future problems. When you have a dominant-personality

board member or even one with great passion for board service, she can monopolize meetings. The president can meet with this individual after the meeting, thank her for her input, and ask for her assistance in keeping meetings to a reasonable length.

5. Consider a timed agenda. Persistent problems in the area of meeting length are an issue that cries out for resolution. By estimating time lengths for each agenda item, the board puts itself on notice that time must be used productively. Ask your superintendent and board president to work out times allotted to each agenda item when they create the agenda. This time-monitoring tool will also give the president the ammunition she needs to end discussion and call for a vote. ■

'Wander around in the weeds' and expect some pushback from the superintendent

When a board member tries to do the staff's job, he is telling the superintendent: "I don't trust you."

This mindset will always damage the working relationship a board member has with the administrator.

This is why it is vital that board members respect the principle of board oversight. In a nutshell, this means the full board is the only entity that can issue directives to the superintendent, not an individual trustee.

If the individual board member doesn't have the votes on an issue, he doesn't have the authority to take an end-run around the full board to the superintendent so that he can get his way.

Trying to interfere in such a way is classic micromanagement. Think of it like this: When you as a board member have agreed not to do something and then you step in and do it anyway after the board and superintendent have discussed roles, you are heading into the weeds. ■

Retreat activity: Board team writes a member job description

Too many board members come to school board service with very little understanding of the requirements of the job. This leads to questions: Do I hire teachers? Do board members give instructional advice to teachers? Do I approve spending decisions?

An effective way to clarify the board's job (and the responsibilities of the individual school board member) is to write a job description for the board.

This way, the board can define, for itself and all future school board members, exactly what the board should be doing.

As a full-board activity in a retreat setting with your superintendent, try to write a school board job description for your own board. Alternatively, the board might ask a committee to come up with a draft job description for board review.

Set down your board's responsibilities under these categories:

- Legal.
- Duties.
- Roles.
- Time commitments (meetings, committee service, district event attendance, continuing education requirements).

The board does itself and the community a great service when it gives thought to these issues, because it not only commits itself to operating effectively but creates a tool that will assist future board members in mastering the position when they are elected for the first time. ■

8 rules for avoiding board meeting conflict

1. Be informed. It's the only way to argue your views professionally.
2. Don't give rumors the same weight as facts and data.
3. Don't try to do the staff's job.
4. Avoid acting defensive. Remain calm.
5. Listen; seek first to understand.

6. Use a recess to calm tempers and soothe frayed nerves.

7. Stay on topic. The agenda has been prepared with board members' time in mind.

8. Mind your manners. Board members who monopolize the meeting can sap the board's energy. The chair should ensure all board member views are heard. ■



Thank You!

Dear DCS & members of the Schoolboard,

Thank you for your continued support for our race. We raised \$2500 to go towards the construction of the fitness trail which will be aimed towards youth.

Sincerely,

Katie & Sarah

Best Dam Race

THANK
YOU

Thank you for your donation in memory of Doris Morris. For many years she was a very vital part of this community and will be greatly missed. Her family will be notified of this donation.

Wellsburg Fire Department Ladies Auxiliary

A notice of your donation has
been sent to Andrew Morris.
Thank-You