

February 14, 2022

CALL TO ORDER

The regular meeting of the Board of Education of the Parishville-Hopkinton Central School District was called to order at 6:02 P.M. by President J. McGill in the Cafeteria on the above date.

Noted mike was resigning from Board. Passed his letter around.

ROLL CALL

Present: A. Guiney, H. Liebfred, J. McGill, T. Morrison, W. Remington, C. Snell, J. Sullivan, J. Yette, and Dr. Collins.

Absent: M. Tremper.

Others: C. Ayers, S. Coffin, K. Cruikshank, N. Derushia, R. Eakins, and S. Latimer.

QUORUM

Quorum of five established.

QUESTIONS FROM PUBLIC AND PRESS

None.

STUDENT/TEACHER RECOGNITION

K. Cruikshank said January saw the return of Paw Tickets, whereby students are nominated by teachers or other students for exhibiting an action pertaining to the twenty-four character strengths of the Positivity Project. She said student that earn Paw Tickets are given a pencil and a sticker. The ticket is then placed on the cork board in the main entrance area. At the end of the month, two names are chosen at random and the winners receive a larger prize, such as Panther Gear or gift certificates. Mrs. Cruikshank stated the Paw Ticket winners for the Month of January were Zachary Young and Mia Snyder.

Dr. Collins noted that when two students are contenders for Valedictorian or Salutatorian and their averages are within one point of each other, both students will earn the title. Dr. Collins announced Audrey McGill as the Class of 2022 Valedictorian. He said co-Salutatorians Leland Blevins and Megan Taylor's academic averages were within a third of a point of one another. The Superintendent said the students will be informed of their achievements tomorrow morning.

No. 2022-176 APPROVE CONSENT AGENDA

Motion made by W. Remington and seconded by J. Yette to accept the recommendations on the consent agenda of February 14, 2022 as follows:

- ♦ Minutes of January 10, 2022 Regular Meeting and January 20, 2022 Special Meeting.
- ♦ Adopt the Board Policy Sale and Disposal of District Property (#5250). This is the second reading of this policy as required for Policy adoption.
- ♦ Approve the following schedules for audit and payment for January, 2022:

General Fund.....	\$1,019,080.94
School Lunch Fund.....	7,208.13
Federal Fund.....	63,656.15
Scholarship Fund.....	-0-
Trust & Agency	134,592.94
Capital Fund.....	-0-
- ♦ Approve the Treasurer's Reports showing an available balance on hand as of December 31, 2021, as follows:

General Fund.....	\$97,339.27
General MMA.....	384,527.46
General - NYCLASS.....	2,200,763.26
Workers' Compensation Reserve - NYCLASS	211,014.10
Unemployment Insurance Reserve - NYCLASS.....	140,418.84
Future Retirement Reserve - NYCLASS	723,439.33
Compensated Absences Reserve - NYCLASS	574,236.37
Employment Reserve (TRS) - NYCLASS.....	184,639.11
Capital Reserve - NYCLASS.....	400,787.44
School Lunch Fund.....	0.04
School Lunch Savings.....	-0-
Special Aid (Federal Fund)	(604.73)
Capital Fund	65,653.10
Trust & Agency Fund	44,274.43
Payroll Fund.....	221.69
Scholarship Fund	450.05
Scholarship Savings - NYCLASS	31,793.03
Debt Service - NYCLASS	70,025.37
Extra-Class Activities Fund.....	72,706.10

- ◆ Approve the Treasurer’s Reports showing an available balance on hand as of January 31, 2022, as follows:

General Fund.....	\$138,769.85
General MMA.....	184,529.68
General - NYCLASS.....	1,368,455.97
Workers’ Compensation Reserve - NYCLASS	211,020.35
Unemployment Insurance Reserve - NYCLASS.....	140,423.07
Future Retirement Reserve - NYCLASS.....	723,460.96
Compensated Absences Reserve - NYCLASS	574,253.46
Employment Reserve (TRS) - NYCLASS.....	184,644.65
Capital Reserve - NYCLASS.....	400,799.46
School Lunch Fund.....	3,840.39
School Lunch Savings.....	-0-
Special Aid (Federal Fund)	(604.70)
Capital Fund	68,960.72
Trust & Agency Fund	55,445.52
Payroll Fund.....	221.69
Scholarship Fund	450.05
Scholarship Savings - NYCLASS	31,793.96
Debt Service - NYCLASS	70,027.49
Extra-Class Activities Fund.....	74,432.34
- ◆ Authorize the Business Manager to make the necessary budgetary transfers as attached for the Month of January, 2022.
- ◆ Accept the Budget Reports for the Month of January, 2022, covering the periods from July 1, 2021, through January 31, 2022, respectively, as presented.
- ◆ Approve 2022-2023 Fuel purchases at fixed prices (Plan “B”) from Mirabito Holdings, Inc. for the following: Fuel oil at the fixed price of \$1.8442 per gallon, and Ultra-low Sulfur Diesel at the fixed price of \$2.777 per gallon or \$3.0377 per gallon (Kerosene); and from MX Fuels for LP Gas/Propane (for the School Kitchen, School Boiler, and Tech Shop) at the fixed price of \$1.4901 per gallon. Unleaded Gasoline will be purchased from Kunoco on the fluctuating market for the 2022-2023 school year. These prices will be effective July 1, 2022, continuing through June 30, 2023.
- ◆ Approve the independent Title I services of Katherine Lynch.
- ◆ Approve the recommendations of the CPSE for two students and of the CSE for twelve students, as attached.

8 in favor, 0 opposed, Carried.

REVIEW OF 2021-2022
BOARD OF EDUCATION
GOALS

S. Coffin reminded the Board that there were three goals for the 2021-2022 school year. Each goal was discussed individually.

1. Literacy Goal

This goal will focus on improving language arts skills building-wide. Decades of educational research point to students who can “crack the code” to reading and read at, or above, grade level by grade 3 dramatically improving their ability to access content across all curricula. The following action steps will be taken in pursuit of language arts achievement across all content areas and grade-levels:

- *Make a sustainable shift in our underlying expertise regarding literacy instruction. Literacy will become job number one, after safety.*
- *Shift literacy instruction being perceived as exclusively the job of ELA and Reading teachers to be important across all content areas and grade levels.*
- *PHCS, in partnership with Colton-Pierrepoint, will adopt the KEYS TO LITERACY training. More than a literacy program, KEYS TO LITERACY teaches educators the research based components or “keys” to any successful literacy program.*
- *After 3 years, the PHCS staff should be discerning consumers and expert enough to discern proven strategies from those that have not been shown to be successful, regardless of the reading program.*
- *PHCS and CPCS will pull together a literacy leadership team, including administrators, as the first trainees on how to successfully role out KEYS TO LITERACY training.*
- *Teachers will participate in professional learning opportunities that will enhance student achievement in the area of written language and support the rollout of Next Generation ELA standards.*

S. Coffin said the District was currently in the first year of what will be a multi-year rollout of steps pertaining to this goal. He said an analysis of the District’s current literacy program (UPK-Grade 12) is being finalized. He said a small group of faculty collected information regarding professional development for staff, student data, and benchmark assessment results. He said the District is not only

examining the area of literacy, but across the curriculum to determine gaps in literacy instruction. He said professional development has been set, and next year is loosely planned. Mr. Coffin said staff will be broken into groupings to target the weakest areas of instruction first. He said the next in-house staff development day will address Literacy all day. He said the District will be working with Colton-Pierrepoint Central School District moving forward. S. Coffin noted that though the two schools are slightly different, they have similar gaps in literacy. He stated he is pleased with the progress of this goal at the moment.

2. High Performance Work Systems (Staff Empowerment)/Climate & Culture

Making a cultural shift to where staff have more buy-in through shared objectives, collaboration, open communication, and leadership. When individuals are provided with meaningful roles in setting collective expectations, as well as having a voice in the decision-making process, it improves their investment in the outcomes. PHCS's goal is not to have staff feel that they are carrying out directives that are done unto them but, rather, being brought in to the decision-making process with agency to make improvements.

PHCS recognizes that a significant amount of learning takes place between staff members and, to this end, will encourage "cross pollination" opportunities for new and veteran staff alike to observe each other's classrooms and the instructional spaces of educators in other school districts with meaningful follow-up discussions.

PHCS recognizes the power of staff committees and teams to improve understanding/communication, increase investment in outcomes, increase trust, increase efficiency, and increase engagement. Some examples of PHCS committees/teams include:

- *The Building Team*
- *The Mentoring Team*
- *The Panther Paws Community Outreach Committee*
- *The Technology Committee*
- *The Wellness Committee*

Definition: "A high-performance work team is a group of highly skilled people working in cross-functional areas and who focus on achieving a common business goal. The team is aligned with and committed to shared values and vision and works towards a common objective. This highly effective team is innovative in problem-solving and is known for displaying a high level of communication and collaboration, delivering consistent and superior results."

The Principal said several various committees have been formed to eye different building systems. He said the student handbook, daily schedule, and instructional time are being looked at by the Building Team. Mr. Coffin stated one of the District's most important committees concerns the mentoring of new teachers. He said a handbook is being developed and is expected to be an available resource in the fall. He said professional development opportunities are again being offered in-person, particularly the Effective Teaching seminar for new teachers. S. Coffin said teachers hired within the last two years were considered "new". He said the Technology Committee is shifting its focus from acquisition of technology devices to curriculum integration. He said the new standards for integrating technology in the classroom and teaching digital citizenship are now part of the curriculum. The Principal stated the Wellness Committee is assisting the Reimagining School Lunch Committee in making positive changes to school lunches based upon required nutritional standards. S. Coffin said he is satisfied with the committees' endeavors. He said in some cases, faculty are working through protocols and developing plans that are going to be used for years to come. He said this takes time. He said though tenth period is often encumbered with committees and meetings, the investment of time and effort will pay dividends down the road.

3. Technology Integration Goal

PHCS recognizes that technology is constantly changing. The District will foster a culture of continuous learning among student and staff to address skill gaps. PHCS will strive to provide teachers with instructional technology and develop their capacity for using instructional technology to improve instructional effectiveness, student engagement, tracking student progress, and assessing student achievement. The District will support this goal by:

- *Increasing opportunities for instructional technology coaching (double from 2020-2021)*
- *Asking the District Technology Committee to provide guidance as teachers leverage technology to provide opportunities for students to learn and practice 21st Century Skills such as collaboration, creativity, problem solving, and communication.*
- *Using technology to improve school safety.*
- *Using technology to better communicate with school stakeholders.*

- *Using technology to streamline human resources and business office processes by moving toward a paperless system.*

S. Coffin noted because of the increase in technology integration, the District had increased its instructional technology coach, Jason Snyder, by one day per week this year. He said Nathan Derushia and his crew are installing seventeen new classroom display boards. He said new teacher devices have also greatly increased classroom technology. Mr. Coffin said J. Snyder then works with teachers individually as the classrooms are integrated, instead of needing to wait for a district-wide rollout.

The Principal said there have been a number of behind-the-scenes programs intended to streamline processes for the District's human resources. He said a program via Frontline is being integrated to automate faculty and staff absences and contacting substitutes for openings. He said the District purchased routing software for bussing. S. Coffin said these programs require an incredible amount of time initially, but will lead to efficiency and time-savings later. He said to improve safety, all areas of the school, inside and out, are now covered by security cameras. He said almost all exterior doors now have the pad for swipe card access. Mr. Coffin said these changes are on schedule, and are progressing as quickly as they can. He said a great deal of these improvements were possible because of federal COVID-19 relief money that the District would have otherwise not been able to access.

DISTRICT UPDATES

Dr. Collins stated Parishville-Hopkinton Central School District is one of twenty schools that subscribe to the St. Lawrence-Lewis BOCES school lunch service. He said that as a result of the viral Facebook post alleging lackluster lunches at the school, a Reimagining School Lunch Committee was formed. He said an initial meeting of the group was held successfully. At that discussion, Arty Frego spoke about non-variables in school meals – these are the components school districts cannot change such as caloric and nutritional requirements and portion sizes. Dr. Collins said the group will focus on what can be changed and controlled. He said the second meeting will be held this Thursday. He noted that two Board members serve on the committee.

The Superintendent shared that Nathan Derushia has been working with Siemens, and that the new boiler's burner issues have been resolved. He said as of this meeting, the boiler is no longer going into alarm unnecessarily. Though there have been ongoing frustrations, Dr. Collins commended N. Derushia for outstandingly working through the issues.

Dr. Collins indicated the District's region of the State is still in double-digits concerning the percentage rate of positive COVID-19 cases, but that the number is gradually decreasing. He said now a day or two passes with no positive cases of those tested in the District. He did say, however, that cases typically rise following a weekend. The Superintendent said while face masks are now optional for businesses, they are still required in schools. He said he hopes to see new direction from the Governor and Public Health one way or another.

The Superintendent of Buildings & Grounds and Transportation said discussions on door hardening are in the works once again. He said the District will front the funding, and receive a portion of it back as aid the following school year, typically around 78 percent, with an additional 10% from the NY Safe Act. N. Derushia said this project will kick off in phases like a capital outlay project. He said the District's project will start with \$50,000 one year, and then \$50,000 in the next school year. He said the aid received will help offset the project in future years.

N. Derushia said there will be another round of window replacement as part of the 2022-2023 Capital Outlay Project. He said the District should be able to install a few more windows than in the current year's project. N. Derushia said he spoke with Megan Vanderbook regarding where to begin with the Safe Act. They determined the District will start with the areas needing the most security, such as the exterior doors, and then to prioritize the interior doors. He said there will likely be lever-style door handles in the elementary classrooms. Mr. Derushia said the first floor would need the most securing.

Dr. Collins said some funding as part of the Smart Schools Investment Plan has seen the installation of a lock down system at the District. He said there are now blue lights in the hallways that strobe when the system is activated, much like when a fire alarm is pulled. He said anyone will be able to initiate a lockdown,

and that the school telephones in any room will also commence a lockdown. The Superintendent said that though there are number of peripheral bars and locks on the market that can keep doors closed, schools can only change door hardware so that they comply with fire codes.

No. 2022-177
COACHING/ADVISOR
APPOINTMENTS FOR 2021-
2022 (REVISED)

Based on the recommendation of the Superintendent, Motion made by W. Remington and seconded by T. Morrison to appoint Jeremy Zenger Boys' Varsity Baseball Unpaid Volunteer Coach. Dr. Collins noted Elizabeth White had declined to coach Girls' Modified Softball and was withdrawing from her appointment. 8 in favor, 0 opposed, Carried.

No. 2022-178
MASTER SUBSTITUTES LIST
FOR 2021-2022 (REVISED)

Based on the recommendation of the Superintendent, Motion made by W. Remington and seconded by T. Morrison to approve the revised 2021-2022 master substitute list en masse. Dr. Collins said eleven new candidates [Marie Amell – Any; Katharine Cowen – 5-12 Teacher; Grace Kime – PreK-12 Teacher, Teaching Assistant; Charlotte LaBonte – PreK-12 Music Teacher; Ashley Powell – PreK-12 Teacher, Teaching Assistant; Deborah Regan – PreK-12 Teacher, Teaching Assistant; Emma Rutley – 5-12 Teacher, Teaching Assistant; Kayleigh Siebels – Any; Daysia Wagner – PreK-12 Teacher; Julia Watson - 6-12 Teacher; and Makinley Wright – Any] expressed interest in substituting in the District since the last Board meeting. 8 in favor, 0 opposed, Carried.

No. 2022-179
BOARD POLICIES
(1ST READING)/
(#4710)/(#5670)/(#6690)/
(#8130)/(#8410)

Motion made by W. Remington and seconded by T. Morrison to approve en masse the first readings of the five following Board Policies: Grading Systems (#4710), Records Management (#5670); Audit Committee (#6690); School Safety Plans and Teams (#8130); and Student Transportation (#8410). Dr. Collins said through NYSSBA's policy review, there was language recommended that the District incorporate into a number of the policies presented. He said the revised language did not change the spirit of the policies. The Superintendent also noted the District's records management schedule has been changed to the standard municipality and school schedule instead of the supplanted Education Law schedule. 8 in favor, 0 opposed, Carried. Records management schedule has moved over to standard municipality and school schedule instead of education schedule.

No. 2022-180
RESCINDMENT OF BOARD
POLICIES/
(#5572)/(#5675)/(#5681)/
(#5710)/(#5720)

Motion made by W. Remington and seconded by T. Morrison to rescind the following five Board Policies en masse: Audit Committee (#5572); Student Grading Information Systems (#5675); School Safety Plans (#5681); Transportation Program (#5710); and Transportation of Students (#5720). 8 in favor, 0 opposed, Carried.

BUDGET DEVELOPMENT
COMMITTEE

Dr. Collins asked Board Members if they would like to serve on a 2022-2023 School Budget development committee. He said if there were fewer than five members on the committee, the meetings would be considered work sessions and would not need to involve the full Board. J. McGill, T. Morrison, and W. Remington volunteered to serve on the committee. The first meeting will be held on February 28th at 6:00 P.M. in the Cafeteria.

A. Guiney and R. Eakins left the meeting at 6:35 P.M.

PRINCIPALS' UPDATES

K. Cruikshank shared that staff and students at PHCS participated in Global School Play Day on February 2nd. She said though this day is typically geared toward elementary students, PreK-12 students and faculty collaborated in outdoor play. She said the need for and therapeutic benefit of unstructured play was made obvious that day.

The Assistant Principal said she attended the Robotics Team's competition this past weekend. She said it was her first time viewing such an event. She said it was an amazing experience and that she learned a great deal about the team from the students. She acknowledged the students and advisors for the time and effort they put toward the competition.

Mrs. Cruikshank said that she and teachers would like to see a return of Panther Pride assemblies in addition to the Paw Tickets. She said this would be one strategy to bring some normalcy to students. The Assistant Principal said students in K-Grade 4 will attend monthly assemblies based on the character strengths, and that she would like to recognize student achievements each quarter. K. Cruikshank said she will meet with Grade 5-8 teachers in developing student-led assemblies in the spirit of independence and responsibility. She said the first Elementary Panther Pride assembly will be held on Friday, March 25th.

S. Coffin stated the second semester is well underway, and that faculty are already looking ahead to schedules for next school year. He said a fill course review is being conducted currently, and that he will be meeting with each department to look at elective courses. Mr. Coffin said some students were placed in accelerated math and science classes three or four years ago, and that planning electives for those students as they become Juniors and Seniors is a priority. He said offering a breadth of opportunities is a common aim for PHCS.

The Principal spoke to the current state of the District's CRRSSA and ARP funding. He said those two pots of money has been set aside for new classroom furnishings, and that the furniture has been arriving intermittently. S. Coffin said the District is slated to order PreK through Grade 3 and two middle school classrooms' new furniture. He noted the furniture replacement is a phased process, and that Grades 4-6 will be next, followed by portions of the High School. Mr. Coffin said he is excited to see what Elementary classrooms will look like next school year. He said there is currently a four-month wait time for items ordered now. The Principal said desks have been lasting about sixty years at the District, and that this opportunity to replace the existing furniture will benefit the school for decades to come. He explained furniture replacement generally cannot be undertaken in a capital project.

Mr. Coffin said the regular Winter athletics season ends tomorrow. He said seeding meetings will be held tomorrow night. The Principal said he expects all of the first playoff games to be "Away".

INFORMATION

The Board received a list of upcoming events of interest.

BOCES ANNUAL MEETING

Dr. Collins informed the Board that the BOCES Annual Meeting will be held April 7, 2022 at 5:45 P.M. He said at this meeting Mr. Burns will present the BOCES Administrative Budget. Dr. Collins noted the District's Board of Education would vote on the budget and BOCES board member candidates at the regular meeting on April 25, 2022. Dr. Collins asked that Board members let him or S. Latimer know if they would like to attend the BOCES Annual Meeting by March 21st.

TENTATIVE SPECIAL
BUDGET MEETING
WORKSHOPS

J. McGill noted that the first Budget Meeting Workshop will be held at 6:00 P.M. February 28th in the Cafeteria, with additional meetings tentatively scheduled for March 7th, March 14th, March 21st (at 5:30 P.M. preceding the Regular Meeting), March 28th, and April 11th in the Cafeteria.

No. 2022-181
EXECUTIVE SESSION

Motion made by W. Remington and seconded by T. Morrison to go into Executive Session at 6:43 P.M. to discuss matters pertaining to the employment histories of particular employees. 7 in favor, 0 opposed, Carried.

At 7:08 P.M. the Board President announced that the regular meeting would reconvene.

No. 2022-182
ADJOURNMENT

Motion made by W. Remington and seconded by T. Morrison to adjourn at 7:09 P.M. 7 in favor, 0 opposed, Carried.

School District Clerk