

**Board of Education, Regular Meeting**  
**Thursday, December 19, 2019**

**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 6:28 p.m., with the following additional board members, present: Brent Doane, Hannah Murray, Michael Blake, Josh Soper, Nate Brace, and Rebecca Lyon, as well as Superintendent Jeffrey Kisloski.

**ADJOURN TO EXECUTIVE SESSION:**

At 6:28 p.m., a motion was made by Michael Blake, seconded by Hannah Murray, to adjourn to executive session to discuss a particular personnel matter. All board members listed above were present as well as Superintendent Kisloski. At 6:28 p.m., CSE Chairperson Angela Holmes entered executive session to present the CSE/CPSE reports to the Board. Mrs. Holmes exited executive session at 6:40 p.m.

**RETURN TO REGULAR SESSION:**

At 6:58 p.m., Nate Brace made a motion, seconded by Brent Doane, 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, Asst. Elementary Principal/Athletic Director Peter Ahart, CSE Chairperson Angela Holmes, 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 Josh Soper, seconded by Rebecca Lyon, to approve the CSE/CPSE report, as presented. The motion carried unanimously.

**MINUTES APPROVED:**

A motion was made by Michael Blake, seconded by Nate Brace, to approve the minutes of the Regular Meeting held on November 21, 2019, as presented. The motion carried unanimously.

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

This month's packet includes the November budget transfers and financials.

Mrs. Wade informed the Board of the latest work with *three+one*. She stated that she has opened an account with NYCLASS and will move money over before the end of the year. Mrs. Wade stated that there are no "hard" fees with the account, similar to a savings account at a bank. The current daily rate is 1.5399%; the annual yield is 2.0955%. This is higher than any CD rates she can get with Chase or Tioga State Bank right now. The account is completely liquid; money can be moved to and from the account as often as needed; there is no limit on the number of times funds can be moved. Same-day transactions are possible if the request is received before noon. Mrs. Wade informed the Board that on December 12<sup>th</sup>, she and Cafeteria Manager Brian Lanphere met with the auditor from Child Nutrition Management Services, which is a part of the State Education Department. The audit went well. The auditor observed breakfast and lunch, looked at the foods being served as well as the foods in inventory, and reviewed cash disbursements in the School Lunch Fund. Mrs. Wade thanked Mr. Lanphere for managing the auditor on top of a surprise visit from the Department of Health the same day.

Mrs. Wade informed the Board that all of the Federal Title Grants have been awarded to the District, as well as the Parks Foundation Farm to School Grant.

**APPROPRIATION TRANSFERS ACCEPTED:**

A motion was made by Josh Soper, seconded by Nate Brace, to accept the Appropriation Transfers reports for November, as presented. The motion carried unanimously.

**WARRANTS ACCEPTED:**

A motion was made by Hannah Murray, seconded by Josh Soper, to accept the following Warrants for November 2019, as presented: General Fund #23, Federal Fund #10, and School Lunch Fund #9. The motion carried unanimously.

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**RECOGNITION OF VISITORS:**

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

**CONSENT AGENDA:**

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

**Recommended Appointments:**

Approved the appointment of **Nicole Alve**, as a Part-Time Teacher Aide, effective December 16, 2019 (retroactive), with salary at \$11.10/hr (minimum wage increases to \$11.80/hr effective 12/31/19) for hours worked, no benefits, in accordance with the 2019-2020 Candor Employees Unit Contract.

Approved the appointment of *Non-Instructional Substitutes* for the 2019-2020 school year, with salaries in accordance with the 2019-2020 Non-Instructional Substitute Pay Schedule:

1. **Kathryn Douglas**: Substitute Teacher Aide (EL Only), effective December 4, 2019 (retroactive).
2. **Kailin Kittle\***: Substitute Teacher Aide (EL Only), effective December 19, 2019.
3. **Jebadiah Parillo\***: Substitute Teacher Aide (EL Only), effective December 19, 2019.

