

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Approved Minutes of the Regular Meeting on November 12, 2020
Virtual Meeting via Zoom**

- CALL TO ORDER** President Kristin Elliott called the meeting to order at 5:34 PM
- Members Present** Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Christopher Parks, Trisha Turner, Michael Vetter
- ENTER EXECUTIVE SESSION** A motion was made by T. Turner, seconded by K. Ballard, to enter executive session at 5:35 PM to discuss the employment history of specific individuals. The motion was carried. 7 yes 0 no
- REGULAR SESSION** A motion was made by C. Parks, seconded by C. Eckhardt, to return to regular session at 7:11 PM. The motion was carried. 7 yes 0 no
- APPROVE AGENDA** A motion was made by T. DeLucia, seconded by T. Turner, to approve the agenda. The motion was carried. 7 yes 0 no
- SUPERINTENENT’S UPDATE** Dr. Terranova talked about the ongoing situation in the community, country and world with COVID-19. He apologized for the all of the letters he is sending out; however, he wants to be as transparent as possible. He publically thanked the Ontario County Health Department for helping to deal with COVID. Without their collaboration, the District would not be able to work through this in a safe and efficient way. Superintendent Terranova said we are hopeful about two important things. The first important piece of information is the District has not had transmission between kids in school or in school related experiences. The Ontario County Health Department said the safest place for kids during the day is in school and in school related experiences because of the processes the District has put in place from mask wearing to social distancing to cleanliness. A second important piece of information is that the staff was surveyed around the cleanliness of the buildings. The 93% of the staff who responded felt the cleanliness was at a high level. If we continue to be responsive in cleaning our buildings at the highest levels, that will go a long way in connection with the District’s safety procedures and keeping everyone in school. Dr. Terranova said, as we come into the holidays the community has to rise to the occasion so the school can remain open. He said he is very thankful for our local government and the work they are doing. He talked about the Town Hall that Victor Town Supervisor Jack Marren did along with Ontario Health Department Director Mary Beer. Dr. Terranova encouraged everyone to watch it and said it was on the District’s website as well as the towns. He said the towns and School District will continue to collaborate with the county and the community to make sure this is a safe place.

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**PERSENTATIONS /
RECOGNITIONS**

None at this time.

**PUBLIC
PARTICIPATION**

Due to the virtual meeting, there will be no live public participation. Please feel free to email any thoughts or comments to the Superintendent at terranovat@victorschools.org. The Board will receive all thoughts and comments submitted.

CONSENT ITEMS

A motion was made by C. Parks, seconded by T. Turner to approve, upon recommendation of the Superintendent, the following consent items:

MINUTES

Minutes of the Regular Board Meeting on October 8, 2020, and the Special Board Meeting on October 19, 2020;

**FINANCIAL
STATEMENTS**

Treasurer's Report for the month ending September 30, 2020;

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.

**Instructional
Probationary
Appointments:**

The probationary appointment of **Melissa Murphy**, who has certification in Art, Childhood Education Grades 1-6, and Students with Disabilities Grades 1-6, to a probationary position as an Art Teacher, effective October 26, 2020, at an annual salary of \$50,590 (Step 8M+15) prorated based upon the start date, leading towards tenure in Art Education.

The probationary appointment of **Liudmyla Polotai**, who has certification in Students with Disabilities Grades 1-6, to a probationary position as a Teacher Assistant, effective November 2, 2020, at an annual salary of \$29,304 (Step 5+36) prorated based upon the start date, leading towards tenure as a Teacher Assistant.

The probationary appointment of **Dorothy DiAngelo**, who holds certifications in School District Administration and Nursery, Kindergarten, and Grades 1-6, to a probationary position as the Assistant Superintendent for Personnel, beginning January 4, 2021, at an annual salary of \$140,000 prorated based upon the state date.

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Appointments: The appointment of **Deborah Leh**, Leadership Consultant, effective October 26, 2020, at a daily rate of \$600. The end of the assignment will be determined by the Superintendent of Schools not to exceed beyond June 30, 2021.

Long Term Substitute Appointments: The appointment of **Catherine Gibbons**, who has certifications in Childhood Education Grades 1-6, Early Childhood Education Birth-Grade 2, Students with Disabilities Grades 1-6, Students with Disabilities Birth-Grade 2, and Literacy Birth-Grade 6, to a long term substitute position as an Elementary Teacher, effective November 20, 2020, and ending June 30, 2021, at an annual salary of \$46,550 (Step 4M+18) which will be prorated based on the length of the assignment.

The appointment of **Kirsten Lyons**, who has certifications in Special Education Kindergarten-Grade 12 and Nursery, Kindergarten, and Grades 1-6, to a long term substitute position as a Special Education Teacher, effective November 9, 2020, and ending June 30, 2021, at an annual salary of \$50,810 (Step 9M+3) which will be prorated based on the length of the assignment.

Leaves of Absence: The granting of an extension of childcare leave of absence for **Gina Peterson**, Elementary and Reading Teacher, through March 25, 2021.

Co-Curriculars:

Resignations: The resignation of **Kristin Munski**, Intermediate ELA- 4th Grade Teacher Leader, effective October 31, 2020.

Appointments:

<u>Teacher Leaders</u>	<u>Name</u>	<u>Strand</u>
Intermediate ELA-4 th Grade	Rachel Lawrence	3

<u>Clubs & Advisors</u>	<u>Name</u>	<u>Group</u>
Int. Student Council	Kathleen Goodberlet	1
Jr. High Academic Challenge Bowl	Matthew Halloran	2
Jr. High Culinary Club	Karen Ierlan	1
Jr. High Fiddle Club	Elizabeth Knapp	1
Jr. High French Club	Ann Marie Crye	1
Jr. High Garden Club Co-Advisor	Anthony D’Agostino	2
Jr. High Garden Club Co-Advisor	Karen Harrison	2
Jr. High Jazz Band	Zachary Pelton	1
Jr. High Math Olympiad	Susan Ibrisimovic	1
Jr. High Yearbook Co-Advisor	Ann Marie Crye	3
Jr. High Yearbook Co-Advisor	Susan Ibrisimovic	3
Jr. High Young Women’s Leadership Club Co-Advisor	Christie Gordon	1
Jr. High Young Women’s Leadership Club Co-Advisor	Katherine Jerabeck	1
Jr. High Student Council	Jamie Smith	3
Jr. High Student Council	Ashlee VanKouwenberg	3
Sr. High Academic Team Advisor (Decathlon)	Andrew Purdie	4

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Sr. High Academic Team Assistant (Decathlon)	Stephanie Schlueter	1
Sr. High Art Club	Andrew Reddout	1
Sr. High DECA (Business Club)	Michael Cutaia	3
Sr. High DECA (Business Club)	Susan Utz	3
Sr. High Dollars for Scholars	Laura Fiorito	3
Sr. High Dollars for Scholars	Julie Merges	3
Sr. High Drama Club Co-Advisor	Jeremy Hawkinson	1
Sr. High Drama Club Co-Advisor	Matthew Mayne	1
Sr. High First Robotics Asst.	Melissa Gydesen	1
Sr. High French Club Co-Advisor	Andrew Buttram	1
Sr. High French Club Co-Advisor	Anne Stekl	1
Sr. High Freshman Class Co-Advisor	Eric Dahlstrom	1
Sr. High Freshman Class Co- Advisor	Alyse Wuest	1
Sr. High Gay Straight Alliance Advisor	Laura Dunbar	1
Sr. High Global Competency	Cristie Rydzynski	3
Sr. High Global Competency Assistant	Bryan Kavanaugh	1
Sr. High Junior Class Advisor	Andrew Buttram	2
Sr. High Junior Class Advisor	Michelle Mahoney-Merkley	2
Sr. High Key Club	Michele Urban	3
Sr. High Key Club	Eric Waples	3
Sr. High Link Crew	Laura Avissato	3
Sr. High Link Crew	Colleen Collier	3
Sr. High Math Academic Team Co-Advisor	Kyli Knickerbocker	3
Sr. High Math Academic Team Co-Advisor	Dawn Knapp	3
Sr. High Medical Explorers	Kimberly Spitzer	2
Sr. High National Honor Society Co-Advisor	Karen Brion	2
Sr. High National Honor Society Co-Advisor	Todd Thompson	2
Sr. High Outdoor Activity	Kelly Ahern	2
Sr. High Positive School Climate Club Co-Advisor	Johanna Arnitz	2
Sr. High Positive School Climate Club Co-Advisor	Todd Forrest	2
Sr. High SEAS Club	Steve Cronmiller	2
Sr. High Senior Class Advisor	Anne Stekl	3
Sr. High Senior Class Advisor	Danyelle Westbrook	3
Sr. High Yearbook Advisor/Yearbook Asst. Co-Advisor	Heather Page	4/2
Sr. High Yearbook Advisor/Yearbook Asst. Co-Advisor	Meghan Fatzinger	4/2
Sr. High Sophomore Class Co-Advisor	Joseph Carey	1
Sr. High Sophomore Class Co-Advisor	Michael Modleski	1
Sr. High Spanish Club	Vivian Richelsen	2
Sr. High Student Council	Kyli Knickerbocker	3
Sr. High Student Council	Heather Page	3
Sr. High Tri-M Honor Society Co-Advisor	Laura Brewer	1
Sr. High Tri-M Honor Society Co- Advisor	Eric Everhart	1
Sr. High Tri-M Honor Society Co- Advisor	Gretchen Judge	1
Sr. High Tri-M Honor Society Co- Advisor	Kristin Mellema	1
Sr. High Victor Cares Advisor	Deborah McManis	2
Sr. High Victor Cares Co-Advisor	Matthew Mayne	2

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Sr. High Victor Cares Co-Advisor

Amelia Paas

2

<u>Music</u>	<u>Position</u>	<u>Name</u>	<u>Group</u>
	Cadet Guard Director	Michelle Bills	1
	First Robotics Advisor	Peter Fleckenstein	5
	Jazz Ensemble	Zachary Pelton	1
	SH Fall Play Stage Technician	Timothy Caughlin	1
	Color Guard Winter	Michelle Bills	4
	Percussion Ensemble Technician	Joseph Palomaki	2
	Percussion Ensemble Director	Mark Gowman	4
	SH Fall Play Assistant	Dave Denner	1
	SH Fall Play Assistant	Aaron Isaacs	1
	SH Fall Play Assistant	Nathan Wolf	1
	SH Fall Play Assistant	Wendy Sentiff	1
	SH Fall Play Director	Jeremy Hawkinson	4
	SH Spring Musical Asst .25 Capacity	Matthew Mayne	2
	SH Spring Musical Asst .25 Capacity	Timothy Caughlin	2
	SH Spring Musical Asst .50 Capacity	Sarah Reilly	2
	SH Spring Musical Asst.	Nathan Wolf	2
	SH Spring Musical Asst.	Lee Anne Birkemeier	2
	SH Spring Musical Asst.	Laura Brewer	2
	SH Spring Musical Asst.	David Denner	2
	SH Spring Musical Asst.	Erin Fetzner	2
	SH Spring Musical Asst.	Aaron Isaacs	2
	SH Spring Musical Asst.	Kristin Mellema	2
	SH Spring Musical Asst.	Wendy Sentiff	2
	SH Spring Musical Director	Jeremy Hawkinson	5
	JH Musical Assistant	Steve Cronmiller	2
	JH Musical Assistant	Aaron Isaacs	2
	JH Musical Assistant	Kaitlyn Barthelmes	2
	JH Musical Assistant	Laura Brewer	2
	JH Musical Assistant	Marysue Hartz-Holtz	2
	JH Musical Assistant	Matthew Mayne	2
	JH Musical Assistant	Karen Mellema	2
	JH Musical Assistant	Anthony D'Agostino	2
	JH Musical Assistant	Sarah Reilly	2
	JH Musical Director	Lee Anne Birkemeier	5

**Per Diem
Substitutes:**

<u>Candidate</u>	<u>Area of Certification</u>
Alexander Kramer	Uncertified
Gretchen Colf	Elementary/ Special Ed
Madeline Pelose	Uncertified
Mary Beth Inchalik	Elementary/ Special Ed
Taylor Freitas	Uncertified
Madeline Haney	Uncertified

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**Non-Instructional
Appointments:**

The appointment of **Caroline Sheehan**, Full Time Teacher Aide, effective October 29, 2020, at an hourly rate of \$12.50.

The appointment of **Erica Giardino**, from Teacher Aide Substitute to Part Time Teacher Aide, effective November 9, 2020, at an hourly rate of \$12.50.

The appointment of **Denice Deters**, Part Time Teacher Aide, effective November 9, 2020, at an hourly rate of \$12.50.

Resignations:

The resignation of **Ramonita Luciano**, Part Time Teacher Aide, effective October 9, 2020.

The resignation of **Corey Lyons**, Automotive Mechanic, effective November 5, 2020.

Wage Adjustment:

Kathryn Lew, Employee Relations Assistant in the Personnel Office. Adjusting Ms. Lew's 2020-21 wage to \$24.44 per hour retroactive to July 1, 2020.

**Substitute Wage
Adjustment**

Adjusting the 2020-21 substitute hourly wage for the Food Service Helper title from \$11.80 per hour to a range of \$11.80 to \$12.80 per hour retroactive to September 1, 2020.

**Per Diem and
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Kadian Baker	Day Cleaner
Wendy Dattilo	Teacher Aide
Patricia Anderson	Food Service Helper
Judy Casey-Weld	Food Service Helper
Eugenia Karras	Food Service Helper
Sarwat Saleem	Food Service Helper
Carol Schuth	Food Service Helper
Jason Swarts	Food Service Helper
Eli Samuels	Teacher Aide
Mekenna Hobson	Lifeguard
Christine Brennan-Campbell	Teacher Aide
Caroline Sheehan	Teacher Aide

**BOARD MEMBER
COMMITTEE
MEETINGS**

Board members to attend standing committee meetings;

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CSE/CPSE RECOMMENDATIONS

Recommendations of the Committee on Special Education from the meetings of April 15, 2020, September 22, 2020, October 1, 5, 7, 8, 9, 13, 14, 15, 16, 19, 20, 21, 22, 23, 26, 27, 28, 30, 2020, November 3, 4, 5, 6, 9, 10, 12, 2020 and from the Committee on Preschool Special Education from the meetings of September 15, 21, 29, 2020, October 14, 27, 2020, November 10, 2020;

TAX COLLECTORS REPORT

The Victor Central School Tax Collector's Report for the 2020-2021 school year as submitted;

SURPLUS

The following are declared as surplus:

- Hewlett Packard Chromebook with VCS tag # 014913;
- NEC Projectors with VCS tag #s 010019, 010070, 011774, 012320, 014354;
- Laminator with VCS tag # 014086;
- Apple iPads with VCS tag #s 014807, 016044;
- Hewlett Packard LaserJet P2015dn Printer with VCS tag # 04501;

DONATIONS

The following donations:

- \$1,000.00 from the Victor Central Schools Educational Foundation to assist with the purchase of library books for the Primary School;
- Donation of the following Books from the Budding Readers Program to the Early Childhood School: *A Bedtime For Bear*, *Marshmallow*, *Alexander And The Wind-up Mouse*, *I Am Not Sleepy*, *Stone Soup*, *Home And Dry*, *The Ugly Duckling*, *Frederick*, *Sing To Me From The Trees*, *Beyond The Fence*, *A Giraffe And A Half*, *If You Had A Jetpack*, and *Green*;
- Basketball 10k Gun 'Shoot-A-Way Machine valued at \$6,658.00 from the Victor Basketball Booster Clubs to the Victor Central School District;

Mrs. Elliott said thanked the community for the donations. She said the District is enriched and humbled from the generosity.

BUDGET TRANSFERS

The budget transfers as requested in a memo from Interim Assistant Superintendent for Finance, Richard Stutzman to Superintendent Tim Terranova dated 10/30/2020;

Richard Stutzman provided an explanation as to why the request for the transfers. He said when the 2020-2021 budget was developed the District created a number of additional budget codes to comply with the transparency reporting requirements that came into existence several years ago. The money was already in the budget other than the additional COVID costs for the part-time people to clean the high touch areas in the buildings.

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**EXTERNAL AUDIT
REPORT AND
CORRECTIVE
ACTION PLAN**

The Victor Central School District External Audit Report and Corrective Action Plan for the year ended June 30, 2020;

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

CAMPUS NEWS

Dr. Terranova summarized campus news and events.

**2021-2022 BUDGET
DEVELOPMENT
CALENDAR**

A motion was made by C. Parks, seconded by T. Turner, to adopt the 2021-2022 Budget Development Calendar:

Dr. Terranova said the main purpose to have a budget development calendar is transparency for the community and being strategic in getting the information necessary to the Board of Education. This information has to be delivered in a timely manner so the Board can adopt the best budget possible in April for a May vote. The formal process will be started at the December Board of Education meeting. In December, Mr. Stutzman will review the 2021-2022 draft budget and the financial strategy moving forward. Mr. Stutzman also set-up a meeting with leadership to focus on staffing and on the critical aspects of what we need to do in our District. The District needs to spend money on the priorities and that needs to be made clear because we need to be as efficient as possible with generating revenue, especially through state aid. The focus has been shifted around this the concept of strategically emphasizing state aid as revenue. Dr. Terranova said this budget calendar would enhance that process. On January 28th the Board will be holding a Budget Workshop, which will be focused not just on the expenses but revenue. He said at that time we should have much more information on state aid. As the process moves into February a specific budget should be able to be worked out.

The motion was carried. 7 yes 0 no

**LONG-RANGE
TECHNOLOGY
FINANCIAL PLAN**

Dr. Terranova said he mentioned a focus on really prioritizing expenses as the District moves forward and maximizing the revenue that is generated outside of taxes. Victor Central Schools' hardware and network has been a focal point with Interim Assistant Superintendent Richard Stutzman and Director of Computer Services Angela Affronti. Ms. Affronti said the objective of the presentation is to explain the Districts technology spending in the past, present and future and getting into the long-term planning. She said she will also talk about how, moving forward, they can create better fiscal planning, working hand-in-hand with the business office. Mr. Stutzman said, in the past the District purchased hardware, the tools used in the classrooms and offices including laptops, desktops, and Chromebooks, through WFL BOCES to generate BOCES aid. Dr. Terranova said he mentioned a focus on really

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LONG-RANGE TECHNOLOGY FINANCIAL PLAN Continued

prioritizing expenses as the District moves forward and maximizing the revenue that is generated outside of taxes. Victor Central Schools' hardware and network has been a focal point with Interim Assistant Superintendent Richard Stutzman and Director of Computer Services Angela Affronti. Ms. Affronti said the objective of the presentation is to explain the District is spending in the past, present and future and getting into the long-term planning. She said she will also talk about how, moving forward, she can create better fiscal planning, working hand-in-hand with the business office. Mr. Stutzman said in the past the District purchased hardware; the tools used in the classrooms and offices including laptops, desktops, and Chromebooks, through WFL BOCES to generate BOCES aid. Every year, the District has also allocated specific funds, based on the number of students, to purchase state aided computer hardware. The District has done this very well. He said the network is a different discussion. Over the years, the District has purchased the network peripherals using capital project money. This means when something has happened, in the past, that requires repairs the District has either had to repair it internally or contract it out to an outside vendor. When you use an outside vendor and not BOCES you do not generate any aid. Mr. Stutzman said when he mentioned the capital project purchases those items are paid for over a 15 year period of time using bonds and interest; however many of those items need to be replaced before the 15 years is up. At times the District may have to replace the items two or three times before the initial purchase is paid for. Mr. Stutzman said the District is moving away buying technology through capital project funds. He said it will take a little longer to accomplish the technology goals that were put in the current capital project; however it makes the most sense from a financial standpoint. The one thing that will remain in the project is the replacement of the projectors in the four auditoriums because they have a useful life of well over 15 years. Mr. Stutzman said he and Mrs. Affronti meet almost weekly to talk about items that come up and how to best purchase items in a way that would maximize the funds that are provided from outside resources, BOCES aid and state aid. Ms. Affronti said they will continue to follow the revised hardware and network spending plan. They will continue to support the network through securing itinerant BOCES services that come in couple of days a week that help with the network. She said they will begin to strategically plan the staffing necessary for improved instructional technology support from their department. Mrs. Elliott said this could save hundreds, if not millions of dollars by going through the right channels that are more amiable and more efficient. She thanked Mr. Stutzman and Ms. Affronti for bringing that to the Boards attention. She said she is looking forward to where the department can take the District.

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LONG-RANGE STRATEGIC PLANNING PROCESS

Dr. Terranova said, right now the District is focused on the day to day ability to continue to offer education to our kids in the most efficient, but most productive way, which is a hybrid model. He said at the same time we cannot lose focus on the long-term strategy to make sure our District is sustainable in the best ways to support our kids. The first aspect is to talk about long-term financial planning. This will begin in December. Superintendent Terranova said we have to get the District right-sized in terms of revenue and look at how we can be efficient. There will be a budget workshop to get to the heart of the revenue in relation to the expenses. This will be a community endeavor as it was last spring. He said this is not just talking about one year; we will be talking about two and three years. A second piece of the strategic plan is an analysis and recommendations for instructional leadership that will take place between December and March. Recommendations will come to the Board of Education in March to decide next steps. Instructional leadership structure will be an important piece with the financial planning as well. He said the third piece is District Strategic Planning from July 2021-December 2021. The first two steps need to take place before the District can move forward as a whole. The process will be transparent and will have heavy community involvement.

MEETING REPORTS Monroe County School Boards Association Committee Reports

Mr. DeLucia reported out on the Monroe County School Board's Association Information Exchange Committee Meeting that took place on October 14th. He said the presentation was on reopening schools with mental health and equity in mind. It included things like what the mental health and equity needs were and the impact of COVID. She talked about the nature of stress related to COVID.

Mr. DeLucia then reported out on the Labor Relations Meeting that took place on October 21st. He said the presenters defined for members the qualification for unemployment benefits and the criteria for employees to receive additional benefits.

Mr. DeLucia also reported out on the Legislative Committee Meeting. Visitors to the meeting included Interim Chancellor T. Andrew Brown and Regent Wade Norwood. Both stressed that financing public schools will be increasingly challenging.

Mrs. Elliott said she attended a President/Vice Presidents meeting on November 4th. The bulk of the conversation at the meeting was how to work with the mental and emotional health of students and staff. There were some uplifting ideas. One thing that came out of the conversation was that even in Monroe County very few of the contact tracings come from the schools. Schools are the safest and cleanest places for students to be.

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MEETING REPORTS

Standing Committee Updates

Mr. DeLucia said he attended the virtual NYSSBA Annual Convention through the Wayne-Finger Lakes BOCES Board. He said it was very well done and he has access to all of the sessions through the end of the year. This will allow him to go back through and review those he could not attend.

Mr. Vetter said he and Mrs. Ballard attended the Technology Committee Meeting. The focus was to adopt the vision statement that was created in the prior session. He said the main focus of this meeting was to review the goals that were in the original Technology Plan. Results of a recent technology survey that was conducted with the faculty was reviewed. The feedback from the group was the need for additional professional development for teachers. The next meeting will take place on January 19th.

Dr. Parks said as the Board looks at all of the different committees they sit on, not even so much the ones outside of the District, but within the District. We should understand that we serve on them as Board members, but also understand that when we are there that the committee understands we are then in support and not there to run the meeting. It is not the Board's meeting. We are at the same level as a community member. Our voice is equal to that of every single person on the committee. It is never a Board directed committee meeting, it is the director's meeting, or whoever it is that chairs it.

PUBLIC COMMENT

Due to the virtual meeting, there will be no live public participation. Please feel free to email any thoughts or comments to the Superintendent at terranovat@victorschools.org. The Board will receive all thoughts and comments submitted.

UPCOMING EVENTS

Next Regular Board Meeting

The next regular Board meeting will take place on Thursday, December 10, 2020 at 7:15 PM.

ADJOURN

A motion was made by T. Turner, seconded by C. Parks, to adjourn the meeting at 8:23 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet
District Clerk