

Downsville Central School District  
Downsville, NY 13755  
Board of Education Agenda  
Monday, May 22, 2017  
6:30 PM

I. Routine Matters

A. Call to Order

B. Approval of the Minutes of the Regular Meeting held on Monday, April 24, 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. New York State School Boards Association (NYSSBA) Annual Convention – October 12 -14 – Lake Placid
2. 2017-2018 Organizational Meeting

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. Facilities Report – Ryan Vogler

V. Unfinished Business – None

VI. New Business

A. Accept Results of 2017 Annual Vote and Election

- B. Ratify Three (3) Year Negotiated Agreement with the Downsville Teachers' Association
- C. Surplus Computer/Radio Items
- D. Surplus Items for Sale and Disposal
- E. 1<sup>st</sup> Reading - Policy #7405 Gifts and Donations for Educational Projects

VII. Recommendations

A. Personnel

- 1. Resignations – None
- 2. Leaves – None
- 3. Appointments
  - a. Temporary Teacher's Aide
  - b. Summer Program Directors
  - c. Student Summer Workers

B. Use of Facilities

- 1. NEAT Fair
- 2. EVO Soccer Program

C. Other

- 1. 2016-2017 Non-Resident Student

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, April 24, 2017.

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: Gary Champlin, Chris Towsley, Chuck Dunlap, Rich Bell, Superintendent John Evans, Principal Tim McNamara and Administrator/Guidance Director Rob Rhinehart  
Others present: Betty Early-Slavinski, Melissa Frisbee and Matthew Skinner

A motion was made by Towsley, seconded by Dunlap, to approve the minutes of the regular meeting held on Monday, March 27, 2017 and the meeting held on April 17, 2017 as presented. **Minutes Approved**  
Yes 5 No 0 Carried

A motion was made by Champlin, seconded by Bell, to approve the Financial Reports including the General Fund, School Lunch Fund, Student Activity Fund and the Internal Claims Audit for the month of March 2017 as presented. Yes 5 No 0 Carried **Financial Reports Approved**

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

1. Budget Presentations – The dates have not been set yet. Board will be notified when they are.
2. Health Insurance Consortium Meeting – May 12, 2017 – Chris Towsley will represent the district.
3. Annual Meeting and Budget Vote and Election Information  
Monday, May 8, 2017 – 6:00 PM – Annual Budget Meeting – DCS Auditorium  
Tuesday, May 16, 2017 – 2:00 – 8:00 – Annual Budget Vote/Election – DCS Room 110

Upon the recommendation of the Committees on Special Education and Pre-School Education, a motion was made by Bell, seconded by Dunlap, that the services for the following students be approved as presented: 2186 and 2199. Yes 5 No 0 Carried **CSE/CPSE Recommendations**

Mrs. Frisbee and Matthew Skinner did a presentation to the board regarding a recent competition in which 4 our students participated in at SUNY Broome. The maze team placed 2<sup>nd</sup> in their competition. The students really benefited from this opportunity and are looking forward to being able to compete again in the future. **Reports and Presentations Robotics**

Mr. Evans shared a sample policy regarding gifts and donations for education projects. This would give a specific outline for the district and employees who may pursue funding through outside sources. After reviewing this sample, it was decided to bring it back at the next meeting as a proposed policy. **Gifts and Donations For Educational Projects**

A motion was made by Dunlap, seconded by Towsley, that the following resolution be approved: **New Business**  
**RESOLVED**, that Downsville Central 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. Yes 5 No 0 Carried **DCMO BOCES Administration Budget Vote**

A motion was made by Champlin, seconded by Bell, to cast the following votes for the vacancies (2) on the Delaware-Chenango-Madison-Otsego BOCES Board of Education: **DCMO BOCES Board of Education Election**  
1 vote Linda Tuller Unadilla Valley Central School District  
1 vote Linda Zacaek Gilbertsville-Mt. Upton Central School District  
Yes 5 No 0 Carried

A motion was made by Champlin, seconded by Towsley, that the 2017-2018 Academic Calendar be approved as presented. Yes 5 No 0 Carried **2017-2018 Academic Calendar**

A motion was made by Champlin, seconded by Towsley, the following bus run rates be adjusted as follows:

Miller Hollow	+ 8 minutes	\$180.61 effective 8/7/16
Holiday/Campbell Brook	+18 minutes	\$99.09 effective 10/17/16
AM BOCES	+extra pre/post	\$106.24 effective 4/17/17

Yes 5 No 0 Carried

Adjustment to  
Bus Runs

Upon the recommendation of the Superintendent, a motion was made by Towsley, seconded by Dunlap, that the tenure appointment of Hope Jennings be granted as follows:

Name	-	Hope Jennings
Tenure Area	-	Music
Certification	-	Conditional Initial – Music
Effective Date	-	September 1, 2017

Yes 5 No 0 Carried

Recommendations  
Tenure Granted

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Champlin, that the tenure appointment of Christopher Odell be granted as follows:

Name	-	Christopher Odell
Tenure Area	-	Secondary Social Studies
Certification	-	Initial – Social Studies 7-12
Effective Date	-	September 1, 2017

Yes 5 No 0 Carried

Tenure Granted  
Odell

Upon the recommendation of the Superintendent, a motion was made by Champlin, seconded by Towsley, that the tenure appointment of Amy Thibodeau be granted as follows:

Name	-	Amy Thibodeau
Tenure Area	-	Home Ec.-General/Family and Consumer Science
Certification	-	Initial - Family and Consumer Science
Effective Date	-	September 1, 2017

Yes 5 No 0 Carried

Tenure Granted  
Thibodeau

Upon the recommendation of the Superintendent, a motion was made by Dunlap, seconded by Towsley, to appoint Jennifer Bartlett as a Temporary Full Time English Teacher effective on or about April 24, 2017 through the remainder of the 2016-17 school year as per the negotiated agreement between the Downsville Central School District and the DTA. Yes 5 No 0 Carried

Temporary English  
Teacher

Upon the recommendation of the Superintendent, a motion was made by Champlin, seconded by Bell, that the following Election Officials be approved for the 2017 Annual Budget Vote and Election to be held on Tuesday, May 16, 2017:

Election Clerk	-	Arlene Pruiksma
Election Inspector	-	John Cocks
Chief Election Inspector	-	David Cicio
Election Supervisor	-	Nancy Haynes
Alternate	-	Sandy Shaver

Yes 5 No 0 Carried

2017 Budget Vote  
And Election Officials

Upon the recommendation of the Superintendent, a motion was made by Towsley, seconded by Champlin, that the American Legion James S. Moore Post #167 be granted use of the facilities on Monday, May 29, 2017 for parade line-up and in the event of inclement weather the auditorium for their annual Memorial Day Ceremonies. Yes 5 No 0 Carried

Use of Facilities  
American Legion

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

- Board and Administrator – Newsletter

Announcements and  
Information

A motion was made by Dunlap, seconded by Bell, to adjourn the meeting @ 7:08 PM. Yes 5 No 0 Carried

Adjournment

**DOWNSVILLE CENTRAL SCHOOL TREASURER'S REPORT:**

**Apr-17**

	GENERAL FUND	GENERAL SAVINGS	GENERAL MMMA	CAFETERIA FUND	AGENCY FUND	FEDERAL FUND	CAPITAL RES CHECKING	CAPITAL RES SAVINGS	PAYROLL FUND
<b>BEGINNING BALANCE</b>	\$485,565.60	\$429.98	\$7,125,132.49	\$9,753.32	\$208,579.38	\$11,394.82	\$192,141.55	\$172,958.75	\$53.47
<b>RECEIPTS</b>	\$508,884.60	\$0.00	\$153,845.02	\$23,531.84	\$481,865.11	\$30,000.09	\$29,762.12	\$0.00	\$43,591.39
<b>DISB</b>	\$666,745.23	\$0.00	\$50,000.00	\$18,624.73	\$490,148.08	\$19,664.07	\$29,775.91	\$0.00	\$43,591.39
<b>ENDING BALANCE</b>	\$327,704.97	\$429.98	\$7,228,977.51	\$14,660.43	\$200,296.41	\$21,730.84	\$192,127.76	\$172,958.75	\$53.47

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

## 7405

## Gifts and Donations For Educational Projects

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.

1<sup>st</sup> Reading: May 22, 2017

# Board & Administrator

FOR SCHOOL BOARD MEMBERS

May 2017 Vol. 31, No. 1

Editor: Jeff Stratton

## Agenda construction: Eliminate what's unimportant

When board members don't understand priorities at a board meeting, the meeting itself can become very unproductive. That's because board members will use meeting time to discuss the "unimportant," rather than the district's pressing business, said attorney and long-serving board member Gary R. Brochu. The challenge for the board president and superintendent is to craft a board meeting agenda that focuses the board's attention on important issues and "crowds out the nonsense," Brochu said. In Brochu's early experience as a board member, he hated wasted time on board discussions about approval of a class field trip that the district had been taking for 20 years.

The meeting should be the time when the board discusses performance, results with data, and the superintendent's reports, and not which class is taking a field trip and where, Brochu said.

If setting the meeting agenda is important to district operations and the school's success in educating children, there should be a proven process in place to develop the plan of work for the meeting.

The agenda the superintendent and board president put together should not only result in a smoothly run board meeting that accomplishes important work, but helps ensure good communication with the board.

Here is a process for creating the meeting agenda:

1. Start agenda creation well in advance. Depending on your district's size and complexity, creation of the agenda may begin more than one week before the regularly scheduled board meeting. For instance, the superintendent may need to meet with his or her staff to review a tentative agenda and gather their input.
2. Gather board input. The superintendent, board president, and sometimes the board vice-president meet to review the agenda.
3. Following board leadership approval of the agenda, the superintendent should make additions/changes based on their input. Then, he will submit it to the board leadership for final review.
4. Post the agenda to the district's board portal and make arrangements if necessary for delivery to board members. This should be done in advance to give board members plenty of time for agenda and background materials review as they make their final preparations for the meeting.
5. Don't forget to think long-term about the district's meeting agenda. It's a good idea to anticipate any issues that will create public debate and possible controversy. This allows the board president and superintendent to plan and approve an approach to working through a difficult issue. ■

### 'Hash it out' when role disagreement arises

A terrific technique for the board and superintendent to mutually agree upon roles is to "hash things out" when views differ. That's the advice from BoardEffect:

"One way to gain full board agreement is to start a discussion

by asking board members to say a few words about how they perceive their role on the board. These discussions can form the basis for a general discussion about the role of the whole board."

For information, [www.boardeffect.com](http://www.boardeffect.com). ■

## Protocols, process necessary for effective meetings

For an effective board meeting to occur, the board needs an agenda that keeps the board focused on high-priority items to the district.

In most districts, the superintendent and board president meet roughly a week before an upcoming board meeting to work out the agenda. This meeting allows the administrator and president to ensure they are both on the same page as far as the agenda, and to be certain that the agenda items are pertinent and a high-priority for the district.

Often the superintendent and president will get together the day of the board meeting just to ensure that nothing last-minute has come up. At that point it becomes the president's job to keep the board focused on the meeting's business.

This is one of the president's key responsibilities -- presiding at meetings. He or she should keep the meeting moving along, on task, and focused on the issues laid out in the meeting agenda.

Governance education over the long term also helps to keep the board focused on important work at its meetings. Board members who have received education understand that their job at the meeting is not to wander off into the weeds or to create their own agenda for board meeting.

To have your issues placed on the meeting agenda, a board member should follow certain board-approved protocols. Here are some examples.

Protocols for effective school board meetings:

1. Place requests to include your items on the meeting agenda in the manner outlined in board policy.
2. Review and approval of the board meeting agenda by the board leadership and superintendent should take place at least one week before the scheduled meeting. The meeting agenda should be in front of board members to allow plenty of time to prepare.
3. The board should use a consent agenda to approve items not requiring discussion by the board. This facilitates effective use of meeting time by disposing of a group of routine agenda items with one motion and vote.
4. Any board member may request that items be placed on the agenda in the manner specified in board policy. Any board member may ask that an item be pulled from the consent agenda and discussed by the full board at its meeting. As a courtesy, notify the superintendent and president in advance of the meeting to discuss the consent item and ensure "no surprises." ■

### Board sets direction, superintendent whacks away the weeds

If a school board suddenly found itself in the midst of a jungle, what would it do? Would trustees pull out machetes and start clearing a path through the vines, or would they rely on their guide to do this kind of work after the board had strategized the best way to get to its destination?

The board needs to make plans for the district about where it wants to go and support the superintendent as he works to achieve the board's vision. The board's job requires it to let the superintendent hack away the vines and weeds, after the board determines the best destination.

Here are some strategies the board and superintendent can use to ensure each party is doing what it is best suited for:

1. Have a conversation (board and superintendent), or bring in a consultant, to talk about roles. During these talks, Betsy Miller-Jones, former executive director of the

Oregon School Boards Association, advises reviewing the district's policy on roles and talking about why they are in place and why it is important they be followed. "It's important to understand the consequences to the district when there is a 'confusion of roles,'" she said.

2. Develop an operating agreement that spells out who does what in the major governance and operating areas. "The process of developing the agreement involves talking directly about who does what and why, which goes a long way to clear the air and set appropriate expectations," Miller-Jones said.

3. Make sure the school district has policies in place that clearly define roles and are supported by the written operating agreement.

4. Review operating agreements and policies annually and make it part of a new board member orientation program. ■