

**Board of Education, Regular Meeting**  
**Thursday, December 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 Vice-President Brent Doane at 6:30 p.m., with the following additional board members, present: Hannah Murray, Michael Blake, Josh Soper, Nate Brace, and Rebecca Lyon, as well as Superintendent Jeffrey Kisloski.

**ADJOURN TO EXECUTIVE SESSION:**

At 6:30 p.m., a motion was made by Michael Blake, seconded by Hannah Murray, to adjourn to executive session to discuss a particular personnel matter. Mr. Kisloski also presented the CSE/CPSE reports to the Board. All board members listed above were present as well as Superintendent Kisloski.

**RETURN TO REGULAR SESSION:**

At 7:02 p.m., Josh Soper made a motion, seconded by Hannah Murray, to return to regular session. The motion carried unanimously. All board members listed above were present, as well as Jr/Sr High School Principal Wayne Aman, Elementary School Principal Katie Volpicelli, Director of Curriculum and Instruction Kimberleigh Nichols, Director of Technology Instruction Matthew Gelder, Director of Operations Bern Smith, School Business Official Sydney Wade, and Board Clerk Kathlyn Hinkle. The Pledge of Allegiance was said to begin the regular session.

**CSE/CPSE REPORT APPROVED:**

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

**MINUTES APPROVED:**

A motion was made by Josh Soper, seconded by Hannah Murray, to approve the minutes of the Regular Meeting held on November 20, 2018, as presented. The motion carried unanimously.

**School Business Official Sydney Wade presented her report to the Board.**

Mrs. Wade provided the Board with the Corrective Action Plan, which she writes in response to the Independent Auditor's Management letter and submits it to NYSED and OSC.

Mrs. Wade updated the Board on the Pre-K grant that the District was awarded. The grant received was for \$322,940 for a full year, with \$161,470 being used for the 2018-2019 school year since it will only be a half year program. The grant will be used to fully fund two Pre-K classrooms, including paying for teachers' and teacher aides' salaries and benefits, classroom materials and supplies, and classroom furniture. The grant will be "automatic" in subsequent years, though we will have to continue to apply for the money. Even if the enrollment drops, and thus, the amount of grant money available decreases (funds are per student), the District can revert to the full grant amount in following years, depending on enrollment. After the two classrooms are established, and the District no longer needs to make big purchases for such items as furniture or materials and supplies, there will be options available for funding the following: Pre -K staff professional development, special area classes (art, music, PE) or portions of them, and cafeteria snacks, etc. Mrs. Wade stated that the District has received several Title Grant Awards. The Title IA grant, for \$202,805, is used to fund two full time reading teachers and one full-time aide in the Elementary who offer support to improve academic achievement for the disadvantaged, teacher professional development and homeless student costs (transportation, necessities, etc.). The Title IIA grant, for \$40,862, is used for funding teacher and administrator professional development and the teacher mentor program. The Title IVA grant, for \$13,743, is used to fund science kits and science kits professional development through BOCES.

**TREASURER'S REPORTS ACCEPTED:**

A motion was made by Nate Brace, seconded by Hannah Murray to accept the Treasurer's report, as presented. The motion carried unanimously.

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**APPROPRIATION TRANSFERS ACCEPTED:**

A motion was made by Michael Blake, seconded by Josh Soper, to accept the Appropriation Transfers report, as presented. The motion carried unanimously.

**WARRANTS ACCEPTED:**

A motion was made by Rebecca Lyon, seconded by Nate Brace, to accept the following Warrants for November 2018, as presented: General Fund #26, School Lunch Fund #9, Federal Fund #10, and Capital Fund #5. The motion carried unanimously.

**RECOGNITION OF VISITORS:**

Vice-President Doane acknowledged the visitors present at this time. Community member Erin Vaow was present to discuss her concerns with the teacher changes being made at the Elementary due to the new Pre-K program.

**CONSENT AGENDA:**

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

Resignation/Retirement:

Accepted the resignation of **SiarahJo Rose-Tompkins**, as Part-Time Teacher Aide, effective December 10, 2018, with regret.

Accepted the retirement of **Koleen Jastremsky**, as Accounts Payable Clerk, effective March 30, 2019, with regret.

Maternity Leave:

Approved maternity leave for **Stephany Marilley**, beginning tentatively April 23, 2019, through June 30, 2019. Mrs. Marilley will use her accumulated sick time; any remaining days will be unpaid leave.

Approved maternity leave for **Katherine Spatola**, maternity leave beginning tentatively February 7, 2019, through June 30, 2019. Mrs. Spatola will use her accumulated sick time; any remaining days will be unpaid leave.

Recommended Appointments:

*Non-Instructional Substitutes* for the 2018-2019 school year, with salaries in accordance with the 2018-2019

Non-Instructional Substitute Pay Schedule:

- (1) **Mariah Martin:** Substitute Teacher Aide (EL Only), effective December 5, 2018 (retroactive).
- (2) **Danielle Peake:** Substitute Teacher Aide (EL Only), Substitute Food Service Worker.

Approved **Mariah Martin**, as a Part-Time Teacher Aide, effective January 2, 2019, with salary at \$11.10/hr (minimum wage \$11.10/hr effective 12/31/18) for hours worked, no benefits, in accordance with the 2018-2019 Candor Employees Unit Contract.

*Substitute Teachers* for the 2018-2019 school year, with salaries in accordance with the 2018-2019 Substitute Teacher Pay Schedule:

- 1) **Joshua Wilcox:** BS Business Administration (pending) (EL & HS)
- 2) **Jade Case:** BS Early Childhood/Childhood Education (pending) (EL & HS)
- 3) **Kara Telfer:** BS Early Childhood/Childhood Education/MS Special Education (EL & HS)
- 4) **Jacquelynn Horstmann:** BS Education Studies (EL Only)

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

- (1) **Ben Taylor:** Assistant Track Coach
- (2) **Amy White:** Basketball Cheer Coach
- (3) **Robert Swartout III:** Modified Wrestling Coach

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Approved **Shana Tubbs**, as a Long-Term Substitute Kindergarten Teacher, effective December 20, 2018 through the end of the 2018-2019 school year, with salary and benefits in accordance with the 2018-2019 Substitute Teacher Pay Schedule.

Approved **Sheila Bowman**, as an Elementary Teacher (Second Grade), effective January 3, 2019, with salary and benefits in accordance with the 2018-2019 Candor Faculty Association contract.

**Transportation Request:**

Approved an additional transportation request that was received November 27, 2018 for the 2018-2019 school year, to transport a Candor District student to a private school. The student resides within the 15-mile limit. The addition of this student does not impact the current school bus run as previously scheduled.

North Spencer Christian Academy - 721 Ithaca Road, Spencer NY

1. *Amaris Barlow*- DOB 01/05/07  
130 Main Street, Candor

**New Textbook Series - Lux**

Approved the purchase of the following new textbook series for Heidi Lux, to be used for science classes at the Alternative School.

Title: Holt Environmental Science: Student Edition 2008, 1<sup>st</sup> Edition  
Author: Rinehart and Winston Holt  
Price: Varies - \$4-\$20/book  
Quantity: 8

Title: Holt Environmental Science: Teacher Edition 2008, 1<sup>st</sup> Edition  
Author: Rinehart and Winston Holt  
Price: Varies - \$30-\$50/book  
Quantity: 1

Title: Holt Environmental Science: Active Reading Workbook, 1<sup>st</sup> Edition  
Author: Rinehart and Winston Holt  
Price: \$9.00/book  
Quantity: 1

Approximate total: \$220.00

The motion 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 in order to better prepare the substitute teachers for coverage in the elementary and high school buildings, the District will be offering a full day substitute-training program for all Board approved substitutes on January 4th. Amy Snell and Denise Ahart will be facilitating the training. The agenda will include a discussion of policies, procedures, classroom expectations and best practice, classroom observations and Q & A time at the end. The hope is that this will help provide a better experience for the substitute teachers, as well as a higher level of comfort for the teachers when they need to be out of the classroom. This training will continue monthly as new substitutes are appointed.

Mr. Aman stated that initial discussions have taken place regarding a shared middle school alternative program with Spencer-Van Etten. Mr. Aman and Mrs. Volpicelli have met with Brandon Foley, Spencer-Van Etten Middle School Principal, to conduct a needs assessment as well as potential logistics. They all agree that there is a handful of students in each district that would benefit from something different from the traditional school structure. In the near future, they will be meeting with both superintendents to continue the discussion. Mr. Aman added that TST BOCES has discontinued their 7<sup>th</sup> and 8<sup>th</sup>-grade alternative program.

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Mr. Aman provided the Board with the November 30<sup>th</sup> Steering Committee notes.

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

Mrs. Volpicelli stated that the District received notification on December 5<sup>th</sup> that the District was awarded a grant from New York State allowing the opening of two Pre-K classrooms in January. The District is thrilled to offer this opportunity to the children and families in the community. Mrs. Volpicelli stated that one of the top priorities was to ensure that the best candidates were hired to lead the Pre-K classrooms, coordinate the program and complete all requirements from NYSED. Mrs. Volpicelli was extremely pleased with the interview process. The committee consisted of a variety of faculty members (regular education teachers, special area teachers, service providers, and administrators). The range of committee members proved to be essential when discussing the implications to the elementary building on a larger scale. Before the interviews, the committee met to agree on the essential qualities of the future Pre-K teachers. The team referred to these qualities throughout the process, using them as an anchor. In the end, Sara Loomis and Nicole Hubbard were selected to fulfill the Pre-K positions. Mrs. Volpicelli stated that she could not be prouder of the committee and the decision-making process. Making important decisions as a team has led to a great deal of trust that all decisions are being made with the students' best interest in mind. Mrs. Volpicelli stated that the families of the children in Mrs. Loomis' and Mrs. Hubbard's classrooms were notified first since it was important that decisions were communicated to those who are impacted the most. A similar process was followed when the team decided on replacements for Mrs. Loomis and Mrs. Hubbard. (Families were notified first and then the school community.) Mrs. Volpicelli has scheduled several transition days and a "Meet & Greet" for families to meet the new classroom teachers. Mrs. Volpicelli is confident that all the careful planning will ensure a smooth transition that allows the students to continue with a successful school year.

Mrs. Volpicelli informed the Board that the parent/teacher conferences were well attended in November. While 75% of the families scheduled parent/teacher conferences, 99% of the scheduled conferences were held, it is encouraging that families see the value in taking the time to come in and meet with their child's teacher to review their progress.

Mrs. Volpicelli stated that the Elementary School collected almost 2,000 food items at the annual Food Pantry Parade. The 6<sup>th</sup>-grade classes take the lead with the Food Pantry Parade every year. This year the students contributed to the assembly portion of the parade by speaking about acts of kindness and every 6<sup>th</sup>-grade student shared their act of kindness. This was a powerful message for all the students to hear.

**Director of Special Education Holly Carling's report to the Board.**

Mrs. Carling was not present for the meeting. A summary of her written report to the Board is as follows.

Mrs. Carling provided the Board with the recent numbers for committee meetings, parent presence, classified students, and out of district placements. She stated that the District currently has new students who have moved in with needs that may be beyond what the District can do for them. Four applications have been submitted for different BOCES programs. Although there are wait lists at BOCES, we at least have them on a list while we try to get to know them better and try to serve each individual the best we can in the least restrictive environment.

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

Mrs. Nichols stated that for the December Early Release Day, they reviewed Tenet #3 of Whole Child, which is *Engaged - Each student is actively engaged in learning and is connected to the school and broader community.* Since the District has spent the last four years focused on *student engagement*, they decided to use a slightly different approach this month. Mr. Kisloski led the instructional staff through an activity focused on answering the question "What is a Teacher?" Mrs. Nichols stated that the teachers are dedicated to meeting the needs of their students and in doing so play a variety of roles. They can easily lose track of their primary professional function, which has been defined as "*A teacher intentionally chooses instructional strategies to ENGAGE students in learning.*" Through small group discussion, creative brainstorming and large group share out, teachers were able to reflect on their practice, share their examples of student engagement best practices and think critically about how to engage students in learning. The afternoon was fun, meaningful and inspiring. Mrs. Nichols and Mr. Kisloski met with all non-instructional staff to share with this month's tenet as well. These meetings continue to provide them with an opportunity to engage with the whole school staff. Mrs. Nichols feels that just as it is important for teachers to find ways to engage the students, it is also a responsibility (and privilege) to engage with the staff.

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Some of the Whole Child topics may not speak specifically to the non-instructional staff, but they can always talk about providing a Positive Educational Environment. Mrs. Nichols thanked the administrative team for helping to organize and facilitate the activities.

Mrs. Nichols informed the Board that the District continues to look for ways to improve students' literacy skills. The administrators shared with Jr/Sr High teachers how they could use student/class Lexile scores (a measure of how difficult a text is or students reading ability level) to make instructional decisions for students and to gauge appropriate class text selection.

Mrs. Nichols stated that she enjoys the opportunity to visit classrooms, interact with the students and meet with the teachers following the observation to find ways to support their instruction and growth.

Mrs. Nichols informed the Board that Kindergarten, Sixth Grade, and Third Grade teachers have all completed their Science Kit Training through OCM BOCES and have completed their first kit with students. Feedback has been that the 2-day training before teaching the kit is very helpful, that there may be more activities than the schedule allows for, and that the students love interacting with the materials and lessons.

Mrs. Nichols spoke of Jr. High Congruence. She stated that individual student intervention plans for the first quarter are well underway. The junior high teachers continue to brainstorm creative uses of time and resources to fill the academic gaps some of the students are struggling with.

Mrs. Nichols informed the Board that the District has selected to use computer-based testing (CBT) for ELA grades 3-8 and math 3-6 and paper-based testing (PBT) for math grades 7 and 8 for NYS Testing Spring 2019.

Mrs. Nichols thanked the Board for their support of the new Pre-K program. She stated that she could not be more proud to be part of the school district. It is a true testament to how special the organization is when not only the current staff is interested and excited to be teacher-leaders as they create a brand new program, but that some outside applicants have heard about Candor and desire to be part of the Candor School Community. She is excited to support Mrs. Volpicelli and the elementary school family in this new adventure.

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

Mr. Gelder stated that Computer Science Education Week was December 3<sup>rd</sup> – 9<sup>th</sup>. Teachers have been busy providing opportunities to explore computer science topics in their classes this month. All students in the elementary school have participated in some type of Computer Science topic with lessons in hour of code, Beebots, and Dash robots. While it is understood that not everyone will become a computer programmer, the ability to understand that the digital tools that are used every day are underwritten by a programmer's coding can be empowering. This has also been a great way to highlight perseverance as students struggle with some difficult activities. High school teachers will be incorporating digital citizenship concepts into their lessons in topics related to the validity of sources, social media, screen time, copyright, or privacy and personal data. The High School library has been active with Lego Robots and an Oculus Rift VR setup, which have been very popular with students.

Mr. Gelder informed the Board that he and Wendy Bruttomesso will be hosting a cardboard challenge for students in grades 3 and 4 (to be expanded to 5th and 6th if we have success) during indoor recess beginning in January. The challenge will be to create an indoor recess game to be played by other students in their grade. The goal of this project is to provide students with an opportunity to easily create using simple materials or even adding electronic components using Makey Makey. The Makey Makey allows students to create physical controllers using conductive materials like playdough to manipulate a game on a Chromebook.

Mr. Gelder stated that Ben Taylor, Wendy Bruttomesso and Katie Volpicelli have been working on incorporating digital citizenship concepts in the elementary school by linking the basic ideas of digital citizenship with the ideas of caring, safe, responsible, and respectful. Teachers will be using these themes as a basis for discussion of how students should behave in the digital world. Mr. Gelder added that it is clear that students need to be reminded that just because they are in an electronic world they are still part of a community and the same standards of behavior apply. Mr. Taylor is also working on developing lessons to be presented to all students in middle and high school English classes related to digital drama and posting on social media. The hope is to link the positive school culture that the schools already have to the student's online culture to reduce the number of incidents that need to be addressed by Craig Bennett and Wayne Aman in the office and teach basic netiquette.

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

Mr. Smith stated that school bus #60 that was recently involved in an accident has been appraised as a total loss, due to right rear frame damage.

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Thankfully, there were no injuries to anyone on the bus or for the driver that hit the bus. The District's fleet insurance coverage allows for a new replacement. Mr. Smith is hoping to have this bus replaced and back in service after the holiday break. He added that without this 65-passenger school bus in the current lineup, the transportation department has had to be creative in making regular trips and extra/sports trips.

Mr. Smith informed the Board that the high school gym floor had a mid-season re-coat during the Thanksgiving recess and the elementary mid-season re-coat will be during the holiday break.

Network Administrator's Log for November 2018 was submitted.

Superintendent Jeffrey Kisloski summarized his report to the Board.

Mr. Kisloski spoke of the Pre-K grant from New York State. He stated that last month, he thanked the administrative team members involved for their hard work in writing the grant application. This month, he would like to thank all involved for their efforts to ensure a high-quality interview process, a thoughtful timeline, action plan, and transition, as well as an incredible student and family-centered process. He stated that more specifically, the interview process involved many diverse constituents. Each candidate was interviewed by several teams of educators, and every question was well structured to reveal key characteristics of each applicant. The timeline and action plan, while accelerated due to the delay in notification of receiving the grant, was aggressive but practical and well thought out. Each step of the planning necessary to begin the Pre-K program was thoroughly discussed and thoughtfully implemented. He added that most importantly, and what he appreciates about the team more than anything, is that the students and the families were at the center of any decision. Mr. Kisloski thanked Katie Volpicelli, Kim Nichols, Holly Carling, Sydney Wade, and everyone that helped support this exciting venture.

Mr. Kisloski stated that the District is currently having conversations with Spencer-Van Etten regarding a shared Alternative Middle School. The Candor Alternative School has been so successful, and the need for additional placements is so pressing, the Districts felt it was time to start discussions. There are additional meetings scheduled for after the holidays, but Mr. Kisloski believes the schools can better serve some of the more challenging students by keeping them closer to home.

Mr. Kisloski stated that the recent bus accident and the variety of regional student placements have caused the District to take a clear look at the transportation fleet. He, Bern Smith, and Sydney Wade will be sitting down soon to discuss next year's bus purchase options. Transportation funding is the best State Aid category, but there is always an initial outlay of money to buy buses and expand the fleet.

Mr. Kisloski thanked Christine Pierce for her work with the District data. Mrs. Pierce does a remarkable job supporting everyone, and she almost single-handedly keeps the District out of "reporting trouble" with the New York State Education Department. She has been an asset to the District from the day she started.

Mr. Kisloski informed the Board that his cousin referees basketball around the Corning area. He received a letter from him that stated he had the pleasure of refereeing one of Candor's games. He mentioned several players went out of their way to discuss calls with him after the game. He said their maturity was refreshing. It was a very nice compliment for Candor's student-athletes.

**Board Comments:**

Michael Blake thanked everyone for doing a great job in getting the Pre-K program up and running, as well as the Whole Child program and the Computer Science program.

Brent Doane wished everyone happy holidays and hoped they enjoy a well-deserved break.

**Recognition of Visitors:**

Vice-President Brent Doane acknowledged there were no visitors present.

**Adjournment:**

Vice-President Doane announced the meeting adjourned at 8.55 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board