

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
**Approved Minutes of Regular Meeting of December 10, 2020**  
**Virtual Meeting via Zoom**

- CALL TO ORDER** President Kristin Elliott called the meeting to order at 5:32 PM.
- Members Present** Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Trisha Turner (entered at 5:47 PM), Christopher Parks, Michael Vetter (entered at 5:35 PM)
- ENTER EXECUTIVE SESSION** A motion was made by C. Parks, seconded by K. Ballard, to enter executive session at 5:33 PM to discuss the employment history of specific individuals. The motion was carried. 5 yes 0 no
- REGULAR SESSION** A motion was made by T. Turner, seconded by C. Parks, to return to regular session at 7:02 PM. The motion was carried. 7 yes 0 no
- APPROVE AGENDA** A motion was made by C. Parks, seconded by T. Turner, to approve the revised agenda. The motion was carried. 7 yes 0 no
- SUPERINTENDENT'S UPDATE** Dr. Terranova provided a Pre-K update. Some shifts in the program had to be made by January 4, 2021 due to the loss in state funding for the program. There was an unanticipated cut from the funding from 2019-2020 of \$108,202. The District is at risk at losing another 20% this year. All the parents involved have received notification. Dr. Terranova said he is confident the students will continue to have a good experience. Mr. Eckhardt said just to clarify, this is not a Victor School District issue, this is anyone with a Pre-K Program in New York State. Everyone is in the same circumstance as far as funding. Superintendent Terranova said it is not just a Victor issue. This is a reduction in Pre-K funding by the state. Dr. Terranova said part two of his brief update is to talk about the incredible work the leadership staff and teachers are doing in the hybrid model. He talked about the feedback loop and having the constant loop of communication. The teachers are working incredibly hard in trying to teach in difficult multiple models. He said the District knows this is not as effective as having kids in front of the teachers five days a week. He said it is important to have the elementary kids in school every other Wednesday. A difficult decision has been made to adjust the current practice at the secondary level. It was decided to increase the touchpoint and live interaction with kids. It is a challenging move and extremely challenging for the teaching staff. The shift will take place starting February 1<sup>st</sup>. The idea is to make the stronger live connections. Dr. Terranova said significant professional development will be provided for the teachers.
- C. Parks left the meeting at 7:36 PM
- RECOGNITIONS** None at this time.

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**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](mailto:terranovat@victorschools.org). The Board will receive all thoughts and comments submitted.

**CONSENT ITEMS**

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

**MINUTES**

Minutes of the Regular Board Meeting on November 12, 2020;

**FINANCIAL  
STATEMENTS**

Treasurer's Report for the month ending October 31, 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**

**Leaves of Absence:**

The granting of an extension of .3FTE unpaid discretionary leave of absence for **Joanne Lowe**, Music Teacher, effective January 4, 2021, through April 2, 2021.

The granting of an extension of the unpaid discretionary leave of absence for **Mary Ann Buckley**, Elementary Teacher, effective November 30, 2020, through December 31, 2020.

The granting of an extension of the unpaid discretionary leave of absence for **Jennifer Cole**, Elementary Teacher, effective January 25, 2021, through June 30, 2021.

The granting of an extension of childcare leave of absence for **Maura Rovinsky**, Elementary Teacher, effective February 22, 2021, and extending to June 30, 2021.

**Resignation:**

**Jennifer Check**, Principal at the Primary School effective at the end of the day December 10, 2020.

**Appointments:**

**Monica Macaluso**, Interim Principal at the Early Childhood School effective January 4, 2021 through June 30, 2021, at the rate of \$500 per full day (\$250 per half-day).

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**Danielle Dehm**, Interim Principal at the Primary School effective December 14, 2020 through June 30, 2021, at the rate of \$500 per full day (\$250 per half-day).

**Co-Curricular:**

**Resignations:** The resignation of **Michele Urban**, Sr. High School Key Club Advisor, effective September 1, 2020.

**Appointments:**

<b>Clubs &amp; Advisors:</b>	<u><b>Name</b></u>	<u><b>Group</b></u>
Sr. High School Key Club Advisor	Andrew Buttram	3

<b>Athletics:</b>	<u><b>Position</b></u>	<u><b>Name</b></u>	<u><b>Level</b></u>	<u><b>Years</b></u>
<b>Bowling</b>	Head Varsity	Mark Foeder	4	16
	Volunteer	Jamie LaBrake	-	-
<b>Alpine Skiing</b>	Head Varsity	Jen Haggerty	4	21
	Volunteer	Maddy Haggerty	-	-
<b>Swimming &amp; Diving - Boys</b>	Head Varsity	Brett Leader	1	12
	Varsity Assistant	David Marsh	4	6
	Modified B	Gina Potenza	4	9

<b>Per Diem Substitutes:</b>	<u><b>Candidate</b></u>	<u><b>Area of Certification</b></u>
	Madeline Haggerty	Uncertified
	Holly McClow	Uncertified
	Jennifer Allis	Uncertified
	Katherine Kreiss	Uncertified

**Non-Instructional  
Appointments:**

The appointment of **Shana Mundorff**, Full Time Teacher Aide, effective November 16, 2020, at an hourly rate of \$12.50.

The appointment of **Kathleen Maurillo**, Full Time Department Secretary, effective November 30, 2020, at an hourly rate of \$16.00.

The appointment of **Laurie Neroni**, who is licensed as a Registered Professional Nurse, to a part-time (.6fte) position as a School Nurse effective December 3, 2020, and ending June 30, 2021, with a prorated annual salary of \$18,060 (Step 1).

The appointment of **Hollie Joseph**, from Substitute School Bus Driver to Full Time School Bus Driver, retroactively effective September 2, 2020, at an annual rate of \$14,140.

The appointment of **Jean Miller**, from Substitute School Bus Driver to Full Time School Bus Driver, retroactively effective September 2, 2020, at an annual rate of \$14,140.

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**Resignations:** The resignation of **Anita Fickett**, Full Time Teacher Aide, effective December 31, 2020.

The resignation of **Teresa Fitzpatrick**, Full Time Teacher Aide, effective December 17, 2020.

The resignation of **Larry Abbott**, Full Time Cleaner, effective December 31, 2020.

**Leave of Absences:** The granting of an extension of the unpaid discretionary leave of absence for **Kristi Patton**, Part Time Teacher Aide, effective November 19, 2020, through January 27, 2021.

The granting of an unpaid discretionary leave of absence for **Vilayphone O'Malley**, Full Time Teacher Aide, effective December 1, 2020, through December 31, 2020.

The granting of an unpaid discretionary leave of absence for **Lynne Oddo**, Part Time Teacher Aide, effective December 12, 2020, through January 3, 2021.

The granting of an extension of the unpaid discretionary leave of absence for **Anita Young**, Part Time Teacher Aide, effective January 1, 2021, through June 30, 2021.

The granting of an extension of the unpaid discretionary leave of absence for **Kristy Folkerth**, Full Time Teacher Aide, effective December 1, 2020, through December 14, 2020.

The granting of an unpaid discretionary leave of absence for **Sallieann Orlando-Cataldi**, Full Time Teacher Aide, effective December 9, 2020, through December 18, 2020.

**Per Diem and  
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Kellen Seager	Teacher Aide
Vanessa Nowicki	Teacher Aide
Deborah Jones	School Nurse
Marissa Smith	School Nurse
Jennifer Morse	School Nurse

**MEMORANDUM OF AGREEMENT** Agreement between a staff member and the District executed on December 10, 2020 as submitted;

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**CSE/CPSE  
RECOMMENDATIONS** Recommendations of the Committee on Special Education from the meetings of November 2, 12, 13, 16, 17, 18, 19, 20, 23, 24, 24, 30, 2020, December 1, 2, 3, 4, 7, 8, 9, 10, 2020 and from the Committee on Preschool Special Education from the meetings of November 17, 24, 2020 and December 8, 2020;

**BOARD MEMBER  
COMMITTEE  
MEETINGS** Board members to attend standing committee meetings;

**DONATIONS** The following donations:

- Lacrosse Rebound Net valued at \$160.00 from Paul Clingerman to the Victor Central School District;
- \$700.00 from the Victor Girls Swim Team Booster Club to the Victor Central School District to support Varsity Media Live Streaming Services;
- \$2,100.00 from the Victor Soccer Booster Club to the Victor Central School District to support Varsity Media Live Streaming Services;

Mrs. Elliott thanked the community for the wonderful donations.

