

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Approved Minutes of the Special Meeting of March 1, 2018
Early Childhood School Boardroom
953 High Street
Victor, New York 14564**

CALL TO ORDER

Vice-President Timothy DeLucia called the meeting to order at 5:32 PM.

Members Present Karen Ballard, Tim DeLucia, Kristin Elliott, Gary Gilbert, Christopher Parks (arrived at 5:33 PM), Mike Young (arrived at 5:48 PM)
Member Absent Debbie Palumbo-Sanders

EXECUTIVE SESSION

A motion was made by K. Ballard, seconded by G. Gilbert, to enter executive session at 5:32 PM to discuss the employment history of specific individuals. The motion was carried. 4 yes 0 no

REGULAR SESSION

A motion was made by M. Young, seconded by G. Gilbert, to return to regular session at 7:22 PM. The motion was carried. 6 yes 0 no

GREETINGS TO VISITORS

Mr. DeLucia welcomed the visitors and read the Superintendent's message that was posted in the E-News on February 16, 2018. "Once again, our nation is reeling from another school based tragedy. Our hearts go out to the Parkland, Florida community, especially the families and children impacted directly. The safety of our students and staff members is extremely important. For many years, VCS has been quietly persistent about addressing safety and security in our schools. We communicate with area first responders, conduct drills, provide professional development, and regularly review our emergency procedures. We have worked closely with the Ontario County Sheriff's Department, our School Resource Officer and other area first responders to implement researched-based best practices in school safety and security. Some of these changes are visible to visitors on campus and others are not. All of these changes create a safer environment for our students and staff. In September, we implemented Raptor a new visitor badge management system. Raptor's scanning software screens out unwanted visitors and alerts school personnel to potential problems. At the link below, you will find the "public" plan for school safety. <http://www.victorschools.org/files/22790/district%20wide%20safety%20plan.pdf> A more detailed confidential Emergency Management Plan also exists. This plan is reviewed annually by a committee of school personnel and experts in the area of safety and security. This tragedy has shaken us as nation and affected each of us personally. Our thoughts of heartfelt sympathy go out to the Marjory Stoneman Douglas High School community. "

APPROVE AGENDA

A motion was made by M. Young, seconded by K. Ballard to approve the agenda for the meeting. The motion was carried. 6 yes 0 no

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PUBLIC PARTICIPATION None at this time

2018-2019 BUDGET REVIEW

Superintendent Santiago-Marullo introduced current School Business Administrator Mike Vistocco and the new School Business Administrator Joe Dougherty who presented the budget. Mr. Vistocco reviewed the schedule of the budget presentations for March 1st, March 8th and March 15th. The Board will adopt the 2018-2019 District budget on April 12th. The public hearing will take place on May 1st, voter registration on May 8th and the vote on May 15th. Mr. Vistocco reviewed the budget development calendar, which the Board adopted in July, 2017. He discussed the New York State regulations. The budget will be presented in three parts which include administrative, capital, and program. The statewide vote day is the third Tuesday in May, May 15, 2018. If the budget is voted down there is a single re-vote in June. This single re-vote day is held the third Thursday in June. A Tax Report Card and Property Tax Cap information is submitted to New York State. Mr. Vistocco then talked about a contingent budget. If the budget is voted down twice the District then has to go to a contingent budget. The levy cannot be increased from the previous year; the administrative component cannot exceed the previous year's percentage cap. Everything is included except equipment and the building use. Mr. Vistocco provided an example of the building use. He said as it stands now the Boy Scouts and Girl Scouts use the buildings free of charge. If the budget goes down and the District has to go to a contingent budget those organizations would have to be charged to use District facilities, which is a New York State Law. Mr. Vistocco then talked about the Tax Levy Cap. The tax levy cap law was enacted in June, 2011. It has been referred to as a "2% tax cap". A levy is the total amount of property taxes collected by a municipality to balance its budget. If the levy exceeds the "maximum allowable tax levy", it will need 60% voter approval. Mr. Vistocco then talked about the Property Tax Relief Credit. This credit is Tax Law Section 606 n-1. It provides a tax credit for qualified homeowners. The amount is based on a sliding scale. In order for homeowners to receive this tax credit the District must not exceed the tax cap and homeowners must have a household income below \$275,000. Mr. Dougherty then went over the Tax Cap Formula and the Tax Cap Report Form that was submitted to the state. He said it is a complicated seven step formula. After reviewing the formula he said the tax levy limit plus exclusions is \$43,783,238 or 4.45%. He then reviewed the enrollment history and the staff increases over the last two school years. Mr. Dougherty provided an overview of the 2018-2019 budget. Next year's projected budget is \$68,794,476 based on what the Governor is giving us for state aid right now. The increase in the budget is \$2,441,589 or 3.68%. The Tax Levy Cap is 4.45%. This includes all the contractual increases, the increases in the Teacher Retirement System contributions from 9.8% to 10.63% and an increase in health care and

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2018-2019 BUDGET REVIEW Continued

workers compensation expenses. Mr. Dougherty talked about the debt service going up and the increase in special education tuition through BOCES. BOCES Technical and Career Education costs have also gone up due to an increase in the number of students taking those programs. Each building budget went up by 5%. The Buildings and Grounds Department has also had a slight increase in their budget. This department has not had an increase in ten years. Mr. Dougherty said it is time to refocus on buildings and grounds as more square footage and there are more students have been added. The Computer Services budget has increased by \$100,000. We will be adding \$450,300 with of staffing, which will be presented at the March 15th Board meeting. The 2018-2019 projection is a 3.68% increase. He went over the expenditures by object and by component and where the increases and decreases are. Dr. Young said so if everything hinges on enrollment that is from the expenditure side and not the revenue side correct. Dr. Santiago-Marullo said the enrollment data New York State uses is outdated. Dr. Young said so we don't get paid for all of the students we currently have. Dr. Santiago-Marullo said that is correct.

OPERATIONS AND MAINTENANCE BUDGET

Chris Marshall, Director of School Facilities, went over the operations and maintenance proposed budget for the 2018 – 2019 school year. He said with all the square footage added over the years he is proposing a 10% increase in the custodial supplies, contractual repairs, contractual service, grounds supplies, building supplies and electrical and plumbing portion of the budget. The health and safety portion of the budget is \$49,000. This covers elevator inspections, fire alarms, generators, PA, intercom and security systems. The budget for grounds is \$46,000 which covers field repairs, snow plowing, equipment repairs and road repairs. The buildings budget is \$115,100. This covers roof repair, floor repair, window repair, painting, building controls, boiler, plumbing and electrical repairs. Mrs. Elliott asked if this amount can be adjusted once the capital project is complete. Mr. Marshall said his budget is just for repairs and the capital project is usually for replacements. He said the numbers may go down slightly. With regards to energy savings, electric and gas usage data is monitored "live". The data is reviewed to check the usage day and night. The boiler purchases have provided 20% energy savings. The setback temperatures are monitored in the buildings and can be adjusted accordingly. Mrs. Elliott asked if there is going to be a shift to a different kind of lighting. Mr. Marshall said yes. The District is waiting for the state to approve an Energy Performance Contract that will be taking place. He said all of the lighting in the District will be replaced with LED lighting and the on demand piece will then drop off and there will be a big savings. Mr. Marshall said if we decide to add on to any of the buildings at this point we are just about to the electrical capacity. Mr. Parks said he appreciates Mr. Marshall's amount of efficiency in running the department.

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TRANSPORTATION BUDGET

Darren Everhart, Director of Transportation, went over the proposed transportation budget for the 2018 – 2019 school year. Currently the District has a fleet size of 81 buses, which drove 878,935 miles in the 2016-2017 school year. There were 106,145 gallons of fuel used with a 98.2% bus “in-service” rate. The Department of Transportation (DOT) wants the “in-service” rate to be above 90%. The “in-service” rate is the percentage of buses that have passed a DOT inspection each year, keeping in mind school busses are inspected every six months. It takes a DOT inspector between 2 and 2 ½ hours to complete an inspection. Mr. Everhart indicated the in-service rate is a testimonial to the mechanics. There will be no change in the equipment, contractual, and supply budgeted areas. Fuel prices are constantly being monitored. Mrs. Elliott asked about the miles per gallon for the buses. Mr. Everhart said it is hard to gauge because of the routes but generally between 6 and 8 MPG. He said keep in mind they are transporting 70 kids on the bus versus just one or two in a car. He said buses are the safest mode of transportation on planet earth. Mrs. Elliott asked what the percentage of students using the buses is. Mr. Everhart said somewhere between 70% -80%. Mr. Everhart spoke about using Trans Finder to schedule routes as well as working with other local schools to share transportation. Buses that are being purchased are greener. Mrs. Elliott asked if there is an annual fee to use Trans Finder. Mr. Everhart said yes there is an annual software fee which is constantly being updated. Dr. Young said one of the unusual things for our district is we offer a seat for every child. He asked Mr. Everhart if he ever thought of an opt out program, that way the numbers will change. Mr. Everhart said he never thought of that but the District sort of has that now. You can go into the program and mark a student as “parent transport”. Mr. Everhart said if as student is listed as “parent transport” they are not accounted on a student list for that bus. Dr. Parks said the human capital of the drivers is as important because they are the first person the kids see in the morning and the last person they see on a given day. He said this is huge. It’s a traveling classroom. Mr. Everhart said that is correct it is an extension of the classroom. Mr. Gilbert asked Mr. Everhart to thank the drivers from the Board.

