

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Approved Minutes of Special Meeting of March 15, 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 6:33 PM.

Members Present Karen Ballard, Tim DeLucia, Kristin Elliott, Gary Gilbert, Debbie Palumbo-Sanders, Christopher Parks, Mike Young

EXECUTIVE SESSION A motion was made by T. DeLucia, seconded by C. Parks, to enter executive session at 6:34 PM to discuss the employment history of specific individuals. 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 7:23 PM. The motion was carried. 7 yes 0 no

APPROVE AGENDA A motion was made by M. Young, seconded by C. Parks, to approve the agenda for the meeting.

C. Parks made a motion to pull out 4A the school calendar for the 2018-2019 school year to address as a separate consent item, the motion was seconded by T. DeLucia. The motion was carried. 7 yes 0 no.

A motion was made by M. Young, seconded by C. Parks, to approve the revised agenda. The motion was carried. 7 yes 0 no.

PUBLIC PARTICIPATION Victor Teachers' Association (VTA) member Claire Noonan thanked Business Official Mike Vistocco for his years of service on behalf of VTA and the community.

CONSENT ITEMS

A motion was made by T. DeLucia, seconded by C. Parks, to approve, upon recommendation of the Superintendent, the following consent items:

**RESOLUTION FOR
SCHOOL BUS
PURCHASES**

RESOLVED, that, upon recommendation of the Superintendent, the Bus Purchase Proposition for the May 15, 2018 vote be approved as submitted, for a total sum not to exceed \$879,000, subject to approval by the qualified voters of the District at the Annual Vote and Election on May 15, 2018.

**ANNUAL VOTE AND
ELECTION LEGAL
NOTICE**

Approve the legal notice for the May 1, 2018 public hearing on the budget and the May 15, 2018 annual vote and election of Board members as submitted.

The motion to accept the foregoing consent items was carried.
7 yes 0 no

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

2018-2019 SCHOOL YEAR CALENDAR

A motion was made by M. Young, seconded by K. Elliott to approve the calendar for 2018-2019 school year as submitted.

Dr. Parks raised the question on the number of half days on the calendar. He asked about the possibilities the District has looked into to decrease the number of half days, or has the District not looked into that yet. Superintendent Santiago-Marullo said they have received suggestions in the past to release for a full day instead of half days. She said if we release students for a full conference day we will not get state aid for that day. She said this has been discussed with staff. Dr. Parks asked if we have benchmarked against local districts to see how many half days we have versus others. He asked what the dollar amount is we would lose by going to a full day. He said for an instructional standpoint we gain a full day instead of two half days. Dr. Santiago-Marullo said if the District were to convert the half days into full days we would lose money in state aid for each of those full days. Mr. Haugh said the calendar up for a vote tonight does not have anything to do with the half days or conference days. The calendar the Board is voting on tonight sets the payroll schedule and the work schedule for employees. In order to prepare the fiscal year and the rollover on July 1st this calendar needs to be approved. After this calendar is approved then the work begins on the instructional and building level calendars to look at half days. Mr. Haugh said a tremendous amount of work was done with administrators and teachers in a subcommittee and information was also sought from parent groups at the building levels. The teacher contract has specific language regarding half days. The collaborative work was done in an attempt to modify this language. No resolution was found during the spring of 2017. There are a set number of work days per VTA contract and a set number of student attendance days that have to take place in accordance with New York State regulations. One option would be to convert the half days to full days. In order to do this we would have to add work days in the calendar so state aid is not affected. The state is potentially revamping how to count student attendance. We are hoping the state will recognize parent conferences as part of the regular hours of instruction. This will provide the District with great flexibility with scheduling half or full day conferences with parents. We could possibly compress the half days into one week versus stretching it out over four weeks. The state originally promised the decision in January and then February and now we are in March and still don't have the information. Mr. Haugh said we are on a common ground on the number of hours devoted to spring and fall conferences that will stay the same. All the work that was previously done on the calendar doesn't apply anymore because of the constraints the state is putting on calculating student attendance. Dr. Parks said when we do receive the states new news are we positioned to have the appropriate constituent group discussions again? A full day of instruction for students versus a half day impinges on the effectiveness and qualities on what the teachers can have students engage with. He said then you look at

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

2018-2019 SCHOOL YEAR CALENDAR Continued

families who are dealing with childcare and they may not have many options. Mr. Haugh said one of the things that will have to be factored in is superintendent conference days and snow days. Mr. Haugh said he is waiting for guidance from the state on whether they will be acting on recommendations from the field. He again reminded the Board calendar being voted on today is a 12 month master calendar for the District. Mrs. Elliott said when this calendar was aligned it was not aligned with the Monroe 1 BOCES. She asked if this was typical. Is there a consortium we try to align with? Dr. Santiago-Marullo said yes and no. She said Genesee Valley BOCES, Monroe 1 BOCES, Monroe 2 BOCES, and Wayne-Finger Lakes BOCES try to align. The challenge is Wayne-Finger Lakes BOCES is surrounded by other BOCES that they also have to try and align with. She said it is really impossible to get everyone to align. The challenge is if we don't align our calendars to the BOCES programming then the students who are in that programming will be missing school. Mrs. Elliott said so this really rolls back to which BOCES we align with. Dr. Santiago-Marullo said yes. She said we take our cue from Wayne-Finger Lakes BOCES. Jim Haugh then works with the three bargaining units from the District. Mr. Gilbert said if we have too many snow days it could eventually cost the District in compensation. Dr. Santiago-Marullo said you would look at vacations such as the day before Memorial Day or April break.

The motion was carried. 6 yes 0 no 1 abstention (C. Parks)
(end of consent items)

2018-2019 STAFFING BUDGET PRESENTATION

Dr. Santiago-Marullo introduced Director of Human Resources Jim Haugh who provided a summary of recommendations for staffing adjustments for the upcoming school year. Mr. Haugh said there are certain positions the District is able to add because of the proposed budget. Once there is a finalized state budget, if there are additional monies based on the Governor's proposal the District will work down a prioritized list to add other positions. There will be some staffing shifts between the buildings due to the shift in enrollment. For the Early Childhood School staffing there is an addition of a 1.0 Full Time Equivalent (FTE) special education teacher. Two elementary sections will be transferred to the Early Childhood School from the Primary School due to enrollment. The Early Childhood School building class average will be 21.2 for Kindergarten and grade 1. Mrs. Elliott asked what the ceiling is for class size. Mr. Haugh said it is 24 contractually. Dr. Parks asked how often the soft cap of 24 is hit. Is it possible to get what those numbers are and when we hit that number are we required to have a conversation with VTA? Dr. Santiago-Marullo said she remembers one conversation since she has been Superintendent and it was in the High School and discussed with VTA. Mr. Haugh said for the Primary School he is anticipating the need for a half time special education teacher. The Primary School will be losing two sections of elementary

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

2018-2019 STAFFING BUDGET PRESENTATION Continued

classrooms that are moving to the Early Childhood School. The building class average for grade 2 and grade 3 is 21.6. Mr. Gilbert asked Mr. Haugh if he has the high and low class sizes. Mr. Haugh said he would have to ask Mrs. Check, the principal of the building. Dr. Santiago-Marullo told Mr. Gilbert the attendance can be given for a point in time but it will vary. She said the data for the beginning of the school year and the end of the year can be gathered. She said significant progress has been made in lowering the class size since the recession. Mrs. Elliott said can't SchoolTool just give a class average at the end of every marking period. Dr. Santiago-Marullo asked what the data would be used for. Dr. Parks said we could gather the data for a year and if the data is not helpful, if it is not policy or procedure making, then we stop gathering it. Dr. Santiago-Marullo asked what questions they were hoping to answer by having the data. Dr. Parks said he wasn't sure if they would know what questions are out there without looking at the data. Mrs. Palumbo-Sanders said don't you usually ask the question first and then gather the data. She said she would think that as the principals get new students they look at the numbers in the classrooms. Dr. Parks said the data will be helpful so at the end of the year you can see what was predicted. We don't know if it would be valuable until we gather data points. Mr. Gilbert said, to Dr. Parks point it would be called data mining. Data mining doesn't always come up with the question first. We may come up with the question after gathering the data. Dr. Young asked when the Board would want to talk about this. He asked Dr. Parks, do you want to talk about the mining of the data right now? Dr. Parks said no, he was bringing it up as a thought. Dr. Young asked who "we" is. Dr. Parks said he is saying that as a District. Mrs. Elliott said this isn't a request that is intended to be burdensome. Dr. Santiago-Marullo said gathering the data is not time consuming but analyzing the data is. Mr. Gilbert said if we are not capturing the end we cannot tell where we have been or where we are. Dr. Santiago-Marullo said if we cross a barrier on the soft number we talk about appropriate measures to rectify the situation. The variations are not huge, one or two kids in and out of a classroom over the course of a year. We have never found a need for looking at that data, that's why we have never captured it. She said if the Board wants to examine the data it can be made available. Mr. Gilbert asked if we have an effective dashboard that presents the information. Mrs. Swann said it would be data that is pulled from SchoolTool. It's about what questions you might have and what you are looking for with regards to the data. Mr. Gilbert asked what kind of dashboard we have. Mrs. Swann said she wasn't sure what Mr. Gilbert was asking. She said she didn't know what that dashboard looks like. She said she would have to ask Lisa Phillips the District's School Data Specialist. Dr. Parks said at the time of capturing the data are there any hiccups that could develop within the course of an academic year that by gathering the data we could recognize these sooner? Mrs. Swann said off the cuff we have pretty clean data. We are constantly cleaning that data up. Dr.

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

2018-2019 STAFFING BUDGET PRESENTATION Continued

Santiago-Marullo said the variation from the beginning to the end of the year is probably less than 15-20 kids per school year in and out. Mr. Haugh continued with his budget presentation. A 0.5 FTE special education teacher will be added to the Intermediate School. There are an unusually high number of spring Committee on Special Education referrals, which may impact the special education position. The building class average is 21.86 for the Intermediate School. At the Junior High School there will be an additional 1.0 FTE school counselor added along with 2.0 FTE special education teacher aides and a 0.4 FTE health office aide. At the Senior High School a 1.0 FTE special education teacher will be added along with 2.0 FTE special education teacher aides. District wide staffing will include a 0.2 FTE adaptive physical education teacher. Once the final budget numbers are received from the state the District will then shift to a prioritized list. The following positions will be added in order based on how much additional state aid is received 1.0 FTE K-6 ELA teacher coach, 1.0 FTE high school teacher in either social studies or math, 1.0 FTE high school special education teacher aide, 1.0 Primary School special education teacher aide, 1.0 Early Childhood School special education teacher aide, 1.0 FTE cleaner, 0.2 FTE high school office support, and another 1.0 FTE cleaner. Mrs. Ballard asked if there is a cap on class sizes at the secondary level. Mr. Haugh said there are two caps. One cap of 30 in the classrooms and 19 or 20 in the technology areas with a caseload cap of 140 students. The master schedule in the high school is monitored weekly or even daily from spring until September. Mr. Gilbert said with the emphasis on special education. Is this in anticipation of what's to come or to catch-up on what we need? Mr. Haugh said it is in anticipation of what we are in need of. Mr. Haugh said we do manage special education throughout the year. Mrs. Elliott said she is really impressed there is some added attention to the special education piece. She asked the current number of full-time special education teachers. She said is the addition of the teachers because we anticipate a larger number of special education students, to lower the ratio, to move to greater compliance, or is it to offer breathing room. Mr. Haugh said it is actually all of those bullet points other than breathing room. He said he wouldn't say we are overstaffed we are fiscally prudent. Mrs. Swann said part of the process is for internal projections and we have a good sense of what our students need and are fairly confident in that. The tricky part is twofold, the students that register over the summer and more complex cases coming in. The other tricky part is the out-of-district placement. That is something that is difficult to anticipate and it is hard to place students. The recommendations come from our knowledge of what you will be seeing next year. There are 37 FTE special education teachers and 2 content teachers that are dual certified Kindergarten-12. Mrs. Elliott said and we are adding three.

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

2018-2019 REVENUE PROJECTIONS

Business Official, Joe Dougherty provided the Board of Education with revenue tax rate projections and state aid information. To recap, the proposed budget is \$68,794,476 or a 3.68% increase. Mr. Dougherty discussed the breakdown of the revenue sources. We are still waiting on the final state aid number from the Governor. He commended Lynne Lubaszewski, District Treasure on the interest and earnings line for the District. He said she works diligently on making sure the District receives the best rate. He talked about the tax levy and how it equalizes the appropriations to the revenue side. Dr. Young asked how much sales tax the District receives from Ontario County. Dr. Santiago-Marullo said the District does not receive any sales tax from Ontario County. She said we get a little from Wayne County and Monroe County. Dr. Young said so we get no sales tax from Eastview Mall? Dr. Santiago-Marullo said that is correct. Mr. Dougherty then went over the tax rate history. The estimated true tax rate increase is estimated at .79%. He said whatever we estimate the District has always come in lower. This year only nine districts in over 700 in New York State will be trying to override the tax cap. Victor will not be one of them. Mr. Dougherty then went over the reserve funds. Employee Benefit Reserve pays for employee benefits due to retirement. Liability Reserve covers property loss and liability. Tax Certiorari Reserve is in case a business goes to court and they have a major assessment reduction. The District then has to refund taxes. Workers Compensation Reserve pays for compensation benefits for workers compensation claims. The Unemployment Reserve covers unemployment claims. At the end of this year we are projected to have \$3.2 million in reserves. The Capital Reserve fund is voted on by the community. In 2011 the voters approved to establish a capital reserve fund to pay the costs of various additional future capital improvements in and for the District. Mrs. Palumbo-Sanders asked Mr. Dougherty was the value is to have a good bond rating. He said the bond rating affects the rate at which you can borrow money. You get a better rate with a better bond rating. Dr. Parks asked if there are ways in which we as a District can educate our own community in the potential value programmatically for our students and how we support the teacher, aides, nurses and administration in program in the classroom, in theatre and on the fields. Sometimes it is more important to show how we best serve our students not how we can be most frugal. Is there an opportunity to educate our community that sometimes we have to look at overriding the tax cap if it is going to maximize the programming? Dr. Santiago-Marullo said when she and Mike Vistocco were having to cut they got to a point where they said they cannot cut one more year. That was the year the District went with the override. That year the budget passed by a very slim margin. Mr. Gilbert said the year we overrode the tax cap when people called into the office how did they respond. Dr. Santiago-Marullo said they were irate even

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

2018-2019 REVENUE PROJECTIONS Continued

though she explained the growth factor. She said it is important to advocate to our legislators about the tax cap and the 2% CPI, whichever is lower. These are the pieces that are being looked at among elected officials. The school districts are the only entitee that have to have the voters pass the budget by a super majority if they override the tax cap. The towns, villages and libraries only have to have their Board members vote to override the cap. Mr. Gilbert said he saw the tax cap as very political and legislators not willing to stick their necks out. Mr. DeLucia said one of the advocacy points is to go after the legislators to allow school boards to make the decision on whether to override the tax cap without having to have the budget passed by a super majority. Mr. DeLucia said it is important to go after the source so we can do our job better. The District does put out an annual statement on the budget and this is where the attempt to educate comes in. Mr. Gilbert said we need to further educate people. Dr. Santiago-Marullo said the community is actually going to be paying more taxes because we are taking the assessment growth and making the budget work. It is important to have a supportive community so they pass the budget. This is a \$2.4 million increase on property taxes. Mrs. Elliott asked if they ever thought of taking advantage of the talented students in the District in the civics class and packaging a one or two day lesson on the fundamentals of the development of a District budget. The hope is they take it home and get involved with their parents asking questions and getting answers by using our resources. Students will have a voice. Mrs. Elliott said it would be educating individuals on the framework of the budget. Dr. Santiago-Marullo said you have to be careful that individuals are not voicing their opinions for or against the budget. Dr. Parks said to Mrs. Elliott's point it would be the trust and the perception to trust the lesson would be taught on the development of a budget not for or against. Mrs. Elliott said we would never be able to be accused of looking back at historical perspective on how the budgets are put together. Dr. Parks said you are teaching civic responsibility.

PUBLIC COMMENT

None at this time.

UPCOMING EVENTS Next Regular Board Meeting

The next regular Board meeting will be held on Thursday, April 12, 2018 at 7:15 PM in the Early Childhood School Boardroom.

Wayne-Finger Lakes BOCES Board of Education Nominees

A special Board of Education meeting will be held on Wednesday, April 25, 2018 at 6:30 AM in the Intermediate School Conference Room to vote on the BOCES administrative budget and election of Board members.

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

EXECUTIVE SESSION A motion was made by C. Parks, seconded by M. Young, to enter executive session at 9:12 PM to discuss matters that will imperil the public safety if disclosed. The motion was carried. 7 yes 0 no

REGULAR SESSION A motion was made by K. Elliott, seconded by K. Ballard, to return to regular session at 12:20 AM.
The motion was carried. 7 yes 0 no

ADJOURN A motion was made by M. Young, seconded by C. Parks, to adjourn the meeting at 12:25 AM.
The motion was carried. 7 yes 0 no

Respectively submitted,

Maureen A. Goodberlet
District Clerk