

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Approved Minutes of the Regular Meeting of June 11, 2020
Virtual Meeting via Zoom**

- CALL TO ORDER** President Debbie Palumbo-Sanders called the meeting to order at 5:38 PM.
Members Present Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Christopher Parks, Debbie Palumbo-Sanders
- ENTER EXECUTIVE SESSION** A motion was made by K. Elliott, seconded by C. Eckhardt, to enter executive session at 5:38 PM to discuss the employment history of specific individuals. The motion was carried. 6 yes 0 no
C. Parks left the meeting at 6:44 PM
- REGULAR SESSION AND ADJOURN** A motion was made by T. DeLucia, seconded by K. Ballard, to return to regular session and adjourn the meeting at 7:07 PM. The motion was carried. 5 yes 0 no
C. Parks returned to the meeting at 7:15 PM
- REGULAR MEETING** President Debbie Palumbo-Sanders started the meeting. She said this is the last month of her nine years of service on the Board. She said she was deeply honored to serve the community in this capacity. It is a position she holds close to her heart. Education is fundamental and a challenging balance between the fiduciary responsibility to the public and to the future of the students. It is important to support the students through their developing years. She said she looks forward to seeing the District prosper in the years to come.
- APPROVE AGENDA** A motion was made by T. DeLucia, seconded by C. Parks, to approve the agenda.

Mr. DeLucia asked to amend the agenda removing from item 6P the approval of the roofing contract to Elmer W. Davis. Dr. Parks seconded the amendment to the agenda. The motion was carried. 6 yes 0 no
- SUPERINTENDENT UPDATE** Dr. Terranova thanked Mrs. Palumbo-Sanders for being part of a Board that has been phenomenal to work with. He said he is appreciative of her leadership and guidance and she will be missed. He then talked about the events happening across the county over the past couple of weeks regarding race relations and dealing with race relations. As Superintendent of the Victor Central School District it is very clear that we are anti-racist and anti-discrimination. He said the District will always be clear on that. The Victor Central School District will be focused on appreciating differences, understanding perspectives, make sure we are empathetic and have empathy for others. We want every child to be comfortable in our District, feel welcome, be part of a community and have a voice.

District Clerk, Maureen Goodberlet gave an update on the vote process and the process for counting the votes.

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

RECOGNITIONS

Board President, Debbie Palumbo-Sanders recognized all of the retirees for the 2020-2021 school year.

- *Early Childhood School*; Laura Dash
- *Primary School*; Brian Burley, Wendy Chiasson, Sue Delmonico, Diane DiGiacomandrea, Tim DiSanto, Ellen Gunn, Dan Osborn
- *Intermediate School*; Sara Camp, Dave Labman, Sharon Schmaltz
- *Junior High School*; Maureen Bolger, MaryBeth Brendel, Darlene Cowles, Paul Mangiamele, Marie Vara
- *Senior High School*; Connie Bertucci, Shelly Collins, Larissa Foster, Heidi Nelson, Heather Zollo
- *Transportation*; Florence Ingino
- *District*; Dave Henderson

PUBLIC PARTICIPATION

Due to the virtual meeting there was no live participation. Community members were asked to email thoughts or comments to the Superintendent at terranovat@victorschools.org.

CONSENT ITEMS

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

MINUTES

Minutes of the regular Board Meeting on May 14, 2020, the Special Board Meetings on May 18, 2020, May 27, 2020, and May 28, 2020;

FINANCIAL STATEMENTS

Treasurer's Report for the month ending April 30, 2020 and other financial related documents;

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 **Benjamin Raymo**, who has certification as a School Counselor, to a probationary position as a School Counselor, effective July 1, 2020, at an annual salary of \$67,965 (Step 13M+24 and Counselor's Index), leading towards tenure as a School Counselor.

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

Amended Start Date: The corrected probationary appointment of **Angela Affronti**, who has certifications in School District Leader, School Building Leader, Literacy Grades 5-12, and Social Studies Grades 7-12, to a probationary position as Director of Technology, effective July 1, 2020, at an annual salary of \$98,000, leading towards tenure as Director of Technology.

The probationary appointment of **Amelia Paas**, who has pending certification in Special Education Grades 7-12 and English Grades 7-12, to a probationary position as a Special Education Teacher, effective September 1, 2020, at an annual salary of \$41,300 (Step 1B), leading towards tenure in Special Education.

The probationary appointment of **Kathryn Ward**, who has certifications in Literacy Birth-Grade 6, Special Education, and Pre-Kindergarten, Kindergarten, and Grades 1-6, to a probationary position as a Reading Teacher, effective September 1, 2020, leading towards tenure in Reading. Seniority in Elementary Education will be frozen effective June 30, 2020.

