

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**
Approved Minutes of the Regular Meeting of August 8, 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 5:34 PM.
- Members Present** Karen Ballard, Tim DeLucia, Chis Eckhardt, Kristin Elliott, Debbie Palumbo-Sanders, Christopher Parks, Mike Vistocco
- ENTER EXECUTIVE SESSION** A motion was made by K. Elliott, seconded by K. Ballard, to enter executive session at 5:34 PM to discuss the employment history of a specific individuals, matters involving personnel, safety. The motion was carried. 7 yes 0 no
- REGULAR SESSION** A motion was made by M. Vistocco, seconded by C. Eckhardt, to return to regular session at 7:20 PM. The motion was carried. 7 yes 0 no
- APPROVE AGENDA** A motion was made by C. Eckhardt, seconded by M. Vistocco, to approve the revised agenda for the meeting. The motion was carried 7 yes 0 no.
- PERSENTATIONS /RECOGNITIONS** Board President Debbie Palumbo-Sanders presented Karen Ballard and Kristin Elliott New York School Boards Association (NYSSBA) Certificates for earning Board Achievement Award Level 1. NYSSBA’s recognition program is comprised of four achievement levels, which are reached by accumulating points for participating in NYSSBA training activities.
- PUBLIC PARTICIPATION** None at this time.
- CONSENT ITEMS**
Motion by T. DeLucia, seconded by C. Parks, to approve upon recommendation of the Superintendent the following consent items:
- MINUTES** Minutes of the regular meeting of July 11, 2019;
- FINANCIAL STATEMENTS** Treasurer’s Report for the month ending June 30, 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.

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**Instructional
Probationary
Appointments:**

The probationary appointment of **Sarah Miller**, who has Certification as a School Psychologist Kindergarten-Grade 12, to a probationary position as a School Psychologist effective on or about August 1, 2019, at an annual salary of \$60,608 (Step 9M+44 and Counselor's Index), leading toward tenure as a School Psychologist.

The probationary appointment of **Gretchen Judge**, who has Certification in Music Kindergarten-Grade 12, to a probationary position as a Music Teacher effective September 1, 2019, at an annual salary of \$50,050 (Step 9M), leading toward tenure in Music Education.

The probationary appointment of **Lauren Spitaliere**, who has Certification in Music Kindergarten-Grade 12, to a probationary position as a Music Teacher effective September 1, 2019, at an annual salary of \$50,050 (Step 9M), leading toward tenure in Music Education.

The probationary appointment of **Kristina Back**, who has Certifications in Early Childhood Education Birth-Grade 2, Childhood Education Grades 1-6, Students with Disabilities Birth-Grade 2, and Students with Disabilities Grades 1-6, to a probationary position as an Elementary Teacher effective September 1, 2019, with Jarema Credit for 2017-2018 and 2018-2019 LTS assignment, at an annual salary of \$45,500 (Step 3M+18), leading toward tenure in Elementary Education.

The probationary appointment of **Erin Lamborn**, who has Certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a probationary position as a Special Education Teacher, effective September 1, 2019, at an annual salary of \$53,650 (Step 9M+54), leading towards tenure in Special Education.

**Part Time
Appointments:**

The appointment of **Adriana Kulakowski**, who has Certification in Business Education, to a part-time (.4fte) position as an Business Teacher effective September 1, 2019, and ending June 30, 2020, at an annual salary of \$20,020 (Step 9M).

Leaves of Absence:

Pursuant to the Uniformed Services Employment and Reemployment Rights Act (USERRA), the granting of paid military leave of absence for **Erin Hussey**, Physical Education Teacher, beginning September 1, 2018, and extending to September 20, 2019.

The granting of a maternity leave and subsequent childcare leave of absence for **Leah Daniels-Farren**, School Psychologist, effective approximately October 21, 2019, and extending to June 15, 2020.

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Long Term Substitute Appointments: The appointment of **Kelly Congdon** who has Certifications in Childhood Education Grades 1-6, Early Childhood Education Birth-Grade 2, Students with Disabilities Grades 1-6, and Students with Disabilities Birth-Grade 2, to a long term substitute position as an Elementary Teacher, effective September 1, 2019, and ending June 30, 2020, at an annual salary of \$49,700 (Step 8M+9).

Resignations: The resignation of **Amy Marino**, Special Education Teacher, effective August 7, 2019.

Co-Curriculars:	<u>Teacher Leaders</u>	<u>Name</u>
Strand 1	School Psychologist (K-12)	Anne Clark
Strand 4	Health Coordinator (K-6)	Laura Davis

Athletics:	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Football	Volunteer	David Eisler	-	-
	Volunteer	Gina Potenza	-	-
	Volunteer	Mike Ruffalo	-	-
	Volunteer	Mik Szoczel	-	-
Volleyball – Boys	Head Varsity	Jake Martin	2	13
	JV	Mitchel Segbers	5	1
	Modified B	Carrie Ferreri	6	14
Volleyball – Girls	Volunteer	James Linden	-	-
	Volunteer	Freeman Fessler	-	-
Swimming – Girls	Head Varsity	Brett Leader	2	8

Certified Substitutes: The appointment of **Mark Mazzatti**, who has Certifications in Special Education Kindergarten-Grade 12 and School Counselor, to a short term substitute position as a Special Education Teacher, effective September 1, 2019, and ending approximately December 20, 2019, at a daily rate of \$208.

The appointment of **John Zappia**, to a position as a Consultant/Interim School Business Official, effective July 19, 2019, and ending approximately November 9, 2019, at a rate of \$39,000.

Per Diem Substitutes:	<u>Candidate</u>	<u>Area of Certification</u>
	Kendra Kosten	School Counselor
	Pamela Weimer	Elementary/Special Education
	Maureen Graham	Elementary/Special Education
	Toby Young	Music

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**Non-Instructional
Appointments:**

The appointment of **Camyron Natale**, Cleaner, effective July 22, 2019, at an hourly rate of \$12.18.

The appointment of **Joseph Kelly**, Cleaner, effective July 29, 2019, at an hourly rate of \$12.18.

The appointment of the following as Teacher Aides in the Extended School Year Program, effective July 8, 2019 and ending August 16, 2019, at their 2019/2020 rate of pay: **Scott Chizuk**.

The appointment of **Priscilla Vargas Rodriguez**, Food Service Helper, effective September 30, 2019, at an hourly rate of \$11.80.

The appointment of **Jennifer Kowal**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2019, at an hourly rate of \$11.90.

The appointment of **Nicole Snyder**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2019, at an hourly rate of \$12.20.

Resignations:

The resignation of **Joseph Kelly**, Cleaner, effective August 1, 2019.

The resignation of **Shana Mundorff**, Part Time Teacher Aide, effective July 31, 2019.

**Per Diem and
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Grover Chanthapheuy	Cleaner
Jennifer Bishop	School Bus Monitor (Driver Monitor Rate)
John Borsa	School Bus Monitor (Driver Monitor Rate)
Linda Buwalda	School Bus Monitor (Driver Monitor Rate)
Barry Johnson	School Bus Monitor (Driver Monitor Rate)
Duane LaPlant	School Bus Monitor (Driver Monitor Rate)
Jack Potter	School Bus Monitor (Driver Monitor Rate)
Kenneth Sitterley	School Bus Monitor (Driver Monitor Rate)
Michelle Tullock	School Bus Monitor (Driver Monitor Rate)
Ruby Verstrete	School Bus Monitor (Driver Monitor Rate)
David Welsh	School Bus Monitor (Driver Monitor Rate)
Shana Mundorff	Teacher Aide
Lisa Arbore	Registered Professional Nurse

**VICTOR CENTRAL SCHOOL
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**BOARD MEMBER
COMMITTEE
MEETINGS**

Board members to attend standing committee meetings;

