

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**Approved Minutes of the Organizational and Regular Meeting of July 8, 2021  
Junior/Senior High Performing Arts Center  
953 High Street  
Victor, New York 14564**

- CALL TO ORDER** District Clerk Maureen Goodberlet called the meeting to order at 6:27 PM.
- Members Present** Karen Ballard, Tim DeLucia, Kristin Elliott, Elizabeth Mitchell, Trisha Turner  
**Members Absent** Chris Eckhardt, Christopher Parks
- ENTER EXECUTIVE SESSION** A motion was made by K. Elliott, seconded by T. Turner, to enter executive session at 6:27 PM to discuss the employment history of specific individuals. The motion was carried. 5 yes 0 no
- REGULAR SESSION** A motion was made by T. DeLucia, seconded by T. Turner, to return to regular session at 7:17 PM. The motion was carried. 5 yes 0 no.
- ELECTION OF OFFICERS** *President* The District Clerk, called for nominations for Board of Education President. Trisha Turner nominated Tim DeLucia for President.
- The District Clerk asked if there were any other nominations for Board of Education President. There being no other nominations, the District Clerk took a roll call vote: Trisha Turner – yes, Elizabeth Mitchell – yes, Kristin Elliott – yes, Karen Ballard – yes, Tim DeLucia – yes. The District Clerk declared Tim DeLucia as Board President for the 2021-2022 school year.
- Vice President* The District Clerk called for nominations for Board of Education Vice President. Karen Ballard nominated Christopher Parks for Vice President.
- The District Clerk asked if there were any other nominations for Board of Education Vice President. There being no other nominations, the District Clerk took a roll call vote: Trisha Turner – yes, Elizabeth Mitchell – yes, Kristin Elliott – yes, Karen Ballard – yes, Tim DeLucia – yes. The District Clerk declared Christopher Parks as Board Vice President for the 2021-2022 school year.
- Mr. DeLucia took the Oath of Office and signed the oath book. Dr. Parks will take the Oath of Office and sign the oath book when he returns from vacation. Board President DeLucia took the chair.*
- APPROVE AGENDA** A motion was made by T. Turner, seconded by E. Mitchell, to approve the meeting agenda. The motion was carried. 5 yes 0 no.
- SUPERINTENENT’S UPDATE** Dr. Terranova recognized all of the work that is being done over the summer with the students. The work includes the Summer Enrichment Program at no

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

cost to the parents based upon the approval and leadership of the Board of Education and utilizing some of the stimulus money from the federal government. There is also a significant amount of work being done with the students with disabilities with the Extended School Year Program as well as Summer Academy for a large group of students who need a bit of a boost especially in Mathematics and English Language Arts (ELA). The second update Superintendent Terranova provided was the update on masking protocols for students in summer schools, tied specifically to the summer not the fall. Dr. Terranova asked the Board of Education their thoughts on his recommendation to go with the revised guidance and allow parents, starting on Monday, July 12, 2021, to decide whether or not their child wears a mask or not indoors if they are unvaccinated. Certainly the District would not be able to enforce that in the summer program. Teachers have enough to do in terms of teaching the programs and working with the kids. It would be a parent/child decision. Unvaccinated staff will still be asked to wear a mask indoors as that is the guidance provided. Busses would also continue with mask wearing. Mrs. Mitchell asked if the students would still be required to do a health screening every morning. Dr. Terranova said they will not at this time. There will be one screen at the beginning for everyone. It will be strongly encouraged that no one show up when they have symptoms of illness. Mrs. Turner said she agrees with Superintendent Terranova's recommendation. The summers are hot and there is no air conditioning in the buildings. Mrs. Elliott thanked Dr. Terranova for providing the new information and agrees with the recommendation as does Mrs. Ballard and Mr. DeLucia. Dr. Terranova then acknowledged new leadership staff members starting at Victor Central Schools.

### **ORGANIZATIONAL ITEMS**

A motion was made by K. Elliott, seconded by K. Ballard, to approve upon recommendation of the Superintendent, the organizational items for the 2021-2022 school year.

Mrs. Ballard asked for clarification under appointments with Jill Smith being appointed as the Treasurer-Extra Classroom Activities Account. The person who was appointed before was in the Senior High School and she wanted to know why it was switched to the Business Office. Dr. Terranova Mr. Vallese could not be at the meeting and would have a better answer but he believes it is so those activities could go through one office which would be a better way to keep track of the finances. Mrs. Ballard said the student treasures have different hours and come in early to school or stay late but they will work it out. Another question she has is under authorizations, letter d, petty cash accounts. There is \$2,500 for the event admissions and we no longer charge admissions. Mrs. Elliott said the only admissions we have collected is under Section V

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Sectionals. This past year there have been no fees at the door for regular season play only for Sectionals. Mrs. Ballard said this is not due to COVID, the year before there were no fees. Mrs. Ballard asked if this petty cash is something that is sitting in the Athletic Director’s Office or is it in the Business Office and they come and get it. If the money is not used it should be somewhere else. Dr. Terranova said he would find out. Mrs. Ballard said under authorizations, item e, Extra-Curricular Account she is not sure if the title Treasurer-Extra Classroom has to be listed if Jill Smith will be doing it and she is the Deputy District Treasurer and is already listed. Lastly, Mrs. Ballard said under other items, letter o, Authorization of Annual Professional Performance Review (APPR) Principal/Teacher Lead Evaluator Resolutions is there a reason why the new directors were not included on the list? Dr. Terranova said he will have to double check that one as well. He said typically the APPR is for the principals and those that oversee the teachers. He does not know why they were not on the list as they should be because they will potentially be used to supervise teachers, he will check as they will have some supervision. Mrs. Elliott brought up the concern that Mrs. Ballard had about the athletic event admission start-up cash of \$2500 again. It seems quite a large sum. It stands out much more significantly than the rest of them. Mrs. Elliott said she would like to pull that piece out as it is a significant amount of money. It does not align with the past two years as there have been no fees taken at the door. Dr. Terranova said so what he is hearing is there is a question around admission fees and the amount of start-up money needed because we have not been charging admission. Mr. DeLucia said what can happen is the agenda can be amended to strike admission fees approval and bring it back at a subsequent meeting and the other item was VI, o the directors have to be added to the authorization for Annual Professional Performance Review training. Mr. DeLucia asked if they can be pulled and brought back or does it need to be done tonight. Dr. Terranova said they can be pulled.

Mr. DeLucia made a motion to amend the proposed organizational agenda to take out the event admissions under V-d for \$2500 and take out VI-o, Authorization of the APPR Principal/Teacher Lead Evaluator Resolutions so that additional information can be gathered. These will be approved at a subsequent meeting. The motion was seconded by Mrs. Turner.

The motion was carried. 5 yes 0 no

Mr. DeLucia called for a vote on the original organizational agenda as amended. The motion was carried. 5 yes 0 no

**APPOINTMENT OF DISTRICT OFFICERS**

- District Clerk* Appointment of Maureen A. Goodberlet as Clerk of the Board of Education
- District Treasurer* Appointment of Matthew DeAmaral as District Treasurer;
- Deputy District Treasurer* Appointment of Jill Smith as Deputy District Treasurer;
- Tax Collector* Appointment of Nicole Ritz as Tax Collector;
- Claims Auditor* Appointment of Susan Reed as Claims Auditor;

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**APPOINTMENT OF OTHER POSITIONS**

<i>School Physician</i>	Appointment of Dr. Robert J. Tuite as school physician and medical director;
<i>School Attorney</i>	Appointment of Harris Beach PLLC, Ferrara Fiorenza PC, and Monroe 2 Orleans BOCES as attorneys;
<i>Attendance Officer</i>	Appointment of Veronica Puglisi as Attendance Officer;
<i>Purchasing Agent</i>	Appointment of Derek Vallese as Purchasing Agent;
<i>Insurance Consultant</i>	Appointment of R.L. Anderson – Van Horne Agency as Insurance Consultant;
<i>External Auditor</i>	Appointment of Mengel, Metzger, Barr, CPA as External Auditor;
<i>Internal Auditor</i>	Appointment of EFPR Group as Internal Auditor;
<i>Records Access / Management Officer</i>	Appointment of Maureen Goodberlet as Records Access/Management Officer;
<i>LEA Designee</i>	Appointment of Christopher Marshall as Asbestos (LEA) Designee;
<i>Title IX Coordinators</i>	Appointment of Leanne Gmeindl and Veronica Puglisi as Title IX Coordinators;
<i>Section 504 Officer</i>	Appointment of Leanne Gmeindl as Section 504 Officer;
<i>Civil Rights Compliance Officers</i>	Appointment of Dorothy DiAngelo and Julie Bitely as Civil Rights Compliance Officers;
<i>Committee on Special Education / Preschool Special Education</i>	Appointment of Julie Bitely, Erin Black, Julie Branieki, Anne Clark, Leah Daniels-Farren, Karl Dubash, Brian Gee, Leanne Gmeindl, Carrie Goodell, Emily Hopkins-Ives, Tara Hopson, Hannah Knight, Michele Maloney, Kathryn Mandile, Amanda Moon, Keary Pender, Veronica Puglisi, Heidi Robb, Amy Shannon, Brian Siesto, Kevin Swartz, David Thering, Staci Thibodeau, Amanda Tripp, Dr. Robert Tuite, and Tania Zazulak-Angelini as members of the Committee on Special Education and the Committee on Preschool Special Education;
<i>Treasurer – Extra Classroom Activities Account</i>	Appointment of Jill Smith as Treasurer – Extra Classroom Activities Account;
<i>Dignity Act Coordinators</i>	Appointment of Julie Bitely, Amanda Moon, Michele Maloney, Veronica Puglisi, Laura Reynolds, John Ryan, Amy Shannon, Staci Thibodeau and David Thering as Dignity Act Coordinators;
<i>Designated Educational Official</i>	Appointment of John Ryan as the Designated Education Official;
<i>Designated Data Protection Officer</i>	Appointment of Angela Affronti as the Designated Data Protection Officer;
<i>McKinney-Vento Homeless Assistance Act Liaison</i>	Appointment of Leanne Gmeindl as the McKinney-Vento Homeless Assistance Act Liaison

**BONDING OF  
PERSONNEL**

\$100,000 coverage endorsement from a blanket bond for each employee  
\$1 million policy for District Treasurer, Deputy District Treasurer, Tax Collector, and Claims Auditor  
\$500,000 coverage from faithful performance bonds for Accounts Payable Clerk, Payroll Clerk, and Assistant Superintendent for Business.

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## DESIGNATIONS

- Banks*** BE IT RESOLVED, that any commercial bank and/or trust company, including but not limited to Canandaigua National Bank and Five Star Bank, having offices in New York State or any bank participating in the Insured Cash Sweep (ICS) or Certificate of Deposit Account Registry Services (CDARS) programs be and hereby are designated as the official depositories for the School District funds during the school year 2021-22 and that the maximum amount which may be kept on deposit in any one bank shall not exceed the District’s annual general fund budget.
- Official Newspaper*** Designation of *The Daily Messenger* as official newspaper of the District;
- Board of Education Meeting Dates*** Designation of the second Thursday of each month at 7:15 P.M. as the regular meeting time for the Board of Education with the following exception; the November 2021 Board meeting will be held on Wednesday, November 10, 2021, and the April 2022 Board meeting will be held on Thursday, April 7, 2022. The Board of Education work sessions will be scheduled for the fourth Thursday of the month as necessary;
- Organizational Meeting*** Designation of Thursday, July 14, 2022, as the date of the organizational meeting for the 2022-23 school year;
- Mileage Reimbursement*** Establishment, pursuant to Section 2118 of the Education Law, of the mileage reimbursement rate for employees at an amount equal to the Internal Revenue Service rate.

## AUTHORIZATIONS

- Payroll Certification*** Authorization for the Assistant Superintendent for Business to certify the payroll;
- Student Services*** Authorization for the Superintendent, or designee, and Board President or Vice President to sign contracts for student services (such as health), and tuition contracts;
- Contracts*** Authorization for the Superintendent or his/her designee to approve attendance of instructional and non-instructional staff at conferences;
- Conference Attendance*** Authorization for the Superintendent or his/her designee to approve attendance of instructional and non-instructional staff at conferences;
- Petty Cash*** Authorization for the Assistant Superintendent for Business to establish the following Petty Cash Accounts:

<u>Account</u>	<u>Amount</u>	<u>Custodian</u>
Senior High School	\$50.00	Senior High Principal
Junior High School	\$50.00	Junior High Principal
Intermediate School	\$50.00	Intermediate School Principal
Primary School	\$50.00	Primary School Principal
Early Childhood School	\$50.00	Early Childhood Principal
District Office	\$50.00	Assistant Superintendent for Business
Transportation Office	\$50.00	Director of Transportation
School Lunch Fund (start-up cash)	\$175.00	Director of Food Service

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- Check Signers*** Authorization for the following individuals to sign checks on behalf of the School District for the accounts designated:  
General and School Lunch, Special Aid, Capital Funds: Assistant Superintendent for Business, District Treasurer, Deputy District Treasurer  
Payroll Account: Assistant Superintendent for Business, District Treasurer, Deputy District Treasurer  
Extra-Curricular Account: Treasurer-Extra Classroom Activities Account, Assistant Superintendent for Business, District Treasurer, Deputy District Treasurer, and Senior High School Guidance Secretary
- Professional Organizations*** Authorization for the Board of Education and District Members to participate in professional organizations;
- Indemnification*** Authorize School District employee and officer indemnification under Public Officer's Law §18;
- District-owned Cell Phones*** Authorization for the Superintendent of Schools, Technology Department, Night Custodian, and Director of Transportation to have District-owned cell phones;
- Hearing Officer Appointment*** Authorization for the President or Vice President of the Board of Education to independently appoint an Impartial Hearing Officer as necessary for any impartial hearing regarding the placement of a special education student;
- Budget Transfers*** Authorization for the Superintendent or his/her designee to make all necessary budget transfers in accordance with Section 170.2 (1) of the Commissioner's Regulations and Board Policy 6150;

### OTHER ITEMS

- Wire Transfers*** Authorization for the Assistant Superintendent for Business and District Treasurer or Deputy District Treasurer to execute wire transfers of District funds;
- Employment of Staff Members*** Authorization for the Superintendent to employ staff members pending Board approval at its next regular meeting;
- BOCES Bids*** Authorization for the District to participate in all BOCES Cooperative Bids for the 2021-2022 school year;
- Investment of Funds*** Authorization of the Superintendent and the Assistant Superintendent for Business, District Treasurer, or Deputy District Treasurer to jointly confer, and then invest - if deemed appropriate - such portions of the District money available for time deposit accounts, certificates of deposit, short term government securities, or other investments permitted by law;
- Grants*** Authorization of the Superintendent to apply for State and Federal Grants in Aid;
- Board Conference Attendance*** Authorization for Board of Education members to attend conferences, conventions and workshops with expenses paid by the School District;
- Consultant Services*** Authorization for the Superintendent to purchase consultant and professional services;
- Civil Service Reports*** Authorization for the Assistant Superintendent for Personnel, or (alternate) Assistant Superintendent for Business to sign Civil Service Reports of Personnel Change;
- Compensation – Election Workers*** Establishment of the compensation rate for members of the Board of Registration and for election inspectors and clerks at minimum wage;

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**Board of Registration** Appointment of Carrie Fagan, Linda Tice and Nancy Mancuso as the Board of Registration for the 2021-2022 school year;

**Substitute Rates** Establishment of the following substitute rates: \_

<u>Position</u>	<u>2021-2022</u>
Accompanist	\$50.00 per hour (2 hour maximum)
Administrator (Per Diem, Not Interim)	\$375 per day
Auto Mechanic Substitute	\$17.59 per hour
Auto Mechanic Helper Substitute	\$17.05 per hour
Bus Driver Substitute	\$14.50 per hour
Bus Driver Trainee	\$12.50 per hour
Business Office Support (Per Diem)	\$14.50 per hour
Bus Monitor Substitute	\$12.50 per hour
Summer Bus Monitor Substitute (Certified Bus Driver Rate)	\$14.40 per hour
Cleaner Substitute	\$12.50 per hour
Driver Education Teacher	\$38.25 per hour
Driver Education Coordinator	\$500.00 per session (3 sessions total)
Food Service Helper Substitute	\$12.50 per hour
Food Service Laborer Substitute	\$12.50 per hour
Groundskeeper Substitute	\$12.50 per hour
Life Guard (Junior Per Diem Status)	\$12.50 per hour
Life Guard (Senior Per Diem Status)	\$14.57 per hour
Messenger Substitute	\$12.50 per hour
Nurse Substitute	\$133.00 per day
Pool Supervisor	\$16.83 per hour
Summer Grounds Helper	\$12.50 per hour
Student Worker	\$12.50 per hour
Teacher Aide Substitute	\$12.50 per hour
Teacher (Per diem) NYSTRS Retiree	\$130.00 per day
Teacher (Per diem) Certified Substitute	\$105.00 per day
Teacher (Per diem) Uncertified Substitute	\$95.00 per day
Teacher (Short-term Substitute)	\$198.00-\$208.00 per day
Traffic Support	\$12.51 per hour
Translator (Per Diem)	\$39.75 per hour
Typist/Clerk Substitute	\$13.36 per hour

**Policies** Review of all Board of Education policies

**Policy Review** Review policies including Investments (6240), Purchasing (6700), Code of Conduct (5300), and Parent and Family Engagement (1900) as required by law

**Attendance Data** Review building-level student attendance data as required under Commissioner's Regulations section 104.1, and if the data shows a decline in attendance rates, shall review its policy on Attendance (5100)

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**Civil Service Standard Work Hours** Civil Service Standard Work Hours Resolution; BE IT RESOLVED, that the Victor Central School District hereby establishes standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system.  
A motion to approve the foregoing appointments and authorizations was carried.  
5 yes 0 no (*end of organizational items*)

**PUBLIC PARTICIPATION**

Claire Noonan, community member and recent Victor Central School District 2021 retiree thanked the Board of Education for feeling valued as an employee and a presenter. She also thanked Dr. Terranova and stated she has had more instructional conversations with him in the last year than in the prior 15 years. She said his focus has been on the business of kids and the business of learning and it feels new and exciting. She said she is very excited for the future of Victor after meeting the new directors and the new principals.

**CONSENT ITEMS**

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

**MINUTES**

Minutes of the Regular Board Meeting on June 10, 2021 and the Special Board Meetings on June 23, 2021 and June 29, 2021;

**FINANCIAL STATEMENTS**

Treasurer's Report for the month ending May 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 **Laura Deragon**, who has certifications in Literacy Birth-Grade 6, Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a probationary position as a Reading Teacher, effective September 1, 2021, at an annual salary of \$52,875 (Step 10M+7), leading towards tenure in Reading Education.

The probationary appointment of **Jennifer Blanchette**, who has certification in Mathematics Grades 7-12, to a probationary position as a Mathematics Teacher, effective September 1, 2021, at an annual salary of \$51,510 (Step 9M), leading towards tenure in Mathematics Education.



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The probationary appointment of **Laura Reynolds**, who has certifications as a School Building Leader, School District Leader, Childhood Education Grades 1-6, Reading Birth-Grade 6, and Students with Disabilities Grades 1-6, to a probationary position as the Early Childhood School Assistant Principal, effective July 12, 2021, at an annual salary of \$77,000, leading towards tenure as the Early Childhood School Assistant Principal.

**Part Time  
Appointments:**

The appointment of **Taylor Freitas**, who holds certification in Music Education, to the part-time (.6fte) Music Teacher position effective September 1, 2021, and ending June 30, 2022, at an annual salary of \$27,090 (Step 1B+9).

The appointment of **Adriana Kulakowski**, who has certification in Business Education, to a part-time (.4fte) position as a Business Teacher effective September 1, 2021, and ending June 30, 2022, at an annual salary of \$21,336 (Step 11M).

The appointment of **Marcy Pembroke**, who holds certifications in Earth Science Grades 7-12, General Science Grades 7-12, and Nursery, Kindergarten and Grades 1-6, to a part-time (.6fte) position as a Science Teacher effective September 1, 2021, and ending June 30, 2022, at an annual salary of \$47,894 (Step 25M+44).

The appointment to a job share of **Marki Holcomb**, who is licensed as a Registered Professional Nurse, to a part-time (.4fte) position as a School Nurse effective July 1, 2021, and ending June 30, 2022, at an annual salary of \$13,350 (Step 5).

**Appointments:**

The re-appointment of **Robert Goodell, Alan Granger, Jamie Coles, Stephen Schreib, Jacob Herendeen, and Andrew Purdie**, as per diem Driver Education Teachers, for the 2021/2022 school year at an hourly rate of \$38.25.

The appointment of the following as Extended School Year Teachers at an hourly rate of \$40.00: **Jill Hubright, Erin Fischer**

The appointment of **Kyle Pecora**, Summer Academy Administrator (Grades 7-8), from July 1, 2021 through August 31, 2021, at a daily rate of \$350.

The appointment of **Julie Saunders**, from Part Time (.6FTE) Elementary Teacher to Full Time Elementary Teacher, effective September 1, 2021.

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The appointment of **Kristina Sykes**, Summer Academy Administrator (Grades 9-12), from July 1, 2021 through August 31, 2021, at a daily rate of \$350.

**Long Term  
Substitute  
Appointments:**

The appointment of **Jocelyn Danieluk**, who has certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a long term substitute position as a Special Education Teacher, effective September 1, 2021, and ending June 30, 2022, at an annual salary of \$53,000 (Step 11M).

The appointment of **Jennifer Gerace**, who has certifications in Nursery, Kindergarten, and Grades 1-6 and Reading, to a long term substitute position as an Elementary Teacher, effective September 1, 2021, and ending June 30, 2022, at an annual salary of \$51,510 (Step 9M).

The appointment of **Alecia Purdie**, who has certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a long term substitute position as an Elementary Teacher, effective September 1, 2021, and ending June 30, 2022, at an annual salary of \$46,200 (Step 2M+18).

The appointment of **Genevieve Corcoran**, who has certification in Childhood Education Grades 1-6, to a long term substitute position as an Elementary Teacher, effective September 1, 2021, and ending June 30, 2022, at an annual salary of \$41,500 (Step 1B).

The appointment of **Grace Dunnigan**, who has certification in Childhood Education Grades 1-6, to a long term substitute position as an Elementary Teacher, effective September 1, 2021, and ending June 30, 2022, at an annual salary of \$41,900 (Step 1B+6).

**Leaves of Absence:**

The granting of a maternity and subsequent childcare leave of absence for **Julia Reeder**, Elementary Teacher, effective approximately September 10, 2021, and extending to June 30, 2022.

**Resignations:**

The resignation of **Stephanie Leyburn**, Speech/Language Therapist, effective June 30, 2021.

The resignation, due to retirement, of **Claire Noonan**, ELA Coach, effective June 30, 2021.

The resignation of **Erin Lamborn**, Special Education Teacher, Intermediate Special Education Teacher Leader, and ESY Special Education Teacher, effective June 30, 2021.

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The resignation of **Rodney Engels**, Science Teacher and Summer Administrator, effective June 30, 2021.

The resignation of **Molly Glanville**, Elementary Teacher, effective June 30, 2021.

The resignation of **Charles Loray**, Special Education Teacher, Junior High Special Education Teacher Leader, and Summer Administrator positions, effective July 6, 2021.

The resignation of **Tracy LaPenna**, Elementary Teacher, effective June 30, 2021.

The resignation of **Cathy White**, Speech/Language Therapist, effective June 30, 2021.

The resignation of **Kaitlyn Cooper**, Special Education Teacher, effective July 23, 2021.

The resignation of **Christopher Schoff**, Health Teacher, effective June 28, 2021.

The resignation of **Georgia Turner**, Teacher Assistant, effective July 5, 2021.

<b>Co-Curriculars:</b>	<u><b>Music</b></u>	<u><b>Name</b></u>	<u><b>Group</b></u>
	HS Fall Play Assistant	Wendy Sentiff	1

<b>Per Diem Substitutes:</b>	<u><b>Candidate</b></u>	<u><b>Area of Certification</b></u>
	Madeleine Honan	Elementary
	Claire Noonan	Elementary/Reading
	Susan Banovic	Uncertified

**Non-Instructional  
Appointments:**

The recall and re-appointment after furlough of **Eugenia Karras**, Part Time Food Service Helper, effective September 1, 2021.

The recall and re-appointment after furlough of **Priscilla Vargas Rodriguez**, Part Time Food Service Helper, effective September 1, 2021.

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The appointment of the following as Teacher Aides in the Extended School Year Program, effective July 6, 2021 and ending August 3, 2021, at the rate of \$12.50 hourly: **Danielle von Hahmann**

The appointment of **Georgia Turner**, Department Secretary, effective July 6, 2021, at an hourly rate of \$17.20.

The appointment of **Elizabeth Temple**, from Typist to Department Secretary, effective on or about July 12, 2021, at an hourly rate of \$16.60.

**Resignations:**

The resignation of **Jacob Dirkx**, Full Time Teacher Aide, effective June 30, 2021.

The end of the one-year temporary assignment of **Carol Schuth**, Part Time Day Cleaner, effective June 30, 2021.

The resignation of **Christine Giunta**, Part Time Food Service Helper, effective June 22, 2021.

The resignation of **Susan Reed**, Internal Auditor, effective June 30, 2021.

The resignation of **Shana Mundorff**, Full Time Teacher Aide, effective July 1, 2021.

The resignation of **Jeffrey Clark**, Cook, effective June 30, 2021.

The resignation, due to retirement, of **Kevin Woolever**, Cleaner, effective September 1, 2021.

The resignation of **Lesley Ashley-Kesel**, Full Time Teacher Aide, effective June 25, 2021.

The resignation, due to retirement, of **John Reese**, School Bus Driver, effective June 30, 2021.

The resignation of **Jessica Sisca**, Full Time Teacher Aide, effective August 31, 2021.

**Lay Offs:**

The layoff due to job abolishment of **Kristine Hutt**, Part Time Typist, effective July 8, 2021.

The layoff due to job abolishment of **Mary Louise McClelland**, Part Time Typist, effective June 30, 2021.

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**Terminations:** The termination of **Adriana Rudy**, Part Time Teacher Aide, effective June 30, 2021.

The termination of **Julie O’Neil**, Full Time Teacher Aide, effective June 30, 2021.

The termination of **Larrime Lopez**, Full Time Teacher Aide, effective June 30, 2021.

<b>Per Diem and Substitute Positions:</b>	<b><u>Candidate</u></b>	<b><u>Position</u></b>
	Emma Bentley	Student Helper
	Shana Mundorff	Teacher Aide
	Jessica Sisca	Teacher Aide

**CSE/CPSE  
RECOMMENDATIONS** Recommendations of the Committee on Special Education from the meetings of March 1, 17, 18, 26, 2021, April 6, 7, 8, 9, 14, 15, 16, 19, 23, 27, 2021, May 4, 6, 10, 11, 12, 13, 14, 17, 19, 20, 21, 24, 26, 28, 2021, June 1, 3, 4, 7, 10, 11, 12, 14, 15, 16, 17, 18, 21, 22, 23, 24, 25, 2021 and from the Committee on Preschool Special Education from the meetings of April 13, 2021, May 4, 17, 18, 25, 2021 and June 1, 8, 15, 22, 2021;

**DONATIONS** The following donations:

- Books from Budding Readers Program to the ECS Library with the following titles; *Child of the Universe, Where Do Speed Boats Sleep at Night, Pinky Got Out, Rocket the Brave, Corduroy Takes a Bow, Go Little Green Truck, Catch My Breath, A Giraffe And A Half, and Green;*

Mrs. Elliott said she is grateful for the donations. It is such an enriching piece. Excited to get the kids back into the library with their hands on these books. Thank you to the Budding Readers Program.

**AGREEMENT  
BETWEEN VCSD AND  
EMPLOYEE** Agreement between the Victor Central School District and an Employee executed on March 4, 2021;

**AGREEMENT  
BETWEEN VCSD AND  
EMPLOYEE** Agreement between the Victor Central School District and an Employee executed on June 14, 2021;

**SURPLUS** Declare the following as surplus:

- Apple iPad with VCS Tag #014730;

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**AWARD FOOD  
SERVICE BID**

The 2021-2022 Food Service Bid to Renzi Food Services as the lowest responsible bidder meeting specifications;

**LEGAL SERVICES  
BIDS**

Award legal services bids to Harris Beach, PLLC and Ferrara Fiorenza;

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

**CAMPUS NEWS**

Dr. Terranova talked about Parent Square, a new school to home communication device.

**CAPITAL PROJECT  
UPDATE**

George Spinaris, from Campus Construction and Dave Phelps from SWBR Architecture provided the Board with an update on the Capital Project. The approved referendum for the entire project is \$29,287,427. The phase 1 construction contracts are \$3,662,172. Phase 2 construction contracts are \$17,126,459. The incidental budget is \$5,281,602 and the remaining contingency budget is \$3,205,833. Mr. Spinaris then went over the additions and renovations currently taking place for phase 2. Mr. Spinaris said at the Senior High School site work is being done on the foundation for the new locker room addition. Concrete masonry unit walls are ongoing and sanitary and storm connections to the addition are complete. Interior work at the Senior High School includes cord reel installation in the art rooms and running power and data lines to the new locker room addition. Rough-in water lines are completed and they have commenced demolition of the existing locker room office spaces. At the new transportation building the foundation work is approximately two-thirds complete, sanitary structures are being installed and foundation walls and formwork is on-going. At the Early Childhood School roofing work at the gym and District Office area is 100% complete. Roofing work on the main part of the building will start the week of July 12<sup>th</sup>. Stone has been removed from the roof where the new addition is going. The steel is on-site and will be erected within two weeks. Exterior lower-level bathrooms are roughed in. At the Primary School rough-ins of conduit and wire for new fans and lights throughout the crawl space has commenced. Demolition of the kitchen area has also commenced. The playground is being removed and the new playground equipment is on-site and will be installed at the end of July. The track work is scheduled to commence on July 26<sup>th</sup>. Road paving work is scheduled for August. Mrs. Mitchell asked if they know when the paving and roadwork on campus will be complete. Will it impact traffic on campus at the end of the summer? Mr. Spinaris said they will be blocking off areas in segments and it should be pretty seamless and happen very quickly.

## VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

### STRATEGIC PLANNING PROCESS OVERVIEW

Dr. Terranova introduced Lynne Erdle and Bob McKeveny who work for the University of Rochester Warner School. They are retired Superintendent's and they will be facilitating the Strategic Planning Process for the District. Dr. Erdle said the work they do is based on best practice research. She said that she, Bob McKeveny and Julie Winston are public school educators at heart. They believe in public school they believe in the power of a public school. The work they come to the District with is critically important and they believe in it so strongly. Mr. McKeveny has been with the Warner School for the last 4-5 years as a leadership coach where he serves as a coach to Superintendents and principals in the region and fortunate to be part of the Strategic Planning Team with Dr. Erdle and Dr. Winston. Mr. McKeveny said Strategic Planning creates a focus and an emphasis on the most important work of the District. It allows the entire school community to know the important work being done. It maintains a culture of excellence and embraces continuous improvement. You want to be great at one thing and that is getting better. If you maintain that culture you are always looking to improve on what you are doing. Dr. Erdle talked about how the Warner approach is different. It is the same basic process, however the District has to do the hard work. The Warner Team will come in and work with the District. They will collect the data up front. It is a research based process. They challenge assumptions and value stakeholder feedback which leads to data driven decisions. She said they will facilitate the Planning Council who does the work. Over the time they work with the Planning Council and review the report given to them they look at the strengths, weaknesses, threats and opportunities of the District based on the data gathered. The District does the analysis and creates the plan based on what was learned from the data. Stakeholders have to have a part of the process and the stakeholders are people who work in the District in every role, but it is also the Board of Education and the community. Mr. McKeveny said the Planning Council will create the plan but that is so there is District ownership in the work being done. He talked about what the Planning Committee will see in the report. It will contain quantitative data and qualitative data. The quantitative data will include the examination of curriculum and instruction, student achievement (both local and state), and the examination of comparison and benchmark districts. Qualitative data is the perception of all District stakeholders through interview and focus group meetings and a District survey. Dr. Erdle talked about the qualitative data piece in more detail. There are two parts to it. The first is that they will be on-site and meet with available stakeholders in small focus groups (teachers, staff, administrators, Board of Education, secondary students, parents).

## VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

### STRATEGIC PLANNING PROCESS OVERVIEW Continued

They follow a fairly prescribed process. They talk about strengths, weaknesses, ask folks to rate the District in a variety of ways and will work with Dr. Terranova to make certain that the probing questions get to what is important to the District. The other part is a community survey. They will work to create a community survey that takes approximately 12 minutes to complete. The questions that the community will be asked will be ones that are important to the District. A link will go out to the community and give them approximately two weeks to complete, gather the data and put it together. We also found that it is important for some members of the community to have paper copies and those will be available and be collated by hand without a problem. The Planning Council will represent the District. There will be stakeholders on the council. There will be one or two Board of Education members, administrators, Dr. Terranova, parents, at least four students, members of the teaching staff and members of the support staff. The Planning Council will meet for four full days. They will analyze the report. They will look at the strengths and weaknesses. They will also look at the opportunities and threats. From that the strategic initiatives will be identified which the District will undertake over the next five years. This plan has to be a living, breathing document. What is created this fall needs to be looked at continuously by the Board of Education, by the leadership team, by Dr. Terranova. Metrics will be provided to help look at it and it needs to change if it needs to change. It has to be the work of the District. Every decision falls under the work of the strategic plan. The final product is a five-year plan in chronological order. Dr. Erdle said they will then come back and work with Dr. Terranova and a team he creates and create a one-year management plan. The management plan becomes the conversation that everyone needs to have. The very most critical piece of a successful strategic plan is to make sure that all stakeholders have ownership, have buy-in and know the plan. The Board has a key role as well as leadership. It is critical that your teachers know where you are headed, anyone in transportation knows where you are headed and anyone that has a shop on main street also knows where you are headed and understands what is important to this School District. The work of the Board of Education is to know the plan and understand the work of the District, ask questions, expect updates on initiative work throughout regular Board meeting agendas and provide feedback through of the five-year plan and the management plan. Dr. Erdle said the Board will have a draft plan presented to them by December 31, 2021. Mrs. Mitchell asked how the surveys will be discriminated. Dr. Erdle said most of the time it is placed on the website with a link that



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

### **STRATEGIC PLANNING PROCESS OVERVIEW Continued**

comes back to the Warner Team. They also work with the principals and teachers to get the link out to parents. We also indicate that paper copies will be available and Dr. Erdle said they will work with the District to translate into other languages. Mrs. Elliott asked if they are doing parent/student surveys of current students and has there been a consideration of alumni? Dr. Erdle said it is the whole community. Mr. DeLucia asked how this aligns with or replace Superintendent's Goals or the Board of Education Goals. Dr. Erdle said year one it may not replace but it will start to align. Having a strategic plan is something that will be new to the District. By the middle of the second year everything is pretty well aligned.

### **FIELD TRIPS**

A motion was made by T. Turner, seconded by K. Ballard, to approve the following field trips:

- Senior Class of 2022 to Manhattan, NYC from 3/24/22 – 3/26/22;
- Seniors to Rennes, Paris, France from 11/16/21 – 11/27/21 to participate in the Sister City Educational Exchange Program;
- Senior High Students to Spain, France, Italy from 4/7/22 – 4/16/22. This is a rescheduled trip from 2020.

Dr. Terranova said the District is making strong attempts to return to some sort of normalcy. As Superintendent he has the ability, if needed in the future, to pull the trips for safety reasons.

The motion was carried. 5 yes 0 no

### **POLICY REVIEW Third and Final Reading**

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

- Student Gender Identity; Policy 5010

Dr. Terranova said he is thankful for the Board of Education, staff and community. Victor has a great process for reviewing policies. There was significant feedback on this policy. The District incorporated as much as they could and then had the policy vetted by legal counsel once again. The motion was carried. 5 yes 0 no

### **CODE OF ETHICS**

Board members received policy 2160, School District Officer and Employee Code of Ethics. Each Board of Education member reviewed and policy. Board members in attendance signed the policy. Those who were not in attendance will sign at a later date.

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**MEETING REPORTS  
MCSBA Annual Dues  
for 2021-2022**

District Clerk, Mrs. Goodberlet, discussed the annual dues for Monroe County School Boards Association (MCSBA). The dues for MCSBA this year are remaining the same at \$10,660. After discussion the Board of Education agreed to continue with Monroe County School Boards Association for the 2021-2022 school year.

**PUBLIC COMMENT**

None at this time.

**UPCOMING EVENTS  
Regular Board Meeting**

The next Board meeting will take place on Thursday, August 12, 2021 at 7:15 PM in the Early Childhood School Boardroom.

**New Teacher  
Orientation**

The new teacher orientation welcome will take place on August 23, 2021 from 8:00 AM – 8:30 AM in the Boardroom.

**Superintendent’s  
Conference Day**

Superintendent’s Conference Day (opening day for staff) will take place on August 31, 2021 from 8:00 AM – 9:00 AM in the JH/SH Performing Arts Center.

**ADJOURN**

A motion was made by K. Ballard, seconded by T. Turner, to adjourn the meeting at 8:48 PM. The motion was carried. 5 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk