

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**Approved 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.*

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**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:**

<u>Candidate</u>	<u>Area of Certification</u>
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.

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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  
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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 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;

**TAX COLLECTORS  
REPORT**

The Victor Central School Tax Collector’s Report for the 2019-2020 school year as submitted;

**SURPLUS**

The following are declared as surplus:

- Hewlett Packard Chromebook with VCS tag #310600;
- ETC Projectors with VCS tag #s 010004, 012743, 014287;
- Smart Document Camera with VCS tag #013153;
- iPad with VCS tag #014835;

**DONATIONS**

The following donations:

- “Hockey Coach Vision.com” a computer based application valued at \$99.00 to Victor Central Schools to support the Varsity Ice Hockey Program;
- Story and Clark Upright Piano donation from Danielle Pollock to the Victor Central School Music Department valued at \$150.00;

Mrs. Palumbo-Sanders thanked the community for the generous donations.

**ELECTION  
INSPECTORS**

The Election Inspectors for the November 18, 2019 Capital project Bond Proposition Vote; and

**EXTRACLASSROOM  
AUDIT REPORT AND  
CORRECTIVE  
ACTION PLAN**

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 *(end of consent items)*

**SPECIAL EDUCATION  
REVIEW/BERRY  
REPORT FINDINGS**

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

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### **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.

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### **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

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### **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  
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**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