

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
**Approved Minutes of the Regular Meeting of January 11, 2018**  
**Early Childhood School Boardroom**  
**953 High Street**  
**Victor, New York 14564**

- CALL TO ORDER** President Deborah Palumbo-Sanders called the meeting to order at 5:30 PM.
- Members Present** Karen Ballard, Kristin Elliott, Gary Gilbert, Debbie Palumbo-Sanders, Christopher Parks
- Members Absent** Tim DeLucia, Mike Young
- ENTER EXECUTIVE SESSION** A motion was made by C. Parks, seconded by K. Ballard, to enter executive session at 5:30 PM to discuss the employment history of specific individuals. The motion was carried. 5 yes 0 no
- REGULAR SESSION** A motion was made by G. Gilbert, seconded by C. Parks, to return to regular session at 7:07 PM. The motion was carried. 5 yes 0 no
- K. Elliott left the meeting at 7:13 PM.
- APPROVE AGENDA** A motion was made by C. Parks, seconded by G. Gilbert, to approve the agenda.
- Dr. Parks asked to amend the agenda to add the acceptance of the minutes of the Special Meeting of January 7, 2018. This motion was seconded by K. Ballard. The motion was carried 4 yes 0 no
- A motion was made to accept the amended agenda by K. Ballard, seconded by G. Gilbert. The motion was carried 4 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 G. Gilbert, to approve, upon recommendation of the Superintendent, the following consent items:
- MINUTES** Minutes of the Regular Meeting of December 14, 2017, the Special Meetings of January 4, 2018 and January 7, 2018;
- FINANCIAL STATEMENTS** Treasurer's Report for the month ending November 30, 2017;

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The following personnel items:

**PERSONNEL**

*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**

**Per Diem  
Substitutes:**

<b><u>Candidate</u></b>	<b><u>Area of Certification</u></b>
Sarah Basta	Elementary/ Special Ed.
Amanda Wagner	Elementary/ Special Ed.
Hanna Fox	Uncertified
Joseph Simmons	Uncertified
Justin Yeazell	Uncertified
Melissa Richardson	Uncertified
Kaitlyn Altamura	ELL
Michael Carney	Physical Education
Sara Boden	Uncertified
Robert Disch	Uncertified
Rebecca Preston	Uncertified
Kathleen Stoll	Elementary/Special Education

**Non-Instructional**

**Position Action:**

Designation of one Civil Service Employees Association (CSEA) position titled Copy Center Operator – Teacher Aide with a Civil Service title of Teacher Aide.

**Resignations:**

The resignation of **Tahmina Akter**, Part Time Teacher Aide, effective December 22, 2017.

The resignation of **Cherelyn Hughes**, Part Time Teacher Aide, effective January 9, 2018.

The resignation of **Kathleen Stranford**, Part Time Teacher Aide, effective December 15, 2017.

The resignation of **Donna Brennan**, Food Service Helper, effective December 8, 2017.

The resignation of **Penelope Martin**, Teacher Aide, effective January 11, 2018.

The amended date of resignation, due to retirement, of **Linda Halderman**, Typist, effective January 30, 2018.

**Per Diem  
Substitutes:**

<b><u>Candidate</u></b>	<b><u>Position</u></b>
Thomas Biviano	School Bus Driver

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Jenna Clement	Teacher Aide
Anna Bocanelli	Teacher Aide
Lauren Buddendeck	Teacher Aide
Jacquelyn McCaffery	Library Clerk
Madison Mayer	Lifeguard
Nicole Natarelli	Lifeguard
Kathryn Rohring	Teacher Aide
Celeste Hartsough	Lifeguard
Diane Hartz	Typist

**CSE/CPSE RECOMMENDATIONS** Recommendations of the Committee on Special Education from the meetings of December 5, 6, 8, 11, 12, 14, 15, 18, 19, 20, 21, 22, 2017 and January 4, 5, 8, 9, 10, 11, 2018 and from the Committee on Preschool Special Education from the meeting of December 5, 19, 2017 and January 2, 2018;

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

**SURPLUS** The following are declared as surplus:

- LaserJet 1320n Printers with VCS Tag #s 02045,07073;
- Hewlett Packard ProBook Laptop with VCS Tag #012216;
- Smart Board with VCS Tag # 557858;
- Laptop Carts with VCS Tag #s 03510, 03587, 011021, 011023, 011041, 011946, 011948;

**DONATIONS** The following donations;

- \$973.40 from the Educational Foundation to the Primary School;
- \$500.00 from Exxon Mobile to the Early Childhood School;

**INTERNAL CONTROL AUDIT REPORT AND DISTRICT RESPONSE / CORRECTIVE ACTION PLAN** The Victor Central School District Internal Control Audit Report including the District response/corrective action plan for the fiscal year ended June 30, 2017.

Mrs. Palumbo-Sanders commended the Pupil Personnel Staff for the Internal Control Audit. She said this was a lot of work and the findings were minimal.

Mr. Gilbert thanked his fellow Board members for attending the workshops and meeting with the Monroe County School Boards Association.

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

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **CAMPUS NEWS**

VCS administrators summarized campus news and events at this time.

### **UNIVERSAL PRE-K PRESENTATION**

Dorothy DiAngelo, Principal of the Early Childhood School, presented the Universal PreK Program to the Board of Education. Victor currently has two programs, half day and full day Universal PreK (UPK). The half day program is 2 ½ hours and runs from 8:45 AM – 11:15 AM or 12:15 PM – 2:45 PM. The full day program is a five hour program. All classes have 18 students. There are three community partnerships that hold UPK. These partnerships are Doodlebugs, Kindercare and TLC. Each year a parent survey is conducted to gather feedback on the program. One item that came out of the survey is that parents and community partnerships need more time to plan for daycare due to deadlines. The enrollment date has been moved from March to January based on this feedback. Over fifty flyers are sent out to community locations with information regarding registration. A lottery system is used to place students in the programs. Mrs. DiAngelo said this year the lottery will take place on February 1<sup>st</sup> and the letters will go out to families by February 9<sup>th</sup>. Any children who do not make it into a program are placed on a wait list in the order they were pulled in the initial lottery and slots are filled as vacancies become available. The most requested program is the full day UPK. There are generally 36-46 students on our campus and 10 off campus. This year there are 100 students in the half day UPK program. There are 54 students on campus in the morning and 10 students off campus. In the afternoon program there are 36 students on campus. The bulk of the families that request a half day program request a morning slot. Mrs. DiAngelo then talked about the curriculum for UPK. She said she was pleased when she saw that New York State did not push down the Kindergarten curriculum onto UPK. The UPK curriculum is based on five domains. Domain 1 focuses on the approach to learning. It involves engagement, creativity and imagination, curiosity and initiative, and persistence. Domain 2 is around the physical development and health of students. It works on physical development and fitness, health and well being, and health and safety. Domain 3 is a focus on the social and emotional development. It focuses on self concept and self awareness, self regulation, relationships with others, accountability and adaptability. Domain 4 is around communication, language, and literacy. It works on motivation, background knowledge, vocabulary, English Language Arts and literacy. Lastly, Domain 5 is about the cognition and knowledge of the world. This is where students work on mathematical practices and scientific thinking. Mrs. DiAngelo said she is very proud of the work the teachers do each and every day. She thanked the Board of Education

## VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

### UNIVERSAL PRE-K PRESENTATION Continued

for continuing to support the UPK Program. She said Victor was one of the first districts in the area that has full day UPK. Dr. Parks asked to go back to the social and emotional development piece. He said from the standpoint of coping strategies, we as a District are not positioned to have a clinical social worker at the younger ages. Mrs. DiAngelo said we have been really fortunate with the grant and are able to evaluate every year what our needs are and put money toward our needs and have not found that to be a need. She said the building has a lot of help and support for the children and parents from a psychologist intern. Dr. Parks said that's a nice first step but how often do we have an intern? Mrs. DiAngelo said there have been psychologist interns over the last couple of years. She said she looks at the data and uses the grant money to place the support where it is needed the most. She said she does not see the District being at a deficit with not having a social worker in the younger grades. Mrs. DiAngelo talked about the flexibility of the grant and one of the resources the state has offered is for the District to have a person to come in and hold workshops targeted to what the District needs. Dr. Parks said he understands we are beneficiaries of a grant and when that works that is great. He said when we don't get that how are our PreK and K-1 students potentially better served and where do we measure up in contrast or consistency with the other districts we benchmark ourselves against for UPK-6 social workers for our students. He asked where we would gather that information to see where we are in comparison with 11 other districts. Superintendent Santiago-Marullo said last year the social worker was a budget request. When it was explored further with Mrs. Swann, the principals and other administration they determined the students would be better served with additional school counselors. Dr. Santiago-Marullo said a lot of the decisions are made as to what is needed at that time by the principals. They felt the school counselors would offer more flexibility. Dr. Parks said that was a great step and we got there. Now that we have them we are not satisfied yet. This needs to be revisited each year even though the students may change the social/emotional needs may also change by student. Do we continue to look and reprioritize every year? Again, where do we measure or compare to other Districts. Dr. Santiago-Marullo said the District looks at the needs of the buildings. The principals identify what the needs are for their buildings. Although it is interesting to find out what other districts are doing it might not be the best idea to get a social worker just because other districts are doing it. Dr. Parks said we can't be so completely different from other districts. Mrs. Palumbo-Sanders said so what you're asking is if the administrators are aware of what is happening in other Districts when making their decisions. Dr. Parks said yes.

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### ELEMENTARY DISTRICT GOALS UPDATE

Principal of the Early Childhood School Dorothy DiAngelo, Principal of the Primary School Jennifer Check, and Principal of the Intermediate School Kevin Swartz presented an Elementary District Goals update to the Board of Education. Mrs. DiAngelo spoke about the academic achievement goal of increasing students' ability to read and respond to increasingly complex text and expand their knowledge of vocabulary. She said the teachers have been doing a lot of work on this goal. They worked with BOCES over the summer to pilot two new science units, the Animal Science and Push and Pull units. Twelve teachers attended the Number Talks training provided by Stephanie Martin and Holly Knox. Teachers who attended the training are implementing Number Talks in their classrooms. Six teachers, three each in Kindergarten and first grade, attended the writing institute with Leah Mermelstein at Monroe 2 BOCES over the summer. The lessons are much more scripted and the area of instructional focus is based on where each child is as a writer. Mrs. DiAngelo said the work done in reading and writing parallel with the work in math and science. With regards to the social emotional goal of the Early Childhood School the Building Council Social/Emotional Subcommittee authored another edition of *Making Kids Great Greater* to provide parents with strategies for supporting the social/emotional realm at home. Parents were provided with an overview of the three expectations taught as part of a Responsive Classroom approach: take care of yourself, take care of each other and take care of your school. Mrs. DiAngelo said Senior High School reading partners will start coming down to work with the students in the Early Childhood School. The Professional Learning Communities continue to work on the impact of toxic stress developmental brain function. This group has been discussing activities to work on in the classrooms.

Mrs. Check presented on the academic achievement goal for the Primary School. She said there have been many opportunities for teachers to learn more about their instructional work with children and deepen their craft. This summer, 10 teachers attended a 3-day writing institute with Leah Mermelstein through Monroe 2 BOCES. Ms. Mermelstein teaches teachers about teaching writing in a way that is both joyful and rigorous. Those who attended came back energized about teaching writing to their incoming children. Mrs. Check said folding in well with the training with Monroe 2 BOCES, 18 Primary School teachers raised their hand to pilot the new Lucy Calkins Writing Units of Study. These teachers meet with the District Literacy Coaches, Claire Noonan and Julie Johnson regularly and are implementing the new units. Initial feedback from teachers is that when following the units, children do not jump into writing at the very beginning of the year, instead they are learning about the writing process and laying a

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### ELEMENTARY DISTRICT GOALS UPDATE Continued

foundation for the remainder of the year. When children do begin writing, they write fast and furious, developing a deep love for writing and the process involved. Mrs. Check said all teachers in the building are part of a Professional Learning Community (PLC). This year, all second grade teachers are in PLC's focused on either teaching writing or integrating technology into their instruction. Many who attended the summer writing institute or are part of the writing pilot have chosen to focus on writing in their PLC's as well. Third grade teachers are regularly working with ELA coaches to learn about the new reading units that have been written, as well as reflect on lessons after they have been taught to make revisions to the work that was done over the past year. On two of the Superintendent's Conference Days, second grade teachers spent full days with Laurie King from the University of Rochester focusing on teaching math using a framework from Developing Mathematical Ideas. This framework is designed to help teachers deeply understand the major mathematical ideas of K-6 mathematics and examine how children develop those ideas through the years. Teachers look at student work examples to support their understanding of this progression and how their work with children at their particular grade level fits into the bigger picture. Under curriculum and instruction revisions began on the third grade reading curriculum and teachers began teaching new units. Teachers are using many of the units for the first time. They have time to work with the ELA coaches to learn about upcoming lessons, ask questions, and reflect. This is the third year using the third edition of Math Investigations. Teachers are feeling more confident and comfortable using these lessons with more experience. Math Coach, Holly Knox, has been checking in regularly with teachers to support them in this continued work. In reading, the F and P Benchmark Assessments are being used for the first time to deeply understand each child's strengths and areas of need. Within the new third grade reading units, there are pre and post assessments for teachers to clearly understand what children need to learn, what they learned, and the areas in which they may need further instruction. Mrs. Palumbo-Sanders said it's exciting to see the math talks. She said it breaks her heart to hear adults say how scared they are of math. Mrs. Check talked about the social and emotional goal of the Primary School. She said the idea is to build children who are accepting and kind to others without being prompted. The school counselor and psychologists push into classrooms and teach lessons to support children's social/emotional development. While the school psychologists often lead lessons based on specific needs, the school counselor has been going into classrooms to globally and proactively teach children about friendship and feelings. Responsive Classroom

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### ELEMENTARY DISTRICT GOALS UPDATE Continued

training continues to be offered to teachers over the summer. Teachers integrate these practices into their work in the classroom. It is not just morning meeting, it is also about the language, establishing hopes and dreams, academic choice, and teaching self-monitoring skills. Whole-school community morning meetings capitalize on the power of being and learning together. There have been two whole-school community morning meetings this year. Each gathering has the four components of a morning meeting – greeting, share, activity, and message. Mrs. Check said they have also worked to begin to incorporate more student leadership in the meetings, including having children lead the whole school in The Pledge of Allegiance, have children use the microphone to share ideas, and having children lead the activity.

Mr. Swartz presented the Board with an update on the Intermediate School District Goals. Building-wide read-alouds have been implemented and will continue all year with staff supporting the efforts. The focus remains on ensuring all students having mastered the most essential academic vocabulary. Through the Annual Professional Performance Review process there is emphasis on the culture of learning, specifically measuring the frequency teachers are modeling growth mindset and the frequency students are demonstrating growth mindset principles. Thank you to PTSA, a TV monitor has been placed in the lobby of the building. This monitor is being used to scroll the vocabulary word of the week. A lot of time is being spent around a book study, *Engaging Students with Poverty in Mind*, among Intermediate School administrators and the Pupil Personnel staff members. What is being learned is being shared with the Intermediate School Staff through faculty meetings, Professional Learning Community grade-level meetings, and Pupil Personnel Staff meetings with teachers. The strategies discussed speak to the needs of all students including those impacted by poverty. Mr. Gilbert asked how the children get listed as poverty. Mr. Swartz said poverty can mean a lot of things. A student could be coming from a family that is very rich in material things but could be lacking in other areas. Mr. Swartz then talked about the social/emotional goal for the Intermediate School. The goal this year is to live up to the motto of respecting oneself, others, and the Intermediate School. The staff will work collaboratively to ensure everyone obtains knowledge regarding the social/emotional well being of all students. This knowledge will then be used to provide students with social/emotional supports or opportunities as appropriate. When reviewing the feedback and data gathered from teachers and student disciplinary reports it was determined that managing emotions, understanding and demonstrating empathy and conflict resolution and problem solving skills were lacking and preventing the students from

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### **ELEMENTARY DISTRICT GOALS UPDATE Continued**

respecting themselves, others and the school. Classroom lessons for all students are facilitated by Pupil Personnel Staff once a trimester. Lesson topics include emotional management, developing empathy, and problem-solving/conflict resolution skills. The administration and staff are modeling expectations through role-playing during student expectation assemblies. Mr. Swartz said they are trying to be systematic in ensuring discussion takes place around the social/emotional well-being of all students. A mentoring program has been put in place that pairs students with teachers. Currently 47 staff members are paired with a student. Mr. Swartz said they are identifying opportunities for students to transition from respectful people to influential leaders. Sixth grade Student Council members have been introduced to the book *7 Habits of Highly Effective Teens*. Mrs. Ballard asked if the Intermediate School has considered a parent forum where some of the initiatives of the building are highlighted. Mr. Swartz said that has become part of the parent night over the last couple of years. He said they could certainly look at another night some point later in the year. Dr. Parks asked if there is an opportunity to push out to parents the highlights. Mrs. Ballard said the District is responsible for a lot but the parents are mostly responsible. Mr. Swartz said one of the things the District is working on is transitioning to a new website. The Intermediate School is talking about placing information somewhere on the new website where it will be more easily accessible for the parents. Dr. Parks told Mr. Swartz kudos in transitioning people to leaders. He said student council has always been thought about as event planning. He asked if the book was just a discussion or is there a whole lesson plan that goes along with it? Mr. Swartz said there are lessons and activities. Dr. Parks said in gathering data from the disciplinary referrals have you asked the students about their thought on the culture of the building. Mr. Swartz said about three years ago a culture survey was administered. Dr. Parks said as a building that might be something worthwhile that could be looked at again. Mr. Gilbert thanked all the administrators for focusing on the social/emotional piece. He said this is a building block to combating bullying.

### **APPROVE FIELD TRIPS**

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

- VIPE to Dayton, Ohio from 2/16/18 – 2/18/18 to participate in a regional competition;
- Varsity Cheerleading to Orlando, Florida from 3/8/18 – 3/12/18 to participate in Nationals;

The motion was carried. 4 yes 0 no

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

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

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

- Executive Sessions; Policy 2330
- School District Officer and Employee Code of Ethics; Policy 2160
- Staff Development; Policy 9700
- Special Use of School Buses; Policy 8416

Mr. Gilbert asked Superintendent Santiago-Marullo if employees sign a document each year that indicates they have read the Code of Ethics. Superintendent Santiago-Marullo said the only employees that do are the administrators. She said the Board of Education signs the Code of Ethics every year as well.

The motion was carried. 4 yes 0 no

### **First Reading**

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

- Programs for Students with Disabilities; Policy 4321
- Health and Safety Committee; Policy 8112
- Use of Time Out Rooms and Physical Restraints; Policy 4321.12

Mrs. Palumbo-Sanders offered suggestions for a few changes to policy 4321, Programs for Students with Disabilities. Her suggestions are around removing the words “assure” and “ensure” throughout the policy. Dr. Santiago-Marullo reminded the Board that District legal counsel suggests removing those words as the Board cannot “assure” or “ensure” anything. This policy will come back to the Board for a second read in February before it goes out to the constituent groups for feedback.

### **MEETING REPORTS Monroe County School Boards Association (MCSBA) Committee Updates**

Board President Palumbo-Sanders reminded the Board that individuals who have signed up to be members of Monroe County School Board Association Committees will be receiving approved minutes from their assigned committee meetings. She asked Board members to be prepared to provide a sentence or two update on the meetings.

Mrs. Palumbo-Sanders said she attended the MCSBA Board Leaders Meeting for presidents. She said it was a wonderful opportunity to hear from other districts on how they are handling different situations.

Mrs. Palumbo-Sanders also shared highlights from the MCSBA Labor Relations Meeting minutes. Discussion took place on taping conversations without the other person knowing they are being taped. This is a serious offence.

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**MEETING REPORTS  
Continued**

Dr. Santiago-Marullo attended the MCSBA Information Exchange Committee Meeting. Penfield Schools presented on Suicide and School Culture. They shared what they learned and what they would do differently next time.

Dr. Parks said he received the meeting minutes from the MCSBA Legislative Committee Meeting. He said the priorities have not changed. They are waiting to react to the budget and tax presentation from the Governor.

**Miscellaneous**

Mrs. Palumbo-Sanders said she had the opportunity, during the holiday season, to attend the Junior High School Choral Concert, the 3<sup>rd</sup> grade concert and the Early Childhood School Concert. She said she was excited to see the level of participation.

**PUBLIC COMMENT**

None at this time.

The Board of Education took a recess at 8:55 PM.

The Board of Education returned to regular session at 8:58 PM.

**UPCOMING EVENTS**

The Board of Education will hold a workshop on January 25, 2018 at 7:00 PM in the District Office Conference Room to work on the Board Self-evaluation.

The next regular Board meeting will take place on Thursday, February 8, 2018 in the Early Childhood School Boardroom.

**EXECUTIVE SESSION**

A motion was made by C. Parks, seconded by G. Gilbert, to enter executive session at 9:53 PM to discuss the employment history of a specific individual. The motion was carried. 4 yes 0 no

**REGULAR SESSION**

A motion was made by C. Parks, seconded by K. Ballard, to return to regular session at 10:32 PM. The motion was carried. 4 yes 0 no

**ADJOURN**

A motion was made by G. Gilbert, seconded by C. Parks, to adjourn the meeting at 10:35 PM. The motion was carried. 4 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk