

Board of Education, Regular Meeting
Wednesday, October 14, 2020

CALL TO ORDER:

A regular meeting of the Board of Education was held remotely via Google Meet and was called to order by President Raymond Parmarter at 6:30 p.m., with the following additional board members present: Josh Soper, Brent Doane, Hannah Murray, Michael Blake, Rebecca Lyon, and Nate Brace, as well as Superintendent Jeffrey Kisloski.

ADJOURN TO EXECUTIVE SESSION:

At 6:30 p.m., a motion was made by Brent Doane, 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 Superintendent Jeffrey Kisloski. At 6:30 p.m., CSE Chairperson Angela Holmes entered executive session to discuss the CSE/CPSE reports. Mrs. Holmes exited executive session at 6:35 p.m. At 6:35 p.m., School Business Official Sydney Wade and independent auditors from INSERO & Co., Jerry Mickelson and Duane Shoen, entered executive session to discuss the audit for the 2019-2020 school year. Mrs. Wade, Mr. Mickelson, and Mr. Shoen exited executive session at 6:56 p.m.

RETURN TO REGULAR SESSION:

At 6:58 p.m., Hannah Murray 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, Director of Curriculum and Instruction Kimberleigh Nichols, Jr/Sr High School Principal Wayne Aman, Elementary Principal Kathryn Volpicelli, CSE Chairperson Angela Holmes, Asst. Elementary Principal/Athletic Director Peter Ahart, Director of Technology Instruction Matt Gelder, Director of Transportation Holly Carling, 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 Josh Soper, to approve the CSE/CPSE report, as presented. The motion carried unanimously.

MINUTES APPROVED:

A motion was made by Hannah Murray, seconded by Michael Blake, to approve the minutes of the Regular Meeting held on September 17, 2020, as presented. The motion carried unanimously.

A motion was made by Nate Brace, seconded by Josh Soper, to approve the minutes of the Special Meeting held on October 2, 2020, as presented. The motion carried unanimously.

School Business Official Sydney Wade summarized her written report to the Board.

Mrs. Wade's report included the Budget Transfers for September, as well as the expenditure reports.

Mrs. Wade informed the Board that there had been no change in the status of the grants submitted; she is still waiting for approval from the State.

Mrs. Wade informed the Board that she has not received an update on the State Aid withhold, but the District did receive all of the Lottery Aid payment in full on September 30, 2020, in the amount of \$1,054,129.55. Mrs. Wade was notified by TST BOCES that the District's 45% BOCES aid payment owed from the 2019-2020 school year would be paid with the 20% withhold (meaning that TST BOCES, which receives BOCES aid from the State and then passes it through to the component districts, received the BOCES aid payment with the 20% withhold). Mrs. Wade stated that this is good news on one front, but continuing uncertainty overall.

Mrs. Wade stated that she is breathing a big sigh of relief to have the school tax payments coming in. With the tax payments and the Lottery Aid payment, the District is now in a good place for the cash position. She believes she will not have to run a Revenue Anticipation Note (RAN) for now.

Michael Blake asked if Mrs. Wade thinks she would have to run a RAN in the spring. Mrs. Wade stated that if the District does not receive the full State Aid payment, she believes she will have to run a RAN in the spring. She thinks the District can get through February/March, but she may be prepping to run a RAN at that time.

Mrs. Wade explained how a RAN works.

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TREASURER'S REPORT ACCEPTED:

A motion was made by Michael Blake, seconded by Hannah Murray, to accept the Treasurer's Report, as presented. The motion carried unanimously.

APPROPRIATIONS TRANSFERS ACCEPTED:

A motion was made by Josh Soper, seconded by Rebecca Lyon, to accept the Appropriations Transfers, as presented. The motion carried unanimously.

WARRANTS ACCEPTED:

A motion was made by Josh Soper, seconded by Hannah Murray, to accept the following warrants for September 2020, as presented: General Fund #15, Federal Fund #3, and School Lunch Fund #6. The motion carried unanimously.

RECOGNITION OF VISITORS:

President Parmarter acknowledged the visitor present, Sara Loomis. No comments were made at this time

CONSENT AGENDA:

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

Resignation:

Accepted the resignation of **Aria French**, as Bowling Coach for the 2020-2021 school year, effective October 6, 2020, with regret.

Recommended Appointments:

Approved the Substitute Teachers for the 2020-2021 school year, with salary and benefits in accordance with the current Substitute Teacher Pay Schedule:

- 1.) **Sabrina Swartz** - NYS Certification Childhood Ed (EL & HS)

Approved the Non-Instructional Substitutes for the 2020-2021 school year, with salary and benefits in accordance with the current Non-Instructional Substitutes Pay Schedule:

- 1.) **Gail Darrow** - Substitute Custodian
- 2.) **Amber Russell*** - Substitute Custodian

Approved the Extra-Curricular Activities positions for the 2020-2021 school year, with salaries in accordance with the current Extra-Curricular Activities Salary Schedule:

- 1.) **Michael Siegel** - Varsity Bowling Coach
- 2.) **Michael Siegel** - Modified Baseball Coach
- 3.) **Cathy Doane** - Yearbook Advisor

Approved the appointment of **Erin Foster**, as a Long-Term Substitute Teacher for Health Education 7-12, effective September 9, 2020 (retroactive) through January 25, 2021 (tentative, the end date is subject to change) with salary and benefits in accordance with the current Substitute Teacher Pay Schedule.

19-A Roster of Active Bus Drivers:

Approved the revised list of bus drivers for 2020-2021. All drivers are in total compliance with the provisions of Section 156.3 (b)(1),(6) of the Regulations of the Commissioner of Education, and the Department of Motor Vehicles Article 19-A.

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New Textbook Purchase:

Approved the purchase of the following textbooks to be used in 5th Grade ELA classes:

<u>Title</u>	<u>Qty</u>	<u>Total</u>
<i>Pax</i>	60 at \$5.98 ea.	\$358.80
	Estimated s&h	<u>35.88</u>
	Approximate cost:	\$394.68

Publisher: Balzer & Bray
Author: Sara Pennypacker

Equipment Disposal:

Approved the disposal of the list of various equipment items, as presented, which have been deemed to have a \$0 value and no further useful life to the District.

Data Security and Privacy Policy:

Approved the Data Security and Privacy Policy, as presented.

Section IV Sports Team Merger:

Approved the *Varsity, JV, and Modified Wrestling* sports team merger, as well as the Varsity Bowling sports team mergers, with the following resolutions:

“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 2020-2021 school year. The sport to be merged is Varsity, JV, and Modified Wrestling”; and

“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 2020-2021 school year. The sport to be merged is Varsity Bowling (Boys and Girls).”

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 the beginning of the school year had gone fairly smoothly, particularly considering all of the changes and uncertainty. There has been a steep learning curve with some of the technology, much of which was the transition to Schoology as the primary Learning Management System (LMS) in the high school building. Ben Taylor and Matt Gelder have done an amazing job staying on top of the questions and concerns, creating tutorials, and providing direct instruction to teachers, students, and parents.

Mr. Aman informed the Board that as of October 13, 2020, the high school has 99 students opting for remote learning. This number is higher than when school opened, mainly due to the increasing regional positive COVID-19 case numbers as well as the local case in the District. With that being said, Mr. Aman believes the District is doing an effective job balancing the needs of in-person and remote learners. A tremendous amount of credit should go to the teachers, who are rethinking how to educate students based on the new normal. Mr. Aman has heard from a few veteran teachers that they feel like new teachers again. Despite the challenges, the faculty and staff continue to conduct themselves as professionals and do what is necessary to provide a high-quality education to the students. Mr. Aman added that progress reports would be coming out this week.

Mr. Aman acknowledged the extra work being done by the office staff in the high school. Besides their usual daily duties, the high school secretary, guidance secretary, and attendance aide are finding themselves dealing with additional responsibilities that were not needed before COVID. The communication skills and teamwork displayed by Katie Anderson, Leslie Thomas, and Cathy Doane has been outstanding. They perform many tasks each day that may not be seen on the surface but make a big difference in maintaining consistency in the building.

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Elementary Principal Kathryn Volpicelli presented her report to the Board.

Mrs. Volpicelli spoke of the Elementary Principal's Council. She stated that on October 8th, she had the opportunity to meet with a small group of principals from the region. She thought it was great to hear what is happening in other schools and to share ideas. It also reaffirmed that Candor is very well supported in all areas. The schedule/structure, along with the dedication of the staff, is the best that she has heard of. She is impressed by how well Candor Elementary families and school personnel continue to work together to ensure the safety of all children and adults while providing high-quality education.

Mrs. Volpicelli informed the Board that on October 2nd, the Elementary began congruence meetings. The instructional teams successfully reviewed student data and determined appropriate intervention groupings for students. The student data shows that a high percentage of the students need Reading and Math intervention. They are pleased that the schedule includes time for Reading support every other day at each grade level. Grade level teams are being creative in order to provide Math Intervention as well. Congruence meetings have also started conversations about using consistent assessment tools and practices across grade levels. The Elementary is looking forward to developing and aligning a phonics screener that will help them target more specific needs with phonics skills at the primary grade levels.

Mrs. Volpicelli informed the Board of the increase in remote learners. On October 5th, the District learned there was a person at Candor Elementary School who tested positive for COVID. As a result, 24 students and 5 adults are being monitored by the Health Department as they quarantine for 14 days. The cohort of students will receive 100% remote instruction from their classroom teachers while they are at home. Mrs. Volpicelli thanked Superintendent Jeffrey Kisloski for the guidance as they worked through providing the health department with the necessary information and contacting the families. Mrs. Volpicelli stated that as people were informed of the positive case, the Elementary received requests from families for 15 additional students who switched to remote learning for the remainder of the marking period. The Elementary went from 102 remote learners to 117. This caused movement in almost all of the grade levels. The teachers have done a wonderful job of adjusting accordingly. Later this month, the principals will reach out to the parents/guardians of all remote learners to determine which students will be returning for in-person instruction at the end of the marking period. Although they have heard from many families that they wish to have their children return, there is no telling what decisions will be made when the time comes.

Mrs. Volpicelli informed the Board of some school-wide events. Despite the circumstances, she is hopeful that they can preserve some of the traditional activities and events at Candor Elementary School. The District had school pictures taken on October 14th. About a third of the remote learners came in as well to have their pictures taken. Any students who are quarantined will be invited for picture make-up day later in the year. The Elementary will also have a small in-house, and socially distanced Halloween Parade. Karlie Both and the literacy committee is meeting this month and hopes to plan both in-person and remote opportunities for the students. The Elementary is also starting to talk about a virtual open house.

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

Mr. Ahart updated the Board on the beginning of the sports seasons. Since September 21st, teams have been participating in open gyms throughout the week. Fall and winter sports teams are hard at work, prepping for their seasons to begin. Mr. Ahart gave some insight into the extent to which coaches are maintaining safety and health protocols in an effort to give students the best opportunity to start their seasons on time. During every event, coaches are taking temperatures at the door, one point of entry/exit is used, and locker room use is restricted. The efforts listed below are all in addition to the Department of Health guidelines set in place.

Volleyball

- Players wearing long sleeves to minimize contact
- Setters are wearing gloves to minimize contact with the volleyball
- Each player gets their own volleyball
- Coach cleans materials after practice
- Coaches wear masks at all times

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Basketball

- Players get their own basketball
- One player per basket, two if needed
- Skill development is the focus (ball handling, footwork, free throws, shootaround, etc.)
- Coaches wear masks at all times

Weight room

- Students are 12 feet apart
- Jessy Williams (Strength & Training Coach) sanitizes all equipment after students are done using it
- Maximum of 10 students in the weight room
- Students are contained to the weight room only
- Jessy Williams (Strength & Training Coach) wears a mask at all times

Mr. Ahart informed the Board of discussion of facilities use. He has had multiple requests to use the District's indoor and outdoor facilities from community groups in the past few weeks. As an administrative team, they discussed this and decided they are going to continue to use the facilities for District-sponsored events only. Minimizing outside visitors, sanitation protocols, staffing, and tracing concerns were among the reasons they decided to hold off on the community using the facilities at this time. They will revisit this conversation in the future.

Mr. Ahart stated that Pam Quinlan and the volleyball team had a very nice article written about their team in the Ithaca Journal. Several of the seniors were interviewed regarding the tight family-like bond that they have and how that bond has made this difficult season more enjoyable. The article is on the athletics webpage or Ithaca Journal's website.

CSE Chairperson Angela Holmes presented her report to the Board.

Mrs. Holmes stated that the Special Education staff has been busy communicating with families regarding the programs and services that have been affected by the new schedule. The families of the students have been understanding and collaborating with the Special Education team to help ensure their kids are getting their academic and social/emotional needs met to the greatest extent possible.

Mrs. Holmes informed the Board that on October 15th, they would be holding transfer meetings for new students who came to the District with a 504 or IEP plan in place. The District currently has ten students with IEPs and one with a 504 plan that has moved into Candor from another district; four students with IEPs moved out of the District.

Mrs. Holmes stated that CPSE and CSE evaluations are being administered. They are behind with this process due to COVID and are working hard to catch up on evaluations at this time.

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

Mrs. Nichols spoke of regional and local priorities for APPR, support, reflect, and feedback. The first priority this year is to provide the needed support to teachers, whether it is instructional, technological, or emotional. They will provide opportunities for teachers to reflect on past and current practices and share tips and best practices. They are also better prepared this year to give useful feedback in regards to learning in both the remote and hybrid realms. Mrs. Nichols listed the prioritized instructional elements that they will focus on as they observe and provide feedback to teachers.

Danielson Rubric for Remote Teaching

Domain 2: The Classroom Environment

- Creating an environment of respect and rapport
- Managing classroom procedures

Domain 3: Instruction

- Using questioning and discussion techniques
- Engaging students in learning
- Using assessment in instruction

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Mrs. Nichols stated that Katie Volpicelli, Wayne Aman, and Angie Holmes would conduct all announced observations within their respective buildings or departments. Pete Ahart will conduct all Elementary unannounced observations. Mrs. Nichols will conduct all Jr/Sr High unannounced observations. They will conduct the annual re-calibration training prior to the start of observations this month.

Mrs. Nichols updated the Board on the 2021 State Assessments. Per NYSED, the following are factors that will weigh on the ultimate decision as to whether assessments will be administered:

- Assessments must be done in a fair, equitable, and safe manner for all students and teachers.
- Schools may require greater flexibility in the local scheduling of State assessments.
- NYSED has determined that it will not be possible to administer any of this year's State assessments remotely. If they occur, assessments will be "school-based" and "in-person."
- If it is determined that the exams cannot be safely and fairly administered to students in-person in school buildings, NYSED will apply for federal waivers from testing and accountability requirements. These waivers, if granted, would allow New York to cancel the tests and extend the COVID exemptions that currently apply to graduation requirements through the current school year.

Director of Technology Instruction Matt Gelder summarized his report to the Board.

Mr. Gelder informed the Board of what they are doing for student/parent tech support. Now that all students are remote learners to some degree, teachers have been busy supporting the learning of content as well as being technology support. The in-person Jr/Sr High students have the advantage of built-in support time that teachers have used to give tutorials on Schoology and other technology tools being used in the District, while the remote students can reach out during mid-day office hours. As with any significant change, there have been some bumps along the way, but now that the District is over a month into the school year, Mr. Gelder feels that both teachers and students are feeling more comfortable with the new learning platform. Almost all Elementary School students have the advantage of daily meetings with their teachers and are able to learn about any new tools or ask questions when they arise. Now that most of the major hurdles have been cleared by students, the teachers have time to offer more support to parents so that they feel comfortable with the learning platforms. Mr. Gelder, along with Ben Taylor and Kim Nichols, have created a Parent Orientation 2.0 resource for parents to help guide them to valuable information related to the technology their students are using. Most of this information was already available on the Candor Technology Department website, but many parents did not know how to access it. The Parent Orientation 2.0 slideshow walks parents through many of the frequently asked questions about the learning management systems and gives them access to further technical support if needed. Mr. Gelder thanked Ben Taylor for his extraordinary effort in supporting teachers this fall.

Mr. Gelder and the Board briefly discussed the District Data Security and Privacy Policy.

Director of Transportation Holly Carling summarized her report to the Board.

Mrs. Carling commented on the updated bus driver roster for the 2020-21 school year; she and Katie Anderson have both recently completed the 19A registration and paperwork to be "official" drivers.

Mrs. Carling informed the Board that she has accepted a bid and placed an order for a new van. She stated that the two medium buses that were ordered had been delivered.

Mrs. Carling stated that she is grateful to have aides on almost every bus, helping with bus management and sanitation of the buses.

Director of Operations Bern Smith summarized his report to the Board.

Mr. Smith stated that the Buildings and Grounds crew continues buttoning up outside items, getting ready for the winter weather.

Mr. Smith informed the Board that the \$100k project in the high school/lower tech area was finished recently. He and Gary Henry from Hunt Engineers & Architects checked over the punch list and agreed to the corrected work, as well as the job being completed.

Mr. Smith stated that the change made to the District's traffic pattern to create an exit only at the District office parking lot is working well. The exit only helped to smooth out the daily traffic flow. Mr. Smith stated that the community has been paying attention and doing a great job.

Mr. Smith informed the Board that the custodians and staff continue disinfecting classrooms, contact points, and exterior areas during the COVID-19 pandemic. He stated that it would be nice to get back to some level of normal in the future.

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Network Administrators Report for September 2020 was submitted.

Superintendent Jeffrey Kisloski presented his report to the Board.

Mr. Kisloski informed the Board that they issued some reminders and some practical tips and assistance to parents navigating this new In-Person/Hybrid/Remote Learning environment. One thing the community deserves credit for is the adjustments that people have adapted to regarding the new traffic pattern. There have been very few incidents of people not following the new directions for entering and exiting the school property. Traffic is moving smoothly, but more importantly, safely.

Mr. Kisloski stated that with the Governor's requirement that each school track daily attendance and absences on the Department of Health Dashboard, he is required to load the District's data at the end of each school day. While the numbers fluctuate daily to some extent, he listed a summary of remote and in-person learners.

	<u>Elementary (PK-6)</u>	<u>High School (7-12)</u>	<u>Total</u>
Students	382	355	737
AM Cohort	128	147	275
PM Cohort	118	115	233
Remote Learners	136	93	229

Due to the changes in the instructional schedule, Mr. Kisloski believes the District will have at least two instructional days in the school calendar beyond the contractual obligation to the employees and five days beyond the required number of days of attendance with the State. Two days can easily be adjusted, Good Friday or April 2nd, 2021, and the Friday before Memorial Day. Next month, Mr. Kisloski will make the recommended adjustment to the school calendar in a resolution for the Board's approval. Beyond that, he recommends waiting until later in the year before adjusting the calendar further.

Mr. Kisloski stated that he met with Pete Ahart and Wayne Aman to discuss the use of facilities from outside groups. Because there is limited cleaning staff on a different schedule than usual (they are in during the day to assist with frequent cleaning of classrooms and bathrooms rather than second shift), the District has not allowed outside groups use of District facilities. At this time, the District cannot support or oversee the cleaning of the facility and cannot be assured that individuals/visitors entering the building are COVID negative, so building usage is limited. The District has always taken the stance that the school belongs to the community; however, the first duty is to the safety of the students and staff at school every day.

During the pandemic, schools have been caught between conflicting guidance from Governing bodies. Several times, the District has received differing opinions on important issues from NYSED, the Department of Health, the Governor, or the Federal Government. The latest was a return to school protocol that varied on three different points between the Tompkins County and the Tioga County Health Departments. Mr. Kisloski stated that the counties have agreed upon a more uniform interpretation of the guidelines.

Mr. Kisloski stated that he appreciates the office staff and school nurses for all they consistently do to help students stay healthy and get back to school amidst all the confusion and red tape.

Mr. Kisloski informed the Board that he continues to work on the District's updated Policy Manual. The Data Security and Privacy Policy that was included in the Consent Agenda for approval will be included in the final version of the completed Policy Manual later this year

Adjournment:

President Parmarter announced the meeting adjourned at 8:50 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board