

Downsville Central School District
Downsville, NY 13755

Board of Education Agenda
Thursday, March 2, 2017
6:30 PM

- I. Routine Matters
 - A. Call to Order
 - B. Approval of the Minutes of the Regular Meeting held on Monday, January 23, 2017
 - 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 – Incident Notice
 - 2. DCMO Educational Forum – Reaching and Teaching Students in Poverty – March 30, 2017
 - 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. Teacher's Aide
- b. Substitute Bus Driver
- c. Track Coaches
- d. Substitutes

B. Use of Facilities

- 1. Girl Scout Troop #30361 – Fundraiser
- 2. Downsville Eagle Athletic Booster Club
- 3. Downsville Girl Scouts and Colchester Chamber of Commerce

C. Other – None

VIII. Correspondence and Information

- A. Board and Administrator – Newsletter
- B. Champlin Family – Thank you

**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, January 30, 2017.

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

Members Absent: Brian LaTourette (President)

Others Present: Stephanie Champlin and Amber Gardner

A motion was made by Dunlap, seconded by Towsley, to approve the minutes of the Regular Meeting held on Monday, December 19, 2017 as presented. Yes 4 No 0 Carried **Minutes Approved**

A motion was made by Bell, seconded by Dunlap, to approve the Financial Reports including the General Fund, School Lunch Fund, Student Activity Fund and the Internal Claims Audit for the month of December 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. New York State School Boards Association – Letter of acknowledgement of membership (2017)
2. Chenango County School Boards Association – Board President and Vice-President Forum – Tuesday, February 7, 2017
3. Catskill Area Study Council – Spring 2017 School Board Institute – Wednesday, March 15, 2017
4. Health Insurance Consortium Meeting – February 10, 2017 – Binghamton – Chris Towsley will attend on behalf of the district.

A motion was made by Dunlap, seconded by Towsley, to add the following items to the agenda for the regular meeting of the Board of Education scheduled for Monday, January 30, 2017: VI. New Business E. Amend Academic Calendar and VII. Recommendations – 3. Appointments – d. Tutor and e. Volunteer Assistant Coach. Yes 4 No 0 Carried **Agenda Addition**

Upon the recommendation of the Committees on Special Education and Pre-School Education, a motion was made by Towsley, seconded by Bell, that the services for the following students be approved as presented: 2258, 2157, 2273, 2361, 1991, 1959, 2289, 2261 and 2210. Yes 4 No 0 Carried **CSE/CPSE Recommendations**

A motion was made by Towsley, seconded by Dunlap, to approve the Class of 2017 Trip to Syracuse on Friday, May 5 and Saturday, May 6 as presented including district transportation to and from Syracuse. Yes 4 No 0 Carried **New Business Senior Trip**

A motion was made by Bell, seconded by Towsley, to approve the budget time line as follows:

Budget Time Line

**Downsville Central School
Budget Development Calendar
School Year 2016-2017
Timeline**

Friday, December 16, 2016	BOCES Initial Service Requests due
Friday, January 20, 2017	BOCES teacher/office supply bids due (done online)
Friday, February 03, 2017	Equipment requests due
	Textbook requests due
	Sheet music requests due
	*These items should include specific vendors (turning in request does not constitute approval).
Monday, February 27, 2017	Budget Work Session #1 6:00pm
Friday, February 24, 2017	All grade level & department budgets due to Business Office (inclusive of all other supplies/materials, conferences and field trips)
	O&M, Transportation, Supervision & Curriculum, Interscholastic Sports, Special Ed. And Technology budgets are due to Superintendent.
Friday, February 24, 2017	- Budget Requests reviewed with Building Principal (budgets must be within allotment including supply bid)
Friday, March 17, 2017	
Monday, March 27, 2017	Budget work session #2 - 6:00pm
TBA	Budget Presentation - Cloves - 7:00 pm
Wednesday, March 29, 2017	Budget vote notice in paper #1
Friday, March 31, 2017	BOCES Final Requests Due
Wednesday, April 12, 2017	Budget vote notice in paper #2
Monday, April 17, 2017	Budget work session #3 - 6:00pm
Monday, April 17, 2017	Board of Education adopts budget at least 25 days prior to public vote. Last day to approve budget without special meeting.
Monday, April 17, 2017	Board of Education Member petitions due
	Board of Education Candidates - Financial Statement due (notarized)
Monday, May 01, 2017	All requisitions due to Superintendent
Wednesday, May 03, 2017	Budget vote notice in paper #3
Monday, May 08, 2017	Budget Hearing - DCS Auditorium - 6:00pm
Wednesday, May 10, 2017	Budget Notice cards mailed to residents - Budget vote notice in paper #4
Thursday, May 11, 2017	Board of Education Candidates - Financial Statement due (notarized)
Tuesday, May 16, 2017	Board of Education Election and Budget Vote - DCS Auditorium - 2 pm until 8 pm
Wednesday, May 31, 2017	Board of Education Candidates - Financial Statement due (notarized).

Yes 4 No 0 Carried

A motion was made by Dunlap, seconded by Towsley, to authorize the addition of Livingston Manor Central School District to the shared sports agreement between the Downsville Central School and Roscoe Central School for the 2016-17 school year for the following sports: Varsity Track (Boys/Girls) and JV/Varsity Softball.

Shared Sports

It is further moved to authorize the addition of Sullivan West School District to the shared sports agreement between Downsville Central School District, Roscoe Central School District and Livingston Manor Central School District for the 2017-18 school year for the sport of Varsity Football.
Yes 4 No 0 Carried

A motion was made by Towsley, seconded by Dunlap, that the rate of pay for After School Monitor be raised to the chaperone rate as per the negotiated agreement between the DCS Board of Education and the Downsville Teachers' Association effective January 31, 2017. Yes 4 No 0 Carried

Change in Pay Rate

A motion was made by Towsley, seconded by Dunlap, to authorize the Superintendent to enter into an Energy Efficiency Proposal agreement with NYSEG if it is determined the program will benefit the district. Yes 4 No 0 Carried

NYSEG Agreement
Energy Efficiency
Proposal

A motion was made by Dunlap seconded by Bell, to amend the academic calendar as follows:

Friday, March 10, 2017 ½ day for parent/teacher conferences
Friday, April 21, 2017 ½ day for ELA Test Scoring
Monday, May 8, 2017 No School for Students – Superintendent Conference Day

Yes 4 No 0 Carried

Amend Calendar

Upon the recommendation of the Superintendent, a motion was made by Towsley, seconded by Dunlap, that Stephanie Champlin be granted a maternity leave beginning on or about April 29, 2017 for 6 to 8 weeks depending on the birth of her child and availability of sick days.

Recommendations
Leaves
Maternity Leave

It is further agreed to grant Stephanie Champlin Family Medical Leave not to exceed 12 weeks beginning on the date of the birth of her child. Yes 3 No 0 Abstain 1 (Champlin) Carried

Upon the recommendation of the Superintendent, a motion was made by Bell, seconded by Towsley, that Claudia Townsend be granted a maternity leave beginning on or about May 4, 2017 for 6 to 8 weeks depending on the birth of her child and availability of sick days.

Maternity Leave

It is further agreed to grant Claudia Townsend Family Medical Leave not to exceed 12 weeks beginning on the date of the birth of her child. Yes 4 No 0 Carried

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, that Sandra Butler be appointed as a temporary teacher's aide beginning on January 5, 2017 until such time as her services are no longer needed in this capacity at minimum wage with benefits as per the Federal Guidelines. Her hours of service will be 9:30 AM – 2:00 PM. Yes 4 No 0 Carried

Appointments
Temporary Teacher's
Aide

Upon the recommendation of the Superintendent, a motion was made by Bell, seconded by Towsley, To add Richard Gardner to the 2016-17 Substitute Bus Driver List effective January 18, 2017.
Yes 4 No 0 Carried

Substitute Bus
Driver

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, to appoint Taso Pantilieris to the position of Modified Baseball Coach for the 2017 season at the agreed stipend between the DCS Board of Education and the DTA. Yes 4 No 0 Carried

Modified Baseball
Coach

Upon the recommendation of the Superintendent, a motion was made by Towsley, seconded by Dunlap, that Joan Tubridy be appointed as a tutor at the agreed salary as per the negotiated agreement between the DCS Board of Education and the Downsville Teachers' Association. Yes 4 No 0 Carried

Tutor

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Bell, that Amy Hill be appointed as a Volunteer Assistant Coach for the 2017 Modified and Varsity Baseball and Softball Teams. Yes 4 No 0 Carried

Volunteer Assistant
Coach

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

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

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

A motion was made by Dunlap, seconded by Bell to meet in executive session at 7:08 PM to discuss: employment history of a particular individual. Yes 4 No 0 Carried

The Board Vice-President declared the meeting back into regular session at 7:40 PM.

A motion was made by Bell, seconded by Towsley, to adjourn the meeting at 7:49 PM.
Yes 4 No 0 Carried

Correspondence and Information

Executive Session

Regular Session

Adjournment

Clerk Pro-Tem

DRAFT

DOWNSVILLE CENTRAL SCHOOL TREASURER'S REPORT:

Jan-17

	GENERAL FUND	GENERAL SAVINGS	GENERAL MMMA	CAFETERIA FUND	AGENCY FUND	FEDERAL FUND	CAPITAL RES CHECKING	CAPITAL RES SAVINGS	PAYROLL FUND
BEGINNING 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
RECEIPTS	\$1,001,753.46	\$0.00	\$249,295.32	\$25,459.90	\$484,045.23	\$35,000.18	\$1.64	\$0.00	\$0.11
DISB	\$580,420.26	\$0.00	\$1,055,000.00	\$11,478.11	\$486,305.82	\$12,738.22	\$0.00	\$0.00	\$0.00
ENDING BALANCE	\$470,089.74	\$429.96	\$8,085,221.96	\$19,289.66	\$229,493.61	\$33,985.99	\$192,138.45	\$172,950.23	\$53.18

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

Wayne Tibbey

BUSINESS MANAGER, CENTRAL BUSINESS OFFICE



CHENANGO
CENTER

Discover
yourself
at
DCMO BOCES
Delaware Chenango
Madison Oneida

EDUCATIONAL FORUM 17-18

DCMO BOCES Chenango Campus
6678 County Road 32, Norwich, NY 13815

A Special Invitation . . . March 30, 2017

We would like to extend an invitation to all board members, administrative staff and others to attend the Spring DCMO BOCES Educational Forum for 2017-18. We have the distinct pleasure of presenting Paul C. Gorski, Activist and Author of *Reaching and Teaching Students in Poverty*.

Reaching and Teaching Students in Poverty



The evening's presentation will be based on Paul Gorski's book *Reaching and Teaching Students in Poverty* which "emphasizes the resilience of low-income students and families and explains why educators need to identify and examine their attitudes, beliefs, and behaviors toward low-income students in order to change their perceptions of poor students and create equitable classrooms and schools in which all students can learn and flourish" (Banks, 2013 pg.ix). Paul believes that it is schools and teachers that can make a difference for students. The evening will focus on what schools can do to create more equitable learning environments for students.

Paul's framework is an equity literacy approach which is the skills and dispositions that enable us to recognize, respond to, and redress conditions that deny some students access to the educational opportunities enjoyed by their peers and, in doing so, sustain equitable learning environments for all students and families (Gorski, 2013, pg. 19). The time will include information about poverty in the United States, debunking a culture of poverty and the opportunities needed by all students.

About the Presenter

Paul C. Gorski is an activist, author, and educator focusing on a wide range of social justice and human rights issues. His primary interests include poverty and economic justice, racial justice, queer justice, and animal rights. He is the founder of EdChange, has served two terms on the board of directors of the International Association for Intercultural Education. He has written more than 50 articles and written, co-written, or co-edited 10 books including *Reaching and Teaching Students in Poverty: Strategies for Erasing the Opportunity Gap*; *Case Studies on Diversity and Social Justice Education* (with Seema Pothini), and *Voices for Diversity and Social Justice* (with Julie Landsman and Rosanna Salcedo). At Mason, Paul coordinates SIS's Social Justice Minor and Social Justice and Human Rights concentration as well as a Master of Arts in Interdisciplinary Studies concentration in Social Justice and Human Rights.

To Register

Component Board members or administrators who are interested in attending the March 30 Educational Forum should register through their district by contacting the Superintendent's Secretary. DCMO BOCES Board members can contact Charlotte Brokaw directly at brokaw@dcmoboces.com, or 335-1445. All registrations should be received prior to March 15. Registration is open to all school board members and school administrators from the 16 DCMO component districts at no cost.

Forum Schedule

- 5:45 p.m. Hors d'oeuvres –
Chenango Campus
Culinary Arts Students
- 6:15 p.m. Welcome – Perry Dewey,
District Superintendent
- Dinner – Culinary Arts Students
- 7:15 p.m. Presentation






www.dcmoboces.com

Memorandum

To: DCMO BOCES Component School Superintendents

From: Perry T. Dewey III, District Superintendent 

Date: February 8, 2017

RE: Incident Notice

This memo is to notify you that on February 4, 2017 DCMO BOCES was notified that a staff member had been accused of embezzlement from a local fire department.

That staff member was put on administrative leave so that an investigation could be completed.

DCMO BOCES was notified on February 8, 2017 that the staff member had been arrested for grand larceny, 3rd degree, class D felony.

The DCMO BOCES administration is cooperating fully with the Chenango County Sherriff's Department, District Attorney's office and any other governmental agencies that may become involved in the case. The BOCES also has fulfilled and will continue to observe all applicable reporting requirements. BOCES also enlisted D'Arcangelo & Co., LLP, certified public accountants, to do an internal audit of business functions that occurred during the employment of the employee.

As we understand it, the charges, although serious in nature, are merely accusations at this point, and the employee, like all citizens, is presumed innocent of any criminal offense unless and until they are proven guilty in a court of law. We intend to take all steps necessary to respect the employee's rights while, at the same time, taking all prudent steps to ensure the integrity of BOCES's finances.

All DCMO BOCES business office employees are bonded; to our current knowledge DCMO BOCES did not incur any financial loss in this matter. To ensure the integrity of the DCMO BOCES financial security, we will continue to follow the advice of the Ferrara Fiorenza P.C. law firm and D'Arcangelo & Co., LLP.

Board & Administrator

FOR SCHOOL BOARD MEMBERS

February 2017 Vol. 30, No. 10

Editor: Jeff Stratton

'Tour of Gratitude' boosts teamwork, commitment to mission

The Freeman School District Board in Rockford, Wash., took A Tour of Gratitude as the board superintendent, and leadership team surveyed their district during a day-long work session and give thanks for what they have in the community. Board President Annie Keebler said the Tour of Gratitude was "inspirational and empowering." The idea first came to Keebler two years ago during a board work session. One of the items the board discussed during the session was making time for board reflection and "focusing on the district and what has been achieved in the last five years," Keebler said.

"We thought we just needed a time to think about the district's history, its makeup, what are some of the places we've never seen in a district that spans such a large space," she said.

Superintendent Randy Russell organized the tour in which the board and key staff took a guided bus trip around the district. This gave the board and leadership team time for reflection on past accomplishments, as well as an opportunity to recharge batteries for the coming work. Five board members, all of the principals, Russell, and his leadership team of directors participated in the event.

Keebler said the day strengthened relationships on the board team and with the leadership team while informing the board's work. "I'm not from Rockford, and this helped me understand where our students come from," she said. "It gave me more of a feel for who we are as a board, staff, and students. Building a connection with our kids is something we always have in mind, and the tour did remind us who we are here for."

Group activities during A Tour of Gratitude included: "What are the greatest opportunities to keep improving the school district?," discussion of "Board-Superintendent Relationship & Operating Principles," expectations for the superintendent in 2016-17, and a social and dinner with spouses to conclude the day.

Each area of the tour had a theme or message associated with it.

For example, after the mile-long hike, the superintendent pointed out that all journeys are not over smooth flat ground and worked that into the idea that a leadership team and board are at times required to make difficult decisions on their journey. "Sometimes a team has to go where no one else wants to go," Russell said.

"For me, the idea was saying sometimes you have to keep on pushing," Keebler said.

Keebler, Russell, and the transportation director were the only individuals in the loop for the day. "Participants were told to wear comfortable clothes and tennis shoes," Keebler said. "Our previous work sessions were conducted sitting in chairs, so this one had some anticipation surrounding it," she said.

Other boards have contacted the district about A Tour of Gratitude.

"Superintendents love the idea and have been thinking about how to do something similar in their own community," Russell said. "All communities have some unique, special things -- a company in town, a community college, parks, fishing, or lakes.

"If your team gets into a routine, you can forget you have a special place and a tour such as this can remind you." ■

Tamp down on board conflict with these strategies

The board that finds itself mired in conflict often learns that it is hard to accomplish much as the governing body of a school district. That's why the board president (and really, all board members) have a stake in working through conflicts in a professional manner. Try some of these strategies when your board is having teamwork issues:

1. Understand that conflict on a team such as a board is natural and to be expected.
2. Do not avoid conflicts, because they will fester and linger. Allocate the necessary time to resolve them.
3. Achieve consensus by airing complaints and

disagreements and by giving all views a fair hearing.

4. Use more carrot, less stick. Each party in the conflict must find some "carrot" as a result of achieving consensus.

The president should recognize when conflict is occurring within the team and lead by asking the group to resolve its internal issues. When the board is working through its conflict, it is the president's responsibility to give all board members a chance to air their views. After this has occurred, the president should sum up the board's discussion, while offering his take on what has taken place within the group. ■

Does your superintendent know what the board wants?

If you asked each member of your board to prioritize the five most important duties of the superintendent, would everyone agree? I've served on enough boards to know that's not very likely.

I also know how much friction is caused when individual board members try to impose their own priorities on the superintendent. One may be a fiscal hawk, the other wants to push technology, while two more focus on math skills.

The superintendent spends so much time chasing individual board member priorities that the real work of the school doesn't get done.

It's a bit like being a postman. You don't get the mail delivered if you have to stop and tickle every barking dog.

Setting the district's priorities is an important team effort. The board and superintendent must work together to set common goals for the district so that the administrator has

no doubt in her mind what the board wants to accomplish.

Ask these questions of yourself to check the clarity of the direction the board gives the superintendent:

- Do we have a clear, written job description for the superintendent?
- Do we set specific goals for the superintendent to accomplish?
- Do we pause quarterly for an update on how the superintendent is proceeding in the accomplishment of our goals for the district?
- Are the priorities we set for the superintendent clear enough to evaluate in her annual performance appraisal?

Assess these items as a team and you will be clear on the direction you want the superintendent to lead the district and the progress she is making. ■

Duties of the Board President

The following may be considered as typical duties of a board president:

- Be the presiding officer of the school board meeting.
- Call special meetings of the board when it is necessary to do so.
- See that there is a recording of minutes at each meeting, the legal record of what transpired.
- Sign board minutes after they have been approved by the board.
- Sign documents as a representative of the school board.

• Be the official spokesperson for the board to the media (with superintendent's knowledge and board approval).

• Be the official spokesperson for the board to the community (with superintendent's knowledge and board approval).

• Appoint board members to various board committees.

• Arrange for education through appropriate workshops for all board members.

• Encourage board assessment of its accomplishments. ■