

Board of Education, Regular Meeting
Thursday, February 16, 2023

CALL TO ORDER:

A regular meeting of the Board of Education was held in the High School Library and was called to order by Board President Hannah Murray at 6:12 pm, with the following additional board members present: Josh Soper, Kate Davenport, Nate Brace, Raymond Parmarter, and Brent Doane, as well as Superintendent Brent Suddaby.

ADJOURN TO EXECUTIVE SESSION:

At 6:12 pm, a motion was made by Kate Davenport, seconded by Nate Brace, to adjourn to executive session to discuss a particular personnel matter. All board members listed above were present, as well as Superintendent Suddaby. At 6:14 pm, Assistant Superintendent of Curriculum, Instruction, and Pupil Services Kimberleigh Nichols entered executive session to discuss the CSE/CPSE reports. Mrs. Nichols exited executive session at 6:24 pm.

RETURN TO REGULAR SESSION:

At 6:55 pm, Josh Soper made a motion, seconded by Nate Brace, to return to regular session. The motion carried unanimously. All board members listed above were present, as well as Superintendent Brent Suddaby, Elementary Principal Peter Ahart, Assistant Superintendent of Curriculum, Instruction, and Pupil Services Kimberleigh Nichols, Director of Instructional Technology Matt Gelder, School Business Official Christine Pierce, and Board Clerk Kathlyn Hinkle.

The Pledge of Allegiance was said to begin regular session.

TST BOCES BUDGET PRESENTATION:

Dr. Jeffrey Matteson and David Parsons from TST BOCES presented the 2023-2024 TST BOCES Budget to the Board.

CSE/CPSE REPORT ACCEPTED:

A motion was made by Raymond Parmarter, seconded by Nate Brace, to accept the CSE/CPSE reports as presented. The motion carried unanimously.

MINUTES APPROVED:

A motion was made by Josh Soper, seconded by Kate Davenport, to approve the minutes of the Regular Meeting held on January 19, 2023, as presented, with the addition of information regarding the sports mergers requested by Board President Hannah Murray. The motion carried unanimously, with Raymond Parmarter and Brent Doane abstaining.

TREASURER'S REPORT ACCEPTED:

A motion was made by Nate Brace, seconded by Brent Doane, to accept the Treasurer's report for January 2023, as presented. The motion carried unanimously.

BUDGET TRANSFERS ACCEPTED:

A motion was made by Raymond Parmarter, seconded by Brent Doane, to accept the Budget Transfers report for February 2023, as presented. The motion carried unanimously.

WARRANTS ACCEPTED:

A motion was made by Josh Soper, seconded by Nate Brace, to accept the following Warrants for January 2023, as presented: General Fund #27, Federal Fund #10, and School Lunch Fund #8. The motion carried unanimously.

RECOGNITION OF VISITORS:

Board President Hannah Murray acknowledged the visitors present, Linda Padgett and Jessica Spaccio. Mrs. Padgett informed the Board that TST BOCES sent 37 students to Morrisville for the Skills USA program, which was a great success. The 10th-grade orientation is currently happening. Mrs. Padgett encouraged the Board to visit TST BOCES to see the programs firsthand.

REGULAR MEETING, FEBRUARY 16, 2023

Jessica Spaccio informed the Board that the PTSA recently held a high school dance and a 5th & 6th-grade dance. Both dances had great attendance. For the 5th & 6th grade dance, all but 12 students attended.

CONSENT AGENDA:

Upon the recommendation of Superintendent Suddaby, a motion was made by Josh Soper, seconded by Kate Davenport, to approve the following personnel items, pending fingerprint-supported criminal history background checks, where applicable*:

Resignations:

Accepted the resignation from **Kristen Myers** as the Elementary School Nurse, effective February 3, 2023, with regret.

Accepted the resignation from **Michael Swartz** as the Varsity Softball Coach for the 2023 season, effective February 16, 2023, with regret.

Creation of a Part-Time Teacher Aide Position:

Approved the creation of an additional Part-Time Teacher Aide position for additional student support at the Elementary School in various classrooms. This position will be effective February 27th, 2023 through June 21st, 2023.

Recommended Appointments:

Approved the appointment of **Erin (Thomas) Foster** as a Long-Term Substitute Teacher for the Special Education Department, effective January 30, 2023 (retroactive), through the end of the 2022-2023 school year. Salary and benefits will be in accordance with the 2022-2023 Substitute Teacher Pay Schedule.

Approved the appointment of **Sarah Murray*** as a Part-Time Teacher Aide, effective February 27, 2023, with a salary of \$14.20/hour for hours worked, no benefits, in accordance with the 2022-2023 Candor Employees Unit Contract.

Approved the appointment of **Abbey Quick*** as a Part-Time Teacher Aide, effective February 27, 2023, through June 21, 2023, with a salary of \$14.20/hour for hours worked, no benefits, in accordance with the 2022-2023 Candor Employees Unit Contract.

Approved the appointment of **Esther Woods** as a Full-Time Elementary School Nurse, effective February 17, 2023. Salary will be \$48,366.18 (prorated), with benefits in accordance with the 2022-2023 Candor Employees Unit Contract.

Approved the appointment of *Substitute Teachers* for the 2022-2023 school year, with salaries in accordance with the 2022-2023 Substitute Teacher Pay Schedule:

1. **Noelle Bartolis:** B.S. Management/Finance (EL & HS)

Approved the appointment of *Non-Instructional Substitutes* for the 2022-2023 school year, with salaries in accordance with the 2022-2023 Non-Instructional Substitute Pay Schedule:

1. **Noelle Bartolis:** Substitute Teacher Aide
2. **Laura Richards** - Substitute Custodial Worker

Approved the appointment of *Extra-Curricular Activities* for the 2022-2023 school year, with salaries in accordance with the 2022-2023 Extra-Curricular Pay Schedule:

1. Volunteers:
 - a. **Micah Williams*** - Varsity Track
 - b. **Ricky Neild** - Varsity Baseball
 - c. **Cyndy Hynes** - Varsity Softball
2. **David Crow*** - Modified Wrestling Coach
3. **Stacey Quinn** – Varsity Softball Coach

REGULAR MEETING, FEBRUARY 16, 2023

Leave of absence – Seidel

Approved the request from **John Seidel** for a leave of absence as a 2nd Shift Full-Time Custodial Worker, effective February 20, 2023, through March 6, 2023. These dates are tentative, pending instructions from his physician. Mr. Seidel will be using his available sick time during this time.

Amended 2022-2023 Non-Instructional Substitute Pay Schedule

Accepted the Amended 2022-2023 Non-Instructional Substitute Pay Schedule, as presented.

2022-2023 Capital Outlay Project Bid Acceptance (stairs)

Four bids were received by the deadline for the General Construction work for the 2022-2023 Capital Outlay Project. The bids received were from:

Boland Excavating & Topsoil Inc:	\$ 97,700.00
Rock Boulder, Inc:	\$124,898.50
F.E. Jones:	\$127,000.00
Broome Bituminous	\$127,740.00

Upon the recommendation from Mr. Suddaby, the Board accepted the bid from **Boland's Excavating & Topsoil, Inc.** for the 2022-2023 Capital Outlay Project, as presented, with the following resolution:

"RESOLUTION ACCEPTING BID AND AUTHORIZING THE AWARD OF CONTRACT WITH CERTAIN CONTINGENCIES, CANDOR CENTRAL SCHOOL DISTRICT, CANDOR, NEW YORK

WHEREAS notice to bidders has been duly given as required by law for General Construction Work for the Candor Central School District 2022-2023 Capital Outlay Project (the "General Construction Work"), as described in the plans and specifications prepared by King & King Architects; and

WHEREAS there has been filed with the Clerk of the District in response to the notice four bid proposals for providing the specified construction with the required bid bond accompanying each proposal; and

WHEREAS the bid from Boland's Excavating & Topsoil, Inc. ("Boland") is the best and lowest responsible bid for the designated public improvement.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE CANDOR CENTRAL SCHOOL DISTRICT.

