

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Approved Minutes of the Regular Meeting of December 9, 2021
Early Childhood School Boardroom
953 High Street
Victor, New York 14564**

- CALL TO ORDER** President Tim DeLucia called the meeting to order at 5:35 PM.
- Members Present** Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Elizabeth Mitchell, Christopher Parks, Trisha Turner
- ENTER EXECUTIVE SESSION** A motion was made by K. Elliott, seconded by T. Turner, to enter executive session at 5:36 PM to discuss collective negotiations as well as the employment history of specific individuals. The motion was carried. 7 yes 0 no
- REGULAR SESSION** A motion was made by C. Parks, seconded by E. Mitchell, to return to regular session at 7:13 PM. The motion was carried. 7 yes 0 no
- APPROVE AGENDA** A motion was made by K. Elliott, seconded by E. Mitchell, to approve the agenda. The motion was carried. 7 yes 0 no
- SUPERINTENDENT'S UPDATE** Superintendent Terranova provided an update on the Strategic Planning Process. He the committee has met for a fourth full day and have completed a rough draft of the plan. In January District leadership will work to review the plan. The plan will then be presented to the Board of Education to review. Presentations will be made by committee members to all stakeholders during the months of March through May. The Warner School will work with District Leadership during the months of May and June to create a One Year Management Plan from the Strategic Plan. Dr. Terranova then provided a COVID update. There are currently 25 active student cases and 7 staff members. The active cases have decreased since last Friday. The New York State Department of Health is not allowing schools to test students out of quarantining for extracurricular or co-curricular events, including athletics. We are still testing out of quarantine for school. Dr. Terranova thanked the Human Resources Department for the job fair that was held today. The District continues to look for ways to add staff.
- PRESENTATIONS/ RECOGNITIONS**
Girls Volleyball Section V and New York State Champions Board President, Tim DeLucia, introduced Director of Health, Physical Education and Athletics Duey Weimer. Mr. Weimer publicly thanked the Board of Education, Dr. Terranova, Administrators, teachers and parents for their support. He said it has been a phenomenal fall season with athletics, in the classroom and in the community. He said coming from the Athletic Department it is something to be proud of and it is all because of the support. Mr. Weimer then introduced Head Coach of the Girls Volleyball Team Matt Glover as well as Assistant Coaches Beth Bowe and Freeman Fessler. Mr. Weimer talked about the amazing accomplishments of the team. They were a Scholar Athlete Team, New York State Athletic Association Class AA State Champions, Regional Champions, and Section

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**Girls Volleyball
Section V and New
York Champions
Continued**

V AA Champions. Coach Glover thanked everyone who traveled to watch the team. At the beginning of the season the team’s goal was to take care of “unfinished business”. This season allowed them to compete for the NYS Championship. He said two phrases come to mind as he runs the program and they are culture and communication. If you can do both you can be successful both on and off the court. The team also embraces the word “we” not “me”. Coach Glover said the culture of the 2021 team was incredible. We were New York State Champions but at the end of the day the kids are winners at life. The team was presented with a plaque and the team members were all presented with certificates acknowledging their accomplishments.

**Individual Girls
Swimming Section V
Champions**

Mr. Weimer then introduced Head Swimming and Diving Coach Brett Leader. Mr. Weimer spoke about the accomplishments of the four Section V winners. Erin DeHollander won the 200 Individual Medley and the 100 Breaststroke. Madi Sargent, Meredith Hogan, Eileen Kopp and Erin DeHollander won the 200 Freestyle Relay and Madi Sargent, Eileen Kopp, Meredith Hogan and Erin DeHollander won the 400 Freestyle Relay. The four athletes along with Zoey Prezyna placed 4th overall in at the New York State Championship Meet. Coach Leader thanked the Board for recognizing the girls. He said these four athletes were the driving force behind the competitive success this year. The combination of the personalities, talents and backgrounds lend itself to a unique and special core and why we were able to construct a remarkable team this season. This group accounted for 64 points of the total in sectionals leading Victor to its second place team finish. The competitive accolades for these young ladies speak for themselves. However, it is not the victories, the points or the records that Coach Leader said he would remember most, it is about their ability to accept the high bar set by their predecessors and to set out to equal those efforts and best those accomplishments as daunting a task it may be that set them apart. Eileen Kopp was in attendance and received a certificate acknowledging her accomplishments. Coach leader will present certificates to the other three athletes as well.

**PUBLIC
PARTICIPATION**

None at this time.

CONSENT ITEMS

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

MINUTES

Minutes of the Regular Board Meeting on November 10, 2021;

**FINANCIAL
STATEMENTS**

Treasurer’s Report for the month ending October 31, 2021;

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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 **Kealan Devanny**, who has certification in Students with Disabilities Grades 1-6 and Childhood Education Grades 1-6, to a probationary position as a Special Education Teacher, effective December 6, 2021, with Jarema Credit for his LTS assignment from 9/1/21-12/5/21, at an annual salary of \$46,200 (Step 2M+19), leading towards tenure in Special Education.

The probationary appointment of **Nichole Swansfeger**, who has certification in Students with Disabilities Grades 1-6, Students with Disabilities Birth-Grade 2, Early Childhood Education Birth-Grade 2, and Childhood Education Grades 1-6, to a probationary position as a Special Education Teacher, effective January 3, 2022, at an annual salary of \$56,911 (Step 13M+9), leading towards tenure in Special Education.

**Long Term
Substitute
Appointments:**

The appointment of **Shannon Slack**, who has certification in Reading and Pre-Kindergarten, Kindergarten and Grades 1-6, to a long term substitute position as a Reading Teacher, effective November 15, 2021, and end June 30, 2022, at an annual salary of \$53,340 (Step 11M) which will be prorated based upon start date.

The appointment of **Timothy DiSanto**, who has certification in Special Education and Pre-Kindergarten, Kindergarten and Grades 1-6, to a long term substitute position as a Special Education Teacher, effective December 6, 2021, and end June 30, 2022, at an annual salary of \$75,896 (Step 23M+43) which will be prorated based upon start date.

Leaves of Absence:

The granting of a maternity and subsequent childcare leave of absence for **Rachel Lawrence**, Elementary Teacher, approximately effective February 5, 2022, and extending to June 30, 2022.

The granting of a maternity and subsequent childcare leave of absence for **Emily Dietz**, Mathematics Teacher, approximately effective May 3, 2022, and extending to June 28, 2022.

The granting of a maternity and subsequent childcare leave of absence for **Alyse Wuest**, Science Teacher, approximately effective April 18, 2022, and extending to May 30, 2022.

Resignations:

The resignation, due to retirement, of **David Rodrick**, School Counselor, effective June 3, 2022.

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The resignation of **Murie Gillett**, English Teacher, effective December 19, 2021.

The resignation of **Kelly Douglass**, Special Education Teacher, effective December 22, 2021.

The resignation of **Jennifer Martusewicz**, Elementary Teacher, effective December 31, 2021.

The resignation of **Kevin Swartz**, Intermediate School Principal, effective December 31, 2021.

The resignation of **Lisa Whipple**, Reading Teacher, effective December 31, 2021.

Athletics:	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Alpine Skiing	Varsity Assistant	Madeline Haggerty	5	3
Swimming & Diving – Boys	Varsity Assistant	Haley Bridge	4	1
Basketball – Boys	Volunteer	Sean Rutherford	-	-
Per Diem Substitutes:	<u>Candidate</u>	<u>Area of Certification</u>		
	Kaylee Kisselburgh	Uncertified		
	Melissa Mesic	Uncertified		
	Jennifer Martusewicz	Elementary/Special Education/ Reading		
	Rhonda Fossum	Uncertified		
	Eunice Han	Uncertified		
	Nora Cooper	Uncertified		
	Marcia Tobin	Special Education		
	Gina Arcidiacono	Uncertified		

Non-Instructional Appointments:

The appointment of **Andrea Burney**, Part Time Teacher Aide, effective November 10, 2021, at an hourly rate of \$13.10.

The appointment of **Sabrena Parsons**, Full Time Teacher Aide, effective November 15, 2021, at an hourly rate of \$13.10.

The appointment of **Brian Bresnan**, from Part Time to Full Time Teacher Aide, effective November 10, 2021.

The appointment of **Ann Green**, Part Time Teacher Aide, effective November 17, 2021, at an hourly rate of \$13.10.

The appointment of **Quintin LaFoe**, Full Time Teacher Aide, effective November 29, 2021, at an hourly rate of \$13.10.

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The appointment of **Alissia King**, Cleaner, effective November 29, 2021, at an hourly rate of \$13.58.

The temporary appointment of **Patricia Chapman**, Part Time Typist, effective September 23, 2021 through June 30, 2022, at an hourly rate of \$14.66.

The appointment of **John Drennan**, School Bus Monitor, effective November 29, 2021, at an hourly rate of \$13.10.

The appointment of **Lauren Koch**, Part Time Teacher Aide, effective December 1, 2021, at an hourly rate of \$13.57.

