

Board of Education, Regular Meeting
Thursday, December 21, 2017

CALL TO ORDER:

A regular meeting of the Board of Education was held in the high school library media center and was called to order by Vice President Brent Doane at 6:30 p.m., with the following additional board members present: Gary Henry, Jonathon Edwards, Hannah Murray, Michael Blake, and Josh Soper, as well as Superintendent Jeffrey Kisloski.

ADJOURN TO EXECUTIVE SESSION:

At 6:30 p.m., a motion was made by Hannah Murray, seconded by Gary Henry, to adjourn to executive session to discuss a particular personnel matter. All board members listed above were present as well as Superintendent Kisloski. At 6:52 p.m., Holly Carling, Director of Special Education, entered executive session to discuss the CSE/CPSE reports. Mrs. Carling exited executive session at 7:02 p.m.

RETURN TO REGULAR SESSION:

At 7:02 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 Jr/Sr High School Principal Wayne Aman, Business Manager/Treasurer Sydney Wade, Elementary School Principal Katie Volpicelli, Director of Special Education Holly Carling, Director of Curriculum and Instruction Kimberleigh Nichols, Director of Operations Bern Smith, and Board Clerk Kathlyn Hinkle. The Pledge of Allegiance was said to begin 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 Gary Henry, seconded by Michael Blake, to approve the minutes of the Regular Meeting held on November 16, 2017, as presented. The motion carried unanimously.

APPROPRIATION TRANSFERS ACCEPTED:

A motion was made by Gary Henry, seconded by Jonathon Edwards, to accept the Appropriation Transfers report, as presented. The motion carried unanimously.

WARRANTS ACCEPTED:

A motion was made by Gary Henry, seconded by Hannah Murray, to accept the following Warrants for November 2017, as presented: General Fund #23, Federal Fund #10, School Lunch Fund #10, and Capital Fund #5. The motion carried unanimously.

RECOGNITION OF VISITORS:

Vice President Doane acknowledged that there were no visitors present 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*:

Resignation(s):

Accepted the resignation from ***Yvonne Knickerbocker***, as Part-Time Teacher Aide, effective November 17, 2017, with regret.

Accepted the resignation from ***Michael Middaugh***, as Full-Time Bus Driver, effective December 29, 2017, with regret.

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Accepted the resignation from **Kenneth Wagstaff**, as Full-Time Custodial Worker, effective December 1, 2017, with regret.

Recommended Appointments:

Approved the appointment of **Brittany Silvernail**, as a Part-Time Teacher Aide, effective November 30, 2017, with salary in accordance with the current Candor Employees Unit Contract.

Approved the appointment of **Jacqueline Winnick**, as a Full-Time Attendance Clerk, effective January 2, 2018, with salary and benefits in accordance with the current Candor Employees Unit Contract.

Approved the appointment of *Non-Instructional Substitutes* for the 2017-2018 school year, with salaries in accordance with the current Non-Instructional Substitute Pay Schedule:

- **Gloria Foote*** – Substitute Teacher Aide, Substitute Clerical Aide, Substitute Food Service Worker

Approved of the following *Volunteers*:

- **Karen Kazda** – as a volunteer tutor for the Candor High School
- **Michael Blake** – as a volunteer tutor for the Candor High School

Approved the appointment of **Elizabeth Hatton**, as a Full-Time Bus Driver, effective January 2, 2018, with salary and benefits in accordance with the current Candor Employees Unit Contract.

Approved the appointment of *Extra-Curricular Activities* coaches/advisors for the 2017-2018 school year, with salaries in accordance with the current Extra-Curricular Activities Salary Schedule:

- **Jesse Buck** – Modified Wrestling Coach

Donations Acceptance:

Accepted the anonymous donation of \$150.00 as a gift to the CCS School Lunch Program.

Accepted the donation from **Bob Stephens of Northern Lights Restoration, Inc.**, of Red Oak Lumber, valued at \$1,848.00, to the Technology Education Department.

Revised Tax Collector Report 2017-2018 Accepted:

Upon the recommendation of Superintendent Kisloski, the Board accepted the 2017-2018 Candor Central School Revised Tax Collector's Report, as submitted by Julie Kephart of TST BOCES, Tax Collector, and approved authorization for Raymond Parmarter, President of the Board of Education, to sign the same on behalf of the District.

Transportation Request:

A request has been submitted for transportation for *Amber Van Alstine and Charlotte Feavearyear*, residing at *133 Tuttle Hill Road, Candor*, to the Ithaca Waldorf School, located at 20 Nelson Road, Ithaca. The request was denied due to the fact that the mileage calculated from the Van Alstine/Feavearyear residence to the school is 15.2 miles, which exceeds the 15 mile limit.

The motion for all consent agenda items carried unanimously.

Administrator Reports:

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

Mr. Aman provided the Board with the notes from the latest Steering Committee meeting on December 5, 2017. Mr. Aman and the Board discussed the status of the spring 2018 and fall 2018 sports.

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Mr. Aman provided the Board with the District lunch charging policy proposal developed by him, Sydney Wade and Brian Lanphere. This policy is in compliance with the New York State Education Department requirements and should assist with addressing the issue of delinquent meal charging payments. Below is a very brief description of the growing issue the District is facing:

School year	2015	2016	2017	This year	Total
High school unpaid charges	\$3,130.87	\$4,336.70	\$5,190.20	\$3,784.10	\$16,441.87

The policy is as follows:

“The goal of the *Candor Central School District* is to provide student access to nutritious no- or low-cost meals each school day.

However, unpaid charges place a large financial burden on our school. The purpose of this policy is to insure compliance with federal requirements for the USDA Child Nutrition Program, and to provide oversight and accountability for the collection of outstanding student meal balances.

The intent of this policy is to establish procedures to address unpaid meal charges throughout the *Candor Central School District*. The provisions of this policy pertain to regular priced school breakfast, lunch and snack (if applicable) meals only. The *Candor Central School District* provides this policy as a courtesy to those students in the event that they forget or lose their lunch money. **Charging of items outside of the reimbursable meals (a la carte items, adult meals, etc.) is expressly prohibited.**

II. Policy

- **Free Meal Benefit** - Free eligible students will be allowed to receive a free breakfast and lunch each day. A la carte purchases must be paid/prepaid.
- **Reduced Meal Benefit** - Reduced eligible students will be allowed to receive a breakfast for \$.25 and lunch for \$.25 each day. A student will be allowed to charge a maximum of \$40 meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- **Full Pay Students** - Students will pay for meals at the school’s published paid meal rate each day. If a student is without meal money on a consistent basis, the administration will investigate the situation more closely and take further action as needed. If financial hardship exists, parents and families are encouraged to apply for free or reduced price lunches for their child if applicable. A student will be allowed to charge a maximum of \$40 meals to their account after the balance reaches zero. The charge meals offered to students will be reimbursable meals that are available to all students.
- **Payments and Charging** - Parents/Guardians are responsible for meal payment to the food service program. Discreet notices of low or deficit balances will be sent to parents/guardians as follows:
 - A weekly phone call to the student’s home will go out through School Messenger when school meal debt is \$10.00 or greater.
 - A letter will be sent home by the Cafeteria Manager when school meal debt is \$20.00 or greater. The cafeteria manager will provide school administration with a delinquent payment list, and administration will communicate with the student privately that an alternative meal will be provided should the debt become \$40.00 or greater.
 - If \$40.00 school lunch debt limit is reached, the cafeteria manager will inform school administration and the cafeteria staff. Administration will notify the student that they must select from the alternative lunch menu only. Cafeteria staff will notify the Cafeteria Manager and/or administration if the student does not comply.
 - Students/Parents/Guardians may pay for meals in advance via www.myschoolbucks.com or with a check payable to *Candor School Lunch Program*. Further details are available on our webpage at www.candorcs.org. Funds should be maintained in accounts to minimize the possibility that a child may be without meal money on any given day. Any remaining funds for a particular student may/will be carried over to the next school year.
- **Refunds** - For withdrawn and graduating students, a written or e-mailed request for a refund of any money remaining in their account must be submitted. Students who are graduating at the end of the year will be given the option to transfer to a sibling’s account with a written request.

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- **Unclaimed Funds** – Unclaimed funds must be requested within one school year. Unclaimed funds will then become the property of the *Candor Central School District* Food Service Program.
- **Balances Owed** - Collection of owed balances will follow the policies and procedures set by the school (see above in Payments and Charging).”

Mr. Aman informed the Board that he attended the Association for Career and Technical Education Conference in Nashville, December 6th through 9th, with Steve Lindridge, Colby Westervelt and Mark Burrell. This conference offered each of them the opportunity to connect with new ideas and resources to help them continue the development of the school’s career-readiness programs. Mr. Aman stated that he appreciates the Board’s continuing support for these professional development opportunities.

Business Manager Sydney Wade exited the meeting at 8:08 p.m.

Elementary Principal Katie Volpicelli summarized her report to the Board.

Mrs. Volpicelli presented the Board with the numbers for Parent/Teacher conferences this year. The turnout was decent and conversations were great.

Kindergarten- 42/44 (92%)
1st Grade- 33/45 (73%)
2nd Grade- 43/60 (72%)
3rd Grade- 35/49 (71%)
4th Grade- 49/62 (79%)
5th Grade- 31/46 (67%)
6th Grade- 33/53 (62%)

Mrs. Volpicelli added that most parents and teachers keep regular contact with each other through *Remind* and daily take home folders.

Mrs. Volpicelli informed the Board that the Elementary music teachers, Stephany Marilley and Taylor Dziekan, recently attended the New York State School Music Association Conference from November 30th through December 2nd. The conference took place in Rochester. They are extremely appreciative of the opportunity. They attended many sessions- Tech and Uke, Modern Bands in Traditional Programs, Concert Hour, Breathing Gym Basics, Building a Beefy Bass Section, Conga/Percussion, Staircase Sing, and Ukulele.

Mrs. Volpicelli stated that Sara Loomis (Kindergarten) and Karlie Both (4th Grade) attended a PLC for Literacy Coaches at TST BOCES. She stated that she was excited when they announced that their focus this year would be Social Emotional Learning. The Elementary team looks forward to exploring a curriculum and emphasizing more of a school-wide focus on Social Emotional Learning.

Mrs. Volpicelli spoke about the Special Education Department. She thanked the Board for supporting the District’s highly inclusive approach to educating students. She stated that the academic and social opportunities that all students receive is very high quality thanks to the support the District is able to provide. Co-teaching takes place at each grade level and provides all students with a great support system. Special and regular education teachers collaborate on a daily basis to ensure the students receive what they need in order to be successful. Families are also very well supported through the department. Mrs. Volpicelli added that the department has outstanding leadership from Director of Special Education Holly Carling.

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 the District has found someone to fill in for the School Psychologist Alison Wright while she is out on Maternity Leave. Ms. Wenjun Chen started with the District on December 11th and will remain through January 19th. Ms. Chen is focusing on completing all of the testing for the Re-evaluation Reviews that Mrs. Wright is missing and a few of the initials that have come in since Mrs. Wright has been out. Mrs. Carling stated that she and Wendy Watkins attended an FBA/BIP training in Syracuse a couple of weeks ago that was very beneficial and will help in conducting the functional behavior assessments to determine if a behavior intervention plan is necessary.

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Typically, this is something that Alison Wright would take the lead on, but Mrs. Watkins is always a “go to” for behavior because of her background. Mrs. Carling stated that this was a good refresher for both she and Mrs. Watkins and provided them with new information. Mrs. Carling would like to thank Mrs. Watkins for taking this lead.

Mrs. Carling informed the Board that Laura Wayson took the time to train her on academic testing so that she can help perform testing for initials and re-evaluations if and when teachers are out or need help with their schedules. Mrs. Carling would like to thank Mrs. Wayson for taking the time and added that this is great information for her to have regardless of whether she is needed to perform the testing.

Mrs. Carling stated that she continues to prepare for the re-evaluations, initials and annuals and gear up for all of the meetings that are right around the corner.

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

Mrs. Nichols updated the Board on Project Based Learning. One of the summer professional development goals was to share the District’s PBL work with a global audience. Each teacher (or team) created a webpage with a summary of their PBL unit and a link to their planning document. The webpages are organized by building and then by grade level or department. The webpages can be found at **bit.ly/candorpbl**. This bit.ly link has also been shared with the TSTBOCES Instructional Planning Council, so other districts within the region can access them. Mrs. Nichols thanked Matt Gelder for organizing the webpages and creating the bit.ly link in order to help achieve the goal of reaching a global audience.

Mrs. Nichols stated that on the December 6th Early Release Day, the District faculty came together for an introductory activity around the new learning standards. The learning target was, *“I can make a personal connection to the expectations for students and teachers in regard to our new learning standards”*. Faculty was split into groups of 4-6 participants focusing on one of the five areas with new standards; English Language Arts, mathematics, science, social studies and the arts. Each group was challenged to create a visual representation of the most important practices/skills/characteristics for their content area. The posters that each group created are currently displayed in each building’s faculty room.

Mrs. Nichols spoke of Computer-Based Testing. She stated that the intent of New York State is to deliver the 3-8 assessments via computer-based testing by spring 2020. For the past two years, Candor Schools have participated in the computer-based field-testing, but continued using paper format for the operational assessments. The District has the option to deliver all operational assessments via CBT. For 2018, the District will administer grades 3-8 ELA assessments on the computer-based testing platform. For the mathematics assessments, grades 3 and 5 will use the computer-based testing platform; however, grades 4, 6, 7 and 8 will continue with paper-based testing. Mrs. Nichols and Mr. Gelder will continue to work on the logistics to ensure the first year with CBT goes as smoothly as possible. Mrs. Nichols added that Candor Schools is further along with the program than other districts.

Mrs. Nichols informed the Board that the Make a Child Smile program went well this year. The program provided for 112 children in the Candor community.

Technology Integration Coordinator Matt Gelder’s report to the Board.

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

Mr. Gelder informed the Board that Pam Quinlan, Neil Farley, Kristen Hodges, Wendy Bruttomesso, and Ben Taylor joined him at the NYSCATE conference just before Thanksgiving for a great opportunity to see what is new in tech and discuss the future of technology in the District. The classroom teachers were able to explore new tools and get inspired by the work happening in other districts while the two librarians spent a considerable amount of time thinking about the maker mindset.

Maker’s Spaces can help support student initiated learning by exploring personal interests, but the maker mindset is something that all of the students can be exposed to in any of their classes. The maker mindset is grounded in the act of doing and experimenting, working with others to explore new ideas, understanding that mistakes are integral to learning, and reflecting on the learning process. Whether it is using Legos, Dash and Dot robots, Arduino microcontrollers, or simply cardboard, the maker mindset drives engagement and learning in a Maker’s Space. Mr. Gelder stated that as the group discussed opportunities to support this mindset, he realized how closely it aligns with the essential elements of Project Based Learning, and was heartened that the the goals for technology use support what the District is already doing.

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Mr. Gelder stated that another idea that the group brought back from NYSCATE is to have a student technology focus group that meets a few times a year. The goal of this group will be to discuss student needs in relation to technology and how the District can better use technology to support their learning. Neil Farley, the student technology workers, and Mr. Gelder will organize an informal discussion around technology so that the District can ensure that the needs of the students are being met. Mr. Gelder hopes this can be a place for students to provide faculty and administration feedback, not only on technology, but also on how they envision their educational environment.

Mr. Gelder stated that his primary take away from the conference focused on CSforAll and how different districts have compiled their K-12 computer science and skills development curriculum. He thinks the resources and contacts that he made will help the District realize the potential for CSforAll in Candor.

Mr. Gelder stated that the District is planning on hosting a Technology Extravaganza on Jan 3rd to give the teachers the time to explore a few new tech tools. Teachers from each building will host informal trainings where they will demonstrate a technology tool, and host a discussion about opportunities for its use in the classroom. Participants will then have time to explore the tools and ask questions.

Mr. Gelder thanked Superintendent Jeffrey Kisloski, the Administrative Team, and the Board for their continued support of the opportunities for training, and the time it affords the Faculty and Staff to have deep discussions about technology. He believes that Candor Schools has a much greater teacher buy in and tech support throughout the buildings as a result.

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

Mr. Smith stated that with winter approaching, he will assess plowing and salting concerns at the new transportation building. Daren Jensen and Greg Nichols seem to have settled in to their new surroundings.

Mr. Smith stated that the District continues to work through the end of project items in the capital project. Landscaping and outside work has pretty much been completed by contractors. Interior work is also being finalized and closer to completion.

Mr. Smith stated that he recently walked outside areas with Harry Vasquez and Josh Hover to look at plowing and snow removal in the campus and the stamped concrete surfaces. They will see how this winter goes with that aspect of the larger concrete spaces needing more care with the snow removal.

Network Administrator's Log for November 2017 was submitted.

Superintendent Jeffrey Kisloski summarized his report to the Board.

Mr. Kisloski stated that the District will be starting work on preparing the 2018-2019 school budget. He anticipates that this could be a more difficult year than normal. The budget has gotten consistently tighter since the establishment of the Tax Cap, and this does not seem to be shaping up as a great State Aid year.

Mr. Kisloski informed the Board that Dr. Rick Timbs (Statewide School Financial Consortium Executive Director) provided him the print out that shows schools in Tioga County and the effect of the IWI (Income Wealth Index) floor issue. The calculations of school district state aid are incredibly complicated, but essentially Candor has a CWR (Combined Wealth Ratio) of approximately 0.48 (the average district in NYS is 1.0) but the formula (the IWI floor) treats us as if we have a CWR of 0.65.

Mr. Kisloski stated that he and Newark Valley School District Superintendent Ryan Dougherty and Spencer-Van Etten School District Superintendent Joe Morgan are discussing a plan to inform Senator Akshar of the IWI floor issue after the holidays. Senator Akshar is very visible and seems interested in our schools. Mr. Kisloski is hopeful that attention to this equity issue will be beneficial.

Mr. Kisloski informed the Board that Will Mack, President of LeChase Construction, came to the District on Thursday, December 14th, to address some of the concerns regarding the completion of the capital project. He toured the facility with his people and with Bern Smith.

Mr. Mack clearly stated that LeChase will be on site until all of the issues are addressed. Mr. Kisloski added that Bern Smith continues to be the best watchdog the District could have to protect the interests of the entire school community during this project.

Mr. Kisloski stated that on Friday, December 8th, Renovus received approvals on their inspection of the solar field. NYSEG has indicated that they expect their work to be done in a week, and it is anticipated they will energize the system soon for testing. After that, the District will file for interconnection and turn the system on officially, hopefully the week of the 25th.

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Mr. Kisloski informed the Board that Anne Macera, Matt Gelder, and Jim Wintermute have been hard at work coordinating all the activities and details to program each door for the security system. They are also working on the technical details of the cameras. Mr. Kisloski added that the talent and dedication of this team is incredible and he is thankful for them every day.

Board Comments:

Michael Blake stated that he is thankful for all the administrators have done. He really likes the curriculum work that is happening.

Vice President Brent Doane commented that he attended the 5th and 6th grade Holiday Concert and thought it was great; the students really know what they are doing.

Recognition of Visitors:

Vice President Brent Doane acknowledged there were no visitors present.

Adjournment:

Vice President Brent Doane announced the meeting adjourned at 8.39 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board