

Board of Education, Regular Meeting
Thursday, November 16th, 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, Nate Brace, and Kate Davenport, as well as Superintendent Brent Suddaby.

ADJOURN TO EXECUTIVE SESSION:

At 6:30 p.m., a motion was made by Brent Doane, seconded by Kate Davenport, to adjourn to executive session to discuss a particular personnel matter. All board members listed above were present, as well as Superintendent Suddaby. At 6:30 p.m., Kimberleigh Nichols, Assistant Superintendent of Curriculum, Instruction, and Pupil Services, entered executive session to discuss the CPSE/CSE reports. Mrs. Nichols exited executive session at 6:38 p.m.

RETURN TO REGULAR SESSION:

At 7:10 p.m., Nate Brace made a motion, seconded by Raymond Parmarter, to return to regular session. The motion carried unanimously. All board members listed above were present, as well as Superintendent Brent Suddaby, Jr/Sr High School Principal Wayne Aman, Elementary School Principal Peter Ahart, Assistant Superintendent of Curriculum, Instruction, and Pupil Services Kimberleigh Nichols, Director of Instructional Technology Matt Gelder, Athletic Director/Director of Transportation Holly Carling, School Business Official Christine Pierce, and Board Clerk Kathlyn Hinkle.

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

STATE DATA PRESENTATION:

The administrative team presented the Board with data from the New York State ELA and Math test scores.

CPSE/CSE REPORTS ACCEPTED:

A motion was made by Nate Brace, seconded by Raymond Parmarter, to accept the CPSE/CSE reports for October 2023, as presented. The motion carried unanimously.

MINUTES ACCEPTED:

Brent Doane made a motion, seconded by Kate Davenport, to accept the minutes of the Regular Meeting held on October 19th, 2023, as presented. The motion carried unanimously.

TREASURER'S REPORT ACCEPTED:

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

APPROPRIATION STATUS REPORT ACCEPTED:

A motion was made by Nate Brace, seconded by Brent Doane, to accept the Appropriation Status Report for October 2023, as presented. The motion carried unanimously.

WARRANTS ACCEPTED:

A motion was made by Raymond Parmarter, seconded by Brent Doane, to accept the following warrants for October 2023, as presented: General Fund #11, Federal Fund #4, School Lunch Fund #4, and Capital Fund #4. The motion carried unanimously.

RECOGNITION OF VISITORS:

President Hannah Murray recognized the visitor present at this time, Neil Farley. Mr. Farley informed the Board that Dawn Larson and Adam Brechner have applied for a grant from the Teacher's Center. The grant will be for grades 7th, 8th, and 11th and will help with the effort to build a stronger relationship with literacy.

Regular Meeting, November 16th, 2023

CONSENT AGENDA:

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

Resignation:

Accepted the resignation from **Donna Schwender** as a Part-Time Teacher Aide for the High School Library, effective December 20th, 2023, with regret.

Accepted the resignation from **Annette Dougherty** as a Part-Time Bus Monitor effective November 3rd, 2023, with regret.

Accepted the resignation from **Bella Bausano** as a 3rd Grade Teacher, effective December 15th, 2023, with regret.

Recommended Personnel Appointments:

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

1. **Heidy Josefina Gil Sanchez*** - Substitute Bus Monitor

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

1. **Alyssa Mosher*** - AA - Elementary Education (EL Only)

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

1. **Janelle Marsh** - Varsity Girls Bowling Coach
2. **Mike Kirk** - Varsity Boys Bowling Coach
3. **Daniel Pierce** - Modified Boys Basketball Coach
4. **Devin Beach*** - Modified Wrestling Coach

Approved the appointment of **Mathew Pisano** as a Full-Time/12-months Network Specialist, effective December 13, 2023. Salary will start at \$50,000 with benefits in accordance with the 2023-2024 Candor Employees Unit Contract.

Approved the appointment of **Chelsea Swartout*** as a Part-Time Teacher Aide effective November 27th, 2023, with salary at \$14.41/hour for hours worked, no benefits, in accordance with the 2023-2024 Candor Employees Unit Contract.

Approved of **Kathleen Rimbey** transferring from an Elementary Reading Teacher to 3rd Grade Teacher, effective November 20th, 2023. Ms. Rimbey will continue to receive her current salary and benefits, which are in accordance with the 2023-2024 Candor Faculty Association contract.

Approved the appointment of **Barry (Josh) Schecter** as a Long-Term Substitute Reading Teacher, effective November 17th, 2023, through the end of the 2023-2024 school year, with salary and benefits in accordance with the 2023-2024 Substitute Teacher Pay Schedule.

Maternity Leave Request - Worthing:

Approved the maternity leave request for **Nicole Worthing**, beginning tentatively on January 29th, 2024, through May 3rd, 2024.

Regular Meeting, November 16th, 2023

Mrs. Worthing will use her accumulated sick time and take the remainder of the time as unpaid leave. These dates are tentative upon the recommendation of her physician.

Donation – Hatton

Accepted the donation of safety glasses from Sam Hatton at Route 96 Power and Paddle, located at 1035 Owego Road, Candor NY. This donation was for the Technology Education Department. The approximate value of this donation is \$250.00.

Commencement 2024:

Approved Friday, June 28th, 2024, at 7:30 p.m. as the date and time for Commencement 2024.

2024-2025 Unit Cost Methodology for TST BOCES

The 2024-2025 Unit Cost Methodology for TST BOCES Program Services was approved, as presented.

Tax Collector Report 2023-2024

Approved the 2023-2024 Candor Central School Tax Collector's Report, as submitted by Julie Kephart of TST BOCES, Tax Collector.

Tenure:

Granted tenure to **Merrick Volpe**, in the field of School Social Worker, effective December 1st, 2023.

Board Policy 4160 - Conference Travel/Meals and Meal Expense Reimbursement - 1st Reading

Accepted the draft version of the Board Policy 4160: *Conference Travel/Meals and Meal Expense Reimbursement*, as presented, as a first reading.

Board Policy 5340 - Field Trips - 1st Reading

Accepted the draft version of the Board Policy 5340: *Field Trips*, as presented, as a first reading.

Maternity Leave Request - Knighton

Approved the maternity leave request from **Amelia Knighton**, beginning March 29th, 2024 through the end of the 2023-2024 school year. These dates are subject to change due to unforeseen circumstances with the pregnancy. Mrs. Knighton will use her available sick days and FMLA coverage.

The motion carried unanimously for all consent agenda items.

ADMINISTRATORS REPORTS:

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

Mr. Aman informed the Board of the Vocabulary "Word of the Week." He stated that to support student recognition and understanding of Tier 2 vocabulary words, he has worked with the English Department to implement a building-wide "word of the week" program. Teachers will receive a laminated 8" x 11" paper each Friday with the Tier 2 word for the following week. Teachers will introduce the word in Friday's advisory period and incorporate it into each lesson throughout the following week. By immersing a new Tier 2 word into each instructional period every week, students will have learned over 30 Tier 2 words by the end of the school year. This should lead to better reading comprehension and academic success.

Mr. Aman stated that every Wednesday through the remainder of the school year, the Jr/Sr High School staff will be introducing a brief Social Emotional Learning (SEL) lesson to the students in their advisory period. This is to support the effort to improve the student body's overall social and emotional well-being. A typical lesson will include a short video (three minutes or less), followed by a few talking points and questions. Mr. Aman stated that it is clearly understood that students' social and emotional health directly impacts academic success, and this is another strategy to support students' SEL in the building.

Mr. Aman stated that the high school offers a fall play for the community each year. The fall play typically consists of juniors and seniors, and the advisor/director of the fall play is Carl Kanoff.

Regular Meeting, November 16th, 2023

This year's play was "Help Desk," a comedy written by Don Zolidis. The performance dates were Saturday, November 11th, from 7:00 p.m. to 9:00 p.m. and Sunday, November 12th, from 2:00 p.m. to 4:00 p.m. in the high school auditorium. Only five students were in the production, and they did a fantastic job.

Elementary School Principal Peter Ahart summarized his report to the Board.

Mr. Ahart informed the Board that the Cornell Cooperative Extension (CCE) will be offering parenting classes at the Elementary School this winter. They will offer a program called Strengthening Families, which is a 6-week series beginning in January on Mondays and Thursdays from 5:30 p.m.- 7:30 p.m., January 9th through February 15th. The District will support CCE in advertising the classes at the District. Additionally, the PTSA will be supporting CCE as well. There are 11 high school student volunteers from the Key Club willing to support child care for these events.

Mr. Ahart stated that on October 23rd, the New York State Department of Health (NYSDOH) conducted an audit of immunization records from the Elementary School to determine compliance with Public Health Law (PHL) §2164 and associated regulations 10 NYCRR Subpart 66-1. The summary of the audit is as follows:

The immunization records of 112 students were reviewed, and seven were found to be out of compliance with PHL §2164. All students are currently in compliance within the building. Students not in compliance were excluded from school. No "excluded" child missed more than one day of school. Mr. Ahart added that the Tioga County Health Department helped get the students expedited appointments with their providers.

Mr. Ahart informed the Board that World Kindness Day was on November 13th. It is a day that promotes the importance of being kind to each other and to yourself. The purpose of this day is to help everyone understand that kindness is what binds everyone together. The District's mental health staff supported teachers and students with World Kindness Day initiatives throughout the building. There were several volunteers from the high school participating with students as well. Students from Key Club read books to the Elementary students.

Mr. Ahart stated that School Social Worker Merrick Volpe is taking the initiative to welcome new students to the District. Ms. Volpe will intentionally connect with new students to support a welcoming and affirming environment. This initiative supports new entrants with social support, making new friends, and community resources. Each new student will receive a welcome bag with a welcome card from Ms. Volpe, a Candor Elementary t-shirt, a Candor Coyote wristband, and a water bottle.

Athletic Director/Director of Transportation Holly Carling presented her report to the Board.

Mrs. Carling stated that the fall season is quickly coming to an end. All of the teams have wrapped up the regular season. Football will play in one or two non-playoff end-of-season games that the Section IV Football committee has put together. Volleyball started Sectional Playoffs in the semi-finals on November 2nd. Candor hosted the semi-finals and Regionals on November 11th at noon and 2:00 p.m. The team is the Section IV champs and Regional champs.

The teams will have an end-of-season celebration on November 20th in Candor, including all Fall Candor, SVEC, and SVE teams. The department is looking forward to recognizing all of the programs and individuals.

Mrs. Carling informed the Board that she will be submitting the AED Grant request soon. Spencer-VanEtten and Tioga have jumped on Board along with the youth programs from SVE and Candor. They hope to bring enough AEDs to the districts so that every team will have one at practice or a game. SVE's Board of Education meeting was on November 9th, and Mrs. Carling should be able to submit it once she has all the required documentation. Mrs. Carling updated the Board on the latest transportation news, as reported by Katie Anderson.

Two to three times a year, the transportation department tries to get the whole crew together for team building or a fun group collaboration. This month, they will be hosting their first "healthy luncheon." Drivers will sign up to bring a healthy dish-to-pass to share, recipe included. And everyone will have time to eat before they clock in for the afternoon runs. They are hoping to not only promote a healthy, happy workplace but also share some recipes.

Things are still going well with the Tyler Drive program. Five drivers are using the program daily and training more every day. It will be a slow process to have the system fully functional. The goal is to have all drivers using the system by January and be completely reliant on the program by July 1st.

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

Regular Meeting, November 16th, 2023

Mr. Gelder informed the Board that the District used ESSER funds to purchase four Swivl camera systems this summer, which offer teachers the ability to record high-quality video lessons and presentations while recording up to two video feeds and audio from up to five microphones (best if used with group work). Kim Nichols has effectively used these with her observations, allowing teachers the opportunity to see what she saw while in their classroom. Teachers have complete control over the videos and are only used to reflect on their practice, not as an evaluative tool. Mr. Gelder hopes that as teachers become more comfortable watching themselves teach, using the Swivl will become a natural extension of how they reflect on their teaching practice.

Mr. Gelder stated that Artificial Intelligence (AI) is increasingly transforming education, allowing teachers to save time with lesson planning and other administrative tasks while promising to provide immediate assistance to students through real-time tutoring. Despite the many advantages of AI, there are concerns about its potential risks to academic integrity. Mr. Gelder, Zach Ossit, and Wendy Bruttomesso participated in an online course on AI in the K-12 classroom, collaborating with educators nationwide. They have gained valuable insights and resources for teachers and have generated ideas for how to inform policy considerations related to AI in Candor schools. While some have been utilizing AI tools, many teachers lack experience in harnessing the power of AI for their daily planning. To address this, Mr. Gelder, Mrs. Bruttomesso, and Mr. Ossit will be presenting Magicschool.ai to each building during either the November or December faculty meetings and Mr. Gelder will be hosting some drop-in workshops throughout the remainder of the year to provide additional support for teachers looking to explore these tools further.

Candor has taken a deliberate and measured approach to AI, ensuring the District stays in alignment with the trends of other districts in the state. However, the limitations imposed by Edlaw 2-d have prevented schools from fully enabling AI tools like Chat GPT for student use in the classroom. Nonetheless, students are likely already using such tools on their personal devices to help them complete homework assignments. The hope is that by introducing AI in a way that showcases its value to teachers, they will be more receptive to integrating it into their classrooms when the District eventually has to navigate the challenges posed by NYS Edlaw 2-d. AI will continue to be embedded in the common internet tools that are currently used, and teachers must be ready to help students learn how to harness them in a way that supports their learning while also navigating any ethical challenges that arise.

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

Mrs. Nichols spoke of The Reading League partnership. Angela Herrera and Alaina Kakas, Professional Development Specialists with The Reading League, presented *The Basics: Phonological Awareness* and *The Basics: Phonic Knowledge* during the Superintendent's Conference Day on October 20th. The mission of The Reading League is to advance the awareness, understanding, and use of evidence-aligned reading instruction. The support of this work is based on the following belief. Over the course of this school year, members from The Reading League will partner with the District to provide awareness, understanding, and instructional practices that will help improve student literacy. The expectations will look different depending on the role, responsibility, grade, or course. Not everyone teaches small group reading lessons, but they all promote literacy skills every day. Since they are all teachers of reading strategies in some way, shape, or form, the District is prioritizing the importance of having a common understanding that will allow everyone to learn and grow together. The administrative team has and will continue to seek feedback from the faculty to help inform any decision-making regarding the course they set.

Mrs. Nichols presented information on the Swivl cameras as well. She stated that finding or creating ways to enhance the dialogue around teacher observations has always been a personal priority. Feedback and constructive suggestions are valuable for coaching, but elevating the conversation by integrating an opportunity for personal observation and reflection is powerful. The special education teachers and service providers can volunteer to record themselves teaching the lesson while being observed. The teacher is teaching, and Mrs. Nichols is in the room observing and taking notes. Before the post-observation, the teacher reviews the recording, making notes of their observations. During the follow-up conversation, teachers share things they noticed about their instruction and any questions or concerns that surfaced for them. Together, they can compare the observations and talk through any possible strategies or next steps that might be relevant.

Regular Meeting, November 16th, 2023

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

Mrs. Pierce stated that the school tax collection period ended on November 2nd, 2023. TST BOCES will return the uncollected taxes to the counties of Tioga and Tompkins. The counties will make the District whole for the uncollected amounts in the early Spring of 2024. The STAR payment will be received in early January through State Aid. Mrs. Pierce will provide a full reconciliation of the tax collections at the December meeting.

Mrs. Pierce informed the Board that she attended the NYSASBO fall workshop November 12th-15th. She stated that the business office is on the initial BOCES requests for the 2024-2025 school year. She stated that Taylor Green has been working with CNYRIC on the final implementation of the new digital time clocks and payroll worksheet. She will be working with each department individually to train and support the updated process.

Mrs. Pierce informed the Board that Mengel Metzger Barr & Co. auditors were in the office on November 3rd to finish the Single Audit of Federal Funds and the Student Activities Fund Audit. Reports will be forthcoming.

Mrs. Pierce stated that on November 2nd, the administrative team met to review the budget process and begin to develop budget priorities. They will continue to evaluate programs and expenditures as they move forward and plan for both the short and long term.

Network Administrator's Log for October 2023 was submitted.

Superintendent Brent Suddaby summarized his report to the Board.

Mr. Suddaby informed the Board that Dr. Jeffrey Matteson, the District Superintendent at TST BOCES, has accepted a new position as the Senior Deputy Commissioner for Education Policy for the New York State Education Department.

Mr. Suddaby updated the Board on the Capital Project. On November 13th, Mr. Suddaby, Jim Wintermute, and Matt Gelder met with the architects, engineers, and project managers who will be leading the work on replacing the track and roofing of both schools.

Mr. Suddaby stated that the October Conference Day and November Early Release Days were dedicated to working with the Reading League to build awareness, understanding, and instructional practices that will help improve student literacy. After the October day, Pete Ahart and Wayne Aman collected feedback from the teaching staff that was used to adjust the professional development that was provided on the November day, and they are collecting more data from the November half-day to tailor the professional development work in December.

Mr. Suddaby informed the Board that Dr. Kevin McGowan will be joining the Administrative Team and Board of Education in March and again in early April to provide support and guidance as the District builds the Strategic Plan. There are Board of Education Workshop Meetings scheduled for March and April. The March meeting will focus on the District's mission, vision, and core values. The April meeting will include a larger Strategic Plan Team of stakeholders, including the Board of Education, the Administration Team, Teachers and Staff Leaders, Student Leaders, Parent Representatives, and Community Members. Based on the work done in these sessions, the leadership team will have the stakeholder input needed to develop the action plans, which will become a draft District Strategic Plan. The intention is to present a draft District Strategic Plan to the Board in May.

Mr. Suddaby spoke of weather-related school closings. He stated that on days when the weather conditions might warrant delaying or closing school, deciding whether to close begins at 4:00 a.m. Road conditions, visibility, temperature, and wind chill are all factors considered when determining whether to close school. The priority is the safety of the students. Choosing whether road conditions are safe to transport students to and from school is a team effort. The transportation department leaders and Mr. Suddaby are in almost constant contact with the Candor, Tioga County, and New York State Highway Departments. Mr. Suddaby drives the bus routes to see the conditions first hand. Holly Carling and Katie Anderson have conversations with some of the more senior drivers, and a determination is made based on all of the information available. A second consideration is the temperature, including wind chill. If the team is not very confident that they can safely get the students to and from school, the schools will not be open. On the other hand, schools will be open when they can transport students safely and when it is not dangerously cold. That being said, the District respects every parent's right to make decisions for their own children and family.

Regular Meeting, November 16th, 2023

If a student misses school because their parent or guardian feels it is unsafe to send them, the schools will consider it an excused absence.

Mr. Suddaby provided an update for the PTSA as submitted by Jessica Spaccio, Co-President of the PTSA. The cake roll fundraiser is complete, and they will be sponsoring class parties at the Elementary School soon. The PTSA is hosting a career speaker on the second Tuesday of each month. There were 39 students that attended this month.

Along with the Elementary School, they hosted a Trunk or Treat on October 31st.

Some upcoming events will be some fun events at opening games for basketball on November 29th and 30th, a Glow Party for 5th and 6th grade on December 2nd; they will be supporting the Scholastic Family Night on December 12th with crafts and a raffle for attendees; they will be sponsoring massages for school staff on December 13th and 14th; they will supply a craft for all Elementary students for the holidays with plans to be determined for the high school students; and they will be hosting an indoor movie night on December 29th.

BOARD COMMENTS:

Raymond Parmarter asked who the Varsity Volleyball team is playing at States. He also asked Holly Carling if the District receives any profits from the school wear site that is on the school website. Mrs. Carling said the District does not, only from the previous fundraiser that sold school wear.

RECOGNITION OF VISITORS:

President Hannah Murray recognized the visitor present at this time, Neil Farley. No comments were made at this time.

ADJOURNMENT:

President Murray announced the meeting adjourned at 9:00 p.m.

Respectfully submitted,

Kathlyn M. Hinkle, Clerk of the Board