

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Approved Minutes of the Regular Meeting of May 11, 2017
Victor Early Childhood School Boardroom
953 High Street
Victor, New York 14564**

- CALL TO ORDER** President Deborah Palumbo-Sanders called the meeting to order at 5:42 PM.
- Members Present** Tim DeLucia (arrived at 7:15 PM via video conferencing), Kristin Elliott, Gary Gilbert, Debbie Palumbo-Sanders, Trisha Turner (arrived at 6:03 PM), Mike Young
- Member Absent** Karen Ballard
- ENTER EXECUTIVE SESSION** A motion was made by K. Elliott, seconded by G. Gilbert, to enter executive session at 5:42 PM to discuss collective negotiations as well as the employment history of a particular person. The motion was carried. 4 yes 0 no
- REGULAR SESSION AND ADJOURN** A motion was made by T. Turner, seconded by G. Gilbert to return to regular session and adjourn the meeting at 6:48 PM. The motion was carried. 5 yes 0 no
- CALL TO ORDER** President Deborah Palumbo-Sanders called the meeting to order at 7:15 PM. (Mr. DeLucia arrived via video conferencing at 7:15 PM)
- APPROVE AGENDA** A motion was made by G. Gilbert, seconded by K. Elliott, to approve the agenda.
- Dr. Santiago-Marullo asked to amend the agenda adding Board of Education Recognition under item 3, presentations/recognitions.
- M. Young made a motion to approve the amended agenda, seconded by T. Turner. The motion was carried 6 yes 0 no
- RECOGNITIONS**
Operation Recognition Superintendent of Schools Dawn Santiago-Marullo, School Board President Debbie Palumbo-Sanders and Senior High School Principal Yvonne O’Shea presented Gordon A. Hill his high school diploma through the New York State Operation Recognition Program. Jeremy Marshall, Director of Veteran Services, provided an overview of the Operation Recognition Program and then went on to discuss Mr. Hill’s service. Gordon A. Hill is a World War II veteran who served in the U.S. Navy from February 1943 to February 1946. Mr. Hill served as a Signalman aboard various naval ships in the Mediterranean Sea. Mr. Marshall thanked the Board of Education and Victor Central School District for their support. Dr. Santiago-Marullo thanked Mr. Hill for his service and acknowledged him as a graduate of Victor Senior High School. Mr. Hill thanked the Board of Education for his diploma.

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Retirees

In recognition of their years of service to the District, plaques were presented to the following 2016-17 retirees: Cleaner David Rugenstein, Teacher Aide Linda Martin, Bus Driver Florence Hafner (her husband received this on her behalf), Music Teacher Kathleen Swigert, Art Teacher Melanie Martinek, Science Teacher James Jordan, and Primary School Principal Danielle Dehm. Retirees who were unable to attend but will also be receiving a plaque are Bus Monitor Debra Moore, Cleaner John Moore, Food Service Helper Patricia Mattice, Reading Teacher Kay Arnold, and English Teacher Regina Muscarella.

Wrestling Section V Champions

Dr. Santiago-Marullo introduced wrestling coach Criag Kaper. Coach Kaper first congratulated Mr. Hill on receiving his diploma and thanked him for his service. He then congratulated all of the retirees. He thanked the Board of Education for the recognition. Coach Kaper said he looks forward to attending the Board meeting and appreciates the support from the School Board and administration. He invited Mike Venosa and Alex Samson to the podium. He said these two individuals are excellent athletes. Coach Kaper went through all of their statistics. Alex Samson is a sophomore who won his second straight Section V Championship. As a sophomore he currently has 163 career wins and finished fourth place in states. Mike Venosa is a senior and it is his fourth year in a row coming to the Board to be honored as a Section V Champion. Mike is a six time scholar athlete and holds five Victor High School records. He has 244 career victories. Coach Kaper said he is not only stellar on the mat but in the classroom as well. He will be attending Cornell University next year. Each athlete was presented with a certificate acknowledging their accomplishments.

Victor Indoor Percussion Ensemble (VIPE) State Champions

Superintendent Santiago-Marullo introduced Victor Indoor Percussion Ensemble Director Mark Gowman. Mr. Gowman thanked the Board for having VIPE back again. He said it's wonderful to receive the recognition. The group has been very successful this year due to the school, great parents, great staff and really great kids. Mr. Gowman said they started the season strong taking first place at the New York State Championships in Onondaga Community College on Sunday, April 2nd for their performance of "The Muse". This is the third straight year being named the New York State Gold Medalist. The students were presented with individual certificates and a plaque will be hung in the Boardroom recognizing their state championship.

T. DeLucia left the meeting at 7:53 PM.

Board of Education

Dr. Santiago-Marullo spoke about the New York State School Boards Association's *School Board U* Recognition Program. This program is designed to recognize the extensive time and effort of school board members who continually strive to expand their governance knowledge and skills. Mr. Gilbert received the Level 2, Board Excellence Award and Mrs. Palumbo-Sanders and Mrs. Turner received the Level 3, Board Master Award. Dr. Santiago-Marullo thanked them for continuing to be lifelong learners.

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T. DeLucia returned to the meeting at 8:10 PM

**PUBLIC
PARTICIPATION**

None at this time.

CONSENT ITEMS

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

MINUTES

Minutes of the regular meeting of April 13, 2017, the special meeting of April 26, 2017 and the Public Budget Hearing of May 2, 2017;

**FINANCIAL
STATEMENTS**

Treasurer's Report for the month ending March 31, 2017;

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 probationary appointment of **Jaclyn Maid**, who holds Initial Certifications in English Gr. 7-9, Childhood Education Gr. 1-6, and Students with Disabilities Gr. 1-6, to a probationary position as an English/Language Arts Teachers effective September 1, 2017, and ending August 31, 2021, at an annual salary of \$41,700 (Step 2B+30), leading toward tenure in English.

The probationary appointment of **Amy Rotoli**, who holds Permanent Certifications in Physics Gr. 7-12, Biology Gr. 7-12, Chemistry Gr. 7-12, General Science Gr. 7-12, and Earth Science Gr. 7-12, to a probationary position as a Physics Teachers effective September 1, 2017, and ending August 31, 2020, at an annual salary of \$51,725 (Step 9M+48), leading toward tenure in Science.

The appointment of **Maureen Unterborn**, Elementary Teacher, to a position as a Reading Teacher effective July 1, 2017.

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The appointment of **Hannah Morris**, who holds Initial Certifications in Elementary Education Gr. 1-6 and English Gr. 7-9 Extension, to a probationary position as an English/Language Arts Teacher effective September 1, 2017, and ending August 31, 2021, at an annual salary of \$43,582 (Step 3M+6), leading toward tenure in English.

The appointment of **Jennifer Check**, who holds Permanent Certification as School District Administrator, and Professional Certifications in Pre-Kindergarten, Kindergarten, and Grades 1-6, Literacy Birth-Grade 6, and Literacy Grades 5-12, to a probationary position as an Elementary Principal (UPK-Grade 3) assigned to the Primary School, beginning July 1, 2017, and ending June 30, 2021, at an annual salary of \$98,505.

Tenure Appointments:

The appointment to tenure of **Veronica Puglisi**, who is permanently certified in the areas of School District Administrator and Special Education, upon the successful completion of her probationary period as Director of Educational and Support Services, effective June 30, 2017.

The appointment to tenure of **Christopher Barnard**, who is initially certified in the area of School Building Leader and professionally certified in the areas of School District Leader, Childhood Education, and Early Childhood Education, upon the successful completion of his probationary period as an Assistant Principal, effective June 30, 2017.

The appointment to tenure of **Melissa Goho**, who is initially certified in the area of School Building Leader, professionally certified in the area of School District Leader, and permanently certified in the area of School Psychologist, PreK-Grade 6, and Special Education, upon the successful completion of her probationary period as an Assistant Principal, effective June 30, 2017.

The appointment to tenure of **Travis Hooper**, who is permanently certified in the area of School Counselor, upon the successful completion of his probationary period as a Guidance Counselor, effective June 30, 2017.

The appointment to tenure of **Nicholas Sculli III**, who is permanently certified in the area of School Counselor, upon the successful completion of his probationary period as a Guidance Counselor, effective June 30, 2017.

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The appointment to tenure of **David Arnold**, who is professionally certified in the area of English (Grades 7-12), upon the successful completion of his probationary period as an English/Language Arts Teacher, effective August 31, 2017.

The appointment to tenure of **Lauren Beikirch**, who is initially certified in the area of Music, upon the successful completion of her probationary period as a Music Teacher, effective August 31, 2017.

The appointment to tenure of **Thomas Cheevers**, who is initially certified in the areas of Students with Disabilities (Grades 1-6 and Grades 5-9), Generalist in Middle Childhood Education, and Childhood Education, upon the successful completion of his probationary period as a Special Education Teacher, effective August 31, 2017.

The appointment to tenure of **Michael Cutaia**, who is professionally certified in the area of Business and Distributive Education, upon the successful completion of his probationary period as a Business Education Teacher, effective August 31, 2017.

The appointment to tenure of **Leah Daniels-Farren**, who is permanently certified in the area of School Psychology, upon the successful completion of her probationary period as a School Psychologist, effective August 31, 2017.

The appointment to tenure of **Allison Dentinger**, who is initially certified in the area of Students with Disabilities (Grades 7-12) and Social Studies (Grades 7-12 and Grades 5-6 extension), upon the successful completion of her probationary period as a Special Education Teacher, effective August 31, 2017.

The appointment to tenure of **Matthew Halloran**, who is initially certified in the area of Biology (Grades 7-12 and 5-6 extension), Students with Disabilities – Biology (Grades 7-12), and General Science (Grades 7-12), upon the successful completion of his probationary period as a Science Teacher, effective August 31, 2017.

The appointment to tenure of **Kyli Knickerbocker**, who is initially certified in the area of Mathematics (Grades 7-12), Students with Disabilities (Grades 7-12), and Students with Disabilities – Mathematics, upon the successful completion of her probationary period as a Mathematics Teacher, effective August 31, 2017.

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The appointment to tenure of **Rachel Lowe**, who is initially certified in the areas of Early Childhood Education and Childhood Education, upon the successful completion of her probationary period as an Elementary Teacher, effective August 31, 2017.

The appointment to tenure of **Caitlin Mack-Elliott**, who is professionally certified in the areas of Childhood Education, Students with Disabilities (Grades 1-6), and Severe or Multiple Disabilities, upon the successful completion of her probationary period as a Special Education Teacher, effective August 31, 2017.

The appointment to tenure of **Steven Metzger**, who is initially certified in the areas of Physics (Grades 7-12), Students with Disabilities – Physics, and Students with Disabilities (Grades 7-12), upon the successful completion of his probationary period as a Science Teacher, effective August 31, 2017.

The appointment to tenure of **Julia Reeder**, who is professionally certified in the areas of Early Childhood Education, Childhood Education, Students with Disabilities (Birth – Grade 2 and Grades 1-6), upon the successful completion of her probationary period as an Elementary Teacher, effective August 31, 2017.

The appointment to tenure of **Alyse Wuest**, who is professionally certified in the areas of Chemistry (Grades 7-12), Biology (Grades 7-12), and General Science (Grades 7-12), and initially certified in the area of Spanish (Grades 7-12), upon the successful completion of her probationary period as a Science Teacher, effective August 31, 2017.

Appointments: The appointment of the following as Extended School Year Teacher at a rate of \$39.75 hourly: **Meghan Dahlman**.

The appointment of the following as Extended School Year Teacher at a rate of \$39.75 hourly: **Jeffery Pistritto**.

The appointment of the following as Extended School Year Teacher at a rate of 1/200th of 2017/2018 Salary: **Timothy DiSanto**.

The appointment of the following as Extended School Year Teacher at a rate of 1/200th of 2016/2017 Salary: **Thomas Cheevers**.

The appointment of the following as Extended School Year Nurse at a rate of \$20.40 hourly: **Corrine Fox**.

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The appointment of the following as Extended School Year Related Services at a rate of \$39.75 hourly: **Kylie Reiber**.

The appointment of **Jan Soucier**, who holds Permanent Certifications in Special Education and Elementary Education as Mentor Teacher, effective July 1, 2017, and ending June 30, 2018.

The appointment of **Linda Izzo**, who holds Permanent Certification in Nursery, Kindergarten, and Grades 1-6 as Mentor Teacher, effective July 1, 2017, and ending June 30, 2018.

**Instructional
Assignments:**

The appointment of **Margaret Daly**, as a .6fte Teacher On Special Assignment (TOSA) Math Standards Leader and .4fte Mathematics Teacher, effective July 1, 2017, and ending June 30, 2018.

The appointment of **Karen Brion**, as a .6fte Teacher On Special Assignment (TOSA) Science Standards Leader and .4fte Science Teacher, effective July 1, 2017, and ending June 30, 2018.

The appointment of **Carla Clark**, as a .6fte Teacher On Special Assignment (TOSA) Social Studies Standards Leader and .4fte Social Studies Teacher, effective July 1, 2017, and ending June 30, 2018.

The appointment of **Colleen Collier**, as a .6fte Teacher On Special Assignment (TOSA) ELA Standards Leader and .4fte English Language Arts Teacher, effective July 1, 2017, and ending June 30, 2018.

**Leave of
Absences:**

The granting of a Childcare Leave of Absence for **Candice Humphrey**, English Teacher, starting approximately May 23, 2017, and ending June 30, 2017.

**Per Diem
Substitutes:**

<u>Candidate</u>	<u>Area of Certification</u>
James Jordan	Science
Marilyn VanGraafeiland	Uncertified
Sean Lalley	Uncertified
Shannon Walsh	Uncertified

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**Non-Instructional
Appointments:**

The promotional appointment of **Stephen Miller**, from Cleaner to Groundskeeper, effective April 24, 2017, at an hourly rate of \$12.13.

The appointment of the following as Teacher Aides in the Extended School Year Program, effective July 10, 2017, and ending August 18, 2017 at their 2017/2018 rate of pay: **Tahina Atker, Linda Buwalda, Anita Clark, Sarah Coene, Melissa D’Andrea-Lloyd, Laura Drier, Ellen Gunn, Elaine Henderson, Melissa Hunt, Margaret Lynch, Karin Mulhern, Dana Peterson, Lori Reynolds, Michelle Soller, Jena Tambe, Eric Wachob, Emma Wade.**

The appointment of the following as Teacher Aides in the Extended School Year Program, effective July 10, 2017, and ending August 18, 2017 at the rate of \$9.75 hourly: **Oliva Dehm, Arianna Soller, Catherine Wiseman.**

The appointment of the following as Teacher Aides in the Extended School Year Program, effective July 10, 2017, and ending August 18, 2017 at their 2017/2018 rate of pay: **Karin Ludwig.**

The appointment of the following as Teacher Aides in the Extended School Year Program, effective July 10, 2017, and ending August 18, 2017 at the rate of \$9.75 hourly: **Corrine Marino.**

Resignations:

The resignation, due to retirement, of **Patricia Mattice**, Food Service Helper, effective May 12, 2017.

The resignation of **Kerry Tassone**, Teacher Aide, effective April 28, 2017.

The resignation of **Karen Asenato**, Baker, effective April 14, 2017.

**Substitute
Appointments:**

<u>Name</u>	<u>Area</u>
Gerald Waite	Food Service Laborer
Susan Chapman	Teacher Aide
Micaele Rugenstein	Teacher Aide

**BOARD MEMBER
COMMITTEE
MEETINGS**

Board members to attend standing committee meetings;

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- CSE/CPSE RECOMMENDATIONS** Recommendations of the Committee on Special Education from the meetings of February 14, 15, 16, 17, 27, 2017, March 1, 2, 3, 6, 7, 10, 16, 20, 21, 23, 27, 28, 29, 31, 2017, April 3, 4, 5, 6, 7, 10, 11, 12, 13, 24, 26, 27, 2017, May 1, 2, 3, 4, 5, 8, 9, 10, 11, 2017 and from the Committee on Preschool Special Education from the meetings of April 11, 24, 2017 and May 2, 2017;
- ELECTION WORKERS** Election inspectors for the Annual Vote, School Bus Bond Proposition and Election on May 16, 2017 as submitted;
- SURPLUS** The following items as surplus:
- Audiometer with VCS tag #03316;
 - Hewlett Packard Laptop with VCS tag #s 013485, 013716;
 - Apple iPad with VCS tag #014738;
 - Apple iMac27 Desktop with VCS tag #013099;
 - Lenovo R400 Laptops with VCS tag #s 011170, 011214, 011217, 011245, 011788, 015313, F00133, F00134, F00135, F00136, F00137, F00138, F00139, F00140, F00141, F00142, F00143, F00144, F00145, F00146, F00147, F0148, F00149, F00150, F00151, F00152, F00153, F00154, F00155, F00157, F00158, F00159, F00160, F00161, F00162, F00163, F00164, F00165, F00166, F00167, F00168, F00169, F00170, F00171, F00172, F00173, F00174, F00175, F00176, F00177, F00178, F00179, F00180, F00181, F00182, F00183, F00184, F00185, F00186, F00187, F00188, F00245, F00246, F00247, F00248, F00249, F00250, F00251, F00252, F00253, F00254, F00255, F00256, F00257, F00258, F00259, F00260, F00261, F00263, F00264, F00265, F00266, F00267, F00268, F00269, F00270, F00271, F00272, F00273, F00274, F00275, F00276, F00277, F00278, F00279, F00280, F00281, F00282, F00283, F00284, F00285, F00286, F00287, F00288, F00289, F00290, F00291, F00292, F00294, F00295, F00296, F00297, F00298, F00299, F00300;
- CONFERENCE ATTENDANCE** Board members T. DeLucia and D. Palumbo-Sanders to attend the Genesee Valley School Board Institute Parliamentary Procedure Workshop in Henrietta, NY on 4/26/17;
- INTERMUNICIPAL COOPERATION AGREEMENT, CERTIORARI PROCEEDING** The attached Intermunicipal Cooperation Agreement between the County of Ontario, Town of Victor, and the Victor Central School District to enter into a certiorari proceeding;
- GRADUATES OF DISTINCTION** Dawn Knapp (Class of 1990) to participate on the Graduates of Distinction Committee for a term of three years (2017-2018, 2018-2019, 2019-2020).

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**BREAKFAST AND
LUNCH PRICES**

Increase the school breakfast prices by \$.05 and elementary and secondary lunch prices by \$.10 for the 2017-2018 school year;

APPROVE BID

Approve the Waste Removal Bid to K & D Disposal as the lowest bidder meeting specifications;

**ENERGY SERVICE
COMPANY**

Approve C & S Operations, Inc. as our Energy Service Company to complete energy performance work on the campus.

Mr. Gilbert thanked the community for the donations and everything that goes into making this School District special.

The motion to accept the foregoing consent items was carried.

6 yes 0 no (*end of consent items*)

CAMPUS NEWS

VCS administrators summarized campus news and events.

**ELEMENTARY
DISTRICT GOALS
UPDATE**

Superintendent Santiago-Marullo introduced Early Childhood School Principal Dorothy DiAngelo, Primary School Principal Danny Dehm and Intermediate School Principal Kevin Swartz who provided District Goals updates for the Board of Education. Mrs. DiAngelo talked about students increasing their ability to read and respond to complex text and expand their knowledge of vocabulary. She highlighted some of the work around this goal in different grade levels. Mrs. DiAngelo said that students are demonstrating the ability to self-advocate and problem solve with their peers. She is seeing this take place in the building and in the classroom on a daily basis. Mentor Teacher Linda Izzo provided a workshop for teacher aides on the impact of trauma on the brain and reminding language. Mrs. DiAngelo said the high quality aides in the District are so thoughtful and so engaged and the administration is so appreciative of the work they do with the children and the impact they have. She then talked about the Building Council Math Committee and how they created a resource for parents to support their child's acquisition of mathematical concepts at home. Mrs. Palumbo-Sanders said it is wonderful the parents are being supported so they can better support their students.

Mrs. Dehm presented an update on the Primary School Goals. An academic goal for the Primary School is taking a look at the data on how many children are being pulled out of the classroom for extra support. Building Council surveyed and reviewed the elements of Whatever I Need (WIN) time to make recommendations for the 2017-2018 school year, which will enhance the use of that instructional time. Mrs. Dehm said she really appreciated the voice of the parents. There are ongoing conversations

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ELEMENTARY DISTRICT GOALS UPDATE Continued

looking at interventions in the cognitive arena. Staff development was provided on the topic of *Working Memory Strategies*. Mrs. Dehm then talked about the second grade students who went on a field trip to SUNY Geneseo where they were exposed to a college and campus setting while engaging in science and literacy activities planned in conjunction with the second grade teachers, the Geneseo Liaison to the Education Department Librarian as well as the Reference and Instruction Librarian. Around the social and emotional goal of students being respectful and kind without anyone looking or nudging them a couple more school-wide community morning meetings have focused on giving and kindness. This year third grade students collected peanut butter and crackers for the Victor Cares' Club SnackPack Program. This increases their understanding on how to give back. There is a 'light bulb' initiative by two students in third grade to initiate a 'Kindness Club', which is currently being planned and considered for a spring Discovery quest. Mrs. Palumbo-Sanders said she enjoys hearing the new ideas and that nothing is stagnant.

Mr. Swartz provided an update for the Intermediate School. He talked about the goal of engagement. Through engagement in rigorous text and activities, students will acquire deep understanding of standards while simultaneously recognizing the relevance and application possibilities within the content they are learning. Through student questioning during classroom lessons, data indicates a very high percentage (90-100%) of students knowing what they are learning, how it can be used, and how it connects to previous learning. End of year staff Annual Professional Performance Review (APPR) focus continues to be on engagement. VIS staff has indicated a desire to continue to focus on student engagement moving forward. Additional initiatives supporting engagement continue. English Language Arts (ELA) curriculum has been developed and redesigned for grades 4-6 with an emphasis on selecting rigorous texts that assist students in meeting ELA standards while simultaneously leaving a greater impact upon the students. The creation of Lunch and Learn has helped students see connections between their learning and careers. Mr. Swartz then talked about the creation and adoption of the VIS homework philosophy through Building Council. In looking at what some of the barriers were to engagement, homework became a barrier. Building Council set out in September to look at the goals around homework. There were four beliefs that were agreed upon as a building. We value the importance of independent reading. There is nothing more critical than inspiring and encouraging children to develop strong habits of learning through engaging texts both inside and outside of school. We recognize that homework impacts children and families differently. As such it can be a cause of significant stress, anxiety, or frustration. We believe homework

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ELEMENTARY DISTRICT GOALS UPDATE Continued

can be of value as long as it is aligned to best practices in instruction. Some of these include extension of learning, independent practice, fostering creativity, finding relevance, and engaging in self-assessment. We value the attempt, not just the results. Homework is a form of formative assessment for the teacher as well as the student and it should positively impact actions or interventions moving forward. He then talked about what parents can expect with regards to the homework philosophy. Homework will be constructive, not punitive. Where possible, teachers will work to assign homework on a weekly basis rather than nightly. When necessary, homework may be differentiated based on individual student needs. Mr. Swartz then spoke about the Intermediate School social emotional goal around students modeling the desired expectations of respecting one's self, others, and the Intermediate School. They will take an active role in reflecting and learning from behaviors as they relate to our school motto. In September there were was a cohort of students at each grade level who were initially identified as inconsistent with regards to respect. In the fall interventions were put in place with school counselors. Looking at the progress of these students again in December and March the number of students that had difficulty with respect has dropped. Dr. Young asked if they talked about the amount of time that should be spent on homework in a given night. Mr. Swartz said that was talked about a lot as a committee. There is really no basis in any structure to say that fourth grade has 30 minutes and fifth grade has 40 minutes. Mrs. Turner said I assume there is a lot of good feedback when looking at the homework. Homework does not necessarily mean rigor. She said she feels it is important that homework is differentiated by students, kudos for recognizing it.

DISTRICT GOALS UPDATE Transportation

Superintendent Santiago-Marullo introduced the Director of Transportation Darren Everhart, Director of Human Resources Jim Haugh and Director of Facilities Chris Marshall who provided the Board of Education with District Goals updates. Mr. Everhart talked about the transportation department goal of staying current on the best practices related to the transportation of students and developing a plan to increase customer satisfaction. He said the biggest challenge is to stay current with laws and regulations. The office staff subscribes to paper and electronic publications that continually detail the latest trends and regulations in the school bus industry. Additionally, the department attends the New York Association for Pupil Transportation (NYAPT) Winter conference in February where representatives from the Department of Motor Vehicles, State Education Department, and the Department of Transportation are available to speak with. Part of good customer service is monitoring the efficiency of the parent portal feature of the computer routing program.

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DISTRICT GOALS UPDATE Transportation Continued

The office staff has had extensive training in the new parent portal feature and has begun to implement the program. All of the new routing information will be entered into the system before August and will go “live” sometime that month. Non-internet users will still receive a mailing from the transportation department. The information on who is to receive a mailing will come from the individual buildings. Mr. Everhart said that Honeoye-Falls Lima has used this program for four years. He spoke to the concern that Dr. Young had last year around who would have access to the online information. Mr. Everhart said we are not giving out any information that is not already accessible. He said that Honeoye-Falls Lima had the same concern four years ago and has not had a problem. Dr. Young said we probably already have the information on who does not have internet access. Dr. Santiago-Marullo said yes, each building keeps a list of who requires paper mailings. Mr. Gilbert said so if they are not an internet user we are still reaching out to the families. Mr. Everhart said yes, with a paper mailing.

Human Resources

Mr. Haugh presented a district goals update on the human resources department. He talked about the department services being enhanced through a process of continuous improvement. By June 30, 2019 the Victor Central School District will have a review cycle established to revise instructional, non-instructional and administrative job descriptions. There are approximately 136 support staff job descriptions that date back to the 70s, some are active at civil service and some are internal. We are currently in the process of figuring out which positions are obsolete and which may return at some point. Templates for non-instructional, instructional stipend positions and administrative descriptions have been developed. Templates are being used on a trial basis for new postings. Mr. Haugh then talked about the second goal around the implementation of the Affordable Care Act. This year the District has finished the first full submission to the Internal Revenue Service (IRS). Monthly reports contain detailed information on the employment status of an average of 767 employees per month. 2016 data has been successfully submitted to the IRS. As we move forward we will be taking a look at and analyzing the bill passed by the house. Mr. Gilbert thanked Mr. Haugh for keeping the District on track. Mrs. Elliott asked if there is a penalty if someone does not have coverage. Mr. Haugh said yes. Mrs. Elliott said does it count if you are covered by your spouse? Mr. Haugh said yes it does. Dr. Young asked if the District participates in a health care consortium. Mr. Haugh said yes we do. Dr. Young said in private companies we are looking to go self-insured. Mr. Haugh said that was explored once and it was felt with regards to our risks and some of the particular cases the fear is if we take the leap we could really take a hit. We were not comfortable with the fail safes that were built in. Mrs. Elliott asked if the membership in the consortium is based on the

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DISTRICT GOALS UPDATE Human Resources Continued

county. Mr. Haugh said there is wording that states if you are based in one of the five counties. Mr. Gilbert asked what our consortium is based on. Is it leveraged to be a better group? Dr. Santiago-Marullo said it is experienced based. Mr. Haugh said we go with the experienced rating approach because you get a better rate. Mr. Haugh said the District has also really taken off with the Wellness Committee. Mrs. Elliott said healthy employees roll out to better performance in the classrooms.

Facilities and Groups

Mr. Marshall presented a district goals update on the facilities and grounds department. One of the goals was to develop a procedure that addresses student/staff memorials for the Campus Improvement Committee to utilize during submissions. A guideline and application document has been developed for any proposed memorial on the Victor Central School campus. The process is clear on how you submit a request. It also offers some suggestions on other types of memorials such as scholarships, endowments, etc. Something physical placed on campus has to fit the design of the campus and flow of what is currently here. Dr. Young asked if the document is dated. Mr. Marshall said it is not but he will add a date. Dr. Young said it would be important going forward so if someone were to challenge a decision previously made the date would be a point of reference. Mrs. Palumbo-Sanders said this is a significant contribution and thanked Mr. Marshall for putting the time into it. Another goal is to implement the capital project plan. The schematic design and design development are complete. The final documents are scheduled to be submitted to the State Education Department (SED) in June 2017. At this point SED said it is about seven months for the approval process. The last goal Mr. Marshall spoke about is the implementation of the Smart Schools Bond Act project. The Phase I cameras are installed and up and running. A new Raptor Visitor Badge System is currently being installed. Raptor replaces paper-based visitor logs, allowing schools to produce visitor badges, to monitor volunteer hours, and to electronically check all visitors against public databases. Mrs. Elliott asked if all doors will remain double security doors. Mr. Marshall said yes they will. The new system will be ready for September. Mr. Gilbert asked if there are any local districts using it. Mr. Marshall said yes there are a lot. Dr. Santiago-Marullo said it will be much safer than what we currently have.

POLICY REVIEW Third and Final Reading to Rescind

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

- Career Education; Policy 4314
- Driver Education; Policy 4318

The motion was carried. 6 yes 0 no

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Second and Final Reading to Rescind

A motion was made by M. Young, seconded by K. Elliott, to rescind the following policy:

- School Tax Assessment and Collection; Policy 6210
- The motion was carried. 6 yes 0 no

Second and Final Reading

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

- Independent Educational Evaluations; Policy 4321.4
- Mr. Gilbert asked how the list of qualified examiners is vetted as far as the professionals we are referring to. Dr. Santiago-Marullo said the Director of Special Programs and Compliance, Melanie McGuire, maintains this information. It is the School District's responsibility to maintain the list. Mr. Gilbert asked if we should list how the individuals are vetted in the policy. Dr. Santiago-Marullo said that is more a procedural item the policy should remain broad. She said the policy was reviewed by our legal counsel. Mr. Gilbert said how would a parent know to ask that. Mrs. Palumbo-Sanders said if a parent has a student receiving this service they would be aware. After discussion it was decided to approve the policy as it stands. The motion was carried. 6 yes 0 no

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

- Accounting System; Policy 6610
- Mrs. Elliott said we took the first to outside counsel did we do the same for this one? Dr. Santiago-Marullo said not all policies go to legal counsel. Mrs. Elliott said is there any reason or non-reason to cite the agency of the original penmanship of the policy. Mrs. Palumbo-Sanders said even if the information is added it is still the policy of the Board and is still the Board's responsibility. Mrs. Elliott said it adds credence to the policy. Dr. Young said we have a policy for policies that question could go to that policy or to the policy sub-committee to discuss. Then the policy sub-committee could bring it back to the Board as a whole. The motion was carried. 6 yes 0 no

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

- Meals and Refreshments; Policy 9170
- The motion was carried. 6 yes 0 no

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

- Independent/External Audits; Policy 6660
- The motion was carried. 6 yes 0 no

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Second and Final Reading Continued

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

- Academic Intervention Services; Policy 4325

District Clerk, Maureen Goodberlet informed the Board of Education this document had gone out to the constituent groups and the two changes requested are from the responses received. Mrs. Elliott asked that the word “must” could be changed to “shall”.

A motion was made by M. Young, seconded by T. Turner, to accept the policy with changing the word “consequences” to “outcomes” and “must” to “shall”. The motion was carried. 6 yes 0 no

First Reading

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

- Title I/PCEN Programs and Services; Policy 6231
- Fiscal Accounting and Reporting; Policy 6600

Dr. Santiago-Marullo told the Board she is recommending policy 6231, Title I/PCEN Programs and Services, be rescinded. This policy is not supported by New York State School Boards Association and is just reciting the law. She also stated that the Business Official Mike Vistocco and Treasurer Lynne Lubaszewski looked at policy 6600, Fiscal Accounting and Reporting. They both indicated the policy accurately reflects current practices. The Board agreed to rescind policy 6231 at the next Board meeting.

MEETING REPORTS

Mrs. Elliott said she was invited to the leadership breakfast as her role with the Victor girls’ golf team. She said it was wonderful to see so many community members.

Mrs. Elliott said she attended a big booster pancake breakfast for the boys and girls golf teams together. She said the community has so much positive support.

Mr. DeLucia said he would be willing to be the mentor for Christopher Parks, the new Board member. Board members agreed and thanked Mr. DeLucia for taking on this role.

The Board of Education discussed the proposal Monroe County School Boards Association offered to be a temporary “nonmember” of the Monroe County School Board Association (MCSBA) valid only for the school year beginning July 1, 2017 – June 30, 2018. MCSBA said as a result of the request from Victor schools to join their association they are going to establish a committee this summer to discuss their current procedures

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around membership in order to establish a more formal process. After much discussion it was decided the Victor Central School District Board of Education would withdraw the request to join their association at this time. Victor's Board of Education wants to thank them for their offer; however they would like to wait for MCSBA to come up with their process, hoping Victor will be considered in the future.

**PUBLIC
PARTICIPATION**

None at this time.

UPCOMING EVENTS

**Annual Vote and
Election**

The Annual Vote and Election will take place on Tuesday, May 16, 2017 from 6:00 AM – 9:00 PM in the Intermediate School Auditorium.

Next Board Meeting

The next regular Board meeting will take place on Thursday, June 8, 2017 at 7:15 PM in the Early Childhood School Boardroom.

EXECUTIVE SESSION

A motion was made by T. Turner, seconded by M. Young, to enter executive session at 10:18 PM to discuss the employment history of a specific individual. The motion was carried. 6 yes 0 no

Mr. DeLucia left the meeting at 10:18 PM.

REGULAR SESSION

A motion was made by M. Young, seconded by T. Turner, to return to regular session at 11:35 PM. The motion was carried. 5 yes 0 no

ADJOURN

A motion was made by M. Young, seconded by T. Turner, to adjourn the meeting at 11:38 PM. The motion was carried. 5 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet
District Clerk