

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
**Approved Minutes of the Regular Meeting on November 9, 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 6:30 PM
- Members Present** Karen Ballard, Tim DeLucia, Kristin Elliott, Gary Gilbert, Debbie Palumbo-Sanders, Trisha Turner, Mike Young
- ENTER EXECUTIVE SESSION** A motion was made by K. Ballard, seconded by T. Turner, to enter executive session at 6:30 PM to discuss the employment history of specific individuals. The motion was carried. 7 yes 0 no
- REGULAR SESSION** A motion was made by T. DeLucia, seconded by M. Young, to return to regular session at 7:15 PM. The motion was carried. 7 yes 0 no
- APPROVE AGENDA** A motion was made by K. Ballard, seconded by K. Elliott, to approve the agenda. The motion was carried. 7 yes 0 no
- PRESENTATIONS/  
RECOGNITIONS** None at this time.
- PUBLIC PARTICIPATION** Kristin Elliott spoke on behalf of the parents about the successful, first ever, Girl's Golf Banquet. She congratulated the girls on a successful season and thanked Coach Sousa and Athletic Director Ron Whitcomb.
- CONSENT ITEMS**
- A motion was made by T. DeLucia, seconded by M. Young to approve, upon recommendation of the Superintendent, the following consent items:
- MINUTES** Minutes of the regular meeting of the Public Hearing on October 11, 2016, regular meeting on October 13, 2016, and the 2016 Capital Project School Bond Proposition on October 18, 2016;
- FINANCIAL STATEMENTS** Treasurer's Report for the month ending September 30, 2016;
- 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.*

# VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

**Instructional**

**Long Term  
Substitute**

**Appointments:**

The appointment of **Sarah Kalen**, who holds a Initial Certifications in Students with Disabilities (B-2), Early Childhood Education (B-2), Students with Disabilities (1-6), and Childhood Education (1-6), to a long term substitute position as a Special Education Teacher, effective November 2, 2016, and ending June 30, 2017, at an annual salary of \$42,200 (Step 1M+15).

**Leave of Absences:**

The granting of a Leave of Absence for **Anne Clark**, School Psychologist, effective October 3, 2016, and ending June 30, 2017.

The granting of a Leave of Absence for **Rebecca Harris**, Elementary Teacher, effective September 26, 2016, and ending June 30, 2017.

**Co-Curricular:**

***Chairperson & Coordinator***

Katie Raby	Grade 5 Co-Coordinator
Kimberly Farrington	Grade 5 Co-Coordinator

**Athletics:**

Boys Swim

<u>Position</u>	<u>Name</u>	<u>Group</u>	<u>Years Coaching at VCS</u>
Assistant Varsity	Kyle Shares	5	2
Volunteer	Chrissy Judge	n/a	n/a

**Per Diem**

**Substitutes:**

<u>Candidate</u>	<u>Area of Certification</u>
Julie Santarone	Nurse
Scott Chamberlain	Uncertified
Jacqueline Rayburn	Uncertified
Andrea Germain	Elementary/ Special Education
Katie Stamm	Elementary/ Special Education
Emily Cricks	Uncertified
Andrea McNeil	K-12 Physical Education
Melissa Smith	Elementary/ Special Education/ Literacy
Nicole Quirk	Uncertified
Lee Prong	Uncertified
Elizabeth Hookway	Uncertified

**Appointments:**

The appointment of **Joan Gilbert-Newton**, who holds a Permanent Certification in Spanish 7-12, to a probationary position as a Foreign Language Teacher, retroactive to September 1, 2016, and ending August 31, 2019, leading toward tenure in Foreign Language.

**Resignations:**

The resignation of **Thomas Zaccardo**, Mathematics Teacher, effective November 30, 2016.

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**Non-Instructional  
Appointments:**

The appointment of **Shari Schmidt**, Teacher Aide Part Time, effective October 31, 2016, at an hourly rate of \$10.24, upon ending her Teacher Aide Full Time position, effective October 30, 2016.

The appointment of **Lee Prong**, Teacher Aide Part Time, effective October 17, 2016, at an hourly rate of \$10.04.

The promotional appointment of **Karen Heim**, from Substitute Food Service Helper to a Part Time Food Service Helper, effective October 3, 2016, at a hourly rate of \$9.15.

The appointment of **Lisa Tranello**, Part Time Food Service Helper, effective October 24, 2016, at a hourly rate of \$9.15.

The promotional appointment of **James Brennan**, from Substitute School Bus Driver to regular School Bus Driver, effective October 12, 2016, at an annual salary of \$12,501.

The appointment of **Bakhtavar Engineer**, Teacher Aide Full Time, effective November 7, 2016, at an hourly rate of \$10.04.

**Resignations:**

The resignation of **Richard Fast**, Messenger Part-Time, effective October 14, 2016.

The resignation of **Christina Cowles**, Teacher Aide Part-Time, effective November 11, 2016.

**Substitute  
Appointments:**

<u>Name</u>	<u>Area</u>
Susan Wilkins	Teacher Aide
Felicia Kelley	Food Service Helper
Donna Alexander	Teacher Aide
Richard Williams III	Cleaner & Crossing Guard
Janet Elman	Food Service Director
Brian VanDyke	School Bus Driver
Warren Hafner	School Bus Monitor
Kristin Power	School Bus Driver
Christine Giunta	Food Service Helper
Douglas Ellsworth	School Bus Driver

**VICTOR CENTRAL SCHOOL  
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<b>CSE/CPSE RECOMMENDATIONS</b>	Recommendations of the Committee on Special Education from the meetings of September 8, 2016, October 13, 14, 16, 17, 18, 19, 20, 21, 24, 25, 26, 27, 28, 31, 2016, November 1, 2, 3, 4, 7, 8, 9, 2016 and from the Committee on Preschool Special Education from the meetings of October 25, 2016 and November 2, 8, 2016;
<b>BOARD MEMBER COMMITTEE MEETINGS</b>	Board members to attend standing committee meetings;
<b>TAX COLLECTOR'S REPORT</b>	The Victor Central School Tax Collector's Report for the 2016-2017 school year as submitted;
<b>DONATIONS</b>	<p>The following donations:</p> <ul style="list-style-type: none"><li>• \$3,000 from PTSA to the Junior High School;</li><li>• \$1,200 from the Victor Swim Club to the Victor Central School District;</li><li>• \$369 worth of classroom materials from Donors Choose to Amy Hewitson's Kindergarten classroom;</li></ul> <p>Mrs. Palumbo-Sanders thanked the community for the three wonderful donations. The donations are deeply appreciated.</p>
<b>BOARD MEMBER CONFERENCE</b>	Board members T. DeLucia and D. Palumbo-Sanders to attend an Open Meetings Law Training at Honeoye Falls-Lima High School on 11/29/16;
<b>SURPLUS ITEMS</b>	<p>The following are declared as surplus:</p> <ul style="list-style-type: none"><li>• NEC VT580 Projector with VCS tag #s 02578, 02594;</li><li>• Hewlett Packard Laptop with VCS tag # 013522;</li><li>• Stylus Pro 3880 Printer with VCS tag # 013113;</li><li>• LaserJet P2015dn Printer with VCS tag # 04047;</li><li>• Xerox DocuMate 152 Scanner with VCS tag # F00398;</li><li>• Epson Perfection 3490 Photo Scanner with VCS tag # 01912;</li><li>• Epson Perfection 4490 Photo Scanner with VCS tag #s 04983, 010412, 010414;</li><li>• CanonScan 8800F Scanner with VCS tag # 012104;</li><li>• Hewlett Packard Scanjet G3010 with VCS tag #s 02687, 02688;</li><li>• Hewlett Packard Scanjet G4010 with VCS tag # 012082;</li><li>• Hewlett Packard Scanjet 3970 with VCS tag # 01847;</li><li>• Risograph GR3770 Photocopier with VCS tag # 01120;</li></ul>
<b>MEMORANDUM OF UNDERSTANDING</b>	Memorandum of Understanding between the Victor Teachers' Association and Victor Central School District as submitted;

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**CAPITAL PROJECT  
BOND RESOLUTION**

Bond resolution authorizing the partial reconstruction of, and construction of improvements and alterations to, District buildings and sites as submitted;

The motion to accept the foregoing consent items was carried.  
7 yes 0 no (*end of consent items*)

**CAMPUS NEWS**

VCS administrators summarized activities on campus.

Mr. Gilbert left at 8:20 PM and returned at 8:22 PM.

