

**Board of Education, Regular Meeting**  
**Thursday, February 16, 2017**

**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: Gary Henry, Michael Blake, Hannah Murray, John Belokur, James Douglas and Brent Doane, as well as Superintendent Jeffrey Kisloski.

**ADJOURN TO EXECUTIVE SESSION:**

At 6:30 p.m., a motion was made by Gary Henry, seconded by John Belokur, 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 6:44 p.m., Claims Auditor Kathlyn Hinkle entered executive session to discuss the Bi-Annual Claims Auditor report. Mrs. Hinkle exited executive session at 6:48 p.m. At 6:48 p.m., Holly Carling, Director of Special Education, entered executive session to discuss the CSE/CPSE reports. Mrs. Carling exited executive session at 6:58 p.m.

**RETURN TO REGULAR SESSION:**

At 7:00 p.m., Michael Blake made a motion, seconded by James Douglas, 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 Special Education Holly Carling, Elementary Principal Katie Volpicelli, Director of Curriculum and Instruction Kimberleigh Nichols, Technology Integration Coordinator Matt Gelder, Business Manager/Treasurer Sydney Wade and Board Clerk Kathlyn Hinkle.

**CSE/CPSE REPORT APPROVED:**

A motion was made by Michael Blake, seconded by Gary Henry, to approve the CSE/CPSE report, as presented. The motion carried unanimously, with Brent Doane abstaining.

**MINUTES APPROVED:**

A motion was made by Gary Henry, seconded by Brent Doane, to approve the minutes of the Regular Meeting held on January 19, 2017, as presented, noting a clerical error in the Administrator's Reports. The motion carried unanimously, with James Douglas abstaining.

**Business Manager/Treasurer Sydney Wade summarized her report to the Board.**

Mrs. Wade presented January's transfers report and December's financial report to the Board. Mrs. Wade informed the Board that she and Superintendent Jeffrey Kisloski have been busy preparing the 2017-2018 Budget Proposal.

Mrs. Wade spoke of the Tax Cap. She stated that the tax cap is due to be filed by March 1, 2017, and the District's cap is a minimum of 2.15% with the growth in the Consumer Price Index and the growth factor for the District, which is based on new construction in the District, which increases the Truth Value. Mrs. Wade stated that she is working with the fiscal advisor to get the best estimate on a capital exclusion number, which is applicable this year because the District has project debt with no aid tied to it. In such instances, the tax cap allows for growth in the levy to accommodate the gap in revenue. However, when the aid catches up, the tax cap formula causes a decrease in the levy, as the gap revenue goes away. Mrs. Wade stated that it is best to plan ahead 3 to 5 years when filing the tax cap number to consider the anticipated future effects on the levy.

**TREASURER'S REPORTS ACCEPTED:**

A motion was made by James Douglas, seconded by Brent Doane, to accept the Treasurer's report, as presented. The motion carried unanimously.

**APPROPRIATION TRANSFERS ACCEPTED:**

A motion was made by James Douglas, seconded by Hannah Murray, to accept the Appropriation Transfers report, as presented. The motion carried unanimously.

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**WARRANTS ACCEPTED:**

A motion was made by Michael Blake, seconded by John Belokur, to accept the following Warrants for January 2017, as presented: General Fund #34, Federal Fund #18, School Lunch Fund #15, and Capital Fund #7. The motion carried unanimously.

**RECOGNITION OF VISITORS:**

President Parmarter acknowledged the visitors present at this time. TST BOCES representatives presented their 2017-2018 Budget Proposal to the Board. TST BOCES representatives were Jeffrey Matteson, Barry Derfel, David Parsons, David Pitcher, Diahann Hesler and David Barr.

High School Senior Hannah Brown was present, taking notes for a Participation in Government assignment. Miss Brown commented that she was glad that she was able to see the TST BOCES presentation as she attends TST BOCES for the New Visions program.

Business Manager Sydney Wade exited Regular Session at 7:52 p.m.

**CONSENT AGENDA:**

Upon the recommendation of Superintendent Kisloski, a motion was made by James Douglas, seconded by Hannah Murray, to approve the following personnel items, pending fingerprint-supported criminal history background checks, where applicable\*:

**Health & Welfare Services Contract 16/17 – Ithaca City School District:**

Approve the 2016-2017 Health and Welfare Services contract for the Ithaca City School District, as presented, and authorize the President of the Board of Education and the Superintendent of Schools to sign the same on the District's behalf.

**Skills and Achievement Commencement Credential Approved:**

Upon the recommendation of Superintendent Kisloski, approve a request from a Special Education student to be granted a Skills and Achievement Commencement Credential in June, 2017, by which time he/she will have completed at least 12 years of public education and his/her individual education plan goals and objectives.

The motion carried unanimously.

**Administrator Reports:**

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

Mr. Aman stated that many students were able to successfully complete Regents exams during midterm exam week. Candor High School has been administering the English Regents exam to 11<sup>th</sup> graders in January for many years now. The rationale for this is to alleviate the pressure of taking multiple Regents exams in June, as well as allowing students who do not pass the exam one more opportunity for a retake. Mr. Aman was pleased to report that of the 36 11<sup>th</sup> graders who took the English Common Core Regents exam, 32 out of 36 students met proficiency (with a grade of 65+), equaling 89% of the students. 14 out of 36 of the students met mastery (with a grade of 85+), which is 39% of the students. Mr. Aman added that 3 of the 4 not meeting proficiency moved into the District within the last year, and that the four Candor students who attend AP English Comp. in Spencer-Van Etten will take the exam in June. Mr. Aman stated that in comparison, the Grade 8 ELA proficiency percentages for this cohort from three years earlier are as follows:

- 26.5% of students met proficiency (Level 3 or 4)
- 2% of students met mastery (Level 4)

Mr. Aman stated that he has shared his thoughts with the Board many times before, but he believes this comparison helps demonstrate the flaws in utilizing grades 3-8 proficiency exam results for teacher and school evaluation purposes. He feels that the grades 3-8 assessments are very poor at gauging student preparedness for higher-level learning and future academic achievement.

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Mr. Aman informed the Board that the Class of 2017 will be introducing a new initiative that will hopefully become a tradition at Candor. It is called *Pages through the Ages*. The seniors will use funds that they have raised to purchase books for kindergarten students to read. During the last week in May, the seniors will pair up with a kindergartener to read a book to them. After they read it, they will write an inspirational message to the kindergartener, sign it, and let them keep the book. The symbolic message of passing knowledge from 12<sup>th</sup> grade to kindergarten is a powerful one. Mr. Aman stated that the Ithaca City School District has been using a similar program in their schools over the past few years, and he would like to thank them for sharing this idea. Mr. Aman reminded the Board that the National Honor Society Induction Ceremony is March 9<sup>th</sup> at 6:30 p.m. in the High School Auditorium.

**Elementary Principal Katie Volpicelli summarized her report to the Board.**

Mrs. Volpicelli listed some upcoming field trips that are scheduled for elementary students this year.

**Kindergarten-** Iron Kettle Farm and Ithaca Recycling Center

**1<sup>st</sup> Grade-** Kopernik and Discovery Center in Binghamton

**2<sup>nd</sup> Grade-** Cayuga Nature Center

**3<sup>rd</sup> Grade-** Science Center of Ithaca and Mark Twain Museum

**4<sup>th</sup> Grade-** Taughannock Falls and Bement Billings in Newark Valley

**5<sup>th</sup> Grade-** Binghamton University- Binghamton Youth Symphony

**6<sup>th</sup> Grade-** Cornell Composting Facility, Kopernik (Space Day) and TC3

\*2<sup>nd</sup> and 5<sup>th</sup> grade teachers are in the process of planning an additional trip for their students.

Mrs. Volpicelli spoke of the Elementary Principals' Council. The elementary principals combined their monthly meeting with the middle school principals in February. Some of the middle schools in the region span grades 5-8, so Mrs. Volpicelli was pleased to gain insight from this larger group. Mrs. Volpicelli stated that they discussed many topics of interest such as honor roll recognition, homework policies, and chronic absenteeism. She added that it is helpful to hear how other Districts approach each of these topics and reflect on the current practices.

Mrs. Volpicelli informed the Board of Leveraged Leadership. She stated that she continues to meet with a cohort of administrators from South Seneca and Groton. The group is in the final phase of visiting each school District for the second time. She has gained many strategies focused on providing meaningful feedback to teachers. The culminating project (3 case studies) has allowed her the opportunity to improve upon how she works with all teachers and promote growth in the area of teaching and learning.

Mrs. Volpicelli stated that during the first week of February, she completed the last session of Lead Evaluator training at TST BOCES. Through this process, she familiarized with many strategies that other evaluators are using to complete the observation process. She stated that she was able to try different scripting and observation techniques and ultimately determine what works for her.

Mrs. Volpicelli informed the Board of a conference she recently attended, "*Executive Function Conference- Smart But Scattered*", along with Kim Nichols, Holly Carling, Laura Preston, and Laura Wayson. The conference was in Rochester and focused on executive function skills. The presentation included familiarizing with the main executive function skills that play a crucial role in a person's ability to plan, organize and manage tasks. She stated that they received an abundance of information, all of which is connected to what they see with many of the students on a daily basis. She felt that it was interesting to learn about brain development and at what age an individual becomes capable of each skill. The group is looking forward to sharing the information and strategies used to coach students on how to build their executive function skills.

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

Mrs. Carling provided the Board with the latest numbers for CPSE, CSE and 504 meetings, number of students classified per section, and the number of Special Education students in out of district placements. Mrs. Carling added that parent presence at the meetings has been great. Having the parents attend really helps with conversations regarding the students and keeps the parents more involved. It has helped that the parents are getting the information two weeks in advance, so they will know what is being discussed and have questions or comments ready for the committee.

Mrs. Carling also spoke of the conference "*Smart But Scattered - Executive Dysfunction at Home and at School*". Children who have deficient executive skills often have trouble getting started on tasks, get distracted easily, lose papers or assignments and forget to hand in homework. They make careless mistakes, put off work until the last minute and have no sense of time urgency. Workspaces are disorganized and teachers often refer to their backpacks or lockers as "black holes." Often considered chronic underachievers, these children are at risk for academic failure as well as emotional and behavioral difficulties. Mrs. Carling stated that by attending this conference, they walked away with a set of tools that includes strategies for task/environmental modifications, skill development through cognitive/behavioral techniques and creation of incentive systems. The goal is to give teachers (and parents) a means for developing and improving the following:

- organization
- time management
- impulse control
- goal-directed persistence
- executive skills critical for independent functioning

They plan to weave this into the staff development through the end of the year and into the summer as well.

Mrs. Carling informed the Board of the "*Blueprint for Improved Results for Students with Disabilities (and ALL students)*". She stated that TST BOCES is one of the first BOCES in the state to tackle this statewide framework designed to improve instruction to prepare students with disabilities for success, beginning in the preschool years, to lay foundation for post-secondary readiness and success. Although the framework is geared toward students with disabilities, the faculty and staff at Candor believe that they should always be striving to improve instruction for all students. Therefore, they have rolled this out to the entire faculty, not just the Special Education teachers and staff.

Mrs. Carling stated that there are seven core principles that the blueprint focuses on:

1. Students engage in self-advocacy and are involved in determining their own educational goals and plan.
2. Parents, and other family members, are engaged as meaningful partners in the special education process and the education of their child.
3. Teachers design, provide, and assess the effectiveness of specially designed instruction to provide students with disabilities with access to participate and progress in the general education curriculum.
4. Teachers provide research-based instructional teaching and learning strategies and supports for students with disabilities.
5. Schools provide multi-tiered systems of behavioral and academic support.
6. Schools provide high quality inclusive programs and activities.
7. Schools provide appropriate instruction for students with disabilities in career development and opportunities to participate in work-based learning.

Mrs. Carling stated that the committee, which included herself, Wayne Aman, Katie Volpicelli, Kim Nichols, Kurt Bastian, Laura Preston, and Wendy Bruttomesso, has chosen to focus on the numbers three and four. They will be doing data checks in every classroom, collecting the data and their findings, and returning to TST BOCES for a workday in March.

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They will also use this information to drive Professional Development over the summer and next year. She added that although their focus as a District is on numbers three and four, they continue to work on the others as well in their daily activities.

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

Mrs. Nichols stated that during the scheduled congruence meetings for grades K-6, which were held from January 20 - 31, she was able to check-in with each team. Her goal was to review instructional action plans that were developed during the fall ELA and math data meetings. She stated that it was useful to discuss what instructional changes each grade level had committed to, reflect on their progress and discuss their next steps. In addition to the K-6 meetings, she also scheduled time with the 7th and 8th grade ELA and math teachers to do the same. She added that they realized that they need to meet sooner and more regularly to assess the progress of their action plans. This has prompted her to learn more about the Data Wise process (which is used by the CNYRIC data coordinators) and how they could use it, not only during other Fall data meetings, but throughout the school year. Mrs. Nichols believes they can continue to grow and improve student learning throughout the schools.

Mrs. Nichols spoke of the February Early Release Day. She stated that all teachers were provided time to research and continue work on their Passion Project. Mrs. Nichols provided the Board with a document, which outlines the various projects. In addition to their work time, they also invited teachers to join in a Collaborative Conversation. Their goal was to gather ideas and suggestions regarding the creative use of time; and, a creative plan for their Passion Project presentations, to be held during the May Early Release Day.

Mrs. Nichols updated the Board on the Summer 2017 Professional Development Planning. In preparation for summer, they have held meetings in both buildings to ask for feedback to the following prompts:

1. What have you found most useful/effective over the past two summer PD days?

Replies:

- Having time to work together and plan (start to finish) a PBL unit/lesson.
- Challenges
- Time to explore technology/apps
- Having a "shared philosophy" across the District.
- Great way to welcome new teachers to District.

2. Considering your own content area/ grade level, identify areas that you would like to focus on.

Replies:

- How to teach problem solving.
- Look into assistive technology for SWDs
- Time to learn Schoology better
- Understand Learning Targets better
- Pursue Digital Citizenship
- Taking PBL next step further (grade level/ cross-content projects)
- Keyboarding skills for students
- Connect leveled readers with content subjects
- Pursue spelling program K-6
- Training with new hardware/technology in the classrooms
- BreakoutEDU
- Research STEM activities
- Research and create math centers to correspond to modules
- Time to really look at ELA and math standards to prioritize standards/lessons.

**Technology Integration Coordinator Matt Gelder summarized his report to the Board.**

Mr. Gelder informed the Board that the Special Education department has been exploring a number of technology tools that can empower the students to utilize their accommodations when it comes to having text read aloud.

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They are piloting two online programs (Read & Write and Capti Voice) that can read digital text to students. The most promising feature is the ability to take a picture of a document, send it to the program, which makes it available for students to have the document read to them. This is especially helpful when students arrive to their resource room with a paper test and need to have the test read to them. The teacher can now take a picture, send it to the students, and have the computer read the test to them at their own pace. They are also piloting an ePen, which allows students to plug headphones into a text scanner the size of a highlighter and have any text they scan read to them. In addition to these tools, the CSE department also supports student readers with a variety of programs that provide audio books, including Don Johnston and Learning Ally.

Mr. Gelder informed the Board of the “*Navigating Technology with Your Teen*” document. He stated that many parents have difficulty keeping up with the all of the different social media apps available to their children on tablets, computers and smartphones. On February 10<sup>th</sup>, he shared a document on the school website to help parents better understand the benefits and pitfalls of many of the most popular social media apps. While many of these apps are not being widely used by teens in the District, he thinks that this document contains valuable information for parents in case they notice these apps being used. The District will be sharing this information with parents via School Messenger to encourage parents to talk to their children about their activity on social media. The most important message the District can send the parents is that their interest and support can be a huge help to their children as they navigate the maze of apps and difficult social conflicts that often arise.

Mr. Gelder stated that he and Ben Taylor spent quite a bit of time with teachers in January getting them up to speed on using eDoctrina. Teachers are using this program to create bubble sheets for paper summative assessments and to create online assessments this year. A number of teachers utilized the online assessment portion for their midterms this year, which allowed them to provide students with immediate feedback on parts of their performance because multiple-choice questions can be automatically graded. The program also allows teachers to pull questions from previous state assessments and organize class results by learning standards so that they can quickly assess any gaps in learning.

**Director of Operations’ report to the Board.**

Bern Smith, Director of Operations, was not present at the meeting. A summary of his written report to the Board is as follows.

The new bus garage construction is going well. The bus lift modular base is installed, and concrete is poured and finished. Filtrec will soon place and test the cylinders and controls. The interior cleaning and painting has started. The electric and heat are functional in the new bus wash building. Greg Nichols has started to prepare equipment and supplies at the old bus garage for the move to the Spencer Road location.

Contractors continue to move forward with Phase III demolition and construction work. The District has seen both 1<sup>st</sup> shift and some 2<sup>nd</sup> shift work used to keep the project on schedule. The contractor workloads have been scheduled for the February and April breaks. The elementary office staff has agreed to let LeChase and Blanding Electric start outside work in front of their offices. The contractors are planning to expose some of the foundation and locate underground electrical conduits feeding the electrical vault, which needs to relocate due to the new main elementary entrance. Contractors are aware of the sacrifices being made by District staff and students. The ability to keep the project moving each day makes the first week of September more promising. Mr. Smith would like to thank the staff and students again. Mr. Smith also thanked Superintendent Jeffrey Kisloski.

**Network Administrator’s Log for January 2017 was submitted.**

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

Mr. Kisloski informed the Board that he has received confirmation from Questar (BOCES State Aid and Financial Planning Service) that the IWI Aid Floor that has negatively affected the District for years has been proposed to be removed from the Foundation Aid which did not capture the District’s true wealth, or lack thereof. This will be discussed more during future budget meetings.

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Mr. Kisloski informed the Board that an e-mail was received from the Southern Tier Wrestling Officials Association that the SVE-C Varsity Wrestling Program was awarded the Section 4 Division 2 Sportsmanship Award. This is a great award and speaks highly for the student athletes and especially for Coach Marilley and Coach Knowles.

Mr. Kisloski informed the Board that the District has executed the Host Community Agreement with Renovus. The District has also officially initiated a Solar Capital Project of its own on the land behind the bus garage.

Mr. Kisloski provided the Board with the first run of the line-by-line expenditures report. He stated that the budget is up approximately \$1.0m. However, over half of this increase is due to capital expenditures on the building project. The line-by-line expenditures plan is typically discussed at the 1<sup>st</sup> Budget Advisory Committee meeting, but the meeting had been cancelled due to the weather. The report will be discussed in more detail at the 2<sup>nd</sup> BAC meeting on March 2<sup>nd</sup>.

Mr. Kisloski added that he appreciates all the work that Bern Smith has done with the construction project.

Mr. Kisloski commented that all of the administrators are learning in their positions; they are advancing themselves. The District is very fortunate to have the top leaders be the top learners.

**Board Comments:**

Michael Blake stated that he is impressed with how the administrators' work blends together. He stated that he would love for Matt Gelder and Kim Nichols to do a presentation of the Passion Project at a TST BOCES Executive Board meeting.

Raymond Parmarter stated that the teachers are doing so well because the administrators set the tone and walk the walk. Everyone's opinion is valued. On the team, each team player is as valuable as the administrator is.

**Recognition of Visitors:**

President Raymond Parmarter acknowledged the visitors present at this time. High School Senior Hannah Brown stated that she had more fun at the meeting than she thought she would.

**Adjournment:**

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

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board