

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**
Approved Minutes of the Regular Meeting of January 12, 2017
Early Childhood School Boardroom
953 High Street
Victor, New York 14564

- CALL TO ORDER** President Deborah Palumbo-Sanders called the meeting to order at 6:45 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 T. Turner, seconded by M. Young, to enter executive session at 6:45 PM to discuss collective negotiations.
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 7:19 PM. The motion was carried. 7 yes 0 no
- APPROVE AGENDA** A motion was made to approve the revised agenda by T. Turner, seconded by K. Elliott. The motion as carried. 7 yes 0 no
- RECOGNITIONS** None at this time
- PUBLIC PARTICIPATION** None at this time
- CONSENT ITEMS**
A motion was made by K. Ballard, seconded by T. DeLucia, to approve, upon recommendation of the Superintendent, the following consent items:
- MINUTES** Minutes of the Regular Meeting of December 8, 2016;
- FINANCIAL STATEMENTS** Treasurer’s Report for the month ending November 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.
- Instructional**
- Probationary Appointments:** The appointment of **Christopher Stock**, who holds a Professional Certification in Mathematics (Grades 7-12), to probationary position as a Mathematics Teacher, effective January 17, 2017, and ending January 31, 2020, at an annual salary of \$49,850 (Step 9M+12).

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Tenure Appointments: The appointment to tenure of **Kathleen Goodberlet**, upon the successful completion of her probationary period as an Elementary Teacher, effective January 31, 2017.

The appointment to tenure of **Carrie Goodell**, upon the successful completion of her probationary period as an Assistant Principal, effective January 26, 2017.

Resignations: The resignation, due to retirement, of **Danielle Dehm**, Primary School Principal, effective June 30, 2017.

The resignation, due to retirement, of **Kathleen Swigert**, Music Teacher, effective June 30, 2017.

The resignation, due to retirement, of **Melanie Martinek**, Art Teacher, effective June 30, 2017.

Athletics:	<u>Position</u>	<u>Name</u>	<u>Group</u>	<u>Years</u>
Baseball	Head Varsity	Sean Rucker	2	22
	Varsity Assistant	Mike Ferreri	5	17
	JV Assistant	Jeff Onze	5	17
	Modified Assistant	Pat Lawley	6	21
	Modified Assistant	Tim Clapp	6	11
Golf	Head Varsity	Trevor Sousa	4	9
	JV Assistant	Tracy Przepiora	5	11
Boys Lacrosse	Head Varsity	Jim Andre	2	22
	Varsity Assistant	Mark Foeder	5	21
	JV Assistant	Bryan Lischerelli	5	23
	Modified Assistant	Kevin Geno	6	7
	Modified Assistant	Dan Stone	6	17
	Non-Paid Volunteer	Mark Cain	n/a	n/a
Girls Lacrosse	Head Varsity	Niki Sufra	2	8
	Varsity Assistant	Michelle Cushman	5	1
	JV Assistant	Caitlin Mack-Elliott	5	8
	Modified Assistant	Stephanie Schlueter	6	6
	Non-Paid Volunteer	Meghan Mietelski	n/a	n/a
Softball	Head Varsity	Shelly Collins	2	30
	Varsity Assistant	Denise Dillman	5	18
	JV Assistant	Amanda Moorehouse	5	6
	Modified Assistant	Gina Potenza	6	6
	Modified Assistant	Tim DiSanto	6	10

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Boys Tennis	Head Varsity	Eric Dahlstrom	3	11
Boys Track	Head Varsity	Russ Hunkovic	2	7
	JV Assistant	Jerry O'Dell	5	33
	Modified Assistant	Matt Bauerlein	6	31
Girls Track	Head Varsity	Bob Goodell	2	29
	JV Assistant	Kathleen Goodberlet	5	4
	Modified Assistant	Chris Levy	6	18

Per Diem Substitutes:	<u>Candidate</u>	<u>Area of Certification</u>
	Laura Roblin	Elementary/ Special Education
	Jean Boehm	Elementary/ Reading/ Health
	Anna Dehm	Uncertified
	Brandon McArdell	Uncertified
	Abby Jo Williams	Uncertified

Non-Instructional

Appointments: The promotional appointment of **Donna Goodwin**, from Part-time Teacher Aide to Full-time Teacher Aide, effective November 8, 2016, at an hourly rate of \$10.04.

The appointment of **Janis Werner**, School Bus Monitor, effective January 9, 2017, at an hourly rate of \$9.94.

The appointment of **Kathleen Stranford**, Part Time Teacher Aide, effective January 11, 2017, at an hourly rate of \$10.04.

The appointment of **Gary Hadden**, Part Time School Courier, effective January 9, 2017, at an hourly rate of \$11.48.

Resignations: The resignation of **Debra Moore**, Teacher Aide Part Time, effective December 22, 2016.

The resignation of **Jeanette Phegley**, Teacher Aide Part Time, effective December 22, 2016.

The resignation of **Charles Nichols**, Bus Driver, effective December 21, 2016.

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The resignation of **Frank Burke**, Cleaner, effective December 28, 2016.

The resignation of **Danielle Rhodes**, Cleaner, effective January 2, 2017.

The resignation of **Vicki Guckian**, Teacher Aide, effective January 6, 2017.

The resignation of **Marie Maiorana**, Teacher Aide, effective January 9, 2017.

Retirements: The retirement of **David Rugenstein**, Cleaner, effective February 1, 2017.

Substitute Appointments:	<u>Name</u>	<u>Area</u>
	James Berry	Head Bus Mechanic
	Elizabeth Stansbury	Teacher Aide
	Daut Berisha	Cleaner
	Minire Berisha	Cleaner

CSE/CPSE RECOMMENDATIONS Recommendations of the Committee on Special Education from the meetings of December 5, 6, 7, 8, 9, 12, 13, 14, 16, 19, 20, 21, 22, 2016 and January 3, 4, 5, 6, 9, 10, 11, 12, 2017 and from the Committee on Preschool Special Education from the meeting of January 10, 2017;

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

BOARD MEMBER CONFERENCES The following conferences for Board of Education members:

- T. DeLucia and D. Palumbo-Sanders to attend the NYSSBA 2017 Fiscal Fitness Workshop in Rochester, NY on 1/25/17;
- T. DeLucia, T. Turner and D. Palumbo-Sanders to attend the NYSSBA 2017 Capital Conference in Albany, NY on 2/12/17;

GRADUATES OF DISTINCTION BY-LAWS The Graduates of Distinction By-Laws as submitted;

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SURPLUS ITEMS

The following are declared as surplus:

- SmartBoard with VCS tag # 04639;
- NEC VT580 Projector with VCS tag #s 02627, 02629;

DONATIONS

The following donation:

- \$868.00 from the Cris Condidorio Memorial Fund to the Victor Early Childhood School;

Mrs. Palumbo-Sanders acknowledged the contribution and said she appreciates the thoughtfulness in the gift.

CLAIMS AUDITOR

Susan Reed as Claims Auditor from 1/1/17 – 6/30/17;

**ESTABLISHMENT OF
HOURLY RATES**

The following rates effective 12/31/2016:

- Senior Lifeguard hourly rate as \$10.04;
- Food Service Helper starting rate in the CSEA contract as \$9.70;
- Food Service Helper substitute hourly rate as \$9.70;
- Junior Lifeguard hourly rate as \$9.70;
- Summer Groundskeeper hourly rate as \$9.70; and
- Student Worker hourly rate as \$9.70.

The motion to accept the foregoing consent items was carried.

7 yes 0 no

CAMPUS NEWS

Dr. Santiago-Marullo talked about her attendance at the Governor's State of the State address in Buffalo on Monday, January 9th. She said it was an interesting experience; however she was disappointed Governor Cuomo did not mention PreK-12 education at all. Next week we should hear about his proposed budget plan and hopefully there will be some attention given to Prek-12 education.

VCS administrators summarized campus news and events at this time.

MENTOR PROGRAM

Superintendent Santiago-Marullo introduced mentors Dr. Jan Soucier and Mrs. Linda Izzo who provided the Board with an overview on the Mentor Program. Dr. Santiago-Marullo said this is a long-standing successful program that has changed over time. Dr. Soucier said New York State requires each District to have a mentoring program. Victor's program is one of the top three models statewide. One of the things that makes us a model is that Victor has a full-time release program. Dr. Soucier and Mrs. Izzo are teachers on special assignment (not in a classroom). The program was formally known as the Mentor Teacher Intern Program (MTIP) and is formally funded by the MTIP Grant each year. Dr. Soucier talked about how the program functions. There is a Mentor Panel that oversees the program. This panel consists of two administrators and five teachers (one from each building). To become

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MENTOR PROGRAM Continued

a mentor teacher you have to be part of the Mentor Pool. Teachers in the Mentor Pool have been teaching for at least seven years, have been in the District for at least five years, be a Master Teacher, have excellent interpersonal skills, superior communication, four recommendations, narrative essay, and have to interview with the Mentor Panel. The Mentor Pool is a 5-year term. The purpose of the Mentor Program is to provide support and guidance to teachers who are new to the Victor Central School District by developing and enhancing effective teaching skills, increasing retention of promising teachers, promoting personal and professional well-being, and transmitting and conveying the culture of the Victor Central School District. Currently there are approximately 75 teachers Dr. Soucier and Mrs. Izzo are working with. Mrs. Izzo talked about what the program looks like over a calendar year, starting with New Teacher Orientation in August. There is ongoing professional development to meet the needs of new staff. Curriculum specialists and the Mentor Pool are used to help with the professional development, along with buddy teacher support. Due to the full-release structure, mentors can work one-on-one to meet individual needs of staff. They meet and observe many classes, problem solve, model and strategize work. They have the opportunity to sit in on post-observation conferences and then follow-up with the teachers one-on-one. The mentors work with new teachers, tenured teachers and administration. They support life-long learning by supporting the professionals on the Victor Central School District campus. Mrs. Palumbo-Sanders asked for clarification around the 9 and 12 hour levels of support in year one. Are the hours a Victor Central School District requirement or required by New York State? Dr. Soucier indicated it is a Victor Central School District requirement. Mrs. Elliott asked, how many years did it take to build the program to where it is now and how long has Victor had a Mentor Program? Dr. Soucier said Victor has had a program since about 1986. We were one of the first. Mrs. Elliott said, as one of the top three programs in the state, how did Victor get that recognition? Dr. Santiago-Marullo said it started through the Teacher Center. Many years ago we did a workshop on the different mentoring programs and we were picked-up as a good model. Since the very beginning it has been a release time program. Mr. Gilbert said it is a tremendous program to take our young teachers and develop them and bring them through. Mrs. Elliott asked if they know the percentage of what the grant covers with the cost of the program. Dr. Santiago-Marullo said she does not have the exact figure, however it's not as much as we would like. Mrs. Elliott asked once teachers receive tenure can they still receive support through the mentors. Dr. Soucier said yes they can.

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ELEMENTARY DISTRICT GOALS UPDATE

Dr. Santiago-Marullo introduced, Early Childhood School Principal Dorothy DiAngelo, Primary School Principal Danny Dehm and Intermediate School Principal Kevin Swartz who provided the Board of Education with an Elementary District Goals update. Mrs. DiAngelo talked about the goal for the Early Childhood School around students increasing their ability to read and respond to increasingly complex text and expand their knowledge of vocabulary. Some of the professional development taking place includes teachers participating in math talks training provided by the University of Rochester, teachers attended the National Association for the Education of Young Children (NAEYC) Conference in October. Professional Learning Community (PLC) work in kindergarten and first grade has been focused on mathematical thinking and practices that will enrich and deepen students' understanding. The Academic Intervention Service (AIS) reading teachers are providing kindergarten and first grade teachers with monthly training on the administration of the Fountas and Pinnell reading assessment. Another goal the Early Childhood School is working on is around students demonstrating, along with their peers, the ability to self-advocate and problem solve. Data has been gathered by looking at pre-kindergarten, kindergarten, and first grade report cards as well as other anecdotal data. Mrs. DiAngelo said that she and Assistant Principal Mrs. Goho go into classrooms to observe conversations between children. The Early Childhood School is promoting the social, emotional and physical development of every student by sending out newsletters to parents with strategies to support children's social emotional development. Items included in the newsletters are strategies to support children who experience separation anxiety, fatigue and heightened emotions as well as experiences to help children develop their skill set as it pertains to social situations, responding to misbehavior as a teachable moment and using positive language with children. Classroom aides have received support through Mrs. Linda Izzo. She has provided an overview of Responsive Classroom and the language to use with children.

Mrs. Dehm talked about Primary School students having the enhanced ability to critically evaluate, interpret, and apply information from non-fiction texts in a relevant and creative manner. In order to accomplish this all Primary School teachers have been trained in Number Talks, AIS teachers have provided professional development at monthly PLC meetings in the area of running and reading record analysis in preparation for the shift to the Fountas and Pinnell assessment tool. This shift includes a discussion between the teacher and student on assessment comprehension. Third grade English Language Arts (ELA) reading curriculum is currently under revision. Mrs. Dehm said when

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ELEMENTARY DISTRICT GOALS UPDATE Continued

looking at the social and emotional goal they look at how can they improve the interaction the students have with each other as well as with the teachers. During the month of September Mrs. Dehm and Mrs. Check visited every classroom to set the stage for the year with an introduction and sharing their “hopes and dreams” for the school. Each child also added what was important to them on posters throughout the school. School-wide Community Morning Meetings in September and November set the stage for Responsive Classroom practices and expectations while celebrating and learning as a school community. The school psychologists provided professional development in the area of recognizing and responding to anxiety during the November staff meeting. The physical therapist provided professional development in the area of meditation and mindfulness during the December staff meeting.

Mr. Swartz provided an update on the Intermediate School District Goals. One of the goals this year is focused around the idea of engagement. Engagement is one of the most critical things. Through engagement in rigorous text and activities, Intermediate School students will acquire deep understanding of standards while simultaneously recognizing the relevance and application possibilities within the content they are learning. The first step is through the Annual Professional Performance Review (APPR) conversations. Previous APPR conversations were often routed in learning objectives, student activities, and assessments. Mr. Swartz said to better meet the building goal they are focusing upon what the students are doing and thinking as well as the teacher. There are three questions to focus on. Can the student identify what concepts they are learning? Can the student state how they could use/apply what they are learning? Can the student make connections between current learning and past experiences? It is important to monitor and measure student engagement. Engagement and relevance is now a focal point of APPR. Administrators are taking an active role during observations talking to students to determine if they know what they are learning, can they share how they might use or apply what they are learning, and can they keep making connections to previous learning. Mr. Swartz said he and Assistant Principal Mrs. Maloney keep a running record of student responses to these questions. They share this feedback with staff during post observations. There are ongoing academic initiatives. PLCs continue to meet weekly to share best practices and engaging activities. PLCs are meeting monthly to plan “Whatever I Need” (WIN) activities for all levels of students. Teachers are engaging in colleague classroom visits with the focus on engagement, questioning and discussion. Articles and research around engagement with staff are being shared. Staff and Building Council are analyzing the current homework practices to see if the practices can be better aligned with the academic

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ELEMENTARY DISTRICT GOALS UPDATE Continued

goal. Under the social and emotional goal Intermediate School students are asked to model the building's desired expectations of respecting one's self, others, and the Intermediate School. They have taken an active role in reflecting and learning from behaviors as they relate to the newly adopted motto. Mr. Swartz said this year they are utilizing the counselors to help with this goal. Students were identified who were assessed as inconsistent or low in their abilities to respect others based on their progress report. Counselors targeted these students for interventions such as individual counseling, group counseling, lunch bunch, or classroom visits to work on improving respectful behaviors. Counselor classroom lessons are being developed and piloted with the focus on growth mindset, anti-bullying and empathy, and conflict resolution. Monthly meetings between grade level counselors and teaching teams have been established to assess needs and the progress of students. There is continued use of the student reflection forms for disciplinary issues. Monthly celebrations with Student of the Month recipients continue to take place to acknowledge positive behavioral choices. Mrs. Palumbo-Sanders said the programs are really wonderful and exciting to see. They seem to be ramping up more to the approach of assessing individual student needs. She thanked Mr. Swartz for the attention to detail.

APPROVE TRIPS

A motion was made by T. Turner, seconded by G. Gilbert, to approve the following trips:

- Grade 9-12 Outdoor Activities Club to the Adirondack Mountains from 3/9/17 – 3/12/17;
- Grade 9-12 Outdoor Activities Club to the Adirondack Mountains from 5/18/17 – 5/21/17;

Mrs. Elliott complemented the applications. They were very complete and well developed. Mrs. Turner said this is such an incredible program and thankful Mrs. Ahearn took it over.

The motion was carried. 7 yes 0 no

POLICY REVIEW Second and Final Reading

A motion was made by K. Ballard, seconded by T. DeLucia, to approve the following policies:

- Teaching About Controversial Issues; Policy 4810
- Preschool Special Education; Policy 4321.13

The motion was carried. 7 yes 0 no

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**POLICY REVIEW
First Reading**

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

- Allocation of Space for Special Education Programs and Services; Policy 4321.1
- Impartial Hearing Officer Appointment and Compensation; Policy 4321.4
- Individualized Education Program Diplomas; Policy 4773
- Parental Involvement; Policy 1900

Superintendent Santiago-Marullo said that the first three policies fall under Melanie McGuire’s responsibilities and the fourth policy under Kristin Swann’s. They spent a lot of time reviewing these and making sure they are aligned and comply with state guidelines. Mrs. Elliott clarified the Parental Involvement Policy is not related to Special Education. Dr. Santiago-Marullo indicated that is correct, it is related to Title I. Mrs. Elliott asked if the change to the wording “family engagement” was District wording. Dr. Santiago-Marullo said that is a federal change. Mrs. Palumbo-Sanders said she appreciates the time that Mrs. McGuire and Mrs. Swann put into the policies.

MEETING REPORTS

Mr. Gilbert thanked Mrs. O’Shea for the letter in the Daily messenger on the OECD testing and for preparing the students for the future.

PUBLIC COMMENT

None at this time

**NEXT BOARD
MEETING**

The next Board of Education meeting will take place on Thursday, February 9, 2017 at 7:15 PM.

EXECUTIVE SESSION

A motion was made by T. DeLucia, seconded by K. Ballard, to enter executive session at 8:58 PM to discuss collective negotiations. The motion was carried. 7 yes 0 no

REGULAR SESSION

A motion was made by M. Young, seconded by G. Gilbert, to return to regular session at 10:17 PM. The motion was carried. 7 yes 0 no

ADJOURN

A motion was made by T. Turner, seconded by K. Ballard, to return to adjourn at 10:18 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet
District Clerk