**SECONDARY  
DISTRICT GOALS  
UPDATE**

Dr. Santiago-Marullo introduced Junior High School Principal Brian Gee and Senior High School Principal Yvonne O’Shea who provided the Board of Education with a District Goals update. Mr. Gee said during the 2016-2017 school year, all students will engage in ongoing learning opportunities aligned to the District’s vision for student academic achievement, leading to 100% of the students achieving proficiency or mastery on the anchor standards for their courses. This will be measured by their end-of-year summative assessments. The first priority area is collaborative team focus around task, time, and product. The focus will be on deep learning student tasks, instructional time spent, and student work products. Professional Learning Community (PLC) teams consider picking a focal point in ten week increments and identify what type of evidence they want to use. What do our kids do with instructional time? What do our tasks require of students? What are we really requiring kids to produce? Self-monitoring techniques have been developed for the groups that are thinking about a focus around time. A teacher would determine in advance how much time is anticipated for each phase of a lesson. A timer would be needed and set for each main phase of the lesson to help the teacher best track the intended time. There can be the use of an easy to follow chart to track the actual pacing routine of classroom business along with the typical arch of a lesson. With regards to the focus around a task or tasks peer feedback strategies have been developed. A colleague completes the task or tasks designed for students. A critical thinking partner explains their approach, specifically on acquisition, meaning making, or transfer of new knowledge or skills. The feedback desired is about the learning behaviors. Self-monitoring techniques have also been developed to help with the focus around task. Design the task to align to The Next Generation Skills Continuum Rubric. Clearly identify the task in terms of the rubric and ask students to also identify the skills they used to complete the task. When the focus is on product peer feedback strategies have been developed. Critical thinking partner(s) review several student products to identify the

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### SECONDARY DISTRICT GOALS UPDATE Continued

areas in which they see creativity, collaborative problem solving, perseverance in a difficult task, and effectively communicating their learning in words. There is also student reflection where students reflect on a learning product and provide feedback on where they saw themselves being creative, collaborative problem solvers, persevering in a difficult task or having to communicate their learning on words. Teachers can also use a self-monitoring strategy where they can identify areas to anticipate students displaying creativity, collaborative problem solving, having to persevere in a difficult task, and effectively communicating their learning in words. They can conduct product reviews next to the anticipated outcomes. Another goal the Junior High School is working on is promoting the social, emotional and physical development of every student. Mr. Gee said during the 2016-2017 school year the Junior High School will focus on engaging students in new opportunities to develop social, emotional, and physical well-being and participate in cooperative and social activities. This will be measured through the participation rates for co-curricular programs with a target of 90% for 7<sup>th</sup> graders and 100% for 8<sup>th</sup> graders. A priority is student connectedness. If the focus remains on creating opportunities for students, where they are aware of and are encouraged to participate in co-curricular opportunities, then we will see higher degrees of student connectedness to the Junior High School community and higher participation rates in co-curricular programs. A Club Expo was introduced in September in conjunction with the parent evening open house which resulted in 156 8th grade students (45%) expressed interest in one or more of our 15 clubs and 179 7th grade students (52%) expressing interest in one or more of our 15 clubs. Two new clubs were added this school year Young Women's Leadership and Fiddle Club. The Junior High School has added six new clubs since spring of 2015. Dr. Young said it's great the goal is set to 100% participation rate. Mr. Gee said how do you set a goal with anything lower than 100%? He said before the students walk out the door to go to the Senior High School he wants to make sure that every student has an opportunity to connect with at least one activity.

Mrs. O'Shea talked about how the Victor Central School District will improve student academic achievement and performance for every student. She said students will engage in meaningful, relevant and rigorous learning experiences that are common, standards aligned and that provide for avenues for authentic application in real world situations. There are three areas of focus which include instructional technologies, literacy, and authentic experiences. Teachers had to select one of them that they will work on continuously throughout the year. She talked about the focus on English Language Arts (ELA) in non-ELA classrooms. She gave an example on how an ELA focus took place in a

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### **SECONDARY DISTRICT GOALS UPDATE Continued**

physical education class. Another area of focus to improve learning is around increasing authentic and relevant experiences. Two Victor graduates currently employed at Pictometry International Corporation talked with students about geographic information systems (GIS) and Aerial Imaging. Civil Engineering, Construction Systems, Engineering Design and AP Environmental Science classes attended the presentation. U.S. Congressman Chris Collins addressed Senior High School students on November 1, 2016. Prior to his visit, students in Government classes researched the topic of free trade as well as the Congressman's voting records, committee participation, and other information found on GovTrack.us. During the visit students presented their research to Congressman Collins. Mrs. O'Shea talked about promoting the social, emotional and physical development of every student in the Senior High School. In September a student Gay-Straight Alliance (GSA) club was formed. There are currently 45 students and 5 faculty members involved. The national mission is to "Advocate, Educate and Support." Victor students are currently talking about their vision and goals for our school. Mr. Gilbert asked if the GSA Club includes transgender. Mrs. O'Shea said yes it does. The Club is for the gay, lesbian, bisexual, transgender, and straight community. The Rochester Gay Alliance has provided training for the teachers. Student Council supported a freshly painted foyer in the North Wing. Art Club is currently developing proposals to add text, including "Home of the Blue Devils". On November 1, 2016 a culture survey was given to all students by grade level. Results will be shared with staff and used to drive the administrator's Smart Goals for 2016-2017. The OECD Test for Schools will be given to a select group of student in March 2017. This will then provide the District with a third set of data to begin looking at trends. Dr. Young asked for clarification on a text dependent question. Mrs. O'Shea said it is not just an opinion based question but a question that is asked where the student has to go back through the text to find the answer.

