

**Board of Education, Regular Meeting**  
**Thursday, April 20, 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 President Hannah Murray at 6:30 p.m., with the following additional board members present: Raymond Parmarter, Kate Davenport, Josh Soper, Brent Doane, and Nate Brace, as well as Superintendent Brent Suddaby.

**ADJOURN TO EXECUTIVE SESSION:**

At 6:30 p.m., a motion was made by Kate Davenport, seconded by Brent Doane, to adjourn to executive session to discuss a particular personnel matter. All board members listed above were present, as well as Superintendent Brent Suddaby. At 6:32 p.m., Claims Auditor Ginny Hallett entered executive session to discuss the Bi-Annual Report with the Board. Mrs. Hallett exited executive session at 6:38 p.m.

At 6:39 p.m., Kimberleigh Nichols, the Assistant Superintendent of Curriculum, Instruction, and Pupil Services, entered executive session to discuss the CSE/CPSE reports. Mrs. Nichols exited executive session at 6:46 p.m.

**RETURN TO REGULAR SESSION:**

At 7:00 p.m., Raymond Parmarter made a motion, seconded by Kate Davenport, to return to regular session. The motion carried unanimously. All board members listed above were present, as well as Superintendent Brent Suddaby, School Business Official Christine Pierce, Assistant Superintendent of Curriculum, Instruction, and Pupil Services Kimberleigh Nichols, Jr/Sr High School Principal Wayne Aman, Director of Instructional Technology Matt Gelder, and Board Clerk Kathryn Hinkle.

The Pledge of Allegiance was said to begin regular session.

**CSE/CPSE REPORTS ACCEPTED:**

A motion was made by Josh Soper, seconded by Nate Brace, to accept the CSE/CPSE Reports as presented. The motion carried unanimously.

**MINUTES APPROVED:**

A motion was made by Raymond Parmarter, seconded by Kate Davenport, to approve the minutes of the Regular Meeting held on March 16, 2023. The motion carried unanimously.

A motion was made by Nate Brace, seconded by Josh Soper, to approve the minutes of the 2023 Capital Project Vote held on March 21, 2023. The motion carried unanimously.

**TREASURER'S REPORT ACCEPTED**

A motion was made by Raymond Parmarter, seconded by Kate Davenport, to accept the Treasurer's Report for March 2023, as presented. The motion carried unanimously.

**APPROPRIATIONS TRANSFERS ACCEPTED:**

A motion was made by Josh Soper, seconded by Kate Davenport, to approve the Appropriations Transfers report for March 2023, as presented. The motion carried unanimously.

**WARRANTS ACCEPTED:**

A motion was made by Nate Brace, seconded by Raymond Parmarter, to accept the following Warrants for March 2023, as presented: General Fund #34, Federal Fund #12, and School Lunch Fund #10. The motion carried unanimously.

**RECOGNITION OF VISITORS:**

President Murray recognized the visitors present, Board of Education candidate Gregg Houck and Parent Teacher Student Association (PTSA) Co-President Jessica Spaccio. Mr. Houck introduced himself and said he was running for the Board of Education.

**Regular Meeting, April 20, 2023**

Mrs. Spaccio updated the Board on what has been happening with the PTSA. Mrs. Spaccio stated that the evening with Dan the Snakeman was well attended. The recent fundraisers, cheesecake sales, Doug's Fish Fry, and Musical Bingo were successful.

The next PTSA meeting will be held on April 25<sup>th</sup> in the High School LMC. Musical Bingo will be held again at Punk's Place on April 26<sup>th</sup> from 6:00 p.m. to 8:00 p.m. The theme will be "Country." The PTSA will set up a booth at the Candor Daffodil Festival on April 29<sup>th</sup>. The PTSA will also be sponsoring dances for the 7<sup>th</sup> & 8<sup>th</sup> grades and or the 5<sup>th</sup> & 6<sup>th</sup> grades.

#### **CONSIDERATIONS:**

##### **Statement of Estimated Expenditures 2023-2024:**

A motion was made by Josh Soper, seconded by Kate Davenport, to accept the Statement of Estimated Expenditures for 2023-2024, as presented, with the following resolution:

"RESOLVED, that the Board of Education of the Candor Central School District, be and hereby is authorized to expend for school purposes the sums set forth in the proposed 2023-2024 Statement of Estimated Expenditures, in the amount of \$21,051,610, and to levy the necessary tax on the taxable property of said District. The proposed budget for 2023-2024 will result in a 1.75% tax levy increase."

