

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Approved Minutes of the Regular Meeting of March 13, 2019
Early Childhood School Boardroom
953 High Street
Victor, New York 14564**

- CALL TO ORDER** President Deborah Palumbo-Sanders called the meeting to order at 6:04 PM.
- Members Present** Karen Ballard, Tim DeLucia, Kristin Elliott, Christopher Parks, Debbie Palumbo-Sanders, Mike Vistocco, Mike Young (arrived at 6:40 PM)
- EXECUTIVE SESSION** A motion was made by C. Parks, seconded by K. Elliott, to enter executive session at 6:04 PM to discuss the employment history of specific individuals. The motion was carried. 6 yes 0 no
- REGULAR SESSION** A motion was made by M. Vistocco, seconded by T. DeLucia, to return to regular session at 7:05 PM. The motion was carried. 7 yes 0 no
- APPROVE AGENDA** A motion was made by T. DeLucia, seconded by C. Parks, to approve the agenda for the meeting. The motion was carried. 7 yes 0 no
- RECOGNITIONS** None at this time.
- PUBLIC PARTICIPATION** Victor PTSA member Marianne Bennett talked about the Harlem Wizards event that took place on Tuesday, February 26th. She said it is PTSA's biggest fundraiser throughout the school year. This year they had 786 attendees and made about \$6,000.00. She thanked all those involved in making it a successful event.
- Victor PTSA member Sara Beth Duhamel went over the upcoming events being held by PTSA.
- CONSENT ITEMS**
A motion was made by K. Ballard, seconded by M. Vistocco to approve, upon recommendation of the Superintendent, the following consent items:
- MINUTES** Minutes of the regular meeting of February 14, 2019 and the special meetings of February 13, 2019 and March 7, 2019;
- FINANCIAL STATEMENTS** Treasurer's Report for the month ending January 31, 2019;
- 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.

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

Instructional

Part Time Appointments: The appointment of **Bethany Bowe**, who holds Certification in Physical Education, from a part-time (.5fte) to a part-time (.6fte) position as a Physical Education Teacher effective February 8, 2019, and ending June 30, 2019, at a prorated annual salary of \$25,845 (Step 2M).

Appointments: The appointment of **Lori Rung**, Psychologist Intern, effective September 1, 2019, and ending June 30, 2020, at an annual rate of \$15,000.

The temporary appointment of **Meghan Mietelski** (currently on an unpaid Leave of Absence), to a per diem Elementary assignment, effective March 6, 2019.

Long Term Substitute Appointments: The appointment of **Natasha Saubermann**, who has Certification in Mathematics Grades 7-12, to a long term substitute position as an Mathematics Teacher, effective February 25, 2019, and ending June 30, 2019, at a prorated annual salary of \$49,575 (Step 9M).

The appointment of **James Jordan**, who has certifications in Physics Grades 7-12, Earth Science Grades 7-12, and General Science Grades 7-12, to a long term substitute position as a Science Teacher, effective February 25, 2019, and ending June 30, 2019, at a prorated annual salary of \$36,654.

Leaves of Absence: The granting of an extension of childcare leave of absence for **Renee Giordano**, Elementary Teacher, effective July 1, 2019, and extending to June 30, 2020.

The granting of an extension of childcare leave of absence for **Candice Kirchoff** Elementary Teacher, effective July 1, 2019, and extending to June 30, 2020.

The granting of an extension of childcare leave of absence for **Lindsey Remillard**, Elementary Teacher, effective July 1, 2019, and extending to June 30, 2020.

The granting of an extension of childcare leave of absence for **Megan Steger**, Elementary Teacher, effective July 1, 2019, and extending to June 30, 2020.

Resignations: The resignation of **Kristin Parkes**, Elementary Teacher, effective February 13, 2019.

The resignation of **Kristin Guckian**, Elementary Teacher, effective June 30, 2019.

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

The resignation of **Sara Burke**, English Teacher, effective June 30, 2019.

Co-Curriculars:	<u>Clubs and Advisors</u>	<u>Name</u>	<u>Group</u>
	Sr. High Link Crew	Laura Avissato	3

Per Diem Substitutes:	<u>Candidate</u>	<u>Area of Certification</u>
	Bridget Clancy	Uncertified
	Kristin Parkes	Elementary
	Kristi Caldwell	Math/Physics/General Science
	Virginia Sanderson	Uncertified
	Alyssa Viggiani	Art
	Michelle Soller	Uncertified
	Remle Celenligil-Cetin	Uncertified
	Cheryl Bowe	Elementary
	Bethany Bemis	Uncertified
	Zachary Simmons	Uncertified
	Gregory Smith	Art
	Sarah Quinlan	Uncertified

Athletics:	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Softball	Volunteer	Jenna Mausolf	-	7
Lacrosse – Girls	JV Assistant	Maddy Haggerty	5	3
	Volunteer	Casey Randall	-	1
Lacrosse – Boys	Volunteer	Anthony Zona	-	1
Unified Basketball	Head Coach	David Vistocco	4	4

Non-Instructional

Appointments:

The temporary appointment of **Natalia Lewis**, from Part Time Teacher Aide to Full Time Teacher Aide, effective January 7, 2019, and extending to June 30, 2019, at an hourly rate of \$11.10.

The appointment of **Allie Dillman**, Food Service Laborer, effective March 4, 2019, at an hourly salary of \$11.35.

Leaves of Absence:

The granting of a maternity leave and subsequent childcare leave of absence for **Jovanka Damico**, Cleaner, effective February 8, 2019, and extending to approximately April 2, 2019.

**Per Diem and
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Trina Viggiani	Teacher Aide
Amy Chesonis	Typist

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**CSE/CPSE
RECOMMENDATIONS**

Recommendations of the Committee on Special Education from the meetings of January 17, 24, 25, 28, 30, 2019, February 6, 7, 11, 12, 13, 14, 15, 24, 26, 27, 28, 2019, and March 1, 4, 7, 12, 13, 2019 and from the Committee on Preschool Special Education from the meeting of February 28, 2019 and March 5, 2019;

**BOARD MEMBER
COMMITTEE
MEETINGS**

Board members to attend standing committee meetings;

SURPLUS

The following are declared as surplus:

- Hewlett Packard LaserJet 1320n Printer with VCS tag # 02416;
- Hewlett Packard LaserJet P2055dn Printer with VCS tag # 012297;
- Apple iPads with VCS with VCS tag #s 014223, 014246;
- Hewlett Packard Chromebook with VCS tag # 11288;
- Hewlett Packard PB6460 Laptop with VCS tag # 012972;
- NEC VT580 Projectors with VCS tag #s 010007, 010069, 010073;
- Hewlett Packard 8300 Desktop Computer with VCS tag # 013366;

**CPSE/CSE
COMMITTEE**

Appoint Joyce Prockton as a member of the Committee on Special Education and the Committee on Preschool Special Education for the 2018-2019 school year;

**ATHLETIC HALL OF
FAME BY-LAWS**

The Athletic Hall of Fame By-laws as submitted;

CHECK SIGNER

Authorize Guidance Secretary, Georgia Turner, to sign checks on behalf of the School District for the Extra-Curricular Account;

**RESOLUTION FOR
SCHOOL BUS
PURCHASES**

RESOLVED, that, upon recommendation of the Superintendent, the Bus Purchase Proposition for the May 21, 2019 vote be approved as submitted, for a total sum not to exceed \$859,661, subject to approval by the qualified voters of the District at the Annual Vote and Election on May 21, 2019.

**ANNUAL VOTE AND
ELECTION LEGAL
NOTICE**

Approve the legal notice for the May 7, 2019 public hearing on the budget and the May 21, 2019 annual vote and election of Board members as submitted; and

**SENIOR HIGH
SCHOOL ELECTIVE
COURSES**

Approve the following Senior High School Elective Courses beginning in the 2019-2020 school year: Medical Technology, Chemistry Insights and Optics, Introduction to Piano and Music Theory, Visual Journaling and Sketchbooking, Illustration, Digital Studio Art.

