

Board of Education, Regular Meeting
Thursday, September 21, 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, Josh Soper, Jonathon Edwards, Hannah Murray, and Michael Blake, as well as Superintendent Jeffrey Kisloski.

ADJOURN TO EXECUTIVE SESSION:

At 6:30 p.m., a motion was made by Michael Blake, seconded by Gary Henry, 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 6:42 p.m., Jerry Mickelson and Ben Owens from Insero & Co. entered executive session to discuss the 2016-2017 Financial Audit. Mr. Mickelson and Mr. Owens exited at 7:12 p.m. At 7:13 p.m., Director of Special Education Holly Carling entered executive session to discuss the CSE/CPSE reports. Mrs. Carling exited executive session at 7:16 p.m.

RETURN TO REGULAR SESSION:

At 7:16 p.m., Hannah Murray made a motion, seconded by Gary Henry, 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, Business Manager/Treasurer Sydney Wade and Board Clerk Kathryn Hinkle. The Pledge of Allegiance was said to begin regular session.

CSE/CPSE REPORT APPROVED:

A motion was made by Michael Blake, seconded by Josh Soper, to approve the CSE/CPSE report, as presented. The motion carried unanimously.

MINUTES APPROVED:

A motion was made by Gary Henry, seconded by Hannah Murray, to approve the minutes of the Regular Meeting held on August 17, 2017, as presented. The motion carried unanimously, with Raymond Parmarter abstaining.

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

Mrs. Wade provided the Board with a financial comparison of the years ending June 30, 2016 and June 30, 2017. She highlighted what she considers to be important parts of the audited financial statements. She stated that, in general, the District ended the 2016-2017 school year in a healthy financial position. A few key figures are as follows:

- \$4.3m of cash on hand (restricted and unrestricted combined)
- \$135k revenues over expenditures
- \$2m restricted fund balance (savings in reserves)
- \$1.56m unassigned fund balance (savings not in reserves)
- \$815k fund balance in excess of 4%

Mrs. Wade added that the District has 3.61 times as much in current assets as in current liabilities, and the liabilities are less than 40% of the value of the fund balance (savings). She stated that compared to the prior year ending June 30, 2016, expenditures were \$1.1 million higher and revenues were \$700,000 higher.

Mrs. Wade informed the Board that she is currently working on the ST-3, which is where the District reports the financial information to the State.

Mrs. Wade stated that she has submitted the applications for Title IA, IIA, and Improvement grants. As previously discussed, President Trump's current budget proposes large cuts to Title funding. For 2017-2018, the District was allocated \$194,007 in Title IA and \$32,470 in Title IIA. In 2016-2017, the District was allocated \$202,870 in Title IA and \$54,717 in Title IIA. The District saw almost a \$30,000 decrease in Title funding, most of it in Title IIA, which was expected. Currently, the District has about \$30,000 in carryover funds in Title IIA (unspent money that is carried forward). The plan is to use \$10,000 per year for the next three years to continue supporting professional development opportunities and the mentorship program.

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TREASURER’S REPORTS ACCEPTED:

A motion was made by Gary Henry, seconded by Hannah Murray, to accept the Treasurer’s report for August 2017, as presented. The motion carried unanimously.

BUDGET TRANSFERS APPROVED:

A motion was made by Michael Blake, seconded by Gary Henry, to accept the Budget Transfers for the month of August 2017, as presented. The motion carried unanimously.

WARRANTS ACCEPTED:

A motion was made by Josh Soper, seconded by Gary Henry, to accept the following Warrants for August 2017, as presented: General Fund #6, Federal Fund #2, School Lunch Fund #3, and Capital Fund #2. The motion carried unanimously.

RECOGNITION OF VISITORS:

President Parmarter acknowledged the visitor present at this time, community member and former Board of Education member, David King. Mr. King commented that he was just attending to support the administration and the school board.

CONSIDERATIONS:

A motion was made from the floor by Hannah Murray, seconded by Michael Blake, to approve the Independent Audit Report with the following resolution:

“RESOLVED, that the Board of Education accepts receipt of the final Independent Audit Report and Audit for Extraclassroom Activity funds, prepared and presented by Insero & Co. for Candor Central School District for the fiscal year ending June 30, 2017.”

