

Victor Central School  
Board of Education  
PROPOSED AGENDA  
Regular Meeting, Thursday, December 12, 2019 – 5:45 PM  
Early Childhood School Auditorium/Boardroom  
953 High Street  
Victor, NY 14564

*It is expected that, upon opening the meeting, a motion will be made to adjourn to executive session and that the regular meeting will begin at 7:15 PM in the Early Childhood School Auditorium.*

✓ = Board Action Expected

**1. Meeting Called to Order by President Deborah Palumbo-Sanders**

- ✓ • *Motion to enter executive session to discuss the employment history of specific individuals*
- ✓ • *Motion to return to regular session*
- A. Moment of Silence**
- B. Pledge to the Flag**
- C. Greetings to Visitors**
- D. Reading of Fire Evacuation Procedure**  
(In case of a fire, would everyone please follow the EXIT signs to the outside of the building. Please stay completely clear of the building to provide space for any Fire Department vehicles. Thank you!)

✓ **2. Approval of the Agenda**

**3. Recognitions (45 minutes)**

- A. Junior High Musical**
- B. Senior High Fall Play**
- C. Girls Varsity Swimming Individual Section V Winners**
- D. Varsity Cheerleading Section V Winners**

**4. Public Participation:** The Board of Education invites you, members of the school community, to feel comfortable in sharing matters of interest or concern that you might have with us. Although the Board's work is open to the public, this is not a meeting with the public. All matters brought to the attention of the Board during the public session may be taken under consideration for future response or action. If you wish to speak, please sign-up at the table where you entered the Boardroom. The Chair will be happy to recognize those of you who wish to speak. When you approach the podium/microphone please identify yourself before presenting your thoughts.

*(Individual comments will be limited to 3 minutes and the total time for this portion of the agenda will be limited to 15 minutes.)*

As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent of Schools privately. Thank you for this consideration.

✓ **5. Acceptance of Consent Items (5 minutes)**

- A. Minutes of the regular meeting of November 14, 2019 and the special meetings of November 21, 2019 and December 5, 2019;**
- B. Treasurer's Report for the month ending October 31, 2019;**
- C. Personnel Agenda;**

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- D. **Recommendations of the Committee on Special Education from the meetings of November 6, 7, 8, 12, 13, 14, 15, 18, 20, 21, 22, 25, 26, 27, 2019, December 2, 4, 5, 9, 10, 11, 12, 2019 and from the Committee on Preschool Special Education from the meetings of November 12, 15, 21, 26, 2019 and December 10, 2019;**
- E. **Approve Board Members to attend standing committee meetings;**
- F. **Accept the following donations:**
  - **\$1,200.00 from the Victor Swim Club to the Victor Central School District;**
  - **\$1,500.00 from an anonymous donor to the Victor Central School District Lunch Fund to apply towards the free and reduced student negative account balances;**
  - **18 copies of each of the following books: *There's No Such Thing as Little, The Lost House, Walter Was Worried, The Little Engine That Could, A Giraffe and a Half, It's Only Stanley, and Fort Building Time* from the Budding Readers Program to the Victor Central School District;**
- G. **Declare the following as surplus:**
  - **HoverCam Solo 5 with VCS tag # 013746;**
  - **Hewlett Packard HP11 Chromebook with VCS tag # 014790;**
- H. **Approve a Mechanic Helper Substitute position at a rate of \$16.50 per hour; and**
- I. **Adopt the Bond Resolution for the 2021Capital Project as submitted.**

6. A. **Campus News**

B. **High School Curricular Programming Discussion** (*Brian Siesto, Mary Banaszak, Karl Dubash; 45 minutes*)

✓ C. **Approve the following field trips:**

- **Grades 9-12 FIRST Robotics to Detroit, MI from 4/29/20 – 5/3/20 to participate in the Detroit World Championship;**
- **Girls Varsity Lacrosse to Skaneateles, NY from 4/4/20 – 4/5/20 to participate in a tournament;**
- **Varsity Winter Guard to Monmouth Junction, NJ from 2/21/20 – 2/23/20 to participate in Winter Guard International Regional Competition;**
- **Varsity Winter Guard to Bethlehem, PA from 3/20/20 – 3/22/20 to participate in Winter Guard International Regional Competition;**
- **Varsity Winter Guard to Dayton, OH from 4/1/20 – 4/5/20 to participate in Winter Guard International Regional Competition;**

7. **Meeting Reports**

- A. **Monroe County School Boards Association Committee Reports**
- B. **Standing Committee Updates**

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- 8. Public Comment:** The Board of Education invites you, members of the school community, to feel comfortable in sharing matters of interest or concern that you might have with us. Although the Board's work is open to the public, this is not a meeting with the public. All matters brought to the attention of the Board during the public session may be taken under consideration for future response or action. If you wish to speak, please sign-up at the table where you entered the Boardroom. The Chair will be happy to recognize those of you who wish to speak. When you approach the podium/microphone please identify yourself before presenting your thoughts.

*(Individual comments will be limited to 3 minutes and the total time for this portion of the agenda will be limited to 15 minutes.)*

As a matter of courtesy, we ask that issues related to specific School District personnel or students be brought to the attention of the Superintendent of Schools privately. Thank you for this consideration.

**9. Upcoming Events**

**A. Next Regular Board Meeting, Thursday, January 16, 2020**

- ✓ **10. Adjourn**

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**Unapproved Minutes of the Regular Meeting on November 14, 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 5:35 PM
- Members Present** Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Debbie Palumbo-Sanders, Mike Vistocco
- Members Absent** Christopher Parks
- ENTER EXECUTIVE SESSION** A motion was made by M. Vistocco, seconded by K. Elliott, to enter executive session at 5:35 PM to discuss the employment history of specific individuals as well as proposed litigation.  
The motion was carried. 6 yes 0 no
- REGULAR SESSION** A motion was made by M. Vistocco, seconded by C. Eckhardt, to return to regular session at 7:26 PM. The motion was carried. 6 yes 0 no
- APPROVE AGENDA** A motion was made by M. Vistocco, seconded by K. Elliott, to approve the agenda. The motion was carried. 6 yes 0 no
- PRESENTATIONS/  
RECOGNITIONS** None at this time.
- PUBLIC PARTICIPATION** None at this time.
- CONSENT ITEMS**  
A motion was made by C. Eckhardt, seconded by K. Ballard to approve, upon recommendation of the Superintendent, the following consent items:
- MINUTES** Minutes of the Regular Board Meeting on October 10, 2019, the Special Board Meeting on October 29, 2019 and the Public Hearing on November 4, 2019;
- FINANCIAL STATEMENTS** Treasurer's Report for the month ending September 30, 2019 and other related financial reports for the period ending October 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**

**Appointments:** The appointment of **Robert S. Goodell**, Driver Education Teacher, effective October 16, 2019, at an hourly rate of \$38.25.

**Leaves of Absence:** The granting of a maternity leave and subsequent childcare leave of absence for **Maura Rovinsky**, Elementary Teacher, effective approximately February 24, 2020, and extending to June 30, 2020.

**Deceased:** The passing of **Scott Zahn**, Teacher Substitute and Girls Basketball JV Coach, October 11, 2019.

**Per Diem  
Substitutes:**

<b><u>Candidate</u></b>	<b><u>Area of Certification</u></b>
Zachary Simmons	Uncertified
Liudmyla Polotai	Uncertified
Holly Boisvert	Uncertified
Suzanne Burst	Elementary
Jillian Paris	Social Studies/Special Education
Kristin Wood	Uncertified
Yvonne Trobe	Uncertified
Gwen Smith	Uncertified
Nicole Bevington	Uncertified

**Non-Instructional**  
**Appointments:**

The appointment of **Rebecca Meise**, from Part Time Teacher Aide to Full Time Teacher Aide, effective August 28, 2019, at an hourly rate of \$12.68.