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

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

CAMPUS NEWS

VCS administrators summarized campus news and events at this time.

CONSTRUCTION UPDATE

Superintendent Santiago-Marullo introduced Director of Facilities Chris Marshall and George Spinaris from Campus Construction who provided a construction update. Mr. Spinaris went over the 2017 Capital Improvement Project. He talked about the approved referendum of \$25,000,000. Out of that \$4,000,000 is for the energy performance contract, \$3,255,000 is the incidental budget, \$825,969 is the adjusted construction contingency budget, there is an approved change order total of \$254,737 so the remaining contingency budget is \$571,232. The construction project is approximately 69% complete. He then provided a project status update. At the Early Childhood School they are still waiting on installing the four decorative light poles that were backordered. The installation is weather dependent. For the new addition floor finishes and well as mechanical, engineering and plumbing work has been completed. The final cleaning is ongoing. Student and staff occupancy is scheduled for March 18th. At the Primary School all of the site work has been completed. The balance of the ceiling grid and flooring is to be completed in the summer of 2019. Replacing the flooring in the classrooms is ongoing. Toilet partitions have been installed. At the Intermediate School the exterior work in the front loop has been completed. For the new gymnasium the interior concrete masonry walls are being installed followed by exterior brick work. Electrical conduit installation is taking place in conjunction with masonry wall installation. Brick work on the north, south and east elevations is taking place. New roofing over the gym area is being installed, weather permitting. The curtain wall glazing has been completed. Spiral duct work for the gym is also being installed. A fire protection panel will be installed in the main office with the transfer from the old system to the new to take place during the April recess. At the Junior/Senior High School the tennis court and long jump track work have been completed with the finish coat to be completed in the spring of 2019. Rip rap drainage work at the retention pond will also take place in the spring of 2019. In the Media Center, flooring as well as mechanical, engineering and plumbing work has been installed. Casework installation is ongoing. The final cleaning will be taking place and it will be turned over to the District by the end of March. At the bus garage a new fiber optic line will be reinstalled, weather permitting. All

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

CONSTRUCTION UPDATE Continued

interior work has been completed. Mrs. Ballard asked if the Primary School library is getting new flooring? Mr. Marshall said no. That flooring was put in 6-7 years ago.

EVERY STUDENT SUCCEEDS ACT (ESSA)

Dr. Santiago-Marullo introduced Associate Superintendent of Educational Services Kristin Swann who presented on the Every Student Succeeds Act (ESSA). Mrs. Swann said ESSA is replacing the No Child Left Behind Act from 2001. ESSA is a federal law that includes requirements for schools, local educational agencies (e.g. districts) and states, including some related to accountability, school improvement, educator development and student supports. The New York State ESSA focus areas include instruction, support, responsiveness, access, and success for all students. Mrs. Swann then discussed the focus areas in a little more depth. Instruction for all students includes standards and assessments, civic readiness, advanced coursework and personalized learning. She said civic readiness relates to the measure of school quality and their success, as students, as they transition out of high school. Advanced coursework is about the rigor and the number of students participating in advanced placement courses. Personalized learning is about how well we are effectively utilizing technology to personalize learning. Support for all students includes student attendance, transitional support, student services and support as well as social-emotional well-being. Mrs. Swann said attendance is a domain that is being measured significantly. Students that miss more than 10% of instruction have dramatically lower rates of academic success. Transitional supports are multidimensional supports which include physical, emotional, social and cognitive development. Student services and support is about how well the District is coordinating support services. Responsiveness for all students includes school climate, cultural responsive and sustaining instruction, safety, and parent and student engagement and voice. School climate is making sure that culture and climate are free of intimidation, harassment, and bullying. Cultural responsiveness guides all interactions between school community members. Under safety the hope is to see a decrease in the VADIR Report of incidents, discrimination, harassment, and cyberbullying. Mrs. Swann said a new accountability area is parent and student engagement and voice. This is looking at evidence that the parents and community have a voice. Access for all students looks at staffing resources, excellent educators, how is the District allocating resources so they are equitable, and extra-curricular opportunities. How are the students serving the schools and community in addition to the sports and arts they may already be part of? Mrs. Swann said the Commissioner of Education came out in September and identified six things that every school board member should know about New

