

**Board of Education, Regular Meeting**  
**Thursday, March 15, 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 President Raymond Parmarter at 6:30 p.m., with the following additional board members present: Hannah Murray, Brent Doane, Gary Henry, Michael Blake, Josh Soper, and Jonathon Edwards, as well as Superintendent Jeffrey Kisloski.

**ADJOURN TO EXECUTIVE SESSION:**

At 6:35 p.m., a motion was made by Gary Henry, seconded by Brent Doane, 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 6:35 p.m., Holly Carling, Director of Special Education, entered executive session to discuss the CSE/CPSE reports. Mrs. Carling exited executive session at 6:47 p.m.

**RETURN TO REGULAR SESSION:**

At 7:17 p.m., Michael Blake made a motion, seconded by Josh Soper, to return to regular session. The motion carried unanimously. All board members listed above were present, as well as Superintendent Jeffrey Kisloski, Jr/Sr High School Principal Wayne Aman, Director of Special Education Holly Carling, Elementary Principal Katie Volpicelli, Director of Curriculum and Instruction Kimberleigh Nichols, Business Manager/Treasurer Sydney Wade and Board Clerk Kathlyn Hinkle.

The Pledge of Allegiance was said to begin regular session.

**CSE/CPSE REPORT APPROVED:**

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

**MINUTES APPROVED:**

A motion was made by Jonathon Edwards, seconded by Michael Blake, to approve the minutes of the Regular Meeting held on February 15, 2018, as presented. The motion carried unanimously, with Brent Doane and Hannah Murray abstaining.

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

This month's Board packet includes February reports: budget transfers, Treasurer's report, scholarship funds report, and the financials (trial balances, statements of revenue and statements of expenditures) for all funds.

Mrs. Wade updated the Board on the District's financial status. Through the end of February, the District has collected \$10.730m of revenues in the General Fund. The bulk of the remaining revenue to be collected is in State Aid, which is roughly \$6.8m. Through the end of February, the District has expended approximately \$7.8m of the \$18.756m budget. The bulk of the remaining funds to be expended will go towards salaries and benefits (\$4m), debt service (\$2.5m), BOCES (\$2.1m) and other miscellaneous items (\$2m).

Mrs. Wade informed the Board that she filed the Tax Calculation with the Office of the State Comptroller on March 1<sup>st</sup>. The final tax cap ended up at 2.04%. The tax levy in 2017-18 was \$5,554,417. If the District goes out at the cap, it would bring the levy to \$5,667,727, which is an increase of \$113,310. To put this in to perspective, on a house assessed at \$100,000, this would be an estimated increase of \$45.00, which the school district taxpayers would get back in their Tax Freeze rebate.

Mrs. Wade stated that the District has obtained Final Certificates of Substantial Completion on Phase II of the Capital Project (Bus Garage and Bus Wash) and on the Solar Project. Mrs. Wade is in the process of filing the Final Cost Reports for these projects with the fiscal agent. The District will not start receiving Building Aid on the Solar Project until 18 months has elapsed from the Commissioner's Approval Date (CAD), which falls in March of 2019, at which point the District will receive a partial year's Aid. Mrs. Wade stated that she expects to receive the NYSEDA grant for the Solar Project any day. This is an incentive check for installing solar energy. The amount of the grant is \$22,759. She stated that the District will receive a partial year's Building Aid on the Phase II portion of the project in the current fiscal year.

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**TREASURER'S REPORTS ACCEPTED:**

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

**APPROPRIATION TRANSFERS ACCEPTED:**

A motion was made by Hannah Murray, seconded by Jonathon Edwards, to accept the Appropriation Transfers report for February 2018, as presented. The motion carried unanimously.

**WARRANTS ACCEPTED:**

A motion was made by Brent Doane, seconded by Jonathon Edwards, to accept the following Warrants for February 2018, as presented: General Fund #40, Federal Fund #20, School Lunch Fund #20, and Capital Fund #8. The motion carried unanimously.

**RECOGNITION OF VISITORS:**

President Parmarter acknowledged the visitors present at this time.

Several High School students were present, taking notes for a Participation in Government class assignment. Special Education Teacher Ernest Marilley was also present. No comments were made at this time.

**CONSENT AGENDA:**

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

**Recommended Appointments:**

Approved the ***Extra-Curricular Appointments*** for the 2017-2018 school year, with salary in accordance with the current Extra-Curricular Payroll Schedule.

- (1) ***Aria French*** - Track Assistant (Modified)

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

- (1) ***Nicholas Bartlow\**** - Substitute Custodial Worker
- (2) ***Sierra Szwec*** – Substitute Teacher Aide (EL), effective March 13, 2018
- (3) ***John Spaulding*** – Substitute Bus Driver

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

- (1) ***Sierra Szwec*** - EL & HS (effective March 13, 2018)
- (2) ***Shana Tubbs*** - EL ONLY (effective March 13, 2018)

**Donation:**

Accepted the donation of vellum graph paper from *Bob Houck*, residing at 111 Main St., Candor, NY. The value of this donation is \$200.00

**Equipment Disposal:**

Approved the list of various equipment items to be disposed of, as presented. These items have been deemed to have \$0 value no further useful life to the District.

**2018-2019 Paper Bid:**

Paper bids were opened on Wednesday, March 14, 2018, at 2:00 p.m. District Clerk/Board Clerk Kathlyn Hinkle and Bill Casbolt of W.B. Mason were present for the bid opening.

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Two bids were received, they are as follows:

- 1.) Contract Paper Group, Inc., Uniontown, O.H. - \$12,003.14
  - includes delivery
  - samples provided
- 2.) W.B. Mason, Syracuse, N.Y. - \$11,478.70
  - includes delivery
  - samples provided

Upon the recommendation of Superintendent Kisloski, the bid was awarded to **W.B. Mason.**, in the amount of **\$11,478.70**, for the 2018-2019 school year.

### 2018 Notice of Budget Hearing and Vote:

Approved the 2018 Notice of Budget Hearing and Vote, as presented, which gives notice that the Budget Hearing will be held on May 8, 2018, and the Annual Vote will be held on May 15, 2018. Notice is also given of three vacancies on the Board of Education, as well as a proposition for the lease or purchase of three (3) sixty-five passenger school buses, and one (1) twenty-four passenger/wheelchair accessible school bus.

### Retirement:

Accepted the retirement of **Robert P. Gates**, as a Jr/Sr High School Social Studies Teacher, effective June 30, 2018, with regret.

The motion for all consent agenda items carried unanimously.

Board Member Jonathon Edwards exited Regular Session at 7:36 p.m.  
Board Vice-President Brent Doane exited Regular Session at 7:36 p.m.  
Business Manager Sydney Wade exited Regular Session at 7:36 p.m.

### Administrator Reports:

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

Mr. Aman informed the Board that the SADD Club is collaborating with CASA-Trinity to organize a mock accident in the spring. It will be held before the prom, and for 9<sup>th</sup>-12<sup>th</sup> grades only. The goal of the event is to emphasize the risks associated with impaired driving. The NYS Police, Tioga County Police Officer Brian Henry, and the Candor Fire Department have already committed to assist with the event, and the District will be reaching out to other organizations in the near future to help as well. Mr. Aman hopes this will send a powerful reminder for students to make good choices during end-of-the-year events such as prom and graduation. Mr. Aman added that Aria French is the SADD Advisor this year and is doing a great job.

Mr. Aman stated that the Ski Club wrapped up its first season, and by all reports, it was a success. Thirteen students signed up for the club, and they were scheduled for six trips to Labrador Mountain. Many comments from Labrador staff to the advisors emphasized how well behaved Candor students were compared to others. Mr. Aman stated that he appreciates the time and effort put in by the club advisors: Ryan Meigs, Amy Monahan and Ben Taylor.

Mr. Aman informed the Board that the High School is considering a philosophical change in the English course offerings for seniors, starting next year. Presently, the seniors have two options: English 12 or English 101/102. Although these options have worked well in the past in order to gain the fourth English credit, it does not offer much variety for students to explore individual interests. After meeting with High School Guidance Counselor Jason Banks and members of the English Department, the High School is planning to significantly expand the menu of offerings for seniors, depending on what the budget for 2018-2019 allows.

Mr. Aman stated that besides English 101 & 102, some courses that will be offered include Multicultural Literature, American True Crime Literature, Sports Literature, Journalism, and Creative Writing. The expansion of course offerings will allow students more choices in selecting coursework, focusing on individual areas of interest.

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Mr. Aman informed the Board that at a recent meeting, the Spencer-VanEtten School Board of Education unanimously approved of the merger of the 2018-2019 fall sports season. This will include all levels of football, Varsity and JV soccer, field hockey, and cross-country. Mr. Aman stated that Candor Board President Raymond Parmarter had an opportunity to meet with the Board President of the Spencer-VanEtten School District to discuss the benefits of merging again for the fall sports.

Mr. Aman reminded the Board that the school musical, Anything Goes, will be held March 17<sup>th</sup> at 7:00 p.m. and March 18<sup>th</sup> at 2:00 p.m.