**SURPLUS ITEMS** The following are declared as surplus:

- Epson perfection V350 photo Scanner with VCS tag # 013175;
- LaserJet P2015dn Printer with VCS tag # 04506;
- Hewlett Packard Chromebook with VCS tag # 310240;

**SECTION 504  
OFFICER** Appoint Leanne Gmeindl as Section 504 Officer for the 2020-2021 school year;

**MEMORANDUM OF  
AGREEMENTS** The following Memorandum of Agreements:

- MOA between Victor Central School District and Civil Service Employee’s Association regarding bus disinfecting as submitted;
- MOA between Victor Central School District and a Confidential Administrator as submitted;

**SINGLE AUDIT  
REPORT** The Victor Central School District Single Audit Report for the year ended June 30, 2020;

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

C. Parks returned to the meeting at 7:49 PM.

**CAMPUS NEWS** VCS administrators summarized activities on campus.

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

### **HEALTH AND SAFETY UPDATE RELATED TO COVID- 19**

Superintendent Terranova said first and foremost he wanted to thank the teaching and professional staff for doing their part in keeping the schools a safe place. He then introduced Roni Puglisi who presented a health and safety update. Ms. Puglisi gave a public shout out to the nursing staff. In addition to what they do each and every day they are checking daily screening and managing the oversight of positive cases and quarantines. They also answer countless questions. She said Victor Central Schools is lucky to have them as part of the team. She then talked about the preparations in the event the District is moved to a yellow zone. She said her objective is to share with the Board of Education the components of yellow zone designation planning for Victor Central Schools. She said the District will continue to flex and adapt as the guidance changes. The planning components included a consent survey from parents/guardians and staff members. A survey was sent to parents and staff to either opt out or opt into the testing. Another stage was to train the testers. Twelve Victor Central School District staff members have been trained by Wayne-Finger Lakes BOCES. This is a rapid test and the results are obtained in 15 minutes. The District will have to test 20% of the staff and student population. Ontario County Department of Public Health will provide the tests. There will be five testing teams with four members in each team. All staff and student results will be presumed negative. If positive, the staff member or student will be notified immediately and the District will follow the current protocol. The number one priority is keeping the students and staff safe at Victor Central Schools. Mrs. Elliott said because there are five teams of four individuals is that one team per building. Ms. Puglisi said no, all five testing teams will be done in one location at the same time. Mrs. Elliott asked if this was a self-administered exam with supervision. Ms. Puglisi said the individuals providing the training said the test should be administered by school staff to make sure they are administered in a way so the results are accurate. Mrs. Elliott asked if there is any data to the level of accuracy. Ms. Puglisi said she is assuming so; however, she cannot speak to that. Dr. Parks asked if the test is a generation 1 or a generation 2 test. Ms. Puglisi said she was not sure of the generation. Dr. Parks asked once the students are tested are they sitting and waiting for 15 minutes or are they sent back to the classroom. Ms. Puglisi said the students are sent back to the classroom. If the test is positive they will be brought right down to the nurses office. Dr. Parks asked if there has been consideration for the students to wait the 15 minutes in a space made available. Dr. Terranova said the District was told by the Department of Health not to have the students wait. Mrs. Elliott said if the students test positive would they be sent to their own physician for another test,

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**HEALTH AND  
SAFETY UPDATE  
RELATED TO COVID-  
19 Continued**

not a rapid test. Ms. Puglisi said if they test positive, they will have to see a health care provider and be reported to the Department of Health. Dr. Parks said he appreciates everything the District is doing to navigate this. He said he appreciates the feasibility of the schools demonstrating they are the safest place for students to be. Would it be possible to look at what a five-day in person education model look like, if and when it's possible. Can it happen this year? Can the District look at what the feasibility is to have those conversations. We have had a lot of conversations on hybrid and adjusting for the needs of the students. How will we do this when it does happen? Dr. Terranova said it is a great point and it is something we can look at. We are starting those initial conversations. In the bigger picture, it is something the District needs to collaborate with the state and the local health departments on sooner rather than later. Mrs. Elliott said just to clarify; we are not currently in a yellow zone we are in preparation plans. Who makes that decision when we go to yellow and what is the timeline to which we respond. Dr. Terranova said the state makes that decision working with the county governments. They will determine whether certain areas of the county need to do testing or the entire county. Mrs. Turner asked what the data was from the Monroe County Schools that had to do testing in comparison with the community. Superintendent Terranova said from what he heard the school district's positivity rate was extremely less than then communities was.

**2021-2022 DRAFT  
BUDGET AND  
FINANCIAL  
STRATEGIES**

Dr. Terranova thanked Mr. Richard Stutzman for the work being done on the upcoming budget. He said he has had significant experience in multiple districts. Dr. Terranova reminded the Board of the budgetary goals. It is important to maintain existing programs, services, and class sizes by insulating the District's finances against the potential mid-year state aid reductions. It is important to avoid further depletion of already critically low reserve funds and identify and realize operational efficiencies. He said the District is looking to sustain programming, not increase programming. To do that the community did an incredible job in passing the budget and exceeding the tax cap. Back on June 17, 2020 Dr. Terranova sent a message out to the community. "The Victor Central School District budget situation is not solved. We continue to be in a perilous financial situation that has been building for years. We will need the collective wisdom of this community to continue to move forward." Dr. Terranova said that was emphasized in July when Rick Timbs, a financial expert, presented to the Board of Education. Mr. Timbs said the District needs to develop a multi-year, strategic financial plan. The District needs to stabilize spending throughout the year and end budget modifications mid-year. There are significant concerns over lack of reserves and built-in fund balance and there are revenue challenges with state aid, sales tax and local taxes. Dr.

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### **2021-2022 DRAFT BUDGET AND FINANCIAL STRATEGIES Continued**

Terranova thanked the community once again as there was a significant raise in the tax levy and the District continues to celebrate having a lower tax rate than surrounding districts. The Victor Central School District's financial philosophy is to offer a high quality, comprehensive education to all children comparable to surrounding districts while balancing the financial needs of our community. The budget goals moving forward are to maintain a comprehensive education that the Victor Central School District community expects, stabilize reserves and develop consistent budgetary practices, maximize efficiencies in spending, maximize the ability to generate aid for future years and continue transparency with the community.

Mr. Stutzman talked about the District's current situation. The one thing that is important is that in order to get schools open this year the District had to incur a great deal of expenses not planned for. The increased costs related to COVID, including staff, is \$175,000 through November 30<sup>th</sup>. He said the District has applied to FEMA to try and get relief aid. In 2019-2020 aid payment for BOCES, Excess Cost and Universal Pre-K were 20% less than anticipated. As of today the District still has not received word if we will receive the 2020-2021 state aid allotment. When the current budget was built there was surplus money strategically built in to help build reserve funds. Mr. Stutzman talked about the assumptions for the upcoming budget. The salary and fringe benefits will increase. Salary increases are based on collective bargaining agreements. Fringe benefit increases are linked to the projected rates for Employee Retirement, Teacher Retirement and health/dental insurance. The rate increases for health and dental won't be known until February. The rollover budget maintains the current staffing levels as is and maintains all current programs and mandates. There will be a debt service increase along with increases in utilities and gasoline. There is a tentatively scheduled increase in private school tuition along with tuition increases for Career and Technical Programs and Special Education Services through BOCES.

The non-BOCES Technology services/purchases and hardware purchases are being moved to BOCES, which would generate aid. Mr. Stutzman then talked about the different categories of expenses. Under salaries there is an increase of 3.39%. He said he is hoping to minimize that to a degree. The budget for the equipment category will not be increased. Contractual expenses are up approximately \$78,000, which is an increase of 2.21%. The main increase in that category is postage and utilities. There is an increase of \$98,000, or 6.59%, in materials and supplies. This includes copy paper, gasoline, bus parts and



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### **2021-2022 DRAFT BUDGET AND FINANCIAL STRATEGIES Continued**

materials and supplies for special education. Mr. Stutzman said supplies used to be allocated to the grants; however now the grants fund much of the salaries. Materials and supplies have been shifted to the general fund. He then discussed the state aided programs. This is money the state provides the District and if it you don't use it you lose it. The only increase is in computer hardware to support all of the technology needed by the District. This increase is a \$5,000 increase, or 3.45%. Library materials, computer software and textbooks categories all remain the same with no increase. Tuition would remain the same for the Charter Schools with an increase in students with disabilities private and public schools. There are two categories under the BOCES budget. The EduTech budget is not as large of an increase as it looks. It looks like an increase of \$163,650, or 14.92%, however that is just repurposing money. Salaries make up about half of the budget and fringe benefits another 20%. Mr. Stutzman said debt service is an increase of \$810,000 and will help in the tax cap calculation. The interfund transfer is money that is allocated to pay for the local share of the summer special education program. As it stands right now the total budget goes from \$78,256,890 to \$82,685,424, an increase of 5.66%. Mr. Stutzman said keep in mind this is just looking at the expense side. There have not been any revenues placed against it yet and they have not talked about efficiencies. He said the Business Office and Personnel Office will work with administration to determine staffing efficiencies. The Business Office will work to review the current revenue sources and develop the revenue side of the 2021-2022 budget that will be presented at the January 14, 2021 Board of Education meeting along with a review of the progress on staffing efficiencies and an update on reserves. The Business office will continue bring on staff in areas where we truly need it such as an IT Integration Specialist. The District will work with Wayne-Finger Lakes and Monroe #1 Regional Information Centers (RIC) to review our current situation and determine strategies to move non-aideable technology contracts to the appropriate RIC that best accomplishes the District's goal to increase revenue. A lot of this work was started under Mr. Schickling and has continued to a great extent. The Business Office will collaborate with the users of BOCES services to determine what the District's needs will be for the upcoming school year. The Business Office will meet with the Program and Building Administrators to finalize contractual, supply and equipment allocations. Mrs. Elliott said Mr. Stutzman mentioned an Integration Specialist in IT. She said that has not been part of any conversation yet. Would that be more of a specialist on the rollout of technology and user end or a specialist on the finance end and how to purchase software? Mr. Stutzman said an individual to support the teachers on how to integrate technology into their classroom. Dr.

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**2021-2022 DRAFT  
BUDGET AND  
FINANCIAL  
STRATEGIES  
Continued**

Parks asked if that is an equivalent to an instructional coach. Mr. Stutzman said it is similar. It is on the wish list. Superintendent Terranova said as we move throughout the planning process of the budget the support need increases for our teachers. That item could come as a standalone person or multiple staff members or it could also come from BOCES. There are some different options out there. Mr. Stutzman said the District has brought on two .4 technology support staff to help the two employees the District currently has to maintain technology. The salaries for .8 is 63.4% aideable. The theory is to repurpose and reallocate. Mr. Vetter said he is thrilled the District is considering this. The continued discussion over the last two months in the Technology Committee has been a strongly stated desire to receive assistance from a highly trained professional. Something now more than every District needs. He said it is something that is a standard practice. Mr. Vetter then asked for more details on finding other staffing efficiencies. Mr. Stutzman said about three weeks ago they met with building principals and program administrators to look at their current staffing and how they can do things better. He said hopefully they can come back with some of those ideas in January. Mr. Eckhardt thanked Mr. Stutzman and Dr. Terranova and he said this is tremendously thorough information and helpful and he appreciates the total transparency. He asked what is the macro takeaway. Looking at this what will happen from here on in. Mr. Stutzman said there could be some modification in the health insurance increase. He said he tried to maintain the philosophy to have some money at the end of the year to put in reserves. Mr. Eckhardt said with this rollover budget and things we are obligated to commit to there has to be some thought to the reserve plan and stabilization for the District as it is put together. Dr. Parks said longer term, from the standpoint of technology does looking at it the way we have tonight springboard us for conversation of venturing down the road with Victor becoming a one-to-one District? He said it is something for us to continually discuss as far as what is best for our District. Dr. Terranova said there is a short-term and a long-term goal. The short-term is that the 5.66% increase we would try to reduce that through efficiencies. That is where we are going to have to take a look at the most essential aspects. Dr. Terranova said that is why it is so important, for the next three months, to have the important conversations. This is a tough year and next year will be just as tough. Long-term it will be really important, in the strategic planning process, to emphasize what is most important to the community when we prioritize the funding. Short term we have some significant challenges financially. Mr. Stutzman said one thing to recommend once we know what the state is going to do with the 2020-2021 aid is to start having conversations about a Technology Reserve long-term. Dr. Terranova said the next steps are to dive deep into fund balance reserves and debt

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**2021-2022 DRAFT  
BUDGET AND  
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Continued**

service. He said he cannot thank the community enough for passing the 2020-2021 budget. He will be gathering the Thought Partner Community Members together in February. January 28, 2021 will be a budget workshop devoted to the revenue and expenses. The goal is to have a clear picture of the budget by February 1<sup>st</sup>. He thanked Mr. Stutzman for his great work. Dr. Parks thanked Dr. Terranova, and Mr. Ford before him, for a sustained level of openness and transparency. It has been very helpful.

**MEETING REPORTS  
Monroe County School  
Boards Association  
Committee Reports**

Mr. DeLucia gave an update on the Monroe County School Boards Association (MCSBA) Information Exchange Committee Meeting on November 18<sup>th</sup>. The presenters were from the Rochester School District and presented on conquering the digital divide. Once the pandemic hit the Rochester City School District went fully remote and hardware issues had to be addressed. There were 10,000 hot spots handed out. The district had to change their way of thinking in that connectivity is not just a right anymore it is an essential use. Mr. DeLucia said every district is dealing with those kinds of issues.

Mr. DeLucia gave an update on the MCSBA Labor Relations meeting that also took place on November 18<sup>th</sup>. The discussion was around labor relations in a catastrophic time. Districts went into detail about staffing levels and how they had to deal with major staff corrections very professionally.

**Other Committee  
Reports**

Dr. Parks said there is an Arts Hall of Fame is meeting on February 10, 2021.

**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](mailto: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, January 14, 2021 at 7:15 PM.

**Budget Workshop**

A Budget Workshop is scheduled for Thursday, January 28, 2021.

**ADJOURN**

A motion was made by C. Parks, seconded by T. Turner, to adjourn the meeting at 9:08 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk