

Board of Education, Regular Meeting
Thursday, October 19th, 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: Brent Doane, Raymond Parmarter, Hope VanScoy, Kate Davenport, Gregory Houck, and Nate Brace, as well as Superintendent Brent Suddaby.

ADJOURN TO EXECUTIVE SESSION:

At 6:30 p.m., a motion was made by Nate Brace, seconded by Gregory Houck, to adjourn to executive session to discuss a particular personnel matter. All board members listed above and Superintendent Brent Suddaby were present. At 6:30 p.m., Claims Auditor Ginny Hallett entered executive session to discuss the bi-annual claims auditor report with the Board. Mrs. Hallett exited executive session at 6:39 p.m. At 6:40 p.m., Elementary School Principal Peter Ahart entered executive session to discuss a personnel matter. Mr. Ahart exited executive session at 6:44 p.m.

RETURN TO REGULAR SESSION:

At 7:05 p.m., Gregory Houck 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, Assistant Superintendent of Curriculum, Instruction, and Pupil Services Kimberleigh Nichols, Elementary School Principal Peter Ahart, Director of Instructional Technology Matt Gelder, and Board Clerk Kathryn Hinkle.

The Pledge of Allegiance was said to begin the regular session.

CPSE/CSE REPORTS ACCEPTED:

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

MINUTES APPROVED:

A motion was made by Hope VanScoy, seconded by Kate Davenport, to approve the minutes of the Regular Meeting held on September 21st, 2023, as presented. The motion carried unanimously, with Raymond Parmarter and Brent Doane abstaining.

TREASURER'S REPORTS ACCEPTED:

A motion was made by Brent Doane, seconded by Raymond Parmarter, to accept the Treasurer's Reports as presented. The motion carried unanimously.

APPROPRIATION TRANSFER REPORT ACCEPTED:

A motion was made by Nate Brace, seconded by Brent Doane, to accept the Appropriation Transfers, as presented. The motion carried unanimously.

WARRANTS ACCEPTED:

A motion was made by Raymond Parmarter, seconded by Hope VanScoy, to accept the following warrants for September 2023, as presented: General Fund #9, Federal Fund #3, School Lunch Fund #3, and Capital Fund #3. The motion carried unanimously.

RECOGNITION OF VISITORS:

President Murray acknowledged the visitors present, Jessica Spaccio and Neil Farley. Mrs. Spaccio is the Co-President of the PTSA and gave the Board an update on the current events of the PTSA. They are still doing the annual membership drive; they had a table set up at the Open Houses and the homecoming game. They helped decorate for the homecoming dance. They decorated for Spirit Week, including a backdrop for pictures. They are finishing up the cake roll fundraiser. Eva Collier, 5-8 Guidance Counselor, has started a career speaker program that will be held on Tuesdays at 2:30 p.m. in the high school auditorium. On October 31st, they will be holding a Trunk or Treat, and Doug's Fish Fry will be at the District for a fundraiser. They will be having a party for the Elementary students for cake roll sales rewards.

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Neil Farley was present on behalf of the Candor Faculty Association but had no comment at this time.

CONSENT AGENDA:

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

Resignations/Retirement:

Accepted the resignation from **Lisa Budinger** as a Part-Time Food Service Worker effective October 19th, 2023, with regret.

Accepted the resignation from **Carl Williamson** as the Modified Baseball coach for the 2023-2024 school year effective September 26th, 2023, with regret.

Accepted the resignation from **David Russell** as the Varsity Girls Track coach for the 2023-2024 School year effective October 2nd, 2023, with regret.

Accepted the resignation from **David Crow** as the Modified Wrestling coach for the 2023-2024 school year effective October 11th, 2023, with regret,

Accepted the letter of intent to retire from **Harry Vasquez** as Buildings and Grounds Maintenance Worker effective February 21st, 2024, with regret.

Accepted the resignation from **Kimberly White** as the Track Assistant Coach for the 2023-2024 season, effective October 19th, 2023, with regret.

Recommended Appointments:

Approved the appointment of **Gail Darrow** as a Part-Time Food Service Worker, effective October 23rd, 2023, with salary as \$14.41/hour for hours worked, no benefits, in accordance with the 2023-2024 Candor Employees Unit contract.

Approved the appointment of **Bernard Blinn** as a Full-Time Bus Driver, effective October 20th, 2023, with salary and benefits in accordance with the 2023-2024 Candor Employees Unit Contract.

Approved the appointment of **Robert Nebenfuhr** as a Full-Time Bus Driver, effective October 20th, 2023, with salary and benefits in accordance with the 2023-2024 Candor Employees Unit Contract.

Approved the appointment of **Lonnie (Richie) Winchester, III** as a Full-Time Bus Driver/Mechanic, effective October 20th, 2023, with salary and benefits in accordance with the 2023-2024 Candor Employees Unit Contract.

Approved the appointment of *Non-Instructional Substitutes* for the 2023-2024 school year, with salary and benefits in accordance with the 2023-2024 Non-Instructional Substitute Pay Schedule:

- 1.) **Lisa Budinger** - Substitute Teacher Aide and Substitute Food Service Worker
- 2.) **Janelle Marsh*** - Substitute Teacher Aide (EL Only)
- 3.) **Zoe Perry*** - Substitute Bus Monitor, Substitute Custodial Worker, and Substitute Food Service Worker
- 4.) **Amber Russell*** - Substitute Bus Monitor
- 5.) **Ryan Wheaton** - Substitute Custodial Worker

Approved the appointment of *Substitute Teachers* for the 2023-2024 school year, with salary and benefits in accordance with the 2023-2024 Substitute Teacher Pay Schedule:

- 1.) **Jonah Schumacher** - BS Social Philosophy
MS Curriculum Development & Instructional Technology
(HS Only)

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- 2.) **Jennifer Collins** - BS Elementary Education (EL Only)
- 3.) **Jessica Tubbs** - AS Early Childhood Ed (EL Only)
- 4.) **Amanda Gaiter** - NYS Certification: Professional Childhood Ed 1-6 & Professional Students with Disabilities 1-6 (EL Only)

Approved the appointment of *Extra-Curricular Activities* for the 2023-2024 school year, with salary in accordance with the 2023-2024 Extra-Curricular Pay Schedule:

- 1.) **Volunteers:**
 - a. **Chris Davenport*** - Boys Basketball
 - b. **Luke Thomas*** - Boys Basketball
 - c. **Charles Hine*** - Varsity Bowling
- 2.) **Kimberly White** – Varsity Girls Track Coach

Approved the appointment of **Ashley Haney*** as a Part-Time Teacher Aide, effective October 25th, 2023. Salary will be \$14.41 per hour for hours worked, no benefits, in accordance with the 2023-2024 Candor Employees Unit contract.

Memorandum of Understanding - Blinn

Approved the Memorandum of Understanding between the District and the Candor Employees Unit regarding the hourly pay rate for Bernard Blinn, as presented.

Public School Fire Safety Reports

Accepted the Public-School Fire Safety Reports for the inspections performed on September 14th & 15th, 2023, as presented. Reports were completed for the Elementary School, Jr/Sr High School, Bus Garage, Bus Wash, and Press Box. Complete copies of the reports are on file in the District Office.

Creation of Network Specialist Position

Approved the creation of a Network Specialist position. This position will be a full-time/12-months position.

The motion for all consent agenda items, as amended, carried unanimously.

Administrator Reports:

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

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

Mr. Aman listed information regarding the Junior High Social Emotional Learning lessons. In order to provide junior high students with additional social & emotional support, Eva Collier is providing a series of lessons throughout the school year. Some of these lessons focus on topics such as bullying, choosing good friends, responding to conflict, and how to disagree with others. The junior high years can be challenging, and hopefully, these discussions will help them navigate these issues more appropriately and effectively. Mr. Aman thanked Mrs. Collier for researching and facilitating these lessons.

Mr. Aman stated that in support of the NYS Diverse, Equity, and Inclusion (DEI) policy initiative, the District has been sending representatives to the TST BOCES DEI Task Force meetings to participate in discussions pertaining to building a foundation of diversity, equity, and inclusion. Since each school is different, and how they approach the topic of DEI may vary, the District staff have discussed ways that may work best to facilitate a discussion at Candor. They determined that a logical place to start is defining equity and equality and determining their similarities and differences. They are using a discussion guide from Emory College to help guide the conversations. The first meeting with the faculty led to a productive discussion, and they plan to continue the dialogue in future meetings.

Mr. Aman stated that as the first five weeks of school are completed, the Jr/Sr High School will be utilizing the academic intervention plan for students failing one or more classes. If a student is failing one or more classes, they will not be allowed to leave learning labs throughout the school day for a two-week probationary period.

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If after two weeks they are still failing one or more classes, they will continue to have to remain in learning labs but will additionally lose the privilege of attending after-school activities and events. This is consistent with the policy that student-athletes must comply with and is meant to reinforce the philosophy of being a student first.

Elementary Principal Peter Ahart summarized his report to the Board.

Mr. Ahart provided the Board with the latest iReady Data.

Mr. Ahart stated that to better address the need for a more specific teaching of standards and skills, the 3rd-6th grade teams are utilizing iReady Standards Mastery Assessments and accompanying instructional resources. The ELA committee, led by Sara Loomis, is focusing on supporting teachers with the implementation of Standards Mastery. 3rd-6th grade is committed to using Standards Mastery as a supplemental assessment/instructional support to the Side by Side curriculum. The ELA committee will:

- Review the data from Standards Mastery Assessments to support teachers in guiding Core Instruction and Intervention Practices.
- Align the scope and sequence of each grade's Side by Side Curriculum to the Standards Mastery Assessments.
- Identify standards that require additional teaching.

In conjunction with the iReady Diagnostic, Standards Mastery will allow teachers to better understand and identify student needs.

Mr. Ahart stated that the literacy committee, led by Karlie Both and Wendy Bruttomesso, has developed literacy initiatives and programs for this school year to encourage and support the love of literacy throughout the Elementary building. The literacy initiatives are Reading Buddies, "Staff Favorites" Bulletin Board, Jack-O-Lantern Books, Great Beginnings Program (PK & K), Children's Reading Connection (PK & K), Books to Howl About, World Kindness Day Literature, Scholastic Book Fair, Read For 2024, Annual Literacy Movie, Author Visits, Read Across America, National Children's Book Trivia Contest & Beach Buddy Reading.

Mr. Ahart added that Huizinga Homestead donated 30 pumpkins to the Elementary School, which were used as a project for the program. He thanked the Huizinga Homestead for their donation.

Mr. Ahart provided the Board with the participation in Band and Chorus by the numbers. Enrollment in Band for 2022-2023 was 61, and Chorus was 48. For 2023-2024, Band enrollment is 71, and Chorus is 60. The average percentage of 5th & 6th-grade enrollment in Band for 2022-2023 was 44%, and Chorus was 58%. For 2023-2024, Band is 51%, and Chorus is 62%. The percentage of students taking both Band & Chorus last year was 66%. This year is 80%.

Mr. Ahart stated that the Elementary School Nurse, Esther Wood, RN, has begun visiting classrooms, focusing on health awareness topics at each grade level. The topics she is covering are:

PreK, K & 1st Grade - Hand Hygiene, teaching proper hand washing techniques and general bacteria control.

2nd & 3rd Grade - Healthy brushing habits. Each student received a free pouch, including a toothbrush, toothpaste, and activity sheets.

4th - 6th Grade - Nutrition Education.

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 the fall season is quickly coming to an end. All of the teams are wrapping up the regular season, and some are getting ready for postseason play. The athletics department will have an end-of-season celebration on November 20th in Candor that will include all Fall Candor, SVEC, and SVE teams. They look forward to recognizing all of the programs as a whole and then breaking off for individual celebrations. Mrs. Carling will be submitting the AED Grant request within the next week. Spencer-VanEtten and Tioga have jumped on Board along with the youth programs from S-VE and Candor. They are hoping to bring enough AEDs to the districts so that every team will have one, whether at practice or a game.

Mrs. Carling presented the report for the transportation department as submitted to her by Katie Anderson.

The driver tablets for the Tyler Drive program arrived last week. Although they do not have the training scheduled for a few weeks yet, they have been working very hard behind the scenes, making sure data is accurate and up-to-date. They have had two drivers using the tablets on a trial basis and are continuously learning the many features of the program.

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There are three new drivers to be appointed this month. One will fill the assistant mechanic position, and the other two will fill daily runs that are currently being filled with substitute drivers. The department is excited to have new staff interested in driving and helping to get the team back up to full staff.

The transportation department is in the process of getting a 2-post lift for the garage. This will allow them to service the vans, trucks, and SUVs. This will also help them as they bring on an assistant mechanic to alleviate some of the pressure on the current full-time mechanic.

The department will be holding a few training sessions during the November 20th Superintendent's Conference Day. One, in particular, will be for the aides to discuss student management and the role of an aide on the bus.

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

Mr. Gelder presented the Board with the latest Technology Help Ticketing System numbers.

Mr. Gelder stated that he and Mike Williams have actively sought a suitable candidate to take over Mr. Williams's role as the District's network administrator over the past year. Mr. Gelder enlisted the help of CNYRIC, aiming to identify an individual with the necessary skills and expertise. Unfortunately, the lone applicant did not meet the requirements. The highly competitive job market, especially within the technology sector, necessitates that the District explore alternative solutions. With the Board's approval, Mr. Gelder will begin to look for a Network Specialist who, ideally, possesses the skills and motivation to grow into the Network Administrator role. Mr. Williams has indicated that he would prefer to completely retire sooner rather than later but wants to make sure that the District is on stable ground before he leaves. Senior members of the CNYRIC technical staff visited the District on October 11th to see how else they could lend support in this transition and had nothing but praise for the work that Mr. Williams has done building and maintaining the network. Mr. Gelder thanked Mr. Williams for his continued dedication to the District, and he is hopeful that they will find someone to carry on his legacy.

Mr. Gelder stated that teachers in grades 2-6 will utilize Typing Club every Friday to equip students with critical skills for online assessments and coursework. While Typing Club has been available in the classrooms in the past, its usage has not been consistent. In addition to the typing lessons, digital citizenship activities are included in the software, which they plan to incorporate later in the year. With the proper guidance by teachers, they aim to see significant improvements in students' typing speed and accuracy. Mr. Gelder thanked Peter Ahart for dedicating time in the master schedule to support direct instruction in technology.

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

Mrs. Nichols spoke of the School Library System (SLS) Regional Council. On October 2nd, Mrs. Nichols attended the regional meeting of the school librarians' council at TST BOCES. With a bit of urging from Neil Farley, the District's Jr/Sr High librarian and the chair of the council, Mrs. Nichols has agreed to sit on the council as the administrator representative. Considering the library system's vast connection to all content areas within the school, it is apparent that an administrator's perspective is vital to the council's work. She learned that the state education department regulates this council. She hopes to bring information back to the district curriculum councils and the regional Curriculum, Instruction, and Assessment council she sits on.

Mrs. Nichols updated the Board with a Multi-Tiered System of Support (MTSS).

Mrs. Nichols informed the Board that Angela Herrera, PD Specialist with The Reading League, will join the faculty on October 20th for the Superintendent's Conference Day to present the partnership's next two required learning sessions. The morning session, *The Basics: Phonological Awareness*, will help untangle a bunch of "ph" terms associated with the Science of Reading. The afternoon session, *The Basics: Phonic Knowledge*, will help the faculty brush up on their phonics knowledge and give a way to assess the phonic knowledge of students.

Mrs. Nichols stated that two reviewers from the Office of the State Comptroller spent the majority of October 12th with herself, Sara Loomis (CPSE Chairperson), and Amanda French (CPSE/CSE Administrative Assistant) conducting a review to assess NYSED's oversight of Preschool Special Education in compliance with all applicable laws and regulations to promote equitable and timely access to Preschool Special Education services for children across New York State. The purpose of the meeting was to discuss the District's role in Preschool Special Education, and review the District data system and additional program documentation. Forty school districts were selected for the review, spanning a timeline from 2018 to the present. The review focused on 2019-2020. They will not receive formal recommendations from the Office of the Comptroller since the review is of the state education department's oversight of preschool special education programs.

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The review was very straightforward, and when asked to share best practices, they talked about how having a designated CPSE Chairperson, separate from the CSE Chairperson role, allows a higher level of support for families with children requiring early intervention.

Mrs. Nichols provided the Board with a review of the District priorities.

School Business Official Christine Pierce's report to the Board.

Mrs. Pierce was not present for the meeting. A summary of her written report to the Board is as follows. Mrs. Pierce informed the Board that as of September 30th, the District has collected \$2,154,652 of the tax levy. Mrs. Pierce provided the Board with a comparison of the District's income thresholds for the Senior Citizen Aged Exemption to the Town of Candor and Tioga County. Denise Spaulding, Town Assessor, shared that the District's current exemption has been in effect since 1995. Mrs. Pierce also provided some analysis for the Board's consideration of the addition of the Volunteer Firefighter and Ambulance Worker Exemption. Tioga County has passed the exemption. The Town of Candor is planning to pass it at their November board meeting. Mrs. Pierce informed the Board that she has submitted the annual ST3 and supporting claim forms. She attended the State Aid Planning Fall Workshop Webinar on October 10th, and will be attending the CNY Joint Management Team Business Officials Retreat on October 19th and 20th in Rochester.

Mrs. Pierce updated the Board on the ESF Targeted Monitoring. Mrs. Pierce, Mr. Suddaby, and Mrs. Nichols met with Dr. Uzo Unobagha from NYSED on September 25th. They reviewed the District's progress and compliance with the ARP/ESSER grant funding requirements. Along with the many fiscal reporting requirements, the District is also required to provide evidence that the District is collecting data and measuring the outcomes of the programs and evidence-based interventions that are being funded by the grants. While this has been a significant amount of additional reporting for the business office and curriculum/instruction, they are reflecting on practices and how they align with the District's goal to use data to drive instructional decisions and practices.

Mrs. Pierce stated that she will be scheduling budget meetings with departments and grade levels to review the budget process for teachers. The administrative team will be meeting on November 2nd to begin an in-depth budget review and planning for the 2024-2025 budget.

Below is the information that Mrs. Pierce provided to the Board regarding the Senior Citizen Aged Exemptions.

Senior Citizen Aged Exemptions:

Local governments and school districts in New York State can opt to grant a reduction on the amount of property taxes paid by qualifying senior citizens. This is accomplished by reducing the taxable assessment of the senior's home by as much as 50%.

To qualify, seniors generally must be 65 years of age or older and meet certain income limitations and other requirements. For the 50% exemption, the law allows each county, city, town, village, or school district to set the maximum income limit at any figure between \$3,000 and \$50,000.

The following was provided by the Town of Candor Assessor:

| Exemption | Candor Central School District (1995) | Town of Candor (2012) | Tioga County (2007) |
|------------------|--|------------------------------|----------------------------|
| 50% | 0-\$10,000 | 0-\$14,999 | 0-\$14,999 |
| 45% | 10,001-11,000 | 15,000-15,999 | 15,000-15,999 |
| 40% | 11,001-12,000 | 16,000-16,999 | 16,000-16,999 |
| 35% | 12,001-13,000 | 17,000-17,999 | 17,000-17,999 |
| 30% | 13,001-13,900 | 18,000-18,899 | 18,000-18,899 |
| 25% | 13,901-14,800 | 18,900-19,799 | 18,900-19,799 |
| 20% | 14,801-15,700 | 19,800-20,699 | 19,800-20,699 |
| 15% | | 20,700-21,599 | 20,700-21,599 |
| 10% | | 21,600-22,499 | 21,600-22,499 |
| 5% | | 22,500-23,399 | 22,500-23,399 |

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Network Administrators Report for September 2023 was submitted.

Superintendent Brent Suddaby presented his report to the Board.

Mr. Suddaby presented the Board with three draft policies: Field Trips 5340, Conference Travel/Meals and Meal Expense Reimbursement 4160, and Athletic Team Mergers 5330. He stated that he has shared the original drafts of these policies with the school policy advisors at the New York State School Boards Association (NYSSBA) and Erie 1 BOCES. The attorneys there gave him some recommendations that are reflected in the drafts presented. The school attorneys have also been given the drafts to review for the Board. Over the next few weeks, Mr. Suddaby will make any additional changes the Board wants to see. The policies will then be ready to present final drafts for a first reading at the November meeting and adoption at the December Board meeting.

Mr. Suddaby stated that the Board Members who have served for more than three years remember that the previous policy manual had become cumbersome over the years, which is very common. Each year, new regulations come from the New York State Education Department, some of which require the Board to make a new policy in response. Other factors or events in and around public education also warrant adopting new Board policies. At the same time, over the years, some policies become outdated and unnecessary. Mr. Suddaby stated that he appreciates that the Board cleaned up the policy manual in 2021, and the District now has a very good and complete set of policies. To maintain the policy manual, he is recommending that the Board reviews all of the policies annually in a Board Workshop Meeting. He would have the Policy Attorneys from Erie 1 BOCES attend the workshop. He recommends that a workshop for this is scheduled in the fall of each year. Another recommendation that Mr. Suddaby would like to make to the Board is that starting January 2024, the District schedules the Board of Education Meetings to begin 30 minutes earlier, at 6:30 p.m. This would allow more time if the Board needs to go into executive session after the public session. Mr. Suddaby would like to wait until January to make this change so that there is enough time to inform the public of the adjustment. Mr. Suddaby spoke of the Tax Exemptions for Certain Candor CSD Residents

Board Comments:

Greggory Houck thanked Harry Vasquez for his years of service to the District and stated that he will be very missed.

Ray Parmarter commented on the PA system during the flag football game and wondered if something could be done to improve it.

Recognition of Visitors:

President Murray recognized the visitors present, Jessica Spaccio and Neil Farley. Mrs. Spaccio asked about the new field trip policy and if there were any safety implications.

Adjournment:

President Murray announced the regular session of the meeting adjourned at 8:10 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board