The appointment of **Marcia Gardner**, School Bus Monitor, effective October 21, 2019, at an hourly rate of \$11.80.

The appointment of **Verna VanDyke**, School Bus Monitor, effective October 22, 2019, at an hourly rate of \$11.80.

The promotional appointment of **Lindsay Karl**, from Full Time Lifeguard to Full Time Water Safety Specialist, effective October 16, 2019, at an hourly rate of \$17.81.

The appointment of **Olivia Howe**, Part Time Typist, effective October 28, 2019, at an hourly rate of \$14.06.

The appointment of **Robert Sponenburg**, from School Bus Driver Trainee to Full Time School Bus Driver, effective October 21, 2019, at an annual rate of \$13,595.

**VICTOR CENTRAL SCHOOL  
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The appointment of **Mona Khan**, Part Time Teacher Aide, effective October 28, 2019, at an hourly rate of \$11.80.

The appointment of **Nicole Sargent**, Part Time Teacher Aide, effective November 4, 2019, at an hourly rate of \$11.80.

The appointment of **Eugenia Karras**, Food Service Helper, effective November 4, 2019, at an hourly rate of \$11.80.

The appointment of **Cassandra Hammond**, from School Bus Monitor and School Bus Driver Trainee to Full Time School Bus Driver, effective November 4, 2019, at an annual rate of \$13,595.

The appointment of **John Scholl**, Cleaner, effective November 18, 2019, at an hourly rate of \$12.18.

The appointment of **Shelly Martin**, from Teacher Aide Substitute to Full Time Teacher Aide, effective October 28, 2019, at an hourly rate of \$11.80.

The appointment of **Tonya Burns**, Part Time Teacher Aide, effective November 12, 2019, at an hourly rate of \$11.80.

The appointment of **Donald O'Brien**, Full Time Lifeguard, effective November 18, 2019, at an hourly rate of \$15.30.

**Leaves of Absence:** The granting of a maternity leave and subsequent childcare leave of absence for **Ashley Masters**, Teacher Aide, effective February 25, 2020, and extending to approximately April 21, 2020.

**Per Diem and  
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Jeffrey Hyland	School Bus Monitor
Savanna Klee	Teacher Aide
Kathryn McCoon	School Bus Monitor
Yvonne Trobe	Teacher Aide
Stephan Bonzo	Teacher Aide
Natalie Petroske	Teacher Aide
Kathryn McCoon	School Bus Driver
Kimberly Girard	Food Service Helper

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

<b>BOARD MEMBER COMMITTEE MEETINGS</b>	Board members to attend standing committee meetings;
<b>CSE/CPSE RECOMMENDATIONS</b>	Recommendations of the Committee on Special Education from the meetings of September 26, 2019, October 2, 3, 4, 7, 9, 11, 15, 16, 17, 18, 21, 22, 23, 24, 25, 28, 29, 30, 31, 2019, November 4, 5, 6, 7, 12, 13, 14, 2019 and from the Committee on Preschool Special Education from the meetings of October 15, 22, 23, 28, 29, 2019 and November 12, 2019;
<b>TAX COLLECTORS REPORT</b>	The Victor Central School Tax Collector’s Report for the 2019-2020 school year as submitted;
<b>SURPLUS</b>	The following are declared as surplus: <ul style="list-style-type: none"><li>• Hewlett Packard Chromebook with VCS tag #310600;</li><li>• ETC Projectors with VCS tag #s 010004, 012743, 014287;</li><li>• Smart Document Camera with VCS tag #013153;</li><li>• iPad with VCS tag #014835;</li></ul>
<b>DONATIONS</b>	The following donations: <ul style="list-style-type: none"><li>• “Hockey Coach Vision.com” a computer based application valued at \$99.00 to Victor Central Schools to support the Varsity Ice Hockey Program;</li><li>• Story and Clark Upright Piano donation from Danielle Pollock to the Victor Central School Music Department valued at \$150.00;</li></ul> Mrs. Palumbo-Sanders thanked the community for the generous donations.
<b>ELECTION INSPECTORS</b>	The Election Inspectors for the November 18, 2019 Capital project Bond Proposition Vote; and
<b>EXTRACLASSROOM AUDIT REPORT AND CORRECTIVE ACTION PLAN</b>	The Victor Central School District Extraclassroom Audit Report and Corrective Action Plan for the fiscal year ended June 30, 2019. Mr. Vistocco thanked Lynne Lubaszewski and Betty Post for an outstanding Extraclass Report.  The motion to accept the foregoing consent items was carried. 6 yes 0 no <i>(end of consent items)</i>
<b>SPECIAL EDUCATION REVIEW/BERRY REPORT FINDINGS</b>	Interim Director of Special Education Sheila McCarthy and Julie Bitely Assistant Director of Special Education provided a Special Education Review. Mrs. McCarthy said both the external and internal special

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **SPECIAL EDUCATION REVIEW/BERRY REPORT FINDINGS Continued**

education findings were submitted to the Superintendent the end of June. Both reports focused on similar components that required an implementation plan to address areas of concern. The primary focus was on the decentralization of special education programs and services. This has proven to have a significant impact on students and their families as they transition from one building to another as well as confusion on the part of faculty and staff in articulation the continuum of services in grades K-12. The external and internal audits address organizational structure and staffing, Response to Intervention, Committee on Special Education (CSE) process and procedures, alignment of continuum of services and professional development. Mrs. McCarthy said specifically the Berry Report identified the District as having a number of areas that needed improvement. Information was gathered from a variety of sources including interviews with key stakeholders, online surveys and District comparisons both locally and statewide. Mrs. McCarthy said her experience in the District substantiates the findings. Each building operates independently from one another. The absence of strategic planning lead to the identification of compliance issues at the secondary level that necessitated mid-year unbudgeted hiring to correct the noncompliance. A lack of cohesive District to building level special education support structure left many administrators and faculty members to address areas of concern independently. Interim Superintendent Ford said it is important to know that he along with Mrs. McCarthy and Ms. Bitely got started by bringing the five principals together to review the findings of the Berry Report. There was so much consistency in both reports he said let's try not to defend anything, let's make the appropriate recommendations. The principals were on board. Mrs. McCarthy said since her time at Victor she has spent a lot of time going from one building to the next to gather information. Each building almost operated independently from each other. She said the recommendations made by the reports were appropriate. Decentralizing actually magnified the problems the program was having. The focus areas for improvement include organizational structure and staffing, budget and strategic planning, CSE process and procedures, professional development, and improving home to school communication. Mrs. McCarthy said they have had many opportunities since July to review the findings with many different stakeholders. In looking ahead at the implementation plan the first goal is to provide a clearly defined District Office leadership structure. To help with this implementation a mission

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### **SPECIAL EDUCATION REVIEW/BERRY REPORT FINDINGS Continued**

statement has been created. The development of a Special Education Mission Statement is a direct outcome of the Berry Report citing the lack of a Special Education Vision and Mission. It reemphasizes our mandate to provide individualized educational support to students with disabilities. After seeking input from various stakeholders including administrators, faculty and staff, a Special Education Mission Statement was developed. The Mission Statement is “Victor Central School District is committed to providing individualized educational support in the least restrictive setting. We seek to foster self-reliant and confident life-long learners who, in turn, will become responsible and productive citizens in a changing world. This is best achieved through a collaborative effort between students, parents, educators and community.” As of July 1, 2019 a title change from Director of Special Programs and Compliance to Director of Special Education was implemented and an Assistant Director of Special Education was hired. The hiring of the new Director of Special Education will be taking place very shortly. The idea is to have the new Superintendent appointed so they can have a significant role in the selection of a successful candidate. Written procedures have been rolled out with clearly defined processes from start to finish with regard to CSE meetings and parent involvement. Goal 2 is around a centralized budget and strategic planning process. Realignment is underway to transition from a decentralized approach to special education to a centralized approach to special education in order to ensure K-12 consistent and cohesive programs and services for students with disabilities. Interim Assistant Superintendent of Business has begun the initial budget process for the 2020-2021 school year to centralize these expenditures. Ultimately, the Special Education Director will work collaboratively with building administrators to identify areas of need and staffing requests. Goal 3 is to have a clearly articulated and transparent CSE process and procedures. It is important to establish efficiently managed District level and building level CSE meetings. Written procedures have been developed for Committee on Preschool Special Education (CPSE) and Committee on Special Education (CSE), roles have been defined for the building administrators, school psychologists, special education teachers and related service providers. New procedures were communicated beginning with New Teacher Orientation and continuing through August Superintendent’s Conference Day, teacher leader meetings, monthly psychologist’s meetings, and building faculty meetings in September.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **SPECIAL EDUCATION REVIEW/BERRY REPORT FINDINGS Continued**

Another piece to goal 3 is to establish and implement policies and procedures for the CSE process to include K-12 continuum of programs and services based on student needs. CSE meetings have been divided into two type of meetings, District level and building level. The Director of Special Education or the Assistant Director of Special Education chair District level meetings. The building level CSE is chaired by a school psychologist and attended by a building administrator. Mrs. Elliott said if this is where you are going where was it? Mrs. McCarthy said the school psychologist chaired all of the meetings. She said when we would talk about the mental health needs of students the psychologist would say I spend all of my time in meetings. Now the District level meeting will address initial referrals and changes in a higher level of support and outside placements. Interim Superintendent Ford said the principal involvement was the focus. He said they learned the principals were attending perhaps 5% - 10% of all of the meetings that were occurring in the buildings. Mrs. McCarthy said the reason to have the administration involved is for the staff to feel the support of administration and for parents to feel that the administrators care about their child. Mrs. Elliott asked if it could be any administrator. Mrs. McCarthy said it could be the principal or assistant principal. Mrs. Ballard asked the difference between the two meetings. She asked if parents are involved in both. Mrs. McCarthy said yes, parents are expected to attend both types of meetings. Mrs. Bitely said the building level meetings are a lot of annual reviews. Mrs. Elliott said she is concerned about the administrative workload. Mr. Ford said there is always the discretionary opportunity of the administrator. Goal 4 is around approving professional development. An orientation plan will be established and implemented for all special education staff including teachers, school psychologists, related service providers and aides. In collaboration with the human resources department, all professional development opportunities will be recorded and tracked in My Learning Plan. Professional development offerings will be expanded to all stakeholders. Mrs. McCarthy then reviewed all professional development that has taken place to date. The last goal is to improve the home to school communication. A lot of time has been spent on solidifying procedures to share information with parents. Providers will conference with parents as a team after evaluations are completed prior to CSE meetings. Parents will be given the opportunity to observe various programs to gain a better understanding of educational options for their child. Evaluation reports will be sent to parents prior to the CSE meeting. A CSE invitation will be mailed to parents five days in

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **SPECIAL EDUCATION REVIEW/BERRY REPORT FINDINGS Continued**

advance of the meeting. Mrs. Palumbo-Sanders said to Mrs. McCarthy, obviously you feel there is tremendous progress with the whole program. Mrs. McCarthy said she feels processes and procedures are being implemented to support the goals in the report. Mrs. Elliott said you have basically built the entire program back. This is a more common place and she is so excited and impressed. She said it is a lot of work and she is happy the District is laying the foundation for a really solid program.

### **APPROVE TRIPS**

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

- Senior High Students to France, Spain, and Italy during April Break 2021;
- FIRST Robotics to Dayton, Ohio from 2/26/20 – 3/1/20 to participate in regional competition;
- Victor Indoor Percussion Ensemble to Northern Kentucky University from 3/20/20 – 3/22/20 to participate in the Winter Guard International Mid East Percussion Power Regional;
- Victor Indoor Percussion Ensemble to the University of Dayton from 4/15/20 – 4/19/20 to participate in the Winter Guard International Percussion World Championships;
- Grade 9-12 students to Paris and Amsterdam during Spring Break 2021;

The motion was carried. 6 yes 0 no

### **MEETING REPORTS New York State School Boards Association (NYSSBA) Membership for 1/1/20 – 12/31/20**

Mr. DeLucia said he continues to sit with colleagues on the Board who don't take advantage of the New York State School Board Association trainings. He said the NYSSBA Annual Convention was in Rochester and only two Board members took advantage of it. He said he would encourage colleagues to take advantage of the trainings offered by NYSSBA as they are beneficial to the Board and the Board's responsibilities to the District. The Board agreed to pay the Membership Dues of \$10,966 from 1/1/20 – 12/31/20.

### **PUBLIC COMMENT**

Claire Noonan, teacher and community member, thanked the Board for coming up with the video to promote the Capital Project.

Mike Modleski, Victor Teachers' Association President thanked Sheila McCarthy and Julie Bitely for everything they have done so far and continue to do for the Special Education Department.

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**UPCOMING EVENTS**

**Capital Project Bond  
Proposition**

The 2021 Capital Project Bond Proposition will take place on Monday, November 18, 2019 from Noon – 8:00 PM in the Primary School Gymnasium.

**Next Regular Board  
Meeting**

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

**ENTER EXECUTIVE  
SESSION**

A motion was made by K. Ballard, seconded by C. Eckhardt, to return to executive session at 8:32 PM to talk about the employment history of a specific individual. The motion was carried. 6 yes 0 no

**RETURN TO  
REGULAR SESSION**

A motion was made by M. Vistocco, seconded by C. Eckhardt, to return to regular session at 9:38 PM. The motion was carried. 6 yes 0 no

**ADJOURN**

A motion was made by K. Elliott, seconded by C. Eckhardt, to adjourn the meeting at 9:38 PM. The motion was carried. 6 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**Unapproved Minutes of a Special Meeting of November 21, 2019  
District Office Conference Room  
953 High Street  
Victor, New York 14564**

**CALL TO ORDER**

President Deborah Palumbo-Sanders called the meeting to order at 5:53 PM.

**Members Present**

Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Debbie Palumbo-Sanders, Christopher Parks (arrived at 5:54 PM), Mike Vistocco

**APPROVE AGENDA**

A motion was made by K. Ballard, seconded by C. Eckhardt, to approve the agenda. The motion was carried. 6 yes 0 no

**ENTER EXECUTIVE  
SESSION**

A motion was made by T. DeLucia, seconded by K. Elliott, to enter executive session at 5:53 PM to discuss the employment history and matters leading to the employment of a particular person. The motion was carried. 7 yes 0 no.

**RETURN TO REGULAR  
SESSION**

A motion was made by C. Parks, seconded by K. Ballard, to return to regular session at 10:28 PM. The motion was carried. 7 yes 0 no

**ADJOURN**

A motion was made by C. Parks, seconded by T DeLucia, to adjourn the meeting at 10:28 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**Unapproved Minutes of a Special Meeting of December 5, 2019  
District Office Conference Room  
953 High Street  
Victor, New York 14564**

**CALL TO ORDER**

President Deborah Palumbo-Sanders called the meeting to order at 6:12 PM.

**Members Present**

Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Debbie Palumbo-Sanders, Christopher Parks, Mike Vistocco

**APPROVE AGENDA**

A motion was made by K. Ballard, seconded by K. Elliott, to approve the agenda. The motion was carried. 7 yes 0 no

**ENTER EXECUTIVE  
SESSION**

A motion was made by T. DeLucia, seconded by K. Ballard, to enter executive session at 6:13 PM to discuss the employment history and matters leading to the employment of a particular person. The motion was carried. 7 yes 0 no.

**RETURN TO REGULAR  
SESSION**

A motion was made by K. Ballard, seconded by C. Eckhardt, to return to regular session at 10:30 PM. The motion was carried. 7 yes 0 no

**ADJOURN**

A motion was made by K. Ballard, seconded by C. Eckhardt, to adjourn the meeting at 10:30 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk

RESOLUTION

TREASURER'S REPORTS

RESOLVED That, upon the recommendation of the Superintendent, the following Treasurer's reports for the month ending October 31, 2019 be accepted.

- I. GENERAL FUND
- II. EXTRACLASS ACTIVITY REPORT
- III. SCHOOL LUNCH FUND
- IV. TRUST & AGENCY FUND
- V. SPECIAL AID FUND
- VI. CAPITAL FUND - SMART SCHOOLS BOND ACT
- VII. CAPITAL FUND - CAMPUS IMPROVEMENT PROJECT

A handwritten signature or set of initials, possibly 'JB', located in the bottom right corner of the page.

10/1/2019

37,834,390.54

## RECEIPTS:

ACCOUNTS RECEIVABLE	0.00
TAXES (INCLUDING LIBRARY TAX)	15,093,673.77
STATE AID	129,319.19
INTEREST & PENALTIES ON TAXES	15,450.21
ADMISSIONS	20.00
IN LIEU OF TAXES	178,678.90
INTEREST AND EARNINGS	20,100.78
BUILDING USE	441.11
USE OF BUSES	0.00
DASNY ESCROW EARNINGS	7,950.97
BOCES AID	0.00
MISC.	336.52
DUE FROM OTHER FUNDS	0.00
ENERGY PERFORMANCE INCENTIVES	32,782.44
REFUND PRIOR YEARS EXPENSE	4,838.65
MONROE CO. SALES TAX	0.00
WAYNE CO. SALES TAX	0.00
MEDICAID	0.00

TOTAL RECEIPTS	<u>15,483,592.54</u>
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TOTAL RECEIPTS & BAL.	53,317,983.08
DISBURSEMENTS	<u>5,635,790.74</u>

BAL. ON HAND 10/31/19	<u>47,682,192.34</u>
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BANK RECONCILIATION

BAL./BANK STATEMENT	990,974.10
IN TRANSIT	0.00
BANK ERROR	0.00
LESS CHECKS OUTSTANDING	969,735.50
RETURNED CHECKS	0.00
DEPOSIT IN TRANSIT	<u>0.00</u>

BAL. IN NOW ACCOUNT/CDGA NAT.	21,238.60
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BAL. IN CERTIFICATES/MM	47,640,583.15
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RETURNED CHECKS - FIVE STAR TAX ACCOUNT	20,370.59
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IN TRANSIT	0.00
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IN TRANSIT	0.00
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IN TRANSIT	0.00
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TOTAL BALANCE	10/31/2019	<u>47,682,192.34</u>
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

## EXTRACLASS TREASURER'S REPORT

II.

10/31/2019

0.00

ACTIVITIES	BEG. BAL.	RECEIPTS	TOTAL	DISBURSMTS	END. BAL.
CLASS OF 2019	0.00	0.00	0.00	0.00	0.00
CLASS OF 2020	7,000.17	0.00	7,000.17	143.34	6,856.83
CLASS OF 2021	2,401.53	0.00	2,401.53	0.00	2,401.53
CLASS OF 2022	2,148.28	0.00	2,148.28	0.00	2,148.28
CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
AQUATIC L.	1,727.94	92.69	1,820.63	180.09	1,640.54
ART CLUB	308.36	0.00	308.36	0.00	308.36
BUSINESS CLUB	2,828.78	23,454.00	26,282.78	464.65	25,818.13
DRAMA CLUB	12,156.85	0.00	12,156.85	890.37	11,266.48
FRENCH CLUB	7,633.18	0.00	7,633.18	180.14	7,453.04
GO GREEN GARDEN TEAM	96.27	0.00	96.27	0.00	96.27
GLOBAL COMPETENCY	715.74	211.80	927.54	175.00	752.54
INTERNATIONAL CLUB	253.02	0.00	253.02	0.00	253.02
J.H. MUSICAL	35,073.02	0.00	35,073.02	1,020.57	34,052.45
J.H. STORE	2,211.85	0.00	2,211.85	380.48	1,831.37
J.H. ST. CO.	3,452.46	1,531.25	4,983.71	1,093.55	3,890.16
J.H. YEARBOOK	26.43	0.00	26.43	0.00	26.43
KEYCLUB	2,791.39	0.00	2,791.39	55.00	2,736.39
MANUFACTURING SYSTEMS	0.26	0.00	0.26	0.00	0.26
MEDICAL EXPLORERS	160.75	0.00	160.75	0.00	160.75
MENTORING CLUB	9,943.35	0.00	9,943.35	1,652.92	8,290.43
N.H.S.	2,246.59	40.00	2,286.59	120.00	2,166.59
OUTDOOR ACTIVITY	136.48	0.00	136.48	0.00	136.48
POSITIVE SCHOOL CLIMATE	6,028.90	3,468.24	9,497.14	47.00	9,450.14
SALES TAX	0.00	0.00	0.00	0.00	0.00
SEAS	617.00	0.00	617.00	0.00	617.00
S.H. ORCHESTRA	9,825.87	0.00	9,825.87	0.00	9,825.87
SH SCHOOL STORE	2,872.49	1,354.00	4,226.49	996.22	3,230.27
S.H. ST. CO.	6,995.32	3,703.88	10,699.20	803.65	9,895.55
SH YEARBOOK	9,063.58	0.00	9,063.58	57.41	9,006.17
SPANISH CLUB	1,548.03	907.43	2,455.46	50.00	2,405.46
TRI-M HONOR SOCIETY	1,287.50	0.00	1,287.50	0.00	1,287.50
VICTOR CARES	7,225.22	0.00	7,225.22	0.00	7,225.22
TOTALS	<u>138,776.61</u>	<u>34,763.29</u>	<u>173,539.90</u>	<u>8,310.39</u>	<u>165,229.51</u>
BAL/BANK	167,573.05				
CKS OUT	2,333.01		10/31/2019		<u>165,229.51</u>
INT. NOT POSTED	10.53				
BANK ERROR	0.00				
RETURNED CHECKS	0.00				
IN TRANSIT	0.00				
BAL. 10/31/2019	<u>165,229.51</u>				

Betty Post, Extraclass Treasurer

BALANCE ON HAND 10/1/2019		715,793.72
RECEIPTS:		
ACCOUNTS RECEIVABLE	0.00	
A LUNCHES	68,515.00	
A BREAKFAST	3,690.00	
OTHER SALES	37,253.11	
SALES TAX	349.41	
INTEREST POSTED	48.62	
DUE FROM OTHER FUNDS	0.00	
MISC	652.81	
STATE AND FEDERAL AID	58,043.00	
TOTAL RECEIPTS		<u>168,551.95</u>
TOTAL RECEIPTS AND BAL.		884,345.67
DISBURSEMENTS		<u>179,468.81</u>
BALANCE ON HAND 10/31/2019		<u><u>704,876.86</u></u>
BANK RECONCILIATION		
BAL. PER BANK STATEMENT 10/31/2019 AND CD'S		702,432.23
IN TRANSIT	0.00	
BANK ERROR	0.00	
IN TRANSIT ON LINE PAYMENTS	3,360.00	
RETURNED CHECK	0.00	
OUTSTANDING CHECKS (6509, 6588, 6604, 6621, 6640, 6643)	915.37	
BALANCE IN SCHOOL LUNCH FUND		<u><u>704,876.86</u></u>

LYNNE LUBASZEWSKI  
DISTRICT TREASURER

BALANCE ON HAND 10/01/2019	396,952.40
TOTAL RECEIPTS:	<u>3,993,490.51</u>
TOTAL RECEIPTS AND BAL.	4,390,442.91
DISBURSEMENTS:	<u>4,012,001.43</u>
ENDING BALANCE 10/31/2019	<u><u>378,441.48</u></u>

BANK RECONCILIATION

BAL. PER STATEMENT	TRUST & AGENCY ACCOUNT	551,204.50
P/R INTEREST-CNB		0.73
P/R INTEREST-FIVE STAR		0.00
IN TRANSIT TO GENERAL		0.00
OUTSTANDING CHECKS		170,058.81
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		633.92
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		1,699.94
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		371.08
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT FROM SCHOOL LUNCH		0.00
BAL. IN T & A ACCOUNT	10/31/2019	<u><u>378,441.48</u></u>

PAYROLL ACCOUNT...BAL. PER BANK STATEMENTS	44,971.32
LESS INTEREST NOT POSTED	0.73
IN TRANSIT TO GENERAL	0.00
DEPOSIT IN TRANSIT	4,240.39
BANK ERROR	<u>0.00</u>

BALANCE IN PAYROLL ACCOUNT 49,210.98

OUTSTANDING CHECKS IN PAYROLL ACCOUNT 49,210.98

LYNNE LUBASZEWSKI  
DISTRICT TREASURER

BALANCE ON HAND	10/1/2019	391,181.84
RECEIPTS:		
INTEREST	37.06	
DUE FROM OTHER FUNDS	0.00	
STATE OF NY	364,918.74	
MISC.	<u>0.00</u>	
TOTAL RECEIPTS		<u>364,955.80</u>
TOTAL RECEIPTS AND BALANCE		756,137.64
DISBURSEMENTS		<u>170,259.09</u>
BAL. ON HAND 10/31/2019		<u><u>585,878.55</u></u>
BANK RECONCILIATION		
<hr/>		
BAL./BANK STATEMENT		592,639.03
OUTSTANDING CHECKS (5646, 5670, 5674, 5675, 5676, 5677, 5678, 5679, 5680, 5681, 5682, 5683)		6,760.48
IN TRANSIT		<u>0.00</u>
BALANCE IN NOW/MM ACCOUNT 10/31/2019		<u><u>585,878.55</u></u>

LYNNE LUBASZEWSKI  
DISTRICT TREASURER

BALANCE ON HAND 10/1/2019 4.57

RECEIPTS:

INTEREST 0.00  
 AID 0.00  
 DUE TO OTHER FUNDS 0.00

TOTAL RECEIPTS 0.00

TOTAL RECEIPTS AND BALANCE 4.57  
 DISBURSEMENTS 0.00

BAL. ON HAND 10/31/2019 4.57

BANK RECONCILIATION

BAL./BANK STATEMENT 4.57

LESS CHECKS OUT 0.00  
 DEPOSIT IN TRANSIT 0.00  
 BALANCE IN CHECKING ACCOUNT 4.57  
 BALANCE IN CERTIFICATES OF DEPOSIT/MONEY MARKET 0.00  
 IN TRANSIT 0.00  
 BALANCE IN CAPITAL SMART SCHOOLS BOND ACT 10/31/2019 4.57

LYNNE LUBASZEWSKI  
 DISTRICT TREASURER

BALANCE ON HAND	10/1/2019	2,103,467.32
RECEIPTS:		
INTEREST	2,939.80	
BAN FUNDS & PREMIUM	0.00	
DUE TO OTHER FUNDS	<u>0.00</u>	
TOTAL RECEIPTS		<u>2,939.80</u>
TOTAL RECEIPTS AND BALANCE		2,106,407.12
DISBURSEMENTS		<u>437,796.73</u>
BAL. ON HAND 10/31/2019		<u><u>1,668,610.39</u></u>

BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	159,593.68
LESS CHECKS OUT (2317)	153,803.47
DEPOSIT IN TRANSIT	<u>0.00</u>
BALANCE IN CHECKING ACCOUNT	5,790.21
BALANCE IN CERTIFICATES OF DEPOSIT/MONEY MARKET	1,662,820.18
IN TRANSIT	<u>0.00</u>
BALANCE IN CAPITAL CAMPUS IMPROVEMENT PROJECT 10/31/2019	<u><u>1,668,610.39</u></u>

LYNNE LUBASZEWSKI  
DISTRICT TREASURER

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
Personnel Agenda, December 12, 2019

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.

**Instructional**

**Tenure Appointments:** The appointment to tenure of **Christopher Stock**, upon the successful completion of his probationary period as a Mathematics Teacher, effective January 31, 2020.

**Leaves of Absence:** The granting of a maternity leave and subsequent childcare leave of absence for **Alyse Wuest**, Science Teacher, effective approximately March 27, 2020, and extending to May 8, 2020.

The granting of a maternity leave and subsequent childcare leave of absence for **Gina Sanzotta**, School Counselor, effective approximately April 29, 2020, and extending to August 1, 2020.

**Resignations:** The resignation of **Kirra Guard**, School Psychologist, effective December 31, 2019.

The resignation of **Sara Kutter**, Special Education Teacher, effective January 2, 2020.

**Co-Curriculars:**

**Clubs & Advisors**

Jr. High Student Council

**Name**

Kathryn Potter

**Group**

3

**Resignations:** The resignation of **Sara Kutter**, Jr. High Student Council Advisor, effective October 31, 2019.

The resignation of **Betty Post**, Sr. High Yearbook Co-Advisor and the Sr. High Yearbook Assistant Co-Advisor, effective 11/30/19.

**Co-Curriculars:**

**Music**

**Name**

**Group**

JH Musical Assistant	Ted Shawe	2
JH Musical Assistant	Sara Piscani	2
SH Spring Musical Asst	LeeAnne Birkemeier	2
SH Spring Musical Asst	Laura Brewer	2
SH Spring Musical Asst	Wendy Sentiff	2
SH Spring Musical Asst	Kristin Mellema	2
SH Spring Musical Asst .50 capacity	Sarah Reilly	2
SH Spring Musical Asst .25 capacity	Matthew Mayne	2

SH Spring Musical Asst .25 capacity Tim Caughlin 2

<b>Athletics:</b>	<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Level</u></b>	<b><u>Years</u></b>
<b>Unified Bowling – Pilot Season</b>	Head Coach	Jamie LaBrake	-	-
<b>Basketball – Girls</b>	Varsity Assistant	Frank Clark (Transferred from Girls Basketball Modified B)	25	21
	Modified B	Nicolette Frunzi (Transferred from Girls Basketball Volunteer)	4	1
	JV	Ashley Zahn (Transferred from Girls Basketball Varsity Asst)	4	1
	Volunteer	Lia Zahn	-	-
<b>Cheerleading</b>	Volunteer	Alyssa Dayton	-	-
<b>Swimming &amp; Diving</b>	Varsity Assistant	David Marsh	4	1
	Track	Volunteer	Anthony Lupia	-

<b>Per Diem Substitutes:</b>	<b><u>Candidate</u></b>	<b><u>Area of Certification</u></b>
	Alexander Brion	Uncertified
	Pamela Hildman	Uncertified

**Non-Instructional**

**Resignations:** The resignation of **Chiara Watts**, Food Service Helper, effective November 6, 2019.

<b>Per Diem and Substitute Positions:</b>	<b><u>Candidate</u></b>	<b><u>Position</u></b>
	Kristin Renkert	Registered Professional Nurse
	Madeline Haggerty	Teacher Aide
	Jamie LaBrake	Teacher Aide
	Pamela Hildman	Typist
	Marlene Stimmel	Lifeguard
	Calya Perricelli	Teacher Aide
	Dianna Horvath	Lifeguard
	Renee Merriman	Lifeguard
	Chiara Watts	Food Service Helper

**RESOLUTION OF VICTOR CENTRAL SCHOOL DISTRICT, NEW YORK, ADOPTED DECEMBER 12, 2019, AUTHORIZING THE CONSTRUCTION OF IMPROVEMENTS AND ALTERATIONS TO DISTRICT BUILDINGS AND/OR SITES AND THE CONSTRUCTION OF A NEW TRANSPORTATION CENTER; STATING THE ESTIMATED TOTAL COST THEREOF IS \$29,287,427, APPROPRIATING SAID AMOUNT THEREFOR, INCLUDING THE EXPENDITURE OF \$2,500,000 FROM THE CAPITAL RESERVE FUND-2011; AND AUTHORIZING THE ISSUANCE OF \$26,787,427 SERIAL BONDS OF SAID DISTRICT TO FINANCE THE BALANCE OF SAID APPROPRIATION.**

Recital

WHEREAS, at the Special District Meeting duly called and held on November 18, 2019, in Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), a majority of the qualified voters present and voting approved a Bond Proposition authorizing the construction of improvements and alterations to District buildings and/or sites and the construction of a new transportation center; and such qualified voters then present and voting further authorized the Board of Education to levy and collect a tax to be collected in annual installments to pay the principal of and interest on the \$26,787,427 serial bonds authorized to be issued;

Now, therefore,

THE BOARD OF EDUCATION OF VICTOR CENTRAL SCHOOL DISTRICT, IN THE COUNTIES OF ONTARIO, MONROE AND WAYNE, NEW YORK, HEREBY RESOLVES (by the favorable vote of not less than two-thirds of all the members of said Board of Education) AS FOLLOWS:

Section 1. Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York, is hereby authorized to implement a capital construction project consisting of the construction of improvements and alterations to District buildings and/or sites and the

construction of a new transportation center, substantially as described in the plan prepared by the District with the assistance of SWBR Architects, including roof replacements; the construction of a building addition; improvements to the heating, ventilation, air conditioning and plumbing systems; kitchen and cafeteria improvements; toilet room improvements; technology enhancements/upgrades; playground and athletic improvements; and the construction of a new bus garage; the foregoing to include the original furnishings, equipment, machinery, apparatus and ancillary or related site, demolition and other work required in connection therewith. The estimated maximum cost of the foregoing, including preliminary costs and costs incidental thereto and to the financing thereof, is \$29,287,427 and said amount is hereby appropriated therefor, including the expenditure of \$2,500,000 from the District's "Capital Reserve Fund-2011", (the "Reserve Fund"), hereby authorized to be expended for the Project. The plan of financing includes the expenditure of \$2,500,000 from the Reserve Fund and the issuance of \$26,787,427 serial bonds of the District to finance the balance of said appropriation, and the levy and collection of taxes on all the taxable real property in the District to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

Section 2. Serial bonds of the District in the principal amount of \$26,787,427 are hereby authorized to be issued pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called "Law"), to finance a portion of said appropriation.

Section 3. The following additional matters are hereby determined and declared:

(a) The period of probable usefulness applicable to the purpose for which said \$26,787,427 serial bonds are authorized to be issued, within the limitations of Section 11.00 a. 94 of the Law, is thirty (30) years.

(b) The proceeds of the bonds herein authorized and any bond anticipation notes issued in anticipation of said bonds may be applied to reimburse the District for expenditures made after the effective date of this resolution for the purpose for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

Section 4. Each of the bonds authorized by this resolution and any bond anticipation notes issued in anticipation of the sale of said bonds shall contain the recital of validity as prescribed by Section 52.00 of the Law and said bonds and any notes issued in anticipation of said bonds shall be general obligations of the District, payable as to both principal and interest by general tax upon all the taxable real property within the District without limitation of rate or amount. The faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds and any notes issued in anticipation of the sale of said bonds and provision shall be made annually in the budget of the District by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 5. Subject to the provisions of this resolution and of the Law and pursuant to the provisions of Section 21.00 relative to the authorization of the issuance of bonds having substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes, and Section 50.00 and Sections 56.00 to 60.00 of the Law, the powers and duties of the Board of Education relative to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized, and any other bonds heretofore or hereafter authorized, and of any

bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, are hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 6. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

(a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of the publication of such resolution, or a summary thereof, are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

(c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. This bond resolution shall take effect immediately, and the District Clerk is hereby authorized and directed to publish the foregoing resolution, in summary, together with a Notice attached in substantially the form prescribed by §81.00 of the Law, in "*The Daily Messenger*" and "*The Fairport Perinton Post*," two newspapers each having a general circulation in the District and hereby designated the official newspapers of said District for such publication.

\*\*\*\*\*

The adoption of the foregoing resolution was seconded by Board Member

\_\_\_\_\_ and duly put to a vote on roll call, which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.

\*\*\*\*\*

CERTIFICATE

I, MAUREEN A. GOODBERLET, District Clerk of Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York, HEREBY CERTIFY that the foregoing annexed extract from the minutes of a meeting of the Board of Education of said Victor Central School District duly called and held on December 12, 2019, has been compared by me with the original minutes as officially recorded in my office in the Minute Book of said Board of Education and is a true, complete and correct copy thereof and of the whole of said original minutes so far as the same relate to the subject matters referred to in said extract.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Victor Central School District this \_\_\_\_\_ day of December, 2019.

(SEAL)

\_\_\_\_\_  
District Clerk



VICTOR CENTRAL SCHOOL DISTRICT  
Field Trip Request Form

**Instructions:**

Complete and submit to your building principal three weeks in advance\*.

\* Extended trips, out of state, out of country, and/or overnight trip forms must be forwarded to the Superintendent a minimum of one week prior to a scheduled Board of Education meeting AND six months prior to the proposed trip..

Teacher(s) Initiating Request: Nicolette Funzi School: VIS | SH

Course/ Grade Level of students/club for trip: Varsity girls lacrosse - 9-12 grade

Check appropriate type of field trip:

required curricular trip  non-required co-curricular  extra curricular

**Logistics of Trip**

Destination (include exact address): 5 Kanawatus, NY  
see attached for detail - Next page

Estimated Number of Students: 25 Round Trip Mileage: 130 miles

Departure: Date 4.4.20 Time 8:00am Return: Date 4.5.20 Time 6pm

Have both the District and building calendars been checked for conflicts, etc.  yes  no

Estimated Number of Chaperones: Teachers: 3 Parents: 15 Other:       
Names of Chaperones will be submitted to the Building Principal for approval prior to the trip.

Type of Transportation: SCHOOL BUS

Arrangement for meals (if necessary): see attached for detail - Next page  
Booster paid from fundraising

**Cost:**

Estimated Cost Per Student:

Event Fee: 0\$ Meals: 0\$ Total: 0\$  
Travel: 0\$ Other: 0\$

If fundraising is involved, please describe: previous/current

year fundraising - camps clinic - webstore

## Curricular/Instructional Plan

Instructional Objectives: Be specific, include outcomes and how you will measure what standards and district curriculum goals it meets.

looking to play best competition out of region to excel to next level of play. cheapest option w/ proximity. great team bonding opportunity. coaching collaboration.

### Activities

Preparation: How will the student be prepared for the trip as an instructional activity:

season begins 4 weeks prior to trip, preparing skills, fine tuning mentality for success. ✓

On trip: What instructional activities will occur on the trip?

2 games - skaneateles ; marcellus

Follow-Up: Upon return, what activities will occur to enrich the experience and to determine if the objectives were accomplished?

continue season w/ weaknesses exposed by out of region comp strengths + personnel of each player will be determined & used for individual team growth.

### Provisions for Continuity of School Work

What instructional provisions have been made to help participants keep up with other classes that they will miss?

no class - spring break  
students will communicate efficiently w/ teachers prior to leaving.

What specific instructional plans have been made for the any student missing the field trip?

N/A

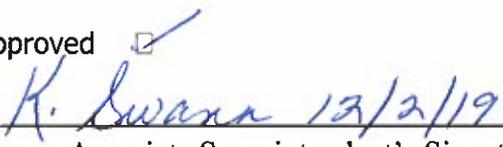
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the period of this field trip.

N/A

**TO BE COMPLETED BY THE BUILDING PRINCIPAL**

Approved  Not Approved   
  
 Principal's Signature 12/2/19 11-20-19  
 Date

Approved  Not Approved   
  
 Director of Transportation's Signature 11-21-19  
 Date

Approved  Not Approved   
  
 Associate Superintendent's Signature 12/2/19 NOV 22 2019  
 Date

Victor Central School  
Assoc. Superintendent's Office

**CO-CURRICULAR AND/ EXTRA-CURRICULAR OVERVIEW SHEET  
(to be completed by the Lead Teacher for this field trip)**

Itinerary ( for overnight or extended trips, please attach detailed summary of specifics)

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Will you be requesting this trip again next year?       YES     NO

1.What does this field trip accomplish that an in-school activity could not?

2. What pre-field trip activities are you planning to do to complement the field trip?

**VICTOR CENTRAL SCHOOL DISTRICT**  
**Field Trip Request Form**

**Instructions:**

**Complete and submit to your building principal three weeks in advance\*.**

**\* Extended trips, out of state, out of country, and/or overnight trip forms must be forwarded to the Superintendent a minimum of one week prior to a scheduled Board of Education meeting AND six months prior to the proposed trip..**

Teacher(s) Initiating Request: Peter Fleckenstein School: Victor Senior High

Course/ Grade Level of students/club for trip: Grades 9-12/Victor Robotics

Check appropriate type of field trip:

required curricular trip     non-required co-curricular     extra curricular

**Logistics of Trip**

Destination (include exact address): 1 Washington Blvd, Detroit, MI 48226

Estimated Number of Students: 40 Round Trip Mileage: 750

Departure: Date 4/29/2020 Time 4:00 AM Return: Date 5/3/2020 Time 2:00 PM

Have both the District and building calendars been checked for conflicts, etc.  yes     no

Estimated Number of Chaperones: Teachers: 1 Parents: 3 Other: 2

Names of Chaperones will be submitted to the Building Principal for approval prior to the trip.

Type of Transportation: coach bus

Arrangement for meals (if necessary): breakfast at the hotel, lunch at the venue or nearby restaurants. Dinner in large groups or as a team.

**Cost:**

Estimated Cost Per Student:

Event Fee: 0 Meals: \$150 Total: \$430

Travel: \$250 Other: \$30

If fundraising is involved, please describe: recycle drive, restaurant fund raisers, corporate donations

## Curricular/Instructional Plan

Instructional Objectives: Be specific, include outcomes and how you will measure what standards and district curriculum goals it meets.

---

---

### Activities

Preparation: How will the student be prepared for the trip as an instructional activity:

~~Class work in PLTW. 6 weeks of robotics build season including work with mentors~~

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---

On trip: What instructional activities will occur on the trip?

~~Students have the opportunity to learn valuable debugging strategies when making repairs to the robot under time constraints.~~

---

---

Follow-Up: Upon return, what activities will occur to enrich the experience and to determine if the objectives were accomplished?

~~Team will meet to do a "lessons learned" to help prepare for future seasons and competitions~~

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---

### Provisions for Continuity of School Work

What instructional provisions have been made to help participants keep up with other classes that they will miss?

~~students must not be ineligible. They are advised to meet with all teachers prior to travel. Time will be allotted during the trip for homework/studying.~~

---

---

What specific instructional plans have been made for the any student missing the field trip?

~~Not required since trip is optional.~~

---

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Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the period of this field trip.

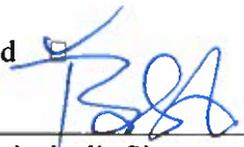
None - teacher is retired

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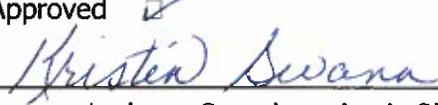
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**TO BE COMPLETED BY THE BUILDING PRINCIPAL**

Approved   Not Approved  10/30/19  
Principal's Signature Date

Approved   Not Approved  10-31-19  
Director of Transportation's Signature Date

Approved   11/1/19 Not Approved   
Assistant Superintendent's Signature

**RECEIVED**  
**OCT 31 2019**  
Vicksburg Central School  
Assoc. Superintendent's Office  
Date

CO-CURRICULAR AND/ EXTRA-CURRICULAR OVERVIEW SHEET  
(to be completed by the Lead Teacher for this field trip)

Itinerary ( for overnight or extended trips, please attach detailed summary of specifics)

Detailed itinerary attached  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will you be requesting this trip again next year?       YES     NO

1. What does this field trip accomplish that an in-school activity could not?  
opportunities to meet with teams from around the world and share experiences. Students can talk to companies supportive of FIRST initiatives and find about careers in STEAM. There is also the opportunity to meet with college recruiters.

2. What pre-field trip activities are you planning to do to complement the field trip?  
6 week build, 2-3 regional events

Date

In case of Emergency:

Special Transportation Request  
Please complete in triplicate

Destination: \_\_\_\_\_ Date of Request \_\_\_\_\_

Name of Group \_\_\_\_\_

Name of person supervising on the bus: \_\_\_\_\_

Has this field trip been previously approved under the Filed Trip Regulation? YES  NO

Requisitions for special transportation during school hours or other than school hours must be in the hands of the Transportation Department **at least two weeks prior to the trip.**

Date of trip: \_\_\_\_\_

Place of Departure: \_\_\_\_\_

Load Time: \_\_\_\_\_ Leave Time: \_\_\_\_\_  
(Please allow 10 minutes to load)

Hour at which you wish to **reach** your destination: \_\_\_\_\_

Hour at which you wish to **leave** your destination: \_\_\_\_\_

Anticipated time of return:  
\_\_\_\_\_

Estimated Mileage RT: \_\_\_\_\_ Number of Students: \_\_\_\_\_

Age group: \_\_\_\_\_ Number of Attending Adults: \_\_\_\_\_

Would you like the bus to stay with the group, or may it return at a different time?  
\_\_\_\_\_

Special arrangement, instructions or comments:  
\_\_\_\_\_

Teacher Signature



Principal Signature



**Transportation Department Use:**

Date Received: \_\_\_\_\_ Number of Buses: \_\_\_\_\_

Approval: \_\_\_\_\_

VICTOR CENTRAL SCHOOL DISTRICT  
Field Trip Request Form

**Instructions:**

Complete and submit to your building principal three weeks in advance\*.

\* Extended trips, out of state, out of country, and/or overnight trip forms must be forwarded to the Superintendent a minimum of one week prior to a scheduled Board of Education meeting AND six months prior to the proposed trip..

Teacher(s) Initiating Request: Spencer/ Everhart School: JH/SH

Course/ Grade Level of students/club for trip: 8-12 - Varsity Winterguard

Check appropriate type of field trip:

\_\_\_\_\_ required curricular trip    \_\_\_\_\_ non-required co-curricular    X extra curricular

**Logistics of Trip**

Destination (include exact address): South Brunswick HS 750 Ridge Rd. Monmouth Junction N.J. 08852

Estimated Number of Students: 20    Round Trip Mileage: 600

Departure: Date 2/21/2020 Time 10<sup>30</sup>am    Return: Date 2/23/2020 Time 6<sup>30</sup>pm

Have both the District and building calendars been checked for conflicts, etc.  yes     no

Estimated Number of Chaperones:    Teachers: 3    Parents: 4    Other: \_\_\_\_\_  
Names of Chaperones will be submitted to the Building Principal for approval prior to the trip.

Type of Transportation: Motorcoach

Arrangement for meals (if necessary): \_\_\_\_\_

Cost:  
Estimated Cost Per Student: \_\_\_\_\_  
Event Fee: \_\_\_\_\_    Meals: \_\_\_\_\_    Total: \_\_\_\_\_  
Travel: \_\_\_\_\_    Other: \_\_\_\_\_

If fundraising is involved, please describe: Trip is funded through the Victor Band Boosters

Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the period of this field trip.

N/A

**TO BE COMPLETED BY THE BUILDING PRINCIPAL**

Approved  Not Approved

BBA  
Principal's Signature

12/3/19  
Date

Approved  Not Approved

[Signature]  
Director of Transportation's Signature

12-4-19  
Date

Approved  Not Approved

Kristin Swann 12/5/19  
Assistant Superintendent's Signature

**RECEIVED**  
**DEC 05 2019**  
Victor Central School  
Assoc. Superintendent's Office  
Date

VICTOR CENTRAL SCHOOL DISTRICT  
Field Trip Request Form

**Instructions:**

Complete and submit to your building principal three weeks in advance\*.

\* Extended trips, out of state, out of country, and/or overnight trip forms must be forwarded to the Superintendent a minimum of one week prior to a scheduled Board of Education meeting AND six months prior to the proposed trip..

Teacher(s) Initiating Request: Speranza/Evenhart School: JH/SH

Course/ Grade Level of students/club for trip: 8-12 - Varsity Winterguard

Check appropriate type of field trip:

required curricular trip     non-required co-curricular     extra curricular

**Logistics of Trip**

Destination (include exact address): Lehigh University 124 Goodman Dr. South  
Bethlehem PA 18015

Estimated Number of Students: 20    Round Trip Mileage: 550

Departure: Date 3/20/2020 Time 12<sup>30</sup>pm    Return: Date 3/22/2020 Time 5<sup>30</sup>pm

Have both the District and building calendars been checked for conflicts, etc.  Yes     no

Estimated Number of Chaperones:    Teachers: 3    Parents: 4    Other: \_\_\_\_\_

Names of Chaperones will be submitted to the Building Principal for approval prior to the trip.

Type of Transportation: Motorcoach

Arrangement for meals (if necessary): \_\_\_\_\_

Cost:

Estimated Cost Per Student: \_\_\_\_\_

Event Fee: \_\_\_\_\_

Travel: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_

If fundraising is involved, please describe: Trip is funded through the  
Victor Band Bouders

Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the period of this field trip.

N/A

**TO BE COMPLETED BY THE BUILDING PRINCIPAL**

Approved  Not Approved

  
\_\_\_\_\_  
Principal's Signature

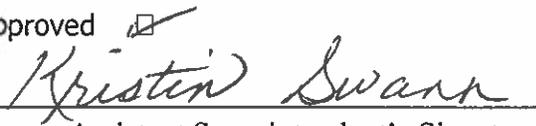
12/3/19  
Date

Approved  Not Approved

  
\_\_\_\_\_  
Director of Transportation's Signature

12-4-19  
Date

Approved  Not Approved

  
12/5/19  
Assistant Superintendent's Signature

**RECEIVED**  
**DEC 05 2019**  
Victor Central School  
Superintendent's Office  
Date

VICTOR CENTRAL SCHOOL DISTRICT  
Field Trip Request Form

**Instructions:**

Complete and submit to your building principal three weeks in advance\*.

\* Extended trips, out of state, out of country, and/or overnight trip forms must be forwarded to the Superintendent a minimum of one week prior to a scheduled Board of Education meeting AND six months prior to the proposed trip..

Teacher(s) Initiating Request: Speranza/ Everhart School: JH/SH

Course/ Grade Level of students/club for trip: 8-12 - Vars. Jy Winterguard

Check appropriate type of field trip:

required curricular trip     non-required co-curricular     extra curricular

**Logistics of Trip**

Destination (include exact address): University of Dayton Dayton OH 45408 1801 S. Edwin C. Moses Blvd.

Estimated Number of Students: 20 Round Trip Mileage: 950

Departure: Date 4/1/2020 Time 12<sup>30</sup> pm Return: Date 4/5/2020 Time 6 pm

Have both the District and building calendars been checked for conflicts, etc.  yes     no

Estimated Number of Chaperones: Teachers: 3 Parents: 4 Other: \_\_\_\_\_  
Names of Chaperones will be submitted to the Building Principal for approval prior to the trip.

Type of Transportation: Motorcoach

Arrangement for meals (if necessary): \_\_\_\_\_

Cost:

Estimated Cost Per Student: \_\_\_\_\_

Event Fee: \_\_\_\_\_

Travel: \_\_\_\_\_

Meals: \_\_\_\_\_

Other: \_\_\_\_\_

Total: \_\_\_\_\_

If fundraising is involved, please describe: Trip is funded through the Victor Band Boosters

Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the period of this field trip.

N/A

**TO BE COMPLETED BY THE BUILDING PRINCIPAL**

Approved  Not Approved   
*[Signature]* 12/3/19  
Principal's Signature Date

Approved  Not Approved   
*[Signature]* 12-4-19  
Director of Transportation's Signature Date

Approved  Not Approved   
*Kristin Swann* 12/5/19  
Assistant Superintendent's Signature Date

RECEIVED  
DEC 05 2019  
Victor Central School  
Assoc. Superintendent's Office