The probationary appointment of **Heather Boyle**, who has certifications in Generalist in Middle Childhood Education Grades 5-9, Mathematics Grades 7-12, Mathematics Grades 5-9, and pending certifications in English Language Learners, Childhood Education Grades 1-6, and Literacy Birth-Grade 6, to a probationary position as an ELL Teacher, effective September 1, 2020, at an annual salary of \$58,010 (Step 9M+102), leading towards tenure in ELL Education.

The probationary appointment of **Hilary Ross**, who has certifications in Pre-Kindergarten, Kindergarten, and Grades 1-6 and Reading, to a probationary position as a Reading Teacher, effective September 1, 2020, leading towards tenure in Reading. Seniority in Elementary Education will be frozen effective June 30, 2020.

Leaves of Absence: The granting of a maternity leave and subsequent childcare leave of absence for **Sarah Baker**, Special Education Teacher, effective approximately June 28, 2020, and extending to October 13, 2020.

The granting of a maternity leave and subsequent childcare leave of absence for **Ashley Wuest**, Speech and Language Teacher, effective approximately June 19, 2020, and extending to December 7, 2020.

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

Position Action: The Board of Education authorizes the following action to be effective on July 1, 2020:

-Abolish the position of .8FTE Foreign Language Teacher position (.4FTE French, .4FTE Spanish) within the Victor Teachers' Association unit.

Resignations: The resignation of **Kristina Back**, Elementary Teacher, effective June 30, 2020.

The resignation of **Mackenzie DeLeo**, Special Education Teacher, effective June 30, 2020.

Athletics:	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Basketball – Girls	Head Varsity	Frank Clark	1	26

Per Diem Substitutes:	<u>Candidate</u>	<u>Area of Certification</u>
	Darlene Cowles	English
	Maureen Bolger	Family and Consumer Science

Non-Instructional Resignations: The resignation, due to retirement, of **Susan Delmonico**, Teacher Aide, effective July 31, 2020.

The resignation, due to retirement, of **Ellen Gunn**, Teacher Aide, effective June 30, 2020.

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

CSE/CPSE RECOMMENDATIONS Recommendations of the Committee on Special Education from the meetings of February 14, 27, 2020, March 5, 12, 2020, April 14, 15, 16, 17, 20, 23, 27, 28, 29, 30, 2020, May 1, 4, 5, 6, 7, 8, 11, 12, 13, 14, 15, 19, 21, 22, 28, 2020, June 1, 2, 3, 4, 5, 8, 9, 10, 11, 2020 and from the Committee on Preschool Special Education from the meetings of April 21, 28, 2020, May 5, 12, 19, 26, 2020;

SCHOOL PHYSICIAN AND MEDICAL DIRECTOR Appoint Dr. Robert J. Tuite as Victor Central School District's School Physician and Medical Director for the 2020-2021 school year;

NURSE PRACTITIONER Appoint Barbara Sullivan as Victor Central School's Nurse Practitioner for the 2020-2021 school year;

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**RESOLUTION TO AMEND
THE 2019-2020 SCHOOL
YEAR CALENDAR**

RESOLVED, that the Victor School District Board of Education amends the 2019-2020 school calendar as follows:

WHEREAS, pursuant to Executive Orders 202.11, 202.14, 202.18, AND 202.28, the Victor School District continued to provide remote instruction for students, meals for students, and childcare for essential workers every weekday between, and including, April 1, 2020 and May 29, 2020, despite the fact the District was scheduled to be on spring break during and to have an additional non-instructional day during that time; and

WHEREAS, the Victor School District was in session, and provided the remote instruction and services referenced above on April 6-10, 2020 (spring recess) including April 10, 2020 (Good Friday), April 13, 2020 (scheduled non-instructional day), and May 22, 2020 (scheduled non-instructional day). Now therefore,

BE IT RESOLVED, that Wednesday, June 16, 2020 will be the last day of school for the 2019-2020 academic school year.

DONATIONS

Approve the following donation:

- \$2,500 from the Victor Central Schools Educational Foundation to the Victor Central School District to purchase a string bass;
- Dr. Terranova thanked the Education Foundation for the donation.

**ESSA 2020-2021
PARTICIPATION RATE
IMPROVEMENT PLAN**

Approve ESSA 2020-2021 Participation Rate Improvement Plan as submitted;

SAFETY PLAN

Approve the District-wide Safety Plan and the Building Level Emergency Management Plan for the 2020-2021 school year;

ELECTION INSPECTORS

Approve the revised Master Election Inspector List for the June 9, 2020 Annual Vote and Election as submitted;

**ISSUANCE OF REVENUE
ANTICIPATION NOTES**

Adopt the resolution of the Victor Central School District, New York, delegating to the President of the Board of Education the power to authorize the issuance of revenue anticipation notes as submitted; Mr. Schickling said given the climate the District is in, the state is facing a multi-billion dollar financial deficit in its own budget. He said there is the potential that the state will either reduce the amount of aid the District receives and/or defer payments of aid. If the District has budgeted expenditures such as payroll or contractual services and finds out that an aid payment is not going to be received on time it causes challenges to the District in terms of cash flow. The issuance of a revenue anticipation note provides the District the ability to do short term borrowing to allow for cash flow so the District can meet their obligations. The loan would then be repaid with the receipt of the aid. Mr. Shickling said it is unlikely, based on cash flow projections, the District will have to utilize this, however the District's Bond Counsel recommends it.

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**RESOLUTION FOR
APPROPRIATION FROM
RESERVE**

Based on the recommendations of the Superintendent, the Board of Education approves the amendment to the 2019-2020 budget and increases appropriations code A9089-800-00-0000 in the amount of \$131,244 to be funded from an appropriation of the Employee Benefit Accrued Liability reserve increasing the A-599 appropriated reserve code in the amount of \$131,244.

**EMPLOYEE
RETIREMENT SYSTEM
RESERVE**

Based on recommendation of the Superintendent of Schools, the Board of Education approves the funding of the Retirement Contribution Reserve, as authorized by Section 6-r of the general municipal law, up to a maximum of \$300,000 from unappropriated fund balance as of June 30, 2020.

**EMPLOYEE
RETIREMENT SYSTEM
RESERVE – TRS SUB
FUND**

Based on recommendation of the Superintendent of Schools, the Board of Education approves the funding of the Retirement Contribution Reserve TRS Sub Fund, as authorized by Section 6-r of the general municipal law, up to a maximum of \$525,000 from unappropriated fund balance as of June 30, 2020.

**EMPLOYEE BENEFIT
ACCRUED LIABILITY
RESERVE**

Based on recommendation of the Superintendent of Schools, the Board of Education approves the funding of the Employee Benefit Accrued Liability Reserve, as authorized by Section 6-p of the general municipal law, up to a maximum of \$300,000 from unappropriated fund balance as of June 30, 2020.

**WORKERS
COMPENSATION
RESERVE**

Based on recommendation of the Superintendent of Schools, the Board of Education approves the funding of the Workers Compensation Reserve, as authorized by Section 6-j of the general municipal law, up to a maximum of \$75,000 from unappropriated fund balance as of June 30, 2020.

**TAX CERTIORARI
RESERVE**

Based on recommendation of the Superintendent of Schools, the Board of Education approves the funding of the Tax Certiorari Reserve, as authorized by Section 3651 of the New York State Education Law, up to a maximum of \$300,000 from unappropriated fund balance as of June 30, 2020.

CAPITAL RESERVE

Based on recommendation of the Superintendent of Schools, the Board of Education approves the funding of the Capital Reserve, as authorized by Section 3651 of the New York State Education Law, up to a maximum of \$300,000 from unappropriated fund balance as of June 30, 2020.

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

Mr. Schickling said the District does have a Board adopted Reserve Fund Plan. The District also has a Property Tax Report Card that is submitted to the state that articulates the Board's intended balances and utilization of the reserves. The fund balance projection is roughly about 1% of the remaining budget. The District has realized a little bit of savings from unspent or unrealized expenses due to the closure. The recommendation provided to the Board is to approve a transfer of that unexpected sum back into the reserves. The limits are expressed as an "up to" limit. It is not necessarily that the District anticipates full funding of each reserve, however it is intended to provide flexibility.

ADMINISTRATIVE INTERNSHIP

Approve Caitlin Mack-Elliott to complete an administrative internship with the Victor Central School District during the summer of 2020;

CAPITAL CONSTRUCTION AWARD

Award the Intermediate School flooring replacement contract bid to Greenfield Flooring, LLC as the recommended vendor for the state contract.

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

CAMPUS NEWS

Dr. Terranova thanked the Senior High School Staff and Administration for planning the Senior Car Parade on campus on June 26th from 3-5 PM. He invited everyone to participate. He said the District is still hoping to have the typical graduation on July 30th; however they are still waiting for guidance from the state. He thanked the 7-12 and K-6 staff for helping with material pick-up.

CONTINUITY PLAN FOR INSTRUCTION

Associate Superintendent of Educational Services, Kristin Swann presented on the District's Continuity Plan for Instruction, everything that has taken place since school was closed in March. When school first closed in March a plan had to be filed with the state. There were four components that each district had to work through and get approval from the State Education Department. One component was how the District would push out distance learning. The second was how the District was going to be able to provide meals to the families in need. A third part of the plan was working with the first responders that needed access to childcare. The District had to help them find and secure that childcare. The District's partnership with the YMCA helped with this. The fourth component of the Continuity Plan was around communication and how the District would provide frequent and regular communication. While pushing out instruction a few priorities started to get identified. The first was providing continuous learning opportunities, second providing personal connections to all students, third providing timely and relevant feedback to all students, fourth providing ongoing professional learning for staff and faculty so

VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

CONTINUITY PLAN FOR INSTRUCTION *Continued*

they may successfully provide rigorous learning opportunities and fifth how to remain adaptable as we learn more about the impact of COVID-19 and meet the diverse needs of the community. When the District closed in March the initial focus for the elementary level was meeting the English Language Arts (ELA) and Math standards and later the focus included Social Studies and Science. Extracurricular courses posted resources on the building website for parents to have as resources. At the secondary level the District was mindful of the volume of work per class per week. Credit bearing classes leading to graduation requirements and Advanced Placement/IB courses received priority in terms of teacher attention and supplemental instruction. Upon closure the District new there was a responsibility to make sure to identify all students on campus who might have limited access or no accessibility to technology. What the District learned is that 30 students did not have internet access and 190 students did not have devices. The Computer Services Department quickly started issuing devices to the students who did not have one. They also purchased WiFi hotspots for people with limited WiFi. Some of the issues the District started to think about were the platforms to use and whether they were safe or not. Not being a one-to-one school hindered the District a little. The District also had to think about how the instruction was going to be delivered such as through a pre-recorded model or if students were to join their teachers live or a hybrid of both. The District agreed for equity issues that for the new learning the teachers would recorded lessons because it couldn't be guaranteed that students would have the ability to meet with the teacher at the same time. Through the closure all students were supported including students with special education needs, students in homeless situations, or students in alternative settings. The District continues to provide academic intervention support and continues to run all of the Committee on Special Education meetings. As the closure was extended the philosophy on decision making was fine-tuned. It was the intent of the District to be mindful of what everyone was going through and that students were given opportunities to demonstrate success. Mrs. Swann talked about the grading process during the closure. With about a week left of the school year the District is jumping into the reentry planning phase looking to identify gaps in instruction and/or student learning and adjusting pacing guides and curriculum materials to address student learning needs. The District needs to give thought on how to instruct by reimagining learning tasks, technology integration and social emotional learning. Dr. Parks said he appreciates the fact when talking about the social emotional piece you talk about the students, the staff and faculty.

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**POLICY REVIEW
Second and Final**

A motion was made by K. Ballard, seconded by C. Eckhardt, to adopt the following policies:

- Information, Security Breach and Notification; Policy 8635
- Data Security and Privacy Policy; Policy 8636

The motion was carried. 6 yes 0 no

First Reading

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

- Board Meeting Procedures; Policy 2350

MEETING REPORTS

**Monroe County School
Board Officers for 2020-
2021**

The nominating committee nominates Amy Thomas, President of the Pittsford School Board, for MCSBA President. Tim DeLucia seconded the nomination. The motion was carried. 6 yes 0 no

The nominating committee nominates Gary Bracken, Spencerport School Board member, for MCSBA Vice-President. Tim DeLucia seconded the nomination. The motion was carried. 6 yes 0 no

The nominating committee nominates John Abbott, Monroe 2-Orleans BOCES Board member, for MCSBA Treasurer. Tim DeLucia seconded the nomination. The motion was carried. 6 yes 0 no

Tim DeLucia reminded the Board of Education to return the meeting preference survey to Monroe County School Boards Association by July 6th.

PUBLIC COMMENT

Due to the virtual meeting there was no live participation. Community members were asked to email thoughts or comments to the Superintendent at terranovat@victorschools.org.

UPCOMING EVENTS

**Organizational/Regular
Board Meeting**

The next Board of Education meeting will take place at 7:15 PM virtually on YouTube live.

ADJOURN

A motion was made by C. Eckhardt, seconded by K. Elliott, to adjourn the meeting at 8:19 PM. The motion was carried. 6 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet
District Clerk