Approved the appointment of *Extra-Curricular Activities* for the 2019-2020 school year, with salaries in accordance with the 2019-2020 Extra-Curricular Pay Schedule:

1. **Josh Wilcox**: Modified Baseball Coach

Approved the appointment of *Substitute Teachers* for the 2019-2020 school year with salary and benefits in accordance with the 2019-2020 Substitute Teacher Pay Schedule.

1. **Amanda Washburn\***: pursuing BS in Nutrition Science (completing May 2020) (EL Only)

**Maternity Leave Request:**

Approved of maternity leave of absence for **Makenzie Darrow**, Full-Time Food Service Worker, effective tentatively February 16, 2020 - May 11, 2020. These dates are subject to change based on the recommendation of her healthcare provider and the actual date of delivery. The total amount of leave will be 12 weeks. Mrs. Darrow will be utilizing a portion of her sick time to cover her absence.

**Substitute Teacher Daily Rate Increase:**

Approved the increase of the current Substitute Teacher Daily Rate to \$95.00 per diem and \$105.00 per diem for pre-arranged days, effective January 1, 2020.

**SVEC Section IV Sports Merger - Spring 2020 (Baseball)**

Approved of the spring 2020 baseball team merger with Spencer-Van Etten 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 spring 2020 season. The sports to be merged are JV and Varsity Baseball.”

**SVEC Section IV Sports Merger - Fall 2020 (Football)**

Approved of the fall 2020 football team merger with Spencer-Van Etten 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 fall 2020 season. The sports to be merged are Modified, JV, and Varsity Football.”

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**Health and Welfare Services Contract - Dryden CSD:**

Approved the contract for Health and Welfare Services, including cost calculations, between the Candor Central School District and the Dryden Central School District for the 2019-2020 school year, as presented, and authorize the President and the Superintendent of Schools to sign the same on the District's behalf.

**Sexual Harassment Policy:**

Approved of the Candor Central School District Sexual Harassment Policy, as presented.

**Acceptance of the Corrective Action Plan:**

Accepted the Management Corrective Action Plan, as presented, for the audit conducted for the year ended June 30, 2019.

**Sole Source Provider Resolution:**

Authorized ***Air Temp Heating & Air Conditioning, Inc.*** as the sole source provider for the HVAC repairs needed for damage caused by the storm in August 2019 with the following resolution:

"WHEREAS the Candor Central School District sustained storm damage in August of 2019 to certain of its rooftop HVAC units and the School District has received insurance proceeds for the repair of those units, and

WHEREAS, the School District desires to contract for the performance of such repairs with a specific HVAC vendor-contractor as a sole source provider without competitive bids because of unique circumstances, including but not limited to the following:

- 1) The vendor- contractor being considered has provided HVAC consultation and repairs for the School District for approximately ten (10) years, predominantly on an exclusive basis
- 2) The integration of HVAC hardwire and operating software is highly specialized and requires a certain level of proprietary knowledge based on prior experience with the system which the vendor-contractor under consideration possesses
- 3) The proposed vendor-contractor has already inspected the damaged units and provided the estimate for repairs, which was required by the School District's insurance company and thereafter accepted by such insurer, and

WHEREAS, therefore there is no substantial equivalent vendor-equivalent for this particular work and thus there is no competition for it;

NOW, THEREFORE, BE IT RESOLVED the Board of Education of the Candor Central School District, duly convened in regular session, hereby authorizes ***Air Temp Heating & Air Conditioning, Inc.*** as a sole source provider for the aforementioned HVAC repairs and authorizes the Superintendent to enter into a contract for that purpose.

BE IT RESOLVED, that this resolution shall be effective immediately."

**Smart Schools Investment Plan:**

Approved of the Smart Schools Bond Act Investment Plan, as presented.

**First Reading of Wellness Policy**

Approved the draft of the first reading of the District Wellness Policy, as presented.

The motion carried unanimously for all consent agenda items

Board Member Hannah Murray exited the meeting at 7:32 p.m.

**Administrator Reports:**

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

Mr. Aman informed the Board that he recently attended the NYSCATE conference, where the Pure Education Initiative program was presented. He is thinking of adding the program to the high school.

Mr. Aman stated that as a continuation of the development of the career readiness initiative in the District, the High School has been working on ideas for a hands-on workshop for seniors. There have been a few organizations that have offered to come in and speak with seniors regarding topics such as interviewing, resume building, and soft skills. Mark Burrell covers most of these topics in his economics class, and he has taken on the task of exploring which options he feels will be most beneficial for students. Mr. Aman stated that they also plan to allow seniors to attend the *Life Is Reality* event at Tioga Downs, as well as having interested seniors attend the Tioga County Job Fair in March at the Owego Treadway Inn. Mr. Aman feels that any effort that is put into preparing students for future success with securing and maintaining employment is time well spent. He would like to thank Kimberleigh Nichols and Mark Burrell for assisting with the planning and implementation of these opportunities.

Mr. Aman informed the Board that the High School is currently exploring student interest in the development of a competitive gaming club, also known as Esports. Esports is growing in popularity and has also been offered as a competitive sport in many states. NYSPHSAA has started discussions on the possibility of providing Esports in New York State. There is a lot of debate on whether Esports should be called an actual “sport,” but there are many benefits that Esports can offer:

- It offers opportunities for participation for students who often do not participate in traditional sports, and a sense of connection to the school and their team.
- Develop teamwork and sportsmanship skills under the guidance of a club advisor or coach.
- Participation in team sports has been proven to improve attendance.
- There are monetary and college scholarship opportunities for students who excel in Esports.

The plan is to join a winter league this year if there is student interest. Mr. Aman stated that he will keep the Board posted on the progress as they explore this opportunity. Mr. Aman thanked Matthew Gelder and Ryan Meigs for assisting in exploring and implementing Esports.

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

Mrs. Volpicelli informed the Board that she attended the P-3 Professional Learning Series conference with Sara Loomis, Kathleen Rimbey, and Kerra Schermerhorn on December 5th. The conference was focused on instructional practices for early learners. The series included three keynote speakers, and breakout sessions focused on the following topics:

- Open-ended exploration
- Purposeful play
- Shifts to meet the needs of young learners
- Developmentally appropriate practices
- Academic rigor for young learners
- High-level questioning
- Scaffolding children’s literacy development

After reflecting on the ideas presented and planning for the next steps, the team decided to focus on questioning. In order to do this, they will do a book study of Big Questions for Young Minds: Extending Children’s Thinking by Janis Strasser and Lisa Mufson Bresson. Many of the Pre-K, Kindergarten, and 1st Grade teachers will join the team in reading and discussing the book for an hour once a week after school. The teachers plan to visit each other’s classrooms, provide feedback, and reflect in order to improve their questioning strategies. Mrs. Volpicelli added that she is inspired by the dedication of the teachers and grateful for the opportunity to attend this conference with a team of teachers. Mrs. Volpicelli added that Sara Loomis submitted a grant application to the Teacher Center requesting to be paid for their time, but wanted to note that all of the teachers volunteered for the work before they knew they would be getting paid.

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Mrs. Volpicelli informed the Board of the recent Immunization Audit. On November 21st, the New York State Department of Health, Bureau of Immunization, conducted an audit of the District's first-grade immunization records to determine compliance with Public Health Law 2164. Two students were in need of additional immunizations. The families were contacted and they responded accordingly. As part of the audit, the Health Department asked that the District show proof of the written policies and procedures regarding the school's compliance with PHL Section 2164. Their review of these records was sufficient. The audit, although unexpected, has led to the fine-tuning of District practices. Mrs. Volpicelli stated that she and Peter Ahart, along with Elementary School Nurse Kristen Myers, will continue to work together to ensure all of the students comply with required immunizations and physicals.

Mrs. Volpicelli stated that during the week of December 9th, the Elementary School honored the *Hour of Code*. The *Hour of Code* is a global movement by Computer Science Education Week and Code.org. Every class was involved in at least one activity that promoted computer science skills. The activities included the following terms related to computer science:

- *Debugging* (removing errors or abnormalities)
- *Algorithm* (well-defined procedure)
- *Looping* (sequence of procedures that is continually repeated)
- *Sequencing* (a number of actions in order)

Many of the *Hour of Code* activities also incorporated the 4 C's (Communication, Collaboration, Creative Problem Solving, and Critical thinking). Mrs. Volpicelli thanked Wendy Bruttomesso and Matt Gelder, who created a menu of activities and resources for teachers.

Mrs. Volpicelli informed the Board of the many holiday activities the Elementary staff is enjoying with students, such as the Food Pantry Parade, Musical Programs, Spirit Week, Kindness Day, and a Door Decorating Contest.

### Assistant Elementary Principal/Athletic Director Peter Ahart summarized his report to the Board.

Mr. Ahart stated that the District's athletic trainer (from Lourdes) Aaron Litman has been busy since his start in August. Mr. Ahart shared a student-athlete injury data chart. The data represented in this table showed students who sustained injuries significant enough to require Mr. Litman's treatment and follow-up care. Injury prevention is of utmost importance for the programs. Mr. Litman teams up with the strength coach Jessy Williams, who plays a vital role in that. Starting in January, the District is beginning sport-specific off-season workouts for athletes not participating in a winter sport, starting with football. Mr. Ahart stated that after seeing the numbers in the table, he is certainly glad that the District has a full-time trainer.

Mr. Ahart informed the Board that at the end of each sports season, the NYSPHSAA honors those teams and individuals that excel in the classroom. These student-athletes and teams work very hard throughout the year and deserve to be recognized for their academic success. To receive team recognition with a certificate, the team's average GPA for 75% of the roster must be greater than or equal to 90%. The following SVEC/CCS teams earned these honors:

- Varsity Boys Soccer 96% GPA
- Varsity Girls Soccer 96 % GPA
- Varsity Boys XC 96% GPA
- Varsity Girls XC 97% GPA
- Varsity Volleyball 97% GPA

Mr. Ahart congratulated the athletes, coaches, and teams for these academic successes. He thanked Cathy Doane for working with NYSPHSAA on the Scholar-Athlete Awards.

Mr. Ahart congratulated Pamela Quinlan and the Varsity Volleyball team for winning the Class D State Championship. He stated that Ms. Quinlan was also just recently awarded Section IV's Volleyball Coach of the year by the New York State Volleyball Association. The volleyball team was recently recognized at December's Tioga County Legislative meeting. The entire team, along with the coaches, were present for the presentation of a County proclamation. Senator Akshar will be passing a resolution on the floor of the NYS Senate honoring the Varsity Girls Volleyball team for winning the State Championship as well.

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### **CSE Chairperson Angela Holmes summarized her report to the Board.**

Mrs. Holmes stated that the Committee on Special Education (CSE), and the Committee on Preschool Special Education (CPSE), has held meetings for all students who transferred into the Candor School District up until November 30, 2019. The committees have begun annual meetings every Tuesday and Thursday and are scheduled weekly for the remainder of the 2019-2020 school year. Many of the senior students who have IEPs have completed their annual meetings.

Mrs. Holmes informed the Board that the Candor Special Education October Snapshot is a report that is due to NYSED January 2nd. Christine Pierce, the District's data specialist from CNYRIC, helped with finalizing and working out pieces in the data system to complete this report.

Mrs. Holmes stated that the Special Education Department is beginning to look at the student population and discussing possible needs for the 2020-2021 school year. They are looking at grade level special education numbers as well as the needs of the entire population. Currently, the Special Education Department offers a co-teaching model for grades K-6, inclusion model for grades 7-12, with one high school 12:1:1 special class and a high school 6-1-1 special class. Mrs. Holmes will continue to inform the Board of Education of any changes or shifts that may be occurring due to the students' needs. They are in the beginning stages of planning.

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

Mrs. Nichols informed the Board that on November 27th, she had the opportunity to share the Discovering Leadership framework with the custodial, buildings & grounds, and maintenance crews. Last year during the Whole Child meetings, they heard her talk about archetypes, the importance of understanding ourselves and the importance of individuals within a group or team, and asked if they could learn more. They spent two hours learning if they were naturally a Warrior, a Teacher, a Nurturer, or a Visionary, seeing where they each fit and what their strengths and shadows are and the implications for working as a team. Mrs. Nichols believes each person felt validated and walked away with a little more knowledge so they can work together, with a new understanding of each other. Mrs. Nichols thanked Jeff Kisloski and Bern Smith for supporting this work, and Mr. Smith for help in facilitating.

Mrs. Nichols updated the Board on Early Release Day and Crew Time. She stated that they continue to use the Morning Meeting model, which includes: a projected welcome message, an interactive group greeting, a sharing activity and a team-building activity. She stated that as they continue to work around the 4Cs, Communication was the focus for this month. Each grade level and department group finalized student-friendly learning targets based on the following definition of communication. *Communication is expressing thoughts clearly, concisely articulating opinions, communicating coherent instructions, and motivating others through verbal and non-verbal expression.*

### **Director of Instructional Technology Matthew Gelder's report to the Board.**

Mr. Gelder was not present for the meeting. A summary of his written report to the Board is as follows: Mr. Gelder updated the Board on the Smart Schools Bond Act. He stated that he has not yet received any public comment on the preliminary Smart Schools Investment Plan (SSIP). As of the December meeting, the SSIP will have been posted on the District website for the required 30 days, and there will be no substantive changes to the plan presented and reviewed at the November meeting.

Mr. Gelder stated that Ernie Marilley, Sheila Bowman, Ben Taylor, Ryan Meigs, Craig Bennett, Katie Volpicelli, and Wayne Aman joined him at the NYSCATE conference before the Thanksgiving break. This was a great opportunity to network with teachers and technology experts from across New York State to learn about how to effectively use technology. Mr. Gelder asked each person to share their top two or three takeaways from the conference. He shared the information with the Board. Mr. Gelder thanked Jeff Kisloski and the Board for the continued support in this valuable professional development opportunity.

### **Director of Transportation 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. She stated that all is well in the transportation department. The department continues to seek drivers and is anticipating some retirements for the 2020-2021 school year, which will continue to make things interesting when trying to fill all of the daily BOCES trips, sports trips and field trips in addition to the regular runs.

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**Director of Operations Bern Smith's report to the Board.**

Mr. Smith stated that Lonny Seeley and the Buildings & Grounds Crew have continued to work in the warmer weather, pushing back snow piles left by the last storm. Mr. Smith thanked Robinsons for being able to help out when the snow is a bit deeper and more substantial.

**Network Administrator's Log for November 2019 was submitted.**

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

Mr. Kisloski stated that as he works on the District's Policy Manual re-write, some policies will need to be adopted separately rather than as a package (the Sexual Harassment Policy, for example). As the cafeteria was recently audited, they requested the District Wellness Policy, which is under review. The first reading of the District Wellness Policy was presented to the Board in the Consent Agenda.

Mr. Kisloski mentioned the recommendation to alter the District's payment schedule for daily substitutes. As the minimum wage increases on January 1, 2020, the substitute teacher pay for a 7.5 hour day puts the current daily substitute rate below the minimum wage requirements. The new Substitute Teacher's daily rate will be \$95.00 per diem and \$105.00 per diem for pre-arranged days.

Mr. Kisloski informed the Board that the school buildings will be "closed" from December 24<sup>th</sup> at noon until Thursday, January 2<sup>nd</sup>, 2020, at 8:00 a.m.

**Board Comments:**

The Board members wished everyone a Merry Christmas and a Happy New Year.

**Recognition of Visitors:**

President Raymond Parmarter acknowledged there were no visitors present.

**Adjournment:**

President Parmarter announced the meeting adjourned at 8:19 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board