Section 1. That any irregularities associated with the submittal of bids for the General Construction Work are hereby waived.

Section 2. That the bid from Boland is hereby accepted for the Base Bid of \$97,700.00, and that the contract is now awarded subject to the following contingencies:

- a) receipt of a Performance Bond and a Labor and Material Bond in the amount of 100% of the bid award amount, in a form satisfactory to King & King Architects.
- b) receipts of Accord Insurance Certificates in a form satisfactory to King & King Architects.
- c) Execution of an AIA-A101 Owner-Contractor Agreement in a form satisfactory to King & King Architects.

Section 3. The President of the Board of Education, Superintendent, and Clerk of the District, are hereby authorized and directed to execute all necessary documents with Boland for the General Construction Work as is herein referred to."

Board Policy No. 5330 (High School Credit for College Courses) Adoption

Adopted Board Policy 5330: High School Credit for College Courses, as presented

REGULAR MEETING, FEBRUARY 16, 2023

Amended Board Policy 5070 - Wellness - 1st Reading

Accepted the draft version of the Amended Board Policy 5070: Wellness, as presented, as a first reading.

Clerks and Inspectors for the 2023 Capital Project Vote

Approved the following as clerks and inspectors for the 2023 Capital Project Vote:

Clerks: Leslie Thomas, Taylor Green, Jackie Winnick, Kathlyn Hinkle, with Ginny Hallett as an alternate.
Inspectors: Cheryll Berg, Seamus Enright, Sue Heavenrich, Carol VanEpps, Cindy Swartz, Karyn Little, with Lila Hall as an alternate.

Paper Bid Acceptance

Paper bids for the 2023-2024 school year supply were opened on Wednesday, February 1, 2023, at 2:00 pm by District Clerk Kathlyn Hinkle and Superintendent Brent Suddaby. Two bids were received; they are as follows:

- 1.) Contract Paper Group, Inc., Cuyahoga Falls, O.H. - \$8,440.00
- includes delivery (by mid-March)
- a sample was provided
- 2.) W.B. Mason Co. Inc., Syracuse, N.Y. - \$8,280.00
- did not include delivery information
- did not provide a sample

Upon the recommendation from Mr. Suddaby, based on all of the information provided and past experience with both companies, the Board accepted the bid from **Contract Paper Group** for the 2023-2024 paper supply, as presented.

Acceptance of Amended Corrective Action Plan - Regular Audit

Accepted the Amended Corrective Action Plan for the independent audit for regular funds, as presented, with the following resolution.

"RESOLVED, that the Board of Education accepts the Amended Corrective Action Plan for the Management Letter Comments related to the June 30, 2022 independent audit for Regular Funds performed by Mengel, Metzger, Barr & Co., LLP."

Acceptance of Amended Corrective Action Plan - Extraclassroom Activity Funds

Accepted the Amended Corrective Action Plan for the independent audit for Extraclassroom Activity Funds, as presented, with the following resolution.

"RESOLVED, that the Board of Education accepts the Amended Corrective Action Plan for the Management Letter Comments related to the June 30, 2022 independent audit for Extraclassroom Activity Funds performed by Mengel, Metzger, Barr & Co., LLP."

The motion for all consent agenda items carried unanimously.

Administrator Reports:

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

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

Mr. Aman stated that the Candor Ambulance Squad is working with the High School to provide practical, experiential opportunities for students. Curtis Hammond, the Director of Operations for the Candor EMS, is committed to building the Jr. EMS program. Mr. Hammond is pushing into Health Services classes to share details regarding careers in EMS and has worked with Mr. Aman to develop a Junior Ride Along Program for interested students.

REGULAR MEETING, FEBRUARY 16, 2023

At this point, four students are participating, and they have developed a weekly rotation during school hours for students to go on ambulance runs. Mr. Aman appreciates the willingness of Mr. Hammond to extend this opportunity to students, which should serve as another way for students to explore potential careers.

Mr. Aman informed the Board that the High School staff is starting a mentor program in the high school to support students further. They recognize that students are struggling in many ways, academically and socially/emotionally. The purpose of the mentor program is to connect these students with a faculty member who can serve as a point person to support them as needed. Eva Collier (Jr. High Guidance Counselor) and Corinna Evancoe (H.S. Social Worker) are the ones who created this program and have organized a group of interested faculty to serve as mentors. Mr. Aman would like to thank Mrs. Collier and Mrs. Evancoe, as well as all of the faculty mentors who are willing to serve to benefit students in need.

Mr. Aman stated that the 2022-23 National Honor Society (NHS) Induction Ceremony will occur on March 9 at 6:30 in the high school auditorium. He is pleased to share that 15 students are being inducted into the NHS this year.

Elementary Principal Peter Ahart summarized his report to the Board.

Mr. Ahart shared a graph with the Board that showed the historical iReady data for the Elementary School and the results from the most current diagnostic.

Mr. Ahart informed the Board that at the beginning of March, the Elementary School will be granting all legal guardians access to the SchoolTool Parent Portal, allowing families direct access to their child's attendance information, recent grades (5th & 6th grade only), report cards, contact lists, and the following year's teacher assignment (posted in August). Next year's teacher assignments will not be sent home on paper. They will post it on the Parent Portal only.

Mr. Ahart stated that parent-teacher communication is a critical component of student success. Remind is a building-wide tool every teacher in the Elementary building uses to communicate with families.

- 25,264 messages were delivered to families in January.
- 265,466 messages were delivered to families in the last year (January 2022-January 2023).
- 407 parents are active users, 70% are using the Remind App.

Mr. Ahart informed the Board that the Elementary staff is currently in the process of reviewing a new math curriculum called Eureka Math² to implement next school year. They use the Engage NY Math Modules as the current curriculum. These modules are outdated (not aligned to the Next Generation Math Standards) or available this year on NYSED's website as free resources. The math committee is reviewing Eureka Math² with support from the Elementary's Math Specialist, Ed Sandtorv. A few initial benefits of Eureka Math² are below:

- Aligned to Next Gen Math Standards (Updated Common Core)
- Content aligned to the Math Modules, which means the transition for teachers is seamless.
- Each grade level has roughly 130-140 lessons (180 days of school)
 - The program prioritized the NYS Module content, combining and condensing lessons.
 - Additionally, about 30 days are allocated for responsive teaching and assessment.
- Several formative assessment options (real-time assessments).
- Additional practice opportunities for home.
- Digital lessons and interactives encourage student discourse, engagement and promote cooperative learning.
- Math context videos provide students with differentiated learning opportunities as they explore real-world math.
- Family Math and Practice Partners provide families with guidance on how to best support their children at home.
- Open-middle and open-ended tasks empower students to find their own solutions to problems.
- Hands-on math manipulatives provide students with kinesthetic learning opportunities and support multiple styles of learning.

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

Mr. Gelder provided the Board with the latest "Help Tickets" data.

REGULAR MEETING, FEBRUARY 16, 2023

Mr. Gelder informed the Board that the Cybersecurity and Infrastructure Security Agency (CISA), a part of the Department of Homeland Security, produced a report outlining the unique challenges K-12 institutions face and recommendations for school leaders. Knowing that Candor is not alone in these challenges and seeing that the schools have already taken many of the recommended steps to strengthen the cybersecurity posture was heartening. There is still much work to be done, and Mr. Gelder is hopeful that NYSED's Chief Privacy Officer will advocate for the funds and structures needed to protect student PII and other network resources. Mr. Gelder included the executive summary for the Board. The full report can be accessed at: bit.ly/3HKPYOj or www.cisa.gov/sites/default/files/publications/K-12report-24Jan23.pdf

Athletic Director/Director of Transportation Holly Carling's report to the Board.

Mrs. Carling was not present for the meeting. A summary of her written report to the Board is as follows.

Mrs. Carling stated that winter sports are wrapping up. Candor and SVEC athletes and coaches have had another successful season, and it has been a pleasure watching and cheering them on.

Mrs. Carling congratulated Grace Handy for being selected to attend the first-ever in-person NYSPHAA Student Leadership Conference on March 30 at the Hilton in downtown Albany. She will attend the all-day conference listening to two Key Note Speakers and having breakout sessions on College & Career Readiness, Name, Image & Likeness, and Characteristics of Servant Leadership, along with some other topics to be determined. Grace represents Section IV on the Student Athletic Advisory Committee and will be presenting with her co-student leaders in March in Binghamton. Well done, Grace!

Mrs. Carling informed the Board that the District has a 35-member mascot re-naming committee consisting of representatives from the community, students, faculty & staff, the Board of Education, and administration. The first meeting was Monday, February 13, 2023.

Mrs. Carling stated that she and Cathy Doane had the pleasure of meeting with the sixth-grade class to talk about Athletics, the sports for each season, and the process for signing up for a sport. The students had great questions and left with a folder for their parents detailing physical information and a brochure on each season with all the sports offered and sign up information. They plan to meet with them again in the spring when they do the initial sign ups for fall.

Mrs. Carling stated that starting next year, initial sign ups will occur much earlier than in the past. The IAC needs to know earlier in the year due to all of the work that goes into building schedules for teams, divisions, leagues, non-leagues, and officials. Determining earlier if Candor and Spencer-VanEtten will merge will help them decide which schedule needs to be built.

Mrs. Carling informed the Board that through the McKinney Vento program, several students are being transported out of the District daily as their living arrangements have changed. Due to the number of students on this run, the transportation department had to move things around a little bit so they could have a CDL B driver take a school bus for this run instead of a van.

Mrs. Carling stated that the daily routes have continued to expand since the beginning of the year. The District has 11 full-time drivers and many substitutes currently transporting to the following locations:

- 8 Regular AM/PM Runs
- TST BOCES- Ithaca, NY
- PTECH at TC3 - Dryden, NY
- Broome-Tioga BOCES - Binghamton, NY
- West Learning Center - Apalachin, NY
- McKinney Vento students
- North Spencer Christian Academy - Spencer, NY
- 1-hour instruction - Willseyville, NY and Owego, NY
- Sports Shuttle - Spencer, NY
- Cass Hill Farm - Candor, NY
- Plus, Sports & Field Trips

The drivers are traveling 1,229 miles per day (give or take a few), not including sports and field trips. That is equivalent to driving from Candor to Tampa, Florida. On average, the buses get 8-10 mpg.

REGULAR MEETING, FEBRUARY 16, 2023

Mrs. Carling stated that the transportation department is thankful for all the substitute drivers who drive almost daily. The department would not be able to cover the daily runs without help from all the subs. They are all greatly appreciated.

Assistant Superintendent of Curriculum, Instruction, and Pupil Services Kimberleigh Nichols summarized her report to the Board.

Mrs. Nichols provided the Board with a table that demonstrated the instructional priorities updates.

Mrs. Nichols informed the Board of the *Phonics for Reading* implementation. The *Phonics for Reading* series is a systematic, research-based instructional program that provides explicit instruction in phonics as well as phonemic awareness, fluency, and comprehension. It is a supplementary phonics program designed to teach decoding skills that are generally introduced in grades one through three. The schedule for implementing the program is as follows:

February 10

- Material overview with teachers
- Organize instructional groups, create pacing guides and instructional plans

February 10 & 13

- Complete placement inventory with each special class reading student

February 27

- Identify progress monitoring tools, dates for data collection and dates for data overview (P.D. with Jill Martinkovik, Literacy Specialist with the Mid-State Regional Partnership Center at Syracuse University)

Mrs. Nichols provided the Board with graphs that gave data from the Early Release Day activity, asking, "Which program objectives were achieved?" and "Which topics or aspects of the workshop did you find most interesting or helpful?"

Mrs. Nichols provided the Board with a chart showing the 3-8 ELA and ELA Regents proficiency levels compared to four other target groups.

School Business Official Christine Pierce presented her report to the Board.

Mrs. Pierce informed the Board that the Governor's office has released preliminary State Aid estimates.

Mrs. Pierce stated that the Business Office met with Orville Boden to review the District's health insurance costs for the first six months. Mr. Boden will update the monthly reports for the remainder of the year. After March, they will have more solid figures for 2023-2024 budget projections and premiums. They expect an increase in the health insurance budget for 2023-2024.

Mrs. Pierce informed the Board that she received the recalculated TST Worker's Compensation Consortium rates. There will be a reduction in the district contributions. Based on the savings for Candor, the District plans to continue in the consortium for 2023-2024. They will give notice again in June in order to investigate rates and evaluate the District's participation for the following year.

Mrs. Pierce stated that she included Amended Corrective Action Plans (CAP) in the Consent Agenda to address the findings in the Regular Audit (which was presented at the November meeting) and the Extraclassroom Audit. The Business Office is implementing the corrective actions into their processes. In addition to the findings, they are also required to include the other items noted by the auditors in the corrective action plans that are submitted to the State. The CAPS have been amended to include these noted items.

Network Administrator's Log for January 2023 was submitted.

Superintendent Brent Suddaby summarized his report to the Board.

Mr. Suddaby updated the Board on the proposed 2023 Capital Improvement Project. Preparations leading to the March 21, 2023 vote are progressing smoothly and on schedule. The team from King & King has been a great support to the administrative team as they put together message boards, mailers, and social media posts.

Mr. Suddaby informed the Board that he, Chris Pierce, and Kathy Hinkle met with Deanna Houck, Trish Engelhard, and Marcia Enright from the Candor Free Library. They have requested to raise their annual funding from \$18,000 to \$35,000.

REGULAR MEETING, FEBRUARY 16, 2023

Mr. Suddaby stated that he was unaware that the Candor Public Library cost the local taxpayers almost nothing, because most of their operating costs are covered by the proceeds from an endowment that the Library received years ago and managed well. With the rising cost of everything, including books, the money from the endowment and the little the school collects for them in taxes is insufficient. The Candor Free Library Association Board is collecting signatures to petition the School Board to ask the voters to authorize an additional tax levy in the amount of \$17,000 annually. Once these steps are taken, the additional tax levy will be added to the budget ballot as a separate proposition.

Mr. Suddaby informed the Board of the Healthy Schools & Communities Grant. Kylie (Gates) Holochak, Senior Public Health Educator with the Tioga County Public Health Department, not only brought a great opportunity to his attention, she guided the Business Office through the process to ensure that the District is successful in securing a \$10,000, Creating Healthy Schools and Community Grant. The Wellness Committee met to review the District's Wellness Policy and discuss options for using the grant money. The District is planning to install water bottle filling stations in both buildings to keep clean water within reach of the students, staff and visitors while reducing the number of less environmentally friendly plastic bottles going to landfills.

Recognition of Visitors:

Board President Hannah Murray acknowledged the visitors present at this time, Linda Padgett and Jessica Spaccio. Mrs. Spaccio asked if there were any plans for summer school this year. Mr. Suddaby stated that there would be summer school this summer. The program may change slightly from 2022, but the administrative team is working on a plan.

Adjournment:

Board President Hannah Murray announced the regular session of the meeting adjourned at 8:17 pm.

Raymond Parmarter made a motion, seconded by Nate Brace, to enter executive session to discuss a particular personnel matter.

At 8:56 pm, Josh Soper made a motion, seconded by Kate Davenport, to exit executive session.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board