

**Board of Education, Regular Meeting**  
**Thursday, September 20, 2018**

**CALL TO ORDER:**

A regular meeting of the Board of Education was held in the high school library media center and was called to order by President Raymond Parmarter at 6:30 p.m., with the following additional board members present: Josh Soper, Hannah Murray, and Rebecca Lyon, as well as Superintendent Jeffrey Kisloski.

**ADJOURN TO EXECUTIVE SESSION:**

At 6:30 p.m., a motion was made by Josh Soper, seconded by Rebecca Lyon, to adjourn to executive session to discuss a particular personnel matter. All board members listed above were present as well as Superintendent Jeffrey Kisloski. At 6:30 p.m., Ben Owens from Insero & Co., and School Business Official Sydney Wade, entered executive session to discuss the 2017-2018 Financial Audit. Mr. Owens and Mrs. Wade exited at 7:10 p.m. At 7:10 p.m., Director of Special Education Holly Carling entered executive session to discuss the CSE/CPSE reports. Mrs. Carling exited executive session at 7:18 p.m.

**RETURN TO REGULAR SESSION:**

At 7:18 p.m., Hannah Murray made a motion, seconded by Rebecca Lyon, to return to regular session. The motion carried unanimously. All board members listed above were present, as well as: Superintendent Jeffrey Kisloski, Jr/Sr High School Principal Wayne Aman, Director of Curriculum and Instruction Kimberleigh Nichols, Director of Special Education Holly Carling, Elementary Principal Kathryn Volpicelli, Director of Operations Bern Smith, School Business Official Sydney Wade and Board Clerk Kathlyn Hinkle. The Pledge of Allegiance was said to begin regular session.

**NEW BOARD MEMBER SWORN IN:**

A motion was made by Josh Soper, seconded by Hannah Murray, to approve the appointment of Nate Brace as a new Board Member with the following resolution:

“RESOLVED, to appoint Nate Brace to the vacant Candor Board of Education seat. The appointment shall run from September 20<sup>th</sup>, 2018 through June 30<sup>th</sup>, 2020.”

The motion carried unanimously.

Mr. Brace was sworn in by Superintendent Jeffrey Kisloski, and signed the Oath of Allegiance.

**CSE/CPSE REPORT APPROVED:**

A motion was made by Rebecca Lyon, seconded by Hannah Murray, to approve the CSE/CPSE report, as presented. The motion carried unanimously, with Nate Brace abstaining.

**MINUTES APPROVED:**

A motion was made by Hannah Murray, seconded by Josh Soper, to approve the minutes of the Regular Meeting held on August 16, 2018, as presented, noting an error in the Non-Instructional Substitute List. The motion carried unanimously.

**School Business Official Sydney Wade reported to the Board.**

Mrs. Wade stated that there has been a lot going on with the audit. She informed the Board that many districts have been interested in the solar field. She stated that she has been busy filing year end state aid documents.

**WARRANTS ACCEPTED:**

A motion was made by Rebecca Lyon, seconded by Nate Brace, to accept the following Warrants for August 2018, as presented: General Fund #6, Federal Fund #2, School Lunch Fund #2, and Capital Fund #2. The motion carried unanimously.

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### **RECOGNITION OF VISITORS:**

President Parmarter acknowledged the visitors present at this time, Elementary school teachers Karlie Both and Sara Loomis. Mrs. Both and Mrs. Loomis gave a presentation on the new Social Emotional Learning Program. They showed the Board the first kit that will be used, which is based on Mindfulness.

### **CONSENT AGENDA:**

Upon the recommendation of Superintendent Kisloski, a motion was made by Rebecca Lyon, seconded by Josh Soper, to approve the following personnel items, pending fingerprint-supported criminal history background checks, where applicable\*.

#### **Resignations:**

Accepted the resignation of **Lisa Pasternak**, as FLES advisor for the 2018-2019 school year, effective September 1, 2018, with regret.

Accepted the resignation of **Brittany Silvernail**, as Part-Time Teacher Aide, effective September 18, 2018, with regret.

#### **Recommended Appointments:**

Approved the appointment of **Shana Tubbs**, as a Long-Term Substitute Reading Teacher, effective September 1, 2018 through December 20, 2018, with salary in accordance with the 2018-2019 Substitute Teacher Pay Schedule.

Approved the appointment of **SiarahJo Rose**, as a Part-Time Teacher Aide, effective September 1, 2018. Salary will be \$10.40/hr for hours worked, no benefits, in accordance with the 2018-2019 Candor Employees Unit Contract.

Approved the additional *Extra-Curricular Activities* for the 2018-2019 school year, with salaries in accordance with the 2018-2019 Extra-Curricular Activities Salary Schedule:

- 1.) **Amelia O'Hara** - Play II advisor
- 2.) **Terry Dhuy** - Field Hockey Coach
- 3.) **Ben Schanbacher** - Boys Modified Soccer Coach
- 4.) **Robbie Swartout** - Asst. Modified Football Coach
- 5.) **Jacob Mein** - Asst. Varsity Football Coach
- 6.) Volunteers:
  - **Derak Heyman** - Wrestling
  - **Ryan Lanning** - Boys Modified Soccer
  - **Tracy McClure** - Cross Country
- 7.) **Norm Szwec** – Fitness Center Co-Coordinator (.5)

Approved the additional *Substitute Teachers* for the 2018-2019 school year, with salary and benefits in accordance with the 2018-2019 Substitute Teacher Pay Schedule.

- 1.) **David Snell** - BS Chemistry (HS ONLY)
- 2.) **Erin Foster\*** - AS Human Services (EL & HS)
- 3.) **Amanda Ferris** - AS Visual Communication (HS ONLY)

#### **Tenure Appointment:**

Tenure was granted to the following, effective September 1, 2018: **Kaija Fritz** – Secondary Science

#### **Equipment Disposal:**

Approved the disposal of the scoreboard from the elementary gymnasium, which has been deemed to have \$0 value and no further useful life to the District.

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**Candor Promise Program 2018-2019:**

Approved of the Candor Promise program, with John Benjamin as advisor, for the 2018-2019 school year, as requested by Wayne Aman, Jr/Sr High School Principal. A brief description of the program is as follows:

“The goal of The Candor Promise Program is to fill the gap left when we discontinued participation in the Liberty Partnership Program. The mission of the Promise is to provide at risk students with support dealing with social, personal and educational issues. The program works with students to set goals, both academic and social, and helps them attain those goals through a series of projects, conversations, field trip and other means. It is geared toward those students that may not have the support outside of school necessary to help them be successful in the above mentioned areas. Students will be invited into the group in 8<sup>th</sup> grade and we will work with them throughout high school.”

**Candor Community Service Hub Program 2018-2019:**

Approved of the Candor Community Service Hub program, with Laura Wayson as advisor, for the 2018-2019 school year, as requested by Wayne Aman, Jr/Sr High School Principal. A brief description of the program is as follows:

“The goal of the Candor Community Service Hub is to provide a resource for our students who wish to do community service. The hub will have volunteer opportunities listed that students can sign up for. It will provide mostly in-house opportunities to help build a sense of community within the school and will allow organizations, teachers and staff to get assistance with projects that they may be doing. The hub will track the student who participate and provide the school with total hours served and what projects students assisted with. This will also be a safe, more convenient way for students to gain the hours they need for PIG class, Honor Society and other classes or organizations that require community service.”

**Sale of Bus Garage:**

Approved beginning the process of selling the former bus garage with the following resolution:

“WHEREAS, the Board has determined that the former school bus garage (54 Delray Ave, Candor) no longer serves a viable educational benefit for the District and in fact is or has the potential to become a drain on District resources for ongoing upkeep and maintenance, it is therefore

RESOLVED THAT, the Superintendent initiate the process to obtain an interested buyer(s) for the aforementioned parcel with the understanding that the ultimate sale of any real property is subject to a permissive referendum as provided for by the education law of the State of New York.”

**Donation:**

Accepted the donation of aluminum and carbide end mills from **Casey Machine Company**. The value of this donation is \$6,938.10.

The motion carried for all consent agenda items carried unanimously.

**Administrator Reports:**

**Jr/Sr High School Principal Wayne Aman summarized his report to the Board.**

Mr. Aman stated that the school year is off to a great start. A successful start to a school year reflects the hard work of many faculty and staff members over the summer. The high school and guidance office teams, the administrative team, and the buildings and grounds team all worked hard to get ready for the school year. Mr. Aman would like to offer a special thanks to Jonathan Wolfe, Shea Bensley and Bern Smith for their efforts in transitioning the Alternative School to its new location. He stated that he certainly appreciates the efforts of everyone, and did not want it to go unnoticed.

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Mr. Aman informed the Board that there will most likely be some changes regarding the cost of online CollegeNow courses through TC3. Due to a mandate from State Ed., TC3 will no longer be allowed to offer tuition for online courses at a reduced rate starting the 2019-2020 school year. This means that the cost of online courses, which has been \$80/credit, will increase to \$181/credit. The District has been graciously absorbing these tuition cost for the students, understanding that this offers an opportunity for the students to take college level work while providing them an online learning experience. In the future, a decision will need to be made to determine if this is an expense the District would want to continue to absorb, or explore other options. Mr. Aman stated that fall sports are underway, and with the exception of a few bumps here and there, things seem to be going well. The programs, which expanded to include JV, have healthy numbers and are benefitting from the age and skill appropriate opportunities. Mr. Aman shared a situation involving modified girls' soccer. The Steering Committee recommended merging the girls' modified soccer programs in the spring due to low number concerns, and received approval from Section 4. Shortly after, the girls' soccer coaches stated they would have enough players to have independent teams. Therefore, although the teams received approval to be merged by Section 4, the Athletic Directors developed independent schedules for Spencer-Van Etten and Candor. Shortly into the season, the Spencer-Van Etten team did not have enough players to host a team. Because the committee received approval to be merged, the Spencer-Van Etten girls were able to join the Candor girls to form an SVEC team and finish the season. Mr. Aman stated that as a Steering Committee member, he is pleased to share that the decisions the committee make regarding merging programs have been very accurate and appropriate. In this case, it allowed a group of athletes an opportunity to have a complete season.

Mr. Aman informed the Board of a few upcoming events. The High School Open House will be held September 27<sup>th</sup>, from 6:30 p.m. to 8:00 p.m. Spirit Week & Homecoming will be October 1<sup>st</sup> – 6<sup>th</sup>.

### **Elementary Principal Kathryn Volpicelli presented her report to the Board.**

Mrs. Volpicelli stated that the start of the school year has been busy to say the least. Thanks to all the hard work this summer and level of preparedness, the Elementary was able to fully focus on the student needs as they came up the first week of school. She stated that grade level teams and support staff are busy finalizing skills, and intervention block schedules, as they will be up and running the second full week of school. The District had a large number of new students enroll towards the end of summer and getting to know what supports they will need was a bit tricky. Data sheets are being compiled at each grade level to help make the best instructional decisions for each child.

Mrs. Volpicelli informed the Board that the elementary Student Study Team (SST) will continue to meet once a week to review the social/emotional and mental health needs of the students in the building. Teachers refer students to the team and discuss the best supports to put in place for each student. A shared document is used to record the supports that will be provided along with next steps. The team consists of Mary Leonardo (Social Worker), Alison Wright (Psychologist) Beth Gance-Virkler, (Guidance Counselor), Alicia Grey (Youth Development Service Specialist), Denise Ahart (Student Support) and Katie Volpicelli (Principal). The team is in the process of compiling a guide for teachers to better understand what each of the roles are in the area of student support. Mrs. Volpicelli stated that this was a great process last year and they are looking forward to another successful year in making sure all students receive the necessary supports.

Mrs. Volpicelli congratulated Joy Joyce, who applied for and received the Lowe's Toolbox for Education Grant. The grant is worth \$5,000. Mrs. Joyce and the first grade team plan to purchase Math and Movement materials and supplies. Some of the items are interactive math and reading mats. The mats are a highly engaging way for students to learn and practice skills. Any extra funds will allow for Kindergarten and 2nd grade to purchase materials as well.

Mrs. Volpicelli stated that the goal of the Elementary school is to have monthly office team meetings to help them share information and continue to work as a cohesive team. She stated that although it is difficult for them to be behind closed doors for any amount of time, she hopes they can stick to the schedule and strengthen the communication in the office. Kim Nichols has offered to cover the front desk and answer calls while they are meeting.

Mrs. Volpicelli thanked the Board for their continued support.

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### **Director of Special Education Holly Carling summarized her report to the Board.**

Mrs. Carling provided the Board with the recent numbers for committee meetings, parent presence, classified students, and out of district placements.

Mrs. Carling updated the Board on the Integrated Co-Teaching for grades Kindergarten through 6<sup>th</sup>, and added that they are moving towards working it in to the 7<sup>th</sup>-12<sup>th</sup> grades.

Mrs. Carling provided the Board with the Transition Portfolios information. She stated that they are currently for Special Education students with the goal of creating them for 9-12 students, as all are eligible for CDOS.

### **Director of Curriculum and Instruction Kimberleigh Nichols presented her report to the Board.**

Mrs. Nichols informed the Board of Opening Day and Early Release Day plans. She stated that Opening Day was a bit of a continuation from Summer Project Based Learning, in that they had a reset of the District Mission, Vision and Goals and took time to "Tell Our Story". Even though most of the instructional staff participated in the Summer Professional Development, they knew that this would be new to all of the non-instructional staff and the few instructional staff that were unable to join them this past summer. Three of the teacher leaders played key roles in helping with "Telling Our Story", and are great examples of how the annual Teacher Leadership Academy benefits the District. Whether it was because they have played an integral role in the District's many initiatives or if their participation in this past summer's Teacher Leadership Academy was life-changing, Wendy Watkins, Dawn Larson and Amy Snell helped tell the story and presented the District's goal for the year. Mrs. Nichols stated that this year, the staff will spend Early Release Days learning what it means to be a Whole Child School and take a close look at each of the five tenets and how they align with the indicators. In addition to working with the instructional staff, they will also meet monthly with the non-instructional staff to ensure that they include the whole school community as they talk about being a Whole Child School. Mrs. Nichols provided information on the Whole Child Approach. Mrs. Nichols added that Candor Schools is adding a sixth tenet, Meaning & Accomplishment. Mrs. Nichols would like to thank Wendy Watkins, Dawn Larson, Amy Snell, and Matt Gelder for preparing the presentation and materials.

Mrs. Nichols informed the Board that data and curriculum conversations will begin September 20th and continue through October 16th. She will meet with High School departments, middle school (Grades 5-8) departments, Grade Levels K-4 and special areas. This process has proven to be informative and beneficial to teachers, as they are given time to collaborate and reflect on student performance and adjust their instructional practices.

Mrs. Nichols stated that the administrative team will continue to focus on learning targets during instructional conversations with teachers this year. She added that learning targets frame the lesson from the students' point of view, help students grasp the lesson's purpose, and are used to convey the learning that is to occur. Learning targets should be: Standards-based and rigorous; Student-friendly; Measurable; Specific and contextualized; and, Learning-centered.

### **Technology Integration Coordinator Matt Gelder's report to the Board.**

Mr. Gelder was not present for the meeting. A summary of his written report to the Board is as follows.

Mr. Gelder updated the Board on the status of the Summer Tech Workers. He stated that it was a very successful summer and first few weeks of school in the technology department. The tech workers were very busy servicing over 600 Chromebooks and 50 iPads to ensure they were ready for distribution on the first day of school. Owen Parillo and Matt Suttmeier also spent considerable time learning how to manage the digital signs throughout the buildings with the hope that they will have time in their schedules this year to update content and add new features. He stated that he knows that the students appreciate being able to learn some of the technical aspects of managing the District's devices while they gained valuable work experience and some well deserved income. Mr. Gelder would like to thank Mr. Kisloski and the Board for the continued support of the technology department. Mr. Gelder spoke of Digital Citizenship. He stated that it is clear that everyone's digital and physical lives have become more and more intertwined with the proliferation of smartphones and social media. Faculty members began a discussion about their concerns with students' digital footprints during the summer Project Based Learning training leading them to the conclusion that teaching digital citizenship is everyone's responsibility. Ben Taylor has taken on a lead role in organizing this year's digital citizenship initiative throughout the District. The plan is to create grade level appropriate opportunities to discuss topics ranging from digital drama, social media, health, digital footprints, positivity, and media literacy. They continue to work on areas of opportunity for bringing up these topics in all grade levels and he sees this fitting well with the Social Emotional Learning and Whole Child initiatives.

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Mr. Gelder informed the Board of the NYSED Technology Survey. Summaries of the District Instructional Technology Plans are submitted to NYSED every three years. State Ed asks districts to summarize the salient points of their technology plans along with their primary goals and the action steps they will take to accomplish them. Input from students, teachers and administrators help to inform discussions within each buildings' technology committees to form goals and ensure the District is meeting the needs of the students and faculty. Mr. Gelder provided the Board with a copy of the District technology plan. This technology plan is a document that is returned to yearly to evaluate progress and adjust accordingly when necessary. Mr. Gelder added that he has received confirmation from CNYRIC that the plan is ready to be submitted to State Ed well ahead of the October deadline, and should be submitted in the next week.

**Director of Operations Bern Smith presented his report to the Board.**

Mr. Smith stated that this school year has started without any transportation issues concerning bus stops and students. Katie Volpicelli and the elementary team has done a great job with the afternoon bus line up and bus routes. He has listened in on the radios and it is a pleasure to hear the staff getting everything and everyone on the correct buses. He added that Greg Nichols will have had his first bus inspection with the replacement 19-A examiner and he hopes all goes well during this process.

Mr. Smith informed the Board that a lot of work was done to get ready for opening day of school, but the District managed to have another successful day. With the capital project closing out, there seems to be a sense of calm this fall and getting back to business as usual.

**Network Administrator's Log for August 2018 was submitted**

**Superintendent Jeffrey Kisloski presented his report to the Board.**

Mr. Kisloski stated that Opening Day for the 2018-2019 school year went extremely well. The facilities looked great and all aspects of operation seemed to go smoothly. Mr. Kisloski would like to thank the entire staff for a positive and productive start to the school year.

Mr. Kisloski provided the Board with an e-mail from Alwyn John at TST BOCES. He asked Mr. John to do a review of the District's electric/NYSEG accounts to ensure the solar credits were applied correctly. Once again, he is very happy to be part of TST's Energy Management services. Their expertise far outpaces the District's ability to manage the subtleties and nuances of NYSEG billing.

**Board Comments:**

Nate Brace thanked everyone for welcoming him and stated that he is looking forward to working on the Board. Raymond Parmarter welcomed Mr. Brace to the Board.

**Recognition of Visitors:**

President Raymond Parmarter acknowledged there were no visitors present at this time.

**Adjournment:**

President Parmarter announced the meeting adjourned at 8:52 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board