**CSE/CPSE
RECOMMENDATIONS**

Recommendations of the Committee on Special Education from the meetings of February 7, 13, 27, 28, 2019, March 1, 11, 12, 13, 14, 18, 19, 20, 21, 22, 25, 26, 27, 28, 29, 2019, April 5, 8, 9, 10, 11, 12, 22, 23, 24, 25, 29, 30, 2019, May 2, 3, 4, 6, 7, 8, 9, 10, 13, 14, 15, 16, 20, 21, 22, 23, 29, 2019, June 14, 18, 20, 24, 25, 26, 28, 2019, and July 9, 11, 12, 16, 17, 18, 23, 29, 2019 and from the Committee on Preschool Special Education from the meetings of May 2, 16, 21, 28, 2019, June 13, 27, 2019, and July 11, 23, 2019;

**SCHOOL TAX RATE
FOR 2019-2020**

WHEREAS, the Board of Education has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2019-2020 school year a sum not to exceed \$45,920,459 (including \$3,028,893 STAR est. exemption funds);

THEREFORE BE IT RESOLVED, that the Board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following tax roll: Victor, 15.906451; Farmington, 15.906525; East Bloomfield, 15.906392; Macedon, 15.892386; and Perinton, 15.381847;

AND BE IT HEREBY DIRECTED the tax warrant of this Board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2019 and end October 31, 2019 giving the tax warrant an effective period of sixty-one 61 days at the expiration of which time the tax collector shall make an accounting in writing to the Board;

AND IT IS FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows: 1st month free period, 2nd month interest of 2 percent added.

**VICTOR
FARMINGTON
LIBRARY TAX RATE
FOR 2019-2020**

WHEREAS, the Board of Education will continue to collect taxes for the Victor Farmington Library for the current budget of the 2019-2020 school year a sum not to exceed \$629,368;

THEREFORE BE IT RESOLVED, that the Board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following described tax roll: Victor, .217719; Farmington, .217720; East Bloomfield, .217718; Macedon, .226789; and Perinton, .217721;

AND BE IT HEREBY DIRECTED the tax warrant of this Board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2019 and end October 31, 2019 giving the tax warrant an effective period of sixty-one 61 days at the expiration of which time the tax collector shall make an accounting in writing to the Board;

AND IT IS FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows: 1st month free period, 2nd month interest of 2 percent added.

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**ANNUAL
PROFESSIONAL
PERFORMANCE
REVIEW (APPR)
PRINCIPAL LEAD
EVALUATOR
RESOLUTION**

BE IT RESOLVED THAT, Dennis Ford is hereby certified as a Qualified Lead Evaluator of Principals having successfully completed the training requirements prescribed in 8 NYCRR§30-2.9(b), including:

- 1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- 2) Evidence-based observation techniques that are grounded in research;
- 3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR§30-2.2;
- 4) Application and use of the State-approved Principals rubric selected by the Victor Central School District for use in the evaluation of Principals, including training on the effective application of such rubric to observe a Principal's practice;
- 5) Application and use of the assessment tools that the Victor Central School District utilizes to evaluate its Principals, including but not limited to evidence-based observation, evidence-based observation, evidence-based school visits, artifact collection and review and professional goals;
- 6) Application and use of the State-approved locally selected measures of student achievement used by the Victor Central School District to evaluate its Principals;
- 7) The scoring methodology utilized by the Department and the Victor Central School District to evaluate Principals under 8 NYCCR Subpart 30-2, including
 - a) How scores are generated for each subcomponent and the composite effectiveness score of Principals, and
 - b) Application and use of the scoring ranges prescribed by the Commissioner for the six designated rating categories used for the overall rating of Principals and their subcomponent ratings;
- 8) Specific considerations in evaluating Principals of English language learners and students with disabilities; and
- 9) The Superintendent of Schools has received the aforementioned training.

**PURCHASING
AGENT**

Appoint Interim Business Official, John Zappia, as Purchasing Agent;

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BONDING OF PERSONNEL \$500,000 bonding coverage from faithful performance bonds for Accounts Payable Clerk, Payroll Clerk, Assistant Superintendent for Business/Interim School Business Official;

CERTIFY PAYROLL Authorization for the Assistant Superintendent for Business/Interim School Business Official to certify the payroll;

PETTY CASH ACCOUNTS Authorization for the Assistant Superintendent for Business/Interim School Business Official to establish the following Petty Cash Accounts:

Account	Amount	Custodian
Senior High School.....	\$50.00.....	Senior High Principal
Junior High School.....	\$50.00.....	Junior High Principal
Intermediate School.....	\$50.00.....	Intermediate School Principal
Primary School.....	\$50.00.....	Primary School Principal
Early Childhood School.....	\$50.00.....	Early Childhood School Principal
District Office.....	\$50.00.....	Assistant Superintendent for Business /Interim School Business Official
Transportation Office.....	\$50.00.....	Director of Transportation
Event Admissions(competition start-up cash)..	\$2500.00	

CHECK SIGNING Authorization for the following individuals to sign checks on behalf of the School District for the accounts designated:

- General and School Lunch, Special Aid, Capital Funds: Assistant Superintendent for Business/Interim School Business Official, District Treasurer, Deputy District Treasurer;
- Payroll Account: Assistant Superintendent for Business/Interim School Business Official, District Treasurer, Deputy District Treasurer;
- Extra-Curricular Account: Treasurer-Extra Classroom Activities Account, Assistant Superintendent for Business/Interim School Business Official, District Treasurer, Deputy District Treasurer, and Senior High School Guidance Secretary;

WIRE TRANSFERS Authorization for the Assistant Superintendent for Business/Interim School Business Official, District Treasurer or Deputy District Treasurer to execute wire transfers of District funds;

INVEST Authorization of the Superintendent and the Assistant Superintendent for Business/Interim School Business Official, District Treasurer or Deputy District Treasurer to jointly confer, and then invest – if deemed appropriate – such portions of the District money available for time deposit accounts, certificates of deposit, short term government securities, or other investments permitted by law;

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CIVIL SERVICE

Authorization for Assistant Superintendent for Personnel, or (alternate) Assistant Superintendent for Business/Interim School Business Official to sign Civil Service Reports of Personnel Change.

DONATIONS

The following donations:

- \$1,319.36 from PTSA to Junior High School Student Council;
- Spieth Anderson Pommel Horse and Classic Adjustable Balance Beam in the amount of \$4,000 from Don and Linda Dillman to the Victor Central School District;
- \$10,000 from Fazzi Associates to the Victor Central School District in Support of the Boys and Girls Soccer Teams;

Mrs. Elliott extended a huge thank you to the community and organizations and private groups that continue to donate and support the great work.

SURPLUS

The following surplus:

- Hewlett Packard Scanjet G4010 Scanners with VCS tag #s 012083, 012084;
- Hewlett Packard Scanjet 4850 Scanner with VCS tag # 02496;
- Epson DS-6500 Scanner with VCS tag # 013700;
- Apple iPads with VCS tag #s 014240, 014241, 014242, 014245, 014247, 014252, 014253, 014257;
- Hewlett Packard PB6460 Laptops with VCS tag #s 012898, 012907, 012908, 012911, 012922, 012926, 012928, 012931, 012932, 012935, 012937, 012940, 012944, 012947, 012954, 012956, 012958, 012961, 012965, 012967, 012977,
- Hewlett Packard PB6470 Laptops with VCS tag #s 013374, 013376, 013377, 013378, 013379, 013381, 013384, 013385, 013386, 013388, 013389, 013390, 013391, 013392, 013394, 013396, 013397, 013399, 013400, 013401, 013402, 013403, 013405, 013406, 013408, 013409, 013410, 013411, 013416, 014216, 014217, 014219, 014220;
- Acer 11 Chromebooks with VCS tag #s 014722, 014723;
- Hewlett Packard HP11 Chromebooks with VCS tag #s 11285, 11290, 11291, 11292, 11293, 11296, 11298, 11306, 11309, 11310, 11311, 11313, 11322, 11325, 11327, 11330, 11340, 11342, 11345, 11349, 11353, 11356, 11357, 014527, 014530, 014532, 014533, 014558, 014560, 014561, 014562, 014563, 014564, 014566, 014567, 014569, 014570, 289792, 289797, 289798, 289802, 289809, 289811, 289828, 289845, 289846, 289864, 289869, 289874, 289875, 289876, 289877, 289879, 289880, 289883, 294267, 294268, 297271, 294272, 294273, 294277, 294281, 294282, 294284, 294285, 294286, 294291, 294293, 294297, 294300, 294302, 294303, 294305, 294306, 294307, 294308, 294310, 328950;
- Dell 11 Chromebooks with VCS tag #s 014275, 014276, 014277, 014278, 014279;
- Samsung 303C Chromebooks with VCS tag #s 014502, 014503, 014504;

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- Lenovo Thinkpad11e Chromebook with VCS tag # 014715;
- NEC Projector with VCS tag # 02648;

RESERVE FUNDS

Transfer funds to reserves according to the memo submitted by John Zappia to Dennis Ford dated 8/1/19;

**SCHOOL
RESOURCE
OFFICER
CONTRACT**

The School Resource Officer Contract as submitted for the 2019-2020 school year;

AWARD BID

Award the 2019-20 Painting Services bid to Nowak Painting as the lowest responsible bidder meeting specifications;

CURRICULUM

Approve the following curriculum:

- Grade 2 English Language Arts
- Grade 8 English Language Arts
- Journalism
- Chemistry

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

CAMPUS NEWS

VCS administrators summarized campus news and events at this time.

**CONSTRUCTION
UPDATE**

Director of Facilities Chris Marshall and George Spinaris from Campus Construction 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, \$954,525 is the adjusted construction contingency budget, there is an approved change order total of \$582,223 so the remaining contingency budget is \$372,302. The construction project is approximately 84% complete. He then provided a project status update. At the Early Childhood School the site restoration work and interior renovations have been completed. Change order work is ongoing. At the Primary School countertop modification work is ongoing. Fin tube and roof top units have been installed. Mechanical systems wiring is ongoing. Flooring is being completed in miscellaneous areas. Site work at the Intermediate School includes excavation to regrade the existing slope area. Storm lines have been installed. The gymnasium work has been completed. The punch out work and miscellaneous painting is ongoing. All work has been completed for the music room and surrounding areas. Roof detail work is ongoing. At the Junior/Senior High School all contract work has been completed. The change order work is ongoing. Dr. Parks said the Early Childhood School playground the gradient drop off is really steep. Is there any safety piece or a fence that could be placed around it? Mr. Marshall said there is nothing in this project that covers it. He said he will check with the building administration to see if it is acceptable or not.

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SECONDARY END OF THE YEAR REPORT

Senior High School Principal Brian Siesto presented the Secondary End-of-the-Year Report. He said generally speaking student performance is very consistent. The graduation rate for the Class of 2019 who earned a Regents Diploma with Advanced Designation went up a few percentage points. Half of those students earned Advanced Designation with Honors. Mr. Siesto then talked about the post-graduation plans for the Class of 2019. He said there was a little bit of a bump in the students who went directly into employment and he gives some of that credit to the BOCES Program. Many students are going into trades and full-time employment. Mr. Siesto went over the Advanced Placement (AP) results. There were 430 students who took 1,010 AP exams. This year was the highest performance ever at 85% who scored a 3 or higher. There will be an English Language Arts (ELA) Review during the 2020 school year. The focus area in ELA will be to improve learning experiences by including more diversity in literature selection, offering greater student choice in writing and increasing rigor in research. He then went over the mathematics results. The focus areas will be Algebra and Algebra II. Algebra I is the cornerstone course for all secondary mathematics. He said they are hoping to ensure that a high percentage of students meet mastery in this course. They are looking to create more inquiry based lessons, similar to what K-8 students are experiencing. For Algebra II the Math Lab will be supported from a Title IV Grant. He said they are looking to improve student achievement to improve the percentage of students graduating with a Regents Diploma with Advanced Designation with Honors. The SAT includes concepts taught in math through Algebra II. The greater percentage of students mastering Algebra II, the more likely they are to be successful on the SATs. Mr. Siesto then went over the Science results. The focus in the Science area is to add Science Phenomenon to units and labs. A Phenomenon is simply an observable event. Students observe, wonder and question first before learning scientific concepts. In looking at the Social Studies results the focus will be on Global this year and US History next year. The 7-12 department has been working on assessment design and instructional strategies focusing on the historical thinking skills. There were only five students who earned the International Baccalaureate Diploma this year. Mr. Vistocco asked if there has been a decrease in the number of students taking the IB courses over the years. Mr. Siesto said yes, it is trending down. Mr. Vistocco asked if there was an advantage for the students who are taking IB. Are those students getting into better colleges? Mr. Siesto said the students are getting into great colleges regardless of IB. IB works on a cohort system and AP is more of a buffet. They are different philosophies. IB can pigeonhole you into a schedule over the two years. Mrs. Elliott asked if there is a post graduate IB survey that is done after graduation or even a year later where the District could stay in contact to ask how the students feel IB supported them where they are. Mr. Siesto said they do complete a survey over the summer.

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BOARD COMMITTEES

After discussion, Board members agreed to the following committee assignments for the 2019-2020 school year:

Advocacy Sub-Committee	T. DeLucia, M. Vistocco
Athletic Hall of Fame Committee	C. Parks
Audit Committee	C. Eckhardt, K. Elliott
	D. Palumbo-Sanders
BOCES Liaison and (Alternate)	T. DeLucia (M. Vistocco)
Campus Improvement Committee	K. Elliott, C. Parks
District-wide School Safety Team	M. Vistocco
Graduates of Distinction Committee	K. Elliott
Inquiry Program Committee	D. Palumbo-Sanders
Monroe County SBA Information Exchange Committee (Alternate)	T. DeLucia (M. Vistocco)
Monroe County SBA Labor Relations Committee (Alternate)	T. DeLucia
Monroe County SBA Legislative Committee (Alternate)	T. DeLucia (M. Vistocco)
NYSSBA Legislative Liaison and (Alternate)	T. DeLucia (C. Parks)
Policy Sub-committee	D. Palumbo-Sanders, C. Parks
Technology Committee	K. Ballard
Visual and Performing Arts Hall of Fame	C. Parks (K. Elliott)

POLICY REVIEW Second and Final

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

- School-wide Pre-referral Approaches and Interventions; Policy 4321.2
- The motion was carried. 7 yes 0 no

First Reading

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

- Special Education Personnel; Policy 4321.14
- Districtwide and Statewide Assessments of Students with Disabilities; Policy 4321.7

Mrs. Palumbo-Sanders recommended a change to policy 4321.14, Special Education Personnel. In the second paragraph she would like to replace the word "Board" with the word "District". The Board agreed to this change.

MEETING REPORTS

Mr. DeLucia spoke about attending a Wayne-Finger Lakes BOCES meeting this morning. The meeting was to approve personnel hires and change orders for construction.

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PUBLIC COMMENT None at this time.

UPCOMING EVENTS New teacher orientation will take place on Monday, August 19, 2019 from 8:00 AM – 8:30 AM in the Early Childhood School Boardroom.

Superintendent’s Conference Day (opening day for staff), Wednesday, August 28, 2019 from 8:00 – 9:00 AM in the JH/SH Performing Arts Center.

Next regular Board meeting will take place on Thursday, September 12, 2019 at 7:15 PM in the Early Childhood School Boardroom.

ADJOURN A motion was made by C. Parks, seconded by M. Vistocco, to adjourn the meeting at 8:56 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet
District Clerk