

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Approved Minutes of the Special Meeting of March 7, 2019
Early Childhood School Boardroom
953 High Street
Victor, New York 14564**

- CALL TO ORDER** President Debbie Palumbo-Sanders called the meeting to order at 6:03 PM.
- Members Present** Karen Ballard, Tim DeLucia, Kristin Elliott, Debbie Palumbo-Sanders, Christopher Parks, Mike Vistocco, Mike Young
- EXECUTIVE SESSION** A motion was made by C. Parks, seconded by M. Young, to enter executive session at 6:03 PM to discuss the employment history of specific individuals. The motion was carried. 7 yes 0 no
- REGULAR SESSION** A motion was made by C. Parks, seconded by T. DeLucia, to return to regular session at 7:06 PM. The motion was carried. 7 yes 0 no
- C. Parks left the meeting at 7:06 PM
- APPROVE AGENDA** A motion was made by M. Vistocco, seconded by K. Elliott to approve the revised agenda for the meeting. The motion was carried. 6 yes 0 no
- PUBLIC PARTICIPATION** None at this time.
- PARTIAL ROOF REPLACEMENT AT THE PRIMARY SCHOOL** A motion was made by M. Vistocco, seconded by M. Young, to approve a partial roof replacement at the Victor Primary School. The motion was carried. 6 yes 0 no
- 2019-2020 BUDGET REVIEW**
- INSTRUCTIONAL BUDGET** Joe Dougherty, Assistant Superintendent for Business said this will be the last week of individual budget presentations as the budget will be wrapped up at the meeting next week. During the meeting this evening presentations will be made by Associate Superintendent Kristin Swann on Instructional and Pupil Personnel Service reports. Jim Haugh, Assistant Superintendent for Human Resources will report on staffing. Directors Dave Henderson, Duey Weimer, Darren Everhart and Chris Marshall will report on their respective budgets. Next week there will be a full wrap-up of the budget. The final budget adoption will be on April 11th. Mrs. Swann said the budget for curriculum and instruction helps to support curriculum writing, assessment revision, textbooks and BOCES Services. Curriculum writing has been a large initiative for the last few years. She said the focus is on developing an English Language Arts (ELA) curriculum at the elementary level along with assessment revision. She said they are constantly looking to see where the District is at in the cycle around textbooks. The BOCES services is a hybrid of services from Wayne-Finger

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Lakes BOCES. These services include professional development that is aligned to standards, improvements in educator knowledge skills and practice and support with curriculum and assessment writing.

PUPIL PERSONNEL SERVICES BUDGET

Mrs. Swann said the Pupil Personnel Services budget will support programs for students with disabilities. These include private placements such as Hillside, and special education costs for parentally placed students in private or parochial settings. This budget also covers BOCES Special Education Services at Wayne-Finger Lakes BOCES and Monroe 1 BOCES. She then went over the average BOCES costs for the 2019-2020 school year. A student placed in a social/emotion program costs \$65,000. If this student has a 1:1 teacher aide and related services the cost goes up to \$110,000. A student placed in a functional skills development program with 1:1 support and related services costs \$100,000. A student in an autism program costs between \$95,000 and \$115,000. A student with developmental disabilities going to a day treatment program costs \$150,000. Mrs. Swann said the Pupil Personnel Services budget will still continue to support enrichment opportunities, continuum of special education and related services including LifePrep@Naz, guidance and psychological services, mental health programming such as Primary Mental Health and everyday health services. Mrs. Ballard asked if curriculum writing is done in-house or does the cost include doing it outside. Mrs. Swann said curriculum writing is done in-house with consultants coming in to help if needed.

HUMAN RESOURCES BUDGET

Assistant Superintendent for Human Resources, Jim Haugh presented the proposed staffing adjustments for the 2019-2020 school year. Mr. Haugh said as in the past the staffing recommendations will be done in two phases. The first staffing list fits into the proposed budget and phase two is a prioritized list based on what additional funding we may get from the state. At the Early Childhood School there will be a 1.0 full-time equivalent (FTE) special education teacher aide added along with converting the support staff in the library and nurses office both to full-time. This conversion will equal a .4 (FTE) addition of support staff in that building. The building class size average is 18.95. At the Primary School there will be additional 1.5 (FTE) special education teachers and 1.0 FTE teacher aide. The building class size average is 20.1. At the Intermediate School there will be a 1.0 FTE assistant principal position added along with a .5 FTE academic instructional support teacher. The class size average for the Intermediate School is 21.13. There are no recommended staffing adjustments to the Junior High School in phase one. At the Senior High School there will be a .4 FTE teacher added depending on the master schedule. There will also be a 1.0 FTE special education teacher aide added. District-wide a 1.0 FTE Assistant Director of Special Education will be added as well as a .4 FTE adaptive physical education teacher. Also added District-wide will be an Audio Visual Assistant promotion and an

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elementary health education stipend. Mrs. Ballard asked if all of the special education recommendations are coming out of the study being done. Mr. Haugh said there is an internal curriculum review taking place and an external study of the entire Special Education Program. The recommendations being made are by the administrators based on the students coming into their buildings and what their current programming and needs are. The Assistant Director of Special Education is one of the internal recommendations. Mr. Haugh said there is also an unfunded mandate from Albany that Health Education be in place K-6. The stipend is to have a Health Education Specialist K-6 be a point person to help teachers meet the mandate. These additions have fit into the proposed budget. Mr. Haugh said pending final state aid the following positions will be added in this prioritized order 1.0 FTE Early Childhood School Teacher, .5 FTE Primary Academic Intervention Services Teacher, 1.0 FTE High School Guidance Counselor, 1.0 FTE Assistant to the Director of Facilities, .5 FTE Computer Services Technician, 1.0 FTE High School Teacher, 1.0 FTE 6-8 English Language Arts Coach, 2.0 FTE Primary School Aides, .2 FTE Annual Junior High Musical, 1.0 FTE 6-8 Math Coach, .5 FTE Primary School Typist, 1.0 FTE High School Teacher, and 1.0 FTE K-5 Math Coach. Mr. Haugh said this is a model we have worked off of and it has worked over the years. Mrs. Ballard said as far as the K-5 Math Coach, don't we already have one? Dr. Santiago-Marullo said we have two. We would also have three ELA coaches so it would bring them up to even. Mrs. Ballard said with the Director of Special Education we have an interim. So we are now going to hire an assistant to the director who will work under the interim. Mr. Haugh said we do have an interim and we understand the timing could be problematic. However, because there would be so much change in that department the interim would be prepared to help with the training for the new assistant director ahead of time. Mr. Vistocco asked when the Special Education Audit will be complete. Mr. Haugh said it should be complete the middle of April. Mr. Vistocco asked if they gave a rationale why an Assistant Director of Special Education is needed. Mr. Haugh said they gave a brief synopsis and it has to do with workload, compliance and supporting the buildings. Mrs. Ballard asked if other districts have an assistant to the director. Dr. Santiago-Marullo said yes they do. Mrs. Elliott said there is a lot of focus on special education and we do need to be prepared for that. She said there will be some pushback as to why there is so much attention on special education. Is it that we have been out of compliance or we are just being prepared? Mrs. Elliott said we need to be attentive to some of the other programs. Dr. Santiago-Marullo said the other item that has come out of the Special Education Audit is that there was one psychologist that did over 400 special education meetings last year. Mrs. Elliott said so quite practically there are more students with special education needs in our District than ever before. Mr. Vistocco said

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if you get that report would that pending director shift at all? Dr. Santiago-Marullo said she doesn't anticipate that changing. Mrs. Ballard said she feels the Senior High School Guidance Counselor should be on phase one. She said it really needs to be moved up. Dr. Santiago- Marullo said it is at the top of phase two where we anticipate getting to those positions.

TECHNOLOGY BUDGET

Dave Henderson, Director of Computer Services discussed his proposed budget for the 2019-2020 school year. He talked about replacing old computer equipment every year. He said the biggest chunk of his budget is faculty laptops. One of the main focuses this summer will be to do some work in the audio visual area. Smartboards are not made anymore. With that being said, broken Smartboards are being replaced with interactive flat panels. Mrs. Elliott asked if Mr. Henderson is looking to make sure that all classrooms have something. She said she knows that there are classrooms that don't even have a Smartboard. Mr. Henderson said probably not. The budget cannot support replacing 10 year old Smartboards this year that don't work, with the lifespan being 10 years old, and making sure that classrooms that don't have anything also get something this year. He said hopefully the next capital project can take care of some of this. He then talked about the computer and server inventory. The largest piece of the Computer Services budget is the BOCES budget. The District's internet connection, equipment and other services come through BOCES. Mr. Vistocco said over the last few years the equipment budget has increased and the contractual supplies budget has been reduced. Couldn't the money have been left in contractual so that could help with the computer budget? Mr. Henderson said some of the money has been moved into supplies to help cover toner and bulbs for the ceiling mounted projectors. These items come out of the Computer Services budget for the entire District. Mrs. Elliott said as we are getting closer to the 2020 state mandated computer based testing and there needs to be enough equipment dedicated to this. She said there has been a little bit of borrowing. Mr. Henderson said as you look at the testing regime if you ever want to get to the point where you're not borrowing computers at all you have to be at 1:1. He said will the District ever get to this point? Mr. Henderson said yes we will but not right away. Mrs. Elliott said when student's aren't actively using computers their online testing capability may also vary. We then start to ask is it the test that makes a student not successful or is it because they don't have a computer sitting in front of them every day. Mrs. Elliott said there are creative ways to get to 1:1. She said she goes back to how are we able to flush out if the student having trouble with the test or test anxiety. Mrs. Elliott said she wants to make sure that during testing weeks the high school isn't without computers. Mrs. Palumbo-Sanders said, just for clarity are you claiming that students have never had an opportunity to use a computer before

