

**Board of Education, Regular Meeting**  
**Thursday, November 17, 2016**

**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, James Douglas, Hannah Murray, Michael Blake, and Brent Doane, as well as Jr/Sr High School Principal Wayne Aman and Business Manager/Treasurer Sydney Wade.

**ADJOURN TO EXECUTIVE SESSION:**

At 6:30 p.m., a motion was made by Hannah Murray, seconded by Michael Blake, to adjourn to executive session to discuss a particular personnel matter. All board members listed above were present as well as Jr/Sr High School Principal Wayne Aman and Business Manager/Treasurer Sydney Wade. At 6:56 p.m., Holly Carling, Director of Special Education, entered executive session to discuss the CSE/CPSE reports. Mrs. Carling exited executive session at 7:05 p.m.

**RETURN TO REGULAR SESSION:**

At 7:06 p.m., James Douglas 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, Business Manager/Treasurer Sydney Wade, Elementary School Principal Katie Volpicelli, Director of Special Education Holly Carling, and Director of Operations Bern Smith.

**CSE/CPSE REPORT APPROVED:**

A motion was made by Hannah Murray, seconded by Gary Henry, to approve the CSE/CPSE report, as presented. The motion carried unanimously.

**MINUTES APPROVED:**

A motion was made by Brent Doane, seconded by Hannah Murray, to approve the minutes of the Regular Meeting held on October 20, 2016, as presented. The motion carried unanimously, with James Douglas abstaining.

James Douglas commented that LeChase Construction is doing a great job at the town barns.

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

This month's packet includes the budget transfers for September and October and the tax collection reports. Mrs. Wade stated this was another smooth year for tax payment collections. There was an improvement in the amount of uncollected taxes over prior year; uncollected taxes as a percentage decreased, as a whole, from 9.32% to 8.55%.

Mrs. Wade updated the Board on the School Lunch Program Audit. She stated that it has been three years since the audit by NYSED. She and Cafeteria Manager Brian Lanphere have responded to an administrative review request that was due November 15<sup>th</sup>. The State seems most interested that School Lunch programs evaluate their financial standing and strive to be self-sufficient financially. If a school opts not to increase its meal prices, then the school may choose that route, and must demonstrate that it is making contributions from Non-Federal sources (the General Fund). Mrs. Wade added that she will update the Board when she receives the results of the administrative review, but she and Mr. Lanphere expect good results.

Mrs. Wade updated the Board on the FEMA Audits. She is currently in the process of being audited by Homeland Security as well as the State Emergency Management for closeout of the District's large Project Work orders. She stated that although it is confusing which entity she is dealing with as there is a constant turnover in staff, things are going well and the auditors are good to work with and very helpful. They want to make sure that the District received the money that was due. Mrs. Wade added that the District has never received money for fixing the Concession Stand.

Mrs. Wade informed the Board that she submitted the year-end report to the State (ST-3) on October 15<sup>th</sup> and she is now in the process of an audit/review by the State Comptroller's Office. She stated that though it is sometimes tedious, it is proceeding quickly and is almost concluded. She added that it is good to have guidance from OSC on how they want information reported.

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Mrs. Wade added that she has been catching up on the financials and will have them for December's meeting as well as the uncollected affidavits.

Mrs. Wade exited Regular session at this time.

**TREASURER'S REPORTS ACCEPTED:**

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

**WARRANTS ACCEPTED:**

A motion was made by James Douglas, seconded by Hannah Murray, to accept the following Warrants for October 2016, as presented: General Fund #17, Federal Fund #8, School Lunch Fund #5, and Capital Fund #4. The motion carried unanimously.

**RECOGNITION OF VISITORS:**

President Parmarter acknowledged the visitors present at this time. Debra Demers from TST BOCES gave a presentation on the CDOS Grant. No further comments were made at this time.

**CONSENT AGENDA:**

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

Retirement/Resignation:

Accept the retirement of **Jonathan Zisk**, retirement as a Jr/Sr High School Science Teacher, effective October 14, 2017, with regret.

Accept the resignation of **Claudia White**, resignation as Part-Time Teacher Aide, effective October 26, 2016, with regret.

Recommended Appointments:

Approve **Julie Griffith** as a volunteer in the Elementary Music Department.

Non-Instructional Substitutes:

Approve the appointment of Non-Instructional Substitutes for the 2016-2017 school year, with salaries in accordance with the 2016-2017 Non-Instructional Substitute Pay Schedule:

- **Cheryl Spicer** – Substitute Attendance/Front Desk (HS)
- **John Sandusky** – Substitute Custodial Worker

Substitute Teachers:

Approve the appointment of Substitute Teachers for the 2016-2017 school year, with salaries in accordance with the 2016-2017 Substitute Teacher Pay Schedule:

- **Abby Blinn\*** - HS Only
- **Teri Lynn Bunce** – EL & HS
- **Heidi Cornwell\*** - EL Only

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### Extra-Curricular Activities:

Approve the appointment of Extra-Curricular Activities positions for the 2016-2017 school year, with salaries in accordance with the 2016-2017 Extra-Curricular Activities Pay Schedule:

- **Miranda Srnka** – JV Basketball Cheerleading Coach
- Volunteers: **Josh Soper** – Varsity Boys Basketball  
**Brent Doane** – Varsity Girls Basketball  
**Chuck Hines** – Varsity Girls and Boys Bowling  
**Brittney Noble** – Modified Volleyball

### High School Secretary Title Change:

Upon the recommendation of Superintendent Kisloski, approve of changing the High School Secretary title from “Administrative Secretary” to the former title of “Typist”, as recommended by the County of Tioga Department of Personnel and Civil Service, effective immediately.

### Commencement Ceremony Approved:

Upon the recommendation of Superintendent Kisloski, approve the date and time for Commencement 2017 to be Friday, June 23, 2017 at 7:30 p.m.

### Tax Collector Report 2016-2017 Accepted:

Upon the recommendation of Superintendent Kisloski, accept the 2016-2017 Candor Central School Tax Collector’s Report, as submitted by Julie Kephart of TST BOCES, Tax Collector, and authorization for Raymond Parmarter, President of the Board of Education, to sign the same on behalf of the District.

### 2017-2018 Unit Cost Methodology Approved:

Approve the TST BOCES Unit Cost Methodology for 2017-2018, as presented.

The motion carried unanimously.

## Administrator Reports:

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

Mr. Aman stated that he attended the ASCD conference with Katie Volpicelli and Ben Taylor on November 4<sup>th</sup>-6<sup>th</sup> in National Harbor, Maryland. He sat in sessions which focused on student engagement, digital learning and resources, providing meaningful feedback, and presentation skills for educational leadership. He was able to bring back a lot of good ideas to share with students, teachers and fellow administrators. Many of the thoughts and ideas shared by speakers validate the work that the High School is implementing already. Mr. Aman thanked the Board for their continued support of professional development opportunities.

Mr. Aman informed the Board that the District had an incredibly successful fall sports season. There have been many conversations regarding the merged sports teams, highlighting the challenges throughout the process and the successes of each program. Mr. Aman gave a list of the accomplishments of all of the Candor Varsity Teams:

- SVEC Varsity Football – Record of 7-3; made it to Section IV Class D Finals
- SVEC Varsity Boys Soccer – Record of 9-5; won the IAC Small School South Division
- SVEC Varsity Girls Soccer – Record of 11-5-1; won the IAC South Small School Division
- SVEC Varsity Cross Country – The Varsity Girls Cross Country Team took 3<sup>rd</sup> in the Class D Championships; Julia Russell qualified for the State Meet for the 5<sup>th</sup> time! The Varsity Boys Cross Country took 5<sup>th</sup> in the Class D Championships.
- Candor Varsity Girls Volleyball – Won the Section 4 Class D Championship; Playing in the State Regional Championship Round on Sunday, November 13<sup>th</sup> in Oneonta

Mr. Aman commended all of the coaches and athletes for their hard work, and congratulated them on a successful season.

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Mr. Aman stated that he is very impressed with the direction the High School Physical Education program is going. The instructors have been expanding activities and programs to enhance the health and wellness of the students. The teachers have changed their focus to improving endurance, strength and flexibility through a number of different activities. Using the warm-up period as a crucial 10-15 minute window, the teachers have increased the level of student fitness with stations, interval running/strength, mini yoga sessions, mobility exercises, and student selected games.

Last year, Nate Thomas developed the Strength & Conditioning elective, and it has become very popular with the students. Bree Zogaria has recently submitted a request to start a Fitness and Wellness Club. These new opportunities should help educate and inspire students to develop a lifelong love of healthy living and fitness. The goal is to help students develop fitness habits which will contribute to long-term healthy lifestyles.

Mr. Aman informed the Board of a few upcoming events:

December 14<sup>th</sup> at 7:00 p.m. – Sr. High Band and Chorus Winter Concert

December 15<sup>th</sup> at 7:00 p.m. – Jr. High Band and Chorus Winter Concert

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

Mrs. Volpicelli stated that STEM Day was a great success. Grade level teachers did a tremendous job of developing highly engaging stations for their students. The students raved about the stations that were provided by Lockheed Martin. Of course the helicopter landing was also a hit with not only the students, but faculty and staff. Mrs. Volpicelli stated that the Elementary faculty and staff look forward to making STEM Day a tradition at Candor Elementary. Mrs. Volpicelli thanked Lockheed Martin and Mr. Kisloski for supporting this event.

Mrs. Volpicelli informed the Board that she, Wayne Aman, and Ben Taylor attended the ASCD Conference November 3rd-6th. She attended the following sessions: The Listening Leader, Valuable Feedback for Teachers and Distributive Leadership. She stated that she was able to gain insight and learn some new strategies for supporting the teachers and improving student learning. She especially enjoyed Dr. Marzano as the initial keynote speaker. The theme of deep learning was reiterated throughout the sessions and in both keynote speeches. She stated that she is confident that the District is on the right track with the PBL and technology initiatives as they align with the messages that were spoken about at the conference.

Mrs. Volpicelli informed the Board that the Elementary School raised \$1,728 with the Java Joe Fundraiser. This money goes into the Student Activity Fund and is used for field trips and other special events in the building. Mrs. Volpicelli would like to thank all who supported the students with the fundraiser. A special thank you to Yvonne Knickerbocker who coordinated the fundraiser.

Mrs. Volpicelli stated that on November 9th the Elementary School hosted the first Family Fun Night. Fifteen teachers helped facilitate the event from 4:00 p.m. – 8:00 p.m. They had over 65 families attend this engaging and enjoyable event. The response from families was very positive. She stated that it was obvious that students loved the activities and appreciated the opportunity to practice adding, subtracting, count bys, fractions, place value, telling time, counting money, coordinate grids and even some basic literacy skills. Mrs. Volpicelli would like to say thank you to Dryden Mutual and Math and Movement who sponsored the event. As well as a huge thank you to all the teachers who made the event possible by volunteering their time. She stated that the energy and enthusiasm they all showed made the event successful.

Mrs. Volpicelli informed the Board that due to construction, Brandi Karabec, Joyce Baldwin, and Danielle Banks are moving their rooms to accommodate the building project. She discussed the Elementary café/kitchen construction with the Board, as well as the new doors and technology that will be included in the Phase III construction at the Elementary.

Mrs. Volpicelli informed the Board that this year's Holiday Concert will be held on December 19<sup>th</sup>.

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

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

Mrs. Carling informed the Board that Pat Gillilule's 6:1:1 class celebrated International AAC Day, celebrating all voices.

Mrs. Carling stated that a Candor student with Autism was recognized and named Homecoming King.

Mrs. Carling informed the Board that the 6:1:1 class made dog biscuits and delivered them to Stray Haven. Stray Haven uses them to train the animals. She stated that the students loved the experience.

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### **Director of Curriculum and Instruction Kimberleigh Nichols's report to the Board.**

Mrs. Nichols was not present for the Board meeting. A summary of her written report to the Board is as follows. Mrs. Nichols stated that the District has completed the 3-8 curriculum/data meetings. The conversations within and between grade levels and departments were thoughtful and specifically focused on student engagement and improving the instructional practices. Action plans ranged from strategies that teachers can incorporate into their daily lessons to mini action research plans focused on a specific instructional strategy. One priority identified by all grade levels was the need for a math vertical alignment conversation. They plan to use the December Early Release Day to accommodate this meeting, which will include grade level teachers K-4 and math teachers 5-12.

Mrs. Nichols informed the Board that the teachers continue to implement the PBL units they designed over the summer. Within the last month they have visited Social Studies 7, Biology and Physics. During the visits they are observing students working collaboratively and utilizing technology as a tool to either answer a driving question or solve a challenging problem. In Social Studies 7, students are writing their own story as if their character was immigrating to the United States from Europe. The students in Becky Aman's Biology class presented their findings from their scientific method research. The Physics students taught Science 7 students about concepts of physics as they tested their "Physics Contraptions." Mrs. Nichols stated that so many great things are happening throughout the district.

Mrs. Nichols stated that she and Matt Gelder would like to thank Michael Blake and Hope VanScoy for inviting them to present the PBL initiative to the TST BOCES Executive Committee. She stated that preparing for the presentation served as a great reflective exercise for them, adding that it was time well spent. She stated that what began with the question of "How do we prepare our students for their future and not our past?" has evolved into great conversations and work around student engagement and best instructional practices.

Mrs. Nichols would like to thank the instructional support team at BOCES for creating a "CCLS review toolkit" that was used during the November Early Release Day. Grade levels and departments reviewed the proposed changes to the Common Core Learning Standards and provided feedback. Their input will be submitted through the online survey system created by NYSED. Based on NYSED's timeline, the feedback will be reviewed by their committee and a final draft will be submitted to the Board of Regents between January and March. Implementation of the revised standards is proposed to begin in the 2017-2018 school year.

Mrs. Nichols informed the Board that, for the month of November, the faculty and staff members are committing to one (or more) of the following activities: Daily mindfulness: Three good things; Letter of thanks; Extra acts of kindness; Use your strengths; and/or, Look for the good in people. These are just some of the many things that recent scientific research shows can have a positive impact on our happiness and fulfillment. She has received a great deal of positive feedback on how promoting happiness directly supports the district goals.

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

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

Mr. Gelder stated that Ben Taylor continues to be a valuable resource for teachers by helping to answer specific technology questions and advising teachers on how to effectively utilize tech tools in their Project Based Learning units. In addition, Mr. Taylor has started a bi-weekly Tech Tips Newsletter to provide inspiration for teachers in a format that they can access at a time and place that is most convenient to them. The focus of the first edition was on the SAMR model for technology integration. Mr. Gelder provided the Board with the website for Mr. Taylor's newsletter: <https://www.smores.com/cshen>.

Mr. Gelder informed the Board that he would like STEM Day to be just the beginning of hands on STEM activities in the K-6 curriculum. He stated that the district has acquired a classroom set of robots called Dash and Dot. These robots are controlled by an iPad and uses apps that introduce a variety of concepts in computer coding using a modified programming language called Blockly. He and Mr. Taylor introduced these robots to 3rd grade classes, introducing computer coding skills in a fun, grade appropriate activity focused on basic multiplication facts. The purpose of this robotics curriculum is not to turn the students into computer programmers, but to focus on the problem solving and collaboration skills involved in coding. They are excited to bring this robotics curriculum to more of the elementary grades and already have requests from both kindergarten and 5th grade. Mr. Gelder stated that the annual New York State Computer and Technology in Education (NYSCATE) conference is November 20-22 in Rochester, NY. The Tioga Teacher Center is sponsoring two teachers in addition to the four teachers from the District that will be attending.

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The District has a great representation with teachers from 2nd grade (Lauren Miner), 4th grade special education (Ernie Marilley), 5th grade (Amy Kelsey), 7th grade (Kevin Jester), and 10th grade (Ben Taylor) joining Mr. Gelder for 3 days of workshops. Mr. Gelder stated that this is a wonderful opportunity to explore new ideas in technology and it always allows for time to discuss how the District can continue to move forward with technology. Often the best things come from those spontaneous discussions over coffee or dinner. Mr. Gelder would like to thank the Tioga County Teacher Center, Superintendent Kisloski and the Board for the continued support of the professional development opportunities that this conference provides.

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

Mr. Smith stated that work at the new bus garage is moving right along. Contractors are staying up with the weather and getting a lot accomplished.

Campus Construction conducted another contractor meeting on November 9<sup>th</sup>. There was not much new business, just information on sticking to schedules and preparing for the winter weather.

NYSEG's contractor pushed back the natural gas (DDS) installation due to a large project in Elmira, NY.

Mr. Smith informed the Board that Dave O'Konsky and the Buildings & Grounds crew have fall chores taken care of and some final mowing done before snow plowing starts.

The week of November 7<sup>th</sup>, contractor trailers began arriving at the District and setting up for the beginning of Phase III. There has been some contractor work (electricians) in the basement area, to help move that scope along. The District had a short presentation from Campus Construction on November 7<sup>th</sup> for the administrative staff. Mr. Smith stated that he felt it was important to let administrators start to understand the amount of work that the District has ahead. He believes it was a useful meeting, with good questions and some tentative planning coming out of it.

### Network Administrator's Log for October 2016 was submitted.

### Superintendent Jeffrey Kisloski's report to the Board.

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

Mr. Kisloski updated the Board on the BOCES Capital Project: He has attended several meetings in regards to the TST capital improvement project. TST has some work to do with their Board of Education, but he believes Candor can (and should) support their project in whatever form it may take:

1. Basic Life Safety issues only - approx. \$8m total
2. Basic Life Safety plus program expansion - approx. \$19m total
3. Phased Basic Life Safety and program expansion over time - approx. \$20m total  
(includes inflation costs)

Option 1 needs the vote of all TST BOCES Boards only. Option 2 or 3 would require an aggregate vote of all TST BOCES district residents. Mr. Kisloski stated that his suggestion has been to start the Option 1 Life Safety with Board votes and simultaneously start the community vote for the remaining approx. \$11m.

Mr. Kisloski stated that he and Sydney Wade believe that the District can pay for the project with reserves (or use a small BAN or Bond if necessary) up front, then put the aid that returns in the same year in to reserves to make the future yearly payments. He stated that it is too early to talk details but the initial financial analysis is positive and the project should not negatively affect normal district operations.

Mr. Kisloski provided the Board with correspondence from the TST BOCES Health Safety Department and External Programs Director. The District has also had positive interactions with their Principal of Career and Tech. Mr. Kisloski stated that TST BOCES has always been a valuable educational partner, but they continue to grow, in his opinion, as a positive, student centered, and customer service oriented organization.

Mr. Kisloski informed the Board that STEM Day and the helicopter landing on October 28<sup>th</sup> was a huge success. He would like to thank all Lockheed Martin contributors, Katie, and the entire Elementary staff and support staff. The students were energized and engaged for the entire day. STEM Day was a very worthwhile effort.

Mr. Kisloski stated that John Benjamin stopped over to tell him that the Candor Promise program (formerly Liberty Partnership but now run by the District) had zero failures for the first quarter in any class by the students attending the program.

Mr. Kisloski informed the Board that the water tests at the Elementary School have come back very positively. Two classroom fountains and three sink faucets came back slightly above the action level.

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The District's water source from the village continues to test for lead levels well below the action level and the fountains and faucets identified have no real reason to exceed the levels. Therefore, according to protocol, those 5 water sources have been bagged, taken off line, and re-tested. Any additional action taken will be decided upon after the second test reports are completed.

The High School water tests were completed several weeks ago and we await the results which seem to be taking between 6-8 weeks. Bern Smith has taken the lead on this issue and done an exceptional amount of work. His efforts are both recognized and appreciated.

**Board Comments:**

Michael Blake commented on the TST BOCES PBL presentation. He stated that Kim Nichols and Matt Gelder did a great job. He stated that Hope VanScoy recommended that the Board of Education signs up for the New York School Board Association membership. Mr. Blake commented on the TST BOCES Capital project. He stated that the conversation did come up at the recent meeting, but they are still working on deciding on the project.

Gary Henry commented that NYSED is down from 46 weeks to 12 weeks for approving projects.

Michael Blake thanked Katie Volpicelli and the staff for STEM Day. He enjoyed showing the school to the Lockheed family.

Raymond Parmarter stated that he will not be at the meeting in December.

**Recognition of Visitors:**

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

**Adjournment:**

President Parmarter announced the meeting adjourned at 9:07 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board