The appointment of **Robin Bates**, from Automotive Mechanic to Assistant Head Mechanic, effective August 30, 2021, at an hourly rate of \$24.23.

The temporary appointment of **Sara Jones**, from Part Time Teacher Aide to Full Time Teacher Aide, effective November 29, 2021, through approximately February 18, 2022.

The temporary appointment of **Shannon Toombs**, from Teacher Aide Substitute to Full Time Teacher Aide, effective September 13, 2021, through January 10, 2022, at an hourly rate of \$13.10.

The temporary appointment of **Michele Loffredo**, from Typist to Building Secretary, effective December 1, 2021, at an hourly rate of \$18.07.

The appointment of **Kelly Clink**, from 19A Lead Trainer to Head Bus Driver, effective December 1, 2021, at an hourly rate of \$30.99.

Resignations:

The resignation of **James Santacroce**, Part Time Teacher Aide, effective November 12, 2021.

The resignation of **Betty Post**, Typist, effective November 30, 2021.

The resignation of **Chelsea Emmal**, Full Time Teacher Aide, effective December 27, 2021.

Terminations:

The termination of **Ronald Mason**, School Bus Driver Substitute, effective November 8, 2021.

The termination of **Sheryl Brown**, Human Resources Clerk, effective November 15, 2021.

Amendments:

The rescinded appointment of **Scott Ellmaker**, Assistant Head Automotive Mechanic, effective August 30, 2021.

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Per Diem and Substitute Positions:	<u>Candidate</u>	<u>Position</u>
	Lynne Littlefield	School Bus Monitor
	Erin Hersh	Lifeguard
	Colin Culhane	Lifeguard
	Zachary Birkemeier	Lifeguard
	Nora Cooper	Teacher Aide
	Chelsea Emmal	Teacher Aide
	Bryan Wilson	School Bus Driver

Dr. Terranova congratulated Dave Roderick, School Counselor in the Intermediate School, on his upcoming retirement in June. He will be greatly missed.

**CSE/CPSE
RECOMMENDATIONS** Recommendations of the Committee on Special Education from the meetings of November 3, 4, 5, 9, 10, 12, 15, 16, 17, 18, 19, 22, 23, 29, 30, 2021, December 1, 2, 3, 6, 7, 8, 9, 2021 and from the Committee on Preschool Special Education from the meetings of October 26, 2021, November 9, 17, 23, 2021 and December 7, 2021;

SURPLUS The following are declared as surplus:

- Hewlett Packard LaserJet M401dn Printers with VCS tag #s 013160, 013164, 013275, 013658, 013659, 013661, 013671, 013672;
- Hewlett Packard LaserJet M401dne Printers with VCS tag #s 013653, 013654, 014340, 014342, 014500, 014506, 014509, 014514;
- Hewlett Packard LaserJet P2055dn Printers with VCS tag #s 010272, 010587, 010589, 011671, 011675, 011714, 011715, 011798, 011800; 012140, 012142, 012353, 012354, 012355, 012409, 012555,
- Elmo TT-02s with VCS tag # 010404;

**GRADUATES OF
DISTINCTION
COMMITTEE** Appointment of Senior High Student Enzo D’Jesus to the Graduates of Distinction Committee for a term of two school years (2021-2022, 2022-2023);

**MEMORANDUM
OF AGREEMENT** Memorandum of Agreement between the Civil Service Employees’ Association and the Victor Central School District as submitted;

**TRANSPORTATION
AGREEMENT** Emergency Transportation Contract as submitted;

**PER DIEM AND
SUBSTITUTE
RATES** Amended per diem and substitute rates effective December 31, 2021 as submitted in a memorandum from Dorothy DiAngelo to Tim Terranova on December 6, 2021;

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

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CAMPUS NEWS

VCS Administrators summarized campus news and events. Dr. Terranova thanked Kevin Swartz, Principal of the Intermediate School, for everything he has given to the District. Mr. Swartz will soon become the Superintendent the Naples Central School District. Dr. Terranova said when he thinks of Mr. Swartz he thinks of his absolute dedication to kids and his ability to balance the needs of kids and the community he works in with the needs of his staff. He makes sure his staff feels valued and they understand that he is there to support them but also to work with them together towards continues improvement. He is an incredibly strong strategic thinker. Dr. Terranova said he has enjoyed working with Mr. Swartz and learning from him. He thanked him for all he has done for thousands of kids in Victor.