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testing? Mrs. Elliott said that is not what she's saying. What she is saying is that students should have greater frequency when using computers. Mr. Henderson said that the Intermediate School is at about a 2:1 ratio right now, however carts still have to be rolled down the hill. He said teachers, knowing that students will be facing state tests, work with students to take practice tests on the Chromebooks to help them feel comfortable. Mrs. Elliott said how can we allocate, even if there is a little money left after the capital project, to make sure it's an even playing field. She said she has always been an advocate for technology. Dr. Santiago-Marullo said that is why Mr. Henderson's budget has gone up every year, not only to purchase the equipment but to support the purchases later.

PHYSICAL EDUCATION AND ATHLETICS BUDGET

Duey Weimer, Director of Health, Physical Education and Athletics went over the proposed 2019-2020 budget for physical education and athletics. He said one big change this year is the individual building level physical education budgets have been transferred to the K-12 physical education department. He said this way the budget allocations start and finish in his office. The Section V official's contracts are still under negotiation. He said there will be additional service fees and additional officials per varsity contest. The Monroe County Public School Athletic Conference recommendation for supervision is to have at minimum one supervisor at all varsity contests. This will help with crowd control and prioritization of security. Section V Ice Hockey has been reorganized and the fiscal responsibility goes to the host schools. This responsibility includes facility rentals, event staff and officials. Mr. Weimer then talked about the extra cost due to season longevity. Several programs' seasons are extended due to sectionals, regionals and state play. He then went over the breakdown of his physical education and athletics department budgets. Mrs. Elliott asked if he has found a greater participation at events by the public now that there is not a fee at the door. Mr. Weimer said the short answer is they have not been tracking that. Mrs. Elliott asked why there are some Monroe County Schools that still charge and when there are sectional events they charge. Mr. Weimer said that the Monroe County Athletics Directors don't see that changing. A lot of the west side schools still charge. The charge at Section V events is a rule made by Section V. Mrs. Elliott asked where the funds went to when we did charge for events. Mr. Weimer said the monies would go into the general funds for the District. Mrs. Elliott asked when supervisors go to away games do they get paid more? Mr. Weimer said there is a slight increase per hour. It is based on the Victor Teacher's Association Contract. Dr. Young asked what the difference is in the budget between Trainer Services and Athletic Trainer. Mr. Weimer said Trainer Services is for the trainer. Athletic Trainer (M & S) is the materials and supplies the trainer needs. Dr. Young then asked under Uniforms/Protective

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in the budget if the District is doing something different with regards to lacrosse helmets. Mr. Weimer said the Booster Club just donated helmets for varsity lacrosse. Mr. Weimer said we cannot recondition lacrosse helmets. He said every year students bring their own helmets and there is a process in place to check and make sure they are safe. Dr. Young said often times the players are wearing the same helmets since their youth lacrosse days. He said he just wants to make sure there is a process in place to keep the athletes safe. Mr. Weimer talked about adding a Teacher On Special Assignment (TOSA) position to his office called Assistant Director of Health and Physical Education. He said he had one clerical position that was vacated and he found after having two seasons under his belt it would be beneficial to take this clerical position and make it a TOSA position. He said this would be a very smart shift. Dr. Young said the District has had one director for a long time and the program has tripled or quadrupled in size. He said that move makes sense. Mrs. Elliott asked Mr. Weimer if he could get the amount of past revenue from athletic contests. Dr. Young said that information had already been sent to the Board in an e-mail. Mrs. Ballard said there is a big gap between the amount that is requested and budgeted for in equipment. Mr. Weimer said equipment items is a singular item that is \$1,000.00 or more. Some of those items pertain to supplies and materials. Mrs. Ballard said so that is not footballs or soccer balls. Mr. Weimer said that is correct. Those items would be under materials and supplies. Mrs. Ballard said there have been several conversations within the boosters on what they are paying for. Mr. Weimer said he has had several conversations on what they have been purchasing as well and he would like to take some of those items back and put them under the athletics budget. Mr. Elliott asked if the department of athletics includes the weight room. Mr. Weimer said yes, that would be under materials and supplies. Mrs. Elliott said maybe for the next capital project we can request an addition to the weight room.

TRANSPORTATION BUDGET

Darren Everhart, Director of Transportation, went over the proposed transportation budget for the 2019 – 2020 school year. Currently the District has a fleet size of 81 buses, which drove 908,783 miles in the 2017-2018 school year. There were 119,242 gallons of fuel used with a 97.93% 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. Fuel prices are constantly being monitored and right now it is around \$2.20 a gallon. Mr. Everhart said the computer program Trans Finder is used to make bus routing more efficient. He said Victor is always working with other Districts when

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transporting students out of district. He said even though diesel buses are being bought they are pretty lean and getting “greener”. Dr. Young said when you are talking with other districts about helping out with a run do the other districts use Trans Finder? Mr. Everhart said about half of the districts in the area use Trans Finder. Districts purchase a program specific to their organization. Mrs. Elliott asked if Mr. Everhart takes advantage of what percentage of students are actually taking the bus. If students are being dropped off at school do you remove them from the bus list? Mr. Everhart said they aren’t taken completely out of the route. They are removed from the list and if we know students are dropped off by parents we do overbook on those routes. Dr. Young said under supplies and if we decide to go to the stop sign cameras where would that fit into the budget. Mr. Everhart said with new buses they would just be ordered. Dr. Young asked and if we are fitting old buses? Mr. Everhart said that would be out of supplies. Dr. Young asked if our drivers say this is a problem where cars don’t stop. Mr. Everhart said all of the time. Mrs. Elliott asked how long a bus is on the road before it gets replaced. Mr. Everhart said about 10 years.

OPERATIONS AND MAINTENANCE BUDGET

Chris Marshall, Director of School Facilities, went over the operations and maintenance proposed budget for the 2019 – 2020 school year. He said utilities contractual budget includes water, electric, fuel and sewer. This is the largest portion of the operations and maintenance budget at \$1,145,723. The supplies portion of the budget includes custodial and pool supplies at \$138,000. The equipment budget is \$40,000. Contractual services budget of \$464,500 includes repairs, professional and maintenance. A lot of the materials and supplies budget of \$250,000 includes supplies for the upkeep of the athletic fields and grounds. The BOCES budget is \$28,000 and that is for an electrician that is used throughout the year if we need it. The total operations and maintenance district-wide budget is \$2,066,223. Mr. Marshall then went over the District’s energy savings initiatives and energy performance contract. Nine high efficiency boilers have been replaced in the Senior High School. Approximately 75% of the energy performance lighting has been installed across the campus. He said he anticipates about a 70% savings in lighting cost in the lights when everything is finished. Mr. Marshall said classrooms have gone from eight down to six lights and there are several different ways to adjust the lighting. Mrs. Elliott asked if the lighting was compromised when dropping to six lights. Mr. Marshall said no they tested for that at every table. Mrs. Elliott asked if an outside agency is needed to manage the new boilers or do we have someone in-house? Mr. Marshall said there is someone in-house. He said there is a software program that monitors the whole campus with heating and lighting. Dr. Young said so you said there is a 70% reduction in the lighting cost. How long will it take the District to re-coop our investment? Mr. Marshall said

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he thinks it is 15 years. Mr. Vistocco said regarding the savings. The project will be done this summer and we will have savings in our cost for our utility bills for electric. The budget doesn't show there is a substantial savings in the budget. He asked if we can use that money and get something on the want list. It does not show there is a savings but there is. Mr. Dougherty said he would feel more comfortable doing that in the next year as we don't know exactly what we are going to have yet. Mr. Vistocco said you have a guarantee in the Energy Performance Contract. You will at least have \$125,000 savings. Mrs. Elliott said in which year? Mr. Vistocco said this year. Mr. Dougherty said he was not aware of that. He then talked about the upcoming meeting next week. He told the Board the meeting on March 13th will be a comprehensive budget report.

PUBLIC COMMENT

None at this time.

UPCOMING EVENTS

The next regular Board of Education Meeting will take place on Wednesday, March 13, 2019 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 21, 2019 at 7:15 PM in the Early Childhood School Boardroom.

ADJOURN

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

Respectively submitted,

Maureen A. Goodberlet
District Clerk