A roll call was taken with the following results:

Brent Doane – AYE, Kate Davenport – AYE, Raymond Parmarter – AYE, Hannah Murray – AYE, Josh Soper – AYE, and Nate Brace – AYE.

The vote was unanimous, with six AYES and zero NAYS.

##### **Property Tax Report Card 2023-2024:**

A motion was made by Nate Brace, seconded by Brent Doane, to accept the Property Tax Report Card for 2023-2024, as presented. The report will be printed as part of the budget brochure and filed with the State Education Department by the April 21, 2023 deadline. The motion carried unanimously.

##### **Board of Education Petitions Acknowledged and Placement of Names on Ballot Approved:**

Two (2) Board of Education petitions for two (2) vacancies on the Candor Central School Board of Education had been previously received from Nate Brace and Gregory Houck by the April 17, 2023 deadline. The candidates' positions on the ballot were previously determined by lot.

Upon the recommendation of Superintendent Suddaby, a motion was made by Raymond Parmarter, seconded by Kate Davenport, to acknowledge receipt of the two (2) petitions as filed with the Clerk of the Board and approved the placement of the names on the ballot for the annual vote on May 16, 2023, with Nate Brace listed first, and Gregory Houck listed second.

Copies of the petitions were provided for the Board. The motion carried unanimously.

##### **Bus Purchase Proposition Approval:**

Upon the recommendation of Superintendent Suddaby, a motion was made by Nate Brace, seconded by Brent Doane, to accept the following proposition and approved the placement on the May 16, 2023 ballot.

"PROPOSITION I

Shall the following resolution be adopted to wit:

Shall the following resolution be adopted to wit: Resolved that the Board of Education of the Candor Central School District is hereby authorized to undertake the acquisition of four (4) 66-passenger school buses and one (1) 7-passenger student vehicle, all at an estimated maximum aggregate cost of \$758,741.88 before trade-in, and an estimated net aggregate cost of \$638,000 after such trade-in value, and that such net cost, or so much thereof as may be necessary, shall be raised by the levy of a tax to be collected in annual installments; and,

**Regular Meeting, April 20, 2023**

in anticipation of such tax, debt obligations of the school district as may be necessary not to exceed \$638,000 shall be issued, or the School District may enter into an installment purchase contract if the Board of Education determines that it is in the best interest of the School District to finance the purchase in that method."

#### **Candor Free Library Proposition Placement Petition:**

A petition, consisting of 57 (Fifty-Seven) signatures of the residents of the Candor Central School District, was received by Clerk of the Board Kathlyn Hinkle on April 11, 2023. The petition requests the following proposition be placed on the ballot for the May 16, 2023 Annual Budget Vote and Elections.

"Shall the Board of Education be authorized to levy additional taxes in the amount of \$17,000 annually, and pay over such monies to the Candor Free Library Association? (The voters approved the annual appropriation of \$18,000 on May 19, 2009.)"

Upon the recommendation of Superintendent Suddaby, a motion was made by Raymond Parmarter, seconded by Brent Doane, to place the proposition on the May 16, 2023 ballot as Proposition II. The motion carried unanimously.

#### **CONSENT AGENDA:**

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

#### **Resignations**

Accepted **Sarah Gordner's** resignation as a Part-Time Teacher Aide, effective April 21, 2023, with regret.

Accepted **Micah Williams's** resignation as the Assistant Track Coach, effective April 28, 2023, with regret.

#### **Recommended Appointments**

Approved the Substitute Teachers for the 2022-2023 school year, with salaries in accordance with the 2022-2023 Substitute Teacher Pay Schedule.

1. **Christine Gloss** – BS Early Childhood Education Leadership (EL Only)

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

1. Volunteers:  
- **Jason Banks** - Golf

#### **Inspectors and Clerks for Annual Vote**

Approved the clerks and inspectors for the 2023-2024 annual budget vote:

Clerks: Ginny Hallett, Taylor Green, Jackie Winnick, Kathlyn Hinkle,  
and Leslie Thomas (alternate)

Inspectors: Lila Hall, Seamus Enright, Carol VanEpps, and Cindy Swartz.

All inspectors are certified by the Tioga County Board of Elections.

#### **Memorandum of Agreement – Special Education Coach**

Approved the Memorandum of Agreement for a Special Education Coach, as presented.

**Regular Meeting, April 20, 2023**

#### **Equipment Disposal Approval**

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

#### Donations

Accepted the donation from **Sam Hatton of Route 96 Power and Paddle, located in Candor, NY**, of safety glasses to the Technology Education Department. The value of this donation is \$500.00 (Five Hundred Dollars and Zero Cents).

Accepted the donation from **Maury West of Cogsdill Tool Products Inc., located in Lugoff, SC**, of two Burraway tools and related blades to the Technology Education Department. The value of this donation is \$150.78 (One Hundred Fifty Dollars and Seventy-Eight Cents).

Accepted the *Creating Healthy Schools and Communities Grant* through the Tioga County Health Department. The value of this grant is \$10,000.00 (Ten Thousand Dollars and Zero Cents). The District would like to thank **Kylie Holochak and the Tioga County Health Department** for assistance in getting this grant.

#### Transportation Requests 2023-2024

Approved the following transportation requests for the 2023-2024 school year for students who attend private schools. All requests were received in a timely manner and are within the 15-mile limit.

*North Spencer Christian Academy, Spencer:* EmmaLee Eldridge, Carlton Ferris, and Ariyah Soucy.

#### Superintendent Salary Disclosure 2023-2024

Approved a 1.5% increase in Superintendent Brent Suddaby's salary for 2023-2024, for a total of \$143,921.93, and the Superintendent's Salary Disclosure for the 2023-2024 school year, as presented.

#### TST BOCES 2023-2024 Budget Resolutions

The Tentative Administrative Tompkins-Seneca-Tioga BOCES Budget for 2022-2023, in the amount of \$5,754,456.00, was presented to the Board for approval. The following resolution was adopted:

"Whereas, the Tompkins-Seneca-Tioga Board of Cooperative Educational Services has provided copies of the Tentative Administrative, Capital, and Program Budgets for 2023-2024 to members of the Board in advance of the Annual Meeting, and

Whereas, the Board of Cooperative Educational Services has made available the Tentative Budgets at the Annual Meeting of members of the boards of education and school trustees of the component school districts on April 5, 2023, as required by Education Law §1950, now, therefore,

Be it resolved, that the Candor Central School District hereby approves the Tentative Administrative Budget, as presented, in the amount of \$5,754,456.00, and

Be it further resolved, that the administrative budget may be increased during the school year upon the affirmative vote of all of the component school districts. Such sum shall be added to the administrative budget and shall be considered part of the final administrative budget approved by the component school districts at its April meeting and adopted by the Board of Cooperative Educational Services on or before May 15, 2023."

#### Election of Members to the 2023-2024 TST Board of Cooperative Educational Services:

The following resolution was adopted:

"Whereas, there is a total of three (3) vacancies on the Tompkins-Seneca-Tioga Board of Cooperative Educational Services each for a term of three (3) years, commencing on July 1, 2023, and ending on June 30, 2026, and

Whereas, the Board of Education of each component school district, by resolution, may cast one vote for each vacancy to be filled, and

**Regular Meeting, April 20, 2023**

Whereas, no more than one person residing in a particular component school district may be elected to serve on the Board of Cooperative Educational Services at one time, except as provided in Education Law §1950(2)(a), and

Whereas, a ballot has been mailed to the Clerk of the Candor Central School District by the Clerk of the Board of Cooperative Educational Services not later than 14 days in advance of the meeting on April 26, 2023, now therefore,

Be it resolved, that the Candor Central School District hereby casts its votes for the following candidate(s):

1. Bradley Grainger, 421 Highland Road, Ithaca NY 14950  
(3-year term ending June 30, 2026) Ithaca City SD
2. Shannon Brock, 1553 Caywood Station Road, Lodi NY 14860  
(3-year term ending June 30, 2026) So. Seneca CSD
3. Helen Arco, 40 Old Main Street, Trumansburg, NY 14886  
(3-year term ending June 30, 2026) Trumansburg CSD

And that the District Clerk shall complete the ballot by placing an "X" next to the name of each candidate for whom a vote has been cast and shall complete a certification of this resolution."

#### GST BOCES Food Service Management Program Approval 2023-2024

Adopted the resolution for Candor Central School District to participate in the GST BOCES Food Service Management Program for the 2023-2024 school year. The resolution is as follows:

"WHEREAS,

It is a plan of a number of public-school districts associated with the Greater Southern Tier (GST) BOCES Area in New York, to bid jointly, cafeteria supplies including the following items on or about the following dates:

Meat and Grocery (NOI/FFS) – May 24, 2023,  
Commodity addendum items quarterly- September 6, 2023, November 29, 2023, February 28, 2024  
Equipment – February 14, 2024  
Produce – Weekly throughout the year  
Paper – July 6, 2023, January 17, 2024  
Ice Cream – May 1, 2024  
Milk – May 1, 2024  
Bread – May 29, 2024

WHEREAS,

The School District named below is desirous of participating with other districts in the GST BOCES area in the joint bidding of the commodities mentioned above as authorized by General Municipal Law, Section 119-o, and

WHEREAS,

The School District named below wishes to appoint a committee made up of participating schools to assume responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, awarding bids to the lowest bidder who meets the specifications, reporting the results to the schools, and where applicable providing the procurement plan for the School Food Authority; therefore

BE IT RESOLVED,

That the Board of Education of the School District listed below hereby appoints the GST BOCES to represent it in all matters relating above, and

BE IT FURTHER RESOLVED,

That the Board of Education of the School District listed below authorizes the above committee to represent it in all matters leading up to the entering a contract for the purchase of the above-mentioned commodities, and,

BE IT FURTHER RESOLVED,

**Regular Meeting, April 20, 2023**

That the Board of Education of the School District listed below agrees to (1) assume its equitable share of the costs of Cooperative Bidding; (2) abide by majority decisions of the participating districts on quality standards; (3) that it will award contracts according to the recommendation of the committee."

**Adoption of 2023 Capital Project Bond Resolution**

Approved of the attached resolution, as presented, authorizing general obligation bonds to finance certain capital improvements consisting of construction and reconstruction of school buildings and facilities, authorizing the issuance of bond anticipation notes in contemplation thereof, the levy of taxes in annual installments in payment thereof, the expenditure of such sums for such purpose, and determining other matters in connection therewith.

**Health & Welfare Contract 2022-2023 – Ithaca City School District:**

Approved the Health and Welfare 2022-2023 contract with the Ithaca City School District, as presented, and authorized the Superintendent of Schools and the Board President to sign the same on the District's behalf, and authorized the payment of \$4,543.80 for such services.

**Retirement Date Change**

Approved the change for Pat Gillule's original retirement date of June 20, 2023 to September 1, 2023.

**Acceptance of Amended Corrective Action Plan**

Accepted 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, 2021 independent audit performed by Insero and Co. CPAs, LLP.

Note: The original Amended Corrective Action Plan (CAP) for this audit was accepted by the Board on February 17, 2022. This CAP has been amended again. "

**Floyd Hooker Grant Request – AEDs**

Approved the request from Athletic Director Holly Carling to submit for a grant from the Floyd Hooker Foundation, as presented. The grant total is \$16,051.00 and would pay for ten AEDs.

**Field Trip Approval – Lindridge**

Approved the field trip for Mr. Stephen Lindridge's class to travel to Alabama.

The motion carried unanimously for all consent agenda items.

**Administrator Reports:**

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

Mr. Aman presented the Board with the Regents and Proficiency Exams data for 2021-2022 for review. He highlighted a few points of interest. Most Regents exam results are at or above the NYS proficiency average and comparable to similar TST BOCES districts. This is an area of opportunity to strive for higher level (65 and above) proficiency scores (Levels 4 & 5). Most of the Grades 7 & 8 exams are below the NYS proficiency average but comparable to similar TST BOCES districts. But the District has a significantly lower opt-out percentage than other comparable districts.

Mr. Aman informed the Board of important items for the 2022-2023 school year. The High School staff has eliminated math labs in credit-bearing courses and is utilizing Multi-Tier Systems of Support to support Tier 2 & 3 students. Grades 7 & 8 support labs are arranged to support the Tiered intervention model. The creation of the Academic Accountability Plan is to make all students accountable for passing all courses in order to participate in extra-curricular activities.

Mr. Aman stated that an Advisory Period will be added in the 2023-2024 school year. It will be a 10-minute advisory period in the daily schedule as an opportunity to support students further academically as well as socially and emotionally.

**Regular Meeting, April 20, 2023**

The High School staff has organized an Advisory Period Committee to discuss the logistics and goals. They have built this time into the schedule without reducing any instructional time during the school day. They will be eliminating homeroom, which will add five minutes. And they will release five minutes later. Mr. Aman added that these ten minutes every day for students to meet with an adult who cares about them, asks how they are doing, and wants to know what they are struggling with, could make a big difference in students' lives.

**Elementary Principal Peter Ahart's report to the Board.**

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

Mr. Ahart stated that the new Elementary School Nurse, Esther Woods, has been busy in the health office ensuring compliance with NYSED Health Law, collecting BMI data from PK-12 student physicals, and submitting those results to the state. Additionally, she is currently completing an internal vaccination audit of the building, hearing and vision screenings, and supporting the High School when needed for coverage. In the next few weeks, she will be supporting the 5<sup>th</sup> and 6<sup>th</sup>-grade students by providing health kits and completing health/hygiene discussions with those students. Mrs. Wood has hit the ground running and has been a great asset to the staff.

Mr. Ahart stated that the 2023-2024 master schedule is currently being constructed with the intent of having a draft out to teachers by the end of May. A few of the priorities when building the master schedule this year are to continue the integration of special area teachers into intervention blocks, delay the start of the instructional day to begin at 9:20 a.m. instead of 9:15 a.m. in an effort for teachers to implement Second Step and Responsive Classroom initiatives first thing in the morning, prioritize math intervention support for Kindergarten-3rd grade and have 5<sup>th</sup>-grade become self-contained classrooms.

Mr. Ahart stated that in an effort to allow teachers to have a better understanding of students coming into their classroom in September, he has formalized an opportunity for teachers to observe classrooms in the grade below them. Teachers will have the opportunity to debrief together after the observation. This is not an opportunity for grade levels above to create class lists for grade levels below. This is simply an opportunity to introduce students with needs to next year's teachers. Class placements will be available on the Parent Portal by August 1st. Additionally, teachers consider several factors when determining student placement for the following year; parent requests are not accepted.

Mr. Ahart stated that a lot has been happening at Candor Elementary School. Thirteen 5<sup>th</sup> and 6<sup>th</sup> grade students represented Candor at the Mathalon competition in Waverly this month. They did not place but worked extremely hard and represented the school community well. On March 30th, the Elementary building participated in a New York State Virtual Math Tournament for First in Math. Students completed activities aligned with their grade level's math standards in a competitive format with other students throughout the state. The Winter Family Book Club supported 64 1<sup>st</sup> – 4<sup>th</sup> grade students and their families with texts and resources which cultivate the love of reading. Those numbers are up roughly 20% compared to last year. The Elementary School welcomed local author/illustrator Katrina Morse. Ms. Morse gave two presentations for the PreK - 2<sup>nd</sup> -grade classes. She shared her books: *At Home with Books*, *It Began with a Song*, and *Quiet Cat, Loud Cat* with students.

Mr. Ahart stated that the 5<sup>th</sup> and 6<sup>th</sup>-grade chorus performed God Bless America at the Binghamton Black Bear hockey game on April 1st and did a great job. The Elementary School staff is collaborating with Lockheed Martin to provide the 4th-6th grade students a STEM day on May 12th filled with several hands-on activities and projects. Matt Gelder will provide the PreK-3<sup>rd</sup>-grade students with age-appropriate STEM activities that same day. PreK and Kindergarten registration will occur on May 9th, 10th and 17th. Interviews for the 5<sup>th</sup>-grade teacher vacancy will be held on April 26th and 27th. 4<sup>th</sup>-grade and 6<sup>th</sup>-grade were recipients of a Kopernik Observatory grant which brought several engaging activities to the students. Mr. Ahart thanked Mike Blake for advocating for the students to receive this opportunity. The PTSA Spring fundraiser was a huge success. Mr. Ahart thanked the community and PTSA for supporting the students.

**Director of Instructional Matt Gelder summarized his report to the Board.**

Mr. Gelder informed the Board that he attended the RIC One Cybersecurity Conference in Albany at the end of March. There were presentations from members of the FBI, NYS Cybersecurity Center, NYSED Data Privacy Office, Regional Information Center technology staff, and leading technology companies.

**Regular Meeting, April 20, 2023**

He stated that he wishes could report that the threat from cyber criminals has been stopped or even reduced, but he knows quite the opposite is true. Fortunately, talking with other technology leaders gave him a list of ideas that will continue to protect the District's network, including:

- Implementing a next-generation virus protection program on Windows machines to supplement legacy scanning tools.
- Complete the rollout of MFA for all staff Google accounts.
- Utilizing a free service through the Department of Homeland Security to help monitor DNS traffic.
- Reducing inventory of Windows machines and replacing them with Chrome desktops and laptops.
- Running a tabletop exercise with the Administrative team to test the disaster incident response plan to determine its effectiveness.

Mr. Gelder informed the Board that the Sunday following the RIC One conference, TST BOCES woke up to a massive ransomware attack that shut down their entire network. It was a major disruption to their operations. Dan Parker from TST BOCES has been great with updates on what they are dealing with, their vulnerabilities, and how they are moving forward. Mr. Gelder spoke with teachers at their April faculty meeting to remind them to be vigilant of phishing emails along with general cybersecurity best practices.

Mr. Gelder stated that the same week TST BOCES dealt with ransomware, the District's entire internal network went down. While the cause was benign, coping with the outage provided a great trial run for a disaster recovery plan. Fortunately, the problem was resolved within 24 hours. Infinit Technology was on site over the break to do planned switch firmware upgrades to ensure all of the District's configurations are correct and the network is moving forward. Mr. Gelder thanked Mike Williams for all his extra time and work helping to track down the issue and all of the staff for their patience during the disruption.

**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 spring sports are in "full swing," and the weather has cooperated fairly. Mrs. Carling encouraged the Board to check out Schedule Galaxy to find a game, match or meet to cheer on the Candor Indians and SVEC Eagles.

Mrs. Carling congratulated Grace Handy for being selected to attend the first-ever in-person NYSPHAA Student Leadership Conference on March 30<sup>th</sup> at the Hilton in downtown Albany. Mrs. Carling was privileged to attend the conference with Miss Handy and the Section IV student-athletes. Mrs. Carling was asked to help chaperone, along with two other athletic directors and Section IV retired Athletic Director Patti Murphy. Candor was asked to drive all of the Section IV athletes to Albany and back for the trip. Mrs. Carling thanked Mike Kirk, one of Candor's substitute drivers. He drove everyone to and from the conference and did a great job. All of the student-athletes did a great job and were able to listen to great speakers throughout the day. Mrs. Carling thanked Katie Anderson for making this happen.

Mrs. Carling shared the press release for the new Candor Mascot, the Candor Coyotes, officially starting July 1, 2023. Mrs. Carling is accepting mascot designs through May 15<sup>th</sup>. Details can be found on the school website.

Mrs. Carling informed the Board that Chris Teribury has started the process to become a NYS 19a Certified Examiner. He recently spent four days in Horseheads training and will be taking his final exam and road test at the DMV within the next month. Currently, there are only two certified examiners in the District, Katie Anderson and Holly Carling). The transportation department is looking forward to having Mr. Teribury as part of the team. Mrs. Carling stated that they continue to train new drivers. However, it is a long process. Once a driver walks in the door, becoming a licensed driver takes 3-6 months. And then, it takes another 90 days before they can drive independently. The process is slow but rewarding, watching the commitment behind the new staff here at CCSD Transportation. Training also puts a burden on Katie Anderson, as she is spending countless hours with new hires. Another reason it will be nice to have Chris Teribury as a 19a Certified Examiner.

Mrs. Carling stated that the transportation department is truly thankful for all the substitute drivers who drive almost daily. They would not be able to cover the daily runs without all the substitutes' help. To put it into perspective, there are currently seven substitute drivers, all driving numerous days a week. They are all greatly appreciated.

**Regular Meeting, April 20, 2023**



Mrs. Carling informed the Board that the 2022 buses will finally be arriving this month. The department is excited to filter them into the fleet and retire the three buses that should have been off the road last year. They hope production times will continue to improve and they will not run into this problem in July of 2023.

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

Mrs. Nichols gave the Board a District priorities update. The administrators plan to use data to drive instructional decisions and practices. The goal is that administrators and teachers will adopt and use an explicit process (i.e., Data Wise) to improve teaching and learning. The administrative team identified and planned professional development opportunities. They will create a 7<sup>th</sup>-Grade Data Team that will review the failing two or more lists. And the Special Education Department will utilize a Targeted Skills Group with the Mid-State Regional Partnership for explicit reading instruction.

The faculty will use Literacy instruction across all content areas. The goal is that all teachers will support the lifelong practices of readers and writers. An Administrative Team Overview meeting is scheduled for May 30, 2023 to discuss The Reading League.

Mrs. Nichols's plan for vocabulary and comprehension is that teachers will explicitly teach strategies to support vocabulary development and comprehension. The classroom walk-throughs are ongoing.

Mrs. Nichols spoke of Core Instruction and Tier 1 interventions. The goal is that during Response to Intervention (RTI) meetings, faculty meetings, and grade level/department meetings, opportunities will be provided to discuss best practices for instruction and identify/develop interventions to be used within the general education classroom. The administrative team is conducting Teacher Observations (APPR) and post-observation meetings. The Mentor Teacher Program is still going strong. Mrs. Nichols attended the "Re-Thinking RTI" webinar through The Reading League on April 6<sup>th</sup>.

Mrs. Nichols informed the Board that the Curriculum Councils met April 20<sup>th</sup> and discussed the following:

- ELA: Plan/protocols for prioritizing essential knowledge and skills (revisit PK-6)
- Math: Look at Eureka, and identify vertical alignment with grades 7 & 8
- Science: PK-5 kits vs. state investigations, materials needed
- Social Studies: Review PK-12 state standards and curriculum

Mrs. Nichols stated the District will implement a multi-tiered system of support (MTSS). Both schools will create a system to assess students' academic needs regularly, identify the level of support individual students need, and create a system to monitor student progress. The Elementary School will have weekly Rtl meetings and grade-level data team meetings following the diagnostic. The Jr/Sr High School will have data collection and grade level meetings after every five weeks. The goal is to create a list of tiered interventions for social/emotional and behavioral supports for grades PreK-12. The staff will hold Mental Health Team meetings in April through June.

Mrs. Nichols stated that the District will maintain a safe and supportive environment and encourage a positive culture. The goal is to create the conditions for school community members to behave safely, caring, respectfully, and responsibly. To support this goal, staff attended the Cybersecurity Conference in March. The District team is attending NYSED 2023 School Safety Summit in May and June. The District will hold DEI District Summer Professional Development the week of June 26<sup>th</sup>, with TST BOCES's facilitation. Professional Development will include Therapeutic Crisis Intervention in Schools, Responsive Classroom Middle School Model, Restorative Practices, and Trauma Informed Practices.

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

Mrs. Pierce gave the Board a review of the 2023-2024 Budget. She thanked the Board for adopting the Statement of Expenditures. The tax levy increase will be 1.75%, which is under the 2.08% tax cap. The Business Office has carefully planned to include the remaining salaries currently on the ARP grants into the 2023-2024 budget. This budget includes the last large increase in foundation aid and one more year of grant funding. Going forward, the District will see more normalized increases in foundation aid of about 3%, and the ARP funds go away in September of 2024.

Mrs. Pierce stated that the District is currently able to access very favorable rates through NYCLASS and Tioga State Bank municipal deposit accounts.

**Regular Meeting, April 20, 2023**

Currently, the District is investing at 3% and 4.49%, considerably higher than the regular savings rates. The District's cash is fully liquid in both accounts and is easily accessible as obligations require. The month of March yielded \$13,591 in interest.

Mrs. Pierce informed the Board that the Business Office is preparing to shift to an automated requisitioning system. CNYRIC provided initial training for requisition entry users and approvers on April 19th and 20th. Corrine Kellogg will support all departments as the department makes this adjustment. Automating the requisitioning processes will allow the Business Office to better utilize the nVision system for Accounts Payable. The system will create workflows for approval from requisition to purchase order and departments more oversight of their budget areas.

Mrs. Pierce stated that the Business Office continues to document payroll procedures and verification processes. The District will update time clocks to work directly with nVision, allowing the Business Office to maintain more accurate records and reporting. Mrs. Pierce and Taylor Green are working with CNYRIC and continue to learn how to utilize the current payroll system better.

The Network Administrator's Log for March 2023 was submitted for the Board's review.

**Superintendent Brent Suddaby presented his report to the Board.**

Mr. Suddaby spoke of the 2023-2024 Budget. He stated that he is proud of the work that the administration, teachers, and staff have done to help him propose this budget for the Board's consideration and adoption.

Mr. Suddaby stated that the District Office is fortunate to have Christine Pierce on the team. At this time last year, he had high hopes and expectations for the new School Business Official. Mrs. Pierce has exceeded his highest hopes. He added that he knows that he speaks for the whole administration team when he states that Mrs. Pierce plays a vital role on the team and has earned all of their respect and appreciation through her work ethic, insights, and willingness to help them all manage resources to be as effective as they possibly can be.

Mr. Suddaby stated that over the past months, he and Mrs. Pierce have worked with each department to analyze every line of the projected expenses and adjust where necessary to balance the programming with the anticipated revenues. The budget presented to the Board includes a 1.75% increase to the local tax levy. The increase is necessary this year to offset the rising expenses that the District has seen over the last two years. Last year, there was no increase in the local levy. The District was able to maintain programs with the help of state and federal grants which are coming to an end in the coming year. With the community's support and continued efficiency, Candor Central Schools will be able to provide the educational programs, related services, and extra-curricular opportunities that the students rely on. Mr. Suddaby is confident that the proposed 2023-2024 Budget is the most sensible spending plan that the District can offer.

Mr. Suddaby updated the Board on Capital Improvement Projects. Boland Excavating's contract has been prepared for the auditorium stairs. The Contractor's submittals have been provided and reviewed by Appel Osborne Landscape Architecture. The District's attorney had one concern with Boland's liability insurance which is being addressed now. King + King has contacted Jon Oakes of Boland regarding their proposed schedule. 100% completion prior to the end of June is required.

The plans for the 2023 Capital Improvement Project are going smoothly. Mike Stickles of King + King has recently revisited the site to obtain additional field information. King + King is updating the CAD floor and roof plan files. With assistance from Appel Osborne, the athletic field site topographic survey is being updated by Bolton Surveyors. King + King has negotiated with its consultants and has prepared its prime agreement for Candor's review. Mrs. Pierce, Mr. Suddaby, and King + King have been in contact with Mike DiPerna of C&S Companies to coordinate design vs. CM services and complete a Project Schedule. Design and document preparation is underway and will continue through the design and document phases.

The 2023-24 Outlay \$100K Project plans are starting to take shape. In mid-March, CCSD determined that the scope will involve the replacement of a steel septic tank and selective piping at the elementary school. Because a minimum of \$10,000 must be spent in the building, the project will also include improvements to the mechanical system controls. This should eliminate pneumatics and the need for a compressor at the elementary school. This project will begin following the May Budget Vote when the Outlay work will be approved.

Mr. Suddaby informed the Board of the Partnership-Path with the Village of Candor and Tioga Health Department. He met with Mayor Eric Halstead earlier this month to propose that the Village and District work together with the Tioga County Health Department to create a well-marked one-mile running/walking trail.

**Regular Meeting, April 20, 2023**

The mayor and the Village Board are supportive. Kylie Holochak of the Tioga County Health Department is working to secure funding for signage of the trail. Mr. Suddaby provided a map of the trail for the Board.

**Board Comments:**

Hannah Murray stated that the school play was wonderful. She stated that it was great that Taylor Masters arranged for the 5<sup>th</sup> and 6<sup>th</sup>-grade students to sing at the Binghamton hockey game. She said that it was well attended by the community and that it was nice to see the community involved.

**Recognition of Visitors:**

Board President Hannah Murray recognized the visitors present, Gregory Houck and Jessica Spaccio. Mrs. Spaccio asked what the timeline for the trail is and when it would be ready. Mr. Suddaby stated that not much work needs to be done and that they will start it this spring. He is hoping to have a local Boy Scout troop help with the maintenance.

Mrs. Spaccio asked if the school has a prom dress closet. Mr. Aman informed her that the High School does and that she should contact John Benjamin.

**Adjournment:**

President Murray declared the regular session adjourned at 8:08 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board