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

Mrs. Volpicelli informed the Board that the Kopernik Observatory returned with their Digital Dome Planetarium the week of March 12th. Every class visited the dome for 25-50 minutes. This year the presentation was titled "Rockin Around the Solar System". This is the third year the Floyd Hooker Foundation has funded this program for the K-5 students.

Mrs. Volpicelli stated that, in February, 74 students in grades 3-6 participated in Jump Rope for Heart. The students were able to raise \$4,494 for the American Heart Association. This is the largest amount that has been raised by Candor Elementary since they started participating. Mrs. Volpicelli thought that a reason for the increased amount was the ability to donate online this year. Students had the opportunity to learn about heart-healthy habits while being physically active. Mrs. Volpicelli thanked the Elementary Physical Education teachers, John Nicholas and Katie Spatola, for coordinating this effort.

Mrs. Volpicelli informed the Board that the 6th grade students participated in the "Greek Olympics" on March 7th. The students worked in mixed groupings that included students from all three 6th grade classes. Each group researched before creating posters, flags and symbols to represent their city/state. The morning of the games, the students watched the opening ceremonies from the 2004 Olympic Games in Athens. The students then participated in several planned events that were adapted from the original ancient Greek events (scooter chariot race, humming contest, long jump event, discus frisbee, and public speaking tongue twister challenge). Winners were crowned with paper olive branch head wreaths. The 6th grade students are also preparing Greek myth plays that they will perform for the lower grades later this month. Mrs. Volpicelli thanked the 6<sup>th</sup> grade teachers, Adam Young, Jessica Weeks, Laura Preston, and Amy Parillo, for providing their students with creative and engaging learning opportunities.

Mrs. Volpicelli stated that students are interacting regularly outside of school through social media and it is having more of an influence in the elementary school. The faculty is finding that many of the conversations that take place on social media are carrying over into the school environment. They continue to look for ways to educate children and families on the impact that social media can have.

Mrs. Volpicelli informed the Board that Darren Sardelli, children's poet, will visit Candor Elementary on March 22nd. They have several activities planned throughout the day, along with a Family Poetry Night that will begin at 6:00 p.m. Mrs. Volpicelli added that Karlie Both, the head of the Literacy Committee, took the lead on organizing this event and did a great job.

Mrs. Volpicelli thanked the Board for their continued support and for the opportunity her to be a part of the Candor School Community.

**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 stated that the teachers and students are all working hard and are busy writing IEP's for next year and providing services this year.

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

Mrs. Nichols updated the Board on the Happiness Advantage 2.0 - Passion Day Project. She stated that one goal from the summer 2018 Teacher Leadership Academy was to find creative and engaging ways for students and faculty to connect. On Friday, April 27th the Candor School District will host its first Passion Day, where students will have the opportunity to learn about something they are passionate about or interested in. There are a few key players that have helped lead the coordination of this event, which include Katie Spatola, Jamie Garrett, Bree Zogaria and Jonathan Wolfe.

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Additionally, teacher groups are currently working on creating classes/activities that align with suggestions generated by students in grades K-12.

Mrs. Nichols spoke of Project Based Learning. She stated that one essential element of Project Based Learning is student voice and choice. Over the past two weeks, she has had the opportunity to work with Amy Snell on planning her Statistics class Project Based Learning unit. Mrs. Snell wanted to find an engaging way to involve the students in creating the rubric that their final projects would be assessed with. Mrs. Nichols felt this was a perfect opportunity to provide students with voice and choice. Mrs. Nichols provided the Board with a copy of the final product, completely generated by Mrs. Snell's students. Mrs. Nichols was thrilled with what Mrs. Snell's class produced and is excited for them as they head into the project knowing exactly what the criteria for success would be.

Mrs. Nichols stated that as the District approaches NYS 3-8 testing, they are working with teachers (the primary proctors) on the planning and proctoring aspects of computer-based testing. The teachers have been provided with tools and materials to review and use with their students to familiarize everyone with the testing platform. Later in March, the District will hold a proctor training session to further assist the teachers with their role and responsibility on the testing days. Mrs. Nichols believes the students are already familiar with online instructional platforms, and now need opportunities to work with the specific tools they will see on the state testing platform. Mrs. Nichols informed the Board that the NaviGate Prepared presentation was held on the March Early Release Day. This new tool will be extremely useful as the District progresses with school safety and security plans.

### **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 most of his time this month has been spent working with Anne Macera and Jim Wintermute to ensure that the interior and exterior doors are working as designed. With a few exceptions, things are running smoothly and they have begun to issue access cards to community groups and individual residents who would like access to the fitness center. Community members can find more information about the process for obtaining an access card by visiting the District website or contacting Katie Anderson in the High School office. Mr. Gelder stated that they were able to test out the system's lockdown capacity during the March Early Release Day activities. After a few minor adjustments, the system works very well with all interior and exterior doors securely locking within about 3 seconds of initiating the lockdown. Mr. Gelder stated that it is a comfort to know that the system worked as planned as they continue to refine the emergency procedures.

Mr. Gelder gave an update on some of the things teachers are doing to get students ready for the Computer Based Testing. All 3-8 grade teachers are using a sample exam provided by NYS that mirrors what students will experience on testing day. Multiple exposures to the test sampler will allow students to be comfortable with the program and limit the effect of taking the tests online. In addition, 7th and 8th grade math and ELA teachers are piloting software that allows students to take practice exams that have questions similar to what they would see on their state tests utilizing Chromebooks in classrooms using a program similar, but not identical to, the one used by NYS this spring. This will allow the District to determine if this software could be used for grades 3-8 next year.

Mr. Gelder informed the Board that the High School teachers returned from winter break to a late Christmas present, working projectors. Now that most of the projectors in the High School are functional, he and Ben Taylor are providing additional training to teachers to refresh their memories and give them ideas for how this new technology could support their instruction. They still have some minor technical tweaks to get the system working as designed, but they are about 90% done with the instructional technology in the building project.

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

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

Mr. Smith stated that bus runs continue without problems. The transportation department is gearing up for spring sports and scheduling end of year trips.

Mr. Smith stated that he hopes the grounds department will be able to start more outside work around the District. Warmer weather will allow them to start getting the grounds back in shape for another spring and summer.

Mr. Smith informed the Board that the camera and security system is coming along. A District test of Lock Down was initiated on Wednesday, March 7<sup>th</sup> after the students were dismissed. Mr. Smith stated that it is important for him to recognize Anne Macera and Matt Gelder for their commitment to the camera and security system. Jim Wintermute has helped them also. He added that the three of them represent a fantastic team that the District has in house already and they are doing a great job.

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Network Administrator's Log for February 2018 was submitted.

Superintendent Jeffrey Kisloski summarized his report to the Board.

Mr. Kisloski spoke of School Safety and Security. He stated that most of the Superintendent's Conference that he attended focused on issues involving school safety. He believes that at least some of any increase in State Aid will be directed at School Resource Officers. Mr. Kisloski stated that the Tioga County Superintendents had a meeting with the County Sheriff on March 13<sup>th</sup> to review safety plans and discuss school security issues. Tioga County Officers have also been stopping in to each school building for unscheduled visits.

Mr. Kisloski informed the Board that NaviGate Prepared, the company providing school security services for the TST BOCES region, did a workshop for all teachers on the March Early Release Day. Teachers now have a state of the art tool to initiate a lock down or hold in place, as well as communicate with others during an emergency. Perhaps the best feature now available is the real time attendance feature the NP app provides.

NaviGate Prepared also provides a holding place for all district safety plans that is accessible to all first responders, as well as access to the District camera system. He added that Camp NaviGate Prepared is an area of the service that provides training and the ability to practice security procedures involving a variety of scenarios. Mr. Kisloski stated that Anne Macera, Matt Gelder, Jim Wintermute, Tim Pettis, and Bern Smith continue to make progress regarding the interior and exterior door locks. The physical emergency lock down button has been ordered and will be installed in the near future.

Mr. Kisloski informed the Board that the students worked with the administrators to collaborate an event of sorts on March 14<sup>th</sup> to honor the students that were killed in Parkland, FL. At 10:00 a.m., an announcement was made and a moment of silence was held in their memory. Mr. Kisloski stated that the students handled it well and that he heard many nice comments after.

Mr. Kisloski stated that the District's February 16<sup>th</sup> NYSEG bill for the bus garage was \$0. The February 27<sup>th</sup> NYSEG bill for the Academy Street buildings was \$983.02 instead of \$2,409.43. He added that January and February were not very sunny, but he fully expects to "zero" the electric bill through spring and summer.

Mr. Kisloski informed the Board that Congressman Tom Reed will be at the District on April 14<sup>th</sup> to tour the District's solar energy system.

**Board Comments:**

Michael Blake gave a short quiz to the students in attendance for the Participation in Government class. The students answered each question quickly and correctly.

**Recognition of Visitors:**

President Raymond Parmarter acknowledged the visitors present at this time. The Board thanked the P.I.G. students for attending.

**Adjournment:**

President Parmarter announced the meeting adjourned at 8:22 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board