Brian Siesto, Principal of the Senior High School, recognized Amy Shannon, Assistant Principal of Victor Senior High School, who will be leaving to take on a Principal position at Bloomfield High School. He said she has been with the District for five years and has made a significant impact on the culture. She instituted the phrase “Choose Kind”. She is going to be greatly missed.

2022-2023 DRAFT BUDGET REVIEW

Superintendent Terranova said this is the first presentation for the 2022-2023 budget development process. He highlighted three positives about the budget. The first one is that two years ago the community came together and made a decision to exceed the tax cap. That made a huge impact on the District’s revenue. It helped to rectify some things that were missing in terms of financial stability. The second positive thing is last year, thanks to the advocacy across the state, we were able to secure a significant increase in State Aid that was promised to Victor Central School District for many years. The last positive thing is the development of the Strategic Plan to help us hone in, as a District, on what we value in terms of an education at the Victor Central School District. We will then focus our money and resources in those areas in a much more targeted way than we can right now. Assistant Superintendent for Business Derek Vallese provided the Board with a budget overview. The goals of the budget are to maintain a comprehensive education that the Victor Central School District community expects. The District needs to stabilize Reserves, develop consistent budgetary practices, maximize efficiencies in spending, maximize the ability to generate aid for future years and be transparent. Mr. Vallese said when you build a budget you have to determine what you want the programs to look like. You have to determine what programs and opportunities are most essential for students. The Strategic Planning will drive these decisions. You then have to look at the costs of the programs and the opportunities. Within that cost you have to consider personnel, non-personnel, transportation and facilities. Next, we look at the sources of revenue and for Victor Central School District the two main sources are the state aid and the tax levy. You

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2022-2023 DRAFT BUDGET REVIEW Continued

compare the cost to the revenues while keeping in mind you have to maintain financial stability. Mr. Vallese discussed the three-legged stool analogy when explaining financial stability. When you have a budget you have revenues, expenditures and savings. He said when he talks about savings, he is talking about the Appropriated Fund Balances and Reserves. For the stool to stay level we need all three legs of the stool. If we start taking away from the savings to balance the budget, we start to develop a two-legged stool. Mr. Vallese said as he goes through the budget process he likes to keep going back to the three-legged stool and the idea that you have to keep a balanced budget because in the long term as you deplete the savings and the fund balance you can find yourself in a difficult situation. Mrs. Ballard asked that amount that we usually keep in the reserves, is it 2% or 3%? Mr. Vallese said the goal for the budget is to try and maintain the 3 1/2% - 4 1/2 % contingency fund. If it is not used throughout the year, it will be used to fund the Reserves in the future. If something happens in the middle of the year the funds are there to fall back on. Mr. Vallese said currently he has developed budget worksheets and the principals have them. Building and department level discussions have started. We have also started working on enrollment projections. Mrs. DiAngelo and Mr. Vallese will start meeting with building and department leaders to talk about personnel. Mrs. Mitchell asked how many years out they look at enrollment projections. Mr. Vallese said he currently has seven years work of projections available. The further out you go the less reliable they are. They really focus on the 3-5 year range. Mrs. Mitchell asked is the development in Farmington and Victor factored into the enrollment at all? Mr. Vallese said yes. The District uses Forecast5 Analytics to help with the enrollment project. He went over the next steps, the budget discussions taking place during over the next few months between Board Meetings and Budget Workshops. Mr. Vallese then provided an update on the Stimulus Fund. The Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) fund was \$3,633,747. The majority of this was used to cover salaries and benefits originally budgeted in the general fund that were tied to social/emotional health. Salaries that were in the general fund were reallocated to Technology for the purchase of additional Chromebooks as part of the 1:1 initiative over the next three years. The purpose of doing this is to generate additional revenues in future years to support future device purchases. The District also used \$14,000 to purchase additional COVID related supplies. Mr. Eckhardt said of the \$3.6 million the majority used for social/emotional health. How is that spread out, it is over three years? Mr. Vallese said they targeted it all in this year to free it up. With supply chain issues they are purchasing two years' worth of Chromebooks so they will be delivered over the summer so they can be reimaged and to the students by September 1st. A lot of the technology purchases were front loaded due to the supply chain issues. Mr. Vallese said the Governor's Emergency Education Relief Fund 2 (GEERS 2) is a smaller amount it is \$476,000. Similar to the

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**2022-2023 DRAFT BUDGET
REVIEW Continued**

CRRSA funds it was used for social/emotional health. Social workers and psychologist were in these funds. The District also pulled money out of the general fund to purchase interactive screens for classrooms and replacing it with grant money the District can receive BOCES aid this way. The American Rescue Plan (ARP) money was used for additional support for quarantined teachers and students. We hired an additional nurse and clerical staff in the nurse’s office to help with testing and contact tracing. The money was also used for additional supervision in the cafeteria and day cleaners in the buildings, additional professional development and supplies for teachers, related services for quarantined special education students, Junior High School afterschool homework help and \$270,000 for Summer Enrichment for next year. Mrs. Elliott asked if the Summer Enrichment Program will be modeled after last summer’s program. Mr. Vallese said he budgeted a comparable dollar amount. How the program looks will be up to the administrator and teachers of the program. Mrs. Ballard asked for clarification with regards to the related services for quarantined special education students. She asked if we were paying a source outside of the District. Mr. Vallese said the goal was to source outside, however we can always do an amendment if it ends up being in District. Mr. Eckhardt asked if they could get an update on what the \$270,000 for Summer Enrichment breaks down to. Dr. Terranova said that won’t be planned out until February or March because they want to target what the needs are; however, they want to mimic the big picture from last summer. Mrs. Ballard asked for clarification with regards to supervision in the cafeteria. Dr. Parks said at the end of the year if money has to be shifted “to different buckets” what would be the timing of an update of the unused funds and where they are reappropriated? Will it tie in during the budget workshops or afterwards? Mr. Vallese said he would feel more comfortable, near June. Dr. Terranova said Dr. Parks is right as we build a budget, we need to think about some of the stimulus money that might not be used; however as Mr. Vallese said we probably won’t have an idea as to how much stimulus is left until we get closer to the end of the year. Mr. DeLucia asked if this operates like a grant. Mr. Vallese said yes it does. Mr. DeLucia then asked if you have to redistribute funds would you have to amend the grant and get some type of approval? Mr. Vallese said yes there is an approval process, which usually takes about 30 days. Mr. Vallese then talked about the ARP 10% set-aside, which paid for approximately 65% of the summer’s enrichment, academy and college camp.

**RESCIND FIELD
TRIP**

A motion was made by K. Elliott, seconded by E. Mitchell, to rescind the following field trip:

- Senior Class of 2022 to Manhattan, NYC from 3/24/22 – 3/26/22;

The motion was carried. 7 yes 0 no

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APPROVE TRIPS

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

- Senior Class of 2022 to Burlington, MA from 3/24/22 – 3/26/22;
- Indoor Track and Field Athletes to Staten Island, NY 1/7/22 – 1/9/22;

The motion was carried. 7 yes 0 no

POLICY REVIEW

First reading of the following policies:

1. Public Participation at Board Meetings; Policy 1230
2. Board meeting Procedures; Policy 2350

Mrs. Elliott said the work of the Board's Policy Sub-committee had some very good suggestions in the first read. In light of some of the things that have come up in the past, that we have never had to experience, it will make it much more equitable and clear for the community on how we engage or receive information live from our community. Even though we are live streaming the meeting we still encourage the community to come in and participate. It's a very nice guideline. Mrs. Elliott asked if there was a conversation about public participation being from community members who are residents. Mr. DeLucia said a conversation did take place around that, however we as we understand it anyone who shows up to a Board meeting is allowed to speak. Legal advice is not to put that kind of restriction on the policy. Mrs. Mitchell said there was a conversation around someone being a stakeholder of the District and not being a resident and being allowed to speak.

MEETING REPORTS

Monroe County School Boards Association Committee Reports

Mr. DeLucia attended an Information Exchange Meeting on November 10th. The program was called Civic Readiness and it was piloted by a couple of different districts. He talked about the different projects certain districts require of their students for this program. These are programs are where students can actually earn credit under Civic Knowledge and Civic Participation.

Mr. DeLucia said he and Dr. Terranova attended a Monroe County School Boards Association Executive Committee Meeting on December 1st. The agenda included an update on the organizations move. A discussion was also held on the Act for Education, which was presented by the Regional Committee. The Community Outreach Advisory Committee (COAC) gave an update on their progress. The System Integration Team (SIT) talked about rotating off the implementation support team for this project in January after a two-year rotation. They have been working on many things even though there was a summer pause. They are still trying to find a new Executive Director due to the retirement of Sherry Johnson. The new Program Director is now Nancy Pickering as Becky Shultz has also retired.

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PUBLIC COMMENT None at this time.

UPCOMING EVENTS

Next Regular Board Meeting The next regular Board meeting will take place on Thursday, January 13, 2022 at 7:15 PM.

ADJOURN A motion was made by C. Parks, seconded by K. Ballard, to adjourn the meeting at 9:05 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet
District Clerk