

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**
Approved Minutes of the Regular Meeting of September 8, 2016
Early Childhood School Boardroom
953 High Street
Victor, New York 14564

CALL TO ORDER President Deborah Palumbo-Sanders called the meeting to order at 5:38 PM.

Members Present Karen Ballard, Kristin Elliott, Gary Gilbert, Debbie Palumbo-Sanders, Trisha Turner, Mike Young

Member Absent Tim DeLucia

ENTER EXECUTIVE SESSION A motion was made by M. Young, seconded by G. Gilbert, to enter executive session at 5:45 PM to discuss the employment history of a specific individual. The motion was carried. 6 yes 0 no

REGULAR SESSION A motion was made by G. Gilbert, seconded by K. Ballard, to return to regular session at 7:28 PM. The motion was carried. 6 yes 0 no

APPROVE AGENDA A motion was made by M. Young, seconded by T. Turner, to approve the agenda for the meeting. The motion was carried. 6 yes 0 no

PUBLIC PARTICIPATION Lorene Benson, Executive Director of Cobblestone Arts Center in Farmington, talked about the theater they are in the process of building. This theatre will allow them to bring different programs to the area.

The officers of PTSA introduced themselves Cindy Riley and Marianne Bennett are the Co-Presidents, Amy Lazaro Vice President, Sarah Beth Duhamel Secretary and Jill Smith Treasurer. Carol Prescott, who is also on PTSA and the President of PIE, introduced herself as well. Cindy spoke about the PTSA Open House meeting that took place this evening prior to the Board of Education meeting. She said PTSA looks forward to working with the District.

Patty Hall spoke on behalf of the PTSA Health and Wellness Committee. She spoke about the walk to school day taking place on Wednesday, October 5th.

CONSENT ITEMS

A motion was made by K. Ballard seconded by K. Elliott to approve, upon recommendation of the Superintendent, the following consent items:

MINUTES Minutes of the regular meeting of August 11, 2016;

FINANCIAL STATEMENTS Treasurer's Report for the month ending July 31, 2016;

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PERSONNEL

The following personnel items:

All appointments on these pages are made in compliance with New York State Education Law relating to criminal history background clearances for new employees. Conditional clearances under that law have been requested for all new employees.

Instructional

Probationary Appointments:

The appointment of **Karen Harrison**, who holds a Professional certification in Technology Education, to a probationary position as a Technology Teacher effective September 26, 2016, and ending August 31, 2020, at an annual salary of \$49,250 (Step 9M) leading towards tenure in Technology Education.

Long Term Substitute Appointments:

The appointment of **Catherine McCarthy**, who has Certifications pending in Childhood Education (1-6) and Students w/Disabilities (1-6), to a long term substitute position as an Elementary Teacher, effective September 1, 2016, and ending June 30, 2017, at a pro-rated annual salary of \$41,600 (Step 1M).

Per Diem Substitutes:

<u>Candidate</u>	<u>Area of Certification</u>
Taylor Triou	Music/Special Education

Co: Curricular:

Clubs and Advisors

<u>First Name</u>	<u>Last Name</u>	<u>Group</u>	<u>Position</u>
Eric	Waples	1	Freshman Class Advisor
Kimberly	Spitzer	2	Medical Explorers Advisor

Non-Instructional Appointments:

The promotional appointment of **MaryPat Rodenhouse**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2016.

The promotional appointment of **Angel Reyes-Gonzalez**, from Part Time Cleaner to Full Time Cleaner, effective August 15, 2016.

The provisional appointment of **Kathryn Lew**, from Department Secretary to Employee Relations Assistant, effective September 1, 2016, at \$17.25 hourly.

The appointment of **Luann Nicotera**, Food Service Helper, effective September 1, 2016, at an hourly rate of \$9.15.

The appointment of **Gerald Waite**, Food Service Helper, effective September 1, 2016, at an hourly rate of \$9.15.

The appointment of **Maureen Black**, Food Service Helper, effective September 1, 2016, at an hourly rate of \$9.15.

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The appointment of **Sandra DeStefano**, Food Service Helper, effective September 1, 2016, at an hourly rate of \$9.15.

The promotional appointment of **Donna Ryan**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2016.

The promotional appointment of **Deborah Whitehair**, from Substitute Teacher Aide to Full Time Teacher Aide, effective September 1, 2016, at \$10.04/hourly.

The appointment of **Lynne Oddo**, Teacher Aide Part Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Laura Lenhard**, Teacher Aide Part Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Jennifer Gleber**, Teacher Aide Part Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Kerry Tassone**, Teacher Aide Part Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Susanna Paul**, Teacher Aide Full Time, effective September 1, 2016, at an hourly rate of \$10.04.

The promotional appointment of **Sandra Allen**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2016.

The appointment of **Christina Cowles**, Teacher Aide Part Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Mark Stoll**, Teacher Aide Part Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Logan Everhart**, Teacher Aide Part Time, effective September 23, 2016, at an hourly rate of \$10.04.

The promotional appointment of **Polly Alexander**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2016.

The appointment of **Roxanne Meehan**, Teacher Aide Full Time, effective September 1, 2016, at an hourly rate of \$10.04.

The promotional appointment of **Chelsea Eveleigh**, from Substitute Teacher Aide to Part Time Teacher Aide, effective September 1, 2016, at \$10.04/hourly.

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The promotional appointment of **Karen Ward**, from Substitute Teacher Aide to Part Time Teacher Aide, effective September 1, 2016, at \$10.04/hourly.

The promotional appointment of **Pamela Spath**, from Teacher Aide Part-Time to Typist Part-Time, effective September 15, 2016, at an hourly rate of \$11.89.

The appointment of **Michelle O'Leary**, Teacher Aide Full Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Dale Laise**, Teacher Aide Part Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Marleah Holmes**, Teacher Aide Part Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Deborah Cutter**, Teacher Aide Part Time, effective September 1, 2016, at an hourly rate of \$10.04.

The appointment of **Ashley Masters**, School Bus Monitor, effective September 8, 2016, at an hourly rate of \$9.94.

The transfer of assignment duties for **Linda Tice**, Employee Relations Assistant, with responsibilities as Payroll Clerk Part-Time, Retiree Benefits, and the Affordable Care Act, effective September 1, 2016, at an hourly rate of \$22.71.

The promotional appointment of **Charles Nichols**, from Substitute Bus Driver to probationary Bus Driver, effective August 31, 2016, at an annual salary of \$12,501.

The promotional appointment of **Jack Potter**, from Substitute Bus Driver to probationary Bus Driver, effective August 31, 2016, at an annual salary of \$12,501.

The appointment of **Jacob Dirkx**, Teacher Aide Part Time, effective September 12, 2016, at an hourly rate of \$10.04.

The appointment of **Susan Preston**, Teacher Aide Part Time, effective September 12, 2016, at an hourly rate of \$10.04.

The appointment of **Kimberly Austin**, Teacher Aide Part Time, effective September 12, 2016, at an hourly rate of \$10.04.

The appointment of **James Palmiere**, Teacher Aide Part Time, effective September 12, 2016, at an hourly rate of \$10.04.

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The appointment of **Louise Briscoe**, Teacher Aide Part Time, effective September 12, 2016, at an hourly rate of \$10.04.

Resignations: The resignation, for the purpose of retirement, of **Nancy Benton**, Food Service Helper, effective August 31, 2016.

The resignation, for the purpose of retirement, of **Jayne Heuring**, Teacher Aide, effective August 31, 2016.

The resignation of **Wendy Nguyen**, Teacher Aide, effective August 16, 2016.

The resignation of **Glen Anderson**, Food Service Helper, effective August 31, 2016.

**Substitute/Per
Diem
Appointments:**

<u>Name</u>	<u>Area</u>
Karen Heim	Food Service Helper
Glen Anderson	Food Service Helper
Glen Anderson	Crossing Guard/Traffic Support
Gerald Waite	Crossing Guard/Traffic Support
Mark Heilman	Crossing Guard/Traffic Support
Donald Grundke	Crossing Guard/Traffic Support
James Myers	Crossing Guard/Traffic Support
Paul Jason	Crossing Guard/Traffic Support
James Weld	Crossing Guard/Traffic Support
Richard Vest	Crossing Guard/Traffic Support
Melinda Tripp	Teacher Aide

**CSE/CPSE
RECOMMENDATIONS** Recommendations of the Committee on Special Education from the meetings of April 14, 2016, August 10, 11, 12, 15, 16, 18, 19, 30, 2016, and September 1, 2, 3, 6, 7, 8, 2016;

**BOARD MEMBER
COMMITTEE
MEETINGS** Board members to attend standing committee meetings;

SURPLUS Declare the following as surplus:

- Hewlett Packard Color LaserJet 3000n printers with VCS tag #s 04587, 04982;

**GRADUATES OF
DISTINCTION** Appoint Michael Nelson, from the class of 2017, as student representative for the Graduates of Distinction Committee for the 2016-2017 school year;

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CAMPUS NEWS

Superintendent Santiago-Marullo said the start of school this week went great. There was a lot of energy and smiles. She talked about how she posted the first day of school photos on the District's Facebook page.

VCS administrators summarized activities on campus.

GRADES 3-8 END OF THE YEAR REPORT

Board President Debbie Palumbo-Sanders introduced Primary School Principal Danny Dehm, Intermediate School Principal Kevin Swartz, and Junior High School Principal Brian Gee who presented the grades 3-8 end of the year report. Mrs. Dehm told the Board that the New York State Assessments in English Language Arts (ELA) and math are just one piece of the picture the schools look at to understand what is being done and most importantly where they need to go. The ELA scores have gone up and the children reaching levels 3 and 4 are on the rise. Math results show a nice increase, particularly in the number of children who have reached a level 4. She indicated they are looking at the children who earned a 1 or 2 to see where they can adjust their instruction. Mrs. Dehm said that grade 3 is a bit of a baseline because it is the first time the children are taking a test of this nature. Mr. Gilbert said when we look at grade 3 ELA versus grade 3 math; math seems to be stronger at the level 4 versus. He asked if we know why this is. Mrs. Dehm said the focus in the Professional Learning Community (PLC) work the year before was strictly on math. In addition, math Academic Intervention Services (AIS) was added last year and there is amazing math support across the District. She said she does not know if there is any one thing that has helped. It is more of a consistent and persistent approach on what the day to day work is and how we are supporting all children, but particularly the children who are struggling. Mrs. Elliott said if grade 3 is the baseline what is the criteria to get the children qualified for AIS services. Mrs. Dehm said there are assessments that are given along with teacher recommendations.

Mr. Swartz provided an overview of the New York State program testing results for grades 4-6. He said there is a focus on multiple measures when looking at student progress. They focus on the NYS ELA and math assessments, common unit assessments in math, common rubrics/tasks in ELA, teacher observations and DRA Assessments in reading. While reviewing the data the Intermediate School came up testing insights. Twenty-four percent of students opted out of the testing, which was down from 31% in 2015. Given the increase in students taking the test, the data is of greater value. There was growth across cohorts in grades 4-6 math and ELA with some notable growth in ELA. The ELA department is currently creating and adopting curriculum. There was some significant growth in math. Mr. Swartz said he feels this growth was due to several

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GRADES 3-8 END OF THE YEAR REPORT Continued

years of quality staff development, implementation of consistent curriculum, “What I Need” (WIN) support, and PLC collaboration. The 4th grade ELA exam was probably the most rigorous exam across the state. When looking at grade 4 as a cohort, there was an increase in the level 3s and 4s overall. Fifth grade ELA saw a nice jump from last year to this year. As a cohort group there was a 4% increase in the 3 and 4 levels. Sixth grade results increased slightly and as a cohort group the level 3s and 4s increased by 8%. Mr. Swartz said. Fourth grade math results have had nice growth over a three to four year span. Fifth grade math made notable growth as a cohort group. Sixth grade cohort results increased 10%. There were 46% of the students who scored a level 4. Mr. Swartz said the scores at the sixth grade level is the result of the work of all three grade levels. The 4th grade science data has remained consistent over the years and is a very predictable exam. Mr. Swartz then talked about how the data will be used in the Intermediate School. There will be an emphasis on the ELA curriculum development and implementation. They will utilize ELA and math coaches to model best practices. PLCs will be connected vertically as a 4-6 band as well as with their grade level towards common goals. AIS instruction will continue to be aligned with classroom instruction. The current data is an indicator that the recent changes such as teaming, PLCs, and WIN block have been effective and can serve as a structure for continued improvement. Mrs. Elliott said in the report there are only two years of cohort data. She asked if the cohort data can be tracked further. She also asked if the science results could be divided into male and female. Mr. Swartz and Dr. Santiago-Marullo said they would work on getting that information. Mr. Gilbert said the data is tremendous. Looking at the math results, he said it’s obvious the longer we have students the better we do. With a growing District and the new students coming in how are we able to help those students be as successful as the students who have been in the district for many years. Mr. Swartz talked about the math department looking at a progress monitoring tool that will monitor where students are at a given level. There is also the WIN block where we can immediately engage students into the setting.

Mr. Gee discussed the grade 7 and 8 testing program results. He told the Board when you start to look at the 7th and 8th grade testing results you begin to see a bit of a shift because the Regents courses are being introduced and therefore the number of students taking the NYS exams is less. For the ELA exam in grade 7 the participation rate was 64%. When looking at the cohort view there was an increase in the number of 3s and 4s. In 8th grade there was a slight drop in the ELA results. This data is being used to inform the AIS program in the literacy lab and the Boost Program. Mrs. Palumbo-Sanders asked if during the year the Junior High School does additional assessments as well. Mr. Gee indicated they do.

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GRADES 3-8 END OF THE YEAR REPORT Continued

He said there is about the same participation rate in 7th grade math as in ELA. He said the scores are pretty consistent if you look across each level. From a cohort there was a bit of a dip in 8th grade. Thirty-one percent of the students tested. This percentage is a reflection of the students that are taking Regents Algebra and therefore are not in the 8th grade math assessment data set. Mr. Gee said that 20% of the students took the science 8 exam, which again reflects the number of students who take the Earth Science program.

ATHLETIC PARENT SATISFACTION SURVEY PRESENTATION

Board President Debbie Palumbo-Sanders introduced Director of Health, Physical Education and Athletics Ron Whitcomb who talked about the committee that was created to work on the Athletic Parent Satisfaction Survey. Mr. Whitcomb said that if a concern rises there is no substitute for a face to face meeting with the coach. There is a lot to be gained from following the communication process that has been put in place. He said the survey is tool that will be used to provide feedback and does not replace the face to face meetings. The information gained from the surveys will be shared with the coaches, both the positive information along with the areas of improvement. He said this is a small piece the Athletic Director can use when he completes the end of the season review with the coaches. Mr. Whitcomb said that Jeff Onze did head up the committee that created the survey and he will be presenting the survey to the Board of Education. Mr. Onze introduced one of the committee members in attendance, Jen Mehigan. He said that Jen did a lot of work in and outside of the meetings. The purpose of the survey is to ensure the best possible athletic experience. We believe this survey will allow the parent and the student-athlete, to express their genuine thoughts and beliefs both positive and constructive. In doing so, the intention of this survey is to continue to develop the overall experience of student-athletes at Victor Central Schools. Mr. Onze went over the make-up of the committee. The committee met four times beginning in January, 2016 and ending in February, 2016. Throughout the spring meetings took place with the Director of Computer Services, Dave Henderson, to work through the technology that will support the roll out of the survey. The key steps in the process were to decide what the committee wished to accomplish with the results of the survey and to evaluate other surveys that existed around New York State and within the United States. The committee started with 65 questions and whittled it down to 17. There are 12 questions for parents to answer and also 5 questions for parents to complete with their student-athlete. Dr. Young asked for clarification on question 4. He suggested rewording the question to read, "Off-season expectations the coach has for my child are excessive for this sport." Dr. Young asked for clarification on question 12 with regards to senior athletes. Mrs. Elliott asked if there is something that goes with the survey that would show what the season and sport are.

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**ATHLETIC PARENT
SATISFACTION
SURVEY
PRESENTATION
Continued**

Mr. Whitcomb said about two weeks before the end of the season a link will be sent out by the coach to the parents. There is a unique link for each team sent out by the coach and when the surveys are submitted they electronically go into a specific folder for that team. Dr. Young said this is a great survey and it looks like a lot of time went into it. Mrs. Ballard asked if the coaches are going to introduce this at the coaches meeting at the beginning of the season. Mr. Whitcomb said the process is much different than in previous years. He said for the fall sports the coaches will receive an e-mail tomorrow indicating that the survey will be coming to them to forward to the parents within a couple of weeks. Mr. Whitcomb talked about how the committee would like to meet after each season to review the survey and make sure it is working the way they intended. This survey will be a living document. This survey was piloted with the golf team and the parent and student-athletes had no concerns or suggestions. Mr. Gilbert asked if there was an area to add comments. Mr. Onze said the committee members wanted to stay away from individual comments. Mrs. Elliott suggested reminding parents that if they are compelled to make a comment they should feel free to reach out to the coach directly. Mr. Gilbert said the survey was well done. He thanked the committee for leaving the survey open for changes. Mrs. Elliott asked if the survey is mobile friendly. Mr. Onze said yes. Mrs. Palumbo-Sanders asked when the teams are selected at the beginning of the season and have their first parent meeting will the coaches mention this new survey exists and parents should expect to see it at the end of the season. Mr. Whitcomb indicated they will do that. Dr. Santiago-Marullo thanked the committee for the hard work and she is appreciative of the digital aspect as it will help the Athletic Director receive more responses.

**APPROVE FIELD
TRIP**

A motion was made by M. Young, seconded by G. Gilbert, to approve the following trip:

- Varsity Baseball Team to The Ripken Experience in Myrtle Beach, SC from 4/14/17 – 4/22/17;

The motion was carried. 6 yes 0 no

**POLICY REVIEW
Second and Final
Reading**

A motion was made by G. Gilbert, seconded by K. Elliott, to approve the following policy:

- Construction Contracts, Bidding and Awards; Policy 7360

The motion was carried. 6 yes 0 no

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POLICY REVIEW First Reading

The following policies were brought to the Board of Education as a first read:

- School Safety Plans and Teams; Policy 8130
- Board Officers; Policy 2220
- Homeless Children; Policy 5151

Dr. Santiago-Marullo informed the Board that policy 8130 and 5151 are being aligned with the laws.

With regards to policy 8130, School Safety Plans and Teams, District Clerk Maureen Goodberlet informed the Board that she received a telephone call from the State Education Department today and they no longer require paper copies of the District-Wide Safety Plan. Next month this policy will be brought to the Board as a second and final read. She said the changes will be made from the first read and then they will also see the first sentence of the last paragraph of this policy removed. The sentence being removed is, “The Superintendent of Schools shall be responsible for filing the District-level school safety plan and any amendments to the plan with the Commissioner within 30 days after their adoption.”

MEETING REPORTS

NYSSBA Annual Convention Business Meeting Voting Delegate

Board President Palumbo-Sanders discussed with the Board the reason behind selecting a Voting Delegate for the NYSSBA Annual Convention Business Meeting. Mr. DeLucia informed the District Clerk if no one else was interested in being the Voting Delegate he would do so. The Board of Education selected Mr. DeLucia as that delegate.

NYSSBA Annual Convention Resolutions Review Process

Board President Palumbo-Sanders went over the process for reviewing the NYSSBA Annual Convention Resolutions. District Clerk Maureen Goodberlet will divide the resolutions up among the entire Board. Board members will do research on the resolutions they were given and be prepared to discuss them at the October 13th Board meeting. The Board, as a whole, will discuss and determine how Mr. DeLucia will vote at the Annual Meeting. Mrs. Goodberlet will distribute the resolutions as soon as she receives the final versions from NYSSBA.

Meeting Report

Mr. Gilbert met with Mr. Marshall and Mr. Vistocco with regards to the Campus Improvement Committee. Mr. Gilbert said he is excited to be a part of this committee.

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**PUBLIC
PARTICIPATION**

Mike Modleski, President of Victor Teachers' Association, said they are off to a great start this school year. He said it was clear the amount of work that went into bringing the staff back. He also appreciated the additional hires.

UPCOMING EVENTS

The Capital Project Community Forum will take place on Tuesday, October 11, 2016 from 6:30 – 7:30 PM in the Early Childhood School Auditorium.

The next Board meeting will take place on Thursday, October 13, 2016 at 7:15 PM in the Early Childhood School Boardroom.

The Capital Project Vote will take place on Tuesday, October 18, 2016 from Noon – 9:00 PM in the Intermediate School Auditorium.

ADJOURN

A motion was made by M. Young, seconded by G. Gilbert, to adjourn the meeting at 9:28 PM.

The motion was carried. 6 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet
District Clerk