The motion carried unanimously, with 6 ayes and 0 nays.

CONSENT AGENDA:

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

Leave of Absence:

Approved the maternity leave for **Mary Harris**, as a 1st grade teacher, effective December 8, 2017 (tentative date) through the end of the school year.

Resignation:

Accepted the resignation of **Rebecca Aman**, as 8th grade advisor for the 2017-2018 school year, effective September 1, 2017, with regret.

Recommended Appointments:

Approved the appointment of **Michael Middaugh**, as a Regular Bus Driver (5 hours/day), effective September 1, 2017 (retroactive). Salary and benefits will be in accordance with the current Candor Employees Unit Contract.

Approved the *Extra-Curricular Activities List* for the 2017-2018 school year, with salaries in accordance with the current Extra-Curricular Activities Salary Schedule:

- 1.) **Amelia O’Hara** - 8th grade advisor
- 2.) **Norm Szwec** - Fitness Center Co-Advisor (.5)
- 3.) **Olivia Reagan** – Modified Football Cheerleading Coach

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Approved the *Substitute Teachers* for the 2017-2018 school year, with salary and benefits in accordance with the current Substitute Teacher Pay Schedule.

- 1.) **Sandra L. Hul*** (EL Only)
- 2.) **Kelli Bellnier*** (EL Only)

Approved the *Non-Instructional Substitutes* for the 2017-2018 school year, with salary and benefits in accordance with the current Non-Instructional Pay Schedule.

- 1.) **Valarie Bowen-Judson** - Substitute Teacher Aide (EL Only)

Approved the appointment of **Makenzie Douglas**, as a Part-Time Food Service Worker, effective September 22, 2017, with salary at \$9.70/hr for hours worked, no benefits, in accordance with the current Candor Employees Unit contract.

Bid Acceptance of 2008 Chevrolet Trailblazer

Four sealed bids were received for the sale of the 2008 Chevrolet Trailblazer. Daren Jensen, Transportation Supervisor and Kathlyn Hinkle, District Clerk, opened the sealed bids at 2:00 p.m. on August 25, 2017. The following bids were received:

Kevin Benjamin:	\$ 500.00
Bernard Blinn:	\$ 500.00
Wayne Hinkle:	\$ 1,126.50
Angela Malone:	\$ 200.00

With the recommendation of Superintendent Kisloski, the Board approved the bid to be awarded to the higher bidder, Wayne Hinkle, with a bid of \$1,126.50.

Candor Promise Program 2017-2018

Approved of the Candor Promise program, with John Benjamin as advisor, for the 2017-2018 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 8th grade and we will work with them throughout high school.”

Equipment Disposal

Approved the disposal of various equipment items as per detailed sheet provided. These items have been deemed to have \$0 value and no further useful life to the District.

Transportation Request

Approved the following additional transportation request dated September 6, 2017:

Zion Lutheran School, Owego NY: Kaiya Tiffany

Local Assistance Plan 2017-2018

Approved the Local Assistance Plan for 2017-2018 as presented.

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Athletic Program Merger:

Approved the continuance of the Athletic Program Merger with Spencer-Van Etten School District with the following resolution:

“BE IT RESOLVED, that the Board of Education of the Candor Central School District hereby authorizes the merger of athletic programs with the Spencer-Van Etten School District, for the 2017-2018 school year and each school year thereafter until further notice, for selected sports outlined in the Interdistrict Agreement to be signed by both Superintendents of Schools.”

The motion carried unanimously.

Business Manager/Treasurer Sydney Wade exited at 7:56 p.m.

Administrator Reports:

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

Mr. Aman stated that the High School is in the second year of the *Early College Program*. Enrollment has nearly doubled compared to last year, with 10 students participating in the program. This is a tremendous opportunity for the students to earn college credits, and a tremendous tuition savings to students and their families. Mr. Aman was also pleased to share that the High School has a student on track to earn an associate's degree from TC3 without ever taking a course outside the Candor High School Campus. He added that it will be a lot of work for the student, but if he succeeds, Mr. Aman looks forward to sharing this accomplishment at Commencement in June.

Mr. Aman informed the Board that the High School is in the first year of the Early Career Program, with three students participating and a fourth who is interested. Mark Burrell is the work placement coordinator, and he is regularly meeting with these students to help development of effective career skills while communicating with employers about performance at the worksite. Three companies have already signed up for the program, Power & Paddle, Peake Performance, and McDonalds. Mr. Aman will keep the Board posted as the High School progresses through the year with this new program.

Mr. Aman stated that, after consulting with Department Chairs, the high school has decided to postpone the Open House. It was agreed that the High School teachers would prefer allowing another month of progress with the construction project in order to highlight many of the new upgrades to the facility. It has been rescheduled from September 18th to October 17th at 6:00 p.m.

Mr. Aman informed the Board that the fall sports season is well underway. As was the case last year, the District has multiple merged sports programs, as well as Candor JV & Varsity Volleyball and Candor modified soccer teams. Mr. Aman provided the Board with the notes from the last Steering Committee meeting. They have been discussing the winter sports teams. A decision has not been made yet for girls' basketball, but they have decided that wrestling will merge. There are no plans yet for the spring sports.

Mr. Aman informed the Board that the District has been awarded a grant from Cornell called the Upward Bound Grant. It is a five-year grant, which enables the District to offer programs such as tutoring, counseling, and the College Prep. Program. Five students from each grade level (total of twenty, 9th – 12th grade) will be chosen to participate.

Elementary Principal Kathryn Volpicelli presented her report to the Board.

Mrs. Volpicelli spoke to the Board about Camp Candor. She stated that Amy Parillo did a significant amount of planning to ensure camp was a great experience for all students who participated. There were two sections of camp and all 75 slots were filled with a few on the waiting list. Mrs. Volpicelli would like to thank the members of the Candor Fire Department who waved rental fees and allowed camp to be held at the Fire Hall. Mrs. Volpicelli added that the District is very fortunate to have the support of the community members and those associated with the Fire Hall.

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Mrs. Volpicelli stated that the Elementary School held the annual Meet and Greet the day before school started for the incoming Kindergartners. They had a great turnout with all but three families attending.

Mrs. Volpicelli informed the Board of the new afternoon pickup process. The new procedure at the West Exit is going well. The Elementary has been able to dismiss the 3:05 students within the 10-minute window (3:05 - 3:15). This allows bus riders and walkers to dismiss when the 3:15 bell rings. Mrs. Volpicelli would like to thank Kelly Starkweather and Lisa Ogden for playing an important role in carrying out the new procedure.

Mrs. Volpicelli stated that, as expected, breakfast numbers have increased due to the free breakfast and lunch program. The Elementary School is starting breakfast 10 minutes earlier so students have time make to their way through the line and eat before school starts. Most of the students are finishing up by 8:45 when the first bell rings. She added that the cafeteria is packed, but they have not hit the maximum capacity. The highest number they have had at this time is 189 students for breakfast. The new arrangement in the cafeteria has also gone well at lunchtime. Students seemed to adjust quickly to the changes.

Mrs. Volpicelli informed the Board that Kelly Starkweather, Matt Gelder and herself presented a typing program (typingclub.com) to 2nd-6th grade teachers. The program offers a systematic and engaging approach to practicing this important life skill. Mr. Gelder set up accounts for every class and Mrs. Volpicelli is asking teachers to provide students with 30 minutes of typing practice each six-day cycle.

Mrs. Volpicelli stated that it has been a great start to the school year. She is extremely proud of the teachers for their positive outlook and willingness to make adjustments during the construction. In addition, the efforts that went into preparing for the start of the school year were phenomenal. All faculty and staff really stepped up to make sure the building was prepared for the arrival of students. Mrs. Volpicelli thanked them for the continued support.

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

Mrs. Carling provided the Board with the latest numbers for CPSE/CSE/504 meetings and the parent presence for each; as well as numbers for students that are classified and the students that are in out of district placements. Mrs. Carling listed a breakdown of 504 Accommodation Plan and Classified Students and explained what a 504 plan is. A 504 plan outlines how a child's specific needs are met with accommodations, modifications and other services. These measures "remove barriers" to learning. The student does not necessarily qualify for Special education classification and programming under IDEA and an IEP, but does still qualify for accommodations. Mrs. Carling stated that the therapists also see students informally, meaning that the student does not qualify for formal services, but they have skill deficits that still need to be addressed.

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

Mrs. Nichols stated that the District currently has seventeen teachers participating in the Mentoring Program for the 2017-2018 school year. Amy Snell will support eight teachers at the high school, while Denise Ahart will support nine teachers at the elementary school. Ms. Snell and Ms. Ahart have a well designed program that incorporates building specific meetings/activities and district-wide activities. Each year they kick-off the school year with a Summer Mentoring Day. The morning is spent with the mentor teacher going over district procedures, and in the afternoon, teachers are provided with time in their individual classrooms. Administrators and faculty association members are invited to join the mentoring group for a dish-to-pass luncheon on this day as well, for an informal get-to-know-you gathering. On behalf of the administrative team, Mrs. Nichols would like to thank Ms. Snell and Ms. Ahart for the time and energy they spend to ensure a great start for the newly hired and non-tenured teachers.

Mrs. Nichols updated the Board on SchoolTool. Over the past 18 months, the District has been preparing for the student management system transition, from SIS to SchoolTool. The student management system includes: individual student demographics/registration, grade reporting, master scheduling, attendance, discipline reporting, and various other modules. As with SIS, SchoolTool will be administered and supported by the regional information center (CNYRIC in Syracuse). CNYRIC has been strategically moving school districts into SchoolTool. Candor was one of the last schools in the region to be scheduled to make the transition. During the first Superintendent's Conference Day held on Thursday, August 31st, the schools held two 3-hour SchoolTool teacher training sessions.

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All teachers needed to be prepared to use the new system on the opening day of school. Even with the continued construction and clean-up occurring around them, the teachers were patient and positive during the trainings and were prepared to begin using the system six days later.

Mrs. Nichols stated that since the first day of school, the SchoolTool system has worked well with very few glitches and CNYRIC continues to be very supportive as the wrinkles are ironed out. Mrs. Nichols would like to thank Amy Shepardson, Katie Anderson and Leslie Thomas for the amount of time they have put into learning this new system, since they are the “go-to” people for the day-to-day SchoolTool support.

Mrs. Nichols informed the Board that she plans to begin data and curriculum conversations in October, after she and Christine Pierce organize the state assessment data into content area item studies (based on specific standards). This process has proven to be informative and beneficial to teachers, as they are given time to collaborate and reflect on student performance and make adjustments to their instructional practices. Mrs. Nichols added that she looks forward to working with the teachers on this.

Mrs. Nichols stated that the administrative team identified a couple of instructional areas/strategies they would like to focus on this year, one of which is the use of *learning targets*. 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.

Mrs. Nichols informed the Board that some of the time this past summer was spent on creating learning targets for the PBL units. This was a good starting point and an opportunity to create a common language around the use of learning targets. Teachers will be expected to use learning targets throughout their lessons this year and she will continue to support their efforts with mini PD opportunities, the first of which will be during the week of September 18th. She will hold a learning target re-fresher for each building.

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 stated that this was by far the busiest start to a school year since he started in his current position. He has been busy making sure that classrooms are ready for all of the great digital activities other teachers are using to engage students.

Mr. Gelder informed the Board that new interactive projectors and sound systems have been installed in most of the elementary classrooms and have been well received by the faculty and students. The high school will be getting upgrades as the construction continues in the evenings. Teachers were given a demonstration of the new systems before school started and ongoing training is planned to maximize the use of this technology. The quality of the image, touch interactivity, and sound integration are huge improvements to the instructional environment.

Mr. Gelder stated that the network infrastructure underwent a complete overhaul this summer and Mike Williams did an outstanding job getting the network up and running so that there was as little disruption as possible in a very short time window. The number of networking issues decreases every day as we troubleshoot desktops, laptops and printers.

Mr. Gelder informed the Board that the high school students were issued Chromebooks last week without crashing the network giving them the tools they need to be competitive in the new digital reality. The District will continue to provide Chromebooks for the rest of the students with carts that their teachers use when needed.

Mr. Gelder stated that the elementary students will begin a renewed effort to develop typing skills to ensure that they are prepared for NYS computer based assessments and their high school careers. Teachers will spend a total of 30 minutes every 6-day cycle using typingclub.com to learn and develop their typing skills. Mr. Gelder thanked Mike Williams for the tremendous work that he has done; his dedication to ensuring the best for the District is commendable. He would also like to thank all of the faculty and staff for their patience with the construction and resulting networking issues.

Director of Operations Bern Smith’s report to the Board.

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

Mr. Smith informed the Board that Greg Nichols and Mike Rautine rented a van truck with a lift gate and moved the entire old bus garage contents to 163 Spencer Road. Mr. Nichols has conducted one DOT inspection from the new garage already, and continues to settle in. There are still a few small punch list items that need addressing, but overall, the new space is working out great.

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Mr. Smith stated that it has been a very busy summer and an interesting school year start. He informed the Board that the contractors moved to second shift now that the students are back. He believes that Phase III has been a pretty good project. He stated that it is nice to see staff and students back from summer break.

Mr. Smith would like to thank all of his staff. This summer took everyone to help keep things moving forward – transportation, custodial, buildings & grounds, maintenance and the JITS.

Superintendent Jeffrey Kisloski presented his report to the Board.

Mr. Kislosk stated that, despite the construction and some inconveniences, the Opening Day of the 2017-2018 school year was very successful. There are so many people to thank for their continuing contributions to the District's mission: Bern Smith and custodial/buildings & grounds staff; Mike Williams, Anne Macera, Matt Gelder and Ben Taylor; the Building Administrative team (Wayne Aman, Katie Volpicelli, Kim Nichols, Holly Carling) and all of their support personnel; Brian Lanphere and the cafeteria staff; the District Office team; Daren Jensen, Greg Nichols, Mike Routine and all the drivers; Steve Frye and the coaches; and of course the entire instructional staff.

Mr. Kisloski stated that the District continues to make progress with the Capital Project. He fully expects the High School kitchen to be operational by the week of the 18th. The Culinary classroom and the High School locker rooms should be open very soon as well. Both new main entrances are progressing and the District should see new developments with the doors, cameras, administration offices and security systems within the month of September.

Mr. Kisloski informed the Board that the LED Lighting project has been on again and off again. After the conversation last month with the Board, he made plans to forward a resolution to expand the scope of the Capital Project. However, the final word from the Bond Counselor is that an expansion of the project would require a referendum, even if the District did not take on new debt. It is the general consensus that going out for a public vote, while the District is still under construction, would not make much sense to the general public. The LED lighting can be included in any subsequent project that may pursued.

Mr. Kisloski added to the information on the Upward Bound grant. He was notified this week that the District has been awarded, along with Dryden, a 5-year "Upward Bound" grant. The grant will serve 60 students, grades 9-12, from Dryden and Candor. Together, the schools will receive approximately \$260,000/year to support low income and/or First Generation (neither parent has a 4-year degree) students. He will be meeting with representatives from Cornell on the logistics and a timetable to administer the grant.

Board Comments:

Gary Henry commented that he has found that the students are unable to print from the Chromebooks at home. He also stated that the Candor Masonic Lodge is planning to give an award to Stephen Lindridge. They have met with Mr. Lindridge and he is willing to accept the award. There will be a presentation on October 20th from 6:00 p.m. – 8:00 p.m. The award is to congratulate him on his work with the community, etc.

Josh Soper asked about the trees that are being planted and if the District is paying for them.

Michael Blake thanked everyone for their reports, and thanked David King for attending the meeting. He stated that it has been good to work with Susan Mettler on the TST BOCES Executive Board, adding that she is really on schools side.

Raymond Parmarter stated that he was quite concerned with the status of the project when he returned from vacation. But he thinks the faculty and staff was tremendously successful in getting the buildings ready for the students.

Recognition of Visitors:

President Raymond Parmarter acknowledged the visitors present. No further comments were made at this time.

Adjournment:

President Parmarter announced the meeting adjourned at 8:46 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board