### **PROCESS FOR REVIEWING SUPERINTENDENT'S EVALUATION DOCUMENT**

Board President Palumbo-Sanders asked for discussion around reviewing the Superintendent's Evaluation document. She said when she asked for feedback on pulling a committee together to review the Superintendent's Evaluation document she only heard from two Board members. One was comfortable with a committee and the other suggested full Board of Education participation. Mrs. Palumbo-Sanders asked the Board how they would like to see this handled. She said she first put forth a committee approach to expedite the process as it is one of the Board's main responsibilities. This is an activity where out Superintendent is totally involved. Mr. Gilbert recommended keeping it with the full Board so when the Board has questions it is not going back and forth between a committee and the Board. Mr. DeLucia said

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### **PROCESS FOR REVIEWING SUPERINTENDENT'S EVALUATION DOCUMENT Continued**

this process has been discussed as a Board a couple of times. We have talked about the document and how it is used as well as the process that is used. The document really needs to be evidenced based. If this is done as a full Board a facilitator could be used to help with evaluation process. Mr. DeLucia reminded the Board this is a contractual item. Mr. Gilbert said he feels that is fair. Mrs. Elliott said to expedite it as a group can we seek out some examples of other evaluations. It is important for someone to know what the end is. It would be helpful for the Board to keep a record and keep documentation throughout the year. She said it's nice to know what the end looks like. Mrs. Elliott also likes the full Board approach with a facilitator. Mrs. Ballard said she agrees with either way. Dr. Young said a full Board approach with a facilitator is a great idea. There is no reason to reinvent the wheel and craft a new form. Dr. Santiago-Marullo said the form that Mrs. Elliott brought to the table was designed to be holistic and if you start to tweak it you change the balance of the document. Dr. Young said he would caution that we don't get too involved in changing the document, choose one that works and go with it. You won't know how it works until you use it. Mrs. Palumbo-Sanders said the content is up to Dr. Santiago-Marullo. Mrs. Palumbo-Sanders said she would reach out to Marla Iverson at Wayne-Finger Lakes BOCES to facilitate. The discussion with Mrs. Iverson will be how to use the document chosen. Dr. Santiago-Marullo said she thinks the timeline to use the new document should be for the 2017-2018 school year. The Board of Education agreed to this timeline.

### **POLICY REVIEW Second and Final Read**

A motion was made by T. DeLucia, seconded by T. Turner, to approve the following policy:

- Prohibition of Unmanned Aerial Vehicles (Drones); Policy 1502

This is a new policy for Victor Central Schools. It was sent out to the constituent groups for feedback. Dr. Santiago-Marullo went over the questions brought up. Someone asked if flying rockets would be under the same policy and the answer was yes. Dr. Santiago-Marullo said they would have to fill out a facility request form and provide insurance, the same as flying a drone. Mrs. Elliott asked who reviews the facility request forms. Dr. Santiago-Marullo said Mr. Vistocco reviews the forms. She said it has never been the intention to never have drones on campus, the intent is safety. Dr. Santiago-Marullo said PTSA raised questions around what happens to the individuals being caught breaking the policy and signage. Dr. Santiago-Marullo said these items are more around administrative regulations. PTSA asked if this policy includes



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### **POLICY REVIEW Second and Final Read Continued**

recreational helicopters, planes, etc. Dr. Santiago-Marullo said it does and that is what legal counsel is advising. Dr. Young asked if we would restrict them to a certain air space. Superintendent Santiago-Marullo said that detail would be determined at the point the facility request is being reviewed. It would depend on what is happening on the campus. Mr. Gilbert asked what makes this different than from anyone who logs into our free e-mail, they can do damage that way. We are not asking for anyone to carry insurance for that. Dr. Santiago-Marullo said the guest wireless has become more protected. Director of Computer Services, Dave Henderson said the District has had guest wireless for six or seven years and now to log on you have to authenticate. If you are staff or student you use your user name and password. If you are a guest you provide your phone number. The District will know who is on the guest wireless with any personal device. He said we are in better shape than we have ever been with security. There are different safeguards in technology. Mrs. Palumbo-Sanders said the Board can always come back and revisit the policy. The question was called.

The motion was carried. 7 yes 0 no

### **POLICY REVIEW First Read**

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

- Commencement Standards; Policy 4000
- Instructional Materials; Policy 4510
- Instructional Technology; Policy 4510.1
- Early Graduation; Policy 4771
- Programs for the Gifted and Talented; Policy 4322
- School Ceremonies and Observances; Policy 4821

Mrs. Palumbo-Sanders asked for clarification on the how gifted and talented students are identified. Superintendent Santiago-Marullo asked Mrs. Goho, Assistant Principal from the Early Childhood School, to review the process. Dr. Santiago-Marullo then informed the Board that policies 4000, 4510 and 4510.1 are Victor Central School District only policies. It would be the Board's decision to keep them or rescind them. Mr. Gilbert suggested keeping them and the Board agreed. Mrs. Palumbo-Sanders said all of the first read policies will be moved to next month's agenda for a second and final read.

### **MEETING REPORTS NYSSBA Membership**

District Clerk, Maureen Goodberlet informed the Board of Education that the New York State School Boards Association (NYSSBA) dues will come due in December. She told the Board the rate had been frozen over the last couple of year at \$10,212. This year the rate has increased by \$153.00 to \$10,365. She asked the Board whether or not they would like to continue with NYSSBA. Mr. DeLucia said the webinars are very

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### **MEETING REPORTS NYSSBA Membership**

Comprehensive. He said there have been times over the years he has questioned the value of NYSSBA; however where they are at right now they are a very valuable resource. Mr. DeLucia recommended the Board continue the membership. Mrs. Elliott spoke about her New Board Member training, how it was invaluable and confidence building. It was well organized and so professional. She agreed to continue the membership. By consensus the Board decided to continue with the NYSSBA membership.

### **2016 NYSSBA Annual Convention Review**

Mr. DeLucia, Mr. Gilbert, Mrs. Palumbo-Sanders, Mrs. Turner and Dr. Santiago-Marullo provided a brief summary of their trips to the 2016 NYSSBA Annual Convention in Buffalo, NY.

### **Committee Reports**

Mrs. Elliott and Mr. Gilbert spoke about the Campus Improvement Committee meeting. DiMarco Constructors will be donating a building with no cost to the District for a concession stand and indoor bathrooms for the soccer/lacrosse field. They will be getting rid of the Chuck Wagon. They thanked Mike Vistocco for reaching out to DiMarco Constructors as it allows the booster clubs to use money to put the finishing touches on the building. The plan is to have it completed by spring 2017. Locationally it will be at street level, very accessible from the new sidewalk that runs around the campus. Mrs. Elliott suggested trying to get some of the BOCES classes involved in the construction. She also suggested getting Mr. Cronmiller's class to go out and look at the topographical maps. She said it would be good to get students and other stakeholders involved.

Mr. Gilbert provided an update on the Technology Committee meeting. During the meeting the Smart School Investments Plan was shared and an agenda was set for the year.

Dr. Santiago-Marullo and Board President Palumbo-Sanders attended a workshop on the Every Student Succeeds Act (ESSA) at Wayne-Finger Lakes BOCES. The commissioner has asked groups around the state to review the whole plan that they proposed at the State Education Level. Dr. Santiago-Marullo said ESSA is the new No Child Left Behind. The new commissioner said let's talk about this and understand what concerns people have. The commissioner wants the information ahead of time before decisions are made. They developed a protocol, every BOCES is providing a workshop and they all followed the same protocol.

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**Committee Reports  
Continued**

Mr. DeLucia attended the BOCES Board meeting on November 7, 2016. During the meeting they talked about the opportunity to provide input on the ESSA. BOCES had their audit report reviewed, it was a good report. They did a first review of the Tech and Career budget and a second review of the administrative budget.

**PUBLIC COMMENT**

None at this time.

**NEXT BOARD  
MEETING**

The next Board of Education meeting will take place on Thursday, December 8, 2016 at 7:15 PM.

**EXECUTIVE SESSION**

A motion was made by G. Gilbert, seconded by T. DeLucia, to enter executive session at 9:36 PM to discuss the employment history of a specific individual. The motion was carried. 7 yes 0 no

**REGULAR SESSION**

A motion was made by T. Turner, seconded by M. Young, to return to regular session at 10:13 PM. The motion was carried. 7 yes 0 no

**ADJOURN**

A motion was made by T. Turner, seconded by K. Elliott, to return to adjourn at 10:14 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk