

Victor Central School  
Board of Education  
PROPOSED AGENDA  
Regular Meeting, Thursday, April 15, 2021 – 5:30 PM  
Early Childhood School 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 Boardroom.*

✓ = Board Action Expected

- ✓ 1. **Meeting Called to Order by President Kristin Elliott**
  - ✓ • *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.)
- ✓ 2. **Approval of Agenda**
3. **Superintendent's Update**
  - **Reopening Update**
4. **Presentations/Recognitions**
  - **None at this time**
5. **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.)*

Please note, issues related to specific School District personnel or students must be brought to the attention of the Superintendent of Schools privately as they are not discussable at this venue. Thank you.
- ✓ 6. **Acceptance of Consent Items (5 min.)**
  - A. **Minutes of the regular meeting of March 10, 2021 and the special meetings of March 23, 2021, and April 6, 2021;**
  - B. **Treasurer's Report for the month ending February 28, 2021 and other financial related documents;**
  - C. **Personnel Agenda;**

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- D. Recommendations of the Committee on Special Education from the meetings of February 23, 26, 2021, March 2, 3, 4, 5, 8, 10, 11, 12, 15, 17, 18, 19, 22, 23, 24, 26, 2021, April 5, 6, 7, 8, 9, 12, 13, 14, 2021, and from the Committee on Preschool Special Education from the meetings of March 16, 23, 2021 and April 6, 2021;**
- E. Board Members to attend standing committee meetings;**
- F. Accept the following donations:**
  - **\$1,060.00 from the Victor Football Booster Club to the Victor Central School District to help support the Varsity Media Live Streaming Services;**
  - **\$800.00 from the Victor boys Basketball Booster Club to the Victor Central School District to purchase school issued team bags;**
  - **\$1,948.28 from the Victor Baseball Booster Club to the Victor Central School District to purchase Baseball #1 Outfield Windscreens and Fence Toppers;**
  - **Five (5) Refurbished Apple iPhones 8 64 GB, Space Gray valued at a total of \$859.57 and five (5) Yootech Wireless Chargers valued at a total of \$64.48 from Michael Vetter; one to each of the five (5) nurses offices at the Victor Central School District to support diabetes management;**
- G. Declare the following as surplus:**
  - **Eye Examination Machine with VCS Tag #00258;**
- H. Budget Transfer in the amount of \$111,000 from account 9060-800-00-1000 to account 9089-800-00-0000 due to contractual obligations;**
- I. Approve the Tax Certiorari Intermunicipal Cooperation Agreement with Ontario County and the Town of Farmington for Filing Index #127477-2020 Pintail Crossing LLC as submitted; and**
- J. Approve the General Resolution for the purpose of participating in a cooperative bid coordinated by the BOCES of Ontario, Seneca, Wayne and Yates Counties as submitted.**

**7. A. Campus News**

**B. Personal Investing Business Course** (*Kristin Swann, Mike Cutaia, Sue Utz; 10 min.*)

✓ **C. Revised 2021-2022 School Calendar** (*Tim Terranova; 10 min.*)

**D. Instructional Leadership Analysis** (*Tim Terranova, Deb Leh; 15 min.*)

**E. Budget Update** (*Tim Terranova, Derek Vallese; 10 min.*)

✓ **F. Adopt the 2021-2022 Budget** (*Tim Terranova; 5 min.*)

✓ **G. Second and Final Reading of the following policy:**

- **Code of Conduct; Policy 5300**

**8. Meeting Report**

**A. Monroe County School Boards Association Committee Reports**

**B. Standing Committee Updates**

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- 9. 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.)*

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**10. Upcoming Events**

- A. Special Board meeting for W-FL BOCES Administrative Budget and Annual Election Vote, Wednesday, April 29, 2021 time to be determined**
- B. Budget Forum and Meet the Candidate Night, Tuesday, May 4, 2021**
- C. Next Regular Board Meeting, Thursday, May 13, 2021**

- ✓ **11. Adjourn**

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**Unapproved Minutes of the Regular Meeting of March 10, 2021  
Virtual Meeting via Zoom**

<b>CALL TO ORDER</b>	President Kristin Elliott called the meeting to order at 5:35 PM.
<b>Members Present</b>	Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Christopher Parks, Trisha Turner, Michael Vetter
<b>EXECUTIVE SESSION</b>	A motion was made by C. Parks, seconded by C. Eckhardt, to enter executive session at 5:35 PM to discuss the employment history of specific individuals. The motion was carried. 7 yes 0 no
<b>REGULAR SESSION</b>	A motion was made by C. Parks, seconded by T. Turner, to return to regular session at 7:15 PM. The motion was carried. 7 yes 0 no
<b>APPROVE AGENDA</b>	A motion was made by T. Turner, seconded by K. Ballard, to approve the agenda for the meeting. The motion was carried. 7 yes 0 no
<b>SUPERINTENDENT'S UPDATE</b>	<p>Dr. Terranova provided an update on the advocacy around reopening. He said he understands that reopening is important to the community and he understands the challenges that everyone is going through. He clarified the guidelines. Public schools must abide by the federal, state and county guidance relative to COVID-19 policies. This guidance is not a suggestion, but rather, a requirement placed upon public schools by government entities. The entities are Centers for Disease Control and Prevention (CDC) at the federal level, New York State Education Department (NYSED) and New York State Department of Health (NYSDOH) at the state level and Ontario County Public Health Department at the county level. In September the Governor created an executive order authorizing schools statewide to be open for instruction, effective September 1, 2020 "subject to adherence to Department of Health issued guidance and directives". Dr. Terranova said there are two important areas of guidance, the CDC on social distancing and the more specific NYSDOH guidance. The CDC says social distancing means keeping a safe space between yourself and other people who are not from your household. The NYSDOH social distancing guidance says responsible parties must maintain protocols and procedures for students, faculty, and staff to ensure and appropriate social distancing to protect against the transmission of the COVID-19 virus when on school grounds and in school facilities. Specifically, appropriate social distancing means six feet of space in all directions between individuals. Ontario County Department of Health is still saying to maintain social distancing. Dr. Terranova said there are people out there who feel like he can make the decision to reduce social distancing in the schools and bring everyone back. He said there is merit to that statement, however it would be inadvisable based upon the guidelines around social distancing and the District has always followed those guidelines. He talked about other schools opening up and how they are able to do that and Victor is not. He said when other schools are opening they are able to maintain the</p>

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### **SUPERINTENDENT'S UPDATE Continued**

social distancing of six feet because they have the ability to spread their kids out across the district. They have also been able to stagger transportation times and use a variety of venues to eat lunch in. Because of space needs, it is not possible for Victor to bring back all students at one time and consistently maintain six feet of space between students and staff. Even with trying to utilize all large group venues, we do not have this space. In order to bring back all students at one time we need the NYSDOH to decrease the social distancing requirement. Superintendent Terranova then went over the COVID case history in the District since the end of November. He said even with the addition of high risk sports and the additional events that have been going on there has been no transmission from students during those events. The entire staff has had the opportunity to become vaccinated. This doesn't mean that everyone has been, however they have had the opportunity to be. Those that want to be vaccinated should be fully vaccinated by the end of March. He said in a perfect world we would get guidance to bring kids back. The Teachers' Union has been a partner in all of this. They have been a huge support and forward thinking on ways to get kids back fulltime. We need to continue to focus on advocacy in terms of guidance from the state and the expectations to lower the social distancing. Mrs. Elliott talked about the letter that was sent to Governor Cuomo, Senator Brouk, Senator Helming and Assemblyman Gallahan signed by Dr. Terranova and herself, on behalf of the Board of Education, advocating for clarity on the guidelines. Dr. Parks formally asked Dr. Terranova if he and the District could look at the metrics we would need to reopen. He said Dr. Terranova has been formally leading the charge the Board requested in December and the conversations with the legislators have been very informative. Mr. Vetter said, as Dr. Terranova described, if we received the guidance to reduce the social distancing requirements what kind of activities would take place over the next two or three weeks to get the kids back? Dr. Terranova said one is practical, moving furniture and equipment back and making sure they are spread out. The second would be to make sure transportation schedules are set-up correctly. The third is at the secondary level where some student rescheduling will have to take place. Counselors are looking at balancing classes. Lastly would be looking at lunch periods and how that will work. Dr. Parks said to Dr. Terranova's point, lunch will be a challenge. Dr. Terranova said there will be unexpected challenges along the way. Mr. DeLucia said in terms of facilities, classroom ventilation and enclosures are there any plans around classroom ventilation improvements and some enclosures. Dr. Terranova said a tremendous amount of work was done this summer on ventilation to make sure we were ready to open up. Mrs. Turner asked what the social distancing requirement would be to come back to five days. Dr. Terranova said three feet or less. Mrs. Elliott said that some students who are fully remote might want to stay fully remote. It might help with transportation and with the numbers in the classroom. Dr. Terranova said allowing students to remain remote would be up to the state. Mr. Eckhardt said it continues to be our top priority to bring all of the students back five days a week.

# VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

## 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 Board of Education President at [elliottk@victorschools.org](mailto:elliottk@victorschools.org). The entire Board and Superintendent will receive all thoughts and comments submitted.

## CONSENT ITEMS

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

## MINUTES

Minutes of the Regular Board Meeting on February 11, 2021 and the special meeting of February 25, 2021;

## FINANCIAL STATEMENTS

Treasurer's Report for the month ending January 31, 2021;

## 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 **Amanda Moon**, who is certified as School Building Leader, School District Leader, Childhood Education Grades 1-6, Literacy Birth-Grade 6, Literacy Grades 5-12, and Students with Disabilities Grades 1-6, to a probationary position as Primary School Assistant Principal, effective April 12, 2021, at a prorated annual salary of \$76,000, leading towards tenure as Primary School Assistant Principal.

### Appointments:

The appointment of **Timothy DiSanto**, Primary School Interim Assistant Principal, effective February 10, 2021 through April 5, 2021, at a daily rate of \$206.

### Long Term Substitute Appointments:

The extended appointment of **Denise DiMarzo**, who has certifications in Childhood Education Grades 1-6, Business and Distribution Education, and School District Administrator, to a long term substitute position as an Elementary Teacher, effective September 1, 2020, and ending June 30, 2021, at an annual salary of \$55,800 (Step 11M+44).

### Leaves of Absence:

The granting of a maternity and subsequent childcare leave of absence for **Megan Steger**, Elementary Teacher, approximately effective March 19, 2021, and extending to June 30, 2022.

The granting of an unpaid discretionary leave of absence for **Dana Zink**, Elementary Teacher, effective March 5, 2021, through April 30, 2021.

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The granting of a maternity and subsequent childcare leave of absence for **Allison Fricano**, Elementary Teacher, effective September 1, 2021, and extending to June 30, 2022.

### **Resignations:**

The resignation, due to retirement, of **Mark Cain**, Social Studies Teacher, effective June 30, 2021.

The resignation of **Jennifer Geartz**, Elementary Teacher, effective June 30, 2021.

The resignation of **Kimberly O'Rourke**, Mathematics Teacher/Mathematics Standards Leader, effective March 26, 2021.

The resignation of **Michaela Borg**, .8FTE Art Teacher, effective March 26, 2021.

### **Per Diem Substitutes:**

<u><b>Candidate</b></u>	<u><b>Area of Certification</b></u>
Patrick Barrow	Uncertified
Olivia Whitmarsh	Uncertified
Miranda Colon	Uncertified
Mary Beth Lombard	Uncertified
Andrew Chen	Uncertified
Casey Hatziemanuel	Elementary
Brianna Fernandez	Uncertified
Kasey Hosken	Uncertified
Marc Posner	School Counselor/Phys. Ed.
Erika Rowley	Uncertified
Zachary Simmons	Uncertified

### **Non-Instructional**

#### **Appointments:**

The appointment of **Konstantin Avramoski**, Night Cleaner, effective February 11, 2021, at an hourly rate of \$12.98.

The appointment of **Anaely Paniagua Cardona**, Night Cleaner, effective February 8, 2021, at an hourly rate of \$12.98.

The appointment of **Alma Solis Pizarro**, Night Cleaner, effective February 16, 2021, at an hourly rate of \$12.98.

The appointment of **Andrew Habecker**, Part Time Teacher Aide, effective February 22, 2021, at an hourly rate of \$12.50.

The appointment of **Terry Caldwell**, from Substitute Cleaner to Part Time Cleaner, effective March 1, 2021, at an hourly rate of \$12.98.

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The appointment of **Wendy Dattilo**, from Substitute Teacher Aide to Part Time Teacher Aide, effective March 1, 2021, at an hourly rate of \$12.50.

The appointment of **Adriana Rudy**, from Substitute Teacher Aide to Part Time Teacher Aide, effective March 1, 2021, at an hourly rate of \$12.50.

The appointment of **Justin Renkert**, Full Time Cleaner, effective March 9, 2021, at an hourly rate of \$12.98.

**Resignations:** The resignation of **William Thibodeau**, Cleaner, effective February 28, 2021.

The resignation of **Marcia Gardner**, School Bus Monitor, effective February 25, 2021.

The resignation of **Sandra Allen**, Full Time Teacher Aide, effective February 26, 2021.

**Leave of Absence:** The granting of an extension of the unpaid discretionary leave of absence for **Carly Walters**, Full Time Teacher Aide, effective November 30, 2020, through March 12, 2021.

The granting of an extension of the unpaid discretionary leave of absence for **Gerald Waite**, Full Time Teacher Aide, effective February 13, 2021, through June 30, 2021.

**Deceased:** The passing of **Carolyn Strahs**, Typist, February 20, 2021.

<b>Per Diem and Substitute Positions:</b>	<b><u>Candidate</u></b>	<b><u>Position</u></b>
	Shea McClelland	Teacher Aide
	Gerald Waite	Teacher Aide
	Michael Cortash	School Bus Driver

Dr. Terranova welcomed Amanda Moon as the new Assistant Principal of the Primary School.

**CSE/CPSE  
RECOMMENDATIONS** Recommendations of the Committee on Special Education from the meetings of January 20, 21, 2021, February 1, 3, 4, 5, 9, 10, 11, 12, 17, 22, 23, 24, 25, 2021, and March 1, 2, 3, 4, 5, 8, 9, 2021 and from the Committee on Preschool Special Education from the meeting of February 9, 23, 26, 2021 and March 2, 2021;

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



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

### **DONATIONS**

The following donations:

- \$1,842.04 from the Victor Central Schools Educational Foundation to the Intermediate School Music Department;
- \$1,440.00 from the Victor Ice Hockey Booster Club to the Victor Central School District to support Varsity Media Live Streaming Services;
- \$1,094.42 from PTSA to the Victor Central School District Art Department;
- \$800.00 from PTSA to the Early Childhood School to fund Tom Knight, puppeteer;

Mrs. Elliott thanked the community for the generous donations to the District.

### **SAFETY PLAN**

The revised District-wide School Safety Plan as submitted;

### **DIGNITY ACT COORDINATORS**

The following Dignity Act Coordinators:

- Danny Dehm for the Primary School
- Staci Thibodeau for the Intermediate School

### **2021-2022 SCHOOL YEAR CALENDAR**

The 2021-2022 School Year Calendar as submitted;

### **EXTRACLASS ACCOUNT**

Change the name of the Tri-M Honor Society ExtraClass Account at the Senior High School to the Victor Music Society effective immediately;

### **VISUAL AND PERFORMING ARTS BY-LAWS**

The revised Visual and Performing Arts By-laws as submitted;

### **ATHLETIC HALL OF FAME BY-LAWS**

The Athletic Hall of Fame By-laws as submitted;

### **RESOLUTION FOR SCHOOL BUS PURCHASES**

**RESOLVED**, that, upon recommendation of the Superintendent, the Bus Purchase Proposition for the May 18, 2021 vote be approved as submitted, for a total sum not to exceed \$977,036, subject to approval by the qualified voters of the District at the Annual Vote and Election on May 18, 2021.

### **2021 CAPITAL RESERVE RESOLUTION**

**Resolved**, the Board of Education of the Victor Central School District is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law to be designated, "2021 Capital Reserve Fund" created to defray the cost of the construction and reconstruction of School District buildings and facilities, including original equipment, machinery, apparatus, appurtenances, furnishings and other incidental improvements and expenses in connection therewith, and to defray the cost of, in whole or in part, and in order to

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

accomplish the same, the Board is hereby authorized to establish the ultimate amount of such reserve fund to Ten Million Dollars (\$10,000,000) inclusive of accrued interest and other investment earnings, with a probable term of ten (10) years. The Board of Education is hereby authorized to pay funds from the available fund balance, state aid reimbursement to the School District on account of capital projects, such other monies as the voters may direct, and/or other legally available funds of the School District to such reserve fund in an amount determined by the Board of Education up to the maximum authorized amount.

### **2021 TECHNOLOGY CAPITAL RESERVE RESOLUTION**

**Resolved**, the Board of Education of the Victor Central School District is hereby authorized to establish a capital reserve fund to be designated, “2021 Technology Capital Reserve Fund” to be used to finance in whole or part the cost of equipment, including computer equipment (i.e. hardware, software, related devices, networking equipment, apparatus and peripherals such as printers, modems, file servers, communication devices, including infrastructure incidental thereto) in accordance with Education Law section 3651, and in order to accomplish the same, the Board is hereby authorized to establish the ultimate amount of such reserve fund to Seven Hundred Fifty Thousand Dollars (\$750,000) inclusive of accrued interest and other investment earnings, with a probable term of five (5) years. The Board of Education is hereby authorized to pay funds from the available fund balance, state aid reimbursement to the School District on account of capital projects, such other monies as the voters may direct, and/or other legally available funds of the School District to such reserve fund in an amount determined by the Board of Education up to the maximum authorized amount.

Mrs. Ballard asked for clarification on the increase in the limit of the Technology Reserve. Originally there was a limit of \$500,000, which was talked about in the budget presentation. Dr. Terranova said based on the fact that the Board of Education approved two of the four reserve propositions, the Capital and the Technology, Mr. Vallese felt like the \$750,000 was the appropriate number to increase it to. Mr. Vallese said it does not mean it will be funded this year. This is just setting the parameter for the reserve. Mrs. Elliott referred back to Mr. DeLucia’s analogy of just opening a savings account.

### **ANNUAL VOTE AND ELECTION LEGAL NOTICE**

Approve the legal notice for the May 4, 2021 public hearing on the budget and the May 18, 2021 annual vote and election of Board members as submitted.

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

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

### **CAMPUS NEWS**

VCS administrators summarized campus news and events at this time.

### **STATE ASSESSMENTS**

Kristin Swann, Associate Superintendent of Educational Services, presented on the upcoming state assessments. In February New York State Education Department (NYSED) requested an assessment waiver from the United States Department of Education (USDE). The assessment waiver was based on assessments not being safely, equitably and fairly administered to all students across the state. There were also significant equity concerns as to how the pandemic is impacting delivery of instruction. NYSED believes that the school instructional time would be best focused on supporting students' academic and social emotional well-being. On March 2<sup>nd</sup> the USDE said they would not approve a blanket waiver for the state assessments so the NYSED announced that it will propose a series of regulatory amendments. One amendment is that Regents Exams would not be required to meet graduation requirements. The other amendment is to cancel a Regents Exam that is not required by USDE. The Board of Regents is meeting on March 15<sup>th</sup> and Mrs. Swann said she expects there will be a proposal to cancel exams that are not federally required. There is also a proposal to cancel all Regents in August 2021. The federally required assessments include Algebra I, English Language Arts (ELA), Living Environment and Earth Science. They fulfill the federal requirement to test students at least once in Math, ELA and Science. The 3-8 assessments are still scheduled as well as the New York State English as a Second Language Achievement Test (NYSESLAT) and the New York State Alternative Assessment (NYSAA). The federal government decided to separate these assessments from any accountability measures. Without the accountability schools will not be penalized in any way for test results. The District will continue to prepare for assessments until we hear otherwise. Additional administration guidance will be provided to administrators and teachers. Additional guidance will be provided on diploma requirements. Data management and accountability systems will be prepared to be flexible. Mr. Eckhardt thanked Mrs. Swann for the information. He said he can see in a normal year testing is one component or measure of how students are mastering material. He asked where Mrs. Swann feels our kids would be at in trying to measure in some way for Victor. Mrs. Swann said a survey came out last night from the state asking how we are measuring where our students are at. Our District is using a variety of assessments in terms of learning and assessing the growth they are having. We continue to deliver local assessments. Teachers are focusing on formative assessments "in the moment" assessments. There are a lot of ways in which we are measuring progress. The state has asked us to submit the information so they can compile it and put it out to the federal government. Mr. Eckhardt said he thinks for sure the best way to measure this year is to measure locally. He would assume for kids who are not currently five days in school they would probably be more challenged than normal by

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

### **STATE ASSESSMENTS Continued**

taking state assessments. Mrs. Swann said she would agree with that. She said there has been so much variability in our own District as well as across the State of New York. It really makes the tests invalid. Senior High School Principal Brian Siesto said he had some discussion this week with teachers at the secondary level as well as parents on how we are measuring the gaps that have emerged due to the pandemic. This year, whether or not we have Regents Exams, several teachers are rethinking what a local final assessment could look like to identify gaps as students move forward. Mrs. Elliott said this has been very confusing to teachers as well as parents and putting kids through anxiety. We should put a collective voice together and advocate to the state. Mrs. Turner said this is another time for advocacy. It has been a trying time for everyone and it exhausts everyone. It's time to advocate for what is right and realistic. Dr. Parks said advocacy will continue to be that we want students back fulltime and as early as possible.

### **CAPITOL PROJECT UPDATE**

A motion was made by T. Delucia, seconded by C. Parks, to approve the following Capital Construction Awards as the lowest responsible bidders as submitted:

- Contract 101 – Sitework to DiPasquale Construction, Inc.
- Contract 102 – General Trades to Javen Construction Co., Inc.
- Contract 104 – Mechanical Contract to Lloyd Mechanical Co., LLC
- Contract 105 – Electrical Contract to Blackmon Farrell Electric, Inc.
- Contract 106 – Plumbing Contract to Unified Mechanical Contractors, Inc.

George Spinaris from Campus Construction and Dave Phelps from SWBR Architects provided an update on the Capital Project. Mr. Spinaris said it was a successful bidding process. Typically they see 3-4 bidders per bid and they saw between 5-9. The bids came in lower than anticipated. He then discussed project milestone dates including bid approval, kick off meetings and when the work would begin. Mr. Spinaris talked about the scope of work in each area. Mr. Phelps went over the renderings of all of the areas. Mr. Eckhardt asked to go back to the team room rendering. He said he was trying to see if there was a bathroom in the team room. Mr. Phelps said there was not a bathroom in the team room. Mr. Eckhardt said he has never been in a team room without a bathroom in it. Director of Facilities Chris Marshall said the process they went through to have the renderings approved were funneled through the Director of Athletics and the District has approved it. Dr. Parks said as a coach it is unusual there isn't a toilet room as part of or in the proximity of the team room. Mr. Phelps said they would look into that and get back to the Board. Superintendent Terranova said they would check with the Director of Health, Physical Education and Athletics, Duey Weimer and get back to the Board. Mr. Spinaris talked about the change orders and the procedures. When a change is identified Campus Construction Management the design team (architect/engineer)

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### **CAPITOL PROJECT UPDATE Continued**

will request a quote from the contractor(s). The Change Order Request will contain details and a possible sketch identifying the change requested. Campus Construction and the design team will review it. Once it is deemed fair and equitable, the Change Order Request will be presented to the District for approval. The change order may be approved by the Superintendent if it is under \$50,000. This was approved by the Board of Education on August 13, 2020. This procedure enables the construction team to effectively manage the schedule with minimal delays. If the dollar value of a change order exceeds the Superintendent's allowance a special session with the Board may be requested for approval.

The motion to approved the Capital Construction Awards as presented was carried. 7 yes 0 no

### **HEALTH AND SAFETY UPDATE**

Superintendent Terranova and Director of Facilities Chris Marshall presented a Health and Safety Update to the Board of Education. Dr. Terranova talked about the incredible work the facilities staff did in the fall to get the schools ready. He said they continue to do an amazing job cleaning the facilities for health and safety purposes. Mr. Marshall said the presentation will focus mostly on cleaning and disinfecting. He said he first wanted to answer Mr. DeLucia's question on ventilation. The existing buildings are currently providing all of the ventilation code that is required in the occupied spaces. Filters have been updated in the air handlers to the highest Minimum Efficiency Reporting Value (MERV) level that the systems can handle. The District is in a really good ventilation standpoint. There are some replacements that will take place this summer like five or six large air handlers that are 25 plus years old at the high school. Mr. DeLucia said and that would be compliant with requirements for getting students back full time. Mr. Marshall said yes, the code has not changed. The quantity of fresh air per student has not changed and we currently provide that. Mr. Marshall said before COVID-19 general cleaning took place throughout the school with disinfecting taking place in the nurse's offices, locker rooms, showers and restrooms. Prior to COVID-19 we cleaned more than we disinfected. As of September 2020 there was a whole new cleaning process. CDC reopening guidelines for cleaning and disinfecting surfaces had to be followed, making sure we are using off of the EPA approved disinfectants. In addition, we were required to train and provide all of the Personal Protective Equipment (PPE) required to staff when they're using this product. The teachers were a great help cleaning desks in-between changing of classes. Cleaning protocols have been put in place to clean and disinfect frequently touched surfaces every single night. Approximately 15 part-time cleaners that disinfected frequently touched services throughout the day were added. Not only did this help from a disinfecting standpoint, it provided an environment where staff saw that facilities was providing cleaning like has never been done in the past. All of the cleaning complaints are being tracked on a daily

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

### **HEALTH AND SAFETY UPDATE Continued**

basis. This allows issues to be addressed as soon as possible. Mr. Marshall said the one worry he has is that he really needs to add some staff in certain areas. His recommendation is to add some staff to help maintain cleaning levels that have been established during COVID-19 in addition to maintaining the daytime cleanliness. Mr. Marshall said he is frequently asked by cleaners, teachers and other administration to advocate for additional cleaning staff. Dr. Terranova said just to be clear, you are not talking additional staff for this year's group but to the year before, which is where our budget is set from. Mr. Marshall said that is correct. Dr. Terranova said so we added 15 staff members for COVID purposes that were not in the budget. Fund balance monies were used to support those additions. He thanked Mr. Marshall for his incredible leadership around this. He said when he started in February 2020 Mr. Marshall was one of the first one to talk about the cleanliness of the buildings. Dr. Terranova said he definitely heard it from staff and students as well. It is not because of the lack of cleanliness or because people were not doing their job, there just weren't enough people.

### **BUDGET UPDATE**

Superintendent Terranova, Assistant Superintendent for Business Derek Vallese and Assistant Superintendent for Personnel Dorothy DiAngelo presented a budget update. He reminded everyone of the message he sent out after the June 2020 vote. 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. The District needs to develop a multi-year, strategic financial plan, needs to stabilize spending throughout the year and to end budget modifications mid-year. There is significant concern over lack of reserves and built-in fund balance. The District faces revenue challenges in state aid, sales tax and local taxes. The philosophy is to offer a high quality, comprehensive education to all children comparable to surrounding districts while balancing the financial needs of our community. Staffing is 75% of the budget. Dr. Terranova said they will be talking about some shifts in certain staffing areas. They will be balancing the needs of the incredible staff and the ability to potentially reduce spending in areas, which then allows the District to maintain that financial stability moving forward. Mr. Vallese went over where they left off after the last budget meeting. As of right now the budget is just over \$82 million, a \$1.5 million deficit. Overall there is a 5.16% increase in spending, not taxes. There is an increase in state aid, so not 100% of increase in the budget will be absorbed by the local community. Mr. Eckhardt asked for clarification on the state aid number. He said the state aid number that is presented is the proposed number from the last presentation and that number has not changed as of today. Mr. Vallese said to Mr. Eckhardt if he is referring to the possible additional stimulus money he doesn't have a number for that yet. That number is subject to change in the governor's proposal for the April 1 deadline. Mr. Eckhardt said so the COVID stimulus money that is already on the executive budget proposal is what is being referred

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

### **BUDGET UPDATE Continued**

to. Mr. Vallese said there was a belief that in the next round there will be money coming to local governments and schools. We haven't increased or changed that state aid number from the last time as it's based off of a projection. Mr. Eckhardt said he wanted to make sure they were talking about the same thing. He was not referring to what was just passed in the house he is referring to the January executive budget proposal, the COVID stimulus. He said when he sees a budget gap and the District could be receiving additional COVID stimulus money is there any thought to using it to close that gap. Mr. Vallese said it could be possible that that money is earmarked for a two-year period. There are many districts that have concerns of budgeting that money because of a possible fiscal cliff. If the money ran out we would be facing a larger deficit and the local taxpayers would not be able to consume that. Mr. Vallese said to your point it is not factored into it because you don't want to build a budget on non-sustainable revenues. Our goal is if that money does get received like it's projected we could possibly use it to fund reserves or to replace some appropriating of reserves down the road. Dr. Terranova said if you look at the District's history we had a pretty big discussion on that in the last two meetings around the budget. We are definitely concerned about using federal stimulus money that is potentially one time aid on sustainable revenue purposes. We thought it was a safe bet, and we discussed this with all the Board, to use the actual state aid received for this year as the number for next year and not to use any federal money as part of the state aid. The reason is because of the significant concern that we would then face a cliff, which could be another gap elimination. Mr. Eckhardt said he understood and appreciates being conservative around using unsustainable revenues. Mr. Eckhardt said he's not proposing to necessarily use all of the stimulus but thinking about it as an option to close the budget gap using a portion of it. Dr. Terranova said he's just going to speak for his own philosophy as Superintendent and that he would not advocate for using one time revenue to fill gaps of sustainable expenses. He thinks it's a dangerous precedent and could lead the District back to where they were a couple of years ago. Mr. Eckhardt said he was just simply trying to get at if there is any consideration, especially when we know that we are going to be getting additional money from the Federal Government to schools. Dr. Terranova said but it is a one time revenue and it is not sustainable. Mr. Eckhardt said he is looking at a \$1.4 million budget gap and trying to determine how to close it. Dr. Terranova said it's not a \$1.4 million gap at this point once they get through the rest of the presentation. Mr. Eckhardt said so there is no consideration to look at the stimulus number. Dr. Terranova said he can only give his recommendation at this time, however the Board can certainly decide to do something differently with state aid. Mrs. DiAngelo presented on the personnel expenses for 2021-2022. She said the importance is to preserve essential programming while at the same time aligning staffing numbers with enrollment and the overarching needs of the District. Enrollment in K-12 has declined by 107 students. However, there are

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

### **BUDGET UPDATE Continued**

anomalies in enrollment this year that we believe have occurred due to the pandemic. Those were taken into consideration while planning for sectioning next year. Enrollment in K-8 has decreased by 80 students this year, however the number of homeschooled students at the elementary level as well as the number of parents who have chosen to delay their child's enrollment in Kindergarten has added to that. Mrs. DiAngelo then went through all of the sectioning and average class sizes. In grades K-6 there will be a staffing reduction of 4 full time equivalent (FTE) teachers which will be taken care of through attrition. In grades 7-12 the staffing reducing will be 4.6 FTE. Of the 4.6 FTE 3 FTE will be taken care of through attrition and a staffing adjustment of 1.6 remains. There will be a .2 FTE reduction in K-6 art, .2 FTE in K-6 music and .3 FTE in K-6 physical education that remains. Dr. Terranova reminded the Board they are not looking to cut programming, however they are trying to find ways to reasonably shift staff around. It is a very delicate balance. The vast majority of staffing reductions will be covered through retirements. Mrs. Ballard said during a regular school year increasing class sizes would be difficult for teachers. Coming off of a pandemic and increasing class sizes she is concerned with not having enough academic and social emotional support for the teachers who have done a phenomenal job but have struggled this year. She said she is concerned about their support. Dr. Terranova said he does not disagree with that. At the elementary level the class sizes will range between 19-21 with the exception of 6<sup>th</sup> grade which will be at 23. At the secondary level the class sizes will be between 24-25. The class sizes are comparable to other districts around. Dr. Terranova said he agrees with Mrs. Ballard and does have some concern and that will certainly be something they will have to really look at carefully. Mr. Eckhardt said maybe we are going to go over some more of this, however with reductions or possibly layoffs or efficiencies and increased class sizes without increasing the social emotional element it seems as though that is how the budget gap is being eliminated. Dr. Terranova said leadership was asked to look at what is currently being done and is there any room to shift some things that will serve our kids and be as efficient as possible. When we talk to the experts among us and look at the class sizes while looking at structures of student services and support we are reducing the gap but trying to do it in a way that is manageable. Mr. Eckhardt said so it isn't about just money it is righting. Dr. Terranova said he can only speak to the timeframe since he has been here and that has been since February 2020. One of the things he has been accustomed to is staffing and making sure the District has the staff in the right places and how it relates financially. Dr. Terranova said he thinks it is a good process but everyone's concerns are valid and they have to be monitored closely. Mr. Eckhardt said for the mental health portion, there is no addition for this in the 2021-2022 budget it will be status quo is that correct? Dr. Terranova said primarily correct. The District has come up with some unique mental health outsourcing that will be discussed on March 25<sup>th</sup>. From a staffing piece we are not reducing the



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

### **BUDGET UPDATE Continued**

psychologist or social worker support and we have to be ready to increase it in the fall. Mr. Vetter said if we have an expectation that social distancing requirement will be reduced to 3 feet and if we assume it could remain that way the beginning of the next school year, can our 9-12 classrooms at 3 feet distancing support 25 students in a room. Dr. Terranova said it would be somewhere between 24 and 25 students. That would have to be revisited. Dr. Parks said that is a large concern from the standpoint that if it's not 3 feet or less and then we have to revisit it when the metrics change. If we increase the class sizes that could be a problem. Dr. Parks said from the moment Dr. Terranova came into the District strategic planning was at the forefront. From looking at the class sizes in the younger grades we are recognizing that students have dealt with more social and emotional issues along with academic gaps. With the gaps I think we are on the precipus of the efficiencies not impacting programming but it does impact the efficiency of the faculty and staff being taxed more. Dr. Parks said he worries about the social and emotional well-being of the staff. Mrs. DiAngelo provided an update on the Pre-K program. The full day Pre-K is fully funded by grant dollars, \$360,000. The requirement is that the District provide programming for 36 students. The half day program is not fully funded and the District has to provide programming for 63 students or they reduce the funding. The total funding has never increased so as a result the amount of local tax dollars to support the half day Pre-K has increased annually. In order to reduce the local share of the funding for the half day program the number of sections will be reduced from four to three. It would still require that we utilize money from the budget to pay for Pre-K. We would go from using \$144,986 to \$66,117 District monies, not including the grant money still being used. The program is valued however we need to rely less on the budget for general funding. Mrs. Elliott asked if there is something preventing us from asking the community to pay for what they want. Are there any guidelines about a tuition based UPK Program. Mrs. DiAngelo said previous to the District receiving the grant money there was the Good Start Program and the parents did pay a tuition. The District then learned there could not be a charge for the program. She said there has always been a consistent wait list for Pre-K or Good Start. There will be a proposed reduction of a 1.0 FTE enrichment position that will be taken care of through attrition. The District is exploring alternative ways to provide enrichment opportunities. Mrs. DiAngelo spoke about the automated sub calling system through BOCES for 2021-2022. This is a much more efficient system. It can keep autodialing until they get a sub to pick-up. Dr. Terranova talked about the addition of cleaning staff. He said there is no way the staffing can be left at the level it was two years ago. They are looking at 3-5 full time cleaners during the day. Mrs. Turner asked Mrs. DiAngelo for clarification on the automated sub calling system. Mrs. Ballard said the inquiry program has been there for a long time. Not filling one of the positions is a huge loss to the District. She said she

