

Downsville Central School District
Downsville, NY 13755

Board of Education Agenda
Monday, April 24, 2017
6:30 PM

I. Routine Matters

A. Call to Order at _____ PM

B. Approval of the Minutes of the Regular Meeting held on Thursday, March 27, 2017 and the Meeting held on Monday, April 17, 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. Budget Presentations
2. Health Insurance Consortium Meeting – May 12, 2017 at 6:30 PM in Binghamton
3. Annual Meeting and Budget Vote and Election Information
 - *Monday, May 8 – 6:00 PM – Annual Budget Meeting – DCS Auditorium
 - *Tuesday, May 16 – 2:00 – 8:00 – Annual Budget Vote and Election – DCS Room 110

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 and Presentations

A. Robotic Class

B. Gifts and Donations for Educational Projects Policy

V. Unfinished Business – None

VI. New Business

- A. DCMO BOCES Administrative Budget
- B. DCMO BOCES Board of Education
- C. Adopt 2017-2018 Academic Calendar
- D. Adjust Bus Run Rates

VII. Recommendations

A. Personnel

- 1. Resignations – None
- 2. Leaves – None
- 3. Appointments
 - a. Tenure Appointment – Hope Jennings
 - b. Tenure Appointment – Christopher Odell
 - c. Tenure Appointment – Amy Thibodeau
 - d. Temporary English Teacher – Jennifer Bartlett
 - e. 2017 Budget Vote and Election Officials

B. Use of Facilities - None

- 1. American Legion James S. Moore Post 167

C. Other – None

VIII. Correspondence and Information

- A. Board and Administrator – Newsletter

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, March 27, 2017.

The meeting was called to order by the Board Vice-President, Gary Champlin, at 6:35 PM with the following members and administration present: Chris Towsley, Chuck Dunlap, Rich Bell, Superintendent John Evans, Principal Timothy McNamara and Administrator/Director of Guidance Rob Rhinehart
Members Absent: Brian LaTourette
Others present: Betty Early

Call to Order

A motion was made by Towsley, seconded by Bell, to approve the minutes of the regular meeting held on Thursday, March 2, 2017 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 month of February 2017 as presented. Yes 4 No 0 Carried

Financial Reports Approved

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

Board Items

1. Budget Work Session – 6:00 PM – March 27, 2017 (prior to regular meeting)
2. DCMO BOCES – Educational Forums
March 31, 2017 – “Reaching and Teaching Students In Poverty”
May 17, 2017 – “Balanced Leadership for Powerful Learning”
3. Chenango County School Boards Association – Annual Dinner – Tuesday, April 18, 2017
4. DCMO BOCES – Annual Meeting – Thursday, April 6, 2017 – Chenango Campus
5. Catskill Areas School Study Council – “Understanding the Effects of Poverty on our School And Community” – April 26, 2017 – SUNY Oneonta.

A motion was made by Bell, seconded by Towsley, to add the following item to the agenda for the regular meeting of the Board of Education held on Monday, March 27, 2017: VI. New Business – C. Accept Donation – DonorsChoose.org. 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 Dunlap, seconded by Bell, that the services for the following students be approved as presented: 2193, 2363, 2325, 2364, 2362, 2222, 2365, 2145 and 2210. Yes 4 No 0 Carried

CSE/CPSE Recommendations

Principal Timothy McNamara shared a report prepared with the assistance of Mrs. Amber Gardner, 2nd Grade Teacher, about the use of wobble chairs in the classroom. Mrs. Gardner was concerned regarding students who were fidgety and wiggly and researched flexible seating. These chairs make it possible for students to expend extra energy without being a distraction to other students.

**Reports
Wobble Chairs**

As the wobble chairs are now being used in the classroom, the board requested that Mr. McNamara prepare a report for them regarding the effectiveness of the wobble chairs.

Five (5) of these chairs were donated through an on-line website for teachers – DonorsChoose.org. At this time there is not a process in place for soliciting donations from the internet; therefore, the administration will be working on establishing one.

A motion was made by Towsley, seconded by Dunlap, to authorize the attached list of library books to be removed from the library as they have met the criteria for deselection from the DCS library collection.

**New Business
Discard Books**

It is further authorized for the books to be sent to DCMO BOCES for recycling. Yes 4 No 0 Carried

A motion was made by Bell, seconded by Dunlap, to share the following sports programs as listed below Shared Sports
for the 2017-18 Fall Sports Season:

Varsity Football – Downsville, Roscoe, Livingston Manor and Sullivan West

Modified/JV Football – Downsville and Roscoe

Boys and Girls Soccer (all levels) – Downsville and Roscoe

Boys and Girls Cross Country (all levels) – Downsville and Roscoe

Yes 4 No 0 Carried

A motion was made by Bell, seconded by Towsley, to accept the donation of five (5) wobble chairs from Donors.Choose.org. Yes 4 No 0 Carried Accept Donation

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Bell, that the resignation of Gretchen Blynt as an English/Special Education Teacher be accepted effective Friday, April 21, 2017. Yes 4 No 0 Carried Recommendations
Resignation – Blynt

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, to appoint Joan Tubridy as a Long-Term Substitute Spanish Teacher to fill a maternity leave beginning on or about April 29, 2017 through the remainder of the 2016-17 school year at a salary of \$150/day for days served in this capacity. Yes 3 No 0 Abstain 1 (Champlin) Carried Appointments
Long-Term
Substitute -
Spanish Teacher

Upon the recommendation of the Superintendent, a motion was made by Towsley, seconded by Bell, to appoint William Meredith as a Long-Term Social Studies Teacher to fill a maternity leave beginning on or about May 4, 2017 through the remainder of the 2016-17 school year at a salary of \$150/day for days served in this capacity. Yes 4 No 0 Carried Long-Term
Substitute – Social
Studies Teacher

Upon the recommendation of the Superintendent, a motion was made by Bell, seconded by Towsley, to appoint Jerry Merrill as a Volunteer Assistant Track Coach for the 2017 track season. Yes 4 No 0 Carried Volunteer Assistant
Track Coach

Upon the recommendation of the Superintendent, a motion was made by Bell, seconded by Towsley, that Courtney Bonsick be approved as a non-resident, non-tuition paying student for the 2017-18 school year as per the negotiated agreement between the Downsville Central School District and the Downsville Teachers' Association. Yes 4 No 0 Carried Other
Non-Resident
Student (17-18)

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

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

A motion was made by Dunlap, seconded by Towsley, to meet in executive session at 7:07 PM to discuss: Negotiations Executive Session
Yes 4 No 0 Carried

District Clerk

The Board Vice-President declared the meeting back into regular session at 7:35 PM. Regular Session

A motion was made by Towsley, seconded by Dunlap, to adjourn the meeting at 7:35 PM. Adjournment
Yes 4 No 0 Carried

John Evans, Clerk-Pro Tem

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, April 17, 2017.

The meeting was called to order by the Board President, Brian LaTourette at 6:00 PM with the following members and administration present: Chris Towsley, Chuck Dunlap and Superintendent John Evans
Members and Administration Absent: Gary Champlin, Rich Bell, Principal Timothy McNamara and Administrator/Director of Guidance Rob Rhinehart
Others present: Tim Maguire, District Treasurer

Call to Order

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

Board Items

1. Budget Work Session

District Treasurer, Tim Maguire and Superintendent, John Evans worked with the board members to prepare and finalize the proposed budget for the 2017-2018 school year.

A motion was made by Dunlap, seconded by Towsley, to adopt the 2017-2018 proposed budget in the amount of \$10,286,812. Yes 3 No 0 Carried

New Business

A motion was made by Dunlap, seconded by Towsley, to adjourn the meeting at 6:45 PM.
Yes 3 No 0 Carried

Adjournment

Clerk-Pro Tem

DOWNSVILLE CENTRAL SCHOOL TREASURER'S REPORT:

Mar-17

| | GENERAL FUND | GENERAL SAVINGS | GENERAL MIMDA | CAFETERIA FUND | AGENCY FUND | FEDERAL FUND | CAPITAL RES CHECKING | CAPITAL RES SAVINGS | PAYROLL FUND |
|-------------------|----------------|-----------------|----------------|----------------|--------------|--------------|----------------------|---------------------|--------------|
| BEGINNING BALANCE | \$148,838.68 | \$429.96 | \$7,528,062.02 | \$9,281.99 | \$215,509.90 | \$31,715.82 | \$192,139.92 | \$172,950.23 | \$53.28 |
| RECEIPTS | \$1,006,478.04 | \$0.02 | \$607,070.47 | \$17,061.58 | \$499,933.98 | \$0.18 | \$1.63 | \$8.52 | \$0.11 |
| DISB | \$669,751.12 | \$0.00 | \$1,010,000.00 | \$16,590.25 | \$506,864.50 | \$20,321.18 | \$0.00 | \$0.00 | \$0.00 |
| ENDING BALANCE | \$485,565.60 | \$429.98 | \$7,125,132.49 | \$9,753.32 | \$208,579.38 | \$11,394.82 | \$192,141.55 | \$172,958.75 | \$53.39 |

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

GIFTS AND DONATIONS FOR EDUCATIONAL PROJECTS POLICY

The purpose of this policy is to establish parameters for acceptance of gifts and donations to the District and employees of the District.

The Board of Education recognizes that teachers and employees of the District, in pursuit of supplies and educational projects may pursue funding through projects that include but are not limited to: GoFundMe and DonorsChoose.

To protect the educational interests of the District, all educational projects requiring or soliciting donations or gifts must be submitted in writing and approved by the Superintendent. Upon the Superintendent's approval, he or she will submit the project to the Board of Education for review and approval. No project will be permitted without the approval of the Superintendent and the Board of Education.

All gifts and donations become the property of the District. The District will apply the gift or donation, or the interest or proceeds of the gift or donation, according to the instructions of the project and donors. However, no gift or donation will be accepted that imposes conditions that are contrary to law or District policy.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of the District and the ownership of which would tend to adversely affect the District.

Any gift accepted by the Board shall become the property of the District, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The District shall be responsible for the maintenance of any gift it accepts, unless otherwise stipulated.

The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District.

In no case shall acceptance of a gift be considered to be an endorsement of a commercial product or business enterprise or institution of learning.

Gifts and donations can be goods, services, or moneys offered by a donor. If an item is donated without restrictions and subsequently repaired for purposes of sale, the Superintendent shall determine the method of sale most likely to generate the greatest purchase price for the District. Board of Education members and District Administration shall be excluded as potential purchasers of such items.

The Board of Education will receive an annual written report of gifts and donations from the Superintendent of Schools and may on occasion offer a public acknowledgement of generous donors.

LEGAL REFERENCE:

Education Law ' 1709 (12)


6678 County Road 32
Norwich, New York 13815-3554



(607) 335-1200
FAX (607) 334-9848

MEMORANDUM

TO: Chief School Administrators
District Clerks

FROM: Perry T. Dewey 
District Superintendent

DATE: April 10, 2017

RE: BOCES Administrative Budget — Suggested Resolution

Following is a suggested resolution you may wish to use with your Board of Education for the April 24, 2017 vote on the BOCES Administrative Budget:

RESOLVED, that the (School District) Board of Education does hereby approve the proposed Delaware-Chenango-Madison-Otsego BOCES Administrative Budget for the 2017-18 school year in the amount of \$2,277,297.

Additionally, please cast your district's vote for the two Board Candidate seats on the Ballot enclosed for your convenience.

On the morning of April 25, 2017, please transmit to Robin Winchester, Clerk of the Board, via fax (607-334-9848) or email at BoardClerk@dcmoboces.com the results of the above referenced vote. The **original** documentation should be simultaneously mailed to Robin Winchester in the BOCES Support Services Center, Norwich.

Thank you for your help.

**BOARD OF COOPERATIVE EDUCATIONAL SERVICES
SOLE SUPERVISORY DISTRICT
DELAWARE-CHENANGO-MADISON AND OTSEGO COUNTIES**

**BALLOT FOR SPECIAL ELECTION TO BOARD
OF COOPERATIVE EDUCATIONAL SERVICES**

There are **two (2)** vacancies on the Board of Cooperative Educational Services to be filled at the annual election to be held on April 24, 2017. The board of education of each component school district, by resolution, may cast one vote for each vacancy to be filled, provided that no more than one vote may be cast for any candidate. No more than one person residing in a particular component school district may be elected to serve on the board of cooperative educational services at one time. The district clerk, or other officer authorized to certify that a board resolution has been adopted, shall complete the ballot by placing an "X" next to the name of the candidate for whom a vote has been cast, and by completing the attached certification. Candidates are in alphabetical order with their address and school district of residence:

1. **Linda Tuller**
429 Martin Road
New Berlin, NY 13411
Unadilla Valley Central School



2. **Linda Zaczek**
100 County Road 37
Mt. Upton, NY 13809
Gilbertsville-Mt. Upton Central School



2017 DCMO BOCES **BOARD MEMBER CANDIDATES**

Linda Tuller

Linda Tuller is a retired elementary teacher with 32 years of experience teaching at the elementary Level, and was an adjunct professor at SUNY Morrisville, teaching early childhood education courses. She also volunteered as a 4-H leader and was Dean of Students at UVCS for a year after retirement. Linda lives in New Berlin with her husband John who had the unique experience of being on the school board at the time of the New Berlin/South New Berlin merger that created UVCS. She enjoys spending time with her grandchildren: Will, Nate, Madelyn and Ella, and has been on the DCMO BOCES Board since December 2015.

Linda Zaczek

Linda currently serves as Board President of DCMO BOCES. First elected to the Board in 1999, she held the office of Vice President from 2003 until first being elected President in 2014. In 2007, Linda was honored as the Outstanding School Board Member of the Year by the Chenango County School Boards Association. Linda's school board service began in 1989 with the former Mt. Upton Central School and continued with the Gilbertsville-Mt. Upton Central School (GMU) through 1997. She continues to volunteer her time in her home district of GMU when opportunities arise. Linda is a retired Human Resources Manager; and currently operates a part-time energy business.

Board & Administrator

FOR SCHOOL BOARD MEMBERS

April 2017 Vol. 30, No. 12

Editor: Jeff Stratton

Should school boards manage? Yes, themselves

Boards should be comfortable “managing” in two areas: They should manage but not micro-manage their superintendent, and the board should manage itself. That second point may be most critical to the district, according to John Almond and Lloyd Wamhof, member assistance advocates for the Association of California School Administrators.

“In our work, we see some boards that accomplish both of these functions very well,” Almond said. “Our observation is, however, that a significant number of school boards have not set any guidelines for managing themselves.”

For evidence to back up this statement, look no further than the number of boards that are always at odds within their own ranks, Almond said. “Such boards have become divided on certain core issues and, in some cases, recall after recall of board members has created dysfunction within the district,” he said.

Regular and counterproductive superintendent turnover due to board dysfunction is another sign that boards are not adept at managing themselves, Wamhof said. Here are several suggestions from Wamhof and Almond to help a board manage itself professionally, successfully, and in a way that allows the board to do the job trustees were elected to do:

1. Agree on written norms/protocols that outline how the board will manage itself and conduct business efficiently at its meetings. The norms/protocols should be laid out in a short list that is agreed to by all members. (See an example of board norms/protocols on page 2.)

2. Restate board norms/protocols at the beginning of meetings and board workshops.

3. Reach agreement as a board on what a successful school district looks like. “Part of this process is examining and visiting successful districts and then deciding on what best practices board members can implement in their own district,” Wamhof said.

4. Rely on the superintendent to conduct the daily business of the district.

5. Be willing to hire a board coach to assist in establishing board norms/protocols and to utilize the coach in maintaining a positive relationship with the superintendent.

6. Be willing to censure fellow board members who continually disrupt the smooth running of the district and don’t observe the board’s own norms/protocols and agreements on how to run the district.

When the board is unprofessional, breaking the cycle of poor board management isn’t simple, and there isn’t a quick fix pill to swallow to change the behavior of disruptive board members who get themselves elected based on a negative personal agenda, Wamhof said.

Can a cycle of negativity be broken? Yes, Wamhof said.

For this to occur, however, there should be a process in place and board members must be willing to discipline themselves. That starts with norms and protocols.

For information, www.acsa.org; 559-905-2057. ■

Board norms/protocols help board manage itself

John Almond and Lloyd Wamhof, member assistance advocates of the Association of California School Administrators, suggest the following board norms and protocols for school boards to help them “manage” themselves professionally:

We agree:

- To respect differences of opinions in making decisions for the district.
- To follow best practices in managing the superintendent and the management of the board itself.

- To stay on task when conducting business for the district including while at board meetings.

- To never surprise the superintendent or each other when conducting official business of the district.

- To read these norms at the beginning of each board meeting and at board workshops as a reminder of how to conduct our meetings.

- To continually self-check to determine if we are following our norms when conducting district business. ■

Advocacy never more important to public schools than today

If school board members won't speak to their elected officials about support for public education, who in your community will?

The Kansas Association of School Boards, in its “10 rules of effective lobbying” offers these tips to help school board members when they reach out to their elected officials.

- Prioritize. “When everything is important, nothing is important,” KASB States. “This applies to how you spend your time as well as what you communicate to your legislators. They probably will not support you on every issue. Let them know what is the most important.”

- You need friends. “Shore up lobbying allies from your community to demonstrate broad support,” KASB advises.

- Manners, manners, manners. “Always be positive and courteous,” KASB states. “In politics, no permanent friends, no permanent enemies, but always politeness.”

For information, https://www.kasb.org/wcm/Advocacy_Services/Advocacy_Tips/10_Rules_of_Effective_Lobbying/wcm/_AdvS/Advocacy_Tips/10_Rules_of_Effective_Lobbying.aspx?hkey=fc5eead5-95a9-4a6f-a781-39e982263cab. ■

Participate in new member orientation with these 3 ideas

Here are three ways all board members can play a role in the orientation of a school board trustee, thereby ensuring that your newest teammate has a smooth start to the job:

1. Policy commitment. The board should have a policy in place stating that new board member orientation is required and listing who participates in the orientation, what orientation consists of, and when it should occur.

2. A belief that ongoing board education is vital. The board expects school staff to engage in professional development; it should expect the same of itself. Take time at board meetings to discuss

how to be a better board, how to improve policy, and how to ensure that thorough discussions take place so that all board members are up to speed on the complex issues you face.

3. Treat staff as a valuable resource. This starts with your relationship to the superintendent. The board should understand that he wants to answer board questions, whether they are from veterans or newbies. Expect the superintendent to reach out to new board members to check their comfort level with board work and maybe call on board veterans to assist with this. ■