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

EVERY STUDENT SUCCEEDS ACT (ESSA) Continued

York's ESSA plan. We value a well-rounded education for all. We want to reduce testing time and improve the testing experience. We will encourage and foster the ability of School Boards to advance equity and access for all. We will identify schools for support and recognition based on multiple measures. We will rely on School Boards to help oversee improvement of low-performing schools in their districts. We will award funds to each school district to support a professional development plan developed by educators. Mrs. Swann said New York's accountability system will use a variety of indicators beyond core academic subjects. In the ESSA Plan the District gets rated as well as all five buildings. Mrs. Palumbo-Sanders said when you talk about accountability in math and science it is not just testing. It is much more advanced assessments? Mrs. Swann said yes. Dr. Young asked if out-of-school suspensions are counted as a negative. Mrs. Swann said it would be a negative because it would be a consequence for violating the Code-of-Conduct. Dr. Santiago-Marullo said the reason it would be a negative is because kids are missing school. Dr. Parks said is the date for this plan being in place now? Mrs. Swann said it is now and we started with baseline data from 2017-2018. Dr. Parks asked if the suspensions count as chronic absenteeism. Mrs. Swann said no they don't. Dr. Parks asked if absenteeism means a full day or a quarter day. Mrs. Swann said she would have to look into it; however she feels it is for any reason the student is out they are absent. Dr. Santiago-Marullo said the principals are monitoring that now. Dr. Parks said it works against the District. Now we have to look at who are the students and why. Mrs. Elliott said for high school students specifically often many of them have late arrival and early dismissal. She said her concern is there should be interest in looking at what does a typical high school student's schedule look like. We have to look at what our own policy is on that. Dr. Santiago-Marullo said if the students are not enrolled in a class and they come in late and leave early they are not absent. Mrs. Elliott asked if we are catering to students and not pushing and encouraging them when we could. Mrs. Swann said that will tie in with the academic initiative. Mr. DeLucia asked for clarification around attendance with things like class trips when students miss a day or two, although there could be an academic component to it. It could be different from athletic trips or when parents just take their students out of school for vacation. Mrs. Swann said she will check on the educationally related absences. Vacations absolutely count against it. Dr. Young said that is not necessarily punitive it is leveling the playing field for everyone. Mr. DeLucia said we could change our process perhaps if we need to. Dr. Parks asked with regards to advanced course work is it just limited to AP courses. Mrs. Swann said no. She then discussed the multiple measures of success New York State will be using beginning with the 2017-2018 school year results to identify schools. With regard to student attendance the state considers a student chronically absent if

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

EVERY STUDENT SUCCEEDS ACT (ESSA) Continued

they are missing equal to or greater than 18 days for the year for any reason, at risk if they are missing 9-17 days for the year for any reason, and at low risk if they are missing 7-8 days per year for any reason. For college and career and civic readiness the District will be awarded points based on how students graduate, what types of diplomas. Mrs. Swann said Victor is focusing on the regent's diploma with the additional criteria such as advanced designation, CTE endorsement, a score of 3 or higher on an AP exam, a score of 4 or higher on an IB exam. When talking about the reduction in testing time and improvement in the testing experience the state is holding true to a 95% participation rate. The state will not only be looking at our district as a whole but at the subgroups as well. Mrs. Elliott said so this is addressing opt out. Mrs. Swann said that is what we are thinking. In regards to the financial transparency requirement ESSA requires that beginning with the 2018-2019 school year state report cards must include the per-pupil expenditures of Federal, State and local funds including actual personnel expenditures and actual non-personnel expenditures of Federal, State and local funds diaggregated by source of funds, for each local educational agency and each school in the State for the preceding fiscal year. When looking at per pupil expenditures this is an additional tool for district leaders to examine their practices and answer some key questions. These questions include, do actual spending practices align with stated district goals, is the district using its resources equitably, and are there areas where over- and under-spending can be identified and reprogramed? Mrs. Swann said multiple measures are used to identify schools for support and recognition. All of our buildings right now are in good standing. School Boards in New York State will have key responsibilities in overseeing improvement for low-performing schools in their districts. School Boards must approve improvement plans developed by educators and parents based on the examination of causes for identification of a low-performing school. Any revisions to the document have to be filtered through the Board for approval. In addition to a targeted improvement plan every school would also have to have an approved Professional Development Team and Plan. Mrs. Swann said Victor already has a really comprehensive Professional Development Team and Plan. She then reviewed the 2017-2018 data with the Board. Dr. Young asked what Civic Readiness is. Mrs. Swann said it is a big umbrella which encompasses post-secondary education, how students are serving their community, job readiness, and military involvement. She said the most important thing to know about ESSA is that growth and progress toward goals count more than achievement. We have to work to understand the formulas and the accountability actions the State will impose.

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

2019-2020 BUDGET SUMMARY

Superintendent Santiago-Marullo introduced Assistant Superintendent for Business Joe Dougherty who provided the Board with a budget summary for the 2019-2020 school year. Mr. Dougherty said the adopted 2018-2019 budget was \$69,222,879. The proposed 2019-2020 budget is \$73,161,559 for an increase of \$3,938,680 or 5.69%. He then reviewed a summary of the 2019-2020 General Fund appropriations. Salaries will account for \$54,851,550, debt service is \$7,137,897, BOCES services is \$5,577,734, contract and supplies is \$4,054,741, utilities is \$1,168,223, equipment, software and textbooks is \$296,414 and interfund transfers account for \$75,000. The tax levy cap is 3.63%. The \$73,161,559 includes phase one staffing recommendations of \$502,321. To help in funding phase one there was a decrease the District had to pay in Teacher Retirement System contributions, from 10.62% to 8.86%. There was also a cost avoidance in health care. The increase in the debt service of \$1,604,935 is due to the capital project. This is offset by \$1,451,672 in additional Building Aid from the State of New York. Mr. Dougherty said the BOCES special education costs are up by \$605,941 due to the needs of our students. Right now there is a projected true value tax rate of \$16.24 per \$1,000 of assessed value. If funds become available for the complete recommendation of phase 2 staffing, those additional recommendations of \$772,744 would increase the budget to a total of \$73,934,303. Mr. Dougherty then went over the revenue projections by comparing the current 2018-2019 budget to the proposed 2019-2020 budget. He said the reserve funds the District will be using went down slightly, by \$19,000. The District is planning on utilizing approximately \$270,000 to balance next year's budget. The debt service will increase. Revenue sources include items such as the tax levy, state aid, payment in lieu of taxes (PILOT), fund balance and reserves. Tax levy and state aid represent 95% of the District's revenue. Mr. Dougherty went over the proposed increases and decreased in the 2019-2020 budget which equate to the \$3.9 million increase. There is a big savings in employee benefits around the Teacher Retirement System contributions and the health care. He then discussed the administrative, program and capital components of the budget. Mrs. Elliott asked why there was such an increase in the Board of Education line. Mr. Dougherty said line is not only the Board of Education it includes the District Clerk. Dr. Santiago-Marullo said that also includes the Annual Vote and Election and the Victor Farmington Library Vote. Mr. Dougherty reminded the Board that the final Budget will be brought to them for adoption at the April 11th Board of Education meeting. The public hearing on the budget takes place on May 7th. The annual vote and election takes place on Tuesday, May 21st. Dr. Young said in the utility line there was a savings of \$30,000. Didn't we talk about more of that with the lighting?

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**2019-2020 BUDGET
SUMMARY Continued**

Mr. Dougherty said that was a readjustment on his end. Pulling money from an area that did not need it and moving it to an area that does. Mr. Vistocco said last week we were talking about the savings in the Energy Performance Contract and it is not recognized in the budget.

APPROVE TRIP

A motion was made by C. Parks, seconded by K. Ballard, to approve the following trip:

- 10th – 12th grade Spanish Club Students to Costa Rica from 2/14/2020 – 2/22/2020;

The motion was carried. 7 yes 0 no

**POLICY REVIEW
Third and Final
Reading**

A motion was made by K. Elliott, seconded by T. DeLucia, to approve the following policy:

- Declassification of Students with Disabilities; Policy 4321.9

The motion was carried. 7 yes 0 no

**Second and Final
Reading**

A motion was made by C. Parks, seconded by M. Young, to approve the following policies:

- Alcohol and Drug Testing of Drivers; Policy 8414.5
- Fund Balance; Policy 6160
- Reserve Funds; Policy 6170

The motion was carried. 7 yes 0 no

First Reading

The following policy was brought to the Board as a first read:

- Code of Conduct; Policy 5300

Mr. DeLucia said he thought the additions and changes were very good. Dr. Parks asked if there is a legal venue if the teachers and administration are faced with a violation of the Code of Conduct. Could we change it mid-year? Dr. Santiago-Marullo said yes. It is a policy so it can be changed at any point.

**MEETING REPORTS
Monroe County School
Board Association
Committee Reports
(MCSBA)**

Mr. DeLucia attended the Monroe County School Boards Association Labor Relations Committee meeting on Wednesday, February 27th. One presentation was on the minimum wage impact on budgets and how it is impacting hiring for competitive positions like bus drivers. The second presentation was on the challenge of the shortage of bus drivers. Mr. DeLucia said one significant piece of information he took away was the fact that buses have to operate 100% every day. If one or two bus drivers call in sick or cannot make it to work someone has to be available to drive these buses. Dr. Santiago-Marullo said that is why we have our mechanics licensed to drive as well as the ladies in the transportation office. She said many days you will see Darren Everhart, Director of Transportation driving buses.

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

Mr. DeLucia said the other meeting he attended today was the Monroe County School Boards Association Information Exchange Meeting. The presentation was made by the Superintendent of the Churchville-Chili School District on building leadership circles and restorative practices with students. He said it was impressive to listen to the students and administrators on how they build relationships and defuse potential situations.

**Standing Committee
Updates**

Dr. Parks said the Visual and Performing Arts Hall of Fame candidates have been chosen. He said the names will be provided at the next meeting.

**2020 Capital Project
Committee**

District Clerk, Maureen Goodberlet spoke to the Board about the upcoming 2020 Capital Project Committee that is being put together. The District is looking for two Board members to be part of that committee. Christopher Parks and Kristin Elliott agreed to sit on that committee with Karen Ballard as the alternate if one of them cannot make it.

PUBLIC COMMENT

None at this time.

UPCOMING EVENTS

**Wayne-Finger Lakes
BOCES Board of
Education Nominees**

Mr. DeLucia expressed an interest in being a Board of Education Member for Wayne-Finger Lakes BOCES.

A motion was made by M. Young, seconded by K. Elliott, to nominate Timothy DeLucia to the Wayne-Finger Lakes BOCES Board of Education. The motion was carried. 7 yes 0 no

**Special Board Meeting
Cancelled**

After discussion, the Board of Education has decided to cancel the Special Meeting on Thursday, March 21, 2019 as it is no longer needed.

Regular Board Meeting

The next regular Board Meeting will take place on Thursday, April 11, 2019 at 7:15 PM in the Early Childhood School Boardroom.

**Wayne-Finger Lakes
BOCES Budget Vote
and Election**

A special Board of Education meeting will be held on April 24, 2019 at 6:30 AM in the Intermediate School Conference Room to vote on the BOCES administrative budget and election of Board members.

ADJOURN

A motion was made by C. Parks, seconded by K. Ballard, to adjourn the meeting at 9:02 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet
District Clerk