ATHLETICS BUDGET

Ron Whitcomb, Director of Health, Physical Education and Athletics, went over the athletic program proposed budget for the 2018 – 2019 school year. The budget remains the same. The District will maintain all current athletic teams. Mr. Whitcomb went over the line items in his budget. Dr. Parks said he thought the official’s pay would be higher when adding in mileage. Mr. Whitcomb said the last contract they settled with Section V there is no mileage. They increased the rate and eliminated the mileage. Mr. Whitcomb talked about the five year replacement cycle for uniforms. Mrs. Elliott asked which budget covers the buses for the athletic teams. Mr. Whitcomb said that comes out of Mr. Everhart’s budget. Mrs. Ballard asked if the District rents from Pinnacle. Mr. Whitcomb said the booster clubs pay for the

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ATHLETICS BUDGET Continued

different teams to use Pinnacle. Dr. Santiago-Marullo said the District is looking at an agreement with Pinnacle when the Intermediate School gymnasium is out of service due to construction. The Intermediate School students would go to the Senior High School and the Senior High School students would go to Pinnacle. Mrs. Ballard said Pinnacle has had some issues lately. Dr. Santiago-Marullo said the District is looking at other options as well. Mrs. Elliott said so we would have to put that into the budget in two years. Dr. Santiago-Marullo said it's in the budget for 2018-2019, however it's part of the capital project budget. Dr. Young said when talking concussion protocol we provide all of the supplies for football, which includes refurbishing the helmets. Hockey and lacrosse have to purchase their own helmets. Does the District refurbish those helmets? Mr. Whitcomb said right now there are no mandates that require Districts to purchase helmets or require Districts to refurbish helmets for hockey and boys lacrosse. Dr. Young asked if the District has extra gear for lacrosse and hockey if kids cannot afford a helmet. Mr. Whitcomb said absolutely there are extra. Dr. Young said the District needs to take a close look at girls' lacrosse and wearing helmets. Mr. Whitcomb said that has been a huge discussion point and there are no mandates yet. Dr. Young asked how many students are serviced by the athletics budget. Mr. Whitcomb said in the range of 1500 students. He said there are a good number of two sport athletes and approximately 100 students who are three sport athletes. Dr. Santiago-Marullo said she kept that statistic from the Citizens Academy Presentation and 1662 students were in athletics in the 2016-2017 school year. Dr. Young said to Mr. Whitcomb this is your legacy. Mrs. Elliott said there are a number of scholar athletes coming through the athletic program. They not only excel in athletics but in the classroom too.

TECHNOLOGY BUDGET

Dave Henderson, Director of Computer Services, discussed the proposed computer technology budget for the 2018 – 2019 school year. He said they are making a big change in the laptops that are being purchased. Convertible laptops are now being purchased. With convertible laptops the screens can be flipped and they can be used as a tablet. Mr. Henderson said these will be placed in the hands of the faculty whose laptops will life-out. He talked about the inventory and said more Chromebooks will be purchased this year. More than half of the devices on campus are Chromebooks. Dr. Young asked if that is our choice for students. Mr. Henderson said yes. It is a great device for students to use. Mrs. Elliott asked if the \$100,000 increase in the technology budget is just to purchase Chromebooks. Mr. Henderson said it is not. There are a number of ceiling mounted projectors and SMART Boards that have to be replaced because they are failing. Part of the \$100,000 is to purchase more student devices and part to purchase other audio visual technology.

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APPROVE TRIP

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

- Varsity Baseball to Myrtle Beach, SC from 3/29/18 – 4/6/18 to participate in training and play against out-of-state competition;

Dr. Parks asked if the field trip has been restructured so Victor is not playing local teams. Mr. Haugh said the scrimmage is always against a local team and the other three games will be played against teams from three different states.

The motion was carried. 6 yes 0 no

PUBLIC COMMENT

None at this time.

UPCOMING EVENTS

The next Board of Education Meeting will take place on Thursday, March 8, 2018 at 7:15 PM in the Early Childhood School Boardroom.

A special Board of Education Budget Meeting will take place on Thursday, March 15, 2018 at 7:15 PM in the Early Childhood School Boardroom.

If needed, a special Board of Education Budget Meeting will take place on Thursday, March 22, 2018 at 7:15 PM in the Early Childhood School Boardroom.

MEETING REPORTS

Mr. Gilbert thanked Dr. Santiago-Marullo for accompanying him to Albany to meet with the state legislators.

ADJOURN

A motion was made by M. Young, seconded by K. Ballard, to adjourn the meeting at 8:41 PM. The motion was carried. 6 yes 0 no

Respectively submitted,

Maureen A. Goodberlet
District Clerk