

**Board of Education, Regular Meeting**  
**Thursday, November 21, 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 6:30 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 6:30 p.m., a motion was made by Brent Doane, seconded by Nate Brace, to adjourn to executive session to discuss a particular personnel matter. Mr. Kisloski also presented the CSE/CPSE reports to the Board. All board members listed above were present as well as Superintendent Kisloski.

**RETURN TO REGULAR SESSION:**

At 6:52 p.m., Rebecca Lyon made a motion, seconded by Michael Blake, 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, Director of Transportation Holly Carling, Director of Technology Instruction Matthew Gelder, School Business Official Sydney Wade, and Board Clerk Kathryn Hinkle. The Pledge of Allegiance was said to begin the regular session.

Superintendent Jeffrey Kisloski presented Fred Boudreaux with an exciting credential. Family members Linda Boudreaux and April Boudreaux were present.

**CSE/CPSE REPORT APPROVED:**

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

**MINUTES APPROVED:**

A motion was made by Nate Brace, seconded by Michael Blake, to approve the minutes of the Regular Meeting held on October 17, 2019, as presented. The motion carried unanimously.

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

Mrs. Wade stated that this month's packet includes the September and October budget transfers, the Tax Collector's Report, and expenditure reports for all funds.

Mrs. Wade updated the Board on her work with *three+one*. She stated that at the end of October, she moved \$1,050,000 of reserve funds into a 6-month CD at 1.37% with Chase Bank. This move will yield approximately \$7,200 of interest at maturity. For comparability purposes, the District would have earned about \$1,500 on these accounts in past years. Mrs. Wade is also in the process of getting the District set up to purchase US Treasuries should these become a more favorable investment over CDs.

Mrs. Wade informed the Board that she and Cafeteria Manager Brian Lanphere are currently preparing for an audit of the School Lunch Program from Child Nutrition Management Services, which is a part of the New York State Education Department. The auditor will be at the District in December, but she is expected to only be in for one day. She has requested and will be auditing information on the School Lunch's financials (procurement/vendor payments, cash receipts), menu content and compliance with the Healthy Hunger-Free Kids Act, and overall program, and evaluate compliance with federal, New York State, and local regulations and requirements. There has been a significant amount of effort for preparation, as a lot of information is sent to the auditor in advance.

Mrs. Wade updated the Board on the School Tax Collection. The 2019 tax collection has been completed. The total percentage of uncollected taxes was 8.03%, compared with 8.41% in the previous year. The total uncollected taxes from both counties is \$383,747.96, which has been turned over to the counties. The counties will "make the District whole" for the uncollected tax amounts in March/April of next year after they complete their own collection, which will include the re-levying of the District's uncollected taxes.

Mrs. Wade informed the Board of the latest grant information. For the Title funds, the grant allocations for 2019-2020 were: \$199,266 for Title IA, \$30,748 for Title IIA, and \$15,064 for Title IV.

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Title IA funds support improving education for children from low-income families. Title IIA funds support professional development for teachers and district leaders. Title IV funds support providing students with a well-rounded education, supporting safe and healthy students, and supporting the effective use of technology. Mrs. Wade added that all of these grants are still pending approval.

Mrs. Wade informed the Board that she has submitted a grant for the Parks Foundation Farm to School grant. The purpose of this grant is to develop a curriculum leading to increased integration of healthy school food and childhood nutrition into the school day. The total of the grant is \$10,000. She will find out by December 5<sup>th</sup> if the District received the grant award. TST BOCES is coordinating the grant through the Enrichment Services Department.

### APPROPRIATION TRANSFERS ACCEPTED:

A motion was made by Michael Blake, seconded by Nate Brace, to accept the Appropriation Transfers reports for September and October, as presented. The motion carried unanimously.

### WARRANTS ACCEPTED:

A motion was made by Rebecca Lyon, seconded by Hannah Murray, to accept the following Warrants for October 2019, as presented: General Fund #18, Federal Fund #7, School Lunch Fund #6, and Capital Fund #4. The motion carried unanimously.

### RECOGNITION OF VISITORS:

President Parmarter acknowledged the visitors present at this time. Community member Melvin Foster, Candor Schools TST BOCES Executive Board representative Linda Padgett, and news reporter Sue Heavenrich were all in attendance. Mr. Foster spoke to the Board about his continuing concerns with the homeschool program provided by TST BOCES. Mrs. Padgett informed the Board that she attended the New York State School Board Association Conference and gained a lot of knowledge from several sessions she sat in on. Sue Heavenrich mentioned that the Candor Free Library would be holding an "Hour of Code," as well as STEAM activities, and would love for students and staff to join in.

Director of Technology Instruction Matthew Gelder presented the Board with a summary of the Preliminary Smart Schools Investment Plan (SSIP). The full Preliminary SSIP is posted on the District website for public review. ([www.candorcscsd.org](http://www.candorcscsd.org) – under the "District" tab.)

### CONSENT AGENDA:

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

#### Resignations:

Accepted the resignation of **James Wright** as Mathematics 7-12 Teacher, effective November 26, 2019, with regret.

Accepted the resignation of **Mariah Martin** as a Part-Time Teacher Aide, effective November 4, 2019, with regret.

Accepted the resignation of **Sally Lawrence** as a Part-Time Teacher Aide, effective November 12, 2019, with regret.

#### Recommended Appointments:

Approved the appointment of **Ashley Zacharias**, as a Part-Time Teacher Aide, effective November 6, 2019 (retroactive), with salary as \$11.10/hr for hours worked, no benefits, in accordance with the 2019-2020 Candor Employees Unit Contract.

Approved the appointment of **Kathryn Snell**, as a Part-Time Teacher Aide, effective November 1, 2019 (retroactive), with salary as \$11.10/hr for hours worked, no benefits, in accordance with the 2019-2020 Candor Employees Unit Contract.

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Approved the appointment of **Michael Siegel\***, as a Long-Term Substitute Teacher for Mathematics 7-12, effective January 6, 2020, for the remainder of the 2019-2020 school year, with salary and benefits in accordance with the 2019-2020 Substitute Teachers Pay Schedule.

Approved the appointment of **Matthew Hoyt\***, as a Full-Time Custodial Worker, effective December 2, 2019, with salary and benefits in accordance with the 2019-2020 Candor Employees Unit Contract.

Approved the appointment of the following *Substitute Teachers* for the 2019-2020 school year, with salaries in accordance with the 2019-2020 Substitute Teacher Pay Schedule:

- (1) **Sierra Szvec** - BA Graphic Design (EL Only)
- (2) **Emily Weber** - BS Adolescent Education 7-12 ELA (EL & HS)

Approved the following *Extra-Curricular Activities appointments* for the 2019-2020 school year, with salaries in accordance with the 2019-2020 Extra-Curricular Activities Salary Schedule:

- (1) Volunteers: **Merrick Volpe** - Girls JV & Varsity Basketball  
**Josh Soper** - Boys JV & Varsity Basketball

**Commencement 2020 Approved:**

Upon the recommendation of Superintendent Kisloski, approved the date and time for Commencement 2020 to be held on Friday, June 26, 2020, at 7:30 p.m.

**SEQR Lead Agency/Negative Declaration for \$100k Capital Outlay Project/Window Replacement:**

Upon the recommendation of Superintendent Kisloski, approved the following resolution:

“RESOLVE that the Candor Central School District is hereby appointed to act as lead agency in the uncoordinated environmental review with respect to the “\$100k Capital Outlay Project/Window Replacement” located at 1 Academy Street, Candor NY 13743.

The assumption of lead agency status is consistent with the underlying mandate of State Environmental Quality Review Act (SEQR) that the appropriate lead agency should be the agency “principally responsible for carrying out, funding, or approving an action”.

FURTHERMORE, BE IT RESOLVED, that Candor Central School District Board of Education, as Lead Agency, does hereby accept the determination of Negative Declaration - Notice of Determination of Non-Significance, in relation to the Candor Central School District “100k Capital Outlay Project/Window Replacement”. “

**2020-2021 Unit Cost Methodology for TST BOCES:**

Approved the TST BOCES Unit Cost Methodology for 2020-2021, as presented.

**Tax Collector Report 2019-2020:**

Upon the recommendation of Superintendent Kisloski, the Board accepted the 2019-2020 Candor Central School Tax Collector’s Report, as submitted by Julie Kephart of TST BOCES, Tax Collector.

**Participation in NYCLASS Resolution:**

Upon the recommendation of Superintendent Kisloski, approved the following resolution:

“WHEREAS, New York General Municipal Law, Article 5-G, Section 119-o (Section 119-o) empowers municipal corporations [defined in Article 5-G, Section 119-n to include school districts, boards of cooperative educational services, counties, towns and villages, and districts] to enter into, amend, cancel, and terminate agreements for the performance among themselves (or one for the other) of their respective functions, powers, and duties on cooperative or contract basis;

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WHEREAS the Candor Central School District wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019;

WHEREAS the Candor Central School District wishes to assure the safety and liquidity of its funds;

Now, therefore, it is hereby resolved as follows:

That Sydney Wade, School Business Official, is hereby authorized to execute and deliver the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019, in the name of and on behalf of Candor Central School District.”

The motion carried unanimously for all consent agenda items.

**Administrator Reports:**

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

Mr. Aman informed the Board that High School Math teacher Jamie Wright has recently taken a Math position in his hometown of Lansing. He stated that Mr. Wright shared how difficult the decision was, and how much he appreciated his time at Candor. Mr. Aman has interviewed candidates for the Math position and is pleased to have found someone who he feels will be a good fit, Michael Siegel. Mr. Siegel is finishing his student teaching and will start at Candor on January 6<sup>th</sup>. Mr. Wright’s last day is November 26<sup>th</sup>; therefore, coverage will be needed for three weeks in December. Stephen Frye has agreed to fill in for those three weeks.

Mr. Aman stated that he had the privilege of joining the Alternative School students on a field trip to NYC on October 18<sup>th</sup>. They went to Manhattan, where they walked around Times Square, viewed the 9/11 Memorial, saw the Statue of Liberty at Battery Park, and toured the Metropolitan Museum. It was an amazing trip for the students, and the Alternative School continues to be an amazing program. Mr. Aman stated that from Mr. Kisloski’s vision 17 years ago that the District could do better for the students, the Alternative School has had well over a hundred students attend the program, with dozens of at-risk students graduating high school over the years who otherwise may not have. Many other districts have visited and attempted to duplicate the program over the years, but the people running the program are critical to its success. This is where Candor is extremely fortunate. Jonathan Wolfe and Shea Bensley do an excellent job meeting the students’ academic, social and emotional needs while effectively utilizing the TCI and restorative practice models. Mr. Aman thanked the Board for their continuing support of this valuable and effective program.

Mr. Aman informed the Board that the Senior High Band and Chorus concert will be held on December 11<sup>th</sup> at 7:00 p.m., and the Junior High Band and Chorus concert will be held December 12<sup>th</sup> at 7:00 p.m.

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

Mrs. Volpicelli spoke of Open House and the Halloween Parade. The Elementary had a great turnout for Open House this year. Classroom sign-in sheets showed that all but one or two families per class were in attendance. The atmosphere in the building was extremely positive, and it is always a joy to watch the students show their families around the building with a great sense of pride.

Mrs. Volpicelli stated that they made the decision to hold the Halloween Parade inside this year in anticipation of rain. With the help of faculty and staff, they were able to make last-minute adjustments to the parade route and develop a plan for the smoothest possible dismissal. Mrs. Volpicelli stated that she was quickly reminded how lucky the District is to have such cooperative and helpful families and faculty members within the school community. The students seemed to have a wonderful time, which was especially nice because the evening of Halloween brought a lot of rain.

Mrs. Volpicelli informed the Board of a visit from author Daniel Jude Miller. Mr. Miller is a children's author, illustrator, and speaker. He is involved in every aspect of the creation of his books. Mr. Miller visited Candor Elementary on November 1<sup>st</sup>. He provided very engaging presentations to two grade levels at a time in the morning, an “interview the author” session with 2<sup>nd</sup> graders at lunch and mini-workshops with 1<sup>st</sup>, 3<sup>rd</sup>, and 6<sup>th</sup> grades in the afternoon.

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Mrs. Volpicelli thanked Wendy Bruttomesso, who does a great job of finding engaging presenters and organizing visits for the elementary students to enjoy. The students thoroughly enjoyed Daniel Jude Miller's visit. Mrs. Volpicelli informed the Board that 3<sup>rd</sup> Grade won the October attendance challenge, and they enjoyed an ice cream party. She provided the Board with the Elementary School attendance rates for the first quarter.

<b>Grade Level</b>	<b>Attendance Rate (%)</b>
Pre-Kindergarten	93.36%
Kindergarten	96.17%
1st	95.30%
2nd	97.55%
3rd	97.88%
4th	96.70%
5th	97.25%
6th	96.92%
Total	96.49%

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

Mr. Ahart spoke of the Volleyball team's success. He stated that Coach Pam Quinlan and the team have had a great year thus far. They won the Section IV Class D Championship and will be heading to Glens Falls next for the State Championship. Mr. Ahart thanked the spectators who have come out to support the volleyball program this year and throughout their playoff run. He has received multiple comments about how supportive the Candor volleyball spectators have been and how their actions have been a great show of sportsmanship and class. Mr. Ahart stated that it all starts with Coach Quinlan because she has high expectations for her team and the fans.

Mr. Ahart thanked the Candor Booster Club for the support they have provided to programs so far this year. They have been accommodating to the officials, spectators, and teams throughout this fall and will continue to do so this winter. The Booster Club volunteers work many hours for the benefit of school programs, and the Athletic Department would like to express appreciation for their work. Mr. Ahart and Mr. Aman met with Vonnie Quick, the Booster Club President, this month to thank her for these supports. They wanted to meet and open the lines of communication between the District and the Booster Club, so they both knew what to expect moving forward in regards to how the Booster Club and District will work together to support student-athletes. As it stands now, each program has an opportunity to ask the Booster Club for support as they see fit. The Booster Club then votes on those requests at their monthly board meetings. One of the ongoing traditions that the Booster Club supports is the donation of the parent flowers for all of the seniors on their team's senior night.

Additionally, this year, the Booster Club has supported the football program (modified and varsity) with team-wear that they have requested. Winter coaches have expressed interest in seeking support from the Booster Club. They are currently waiting on approval from the Booster Club Board on those requests.

Mr. Ahart informed the Board on updates to the baseball field. The District has recently rebuilt a pitcher's mound on the baseball field and rebuilt the home-plate area. The previous mound was not suitable to play on another year, as it was worn out and unsafe for the student-athletes. There is more to building a mound than one might think, the mound construction is built using hundreds of clay bricks to form the foundation and general shape of the mound and allows the mound to hold its shape and durability over a longer period of time. Home-plate was rebuilt with the same bricks to limit the holes created by the batters digging their feet in, inside the batter's boxes. They are currently letting the mound sit, and the clay bricks absorb moisture to harden and form a solid foundation, then they will be installing infield baseball mix to finish the job.

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Mr. Ahart thanked the Buildings and Grounds crew, Lonny Seeley, Eric Paluch, and Harry Vasquez, for their work on this project and assisting Andre and Son with the installation.

Mr. Ahart updated the Board on the spring season teams. He stated that the Candor and Spencer-Van Etten Steering Committee will be proposing their respective Boards to merge the JV and Varsity baseball teams for the 2020 season.

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

Mrs. Nichols informed the Board of Crew and her visit to East High, Rochester City School District. On Tuesday, October 22<sup>nd</sup>, a District team spent a day at East High, which is within the Rochester City School District. East High is in its fifth year of using “Family Group” with students in grades six through twelve. Their stated purpose for “Family Group is for all to feel a sense of belonging through positive relationships, to develop healthy habits, and to empower all to have a voice.” Mrs. Nichols stated that being able to observe a successful model of Crew is invaluable, as Candor continues to study it for District implementation. Mrs. Nichols thanked East High for hosting them and Kate Handy and Neil Farley for representing their respective buildings on the visit.

Mrs. Nichols spoke of the Superintendent’s Conference Day on October 25<sup>th</sup>. She stated that the staff had a great day of learning. The following sessions were presented, which align to the district goals and/or initiatives:

*The Library of Things* (Technology) - Demonstration of a variety of “gadgets” that can be loaned from TST BOCES.

*“Vulnerability”* (SEL) - Presentation and discussion of a TedTalk by Brene Brown on the importance of creating safe spaces for people to share their true selves in order to feel connected.

*Creating Engaged Readers* (Literacy) - A hands-on workshop focused on the Power of Purpose, Close Reading Strategies, and Annotating Text.

Mrs. Nichols thanked Matt Gelder, Beth Gance-Virkler, Jason Banks, the PE department, District Office Staff, and the Food Service Staff for their additional help in preparing for the day. And the entire staff for their positive attitudes and participation.

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

Mr. Gelder informed the Board that a team of faculty and staff would be attending the NYSCATE Conference in Rochester.

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

Mrs. Carling provided the Board with a chart that shows the miles driven by the Candor fleet last year.

<b>Total mileage driven</b>	<b>320,330 miles</b>
<b>Number of students transported in 18-19</b>	<b>650 students</b>
<b>Field Trips, Athletics, Private Schools</b>	<b>25,691 miles</b>
<b>TST Smith School mileage 2019 Summer</b>	<b>4171 miles</b>
<b>BT BOCES 2019 Summer</b>	<b>3491 miles</b>
<b>GST BOCES 2019 Summer (foster care student)</b>	<b>4031 miles</b>

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Mrs. Carling congratulated the Candor Volleyball team on their success.

Mrs. Carling stated that she is grateful for all that Rob Truss and the drivers do every day to keep the students safe. She thanked everyone who continues to support her in her transition to the Transportation Department.

Mrs. Carling informed the Board she is currently in the middle of a 19-A audit.

**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 he knows winter is coming when he has had to call Robinson's for salting the parking lot at the bus garage. He stated that the Buildings and Grounds crew finished the fall jobs before the snow. All machines were prepped for winter, as well as Andre & Son bringing the first load of salt product for the upcoming winter months.

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

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

Mr. Kisloski provided the Board with a draft and first reading of the District's Sexual Harassment Policy. This will be the first entry into the revised policy manual. He stated that it is a little longer than he would like to see the other policy entries, but as this is required by the State and any infractions will involve the District's insurance carrier, he decided it would be best to use the policy wording recommended by NYSIR, the District's insurance carrier.

Mr. Kisloski spoke of the resolution to be the Lead Agency and the Negative Declaration finding of the Short Form Environmental Assessment Survey. The replacement of the first-floor windows and doors (Technology wing) does not cause any conditions detrimental to the environment, and the footprint of the facility will not be expanded.

Mr. Kisloski stated Matt Gelder and other interested parties (the technology team) have prepared the first Smart School Investment Plan (SSIP). This will enable the District to access the Smart Schools Bond Act (SSBA) money for future technology purchases. An important factor of the SSIP is that it creates some "annual budgetary relief," however, it allows the District to access the SSBA money for Pre-K classroom renovations if a decision is made to not move forward with a small Capital Project. An evaluation of Capital maintenance and improvement needs will become clearer later this year when Hunt A & E completes the District's Building Condition Survey.

**Board Comments:**

Michael Blake thanked Linda Padgett for the information from the NYSBBA Conference. He thanked Sue Heavenrich for the information on upcoming events at the Candor Free Library.

Raymond Parmarter stated that he attended the Elementary Open House and said that the kids just love it there. He also attended the High School Drama production and thought that the kids did an outstanding job. Mr. Parmarter stated that he attended the Pool Play for Volleyball and was really impressed with the way the team works together.

**Recognition of Visitors:**

President Raymond Parmarter acknowledged the visitors present. No further comments were made at this time.

**Adjournment:**

President Parmarter announced the meeting adjourned at 9:10 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board