

**Victor Central School District  
District Council**

**Minutes**

November 13, 2019  
Primary School Room 101  
3:30 – 4:45

**Roles:**

Facilitator: Roni Puglisi

Minutes: Caitlyn Mack-Elliott

Time Keeper: Leah Kedley

Refreshments: Ijeoma Nwugwo

Organizer: Shawn Baldwin

**Members:** ~~Shawn Baldwin~~, Mary Banaszak, Laura Dash, Sharon Hodownes, Tara Hopson, ~~Ted Isham~~, Leah Kedley, Caitlin Mack-Elliott, Necia Marchetti, Ijeoma Nwugwo, ~~Ryan Pero~~, Roni Puglisi, Cindy Riley, Colleen Saar, Shawna Spriggs, Dave Thering

| #                               | Topic/Subject                   | Person Responsible (if not all) | Time Allotted | Purpose/ Proposed Action  |              |                     |             |                 |
|---------------------------------|---------------------------------|---------------------------------|---------------|---|--------------|---------------------|-------------|-----------------|
|                                 |                                 |                                 |               | For Info  | Work Session | Make Recommendation | Assign Task | Make a Decision |
| <b>Opening 5 min.</b>           |                                 |                                 |               |   |              |                     |             |                 |
| 1                               | Welcome                         | Facilitator                     | 1 min         | X   |              |                     |             |                 |
| 2                               | Approve minutes of 10/16/2019   | All                             | 3 min         |   |              |                     |             | X               |
| 3                               | Review agenda                   | Facilitator                     | 1 min         | X   |              |                     |             |                 |
| <b>Guest Presentation 0 min</b> |                                 |                                 |               |   |              |                     |             |                 |
| 4                               | None                            |                                 |               |   |              |                     |             |                 |
| <b>Old Business 45 min</b>      |                                 |                                 |               |   |              |                     |             |                 |
| 5                               | Finalize District Council Goals | All                             | 30 min        | 2019-2020 District Council Goals:<br>Goal 4. Receive Updates <ul style="list-style-type: none"> <li>● Capital Project- Yes</li> <li>● School Tool/ Changes- Yes</li> <li>● Safety &amp; Security- Yes</li> <li>● ESSA- Yes</li> <li>● Monitoring task force- Yes</li> <li>● Vaping- Yes, have someone from the high school/ junior high councils provide update.</li> </ul> |              |                     |             |                 |

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|  |  |  |  | <p><b>Goal 5. Mental Health</b></p> <p>Conversations included: What are we doing across the district? Is it aligned? Safe Harbour- community organization can support the school. Comprehensive Guidance Plan is now online and accessible for all. Interventions are tiered: Level 1: whole group lessons, Level 2: small group, Level 3: individualized support. Outside agencies could support us in this process. What is out there for students and families that we can utilize? What are other districts doing? Explore options and decide how we want to address this goal. What fits our needs? How can we as District Council develop a goal around mental health? Should we have counselors report on how the Guidance Plan is working and what else they need? Could a District Council goal be around ensuring community members are aware of what is going on within the school? Example, Comprehensive Guidance Plan. Crisis situations should be left up to families, psychologists, counselors, etc.</p> <p><b>Consensus:</b></p> <ol style="list-style-type: none"> <li>1. Share information around school and community resources.</li> <li>2. Explore grants to utilize outside agencies and supports. Example, University of Rochester.</li> <li>3. <b>Goal: Gather information from psychologists, counselors, and social workers regarding their needs, to provide support for students and their families.</b></li> </ol> |
|--|--|--|--|---|

|                     |                                    |                  |                           | Other: Follow up with new superintendent with starting and end times. Not needed at this time.   |                                |       |                  |                           |                      |                                |  |  |  |  |  |  |
|---------------------|------------------------------------|------------------|---------------------------|--|--------------------------------|-------|------------------|---------------------------|----------------------|--------------------------------|--|--|--|--|--|--|
| 6                   | Complete District Council Timeline | All              | 15 min                    | <p><b>Updates:</b></p> <p><b>January</b> → ESSA</p> <p><b>January</b> → Updates from counselors &amp; psychologists</p> <p><b>February</b> → School Tool Updates</p> <p><b>February</b> → Monitoring Task Force</p> <p><b>February</b> → Vaping</p> <p><b>April</b> → Safety and Security</p> <p><b>May</b> → Capital improvement projects</p>   |                                |       |                  |                           |                      |                                |  |  |  |  |  |  |
| <b>New Business</b> |                                    |                  | <b>15 min</b>             |  |                                |       |                  |                           |                      |                                |  |  |  |  |  |  |
| 6                   | Share Code of Conduct Timeline     | Roni             | 15 min                    | <p>Template that will be used:</p> <table border="1"> <thead> <tr> <th>Section</th> <th>Title</th> <th>General Overview</th> <th>Recommended Legal Updates</th> <th>District Development</th> <th>Proposal to Board of Education</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>Roni puts changes into template → Attorney approves template → Template sent to BOE for discussion and approval.</p> <p><i>50300</i> → Can review Code of Conduct on District webpage (under BOE.</p> | Section                        | Title | General Overview | Recommended Legal Updates | District Development | Proposal to Board of Education |  |  |  |  |  |  |
| Section             | Title                              | General Overview | Recommended Legal Updates | District Development   | Proposal to Board of Education |       |                  |                           |                      |                                |  |  |  |  |  |  |
|                     |                                    |                  |                           |  |                                |       |                  |                           |                      |                                |  |  |  |  |  |  |
| <b>Closing</b>      |                                    |                  | <b>10 min</b>             |  |                                |       |                  |                           |                      |                                |  |  |  |  |  |  |
| 7                   | Review assigned tasks              | Minute Taker     | 2 min                     | <p>Bring Building Level Council Goals to Report:<br/> Laura: ECS, Leah: VPS, Caitlin: VIS, Tara: JH, Mary: High School</p> <p>Review the Code of Conduct: All Members</p>  |                                |       |                  |                           |                      |                                |  |  |  |  |  |  |

|    |                                    |             |       |   |
|----|------------------------------------|-------------|-------|---|
| 8  | Set agenda and roles for next mtg. | Facilitator | 2 min | <p>Roles:<br/>           Snack: Sharon<br/>           Facilitator: Ted<br/>           Minutes: Caitlyn<br/>           Organizer: Dave<br/>           Time Keeper: Leah</p> <p>Agenda:<br/>           Share Building Council Goals<br/>           Review the Code of Conduct</p> |
| 9  | Parking Lot Attendant              | Facilitator | 2 min | Nothing at this time  |
| 10 | Roundtable                         | All         | 4 min | Keep in mind coaches and athletics when reviewing Code of Conduct.  |

**Future Meeting Dates:**

**Dec. 12, 2019, Jan. 16, Feb. 12, March 4, April 16, May 14, June 11, 2020**