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

### **BUDGET UPDATE Continued**

feels if Doug Schmidt had not retired it would not be a discussion. Dr. Terranova said it is not reducing the enrichment experiences for kids but looking at different ways to do it. There is no doubt kids need to be challenged. Mrs. DiAngelo said there will not be a reduction in Academic Intervention Services (AIS) or special education based on enrollment. Dr. Terranova said there will be an instructional leadership update at the April Board meeting. These areas may have a neutral budget impact. Mr. Vetter said last year as a new Board member he met with the Leanne Gmeindl from Special Education. She described the situation where students are currently being sent out of the District we incur a pretty significant cost and there was a stated goal to continue to look at opportunities to repatriate the students back into the District and provide those services in house. The statement was made at that time the District could do a better job of that and provide better support to those students at a lower cost. For every student we could bring back it could provide a significant win, win. Has there been any other talk about that? Dr. Terranova said they will be discussing that at the March 25<sup>th</sup> Budget Workshop. He said they are looking to bring back students appropriately. Mr. Vetter said he is looking forward to hearing about it. Mrs. DiAngelo talked about the additional needs of the Technology Department. Working through Wayne-Finger Lakes BOCES next year the District is looking to add a .6 FTE Network Analyst Level 1, a .4 FTE Computer Service Assistant and a .6 FTE Technology Integration Specialist. Along with staffing the Technology Department has budgeted \$100,000 on hardware and software. Mr. Vallese went over the financial implications of the staffing projections to the budget. He discussed the increase to salaries, support and benefits and just natural contractual agreements and the increases in health insurance. A large amount of the tax levy increase is going directly to salaries and benefits. At the beginning of the presentation there was a \$1.4 million gap. With the change in personnel the District is saving \$623,730. The budget shortfall now stands at \$847,732. Mr. Vallese said this is a much more manageable shortfall to be made up by appropriating reserves. Any surplus that we experience at the end of the school year will be used to fund the \$847,732. Mr. Eckhardt said he has an overarching thought. He has listened and seen the numbers. He had heard and appreciates the explanations, however he said he heard layoffs, cuts, efficiencies and has seen the class sizes go up and the flat mental health funding. This is a challenge we need to continue to work on between now and March 25<sup>th</sup> and April 15<sup>th</sup>. Mr. Eckhardt said he was part of a Board that proposed to override the Tax Cap and we were very fortunate the community heard us. During a pandemic, now we don't have kids in school, we sure hope they get back soon, but he said he's quite sure we are going to have challenges that we cannot completely foresee. In some of the presentations he has seen there will be extra funding at the end of the year from that override so he strongly encourages everyone to look between now and March 25<sup>th</sup> at the revenue budget, at the appropriation budget and at the class sizes and efficiencies, cuts or layoffs as hard as

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

### **BUDGET UPDATE Continued**

they can. He said he knows how the District got to this place and it did not happen overnight and it cannot be fixed overnight. This may not be the year, in a short term circumstance, where we have a reserve plan and we are trying to build them. We are in a unique circumstance and Mr. Eckhardt said he has some real concern on everything he has seen and heard tonight and he looks forward to the continued discussion. Dr. Terranova then went over the next steps. There will be another Budget Workshop on March 25<sup>th</sup> where there will be an update on Special Education and AIS. There will also be an update on revenue and expenses (personnel). The next regular Board Meeting will take place on April 15<sup>th</sup>. There will be a presentation on the Instructional Leadership Staff structure and the Board will adopt the 2021-2022 budget.

### **POLICY REVIEW First Reading**

The following policy was brought to the Board as a first read:

- Code of Conduct; Policy 5300

### **Second and Final Reading**

A motion was made by K. Ballard, seconded by C. Parks, to approve the following policy:

- Records Management; Policy 8630

The motion was carried. 7 yes 0 no

### **MEETING REPORTS Monroe County School Board Association Committee Reports (MCSBA)**

Mr. DeLucia reported on the Monroe County School Boards Association Legislative Committee Meeting that took place on March 3<sup>rd</sup>. They met with the newly elected legislators. The consensus from the committee was that the newly elected legislators are all energetic and have education as a priority.

MCSBA members met also met with senior legislators. There was agreement about not using federal dollars to supplant foundation aid. There were varying degrees of awareness regarding the pressure Board members have been under to fully reopen the schools.

Mrs. Elliott attended an Executive Meeting for Monroe County School Board Presidents and Vice Presidents. She said there were some of the same concerns around the advocacy to open but maintaining a healthy and safety first response to the community.

### **|Standing Committee Updates**

Dr. Parks said the Visual and Performing Arts Hall of Fame Committee met. There were no new nominations. There was a desire to move forward with a virtual ceremony to celebrate the three recipients two from last year and one from 2019.

### **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 Board of Education President at [elliottk@victorschools.org](mailto:elliottk@victorschools.org). The entire Board and Superintendent will receive all thoughts and comments submitted.

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**UPCOMING EVENTS**  
**Budget Workshop**

There will be a Budget Workshop on Thursday, March 25, 2021 from 6:00 PM – 8:00 PM.

**Next Regular Board Meeting**

The next regular Board meeting will take place on Thursday, April 15, 2021 at 7:15 PM.

**ADJOURN**

A motion was made by K. Ballard, seconded by T. Turner, to adjourn the meeting at 10:29 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 March 23, 2021  
Virtual Meeting via Zoom**

<b>CALL TO ORDER</b>	President Kristin Elliott called the meeting to order at 8:02 PM.
<b>Members Present</b>	Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Christopher Parks, Trisha Turner, Michael Vetter
<b>APPROVE AGENDA</b>	A motion was made by T. Turner, seconded by C. Parks, to approve the agenda. The motion was carried. 7 yes 0 no
<b>ENTER EXECUTIVE SESSION</b>	A motion was made by T. Turner, seconded by C. Parks, to enter executive session at 8:02 PM to discuss the employment history of specific individuals. The motion was carried. 7 yes 0 no.
<b>RETURN TO REGULAR SESSION</b>	A motion was made by T. Delucia, seconded by C. Parks, to return to regular session at 10:48 PM. The motion was carried. 7 yes 0 no
<b>ADJOURN</b>	A motion was made by T. DeLucia, seconded by C. Parks, to adjourn the meeting at 10:48 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 April 6, 2021  
Virtual Meeting via Zoom**

**CALL TO ORDER** President Kristin Elliott called the meeting to order at 6:35 PM.

**Members Present** Karen Ballard, Tim DeLucia, Kristin Elliott, Trisha Turner,  
Michael Vetter, Christopher Parks (arrived at 8:00 PM)

**Member Absent** Chris Eckhardt

**APPROVE AGENDA** A motion was made by K. Ballard, seconded by T. Turner, to approve the agenda. The motion was carried. 5 yes 0 no

**ENTER EXECUTIVE SESSION** A motion was made by K. Ballard, seconded by T. Turner, to enter executive session at 6:35 PM to discuss the employment history of specific individuals. The motion was carried. 5 yes 0 no.

**RETURN TO REGULAR SESSION** A motion was made by C. Parks, seconded by T. Turner, to return to regular session at 9:22 PM. The motion was carried. 6 yes 0 no

**ADJOURN** A motion was made by T. DeLucia, seconded by C. Parks, to adjourn the meeting at 9:22 PM. The motion was carried. 6 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 February 28, 2021 be accepted.

- I. GENERAL FUND
- II. EXTRACLASS ACTIVITY REPORT
- III. SCHOOL LUNCH FUND
- IV. TRUST & AGENCY FUND
- V. SPECIAL AID FUND
- VI. CAPITAL FUND - 29M PROJECT

OK *Derek Vally*

## TREASURER'S REPORT

## GENERAL FUND

I.

2/1/2021

35,466,469.52

## RECEIPTS:

ACCOUNTS RECEIVABLE	0.00
TAXES (INCLUDING LIBRARY TAX)	0.00
STATE AID	339,276.89
INTEREST & PENALTIES ON TAXES	0.00
ADMISSIONS	0.00
IN LIEU OF TAXES	289,713.36
INTEREST AND EARNINGS	8,055.22
BUILDING USE	0.00
REFUND PRIOR YEARS EXPENSE	205,696.74
BOCES AID	574,924.55
MISC.	4,040.00
DUE FROM OTHER FUNDS	0.00
TUITION	10,000.00
INSURANCE RECOVERY	0.00
MONROE CO. SALES TAX	15,671.07
WAYNE CO. SALES TAX	13,043.72
MEDICAID	11,961.06

TOTAL RECEIPTS	1,472,382.61
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TOTAL RECEIPTS & BAL.	36,938,852.13
DISBURSEMENTS	5,431,897.88

BAL. ON HAND 2/28/21	31,506,954.25
<u>BANK RECONCILIATION</u>	

BAL./BANK STATEMENT	904,867.66
IN TRANSIT	0.00
BANK ERROR	0.00
LESS CHECKS OUTSTANDING	880,128.81
RETURNED CHECKS	0.00
DEPOSIT IN TRANSIT	0.00

BAL. IN NOW ACCOUNT/CDGA NAT.	24,738.85
BAL. IN CERTIFICATES/MM	31,482,215.40
BANK ERROR	0.00
RETURNED TAX CHECK	0.00
IN TRANSIT	0.00
IN TRANSIT	0.00

TOTAL BALANCE	2/28/2021	31,506,954.25
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER



## EXTRACLASS TREASURER'S REPORT

II.

2/28/2021

0.00

ACTIVITIES	BEG. BAL.	RECEIPTS	TOTAL	DISBURSMTS	END. BAL.
CLASS OF 2020	0.00	0.00	0.00	0.00	0.00
CLASS OF 2021	8,495.11	0.00	8,495.11	0.00	8,495.11
CLASS OF 2022	2,048.28	0.00	2,048.28	0.00	2,048.28
CLASS OF 2023	519.75	219.00	738.75	0.00	738.75
CLASS OF 2024	519.75	0.00	519.75	0.00	519.75
AQUATIC L.	1,104.83	0.00	1,104.83	0.00	1,104.83
ART CLUB	164.34	0.00	164.34	0.00	164.34
BUSINESS CLUB	4,959.34	297.00	5,256.34	0.00	5,256.34
DRAMA CLUB	16,692.20	0.00	16,692.20	0.00	16,692.20
FRENCH CLUB	13,563.16	0.00	13,563.16	586.97	12,976.19
GO GREEN GARDEN TEAM	86.27	0.00	86.27	0.00	86.27
GLOBAL COMPETENCY	586.55	0.00	586.55	0.00	586.55
INTERNATIONAL CLUB	203.02	0.00	203.02	0.00	203.02
J.H. MUSICAL	20,726.12	3,745.99	24,472.11	0.00	24,472.11
J.H. STORE	1,188.00	0.00	1,188.00	0.00	1,188.00
J.H. ST. CO.	5,386.97	623.00	6,009.97	0.00	6,009.97
J.H. YEARBOOK	52.93	0.00	52.93	0.00	52.93
KEYCLUB	3,688.06	1,534.00	5,222.06	1,651.00	3,571.06
MANUFACTURING SYSTEMS	0.00	0.00	0.00	0.00	0.00
MEDICAL EXPLORERS	110.75	0.00	110.75	0.00	110.75
MENTORING CLUB	5,316.41	100.00	5,416.41	0.00	5,416.41
N.H.S.	1,946.59	0.00	1,946.59	0.00	1,946.59
OUTDOOR ACTIVITY	142.48	0.00	142.48	0.00	142.48
POSITIVE SCHOOL CLIMATE	4,990.32	0.00	4,990.32	0.00	4,990.32
SALES TAX	0.00	0.00	0.00	0.00	0.00
SEAS	481.00	0.00	481.00	0.00	481.00
S.H. ORCHESTRA	7,129.79	0.00	7,129.79	0.00	7,129.79
SH SCHOOL STORE	4,963.53	117.00	5,080.53	25.80	5,054.73
S.H. ST. CO.	2,937.83	7.44	2,945.27	0.00	2,945.27
SH YEARBOOK	2,801.48	0.00	2,801.48	53.26	2,748.22
SPANISH CLUB	2,091.94	0.00	2,091.94	0.00	2,091.94
TRI-M HONOR SOCIETY	1,647.94	0.00	1,647.94	393.50	1,254.44
VICTOR CARES	8,307.82	0.00	8,307.82	0.00	8,307.82
TOTALS	122,852.56	6,643.43	129,495.99	2,710.53	126,785.46
BAL/BANK	127,839.78				
CKS OUT	1,047.53		2/28/2021		126,785.46
INT. NOT POSTED	6.79				
BANK ERROR	0.00				
RETURNED CHECKS	0.00				
IN TRANSIT	0.00				
BAL. 2/28/2021	126,785.46				

Betty Post, Extraclass Treasurer

## TREASURER'S REPORT

## SCHOOL LUNCH

III.

BALANCE ON HAND 2/1/2021	230,846.04
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## RECEIPTS:

ACCOUNTS RECEIVABLE	0.00
A LUNCHES	0.00
A BREAKFAST	0.00
OTHER SALES	1,084.98
SALES TAX	37.66
INTEREST POSTED	10.42
DUE FROM OTHER FUNDS	0.00
MISC	0.00
REFUND	0.00

TOTAL RECEIPTS	1,133.06
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TOTAL RECEIPTS AND BAL.	231,979.10
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DISBURSEMENTS	102,899.62
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BALANCE ON HAND	2/28/2021	129,079.48
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## BANK RECONCILIATION

BAL. PER BANK STATEMENT 2/28/2021 AND CD'S	128,953.24
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IN TRANSIT	0.00
BANK ERROR	0.00
IN TRANSIT ON LINE PAYMENTS	215.00
RETURNED CHECK	0.00
OUTSTANDING CHECKS (6896)	88.76

BALANCE IN SCHOOL LUNCH FUND	129,079.48
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

BALANCE ON HAND 2/01/2021	565,802.02
TOTAL RECEIPTS:	<u>4,042,312.40</u>
TOTAL RECEIPTS AND BAL.	4,608,114.42
DISBURSEMENTS:	<u>4,014,286.53</u>
ENDING BALANCE 2/28/2021	<u><u>593,827.89</u></u>

## BANK RECONCILIATION

BAL. PER STATEMENT	TRUST & AGENCY ACCOUNT	753,832.28
P/R INTEREST-CNB		0.40
P/R INTEREST-FIVE STAR		0.00
OUTSTANDING CHECKS		158,387.10
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		1,154.06
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		463.63
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
BAL. IN T & A ACCOUNT	2/28/2021	<u><u>593,827.89</u></u>

PAYROLL ACCOUNT...BAL. PER BANK STATEMENTS	29,862.60
LESS INTEREST NOT POSTED	0.40
IN TRANSIT TO GENERAL	0.00
DEPOSIT IN TRANSIT	0.00
BANK ERROR	<u>0.00</u>

BALANCE IN PAYROLL ACCOUNT	<u><u>29,862.20</u></u>
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OUTSTANDING CHECKS IN PAYROLL ACCOUNT	<u><u>29,862.20</u></u>
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

## TREASURER'S REPORT

## SPECIAL AID FUND

V.

BALANCE ON HAND	2/1/2021	384,928.04
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## RECEIPTS:

INTEREST	18.56
DUE FROM OTHER FUNDS	0.00
STATE OF NY	26,392.82
REFUND PR YR EXPENSE	<u>0.00</u>

TOTAL RECEIPTS	<u>26,411.38</u>
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TOTAL RECEIPTS AND BALANCE	411,339.42
DISBURSEMENTS	<u>134,830.88</u>

BAL. ON HAND 2/28/2021	<u><u>276,508.54</u></u>
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## BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	278,608.54
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OUTSTANDING CHECKS (5878-5879)	2,100.00
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IN TRANSIT	<u>0.00</u>
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BALANCE IN NOW/MM ACCOUNT 2/28/2021	<u><u>276,508.54</u></u>
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

## TREASURER'S REPORT

## CAPITAL FUND-29M PROJECT

VI.

BALANCE ON HAND	2/1/2021	10,318,516.16
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## RECEIPTS:

INTEREST	2,372.43
FROM CAPITAL RESERVE	0.00
BAN & PREMIUM	<u>0.00</u>

TOTAL RECEIPTS	<u>2,372.43</u>
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TOTAL RECEIPTS AND BALANCE	10,320,888.59
DISBURSEMENTS	<u>26,538.05</u>

BAL. ON HAND 2/28/2021	<u><u>10,294,350.54</u></u>
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## BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	41,593.42
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LESS CHECKS OUT (5069-5072)	26,538.05
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DEPOSIT IN TRANSIT	<u>0.00</u>
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BALANCE IN CHECKING ACCOUNT	15,055.37
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BALANCE IN CERTIFICATES OF DEPOSIT/MONEY MARKET	10,279,295.17
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IN TRANSIT	<u>0.00</u>
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BALANCE IN CAPITAL 29M PROJECT 2/28/2021	<u><u>10,294,350.54</u></u>
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

**Victor Central School District**  
Budget Status Report As Of: 03/31/2021  
Fiscal Year: 2021  
Fund: A GENERAL FUND

*Steve Walker* 4/9/21

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>1010 Board Of Education</b>							
4 Contractual and Other		5,500.00	1,950.00	7,450.00	3,175.87	40.00	4,234.13
45 Materials & Supplies		1,700.00	0.00	1,700.00	491.80	643.00	565.20
49 BOCES Services		3,000.00	0.00	3,000.00	1,225.00	1,677.23	97.77
<b>Subtotal of 1010 Board Of Education</b>		<b>10,200.00</b>	<b>1,950.00</b>	<b>12,150.00</b>	<b>4,892.67</b>	<b>2,360.23</b>	<b>4,897.10</b>
<b>1040 District Clerk</b>							
16 Noninstructional Salaries		91,965.00	0.00	91,965.00	66,689.78	22,063.22	3,212.00
<b>Subtotal of 1040 District Clerk</b>		<b>91,965.00</b>	<b>0.00</b>	<b>91,965.00</b>	<b>66,689.78</b>	<b>22,063.22</b>	<b>3,212.00</b>
<b>1060 District Meeting</b>							
4 Contractual and Other		1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
45 Materials & Supplies		3,400.00	0.00	3,400.00	0.00	0.00	3,400.00
<b>Subtotal of 1060 District Meeting</b>		<b>4,600.00</b>	<b>0.00</b>	<b>4,600.00</b>	<b>0.00</b>	<b>0.00</b>	<b>4,600.00</b>
<b>1240 Chief School Administrator</b>							
15 Instructional Salaries		190,000.00	6,500.00	196,500.00	147,202.56	49,067.44	230.00
4 Contractual and Other		5,975.00	0.00	5,975.00	3,212.94	0.00	2,762.06
45 Materials & Supplies		1,000.00	0.00	1,000.00	682.93	0.00	317.07
<b>Subtotal of 1240 Chief School Administrator</b>		<b>196,975.00</b>	<b>6,500.00</b>	<b>203,475.00</b>	<b>151,098.43</b>	<b>49,067.44</b>	<b>3,309.13</b>
<b>1310 Business Administration</b>							
15 Instructional Salaries		133,150.00	14,100.00	147,250.00	115,196.65	31,999.98	53.37
16 Noninstructional Salaries		92,500.00	-2,200.00	90,300.00	61,862.36	27,126.46	1,311.18
4 Contractual and Other		14,400.00	2,200.00	16,600.00	12,976.68	0.00	3,623.32
45 Materials & Supplies		2,200.00	0.00	2,200.00	475.78	135.91	1,588.31
49 BOCES Services		103,500.00	0.00	103,500.00	62,804.90	37,195.10	3,500.00
<b>Subtotal of 1310 Business Administration</b>		<b>345,750.00</b>	<b>14,100.00</b>	<b>359,850.00</b>	<b>253,316.37</b>	<b>96,457.45</b>	<b>10,076.18</b>
<b>1320 Auditing</b>							
4 Contractual and Other		33,000.00	12,670.00	45,670.00	20,065.00	24,320.00	1,285.00
<b>Subtotal of 1320 Auditing</b>		<b>33,000.00</b>	<b>12,670.00</b>	<b>45,670.00</b>	<b>20,065.00</b>	<b>24,320.00</b>	<b>1,285.00</b>
<b>1325 Treasurer</b>							
16 Noninstructional Salaries		114,525.00	10,494.00	125,019.00	103,143.08	21,874.98	0.94
4 Contractual and Other		500.00	0.00	500.00	0.00	0.00	500.00
45 Materials & Supplies		1,000.00	0.00	1,000.00	242.75	0.00	757.25
<b>Subtotal of 1325 Treasurer</b>		<b>116,025.00</b>	<b>10,494.00</b>	<b>126,519.00</b>	<b>103,385.83</b>	<b>21,874.98</b>	<b>1,258.19</b>
<b>1330 Tax Collector</b>							
16 Noninstructional Salaries		9,300.00	0.00	9,300.00	9,281.28	0.00	18.72
4 Contractual and Other		10,300.00	5,379.00	15,679.00	15,678.72	0.00	0.28
45 Materials & Supplies		100.00	0.00	100.00	0.00	0.00	100.00
<b>Subtotal of 1330 Tax Collector</b>		<b>19,700.00</b>	<b>5,379.00</b>	<b>25,079.00</b>	<b>24,960.00</b>	<b>0.00</b>	<b>119.00</b>
<b>1345 Purchasing</b>							
4 Contractual and Other		14,500.00	0.00	14,500.00	0.00	0.00	14,500.00

# Victor Central School District

Budget Status Report As Of: 03/31/2021

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>Subtotal of 1345 Purchasing</b>		<b>14,500.00</b>	<b>0.00</b>	<b>14,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>14,500.00</b>
<b>1420 Legal</b>							
4 Contractual and Other		92,100.00	8,735.00	100,835.00	83,605.18	17,229.82	0.00
49 BOCES Services		27,000.00	0.00	27,000.00	17,797.53	7,202.47	2,000.00
<b>Subtotal of 1420 Legal</b>		<b>119,100.00</b>	<b>8,735.00</b>	<b>127,835.00</b>	<b>101,402.71</b>	<b>24,432.29</b>	<b>2,000.00</b>
<b>1430 Personnel</b>							
15 Instructional Salaries		164,015.00	-3,000.00	161,015.00	113,603.35	31,527.86	15,883.79
16 Noninstructional Salaries		209,750.00	2,500.00	212,250.00	161,279.43	49,974.86	995.71
4 Contractual and Other		83,000.00	12,000.00	95,000.00	84,862.44	7,376.25	2,761.31
45 Materials & Supplies		1,350.00	0.00	1,350.00	593.82	0.00	756.18
49 BOCES Services		7,500.00	0.00	7,500.00	3,757.01	3,624.42	118.57
<b>Subtotal of 1430 Personnel</b>		<b>465,615.00</b>	<b>11,500.00</b>	<b>477,115.00</b>	<b>364,096.05</b>	<b>92,503.39</b>	<b>20,515.56</b>
<b>1480 Public Information and Services</b>							
15 Instructional Salaries		68,950.00	0.00	68,950.00	51,686.28	17,228.72	35.00
16 Noninstructional Salaries		48,475.00	0.00	48,475.00	36,216.56	12,243.44	15.00
4 Contractual and Other		21,400.00	0.00	21,400.00	13,228.73	970.00	7,201.27
45 Materials & Supplies		12,750.00	0.00	12,750.00	2,719.48	552.00	9,478.52
49 BOCES Services		59,500.00	0.00	59,500.00	38,633.00	20,867.00	0.00
<b>Subtotal of 1480 Public Information and Services</b>		<b>211,075.00</b>	<b>0.00</b>	<b>211,075.00</b>	<b>142,484.05</b>	<b>51,861.16</b>	<b>16,729.79</b>
<b>1620 Operation of Plant</b>							
16 Noninstructional Salaries		1,232,500.00	120,000.00	1,352,500.00	876,305.82	271,227.36	204,966.82
4 Contractual and Other		1,015,415.00	19,102.86	1,034,517.86	489,839.95	412,213.03	132,464.88
45 Materials & Supplies		138,000.00	2,232.50	140,232.50	81,862.63	15,646.08	42,723.79
<b>Subtotal of 1620 Operation of Plant</b>		<b>2,385,915.00</b>	<b>141,335.36</b>	<b>2,527,250.36</b>	<b>1,448,008.40</b>	<b>699,086.47</b>	<b>380,155.49</b>
<b>1621 Maintenance of Plant</b>							
16 Noninstructional Salaries		634,500.00	0.00	634,500.00	413,796.54	155,539.42	65,164.04
2 Equipment		40,000.00	30,249.52	70,249.52	42,163.52	1,500.00	26,586.00
4 Contractual and Other		478,350.00	68,715.20	547,065.20	264,004.38	55,365.64	227,695.18
45 Materials & Supplies		250,000.00	13,920.00	263,920.00	200,540.14	74,854.44	-11,474.58
49 BOCES Services		18,500.00	0.00	18,500.00	875.31	16,042.64	1,582.05
<b>Subtotal of 1621 Maintenance of Plant</b>		<b>1,421,350.00</b>	<b>112,884.72</b>	<b>1,534,234.72</b>	<b>921,379.89</b>	<b>303,302.14</b>	<b>309,552.69</b>
<b>1622 Security of Plant</b>							
4 Contractual and Other		113,000.00	0.00	113,000.00	43,571.52	66,428.48	3,000.00
<b>Subtotal of 1622 Security of Plant</b>		<b>113,000.00</b>	<b>0.00</b>	<b>113,000.00</b>	<b>43,571.52</b>	<b>66,428.48</b>	<b>3,000.00</b>
<b>1670 Central Printing &amp; Mailing</b>							
4 Contractual and Other		55,500.00	326.29	55,826.29	28,282.91	27,542.43	0.95
45 Materials & Supplies		0.00	200.00	200.00	124.60	0.00	75.40
<b>Subtotal of 1670 Central Printing &amp; Mailing</b>		<b>55,500.00</b>	<b>526.29</b>	<b>56,026.29</b>	<b>28,407.51</b>	<b>27,542.43</b>	<b>76.35</b>
<b>1680 Central Data Processing</b>							

# Victor Central School District

Budget Status Report As Of: 03/31/2021

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
49 BOCES Services		486,500.00	34,449.95	520,949.95	292,158.90	215,560.01	13,231.04
<b>Subtotal of 1680 Central Data Processing</b>		<b>486,500.00</b>	<b>34,449.95</b>	<b>520,949.95</b>	<b>292,158.90</b>	<b>215,560.01</b>	<b>13,231.04</b>
<b>1910 Unallocated Insurance</b>							
4 Contractual and Other		262,750.00	0.00	262,750.00	18,299.15	1,902.00	242,548.85
<b>Subtotal of 1910 Unallocated Insurance</b>		<b>262,750.00</b>	<b>0.00</b>	<b>262,750.00</b>	<b>18,299.15</b>	<b>1,902.00</b>	<b>242,548.85</b>
<b>1920 School Association Dues</b>							
4 Contractual and Other		13,000.00	0.00	13,000.00	10,660.00	150.00	2,190.00
<b>Subtotal of 1920 School Association Dues</b>		<b>13,000.00</b>	<b>0.00</b>	<b>13,000.00</b>	<b>10,660.00</b>	<b>150.00</b>	<b>2,190.00</b>
<b>1964 Refund on Real Property Taxes</b>							
4 Contractual and Other		0.00	20,100.00	20,100.00	18,342.78	0.00	1,757.22
<b>Subtotal of 1964 Refund on Real Property Taxes</b>		<b>0.00</b>	<b>20,100.00</b>	<b>20,100.00</b>	<b>18,342.78</b>	<b>0.00</b>	<b>1,757.22</b>
<b>1981 BOCES Administrative Costs</b>							
49 BOCES Services		765,000.00	0.00	765,000.00	528,460.10	236,539.90	0.00
<b>Subtotal of 1981 BOCES Administrative Costs</b>		<b>765,000.00</b>	<b>0.00</b>	<b>765,000.00</b>	<b>528,460.10</b>	<b>236,539.90</b>	<b>0.00</b>
<b>2010 Curriculum Devel and Suprvsn</b>							
15 Instructional Salaries		383,800.00	100,000.00	483,800.00	309,620.50	70,273.50	103,906.00
16 Noninstructional Salaries		91,450.00	0.00	91,450.00	67,057.54	24,306.46	86.00
4 Contractual and Other		29,085.00	8,033.00	37,118.00	34,108.55	30.00	2,979.45
45 Materials & Supplies		6,700.00	500.00	7,200.00	3,467.12	61.30	3,671.58
<b>Subtotal of 2010 Curriculum Devel and Suprvsn</b>		<b>511,035.00</b>	<b>108,533.00</b>	<b>619,568.00</b>	<b>414,253.71</b>	<b>94,671.26</b>	<b>110,643.03</b>
<b>2020 Supervision-Regular School</b>							
15 Instructional Salaries		1,316,300.00	0.00	1,316,300.00	955,627.14	262,773.01	97,899.85
16 Noninstructional Salaries		389,150.00	0.00	389,150.00	262,713.54	89,622.12	36,814.34
2 Equipment		245.00	0.00	245.00	0.00	0.00	245.00
4 Contractual and Other		11,300.00	56.36	11,356.36	7,072.27	950.00	3,334.09
45 Materials & Supplies		10,700.00	1,153.00	11,853.00	8,058.19	880.09	2,914.72
49 BOCES Services		0.00	3,000.00	3,000.00	709.31	2,290.69	0.00
<b>Subtotal of 2020 Supervision-Regular School</b>		<b>1,727,695.00</b>	<b>4,209.36</b>	<b>1,731,904.36</b>	<b>1,234,180.45</b>	<b>356,515.91</b>	<b>141,208.00</b>
<b>2060 Research, Planning &amp; Evaluation</b>							
4 Contractual and Other		2,800.00	0.00	2,800.00	0.00	0.00	2,800.00
45 Materials & Supplies		500.00	0.00	500.00	0.00	0.00	500.00
<b>Subtotal of 2060 Research, Planning &amp; Evaluation</b>		<b>3,300.00</b>	<b>0.00</b>	<b>3,300.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,300.00</b>
<b>2070 Inservice Training-Instruction</b>							
4 Contractual and Other		5,000.00	0.00	5,000.00	4,800.00	0.00	200.00
45 Materials & Supplies		700.00	0.00	700.00	37.99	0.00	662.01
49 BOCES Services		41,000.00	0.00	41,000.00	23,478.29	17,521.71	0.00
<b>Subtotal of 2070 Inservice Training-Instruction</b>		<b>46,700.00</b>	<b>0.00</b>	<b>46,700.00</b>	<b>28,316.28</b>	<b>17,521.71</b>	<b>862.01</b>
<b>2110 Teaching-Regular School</b>							
10 Teacher Salaries, Pre-K		37,525.00	4,000.00	41,525.00	15,709.35	644.65	25,171.00



# Victor Central School District

Budget Status Report As Of: 03/31/2021

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
12 Teacher Salaries, K-6		10,426,000.00	-518,180.00	9,907,820.00	6,285,571.67	3,524,021.94	98,226.39
13 Teacher Salaries, 7-12		9,626,500.00	-373,099.00	9,253,401.00	5,708,306.31	3,307,203.44	237,891.25
14 Substitute Tchr Salaries		596,000.00	0.00	596,000.00	341,747.20	0.00	254,252.80
16 Noninstructional Salaries		1,051,500.00	260,000.00	1,311,500.00	729,869.41	360,792.44	220,838.15
2 Equipment		42,985.00	-12,501.00	30,484.00	11,184.89	10,370.63	8,928.48
4 Contractual and Other		71,250.00	310.00	71,560.00	19,447.21	8,742.51	43,370.28
45 Materials & Supplies		359,965.00	65,031.66	424,996.66	249,139.48	61,200.71	114,656.47
471 Tuition Pd To NYS Pub Sch		0.00	80,000.00	80,000.00	20,060.40	19,939.60	40,000.00
473 Payment to Charter School		38,000.00	-26,000.00	12,000.00	7,464.71	4,535.29	0.00
48 Textbooks		118,835.00	2,079.56	120,914.56	85,698.69	12,262.02	22,953.85
49 BOCES Services		345,000.00	1,000.00	346,000.00	208,378.10	135,224.32	2,397.58
<b>Subtotal of 2110 Teaching-Regular School</b>		<b>22,713,560.00</b>	<b>-517,358.78</b>	<b>22,196,201.22</b>	<b>13,682,577.42</b>	<b>7,444,937.55</b>	<b>1,068,686.25</b>
<b>2250 Prg For Sdnts w/Disabil-Med Elgble</b>							
15 Instructional Salaries		3,375,000.00	-519,500.00	2,855,500.00	1,721,258.58	1,002,605.35	131,636.07
16 Noninstructional Salaries		2,036,500.00	396,521.00	2,433,021.00	1,379,216.56	628,062.16	425,742.28
2 Equipment		0.00	6,000.00	6,000.00	5,980.95	0.00	19.05
4 Contractual and Other		220,000.00	-77,839.00	142,161.00	56,039.96	12,803.40	73,317.64
45 Materials & Supplies		7,710.00	30,000.00	37,710.00	33,923.18	1,066.64	2,720.18
471 Tuition Pd To NYS Pub Sch		0.00	9,500.00	9,500.00	0.00	9,117.00	383.00
472 Tuition-All Other		520,000.00	82,929.06	602,929.06	326,120.94	276,807.75	0.37
49 BOCES Services		3,215,000.00	4,998.87	3,219,998.87	1,879,485.44	1,325,513.43	15,000.00
<b>Subtotal of 2250 Prg For Sdnts w/Disabil-Med Elgble</b>		<b>9,374,210.00</b>	<b>-67,390.07</b>	<b>9,306,819.93</b>	<b>5,402,025.61</b>	<b>3,255,975.73</b>	<b>648,818.59</b>
<b>2259 Prg for English Language Learners</b>							
15 Instructional Salaries		0.00	472,582.00	472,582.00	300,320.08	163,056.16	9,205.76
4 Contractual and Other		2,765.00	4,000.00	6,765.00	372.64	4,627.36	1,765.00
45 Materials & Supplies		1,925.00	0.00	1,925.00	941.75	284.24	699.01
<b>Subtotal of 2259 Prg for English Language Learners</b>		<b>4,690.00</b>	<b>476,582.00</b>	<b>481,272.00</b>	<b>301,634.47</b>	<b>167,967.76</b>	<b>11,669.77</b>
<b>2280 Occupational Education(Grades 9-12)</b>							
49 BOCES Services		610,000.00	0.00	610,000.00	420,053.20	189,946.80	0.00
<b>Subtotal of 2280 Occupational Education(Grades 9-12)</b>		<b>610,000.00</b>	<b>0.00</b>	<b>610,000.00</b>	<b>420,053.20</b>	<b>189,946.80</b>	<b>0.00</b>
<b>2330 Teaching-Special Schools</b>							
49 BOCES Services		38,800.00	200.00	39,000.00	245.75	35,305.90	3,448.35
<b>Subtotal of 2330 Teaching-Special Schools</b>		<b>38,800.00</b>	<b>200.00</b>	<b>39,000.00</b>	<b>245.75</b>	<b>35,305.90</b>	<b>3,448.35</b>
<b>2610 School Library &amp; AV</b>							
15 Instructional Salaries		347,700.00	-100.00	347,600.00	209,696.94	133,756.21	4,146.85
16 Noninstructional Salaries		108,150.00	-50.00	108,100.00	68,614.42	29,499.36	9,986.22
4 Contractual and Other		5,300.00	-4,796.00	504.00	503.44	0.00	0.56
45 Materials & Supplies		4,950.00	-1,523.00	3,427.00	2,342.67	1,079.75	4.58
46 Sch. Library AV Loan Prog		58,620.00	6,646.08	65,266.08	50,220.40	14,969.83	75.85
49 BOCES Services		79,500.00	0.00	79,500.00	38,382.86	34,853.15	6,263.99

**Victor Central School District**  
Budget Status Report As Of: 03/31/2021  
**Fiscal Year: 2021**  
**Fund: A GENERAL FUND**

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>Subtotal of 2610 School Library &amp; AV</b>		<b>604,220.00</b>	<b>177.08</b>	<b>604,397.08</b>	<b>369,760.73</b>	<b>214,158.30</b>	<b>20,478.05</b>
<b>2630 Computer Assisted Instruction</b>							
15 Instructional Salaries		100,000.00	5,057.00	105,057.00	84,639.54	20,416.73	0.73
16 Noninstructional Salaries		231,500.00	9,004.00	240,504.00	162,514.91	77,988.68	0.41
22 State Aided Comp Hardware		145,000.00	0.00	145,000.00	67,711.62	59,213.83	18,074.55
4 Contractual and Other		83,550.00	-52,129.40	31,420.60	15,374.20	6,656.40	9,390.00
45 Materials & Supplies		0.00	20,328.00	20,328.00	15,982.15	3,843.26	502.59
46 Sch. Library AV Loan Prog		41,200.00	-17,000.00	24,200.00	16,146.57	1,215.50	6,837.93
49 BOCES Services		610,000.00	207,773.40	817,773.40	676,259.85	23,740.15	117,773.40
<b>Subtotal of 2630 Computer Assisted Instruction</b>		<b>1,211,250.00</b>	<b>173,033.00</b>	<b>1,384,283.00</b>	<b>1,038,628.84</b>	<b>193,074.55</b>	<b>152,579.61</b>
<b>2810 Guidance-Regular School</b>							
15 Instructional Salaries		1,032,250.00	-1,000.00	1,031,250.00	698,234.81	322,387.80	10,627.39
16 Noninstructional Salaries		127,500.00	5,964.00	133,464.00	85,801.73	47,645.87	16.40
4 Contractual and Other		1,400.00	-36.44	1,363.56	235.00	63.56	1,065.00
45 Materials & Supplies		3,900.00	5,343.84	9,243.84	8,921.29	290.23	32.32
<b>Subtotal of 2810 Guidance-Regular School</b>		<b>1,165,050.00</b>	<b>10,271.40</b>	<b>1,175,321.40</b>	<b>793,192.83</b>	<b>370,387.46</b>	<b>11,741.11</b>
<b>2815 Health Svcs-Regular School</b>							
16 Noninstructional Salaries		384,000.00	-5,021.00	378,979.00	210,616.03	99,154.78	69,208.19
4 Contractual and Other		151,000.00	3,489.00	154,489.00	30,377.72	35,481.70	88,629.58
45 Materials & Supplies		25,750.00	16,848.56	42,598.56	39,227.82	1,774.28	1,596.46
<b>Subtotal of 2815 Health Svcs-Regular School</b>		<b>560,750.00</b>	<b>15,316.56</b>	<b>576,066.56</b>	<b>280,221.57</b>	<b>136,410.76</b>	<b>159,434.23</b>
<b>2820 Psychological Svcs-Reg Schl</b>							
15 Instructional Salaries		870,750.00	-61,000.00	809,750.00	524,861.41	217,142.70	67,745.89
4 Contractual and Other		1,200.00	0.00	1,200.00	0.00	0.00	1,200.00
45 Materials & Supplies		1,200.00	0.00	1,200.00	243.60	0.00	956.40
<b>Subtotal of 2820 Psychological Svcs-Reg Schl</b>		<b>873,150.00</b>	<b>-61,000.00</b>	<b>812,150.00</b>	<b>525,105.01</b>	<b>217,142.70</b>	<b>69,902.29</b>
<b>2825 Social Work Svcs-Regular School</b>							
15 Instructional Salaries		107,000.00	61,000.00	168,000.00	111,639.33	55,768.92	591.75
<b>Subtotal of 2825 Social Work Svcs-Regular School</b>		<b>107,000.00</b>	<b>61,000.00</b>	<b>168,000.00</b>	<b>111,639.33</b>	<b>55,768.92</b>	<b>591.75</b>
<b>2830 Pupil Personnel Svcs-Special Schools</b>							
15 Instructional Salaries		330,000.00	-10,254.00	319,746.00	239,380.10	79,255.22	1,110.68
16 Noninstructional Salaries		129,000.00	16,254.00	145,254.00	110,722.00	34,531.14	0.86
4 Contractual and Other		800.00	0.00	800.00	0.00	0.00	800.00
45 Materials & Supplies		500.00	0.00	500.00	351.00	0.00	149.00
<b>Subtotal of 2830 Pupil Personnel Svcs-Special Schools</b>		<b>460,300.00</b>	<b>6,000.00</b>	<b>466,300.00</b>	<b>350,453.10</b>	<b>113,786.36</b>	<b>2,060.54</b>
<b>2850 Co-Curricular Activ-Reg Schl</b>							
15 Instructional Salaries		198,000.00	0.00	198,000.00	148,736.70	35,796.29	13,467.01
4 Contractual and Other		33,025.00	0.00	33,025.00	1,272.42	3,180.67	28,571.91
45 Materials & Supplies		16,985.00	-1,787.00	15,198.00	3,713.16	3,254.21	8,230.63
<b>Subtotal of 2850 Co-Curricular Activ-Reg Schl</b>		<b>248,010.00</b>	<b>-1,787.00</b>	<b>246,223.00</b>	<b>153,722.28</b>	<b>42,231.17</b>	<b>50,269.55</b>

# Victor Central School District

Budget Status Report As Of: 03/31/2021

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>2855 Interscholastic Athletics-Reg Schl</b>							
15 Instructional Salaries		710,000.00	65,000.00	775,000.00	389,500.56	120,284.75	265,214.69
16 Noninstructional Salaries		0.00	50,000.00	50,000.00	15,854.15	0.00	34,145.85
2 Equipment		2,000.00	0.00	2,000.00	1,938.19	0.00	61.81
4 Contractual and Other		318,000.00	-114,293.05	203,706.95	62,577.59	56,974.62	84,154.74
45 Materials & Supplies		59,000.00	7,850.00	66,850.00	57,502.50	6,924.40	2,423.10
<b>Subtotal of 2855 Interscholastic Athletics-Reg Schl</b>		<b>1,089,000.00</b>	<b>8,556.95</b>	<b>1,097,556.95</b>	<b>527,372.99</b>	<b>184,183.77</b>	<b>386,000.19</b>
<b>5510 District Transportation Services</b>							
16 Noninstructional Salaries		2,125,000.00	0.00	2,125,000.00	1,400,764.23	507,812.84	216,422.93
2 Equipment		6,500.00	6,714.00	13,214.00	12,715.00	27.34	471.66
4 Contractual and Other		277,750.00	0.00	277,750.00	95,575.43	29,608.19	152,566.38
45 Materials & Supplies		579,900.00	613.71	580,513.71	159,170.66	76,087.06	345,255.99
<b>Subtotal of 5510 District Transportation Services</b>		<b>2,989,150.00</b>	<b>7,327.71</b>	<b>2,996,477.71</b>	<b>1,668,225.32</b>	<b>613,535.43</b>	<b>714,716.96</b>
<b>5530 Garage Building</b>							
16 Noninstructional Salaries		8,500.00	0.00	8,500.00	8,073.58	0.00	426.42
4 Contractual and Other		59,000.00	176.95	59,176.95	21,276.33	33,003.28	4,897.34
49 BOCES Services		15,500.00	-15,500.00	0.00	0.00	0.00	0.00
<b>Subtotal of 5530 Garage Building</b>		<b>83,000.00</b>	<b>-15,323.05</b>	<b>67,676.95</b>	<b>29,349.91</b>	<b>33,003.28</b>	<b>5,323.76</b>
<b>5581 Transportation from Boces</b>							
49 BOCES Services		0.00	15,500.00	15,500.00	0.00	9,495.20	6,004.80
<b>Subtotal of 5581 Transportation from Boces</b>		<b>0.00</b>	<b>15,500.00</b>	<b>15,500.00</b>	<b>0.00</b>	<b>9,495.20</b>	<b>6,004.80</b>
<b>7140 Recreation</b>							
16 Noninstructional Salaries		0.00	11,000.00	11,000.00	0.00	0.00	11,000.00
4 Contractual and Other		11,000.00	-11,000.00	0.00	0.00	0.00	0.00
<b>Subtotal of 7140 Recreation</b>		<b>11,000.00</b>	<b>0.00</b>	<b>11,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11,000.00</b>
<b>9010 State Retirement</b>							
8 Employee Benefits		1,345,000.00	0.00	1,345,000.00	693,130.10	274,245.04	377,624.86
<b>Subtotal of 9010 State Retirement</b>		<b>1,345,000.00</b>	<b>0.00</b>	<b>1,345,000.00</b>	<b>693,130.10</b>	<b>274,245.04</b>	<b>377,624.86</b>
<b>9020 Teachers' Retirement</b>							
8 Employee Benefits		2,958,000.00	0.00	2,958,000.00	1,800,716.18	947,674.09	209,609.73
<b>Subtotal of 9020 Teachers' Retirement</b>		<b>2,958,000.00</b>	<b>0.00</b>	<b>2,958,000.00</b>	<b>1,800,716.18</b>	<b>947,674.09</b>	<b>209,609.73</b>
<b>9030 Social Security</b>							
8 Employee Benefits		2,987,000.00	0.00	2,987,000.00	1,892,447.57	955,682.95	138,869.48
<b>Subtotal of 9030 Social Security</b>		<b>2,987,000.00</b>	<b>0.00</b>	<b>2,987,000.00</b>	<b>1,892,447.57</b>	<b>955,682.95</b>	<b>138,869.48</b>
<b>9040 Workers' Compensation</b>							
8 Employee Benefits		362,000.00	0.00	362,000.00	136,974.00	140,000.00	85,026.00
<b>Subtotal of 9040 Workers' Compensation</b>		<b>362,000.00</b>	<b>0.00</b>	<b>362,000.00</b>	<b>136,974.00</b>	<b>140,000.00</b>	<b>85,026.00</b>
<b>9045 Life Insurance</b>							
8 Employee Benefits		22,000.00	0.00	22,000.00	19,794.35	2,205.65	0.00

# Victor Central School District

Budget Status Report As Of: 03/31/2021

Fiscal Year: 2021

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Adjustments	Current Appropriation	Year-to-Date Expenditures	Encumbrance Outstanding	Unencumbered Balance
<b>Subtotal of 9045 Life Insurance</b>		<b>22,000.00</b>	<b>0.00</b>	<b>22,000.00</b>	<b>19,794.35</b>	<b>2,205.65</b>	<b>0.00</b>
<b>9050 Unemployment Insurance</b>							
8 Employee Benefits		15,000.00	0.00	15,000.00	101,198.14	0.00	-86,198.14
<b>Subtotal of 9050 Unemployment Insurance</b>		<b>15,000.00</b>	<b>0.00</b>	<b>15,000.00</b>	<b>101,198.14</b>	<b>0.00</b>	<b>-86,198.14</b>
<b>9055 Disability Insurance</b>							
8 Employee Benefits		30,000.00	0.00	30,000.00	11,343.00	9,657.00	9,000.00
<b>Subtotal of 9055 Disability Insurance</b>		<b>30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>11,343.00</b>	<b>9,657.00</b>	<b>9,000.00</b>
<b>9060 Hospital, Medical, Dental Insurance</b>							
8 Employee Benefits		11,494,500.00	-258,529.00	11,235,971.00	7,772,229.89	2,896,517.00	567,224.11
<b>Subtotal of 9060 Hospital, Medical, Dental Insurance</b>		<b>11,494,500.00</b>	<b>-258,529.00</b>	<b>11,235,971.00</b>	<b>7,772,229.89</b>	<b>2,896,517.00</b>	<b>567,224.11</b>
<b>9089 Other (specify)</b>							
8 Employee Benefits		120,000.00	50,000.00	170,000.00	380.82	279,709.89	-110,090.71
<b>Subtotal of 9089 Other (specify)</b>		<b>120,000.00</b>	<b>50,000.00</b>	<b>170,000.00</b>	<b>380.82</b>	<b>279,709.89</b>	<b>-110,090.71</b>
<b>9711 Serial Bonds-School Construction</b>							
6 Principal		4,705,000.00	-632,549.00	4,072,451.00	0.00	4,070,000.00	2,451.00
7 Interest		1,595,000.00	259,208.00	1,854,208.00	1,029,758.33	823,925.67	524.00
<b>Subtotal of 9711 Serial Bonds-School Construction</b>		<b>6,300,000.00</b>	<b>-373,341.00</b>	<b>5,926,659.00</b>	<b>1,029,758.33</b>	<b>4,893,925.67</b>	<b>2,975.00</b>
<b>9732 Bond Antic Notes-Bus Purchases</b>							
6 Principal		836,000.00	0.00	836,000.00	835,523.00	0.00	477.00
7 Interest		51,000.00	0.00	51,000.00	34,069.84	0.00	16,930.16
<b>Subtotal of 9732 Bond Antic Notes-Bus Purchases</b>		<b>887,000.00</b>	<b>0.00</b>	<b>887,000.00</b>	<b>869,592.84</b>	<b>0.00</b>	<b>17,407.16</b>
<b>9770 Revenue Anticipation Notes</b>							
7 Interest		3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<b>Subtotal of 9770 Revenue Anticipation Notes</b>		<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>
<b>9789 Other Debt (specify)</b>							
6 Principal		0.00	202,949.00	202,949.00	198,845.25	0.00	4,103.75
7 Interest		0.00	122,792.00	122,792.00	119,427.26	0.00	3,364.74
<b>Subtotal of 9789 Other Debt (specify)</b>		<b>0.00</b>	<b>325,741.00</b>	<b>325,741.00</b>	<b>318,272.51</b>	<b>0.00</b>	<b>7,468.49</b>
<b>9901 Transfer to Other Funds</b>							
95 Transfer-Special Aid Fund		170,000.00	0.00	170,000.00	0.00	0.00	170,000.00
<b>Subtotal of 9901 Transfer to Other Funds</b>		<b>170,000.00</b>	<b>0.00</b>	<b>170,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>170,000.00</b>
<b>Total GENERAL FUND</b>		<b>78,256,890.00</b>	<b>348,343.48</b>	<b>78,605,233.48</b>	<b>46,518,475.67</b>	<b>26,081,089.40</b>	<b>6,005,668.41</b>

**Victor Central School District**  
Budget Status Report As Of: 03/31/2021  
**Fiscal Year: 2021**  
**Fund: A GENERAL FUND**

Selection Criteria
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Criteria Name: Last Run  
Fund: A  
Budget type: Current Year  
As Of Date: 03/31/2021  
Suppress Budget Accounts with no activity  
Print Summary Only  
Sort by: Fund/State function/State object  
Printed by DEREK VALLESE

**Victor Central School District**  
Revenue Status Report As Of: 04/09/2021  
Fiscal Year: 2021  
Fund: A GENERAL FUND

*Deval  
Vallee* 4/9/21

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
1001.000		Real Property Taxes	46,933,845.00	438,662.92	47,372,507.92	47,372,235.38	272.54	
1081.000		Other Pmts in Lieu of Tax	2,939,469.00	0.00	2,939,469.00	2,834,686.81	104,782.19	
1085.000		STAR Reimbursement	3,276,258.00	-438,662.92	2,837,595.08	2,837,595.08		
1090.000		Int. & Penal. on Real Pro	45,000.00	0.00	45,000.00	59,497.01		14,497.01
1120.000		Nonprop. Tax Distrib. By	75,000.00	0.00	75,000.00	73,000.00	2,000.00	
2230.000		Day School Tuit-Oth Dist. NYS	30,000.00	0.00	30,000.00	20,000.00	10,000.00	
2401.000		Interest and Earnings	1,000.00	0.00	1,000.00	555.07	444.93	
2401.100		Interest -MM/CD	149,000.00	0.00	149,000.00	75,252.60	73,747.40	
2401.200		Interest Capital Reserve A	0.00	0.00	0.00	52.60		52.60
2410.000		Rental of Real Property,I	8,000.00	0.00	8,000.00	2,935.62	5,064.38	
2440.000		Rental of Buses	12,000.00	0.00	12,000.00	0.00	12,000.00	
2690.000		Other Compensation for Lo	0.00	0.00	0.00	38.00		38.00
2701.000		BOCES Svs Approved for Ai	80,000.00	0.00	80,000.00	204,095.86		124,095.86
2702.000		Refund Pr Yr Exp Trans	0.00	0.00	0.00	1,263.60		1,263.60
2703.000		Refund PY Exp-Other-Not Trans	55,000.00	0.00	55,000.00	90,224.14		35,224.14
2770.000		Other Unclassified Rev.(S	15,783.00	0.00	15,783.00	17,364.79		1,581.79
3101.000		Basic Formula Aid-Gen Aid	15,958,035.00	-350,102.00	15,607,933.00	11,273,501.58	4,334,431.42	
3102.000		Lottery Aid (Sect 3609a E	4,369,000.00	0.00	4,369,000.00	4,609,089.44		240,089.44
3102.100		VLT Lottery Aid	866,000.00	0.00	866,000.00	898,612.81		32,612.81
3102.200		COMMERCIAL GAMING GRANT	148,000.00	0.00	148,000.00	0.00	148,000.00	
3103.000		BOCES Aid (Sect 3609a Ed	1,680,000.00	0.00	1,680,000.00	1,227,903.75	452,096.25	
3260.000		Textbook Aid (Incl Txtbk/	261,000.00	0.00	261,000.00	260,378.00	622.00	
3262.000		Computer Software Aid	65,000.00	0.00	65,000.00	64,624.00	376.00	
3262.100		Hardware Aid	67,500.00	0.00	67,500.00	68,382.00		882.00
3263.000		Library A/V Loan Program	26,500.00	0.00	26,500.00	26,962.00		462.00
3289.000		Other State Aid	0.00	0.00	0.00	47,012.44		47,012.44
4286.000		Fed Aid, CARES ESSERS	0.00	299,365.00	299,365.00	59,873.00	239,492.00	
4286.100		Fed Aid, CARES GEERS	0.00	50,737.00	50,737.00	10,147.00	40,590.00	
4601.000		Medic.Ass't-Sch Age-Sch Yr Pro	46,500.00	0.00	46,500.00	62,619.06		16,119.06
5050.000		Interfund Trans. for Debt	300,000.00	0.00	300,000.00	300,000.00		
5999.000		Appropriated Fund Balance	529,000.00	0.00	529,000.00	0.00	529,000.00	
5999.100		Appropriatd Res - Liability	55,000.00	0.00	55,000.00	0.00	55,000.00	
5999.200		Appropriatd Res - EBALR	150,000.00	0.00	150,000.00	0.00	150,000.00	
5999.300		Appropriatd Res - Unemploy	65,000.00	0.00	65,000.00	0.00	65,000.00	
5999.400		Appropriatd Res - Wrks Comp	50,000.00	0.00	50,000.00	0.00	50,000.00	

\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

**Victor Central School District**  
Revenue Status Report As Of: 04/09/2021  
**Fiscal Year: 2021**  
**Fund: A GENERAL FUND**

Revenue Account	Subfund	Description	Original Estimate	Adjustments	Current Estimate	Year-to-Date	Anticipated Balance	Excess Revenue
5999.999		Est. for Carryover Encumbrance	0.00	348,343.48	348,343.48	0.00	348,343.48	
<b>Total GENERAL FUND</b>			<b>78,256,890.00</b>	<b>348,343.48</b>	<b>78,605,233.48</b>	<b>72,497,901.64</b>	<b>6,621,262.59</b>	<b>513,930.75</b>



<b>Selection Criteria</b>
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Criteria Name: Last Run  
As Of Date: 04/09/2021  
Suppress revenue accounts with no activity  
Show special revenue accounts 5997-5999  
Sort by: Fund/Revenue Account  
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\* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.  
These are estimates to balance the budget

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
Personnel Agenda, April 15, 2021

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 **Keary Pender**, who has certifications as a School Building Leader, School District Leader, and in Speech/Language Disabilities, to a probationary position as the Early Childhood School Principal, effective July 5, 2021, at an annual salary of \$101,000, leading towards tenure as the Early Childhood School Principal.

The probationary appointment of **Heidi Robb**, who has certifications as a School Building Leader, School District Leader, and in Pre-Kindergarten, Kindergarten, and Grades 1-6 and Mathematics Grades 5-9, to a probationary position as the Primary School Principal, effective July 1, 2021, at an annual salary of \$101,000, leading towards tenure as the Primary School Principal.

**Leaves of Absence:**

The granting of an unpaid childcare leave of absence for **Valerie Leggett**, Special Education Teacher, effective July 1, 2021, through June 30, 2022.

The granting of a maternity and subsequent childcare leave of absence for **Lauren Less**, Elementary Teacher/ELA Coach, effective approximately April 19, 2021, and extending to February 28, 2022.

**Resignations:**

The resignation, due to retirement, of **Eric Everhart**, Music Teacher, effective June 30, 2021.

The resignation of **Katie Roto**, Mathematics Teacher, effective June 30, 2021.

The resignation, due to retirement, of **Dawn Landes**, Reading Teacher, effective June 30, 2021.

The resignation of **Lauren Frye**, English Teacher, effective May 5, 2021.

The resignation of **Sharon Gruet**, ELL Teacher, effective June 30, 2021.



<b>Athletics:</b>	<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Level</u></b>	<b><u>Years</u></b>
<b>Baseball</b>	Head Varsity	Sean Rucker	2	26
	Varsity Assistant	Mike Ferreri	5	21
	JV	Joe Kurnath	5	10
	Modified A	Pat Lawley	6	25
	Modified B	Tim Clapp	6	15
	Modified B	Jameson Ricigliano	6	8
	Volunteer	Benjamin Lanning	-	-
<b>Unified Basketball</b>	Head Coach	David Vistocco	4	6
	Volunteer	Andy Reddout	-	-
<b>Golf – Boys</b>	Head Varsity	Trevor Sousa	4	13
	JV	Chris Wuest	5	12
<b>Lacrosse – Boys</b>	Head Varsity	Dan Stone	2	21
	Varsity Assistant	Mark Foeder	5	25
	JV	Bryan Lischerelli	5	27
	Modified B	Kevin Geno	6	11
	Modified B	Jim Andre	6	26
	Volunteer	Mark Cain	-	-
	Volunteer	Anthony Pezzimenti	-	-
	Volunteer	Todd Thompson	-	-
	Volunteer	William Kirnie	-	-
	Volunteer	Maxwell Hill	-	-
<b>Lacrosse – Girls</b>	Head Varsity	Niki Frunzi	2	12
	Varsity Assistant	Emily Dietz	5	9
	JV	Jennifer Haggerty	5	5
	Modified B	Jamie Smith	6	13
	Volunteer	Lauren Frye	-	-
	Volunteer	Hannah Savage	-	-
	Volunteer	Maddy Haggerty	-	-
<b>Softball</b>	Head Varsity	Shelly Collins	2	34
	Varsity Assistant	Denise Dillman	5	22
	JV	Amanda Morehouse	5	10
	Modified A	Gina Potenza	6	10
	Modified B	Jenna Mausolf	6	9
	Volunteer	Jessica Palmer	-	-
	Volunteer	David Prong	-	-
<b>Tennis – Boys</b>	Head Varsity	Krystina Barnum	3	14
	JV	Steve Cronmiller	5	20
	Modified A	Jeff Pistritto	6	4
<b>Track – Boys</b>	Head Varsity	Ross Hunkovic	2	11
	Varsity Assistant	Jerry O'Dell	5	37
<b>Track – Girls</b>	Head Varsity	Austin Donroe	2	4
	Varsity Assistant	Erika Eberhardt	5	10
<b>Track – Coed</b>	Assistant	Emily Thompson	5	1
	Modified B	Matt Bauerlein	6	35

**Amendments:**

The appointment of **David Henderson** as an on-call technology consultant effective September 28, 2020 through March 17, 2021.

**Per Diem  
Substitutes:****Candidate****Area of Certification**

Cayley Dickens	Uncertified
Linda Posner	Elementary/Social Studies
Lori Nau	Mathematics
Suzanne Mangano	Elementary
Nicole Browning	Mathematics/Special Education
Danielle Lia	Uncertified
Roger Klimek	Mathematics/Business
Noelle Collins	Elementary/Special Education
Gianna Arcuri	Uncertified
Joshua Parker	Uncertified
Dawn Landes	Elementary/Special Ed/Reading

**Non-Instructional  
Appointments:**

The appointment of **Tonya Burns**, from Part Time Teacher Aide to Full Time Teacher Aide, effective March 22, 2021.

The appointment of **Jennifer Allis**, Full Time Teacher Aide, effective March 22, 2021, at an hourly rate of \$12.50.

**Resignations:**

The resignation of **Emily Mason**, Full Time Teacher Aide, effective February 22, 2021.

The resignation of **Glenn Anderson**, Part Time Teacher Aide, effective June 30, 2021.

**Terminations:**

The termination, due to job abandonment, of **Julie Frisk**, Part Time Teacher Aide, effective March 19, 2021.

**Per Diem and  
Substitute Positions:****Candidate****Position**

Jennifer Heiler	Teacher Aide
Mary Louise McClelland	Teacher Aide
Mary Louise McClelland	Typist



953 High Street, Victor, New York 14564 www.victorschools.org p 585.924.3252 f 585.742.7023

**Derek Vallese**, *Assistant Superintendent for Business*

To: Tim Terranova, Superintendent  
From: Derek Vallese, Assistant Superintendent for Business  
Date: April 5, 2021  
Topic: Budget Transfer

Dr. Terranova,

Due to the number of retirements and other contractual obligations, the district's 403b contributions is in excess of the originally budgeted amount. The additional funds needed to fund these contributions are in excess of the \$50,000 limit and requires Board of Education approval. Below is my suggestion to use excess health insurance funds to cover this liability.

Location	Amount	From Account	To Account
District Office	\$111,000	9060-800-00-1000	9089-800-00-0000

If you have any additional questions or concerns, please do not hesitate to contact me.

Best Regards,

Derek Vallese

## INTERMUNICIPAL COOPERATION AGREEMENT

Made this 12<sup>th</sup> day of March, 2021, by and between

**THE COUNTY OF ONTARIO**, a municipal corporation of the State of New York, having an office and place of business at Ontario County Courthouse, 27 North Main Street, Canandaigua, New York 14424, (hereinafter referred to as the "County"), and

**THE TOWN OF FARMINGTON**, a municipal corporation of the State of New York, having an office and place of business at 1000 County Rd 8, Farmington, New York, 14425 (hereinafter referred to as the "Town"), and

**THE VICTOR CENTRAL SCHOOL DISTRICT**, a School District of the State of New York, having an office and place of business at 953 High St, Victor, New York, 14564 hereinafter referred to as the "School District").

WHEREAS, The Ontario County Board of Supervisors, pursuant to Resolution No. 285-2007, established a policy and program for the County to share in the costs of defending legal challenges to real property tax assessments; and

WHEREAS, Pursuant to said program, the Town requested that the County share in the cost of defending certain certiorari proceedings pending in the Town of Farmington; and

WHEREAS, The County Board of Supervisors, pursuant to Resolution No. 83-2021, authorized the County to share in the cost of defending six certiorari cases involving eight parcels, and authorized the County Attorney to join with the Towns to defend the cases, and pay 25% of defense costs, including professional appraisal and legal fees, subject to total funding available and to be made available by this Board of Supervisors; and

WHEREAS, the Town requested that the School District also share in the cost of defending the certiorari cases and pay 25% of defense costs, including professional appraisal and legal fees,

**NOW, THEREFORE**, in consideration of the terms and conditions herein contained, the parties agree as follows:

**FIRST:** The Town shall retain legal counsel to defend certiorari proceeding(s) described as:

**Filing Index #127477-2020 – Pintail Crossing LLC, petitioner – 41.07-1-28.411** including subsequent year(s) filings while the listed action is pending, and shall vigorously pursue the defense of such matters. The Town, and its attorneys, shall take all reasonable steps to obtain or preserve intervenor status for the County and the School District in said proceedings.

**SECOND:** For the services rendered pursuant to Paragraph "FIRST", the County shall reimburse the Town 25% (twenty-five percent) of the costs of defending the proceeding(s), including attorneys' fees, filing fees and litigation costs billed by legal counsel and any necessary real estate professional appraisal fees.

THIRD: For the services rendered pursuant to Paragraph "FIRST", the School District shall reimburse the Town 25% (twenty-five percent) of the costs of defending the proceeding(s), including attorneys' fees, filing fees and litigation costs billed by legal counsel, and real estate professional appraisal fees.

FOURTH: Requests for payment shall be submitted to the County and School District by the Town and include copies of appropriate invoices submitted by legal counsel. Prior to the making of any payments hereunder, the County or the School District may audit such books and records of the Town as are reasonably pertinent to this Agreement to substantiate the basis for payment.

FIFTH: The term of this Agreement shall commence upon final execution of this agreement and shall continue until completion of the certiorari proceedings.

SIXTH: The Town shall keep the County and the School District apprised of the status of the litigation and shall provide the County and the School District with periodic reports from counsel. The Town shall not, without prior written authorization of the County and the School District, settle, compromise or otherwise agree to resolve the certiorari cases.

IN WITNESS WHEREOF, The County of Ontario, the Town of Farmington and the Victor Central School District have executed this Agreement in triplicate.

THE COUNTY OF ONTARIO

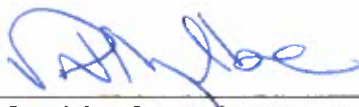
By:

---

Christopher DeBolt, County Administrator

THE TOWN OF FARMINGTON

By:



---

Peter Ingalsbe, Supervisor

VICTOR CENTRAL SCHOOL DISTRICT

By:

---

Tim Terranova, Superintendent

**GENERAL RESOLUTION**

**FOR THE PURPOSE OF**

**PARTICIPATING IN A COOPERATIVE BID COORDINATED BY**

**THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF**

**ONTARIO, SENECA, WAYNE AND YATES COUNTIES**

**FOR**

Various Commodities and/or Services

WHEREAS, The Board of Education, \_\_\_\_\_ School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of Various Commodities and/or Services. And...

WHEREAS, The Board of Education, \_\_\_\_\_ School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, \_\_\_\_\_ School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, \_\_\_\_\_ School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, \_\_\_\_\_ School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education \_\_\_\_\_ School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education \_\_\_\_\_ School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The \_\_\_\_\_ on behalf of the Board of Education, \_\_\_\_\_ School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for various commodities and/or services and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

\_\_\_\_\_  
Date

Supt. of Schools/ Designated Rep.

School District

**Victor Central School District Code of Conduct  
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# **Victor Central School District Code of Conduct**

## **5300.05 Introduction**

The Board of Education of the Victor Central School District is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this code of conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

This code was developed in consultation with teachers, administrators, school board members, other school service professionals, students and parents/legal guardians. This code is also compliant with the Dignity for All Students Act (Dignity Act).

The intent of the amended Dignity Act is to provide all public school students with an environment free from harassment, bullying (including cyberbullying) and discrimination, as well as to foster civility in public schools. The Dignity Act focuses on the prevention of discriminatory behaviors, including harassment/bullying, through the promotion of educational measures meant to positively impact school culture and climate.

## **5300.10 Definitions**

For purposes of the code, the following definitions apply.

**“Cyberbullying”** means harassment/bullying, as defined below, through any form of electronic communication including, but not limited to, email, Instant messaging, blogs, chat rooms, cell phones, gaming systems and social media to deliberately harass or threaten others.

**“Disability”** means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

**“Discrimination”** means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to,

discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

**“Disruptive student”** means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom or an administrator's authority over a school building.

**“Emotional harm”** that takes place in the context of “harassment or bullying” means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

**“Employee”** means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

**“Gender”** means a person's actual or perceived sex and shall include a person's gender identity or expression.

**“Gender expression”** is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

**“Gender identity”** is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

**“Harassment/bullying”** (as defined in Education Law §11(7)) means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying (as defined in Education Law §11(8)), that

- a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

Acts of harassment and bullying that are prohibited include those acts based on a person's actual or perceived membership in the following groups including, but not limited to:

- race
- color

- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sex
- sexual orientation
- gender (which includes a person's actual or perceived sex, as well as gender identity and expression).

**“Parent”** means parent, guardian, or person in parental relation to a student.

**“School Bus”** means every motor vehicle owned by a public or government agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

**“School function”** means any school-sponsored event or extra-curricular activity.

**“School property”** means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, including property owned by the District or used by the District for school activities or functions, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

**“School rules”** means all District and Board of Education policies, rules, regulations and procedures, including this code.

**“Sexual orientation”** means actual or perceived heterosexuality, homosexuality or bisexuality.

**“Student”** means any person between the ages of 4 and 21 who is enrolled in an educational program.

**“Violent student”** means a student under 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any student, school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys School District property.

**“Weapon”** means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot, metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun

gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death. In addition, this code further prohibits the possession or display of any toy, facsimile or replica of a weapon.

## **5300.15 Student Rights and Responsibilities**

### **A. Student Rights**

The District is committed to safeguarding the rights given to all students under state and federal law and District policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all District students have the right to:

1. Take part in all District activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

### **B. Student Responsibilities**

All District students have the responsibility to:

1. Act in an empathetic and respectful manner toward others while on school property.
2. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Ask questions when they do not understand.
6. Seek help in solving problems.
7. Dress appropriately for school and school functions (as outlined in respective handbooks).
8. Accept responsibility for their actions.
9. Be familiar with and abide by District policies, rules and regulations dealing with student conduct.
10. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
11. Work to develop mechanisms to manage their anger.
12. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
13. Inform school officials of knowledge of potential safety issues.
14. Promptly report violations of the code of conduct to a teacher, school counselor, administrator or appropriate staff member.
15. Use technology resources, including the Internet and email, in a responsible manner.

## **5300.20 Essential Partners**

### **A. Parents**

All parents are required to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the District to optimize their child's educational opportunities.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children be dressed and groomed in a manner consistent with the student dress code (policy 5300.25).
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know and comply with school rules and help their children understand them so that their children can help create a safe, supportive school environment.
8. Convey to their children a supportive attitude toward education and the District.
9. Build positive, constructive relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Inform school officials of knowledge of potential safety issues.
14. Promptly report violations of the code of conduct to a teacher, school counselor, administrator or appropriate staff member.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

### **B. Teachers**

All District teachers are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Communicate to students and parents:
  - a) Course objectives and requirements
  - b) Marking/grading procedures
  - c) Assignment deadlines
  - d) Expectations for students
  - e) Classroom discipline plan
6. Communicate regularly with students, parents and other teachers concerning students' growth and achievement.
7. Maintain confidentiality in accordance with federal and state law.

8. Work towards strengthening students' social and emotional well being.
9. Inform school officials of knowledge of potential safety issues.
10. Work with administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
11. Promptly report violations of the code of conduct to a school counselor, administrator or appropriate staff member.
12. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law (Public Employees Fair Employment Act).
13. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
14. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

### **C. School Counselors, School Psychologists and School Social Workers**

All school counselors, school psychologists and social workers are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Encourage students to benefit from the curriculum and extracurricular programs.
4. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
5. Work towards strengthening students' social and emotional well being.
6. Initiate conferences, with necessary parties, as a way to resolve problems.
7. Regularly review with students their educational progress and career plans.
8. Maintain confidentiality in accordance with federal and state law.
9. Provide information to assist students with career planning.
10. Make known to students and families the resources in the community that are available to meet their needs.
11. Inform school officials of knowledge of potential safety issues.
12. Work with administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
13. Participate in school-wide efforts to provide adequate supervision in all school spaces.
14. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
15. Address personal biases that may prevent equal treatment of all students.
16. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

### **D. School Resource Officer ("SRO")**

The School Resource Officer is required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability,

- sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
  3. Promote a safe and orderly school environment.
  4. Educate students, staff and parents on matters of safety and law.
  5. Work towards strengthening students' social and emotional well being.
  6. Assist students in coping with peer pressure and emerging personal problems.
  7. Ensure that students, staff, and parents have the opportunity to communicate regularly with the SRO and to approach the SRO for resolution of conflicts.
  8. Maintain confidentiality in accordance with federal and state law.
  9. Inform administration of knowledge of potential safety issues.
  10. Be responsible for enforcing matters of law and ensuring that all issues are addressed promptly and fairly.
  11. Work with the Superintendent and administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
  12. Participate in school-wide efforts to provide adequate supervision in all school spaces.
  13. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function
  14. Address personal biases that may prevent equal treatment of all students.
  15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

#### **E. Other School Personnel**

All other school personnel are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Maintain confidentiality in accordance with federal and state law.
4. Inform school officials of knowledge of potential safety issues.
5. Work with administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
6. Help children understand the District's expectations for maintaining a safe, orderly environment.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students.
10. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

#### **F. District Administrators**

District administrators are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability,

sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.

2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Evaluate all instructional programs on a regular basis.
6. Ensure that students, staff and parents have the opportunity to communicate regularly with administrators and to approach administrators for resolution of conflicts.
7. Maintain confidentiality in accordance with federal and state law.
8. Review Board policies and state/federal laws relating to school operations and management.
9. Provide support in the development of the code of conduct, when called upon. Disseminate the code of conduct and anti-harassment policies.
10. Work with the Superintendent in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
11. Participate in school-wide efforts to provide adequate supervision in all school spaces.
12. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
13. Address personal biases that may prevent equal treatment of all students and staff.
14. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

## **G. Superintendent**

The Superintendent is required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Evaluate all instructional programs on a regular basis.
6. Ensure that students, staff and parents have the opportunity to communicate regularly with administrators and to approach administrators for resolution of conflicts.
7. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
8. Review with District administrators Board of Education policies and state/federal laws relating to school operations and management.
9. Maintain confidentiality in accordance with federal and state law.
10. Inform the Board about educational trends relating to student discipline.
11. Work with District administrators in enforcing the code of conduct and ensuring that all issues are resolved promptly and fairly.
12. Participate in school-wide efforts to provide adequate supervision in all school spaces.



13. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
14. Address personal biases that may prevent equal treatment of all students and staff.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

## **H. Board of Education**

Members of the Board of Education are required to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
2. Maintain confidentiality in accordance with federal and state law.
3. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Collaborate with students, teachers, administrators, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
6. Adopt and review the District's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation annually.
7. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students and staff.
10. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

## **I. The Dignity Act Coordinators**

The Dignity Act also requires that at least one staff member at every school be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

The Dignity Act Coordinator is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
2. Oversee and coordinate the work of the District-wide and building-level Bullying Prevention Committees.
3. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.
4. Coordinate, with the Professional Development Committee, training in support of the Bullying Prevention Committees.

5. Be responsible for monitoring and reporting on the effectiveness of the District's bullying prevention policy.
6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students.

The Dignity Act Coordinators are as follows:

• Early Childhood School	Melissa Goho	(585)924-3252 ext. 2401
• Primary School	Danny Dehm	(585)924-3252 ext. 3400
• Intermediate School	Michele Maloney	(585)924-3252 ext. 4401
	Staci Thibodeau	(585)924-3252 ext. 4402
• Junior High School	David Thering	(585)924-3252 ext. 5401
• Senior High School	Amy Shannon	(585)924-3252 ext. 6402
	John Ryan	(585)924-3252 ext. 6414
• District Wide Pre-K - 12	Roni Puglisi	(585)924-3252 ext. 1450
• District Wide Pre-K - 12	Kristin Swann	(585)924-3252 ext. 1405

## **5300.25 Student Dress Code**

Students and parents have the right to determine how the student shall dress providing that such attire is not destructive to school property, complies with requirements for health and safety and standard of decency within the community. Appropriate student dress is required at all instructional times and District-sponsored events (i.e. extracurricular events, prom, etc.). The administration is authorized to take action in instances where individual dress does not meet stated requirements.

In addition, student dress shall:

1. Be safe, appropriate and not disrupt or interfere with the educational process.
2. Recognize that extremely brief garments including but not limited to tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.
3. Ensure that undergarments are completely covered with outer clothing.
4. Not include clothing, pins, signs, or jewelry that are unsafe, and/or violate decency.
5. Include footwear at all times. Footwear that is a safety hazard will not be allowed.
6. Not include the wearing of hats or other head coverings, except for a medical or religious purpose, unless approved by a building administrator.
7. Not include items or markings that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.
8. Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.

Each principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including

in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

### **5300.30 Prohibited Student Conduct**

The Board of Education expects all students to conduct themselves in an appropriate and civil manner, with proper regard for the rights and welfare of other students, District personnel and other members of the school community, and for the care of school facilities and equipment.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their own behavior, as well as the consequences of their misbehavior. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so they may grow in self-discipline.

The Board recognizes the need to make its expectations for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. Students who will not accept responsibility for their own behavior and who violate these school rules will be required to accept the consequences for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

#### **A. Engage in conduct that is disorderly**

Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language, gestures, or visual images that are profane, lewd, vulgar or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, recording devices, cell phones or internet/intranet accounts; accessing inappropriate websites; or any other violation of District policy.

#### **B. Engage in conduct that is insubordinate**

Examples of insubordinate conduct include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping assigned detention and/or assigned tutoring sessions.

#### **C. Engage in conduct that is disruptive**

Examples of disruptive conduct include, but are not limited to:

1. Continually impeding the teaching and learning process.
2. Continually interfering with the teacher's authority over the classroom.
3. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.

4. Inappropriate public sexual contact.
5. Display or use of personal electronic devices, such as, but not limited to cell phones, iPods, digital cameras, in a manner that is in violation of District policy.

**D. Engage in conduct that is violent**

Examples of violent conduct include but are not limited to:

1. Committing an act of violence (such as biting, hitting, kicking, punching and scratching) upon another student, teacher, administrator or other school employee or attempting or threatening to do so.
2. Committing an act of violence that results in physical injury or depraved indifference to another person on school property or attempting or threatening to do so.
3. Possessing a weapon. Authorized law enforcement officials are the only persons permitted to have a weapon in their possession while on school property or at a school function.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person on school property, including graffiti or arson, or threatening or attempting to do so.
7. Intentionally damaging or destroying School District property.

**E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others**

Examples of such conduct include but are not limited to:

1. Lying to school personnel.
2. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
3. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
4. Defamation, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them.
5. Discrimination, which includes the use of race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability as a basis for treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See policy 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Bullying, including cyberbullying, which consists of inappropriate persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and/or badgering others. (See policy 0115 for a more complete definition.)
9. Hazing, which includes an induction, initiation or membership process involving harassment. (See policy 0115 for a more complete definition.)
10. Selling, using, transmitting or possessing obscene material.

11. Using vulgar or abusive language or visual images, cursing or swearing.
12. Possessing, using, selling, distributing or exchanging any tobacco product.
13. Possessing, using, selling, distributing or exchanging any smoking and/or vaping device and/or paraphernalia.
14. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids, look-alike drugs, substances commonly referred to as "designer drugs", and substances marked not for "human consumption".
15. Inappropriately using or sharing prescription and over-the-counter drugs.
16. Possessing, consuming, selling, distributing or exchanging any substance that alters perception or behavior, reducing that individual's ability to function appropriately in the academic environment.
17. Gambling.
18. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner either in person, via photos or electronically.
19. Initiating a report warning of fire, bomb threat or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
20. Using any technological devices to inappropriately photograph, record, or videotape another person without the consent of those present.
21. Using an unmanned aerial vehicle (also known as a drone) or any remote controlled aircraft on school property or during any school functions without obtaining prior written permission from the District's Superintendent and demonstrating compliance with any and all applicable Federal Aviation Administration rules and regulations.

**F. Engage in misconduct while on a school bus**

It is crucial for students to behave appropriately while riding on District buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, throwing objects, standing while the bus is in motion, and fighting will not be tolerated.

**G. Engage in any form of academic misconduct**

Examples of academic misconduct include but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

**H. Engage in off-campus misconduct that interferes with, or can reasonably be expected to substantially disrupt the educational process in the school or at a school function**

Examples of such misconduct include but are not limited to:

1. Cyberbullying.
2. Threatening, hazing, and harassing students or school personnel over the phone or the internet.
3. Using message boards to convey threats, derogatory comments or post pornographic pictures of students or school personnel.

## **I. Engage in inappropriate use of technology, such as the Internet, email, or social media**

1. In a manner that violates local, state, or federal laws, including, but not limited to, those pertaining to, intellectual property, harassment, discrimination, bullying, defamation, or unauthorized access to any computer system (including so called “hacking”);
2. In a manner that disrupts or damages hardware or software, such as virus creation, planting, transmission or sabotage;
3. In a manner that violates District policy, rule, regulation or the Code of Conduct;
4. In a manner that violates the privacy rights or the respect of the student or others (e.g., sharing password information, photographs, or other personal information);
5. To access sexually oriented/adult oriented chat rooms bulletin boards or sexually explicit sites, or any chat rooms inappropriate for minors;
6. To access dangerous information that if acted upon could cause damage to persons or property; and/or
7. To buy or sell products or services or otherwise use the resources for personal profit or gain.

### **5300.35 Reporting Violations**

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, administrator or appropriate staff member.

All District staff who are authorized to impose disciplinary sanctions (policy 5300.40) are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to a supervisor who is authorized to act.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The principal or his/her designee must notify parents and the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his/her designee learns of the violation. Parent notification may be made by telephone, followed by a letter mailed within 24 hours. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

### **5300.40 Disciplinary Consequences, Procedures and Referrals**

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The student's prior disciplinary record.

4. The effectiveness of other forms of discipline.
5. Information from parents, teachers and/or others, as appropriate
6. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

### **A. Disciplinary Consequences**

Students who are found to have violated the District's code of conduct may be subject to the following consequences, either alone or in combination. The school personnel identified after each consequence are authorized to impose that consequence, consistent with the student's right to due process.

1. Oral warning – any member of the District staff
2. Disciplinary referrals to parent – bus driver, hall and lunch monitors (through administrator), coaches, school counselors, teachers, principal, Superintendent
3. Detention – teachers, principal, Superintendent
4. Suspension from transportation – Director of Transportation, principal, Superintendent
5. Suspension from athletic participation – coaches, Athletic Director, principal, Superintendent
6. Suspension from social or extracurricular activities – activity advisor, principal, Superintendent
7. Suspension of other privileges – principal, Superintendent
8. In-school suspension – principal, Superintendent
9. Removal from classroom – teachers, principal
10. Short-term (five days or less) suspension from school – principal, Superintendent, Board of Education
11. Long-term (more than five days) suspension from school – principal, Superintendent, Board of Education.
12. Permanent suspension from school – Superintendent, Board of Education.

### **B. Procedures**

The amount of due process a student is entitled to receive before a consequence is imposed depends on the consequence being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning or disciplinary referrals to their parents are entitled to additional rights before the consequence is imposed. These additional rights are explained below.

#### **1. Detention**

Teachers, principals, and the Superintendent may use after school (beyond the regular school day) detention as a consequence for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a consequence only after the student's parent has been notified to confirm that there is no conflict with the time/date of the detention and that the student has appropriate transportation home following detention.

If a student receives detention during a non-instructional period of the day, the student's parent will be notified and transportation home will be provided.

## **2. Suspension from transportation**

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the principal, Director of Transportation, Superintendent, or their designees. In such cases, the student's parent will become responsible for seeing that his/her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal meeting with the principal or the principal's designee to discuss the conduct and the consequence involved.

## **3. Suspension from athletic participation, extracurricular activities and other privileges**

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal meeting with the appropriate District official and/or the Athletic Standards Review Board imposing the suspension to discuss the conduct and the consequence involved.

## **4. In-school suspension**

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes principals/designees and the Superintendent/designee to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal meeting with the District official imposing the in-school suspension to discuss the conduct and the consequence involved.

## **5. Teacher disciplinary removal of disruptive students**

A student's behavior can affect a teacher's ability to teach and make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an



opportunity to regain his/her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

- short-term “time out” in a classroom or in an administrator’s office with a staff member present;
- sending a student into the hallway briefly;
- sending a student to the principal’s office for the remainder of the class time only; or
- sending a student to a school counselor or other District staff member for counseling.

Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student’s behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher’s authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher’s authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher’s instructions or repeatedly violates the teacher’s classroom behavior rules.

A classroom teacher may remove a disruptive student from class for up to two class periods, as outlined in the procedures that follow. The removal from class applies to the class of the removing teacher only. A removed student shall be sent to the principal’s office.

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he/she is being removed and an opportunity to explain his/her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption to persons or property, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he/she was removed from the classroom and give the student a chance to present his/her version of the relevant events within 24 hours.

The teacher must complete a District-established disciplinary removal form and meet with the principal or his/her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.

Within 24 hours after the student’s removal, the principal or another District administrator designated by the principal must notify the student’s parents that the student has been removed from class and why. The notice must also inform the parent that he/she has the right, upon request, to an informal meeting with the principal or the principal’s designee to discuss the reasons for the removal. A written copy of this information will follow.

The principal may require the teacher who ordered the removal to attend the informal meeting in accordance with contractual requirements.

If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.

The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:

- The charges against the student are not supported by substantial evidence.
- The student's removal is otherwise in violation of law, including the District's code of conduct.
- The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.

The principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal meeting, if a meeting is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.

Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities by the classroom teacher until he/she is permitted to return to the classroom.

Each teacher must keep a complete log for all cases of removal of students from his/her class. The principal must keep a log of all removals of students from class.

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his/her class until he/she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

## **6. Suspension from school**

Suspension from school is a severe consequence, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the principals.

Any staff member may recommend to the principal or the Superintendent that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

**a) Short-term (5 days or less) suspension from school**

When the Superintendent, Assistant Superintendent or principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal meeting with the principal or his/her designee. Both the notice and informal meeting shall be in the dominant language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal meeting shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal meeting shall take place as soon after the suspension as is reasonably practicable.

After the meeting, the principal shall promptly advise the parents in writing of his/her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent’s decision, they must file a written appeal to the Board of Education with the District Clerk within 30 business days of the date of the Superintendent’s decision. Only final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

**b) Long-term (more than 5 days) suspension from school**

When the Superintendent or principal determines that a suspension for more than five days may be warranted, he/she shall give reasonable notice to the student and the student’s parents of their right to a fair hearing. At the hearing, the student shall have

the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his/her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him/her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 30 business days of the date of the Superintendent's decision. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 days of the decision.

**c) Permanent suspension**

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

**C. Minimum Periods of Suspension**

**1. Students who bring to or possess a weapon on school property:**

Any student, other than a student with a disability, found guilty of bringing to or possessing a weapon on school property will be subject to a long term suspension from school for at least one calendar year. Under certain mitigating circumstances a shorter suspension may be considered. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the following:

- a) The student's age.
- b) The student's grade in school.
- c) The student's prior disciplinary record.
- d) The Superintendent's belief that other forms of discipline may be more effective.
- e) Input from parents, teachers and/or others.
- f) Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

**2. Students who commit violent acts other than bringing to or possessing a weapon on school property:**

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing to or possessing a weapon on school property, shall be subject to a short or long term suspension from school. If the proposed consequence is a

five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal meeting given to all students subject to a short-term suspension. If the proposed consequence exceeds a five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify a five-day suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

**3. Students who are repeatedly substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom:**

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom will be suspended from school for at least one day and can be suspended up to five days. For purposes of this code of conduct, "repeatedly is substantially disruptive" means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. The proposed consequence is a minimum one-day suspension and up to five days suspension. The student and the student's parent will be given the same notice and opportunity for an informal meeting given to all students subject to a short-term suspension. If the proposed consequence exceeds the minimum five-day suspension, the student and the student's parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

**D. Referrals**

**1. Counseling**

The principal or his/her designee (including counseling staff) shall handle all referrals of students to counseling.

**2. PINS Petitions**

The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he/she requires supervision and treatment by:

- a) Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b) Engaging in an ongoing or continual course of conduct, which makes the student ungovernable or habitually disobedient, and beyond the lawful control of the school.
- c) Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.

**3. Juvenile Delinquents and Juvenile Offenders**

The Superintendent is required to refer the following students to the appropriate law enforcement authorities for a juvenile delinquency proceeding before the Family Court:

- a) Any student under the age of 16 who is found to have brought a weapon to school, or
- b) Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The Superintendent or his/her designee is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

### **5300.45      Alternative Instruction**

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

### **5300.50      Discipline of Students with Disabilities**

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the District's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others. The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the District follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

### **Definitions**

For purposes of this portion of the code of conduct, and consistent with applicable law and regulations, the following definitions will apply:

1.     **Behavioral Intervention Plan (BIP)** means a plan that is based on the results of a functional behavioral assessment and that, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and intervention strategies that include positive behavioral supports and services to address the behavior.
2.     **Controlled substance** means a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC § 812(c)).
3.     **Disciplinary change in placement** means a suspension or removal from a student's current educational placement that is either:
  - a) For more than 10 consecutive school days; or
  - b) For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year, because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals, and because of such additional factors as the length of each suspension or removal, the

- total amount of time the student has been removed and the proximity of the suspensions or removals to one another. The School District determines on a case-by-case basis whether a pattern of removals constitutes a change of placement.
4. **Illegal drug** means a controlled substance, but does not include a controlled substance legally possessed or used under the supervision of a licensed health-care professional, or a substance that is otherwise legally possessed or used under the authority of the Controlled Substances Act or under any other provision of federal law.
  5. **Interim alternative educational setting (IAES)** means a temporary educational placement, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. An IAES must allow a student to continue to receive educational services that enable him or her to continue to participate in the general curriculum and progress toward meeting the goals set out in the student's individualized education program; as well as to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.
  6. **Manifestation review** means a review of the relationship between the student's disability and the behavior subject to disciplinary action, which is required when the disciplinary action results in a disciplinary change of placement, and conducted in accordance with requirements set forth later in this policy.
  7. **Manifestation team** means a District representative knowledgeable about the student and the interpretation of information about child behavior, the parent, and relevant members of the Committee on Special Education as determined by the parent and the District.
  8. **Removal** means a removal of a student with a disability for disciplinary reasons from his or her current educational placement, other than a suspension; and a change in the placement of a student with a disability to an IAES.
  9. **School day** means any day, including a partial day, which students are in attendance at school for instructional purposes.
  10. **Serious bodily injury** means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
  11. **Student presumed to have a disability for discipline purposes** means a student who, under the conditions set forth later in this policy, the District is deemed to have had knowledge was a student with a disability before the behavior that precipitated the disciplinary action.
  12. **Suspension** means a suspension pursuant to §3214 of New York's Education Law.
  13. **Weapon** means the same as the term "dangerous weapon" under 18 USC §930(g)(2) which includes a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except a pocket knife with a blade of less than two and one-half inches in length.

### **Authority of School Personnel to Suspend or Remove Students with Disabilities**

The Board, District Superintendent, Superintendent of Schools or a principal with authority to suspend students under the Education Law may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days.

The Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed ten consecutive school days inclusive of any period in which the student

has been suspended or removed for the same behavior pursuant to the above paragraph, if the Superintendent determines that the student's behavior warrants the suspension. The Superintendent also may order additional suspensions of not more than ten consecutive school days in the same school year for separate incidents of misconduct, as long as the suspensions do not constitute a disciplinary change of placement.

In addition, the Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for a period in excess of ten consecutive school days if the manifestation team determines that the student's behavior was not a manifestation of the student's disability. In such an instance, the Superintendent may discipline the student in the same manner and for the same duration as a non-disabled student.

Furthermore, the Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability to an IAES to be determined by the Committee on Special Education for a period of up to 45 school days if the student either:

1. Carries or possesses a weapon to or at school, on school premises or to a school function, under the jurisdiction of the educational agency, or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the District's jurisdiction, or
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the District's jurisdiction.

The Superintendent may order the placement of a student with a disability to an IAES under such circumstances, whether or not the student's behavior is a manifestation of the student's disability. However, the Committee on Special Education will determine the IAES.

### **Procedures for the Suspension or Removal of Students with Disabilities by School Personnel**

1. In cases involving the suspension or removal of a student with a disability for a period of five consecutive school days or less, the student's parents or persons in parental relation to the student will be notified of the suspension and given an opportunity for an informal meeting in accordance with the same procedures that apply to such short term suspensions of non-disabled students.
2. The suspension of students with disabilities for a period in excess of five school days will be subject to the same due process procedures applicable to non-disabled students, except that the student disciplinary hearing conducted by the Superintendent or a designated hearing officer shall be bifurcated into a guilt phase and a penalty phase. Upon a finding of guilt, the Superintendent or the designated hearing officer will await notification of the determination by the manifestation team as to whether the student's behavior was a manifestation of his or her disability. The penalty phase of the hearing may proceed after receipt of that notification. If the manifestation team determined that the behavior was not a manifestation of the student's disability, the student may be disciplined in the same manner as a non-disabled student, except that he or she will continue to receive services as set forth below. However, if the behavior was deemed a manifestation of the student's disability, the hearing will be dismissed, unless the behavior involved concerned weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, in which case the student may still be placed in an IAES.



## **Limitation on Authority of School Personnel to Suspend or Remove Students with Disabilities**

The imposition of a suspension or removal by authorized school personnel may not result in a disciplinary change of placement of a student with a disability that is based on a pattern of suspensions or removals as set forth above in the *Definitions* section of this policy, unless:

1. The manifestation team determines that the student's behavior was not a manifestation of the student's disability, or
2. The student is removed to an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury as set forth above.

School personnel will consider any unique circumstances on a case-by-case basis when determining whether a disciplinary change in placement is appropriate for a student with a disability who violates the District's code of conduct.

In addition, school personnel may not suspend or remove a student with a disability in excess of the amount of time that a non-disabled student would be suspended for the same behavior.

## **Parental Notification of a Disciplinary Change of Placement**

The District will provide the parents of a student with a disability notice of any decision to make a removal that constitutes a disciplinary change of placement because of a violation of the student code of conduct. Such notice will be accompanied by a copy of the procedural safeguards notice.

## **Authority of an Impartial Hearing Officer to Remove a Student with a Disability**

An impartial hearing officer may order the placement of a student with a disability to an IAES for up to 45 school days at a time if he or she determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. This authority applies whether or not the student's behavior is a manifestation of the student's disability.

## **Manifestation Review**

A review of the relationship between a student's disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the student's disability will be made by the manifestation team immediately, if possible, but in no case later than 10 school days after a decision is made by:

1. The Superintendent to change the placement of a student to an IAES;
2. An impartial hearing officer to place a student in an IAES; or
3. The Board, the Superintendent, or principal to impose a suspension that constitutes a disciplinary change in placement.

The manifestation team must determine that the student's conduct was a manifestation of the student's disability if it concludes that the conduct in question was either:

1. Caused by or had a direct or substantial relationship to the student's disability, or
2. The direct result of the District's failure to implement the student's individualized education program.

The manifestation team must base its determination on a review all relevant information in the student's file including the student's individualized education program, any teacher observations, and any relevant information provided by the parents.

If the manifestation team determines that the student's conduct is a manifestation of the student's disability, the Committee on Special Education (CSE) will:

1. Conduct a functional behavioral assessment of the student and implement a behavioral intervention plan, unless the District had already done so prior to the behavior that resulted in the disciplinary change of placement occurred. However, if the student already has a behavioral intervention plan, the CSE will review the plan and its implementation, and modify it as necessary to address the behavior; and
2. Return the student to the placement from which he or she was removed, unless the change in placement was to an IAES for conduct involving weapons, illegal drugs or controlled substances or the infliction of serious bodily injury, or the parents and the District agree to a change in placement as part of the modification of the behavioral intervention plan.

If the manifestation team determines that the conduct in question was the direct result of the District's failure to implement the student's individualized education program, the District will take immediate steps to remedy those deficiencies.

### **Services for Students with Disabilities during Periods of Suspension or Removal**

Students with disabilities who are suspended or removed from their current educational setting in accordance with the provisions of this policy and applicable law and regulation will continue to receive services as follows:

1. During suspensions or removals of up to 10 school days in a school year that do not constitute a disciplinary change in placement, the District will provide alternative instruction to students with disabilities of compulsory attendance age on the same basis as non-disabled students. Students with disabilities who are not of compulsory attendance age will receive services during such periods of suspension or removal only to the same extent as non-disabled students of the same age would if similarly suspended.
2. During subsequent suspensions or removals of up to 10 school days that in the aggregate total more than 10 school days in a school year but do not constitute a disciplinary change in placement, the District will provide students with disabilities services necessary to enable them to continue to participate in the general education curriculum and to progress toward meeting the goals set out in their respective individualized education program. School personnel, in consultation with at least one of the student's teachers, will determine the extent to which services are needed to comply with this requirement.

In addition, during such periods of suspension or removal the District will also provide students with disabilities services necessary for them to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

3. During suspensions or removals in excess of 10 school days in a school year that constitute a disciplinary change in placement, including placement in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, the District will provide students with disabilities services necessary to enable them to continue to participate in the general curriculum, to progress toward meeting the goals set out in their respective individualized education program, and to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so it does not recur.

In such an instance, the Committee on Special Education will determine the appropriate IAES and services to be provided.

### **Students Presumed to Have a Disability for Discipline Purposes**

The parent of a student who is facing disciplinary action but who was not identified as a student with a disability at the time of misconduct has the right to invoke any of the protections set forth in this policy in accordance with applicable law and regulations, if the District is deemed to have had knowledge that the student was a student with a disability before the behavior precipitating disciplinary action occurred and the student is therefore a student presumed to have a disability for discipline purposes.

If it is claimed that the District had such knowledge, it will be the responsibility of the Superintendent, principal or other authorized school official imposing the suspension or removal in question for determining whether the student is a student presumed to have a disability for discipline purposes. The District will be deemed to have had such knowledge if:

1. The student's parent expressed concern in writing to supervisory or administrative personnel, or to a teacher of the student that the student is in need of special education. Such expression may be oral if the parent does not know how to write or has a disability that prevents a written statement; or
2. The student's parent has requested an evaluation of the student; or
3. A teacher of the student or other school personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the District's Director of Special Education or other supervisory personnel.

Nonetheless, a student will not be considered a student presumed to have a disability for discipline purposes if notwithstanding the District's receipt of information supporting a claim that it had knowledge the student has a disability,

1. The student's parent has not allowed an evaluation of the student; or
2. The student's parent has refused services; or
3. The District conducted an evaluation of the student and determined that the student is not a student with a disability.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other non-disabled student who engaged in comparable behaviors. However, if the District receives a request for an individual evaluation while the student is subjected to a disciplinary removal, the District will conduct an expedited evaluation of the student in accordance with applicable law and regulations. Until the expedited evaluation is completed, the student shall remain in the educational placement determined by the District which can include suspension.

### **Expedited Due Process Hearings**

The District will arrange for an expedited due process hearing upon receipt of or filing of a due process complaint notice for such a hearing by:

1. The District to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement;
2. The District during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings;
3. The student's parent regarding a determination that the student's behavior was not a manifestation of the student's disability; or
4. The student's parent relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

The District will arrange for, and an impartial hearing officer will conduct, an expedited due process hearing in accordance with the procedures established in Commissioner's regulations. Those procedures include but are not limited to convening a resolution meeting, and initiating and completing the hearing within the timelines specified in those regulations.

When an expedited due process hearing has been requested because of a disciplinary change in placement, a manifestation determination, or because the District believes that maintaining the student in the current placement is likely to result in injury to the student or others, the student will remain in the IAES pending the decision of the impartial hearing officer or until the expiration of the period of removal, whichever occurs first unless the student's parent and the District agree otherwise.

### **Referral to Law Enforcement and Judicial Authorities**

Consistent with its authority under applicable law and regulations, the District will report a crime committed by a student with a disability to appropriate law enforcement and judicial authorities. In such an instance, the Superintendent will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration to the appropriate authorities to whom the crime is reported, to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

## **5300.55 Corporal Punishment**

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of School District functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner of Education in accordance with Commissioner's regulations.

## **5300.60 Student Searches and Interrogations**

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary consequence on a student may question a student about an alleged violation of law or the District code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building administrators or his/her designee and the school nurse to conduct searches of students and their belongings, in most instances, with the exceptions set forth below in A and B, if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District code of conduct.

An authorized school official may conduct a search of a student's property that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's property (for example, a backpack, book bag, purse, car, etc.) based upon information received from a reliable informant. Individuals, other than the District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's property, the authorized school official should encourage the student to admit that he/she possesses physical evidence that they violated the law or the District code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

#### **A. Student Lockers, Desks and other School Storage Places**

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means those student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

#### **B. Strip Searches**

A strip search is a search that requires a student to remove any or all of his/her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the Superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the students or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another District professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have reasonable suspicion to believe the student is concealing evidence of a violation of law or the District code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record, the quality of the knowledge that lead to the reasonable suspicion and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

#### **C. Documentation of Searches**

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his/her designee shall clearly label each item taken from the student and retain control of the item(s), until the item

is turned over to the police. The principal or his/her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

#### **D. Police Involvement in Searches and Interrogations of Students**

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or
3. Been invited by school officials.

Before police officials are permitted to question or search any student, the principal or his/her designee shall try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted by a police officer. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. The primary goal of law enforcement is as an advisor. However, under law, police can speak to and remove a student 16 years or older for matters of law.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

#### **E. Child Protective Services Investigations**

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations. Please refer to Board Policy 5460 for a list of mandated reporters.

All requests by child protective services to interview a student on school property shall be made directly to the principal or his/her designee. The principal or his/her designee shall set the time and place of the interview. The principal or designee shall be present during the interview. If the nature of the allegations is such that it may be necessary for the student to remove any of his/her clothing in order for the child protective services worker to verify the allegations, the school nurse or other District medical personnel must be present during that portion of the interview. No student may be required to remove his/her clothing in front of a child protective services worker or School District official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he/she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

### **5300.65      Visitors to the Schools**

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office or other secure entrances upon arrival at the school. There they will be required to present their ID for verification through our electronic check-in system and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the office before leaving the building.
3. Visitors attending school functions that are open to the public outside of the regular school day, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to get permission from the building administrator to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
8. Using an unmanned aerial vehicle (also known as a drone) or any remote controlled aircraft on school property or during any school functions without the prior written authorization from the District's Superintendent is prohibited. Prior to such use, users must also demonstrate compliance with any and all applicable Federal Aviation Administration rules and regulations.

### **5300.70      Public Conduct on School Property**

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and District personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The District recognizes



that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

#### **A. Prohibited Conduct**

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten or attempt to do so.
2. Intentionally damage or destroy School District property or the personal property of a student, District employee or any person lawfully on school property, including graffiti or arson or threaten or attempt to do so.
3. Disrupt the orderly conduct of classes, school programs or other school activities.
4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Remain on campus from 11:00 PM to 5:00 AM, when the campus is closed, unless authorized by a school administrator.
8. Obstruct the free movement of any person in any place to which this code applies.
9. Violate the traffic laws, parking regulations or other restrictions on vehicles.
10. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances or any substance marked "not for human consumption", or be under the influence of any of these substances on school property or at a school function.
11. Consume, sell, distribute or exchange tobacco products including e-cigarettes on school property or at a school function.
12. Consume any substance that alters perception or behavior, reducing that individual's ability to function appropriately in the academic environment.
13. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the School District.
14. Loiter on or about school property.
15. Gamble on school property or at school functions, unless such activity is permitted by law and approved by the District in advance.
16. Refuse to comply with any reasonable order of identifiable School District personnel performing their duties.
17. Willfully incite others to commit any of the acts prohibited by this code.
18. Bring a dog on campus to walk, exercise, or attend an athletic or extra-curricular event except in accordance with the District's Animals on School Grounds Policy (policy 1501).
19. Violate any federal or state statute, local ordinance, this code or Board policy while on school property or while at a school function.

#### **B. Penalties**

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they

refuse to leave, they shall be subject to ejection and/or police action. Visitors may be banned from being physically present on District property by the Superintendent.

2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

### **C. Enforcement**

District personnel shall be responsible for enforcing the conduct required by this code.

When District personnel sees an individual engaged in prohibited conduct, which in his/her judgment does not pose any immediate threat of injury to persons or property, the District personnel shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The District personnel shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct or if the person's conduct poses an immediate threat of injury to persons or property, the District personnel shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the code.

## **5300.75 Dissemination and Review**

### **A. Dissemination of Code of Conduct**

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of an age-appropriate, written in plain language, summary of the code to all students at an assembly to be held at the beginning of each school year.
2. Providing a plain language summary to all parents at the beginning of the school year, and thereafter on request.
3. Posting the complete code of conduct on the District's website.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents and other community members.

The Board will sponsor in-service education programs for all District staff members to ensure the effective implementation of the code of conduct. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students. On-going professional development will be included in the District's professional development plan, as needed.

## **B. Review of Code of Conduct**

The Board of Education will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently. The Board of Education may appoint an advisory committee to assist in reviewing the code. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner of Education, in a manner prescribed by the Commissioner, no later than 30 days after adoption.

## **5300.80 Compliance**

If at any time a part of this code of conduct is inconsistent with applicable law, that part of the code is to be considered amended so that it complies with applicable law.

This code of conduct is effective as of June 29, 2012.

*Approved by the Board of Education as Revised ~~March 11, 2020~~[April 15, 2021](#)*  
*Reviewed: 07/09/2020*

### **Policy Cross References:**

5460 – Child Abuse, Maltreatment or Neglect in a Domestic Setting