

Victor Central School
Board of Education
PROPOSED AGENDA
Regular Meeting, Thursday, December 14, 2023 – 5:30 PM
Early Childhood School Auditorium/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***

✓ *Board Action Expected*

1. Meeting Called to Order by Vice President Christopher Parks

- ✓
- *Motion to enter executive session to discuss the employment history of a specific individual and matters that will imperil the public safety if disclosed*
 - ✓
 - *Motion to return to regular session*

A. Moment of Silence

B. Pledge to the Flag

C. Greetings to Visitors/Public Participation Reminder

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 the Agenda**

3. Presentations/Recognitions

- **Individual Varsity Girls Swimming Sectional Champion**
- **Senior High Fall Play; *The One Act Play That Goes Wrong***
- **Junior High Musical; *Matilda The Musical***
- **New York State School Music Association Conference All-State Recognitions**
- **New York State School Music Association Senior High Area All-State Recognitions**
- **New York State School Music Association Junior High Area All-State Recognitions**
- **New York State American Choral Directors Association Junior High Honor Choir Recognitions**

4. Superintendent's Update

5. Public Participation: Although the Board's work is open to the public, this is not a meeting with the public. At this time privilege of the floor is offered to those who have signed up to speak. The Chair will be happy to recognize those of you who wish to speak. When you approach the 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 30 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 Board Meeting on November 9, 2023**
 - B. **Treasurer's Report for the month ending October 31, 2023**
 - C. **Personnel Agenda**
 - D. **Recommendations of the Committee on Special Education from the meetings of September 21, October 18, 19, 26, 30, 31, 2023, November 1, 2, 3, 6, 7, 8, 9, 14, 15, 16, 17, 20, 27, 28, 29, 30, 2023, December 1, 4, 5, 6, 7, 8, 11, 12, 13, 2023 and from the Committee on Preschool Special Education from the meetings of November 3, 7, 14, 20, 21, 28, 2023 and December 5, 7, 12, 2023;**
 - E. **The following donations:**
 - **\$975.00 from the Victor Baseball Booster Club to the Victor Central School District to be applied towards purchasing a 70' #45 Knotted Batting Cage**
 - **AC-Plus-T-H65 USB 36-Hub Charging Cart valued at \$2,178.29 from Angela Affronti to the Victor Central School District**
 - F. **Adopt the Revised 2024-2025 Budget Development Calendar**
7. A. **Campus News**
- B. **New Course Proposals and Approvals**
- ✓
✓
 - **Introduction to Coaching Leadership (Duey Weimer and Dave Vistocco; 15 min.)**
 - **Work Based Learning Internship 1 & 2 and Work Study 1 & 2 (Carrie Goodell and Sue Utz; 15 min.)**
- C. **Budget Development; Review the 2024-2025 Budget Rollover (Derek Vallese; 10 min.)**
- D. **Proposed Capital Project Update (Derek Vallese; 10 min.)**
- ✓ E. **Approve the following trips:**
- **Girls Varsity Basketball to St. Bonaventure, NY from 12/30/2023 to 12/31/2023 to watch a high-level girls basketball game and team bonding**
 - **FIRST Robotics to Pittsburgh, PA from 2/28/2024 to 3/2/2024 to participate in the Greater Pittsburgh Regional**
 - **WinterGuard to Bethlehem, PA from 3/15/2024 – 3/17/2024 to participate in the WinterGuard Regional Competition**
 - **Girls Varsity Lacrosse to Plainview, NY from 4/4/2024 – 4/6/2024 to play three games**
 - **DECA to Anaheim, CA from 4/27/2024 – 5/1/2024 to participate in the International Career Development Conference**
- ✓ F. **Policy Review: Second and Final Reading of the following policies:**
- **Field Trips; Policy 4351**
 - **Use of Time Out Rooms; Policy 4321.12**

- 8. Meeting Reports**
 - A. Monroe County School Boards Association Committee Reports**
 - B. Standing Committee Updates**

- 9. Upcoming Events**
 - A. Victor-Farmington Library Vote**
 - B. Next Regular Board Meeting, Wednesday, January 10, 2024**
 - C. Budget Workshop, Thursday, January 25, 2024**

- ✓ **10. Adjourn**

VICTOR CENTRAL SCHOOL DISTRICT BOARD OF EDUCATION

Unapproved Minutes of the Regular Meeting of November 9, 2023

Early Childhood School Boardroom

953 High Street

Victor, New York 14564

CALL TO ORDER	President Tim DeLucia called the meeting to order at 6:25 PM.
Members Present	Bryan Adams, Tim Delucia, Kristin Elliott, Lisa Kostecki, Elizabeth Mitchell, Christopher Parks
Member Absent	Adam Snyder
EXECUTIVE SESSION	A motion was made by E. Mitchell, seconded by L. Kostecki, to enter executive session at 6:25 PM to discuss the employment history of specific individuals. The motion was carried. 6 yes 0 no 0 abstentions
REGULAR SESSION	A motion was made by L. Kostecki, seconded by C. Parks, to return to regular session at 7:15 PM. The motion was carried. 6 yes 0 no 0 abstentions
APPROVE AGENDA	A motion was made by B. Adams, seconded by C. Parks, to approve the agenda for the meeting. The motion was carried. 6 yes 0 no 0 abstentions

SUPERINTENDENT’S UPDATE: Superintendent Terranova started out by talking about Veteran’s Day. He thanked all those that who have and continue to serve in the military. Dr. Terranova then went on to thank Mark Gydesen, Melissa Gydesen, Pete Fleckenstein and Alayna Murphy for their continued advocacy for our outstanding Robotics Program. They met with the District to advocate for a sustainable site for practicing as this has been a challenge. Dr. Terranova said he is setting up a Superintendent summit between Victor, Fairport, Pittsford, Webster, Palmyra-Macedon, and Penfield to look at either renting or purchasing a shared space at minimal cost. Thanks to PTSA Co-presidents Tara Glynn and Kristen Morabito they are not only looking for ways to increase membership and collaborate with the District, but they are also helping the District with the substitute shortage by putting a message out to their membership about subbing opportunities. Superintendent Terranova talked about the Roc2Change Summit being held on Friday, November 17, 2023 at Monroe 2 BOCES in Spencerport. The theme for the summit is “Give Respect 2 Get Respect”. Victor is co-hosting the summit with Wilson High School and they are expecting between 300-400 students.

PRESENTATIONS / RECOGNITIONS: Board of Education President Tim DeLucia spoke about Veterans Day on Saturday, November 11th. The Veterans Day holiday started as a day to reflect upon the heroism of those who died in our country’s service and was originally called Armistice Day. It feel on November 11th because that is the anniversary of the signing of the Armistice that ended World War I. However, in 1954, the holiday was changed to “Veterans Day” in order to account for all veterans in all wars. Mr. DeLucia said, Victor Central Schools has many veterans who now serve our students. The Community Relations Department reached out to all staff asking for them to submit their stories on being a veteran. Their photos have been shared on the District’s social media. He shared a quote from Harry S. Truman, “Our debt to the heroic men and valiant women in the service of our country can never be repaid.

They have earned our undying gratitude. America will never forget their sacrifices.” Mr. DeLucia then asked everyone to silently reflect on not only our own VCS veterans but all veterans.

PUBLIC PARTICIPATION: Jim Andre, VCS Physical Education Teacher and community member commended the District Safety Team including Safety Coordinator Steve Slavny and School Resource Officer Boyer as well as the administrators on a great job during the lockdown today.

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

MINUTES: Minutes of the Regular Meeting of October 12, 2023;

FINANCIAL STATEMENTS: Treasurer’s Report for the month ending September 30, 2023;

PERSONNEL: *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

Appointments: The appointment of **Jeffrey Pistritto**, 2024 Extended School Year Teacher on Special Assignment, at an hourly rate of \$40.00.

Leaves of Absence: The granting of a childcare leave of absence for **Kasey Riedl**, School Counselor, effective approximately December 19, 2023, and extending through March 26, 2024.

The granting of a childcare leave of absence for **Bridget Murphy**, Elementary Teacher, effective approximately November 9, 2023, and extending through December 21, 2023.

Resignations: The resignation of **Andrea Burney**, Teacher Assistant, effective December 22, 2023.

The resignation of **Amelia Paas**, Special Education Teacher, effective November 1, 2023.

Co-Curriculars:

<u>Clubs & Advisors</u>	<u>Name</u>	<u>Band</u>
HS Positive School Climate Committee – shared position	Todd Forrest	2 (2)
HS Positive School Climate Committee – shared position	Johanna Arnitz	2 (2)
HS National Honor Society – shared position	Elizabeth Davey	2 (2)
HS National Honor Society – shared position	Tara Harradine	2 (2)
Int. Student Council	Kristin Munski	1

Athletics:	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Indoor Track & Field	Modified Assistant	Christopher Levy	5	15
	Modified Assistant	Lauren O'Dell	5	2
Basketball – Boys	JV	Patrick Broderick	3	2
	Volunteer	David Vistocco	-	-

Per Diem Substitutes:	<u>Candidate</u>	<u>Area of Certification</u>
	Meghan Sheehan	Social Studies/ Special Ed
	David Lynch	Uncertified
	Morgan Gallagher	Uncertified
	Alexander Ciccone	Uncertified
	Carol Prescott	Uncertified
	Katherine Collins	Social Studies/Literacy
	Ashley Cook	Uncertified

Non-Instructional

Appointments: The appointment of **Shaunna Schaufelberger**, from Teacher Aide Substitute to Full Time Teacher Aide, effective October 16, 2023, at an hourly rate of \$15.45.

The appointment of **Laela Overmoyer**, Full Time Cleaner, effective October 16, 2023, at an hourly rate of \$15.65.

The appointment of **John Crandall**, from Part Time School Bus Driver to Full Time School Bus Driver, effective September 6, 2023, at an hourly rate of \$23.72.

The appointment of **Melissa Peters**, from Full Time Teacher Aide to Part Time Teacher Aide, effective October 16, 2023.

The appointment of **Eulogia Gordon**, Part Time Food Service Helper, effective October 23, 2023, at an hourly rate of \$15.45.

The appointment of **Jennifer Walton**, Part Time Food Service Helper, effective November 1, 2023, at an hourly rate of \$15.17.

The appointment of **Rachel York**, Full Time Teacher Aide, effective October 30, 2023, at an hourly rate of \$16.12.

The appointment of **Javiangelis Roman Miranda**, Part Time Food Service Helper, effective October 31, 2023, at an hourly rate of \$15.17.

The appointment of **Emily Reed**, from Substitute Teacher Aide to Full Time Teacher Aide, effective November 6, 2023, at an hourly rate of \$15.17.

The appointment of **Lisa Hagen**, from Long Term Substitute Payroll Clerk to Probationary Payroll Clerk, effective October 19, 2023, at an hourly rate of \$27.50.

The appointment of **Marylou Dalo**, Full Time Teacher Aide, effective November 7, 2023, at an hourly rate of \$15.17.

Resignations:

The resignation of **Lillian Hewitson**, Full Time Teacher Aide, effective October 18, 2023.

The resignation of **Emma Wade**, Full Time Teacher Aide, effective October 19, 2023.

The resignation of **Jennifer Soper**, Typist, effective November 10, 2023.

**Per Diem and
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Julie Herman	Teacher Aide
Lillian Hewitson	Teacher Aide
Grace Bacher	Student Helper
Erin Moussallem	Registered Professional Nurse
Alexander Ciccone	Teacher Aide
James Mack	School Bus Monitor

CSE/CPSE RECOMMENDATIONS: Recommendations of the Committee on Special Education from the meetings of September 20, 29, 2023, October 3, 4, 5, 11, 12, 13, 18, 19, 20, 23, 24, 25, 26, 27, 30, 31, 2023, November 1, 2, 3, 6, 7, 8, 2023 and from the Committee on Preschool Special Education from the meetings of October 10, 24, 31, 2023.

DONATIONS: \$338.16 from the Victor Football Boosters Club to the Victor Central School District to be applied toward purchasing nine (9) TD 900 Lithium Rechargeable Batteries for headsets, \$6,000.00 from Victor Community Baseball/Softball for the addition of a second Baseball Modified B Team for Spring 2024.

2024-2025 BUDGET DEVELOPMENT CALENDAR: Adopt the 2024-2025 Budget Development Calendar as submitted.

DECLARE THE FOLLOWING AS SURPLUS: 201 textbooks titled *No Promises in the Wind* with ISBN 0-425-09969-5, 64 textbooks titled *Branded: The Buying and Selling of Teenagers* with ISBN 978-07382-0862-6, 27 textbooks titled *The Invisible Man* with ISBN 0-394-71715-5, 16 textbooks titled *Social Studies: Our Neighbors Canada and Latin America* with ISBN 0-15-316093-4, 34 textbooks titled *Our Country's Regions* with ISBN 0-02-149265-4, 50 textbooks titled *The NYSTROM Desk Atlas* with ISBN 0-7825-0349-7, Tape Player with VCS tag #01442, Stereo Receiver with VCS Tag #01443, 5 sections of cheerleading mats, 7 sections of wrestling mats, 1 pole vault mat, 4 softball bownets, 39 boys lacrosse cascade S helmets, 15 modified softball jerseys, 35 JV softball jerseys, 40 varsity softball jerseys, 20 softball JV jackets, 20 softball varsity jackets, 40 modified softball uniforms, 37 blue boys lacrosse jerseys, 36 blue boys lacrosse shorts, 36 white boys lacrosse jerseys, 34 white boys lacrosse shorts

The motion to accept the foregoing consent items was carried.

6 yes 0 no 0 abstentions *(end of consent items)*

CAMPUS NEWS: VCS administrators summarized campus news and events.

MANAGEMENT PLAN UPDATE; Safety and Security: District Safety Coordinator Steve Slavny introduced the Campus Security Team. Deputy Conor Boyer from the Ontario County Sheriff's Department is the School Resource Officer. Fred Bonhag and Sarah Redington are in the Senior High School. Dennis Cole is in the Junior High School. Mike Santana is in the Elementary Buildings and Dan Heusler is District-wide during the evening. He said due to the support of Superintendent Terranova and the Board of Education they have hired very well. On any given day there is over 100 years of law enforcement on campus. Under the direction of Dr. Terranova they are constantly reassessing what is done during the drills so it is not foreign to people. Mr. Slavny said if the adults are comfortable the students are comfortable. The District has connections to the outside including the New York State Police, Ontario County and Monroe County Sheriff Departments, Rochester Police Department, Canandaigua Police Department, the Federal Bureau of Investigation (FBI) and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). ATF Agent Mr. Martinek helped the District develop the bomb threat protocol. Mr. Slavny said the students and staff are treated as our own and protected as our own. He then talked about the emergency drills that are conducted. New York State has mandated fire drills that have to take place in October. There is also an emphasis on lockdown drills, when they would occur, and the general procedures for them. Mr. Slavny said they will not rest on their laurels. He said they are in the final stages of an evacuation/reunification plan for the District. This is being done in cooperation with the Ontario County Sheriff's Department, the New York State Police, the Fire Department and contiguous schools. He then talked about traffic safety and the traffic plans during arrival and dismissal. The traffic guards represent the District very well and are consistently reassessing, realigning and trying to make things safe for students, pedestrians and vehicles. Dr. Parks said he has so much gratitude for all the safety on campus.

MANAGEMENT PLAN UPDATE; Professional Learning Communities (PLC): Assistant Superintendent for Instruction Karen Finter, Early Childhood School Principal Rob DeRose and Senior High School Principal Brian Siesto provided a PLC update. Mrs. Finter said PLCs are the heart of learning and instruction. This is year 2 of the Management Plan. One of the major themes is aligning goals between the District, buildings and departments which then leads to PLC and individual goals. This includes targeting the work of PLCs and refining the practices to re-energize and direct the focus. Mrs. Finter said they are looking at assessment data, curriculum revision and review and instructional best practices. The questions driving PLCs is aligned with the Backwards Design. PLCs is parallel to the work being done with individual teachers. The focus is on what students needs to know and be able to do, how will we know if the students have learned the information, what will be done if they haven't learned it,

and what can be done if they already know the information. Mr. Siesto said the heart of any PLC is the use of data. Data can come in many forms such as attendance, discipline, assessment alignment and unit data. He talked about the history of PLCs at the Victor Central School District, which started during the summer of 2014. PLC is the entire District, as it is an umbrella term. Collaborative Teams (CTs) are the smaller groups of teachers and educators who meet regularly to do the work. At the heart of the CT is to be able to work independently to achieve a common goal. The team concept is the driving force between PLCs and CTs. The idea is to have the collaborative teams create a SMART Goal. SMART stands for “Specific”, Why is this important, “Measurable”, How will we measure progress and what historical or live data do we have, “Attainable”, Can this goal be reached and do we have control/influence over this, “Results Oriented”, What will it look like when we reach our goal and is the goal connected to student learning, and “Timebound”, What are the target benchmark dates/goal completion dates. Mr. Siesto then provided examples of SMART Goals at the secondary level and what is being done to help achieve them. Every professional in the buildings is tied to a Collaborative Team who is part of a SMART Goal. Administrators at the Senior High School have been split up to attend department meetings and provide feedback on the SMART Goals. Mr. DeRose provided examples of where PLCs are helpful at the elementary level. With the implementation of the new English Language Arts Program SuperKids the PLCs have been extremely helpful in understanding and implementing the program with fidelity. They looked at using student data to target areas of need and guide instruction. Board President DeLucia thanked the administrators for the presentation. He said it was very informative.

PROJECTED CAPITAL PROJECT UPDATE: Assistant Superintendent for Business Derek Vallese provided an overview of the scope of the project. This project includes adding five additional classrooms for the Intermediate School, a larger cafeteria for the Intermediate and Junior High Schools, and 20,000 sq. feet of additional classrooms/hallways for the Junior and Senior High Schools. Bathroom renovations will take place in the Primary, Intermediate, Junior and Senior High Schools. Heating systems at the Early Childhood and Primary Schools will be upgraded. Roof repairs will take place at the Intermediate, Junior and Senior High Schools. Security enhancements will include secure entrances at the Early Childhood, Junior High and Senior High Schools, public announcement and clock upgrades for better communication in all buildings and additional parking at the Early Childhood, Primary and Intermediate Schools. The District is also exploring the possibility of renovating the old bus garage (currently the Operations Center) into a space for vocational/real world courses, such as automotive repairs. Mr. Vallese then talked about a Preliminary Review. This is a request from a school district to the New York State Education Department (NYSED) for approval of “new” spaces. This is not required when you are renovating existing facilities. This is even more important to our District because we are also requesting to be aided on the new space. According to the existing calculation for Building Aid Units (BAUs), we have enough space for our programming. We are asking for additional BAUs due to changes in programming such as bringing special education classrooms back in District. Mr. Vallese provided an update on the status of the NYSED Facilities Planning Review. On September 12th, the District was informed that the Preliminary Review was going to commence on October 25th. Dave Phelps, from SWBR Architects, sent a follow-up email on November 1st and they have not responded to that email. Mr. Vallese said he called Wendy Clark at Facilities Planning on November 3rd and left a voicemail and followed-up with an email. On November 6th Mr. Vallese received a voicemail from Wendy Clark and in her response, she used comments like “that tentative date was ambitious, it’s coming up in my queue in the near future, we will not have anything for your meeting on Thursday, and I am hesitant to give you another tentative date”. Mr. Vallese said the District has continued to work on the project. In October, the Office of Instruction and the Senior High leadership team met to discuss the possibility of transforming the old bus garage into a vocational/real world instructional space. On November 3rd, District and building leadership met to review proposed drawings, from SWBR Architects, of what the additions would look like. This will be used for communication once the project is approved by NYSED Facilities Planning. SWBR is going to

make slight changes to the proposed drawings based on conversations with the District. The Facilities Committee will convene and review proposed drawings on December 14th. Mr. Vallese reviewed the next steps pending approval from New York State. Mrs. Elliott said with the State Education Department not giving us answers it really starts to disrupt the timeline and now you have to go back and reassess the cost of the scope. Mr. Vallese said one of his biggest concerns is the cost and being able to accomplish what we want to do with the money we have. The other concern is when breaking ground, you don't want students on campus. We may have to wait to break ground for the safety of students and staff. The big parts of the project, such as the additions could potentially be delayed a whole year. Mrs. Elliott asked if there is any thought as to what is creating the backlog? Mr. Vallese said for several years NYSED Facilities Planning has been understaffed and a lot of projects have been put on hold during COVID, now there is a backlog of projects. They always said it was first come first served. Mr. DeLucia said we are dealing with humans, if we push too hard is it going to irritate them and then they stamp it "return to sender"? Mr. Vallese said that is also a concern. If we push too hard, they may send it back giving us a non-favorable decision, saying "no aid". Dr. Parks asked if there is anything from the Board that they need as far as outreach and support. He said we are a unified front if need be. Superintendent Terranova said the next step is to move up to the Deputy Commissioner and that should come from himself. The other piece would be some sort of support from our attorneys. He said they are trying to balance the push versus alienating them.

APPROVE TRIPS: A motion was made by E. Mitchell, seconded by C. Parks, to approve the following trips: Boys Varsity Lacrosse to Ramsey, NJ and Rye, NY from 4/1/2024 to 4/4/2024 to participate in Spring Non-league Games and Outdoor Activities Club to Lake Placid, NY from 12/7/2023 to 12/10/2023. The motion was carried. 6 yes 0 no 0 abstentions

POLICY REVIEW Third and Final Reading: A motion was made by E. Mitchell, seconded by L. Kostecky to adopt the following policy: Use of Service and Therapy Animals; Policy 1499. The motion was carried. 6 yes 0 no 0 abstentions

POLICY REVIEW Second and Final Reading: A motion was made by B. Adams, seconded by C. Parks to adopt the following policy: Family Medical Leave Act (FMLA); Policy 9520.2. The motion was carried. 6 yes 0 no 0 abstentions

POLICY REVIEW First Reading: The following policies were brought to the Board of Education as a first reading: Field Trips and Excursions; Policy 4351 and Use of Time Out Rooms and Physical Restraints; Policy 4321.12. Mr. DeLucia asked for clarification on a statement in the Field Trips and Excursions Policy.

MEETING REPORTS: Monroe County School Boards Association: Mrs. Mitchell said she attended an Information Exchange Committee Meeting she said it was enlightening and appreciated the opportunity to sit in on it. Mr. DeLuca said he attended the same meeting. The theme was AI is here and how it's going to change instruction. He said there are a number of resources on the MCSBA website. He suggested the Board members take a look at them.

Mr. DeLucia attended the MCSBA Leadership Meeting with Board Presidents. He said the discussions in that meeting are treated the same as an Executive Session. Director Amy Thomas did talk about the website again and encouraged its use and talked about how not everyone yet signed in.

Dr. Parks attended the Steering Committee Meeting. He said similar to the Leadership Meeting, the topics they discuss are treated like Executive Session.

Mr. DeLucia attended the Legislative Committee Meeting. MCSBA met with Deputy Leaders, and they talked about what those meeting entailed. He said the Legislative Committee Report was well done. There are 10 positions papers, and he recommended the Board go to the website to take a look at the suggested letters to Governor Hochul.

Standing Committee Updates: Mrs. Elliott said the Diversity, Equity, and Inclusion (DEI) Committee has met and they are really deep diving into wordsmithing. They did a lot of work looking at other districts and the language being used to create a tone that is representative of Victor. A lot of credit goes to the Steering Committee.

Mrs. Mitchell said she and Mr. DeLucia attended the New York State School Boards Association Conference in Buffalo. They will be sharing more information soon.

Dr. Parks recognized former Board of Education Member Michael Young who was in the United States Marine Corps and current Board Member Adam Snyder who is a Naval Aviator in the United States Marine Corps Reserves. He thanked them for their service.

UPCOMING EVENTS: The next meeting will take place on Thursday, December 14, 2023 at 7:15 PM. In looking ahead at the January Board Meeting discussion took place around moving the meeting from Thursday, January 11, 2024 to Wednesday January 10, 2024. This is due to the Harlem Wizards coming to Victor on January 11th for the PTSA fundraiser. The Board of Education agreed to shift the meeting as a lot of administration and staff participate.

ADJOURN: A motion was made by C. Parks, seconded by L. Kostecki, to adjourn the meeting at 8:50 PM.

Respectfully submitted,

Maureen A. Goodberlet
District Clerk

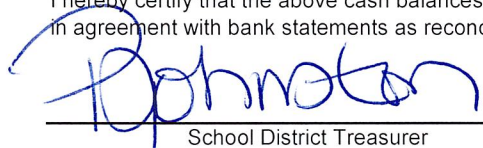


Treasurer's Report

October 2023

<u>Account Description</u>	<u>Bank</u>	<u>Beginning Balance</u>	<u>Monthly Receipts</u>	<u>Monthly Disbursements</u>	<u>Ending Balance</u>
Cash Accounts					
General Fund Checking	Canandaigua National Bank	4,956,290.40	9,771,136.05	13,617,728.94	1,109,697.51
General Fund Money Market	Canandaigua National Bank	545,524.29	10,689.22	-	556,213.51
General Fund Tax Checking	Canandaigua National Bank	-	27,198,197.81	27,198,197.81	-
General Fund Tax Money Market	Five Star Bank	-	-	-	-
Multifund Insured Cash Sweep	Five Star Bank	2,946,949.06	4,014,141.72	3,117,930.86	3,843,159.92
School Lunch Fund Checking	Canandaigua National Bank	4,011.33	147,108.14	146,838.82	4,280.65
School Lunch Fund Money Market	Canandaigua National Bank	1,141,448.92	186,570.56	217,138.83	1,110,880.65
Special Aid Fund Checking/Sweep	Canandaigua National Bank	376,702.44	21,380.00	229,288.75	168,793.69
Capital Fund Checking-29M	Canandaigua National Bank	1,261,163.43	30.68	218,498.14	1,042,695.97
Trust & Agency Fund - Checking	Canandaigua National Bank	550,130.72	1,463,229.34	1,439,929.45	573,430.61
Trust & Agency Fund - Payroll Checking	Canandaigua National Bank	4,561.32	47,682.30	48,692.62	3,551.00
Trust & Agency Fund - Direct Deposit Checking	Five Star Bank	33.53	3,130,067.51	3,117,930.86	12,170.18
Total Cash		\$ 11,786,815.44	\$ 45,990,233.33	\$ 49,352,175.08	\$ 8,424,873.69
Investments					
General Fund Certificate of Deposit	Canandaigua National Bank	-	-	-	-
General Fund	NYCLASS	28,122,769.44	25,829,787.95	-	53,952,557.39
Capital Fund	NYCLASS	-	-	-	-
Debt Service Fund	NYCLASS	2,767,130.68	12,416.84	-	2,779,547.52
Total Investments		\$ 30,889,900.12	\$ 25,842,204.79	\$ -	\$ 56,732,104.91
District Totals		\$ 42,676,715.56	\$ 71,832,438.12	\$ 49,352,175.08	\$ 65,156,978.60

I hereby certify that the above cash balances are in agreement with bank statements as reconciled


 School District Treasurer

Extraclass Fund

From October 1, 2023 to October 31, 2023

<u>Activities</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
CLASS OF 2023	-			-
CLASS OF 2024	9,817.45	943.80	247.36	10,513.89
CLASS OF 2025	4,965.64		10.00	4,955.64
CLASS OF 2026	3,511.72		-	3,511.72
CLASS OF 2028	2,488.53			2,488.53
CLASS OF 2029	1,227.53			1,227.53
AQUATIC LEADERS	-			-
ART CLUB	149.52			149.52
BUSINESS CLUB	1,045.99	10,198.10		11,244.09
DRAMA CLUB	13,235.61	202.90	1,673.34	11,765.17
FRENCH CLUB	10,160.93			10,160.93
GO GREEN GARDEN TEAM	66.27			66.27
GLOBAL COMPETENCY	410.55			410.55
INTERNATIONAL CLUB	208.02			208.02
J.H. MUSICAL	25,116.04		1,150.24	23,965.80
J.H. STORE	996.37			996.37
J.H. ST. CO.	5,953.59	275.37		6,228.96
J.H. YEARBOOK	499.44			499.44
KEYCLUB	287.54			287.54
MEDICAL EXPLORERS	110.75			110.75
MENTORING CLUB	3,070.84			3,070.84
N.H.S.	2,388.57			2,388.57
OUTDOOR ACTIVITY	538.77			538.77
POSITIVE SCHOOL CLIMATE	3,206.85		47.96	3,158.89
SALES TAX	6,241.68			6,241.68
SEAS	105.73	16.73		122.46
S.H. ORCHESTRA	14,883.36			14,883.36
SH SCHOOL STORE	7,070.87			7,070.87
S.H. ST. CO.	13,864.77			13,864.77
SH YEARBOOK	2,041.99			2,041.99
SPANISH CLUB	2,973.61		65.00	2,908.61
VICTOR MUSIC SOCIETY	1,196.74			1,196.74
VICTOR CARES	15,650.61			15,650.61
WELLNESS CLUB	386.81			386.81
TOTALS	153,872.69	11,636.90	3,193.90	162,315.69

Bank Balance	163,059.92
Checks Outstanding	884.23
Interest Not Posted	-
Bank Error	
Outstanding Item	
Returned Checks	140.00
Electronic Payment	
Total Reconciled Bank Balance	162,315.69

Jill Smith, Extraclass Treasurer

Victor Central School District
Revenue Status Report As Of: 10/31/2023
Fiscal Year: 2024
Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
1001 Real Property Taxes Tom			56,247,957.00	56,247,957.00	53,832,130.47	0.00	2,415,826.53	0.00
1081 Other Pmts in Lieu of Taxes			3,385,889.00	3,385,889.00	3,038,025.82	722,204.75	347,863.18	0.00
1085 STAR Reimbursement			0.00	0.00	2,415,827.00	0.00	0.00	2,415,827.00
1090 Int. & Penal. on Real Prop.Tax			50,000.00	50,000.00	2,881.14	2,881.14	47,118.86	0.00
1120 Nonprop. Tax Distrib. By Co.			90,000.00	90,000.00	15,078.28	0.00	74,921.72	0.00
1311 Other Day School Tuition (Indv			0.00	0.00	5,412.50	0.00	0.00	5,412.50
1335 Oth Student Fee/Charges (Indiv			0.00	0.00	54,136.25	52,396.00	0.00	54,136.25
1410 Admissions (from Individuals)			0.00	0.00	3,008.00	3,008.00	0.00	3,008.00
2230 Day School Tuit-Oth Dist. NYS			40,000.00	40,000.00	9,986.90	0.00	30,013.10	0.00
2401 Interest and Earnings			85,000.00	85,000.00	500,275.47	194,203.73	0.00	415,275.47
2410 Rental of Real Property,Indiv.			40,000.00	40,000.00	4,120.00	0.00	35,880.00	0.00
2440 Rental of Buses			0.00	0.00	10,907.81	10,907.81	0.00	10,907.81
2450 Commissions			0.00	0.00	990.42	0.00	0.00	990.42
2690 Other Compensation for Loss			0.00	0.00	1,160.00	710.00	0.00	1,160.00
2701 Refund PY Exp-BOCES Aided Srvc			200,000.00	200,000.00	3,314.07	0.00	196,685.93	0.00
2703 Refund PY Exp-Other-Not Trans			100,000.00	100,000.00	179,249.79	170,149.06	0.00	79,249.79
2770 Other Unclassified Rev.(Spec)			10,000.00	10,000.00	29,377.78	4,797.58	0.00	19,377.78
3101 Basic Formula Aid-Gen Aids (Ex			35,068,618.00	35,068,618.00	4,909.82	5,257.82	35,063,708.18	0.00
3102 Lottery Aid			0.00	0.00	6,707,300.55	182,958.46	0.00	6,707,300.55
3103 BOCES Aid (Sect 3609a Ed Law)			3,094,276.00	3,094,276.00	0.00	0.00	3,094,276.00	0.00
3260 Textbook Aid (Incl Txtbk/Lott)			254,960.00	254,960.00	65,640.00	0.00	189,320.00	0.00
3262 Computer Sftwre, Hrdwre Aid			131,527.00	131,527.00	0.00	0.00	131,527.00	0.00
3263 Library A/V Loan Program Aid			26,150.00	26,150.00	0.00	0.00	26,150.00	0.00
4601 Medic.Ass't-Sch Age-Sch Yr Pro			100,000.00	100,000.00	5,257.82	5,257.82	94,742.18	0.00
5999 Appropriated Fund Balance			0.00	1,355,994.96	0.00	0.00	1,355,994.96	0.00
Total GENERAL FUND			98,924,377.00	100,280,371.96	66,888,989.89	1,354,732.17	43,104,027.64	9,712,645.57

Selection Criteria

Criteria Name: Shared: BOE
As Of Date: 10/31/2023
Suppress revenue accounts with no activity
Show Actual revenue in 'As Of' cycle
Show special revenue accounts 5997-5999
Print Summary Only
Sort by: Fund/State Revenue
Printed by PENNY L. JOHNSTON

* 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
Budget Status Report As Of: 10/31/2023
Fiscal Year: 2024
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
1010 Board Of Education							
4 Contractual and Other		18,240.00	18,595.00	15,495.42	240.00	3,006.00	93.58
45 Materials & Supplies		1,768.00	1,768.00	1,366.61	246.92	1,430.53	-1,029.14
49 BOCES Services		3,120.00	3,120.00	681.78	681.78	2,318.22	120.00
Subtotal of 1010 Board Of Education		23,128.00	23,483.00	17,543.81	1,168.70	6,754.75	-815.56
1040 District Clerk							
16 Noninstructional Salaries		49,112.00	49,112.00	16,940.88	4,685.22	32,681.76	-510.64
Subtotal of 1040 District Clerk		49,112.00	49,112.00	16,940.88	4,685.22	32,681.76	-510.64
1060 District Meeting							
4 Contractual and Other		1,456.00	1,456.00	0.00	0.00	0.00	1,456.00
45 Materials & Supplies		3,640.00	3,640.00	0.00	0.00	0.00	3,640.00
Subtotal of 1060 District Meeting		5,096.00	5,096.00	0.00	0.00	0.00	5,096.00
1240 Chief School Administrator							
15 Instructional Salaries		222,568.00	222,568.00	72,325.84	18,081.46	144,651.56	5,590.60
16 Noninstructional Salaries		49,112.00	49,112.00	16,340.88	4,085.22	32,681.75	89.37
4 Contractual and Other		6,214.00	6,214.00	3,439.77	225.00	1,287.60	1,486.63
45 Materials & Supplies		1,040.00	1,040.00	801.61	0.00	16.83	221.56
Subtotal of 1240 Chief School Administrator		278,934.00	278,934.00	92,908.10	22,391.68	178,637.74	7,388.16
1310 Business Administration							
15 Instructional Salaries		151,987.00	151,987.00	49,084.64	12,271.16	98,169.36	4,733.00
16 Noninstructional Salaries		150,686.00	150,686.00	48,127.15	14,053.89	52,322.97	50,235.88
4 Contractual and Other		7,090.00	10,668.00	1,545.00	245.00	5,380.00	3,743.00
45 Materials & Supplies		2,200.00	2,619.00	2,519.00	0.00	0.00	100.00
49 BOCES Services		115,000.00	122,591.08	36,157.45	27,944.92	78,038.63	8,395.00
Subtotal of 1310 Business Administration		426,963.00	438,551.08	137,433.24	54,514.97	233,910.96	67,206.88
1320 Auditing							
16 Noninstructional Salaries		0.00	0.00	2,015.38	500.00	4,000.00	-6,015.38
4 Contractual and Other		43,680.00	45,580.00	10,900.00	0.00	27,880.00	6,800.00
Subtotal of 1320 Auditing		43,680.00	45,580.00	12,915.38	500.00	31,880.00	784.62
1325 Treasurer							
16 Noninstructional Salaries		85,280.00	85,280.00	28,371.20	7,092.80	56,742.40	166.40
4 Contractual and Other		500.00	500.00	0.00	0.00	0.00	500.00
45 Materials & Supplies		1,000.00	1,000.00	779.57	530.66	120.43	100.00
Subtotal of 1325 Treasurer		86,780.00	86,780.00	29,150.77	7,623.46	56,862.83	766.40
1330 Tax Collector							
4 Contractual and Other		17,500.00	17,500.00	5,242.05	5,242.05	9,863.47	2,394.48
45 Materials & Supplies		100.00	100.00	0.00	0.00	0.00	100.00
Subtotal of 1330 Tax Collector		17,600.00	17,600.00	5,242.05	5,242.05	9,863.47	2,494.48
1345 Purchasing							

Victor Central School District

Budget Status Report As Of: 10/31/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
16 Noninstructional Salaries		45,000.00	45,000.00	0.00	0.00	0.00	45,000.00
4 Contractual and Other		15,080.00	15,080.00	0.00	0.00	3,614.80	11,465.20
Subtotal of 1345 Purchasing		60,080.00	60,080.00	0.00	0.00	3,614.80	56,465.20
1420 Legal							
4 Contractual and Other		100,000.00	105,298.68	5,895.43	175.00	101,237.00	-1,833.75
49 BOCES Services		28,000.00	28,000.00	5,255.20	5,255.20	22,554.80	190.00
Subtotal of 1420 Legal		128,000.00	133,298.68	11,150.63	5,430.20	123,791.80	-1,643.75
1430 Personnel							
15 Instructional Salaries		161,434.00	161,434.00	52,135.44	13,033.86	104,270.87	5,027.69
16 Noninstructional Salaries		221,550.00	221,550.00	77,357.29	20,484.70	154,758.88	-10,566.17
4 Contractual and Other		126,000.00	126,161.25	23,490.27	5,663.81	42,822.49	59,848.49
45 Materials & Supplies		1,350.00	1,350.00	0.00	0.00	0.00	1,350.00
49 BOCES Services		8,320.00	8,320.00	2,376.80	2,376.80	5,943.20	0.00
Subtotal of 1430 Personnel		518,654.00	518,815.25	155,359.80	41,559.17	307,795.44	55,660.01
1480 Public Information and Services							
15 Instructional Salaries		56,081.00	56,081.00	19,387.54	5,028.29	38,036.24	-1,342.78
16 Noninstructional Salaries		66,000.00	66,000.00	24,241.25	6,250.00	116,996.80	-75,238.05
4 Contractual and Other		22,500.00	22,633.00	1,714.00	194.00	501.00	20,418.00
45 Materials & Supplies		13,000.00	13,266.00	14,339.56	0.00	802.56	-1,876.12
49 BOCES Services		66,560.00	66,560.00	13,467.12	13,467.12	53,092.88	0.00
Subtotal of 1480 Public Information and Services		224,141.00	224,540.00	73,149.47	24,939.41	209,429.48	-58,038.95
1620 Operation of Plant							
16 Noninstructional Salaries		1,851,832.00	1,851,832.00	410,196.39	121,307.02	480,552.90	961,082.71
4 Contractual and Other		1,258,100.00	1,314,275.94	208,829.46	89,182.22	992,153.53	113,292.95
45 Materials & Supplies		225,000.00	225,000.00	74,195.32	4,994.86	59,755.83	91,048.85
Subtotal of 1620 Operation of Plant		3,334,932.00	3,391,107.94	693,221.17	215,484.10	1,532,462.26	1,165,424.51
1621 Maintenance of Plant							
16 Noninstructional Salaries		773,307.00	773,307.00	223,646.11	61,496.11	392,902.27	156,758.62
2 Equipment		216,763.00	231,914.00	57,593.63	21,951.95	10,686.93	163,633.44
4 Contractual and Other		692,050.00	728,623.80	446,456.72	117,827.87	200,473.66	81,693.42
45 Materials & Supplies		250,000.00	414,594.33	182,195.62	76,044.04	139,524.08	92,874.63
49 BOCES Services		20,000.00	20,000.00	0.00	0.00	200.00	19,800.00
Subtotal of 1621 Maintenance of Plant		1,952,120.00	2,168,439.13	909,892.08	277,319.97	743,786.94	514,760.11
1622 Security of Plant							
16 Noninstructional Salaries		373,000.00	373,000.00	106,547.27	43,302.43	244,303.12	22,149.61
2 Equipment		60,000.00	60,000.00	0.00	0.00	0.00	60,000.00
4 Contractual and Other		165,000.00	203,368.40	39,178.40	0.00	110,000.00	54,190.00
45 Materials & Supplies		5,000.00	39,997.59	47,586.94	12,589.35	1,316.94	-8,906.29
Subtotal of 1622 Security of Plant		603,000.00	676,365.99	193,312.61	55,891.78	355,620.06	127,433.32
1670 Central Printing & Mailing							

Victor Central School District
Budget Status Report As Of: 10/31/2023
Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
4 Contractual and Other		72,800.00	73,026.65	13,572.59	808.70	43,623.21	15,830.85
Subtotal of 1670 Central Printing & Mailing		72,800.00	73,026.65	13,572.59	808.70	43,623.21	15,830.85
1680 Central Data Processing							
49 BOCES Services		700,000.00	760,847.16	285,213.22	192,212.20	475,633.94	0.00
Subtotal of 1680 Central Data Processing		700,000.00	760,847.16	285,213.22	192,212.20	475,633.94	0.00
1910 Unallocated Insurance							
4 Contractual and Other		300,000.00	300,000.00	234,626.00	0.00	31,400.00	33,974.00
Subtotal of 1910 Unallocated Insurance		300,000.00	300,000.00	234,626.00	0.00	31,400.00	33,974.00
1920 School Association Dues							
4 Contractual and Other		12,000.00	12,000.00	0.00	0.00	0.00	12,000.00
Subtotal of 1920 School Association Dues		12,000.00	12,000.00	0.00	0.00	0.00	12,000.00
1981 BOCES Administrative Costs							
49 BOCES Services		795,000.00	795,000.00	165,287.12	165,287.12	629,712.88	0.00
Subtotal of 1981 BOCES Administrative Costs		795,000.00	795,000.00	165,287.12	165,287.12	629,712.88	0.00
2010 Curriculum Devel and Suprvsn							
15 Instructional Salaries		759,813.00	759,813.00	293,833.64	54,957.16	428,297.36	37,682.00
16 Noninstructional Salaries		177,233.00	177,233.00	42,686.68	12,312.49	94,083.21	40,463.11
4 Contractual and Other		25,000.00	26,150.00	5,317.66	1,511.10	1,317.50	19,514.84
45 Materials & Supplies		30,900.00	50,000.00	22,525.52	7,723.76	7,516.89	19,957.59
Subtotal of 2010 Curriculum Devel and Suprvsn		992,946.00	1,013,196.00	364,363.50	76,504.51	531,214.96	117,617.54
2020 Supervision-Regular School							
15 Instructional Salaries		1,284,313.00	1,284,313.00	420,097.11	109,845.54	846,763.92	17,451.97
16 Noninstructional Salaries		430,369.00	430,369.00	131,128.33	42,102.59	235,135.77	64,104.90
4 Contractual and Other		10,952.00	10,952.00	3,142.17	0.00	4,072.00	3,737.83
45 Materials & Supplies		10,480.00	9,280.00	1,958.28	652.94	2,501.03	4,820.69
49 BOCES Services		0.00	27,780.00	5,556.00	5,556.00	22,224.00	0.00
Subtotal of 2020 Supervision-Regular School		1,736,114.00	1,762,694.00	561,881.89	158,157.07	1,110,696.72	90,115.39
2060 Research, Planning & Evaluation							
4 Contractual and Other		2,800.00	1,600.00	1,175.00	425.00	0.00	425.00
45 Materials & Supplies		500.00	500.00	925.75	0.00	1,000.00	-1,425.75
Subtotal of 2060 Research, Planning & Evaluation		3,300.00	2,100.00	2,100.75	425.00	1,000.00	-1,000.75
2070 Inservice Training-Instruction							
15 Instructional Salaries		45,000.00	60,000.00	65,728.14	9,319.61	0.00	-5,728.14
4 Contractual and Other		10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
45 Materials & Supplies		5,000.00	5,000.00	14.97	14.97	899.03	4,086.00
49 BOCES Services		98,800.00	112,101.46	41,107.51	5,373.20	70,993.95	0.00
Subtotal of 2070 Inservice Training-Instruction		158,800.00	187,101.46	106,850.62	14,707.78	71,892.98	8,357.86
2110 Teaching-Regular School							
10 Teacher Salaries, Pre-K		89,501.00	89,501.00	0.00	0.00	0.00	89,501.00

Victor Central School District
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Fiscal Year: 2024
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
12 Teacher Salaries, K-6		11,640,768.00	11,640,768.00	2,030,178.04	1,004,437.62	9,009,766.05	600,823.91
13 Teacher Salaries, 7-12		10,093,423.00	10,091,323.00	1,781,116.50	886,462.86	8,113,896.26	196,310.24
14 Substitute Tchr Salaries		663,000.00	663,000.00	115,542.49	90,101.31	22,407.48	525,050.03
16 Noninstructional Salaries		1,000,438.00	1,000,438.00	205,452.07	116,486.49	675,495.00	119,490.93
2 Equipment		240,982.00	248,476.75	39,054.07	17,123.72	91,416.05	118,006.63
4 Contractual and Other		145,130.00	151,784.38	23,184.24	5,382.00	7,981.22	120,618.92
45 Materials & Supplies		434,815.00	439,803.65	196,826.39	68,177.07	87,026.41	155,950.85
471 Tuition Pd To NYS Pub Sch		60,000.00	60,000.00	6,501.74	0.00	0.00	53,498.26
473 Payment to Charter School		25,000.00	25,000.00	0.00	0.00	0.00	25,000.00
48 Textbooks		132,679.00	136,414.68	90,570.87	10,543.37	7,987.55	37,856.26
49 BOCES Services		438,370.00	455,595.58	103,943.15	61,078.33	352,392.43	-740.00
Subtotal of 2110 Teaching-Regular School		24,964,106.00	25,002,105.04	4,592,369.56	2,259,792.77	18,368,368.45	2,041,367.03
2250 Prg For Sdnts w/Disabil-Med Elgble							
13 Teacher Salaries, 7-12		215,392.00	215,392.00	8,567.40	4,283.70	34,269.60	172,555.00
15 Instructional Salaries		4,886,596.00	4,886,596.00	849,095.52	420,242.57	3,725,480.16	312,020.32
16 Noninstructional Salaries		3,022,886.00	3,022,886.00	447,660.97	246,748.13	1,737,782.86	837,442.17
4 Contractual and Other		255,350.00	257,188.03	38,947.64	31,288.31	174,681.15	43,559.24
45 Materials & Supplies		60,000.00	64,681.00	34,713.93	9,160.66	19,279.08	10,687.99
471 Tuition Pd To NYS Pub Sch		9,000.00	18,796.14	27,989.64	0.00	0.00	-9,193.50
472 Tuition-All Other		965,000.00	1,007,206.54	75,186.16	53,291.24	540,016.32	392,004.06
473 Payment to Charter School		20,000.00	20,000.00	0.00	0.00	0.00	20,000.00
49 BOCES Services		2,650,000.00	2,809,734.44	641,580.78	479,514.58	2,019,653.66	148,500.00
Subtotal of 2250 Prg For Sdnts w/Disabil-Med Elgble		12,084,224.00	12,302,480.15	2,123,742.04	1,244,529.19	8,251,162.83	1,927,575.28
2259 Prg for English Language Learners							
15 Instructional Salaries		738,090.00	738,090.00	89,943.26	46,378.48	419,415.15	228,731.59
45 Materials & Supplies		4,215.00	4,215.00	1,221.74	666.15	578.26	2,415.00
Subtotal of 2259 Prg for English Language Learners		742,305.00	742,305.00	91,165.00	47,044.63	419,993.41	231,146.59
2280 Occupational Education(Grades 9-12)							
49 BOCES Services		835,000.00	835,000.00	178,516.80	178,516.80	656,483.20	0.00
Subtotal of 2280 Occupational Education(Grades 9-12)		835,000.00	835,000.00	178,516.80	178,516.80	656,483.20	0.00
2330 Teaching-Special Schools							
4 Contractual and Other		0.00	0.00	1,436.00	0.00	2,872.00	-4,308.00
49 BOCES Services		38,800.00	38,940.62	15,210.93	15,000.00	23,729.69	0.00
Subtotal of 2330 Teaching-Special Schools		38,800.00	38,940.62	16,646.93	15,000.00	26,601.69	-4,308.00
2610 School Library & AV							
15 Instructional Salaries		389,686.00	389,686.00	67,658.86	33,821.62	318,955.22	3,071.92
16 Noninstructional Salaries		119,927.00	119,927.00	25,025.08	13,037.54	95,900.06	-998.14
4 Contractual and Other		3,360.00	5,360.00	0.00	0.00	0.00	5,360.00
45 Materials & Supplies		7,628.00	9,708.00	2,270.79	950.30	3,272.75	4,164.46
46 Sch. Library AV Loan Prog		66,049.00	61,969.00	29,790.68	11,933.30	7,559.92	24,618.40

Victor Central School District
Budget Status Report As Of: 10/31/2023
Fiscal Year: 2024
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
49 BOCES Services		88,566.00	88,566.00	16,364.30	16,364.30	72,201.70	0.00
Subtotal of 2610 School Library & AV		675,216.00	675,216.00	141,109.71	76,107.06	497,889.65	36,216.64
2630 Computer Assisted Instruction							
15 Instructional Salaries		169,713.00	169,713.00	36,330.32	9,082.58	72,660.68	60,722.00
16 Noninstructional Salaries		441,963.00	441,963.00	107,671.81	29,271.92	242,701.13	91,590.06
22 State Aided Comp Hardware		155,000.00	167,748.20	44,683.65	16,946.58	41,518.95	81,545.60
4 Contractual and Other		87,000.00	84,558.00	11,675.40	2,600.41	26,534.24	46,348.36
45 Materials & Supplies		30,000.00	35,000.00	9,446.62	4,067.25	12,785.94	12,767.44
46 Sch. Library AV Loan Prog		118,000.00	118,000.00	16,858.10	9,649.70	9,657.79	91,484.11
49 BOCES Services		1,143,000.00	1,711,993.85	1,004,642.93	479,122.42	707,350.92	0.00
Subtotal of 2630 Computer Assisted Instruction		2,144,676.00	2,728,976.05	1,231,308.83	550,740.86	1,113,209.65	384,457.57
2810 Guidance-Regular School							
15 Instructional Salaries		1,385,128.00	1,385,128.00	347,847.69	117,608.84	1,003,605.56	33,674.75
16 Noninstructional Salaries		147,886.00	147,886.00	18,829.14	6,721.36	56,746.59	72,310.27
Subtotal of 2810 Guidance-Regular School		1,533,014.00	1,533,014.00	366,676.83	124,330.20	1,060,352.15	105,985.02
2815 Health Srvcs-Regular School							
16 Noninstructional Salaries		432,402.00	432,402.00	97,518.29	47,679.24	319,117.52	15,766.19
4 Contractual and Other		160,000.00	163,699.20	10,385.02	5,651.13	19,923.37	133,390.81
45 Materials & Supplies		27,000.00	27,028.50	12,927.99	3,972.52	3,839.66	10,260.85
Subtotal of 2815 Health Srvcs-Regular School		619,402.00	623,129.70	120,831.30	57,302.89	342,880.55	159,417.85
2820 Psychological Srvcs-Reg Schl							
15 Instructional Salaries		1,124,305.00	1,124,305.00	254,663.54	89,014.58	687,529.23	182,112.23
Subtotal of 2820 Psychological Srvcs-Reg Schl		1,124,305.00	1,124,305.00	254,663.54	89,014.58	687,529.23	182,112.23
2825 Social Work Srvcs-Regular School							
15 Instructional Salaries		442,050.00	442,050.00	40,705.39	13,858.94	123,666.13	277,678.48
Subtotal of 2825 Social Work Srvcs-Regular School		442,050.00	442,050.00	40,705.39	13,858.94	123,666.13	277,678.48
2830 Pupil Personnel Srvcs-Special Schools							
15 Instructional Salaries		431,007.00	431,007.00	71,711.68	17,715.42	141,723.32	217,572.00
16 Noninstructional Salaries		204,021.00	204,021.00	73,562.70	20,800.21	136,943.29	-6,484.99
4 Contractual and Other		800.00	800.00	0.00	0.00	0.00	800.00
Subtotal of 2830 Pupil Personnel Srvcs-Special Schools		635,828.00	635,828.00	145,274.38	38,515.63	278,666.61	211,887.01
2850 Co-Curricular Activ-Reg Schl							
15 Instructional Salaries		240,525.00	240,525.00	21,301.75	11,085.44	179,851.04	39,372.21
4 Contractual and Other		34,400.00	45,000.00	10,713.32	10,713.32	0.00	34,286.68
45 Materials & Supplies		16,770.00	20,301.59	3,517.34	0.00	3,773.50	13,010.75
Subtotal of 2850 Co-Curricular Activ-Reg Schl		291,695.00	305,826.59	35,532.41	21,798.76	183,624.54	86,669.64
2855 Interscholastic Athletics-Reg Schl							
15 Instructional Salaries		884,302.00	884,302.00	304,256.41	130,553.57	72,003.22	508,042.37
16 Noninstructional Salaries		60,000.00	60,000.00	9,043.62	4,356.70	20,069.28	30,887.10

Victor Central School District
Budget Status Report As Of: 10/31/2023
Fiscal Year: 2024
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
2 Equipment		127,600.00	127,600.00	11,563.24	10,436.74	96,667.42	19,369.34
4 Contractual and Other		274,000.00	282,644.54	61,568.87	25,266.00	129,270.53	91,805.14
45 Materials & Supplies		78,000.00	78,000.00	43,454.62	956.69	36,450.16	-1,904.78
Subtotal of 2855 Interscholastic Athletics-Reg Schl		1,423,902.00	1,432,546.54	429,886.76	171,569.70	354,460.61	648,199.17
5510 District Transportation Services							
16 Noninstructional Salaries		2,504,375.00	2,504,375.00	539,491.82	259,423.80	1,388,971.60	575,911.58
2 Equipment		6,500.00	6,500.00	158.55	20.63	2,040.36	4,301.09
4 Contractual and Other		313,500.00	336,044.82	156,091.01	6,585.12	73,104.80	106,849.01
45 Materials & Supplies		640,000.00	640,000.00	131,999.85	65,773.87	313,589.51	194,410.64
Subtotal of 5510 District Transportation Services		3,464,375.00	3,486,919.82	827,741.23	331,803.42	1,777,706.27	881,472.32
5530 Garage Building							
16 Noninstructional Salaries		499,150.00	499,150.00	123,204.39	37,383.49	209,982.88	165,962.73
4 Contractual and Other		63,050.00	70,792.47	8,173.95	2,343.34	61,057.62	1,560.90
Subtotal of 5530 Garage Building		562,200.00	569,942.47	131,378.34	39,726.83	271,040.50	167,523.63
5581 Transportation from Boces							
49 BOCES Services		15,965.00	17,384.64	6,711.22	2,952.74	10,673.42	0.00
Subtotal of 5581 Transportation from Boces		15,965.00	17,384.64	6,711.22	2,952.74	10,673.42	0.00
7310 Youth Program							
15 Instructional Salaries		0.00	0.00	22,921.36	1,979.45	0.00	-22,921.36
Subtotal of 7310 Youth Program		0.00	0.00	22,921.36	1,979.45	0.00	-22,921.36
9010 State Retirement							
8 Employee Benefits		1,693,874.00	1,693,874.00	289,816.51	105,396.77	671,175.24	732,882.25
Subtotal of 9010 State Retirement		1,693,874.00	1,693,874.00	289,816.51	105,396.77	671,175.24	732,882.25
9020 Teachers' Retirement							
8 Employee Benefits		3,623,000.00	3,623,000.00	702,627.88	303,091.81	2,568,261.05	352,111.07
Subtotal of 9020 Teachers' Retirement		3,623,000.00	3,623,000.00	702,627.88	303,091.81	2,568,261.05	352,111.07
9030 Social Security							
8 Employee Benefits		3,731,457.00	3,687,977.00	767,669.18	318,374.74	2,584,274.36	336,033.46
Subtotal of 9030 Social Security		3,731,457.00	3,687,977.00	767,669.18	318,374.74	2,584,274.36	336,033.46
9040 Workers' Compensation							
8 Employee Benefits		401,700.00	401,700.00	145,361.00	0.00	145,361.00	110,978.00
Subtotal of 9040 Workers' Compensation		401,700.00	401,700.00	145,361.00	0.00	145,361.00	110,978.00
9045 Life Insurance							
8 Employee Benefits		23,000.00	23,000.00	10,378.87	5,288.52	16,121.13	-3,500.00
Subtotal of 9045 Life Insurance		23,000.00	23,000.00	10,378.87	5,288.52	16,121.13	-3,500.00
9050 Unemployment Insurance							
8 Employee Benefits		15,000.00	15,000.00	3,713.72	249.72	0.00	11,286.28
Subtotal of 9050 Unemployment Insurance		15,000.00	15,000.00	3,713.72	249.72	0.00	11,286.28
9055 Disability Insurance							

Victor Central School District

Budget Status Report As Of: 10/31/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
8 Employee Benefits		30,000.00	30,000.00	7,675.00	1,676.00	14,049.00	8,276.00
Subtotal of 9055 Disability Insurance		30,000.00	30,000.00	7,675.00	1,676.00	14,049.00	8,276.00
9060 Hospital, Medical, Dental Insurance							
8 Employee Benefits		17,127,572.00	17,127,572.00	4,392,533.49	2,097,984.99	7,827,210.28	4,907,828.23
Subtotal of 9060 Hospital, Medical, Dental Insurance		17,127,572.00	17,127,572.00	4,392,533.49	2,097,984.99	7,827,210.28	4,907,828.23
9089 Other (specify)							
8 Employee Benefits		225,000.00	225,000.00	0.00	0.00	0.00	225,000.00
Subtotal of 9089 Other (specify)		225,000.00	225,000.00	0.00	0.00	0.00	225,000.00
9711 Serial Bonds-School Construction							
6 Principal		4,465,000.00	4,465,000.00	0.00	0.00	0.00	4,465,000.00
7 Interest		2,270,150.00	2,270,150.00	0.00	0.00	0.00	2,270,150.00
Subtotal of 9711 Serial Bonds-School Construction		6,735,150.00	6,735,150.00	0.00	0.00	0.00	6,735,150.00
9732 Bond Antic Notes-Bus Purchases							
6 Principal		581,613.00	581,613.00	581,613.00	0.00	0.00	0.00
7 Interest		85,027.00	85,027.00	85,026.83	0.00	0.00	0.17
Subtotal of 9732 Bond Antic Notes-Bus Purchases		666,640.00	666,640.00	666,639.83	0.00	0.00	0.17
9789 Other Debt (specify)							
6 Principal		230,707.00	230,707.00	230,706.73	0.00	0.00	0.27
7 Interest		101,034.00	101,034.00	101,034.24	0.00	0.00	-0.24
Subtotal of 9789 Other Debt (specify)		331,741.00	331,741.00	331,740.97	0.00	0.00	0.03
9901 Transfer to Other Funds							
95 Transfer-Special Aid Fund		200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
Subtotal of 9901 Transfer to Other Funds		200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
Total GENERAL FUND		98,924,377.00	100,280,371.96	22,157,453.76	9,421,500.09	54,973,027.93	23,149,890.27

Victor Central School District
Budget Status Report As Of: 10/31/2023
Fiscal Year: 2024
Fund: A GENERAL FUND

Selection Criteria

Criteria Name: Shared: BOE Summary by State Modified
Fund: A
Budget type: Current Year
As Of Date: 10/31/2023
Suppress Budget Accounts with no activity
Print Summary Only
Sort by: Fund/State function/State object
Printed by PENNY L. JOHNSTON

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**
Personnel Agenda, December 14, 2023

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 **Michael Votry**, who has certification in Social Studies Grades 7-12, to a probationary position as a Learning Center Teacher on Special Assignment, effective December 4, 2023, at an annual salary of \$53,376, leading towards tenure in Social Studies Education.

The probationary appointment of **Kristen Belculfine**, who has certification in Art, to a probationary position as an Art Teacher, effective January 8, 2024, at an annual salary of \$66,395, leading towards tenure in Art Education.

**Tenure
Appointments:**

The appointment to tenure of **Dorothy DiAngelo**, who is certified as a School District Administrator and School Administrator and Supervisor and in Nursery, Kindergarten, and Grades 1-6, upon the successful completion of her probationary period as the Assistant Superintendent for Personnel, effective January 3, 2024.

Leaves of Absence:

The granting of an extension of maternity and subsequent childcare leave of absence for **Catherine Bossard**, Special Education Teacher, effective October 9, 2023, and extending through March 26, 2024.

Resignations:

The amended resignation of **Andrea Burney**, Teacher Assistant, effective December 31, 2023.

The resignation of **Jacob Dirkx**, Special Education Teacher, effective December 9, 2023.

The resignation, due to retirement, of **Allison Murphy**, Art Teacher, effective December 23, 2023.

The resignation of **Kaitlin Locke**, Special Education Teacher, effective December 21, 2023.

**Co-Curriculars:
Clubs & Advisors**

Resignation:

	<u>Name</u>	<u>Band</u>
The resignation of Kathleen Habecker , ELA Building Level (Grades 4-6) Teacher Leader.		

Athletics:	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Swimming & Diving – Boys	Varsity Assistant	Lindsay Karl	4	3

	Modified	Gina Potenza	4	11
Resignation:	The resignation of Bryan Lischerelli , JV Boys Lacrosse Coach.			

Per Diem Substitutes:	<u>Candidate</u>	<u>Area of Certification</u>
	Elizabeth Ferguson	Uncertified
	Gregory Caryk	Physical Education
	Amanda Johnston	Art
	Mona Khan	Uncertified
	Jessica Evangelista	Uncertified
	Chelsea Emmal	Uncertified
	Elizabeth Niedermaier	Uncertified
	Linda Izzo	Elementary
	Katherine Harmon	Uncertified

Non-Instructional Appointments:

The promotional appointment of **Tyrone Parker**, from Full Time Cleaner to Custodian, effective November 14, 2023, at an hourly rate of \$18.52.

The appointment of **Michael Benschop**, from School Bus Driver Trainee to Full Time School Bus Driver, effective November 8, 2023, at an hourly rate of \$21.99.

The appointment of **Rosaury Birriel Pizarro**, Food Service Helper, effective November 27, 2023, at an hourly rate of \$15.17.

The appointment of **Amanda Cooley**, Full Time Teacher Aide, effective December 4, 2023, at an hourly rate of \$15.45.

The appointment of **Olivia Howe**, from Substitute Typist to Full Time Typist, effective December 11, 2023, at an hourly rate of \$17.68.

The appointment of **Emily Francher**, from Substitute Teacher Aide to Part Time Teacher Aide, effective December 18, 2023, at an hourly rate of \$15.17.

The appointment of **Parker Doty**, Full Time Teacher Aide, effective December 18, 2023, at an hourly rate of \$15.45.

The appointment of **Hannah Nyhan**, Full Time Teacher Aide, effective December 18, 2023, at an hourly rate of \$15.62.

Leaves of Absence: The granting of an unpaid leave of absence for **Gerald Della** Porta, Part Time Teacher Aide, effective January 8, 2024, and extending through March 10, 2024.

Resignations: The resignation of **Kristen Napolitano**, Full Time Teacher Aide, effective November 13, 2023.

The resignation, due to retirement, of **Judith Hessney**, Senior Typist, effective January 31, 2024.

The resignation of **Robert Fredericks**, School Bus Driver, effective December 29, 2023.

The resignation, due to retirement, of **Connie Ohle**, Library Clerk, effective January 5, 2024.

**Per Diem and
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Jessica Evangelista	Teacher Aide
Natalie Pemberton	Registered Professional Nurse
Karen Brion	Typist
Caitlin Welch	Teacher Aide
Janet Johnson	Registered Professional Nurse
Tina Patridge	Typist/Teacher Aide

Victor Central School District

2024-2025 Budget Development Calendar

Pending Adoption at the December 14, 2023 BOE meeting

Date	Event
Wednesday, November 9, 2023 <i>(Regular Board Meeting)</i>	2024-2025 Budget Calendar reviewed and adopted by the Board of Education
Thursday, December 14, 2023 <i>(Regular Board Meeting)</i>	Review the 2024-2025 Rollover Budget <ul style="list-style-type: none">- The budget updated with contractual raises and increases in employee benefits
Wednesday January 10, 2024 <i>(Regular Board Meeting)</i>	Budget Status Update to the Board of Education <ul style="list-style-type: none">- Transportation - supplies and materials- Operations and Maintenance - supplies and materials- Security - supplies and materials
Thursday, January 25, 2024 <i>(Budget Workshop)</i>	Budget Workshop/Budget Status <ul style="list-style-type: none">- Building Budgets - supplies and materials
Thursday, February 8, 2024 <i>(Regular Board Meeting)</i>	Budget Status Update to the Board of Education <ul style="list-style-type: none">- Office of Instruction - supplies and materials- Pupil Personnel Services - supplies and materials, tuition
Thursday, February 29, 2024 <i>(Budget Workshop)</i>	Budget Workshop/Budget Status <ul style="list-style-type: none">- Revenues- Tax Cap Calculation
Friday, March 1, 2024	Deadline for Submission of the preliminary Tax Cap Calculation Information and District's Calculation of Tax Levy Limit to OSC, NYSED, and NYS Taxation and Finance
Thursday, March 14, 2024 <i>(Regular Board Meeting)</i>	Budget Status Update to the Board of Education <ul style="list-style-type: none">- Personnel Update
Thursday, March 28, 2024 <i>(Budget Workshop)</i>	Budget Workshop/Budget Status <ul style="list-style-type: none">- Final changes based on projected or final state aid numbers (NYS Constitution requires NYS Budget Adoption by April 1)

Tuesday, April 2, 2024	First Legal Ad posting - Required 49 days prior to Budget Vote Legal notice of school budget hearing and budget vote. Must advertise 4 times within seven weeks of the vote with first publication 45 days before the date of the budget vote. Must be published in at least two newspapers of general circulation
Thursday, April 11, 2024 <i>(Regular Board Meeting)</i>	Adopt the Budget Includes determining the tax levy for tax cap calculation
Friday, April 19, 2024	Publish 2nd Budget Legal Notice Deadline to accept submission of petitions for Board of Education candidates <i>Due to District Clerk by 4:00 PM</i> First sworn statement of campaign contributions to be filed with District Clerk and Commission of Education <i>(at least 30 days prior to vote)</i>
Monday, April 22, 2024	Drawing to determine order of Board of Education Candidates to appear on ballot <i>8:30 AM in the Business Office</i>
Monday, April 22, 2024	Last day to file "Property Tax Report Card" to SED. Due next business day following its approval by the school board, but no later than the 24th day before the budget vote.
Friday, May 3, 2024	Publish 3rd Budget Legal Notice
Tuesday, May 7, 2024	Budget Hearing 7:00-7:30 PM in the JH/SH Performing Arts Center Meet the BOE Candidates sponsored by the PTSA 7:30-8:30 PM in the JH/SH Performing Arts Center
Friday, May 10, 2024	Mail Budget Notice to eligible voters Day after the Budget Hearing, but no later than 6 days prior to Budget Vote Second sworn statement of campaign contributions to be filed with District Clerk and Commissioner of Education
Tuesday, May 14, 2024	Voter Registration 3 PM - 7 PM District Office Conference Room Residents of the Victor Central School District who are registered, at their current address, to vote in general, county-wide elections and who have not had such registration canceled, will be automatically placed on the District voter register and need not pre-register to vote in School District votes.
Friday, May 17, 2024	Publish 4th Budget Legal Notice
Tuesday, May 21, 2024	Budget Vote and Election of Board of Education (3rd Tuesday in May) 6:00 AM - 9:00 PM in the Early Childhood School Boardroom
Monday, June 3, 2024	Last date for BOE candidates to file final sworn statement of campaign contributions with District Clerk and Commissioner of Education



Victor Central Schools COURSE PROPOSAL FORM

Please provide the following information. Add additional space as needed.

GENERAL INFORMATION	
1. COURSE TITLE:	Introduction to Coaching Leadership
2. DEPARTMENT:	Physical Education
3. SCHOOL:	High School
4. GRADE LEVELS/STUDENT POPULATION IMPACTED:	11th-12th grade students
5. COURSE CREDIT: <i>Is the course credit bearing? If so, indicate the amount of credit to be awarded: FULL YEAR: 1.0, SEMESTER: 0.5, TRIMESTER 0.3, QUARTER 0.25; Is college credit available for this course? From what source?</i>	This will be a 0.5-credit semester course. This course does not have college credit available.
6. DATE SUBMITTED:	11/3/23
7. SUBMITTED BY <i>Please list all those that collaborated on this proposal.</i>	David Vistocco Gina Potenza
8. PREREQUISITES <i>List any prerequisite coursework.</i>	No prerequisites are needed for this course.
9. COURSE FORMAT: <i>Is the course traditional, hybrid, fully online, and/or offered during the summer?</i>	This course will be offered in a traditional format.



Victor Central Schools COURSE PROPOSAL FORM

COURSE INFORMATION	
<p>10. COURSE GOALS/AREAS OF STUDY: <i>Please describe the goals/areas of study of the proposed course. If applicable, please describe the alignment to content area learning standards, including other areas as applicable (Digital Fluency, CR-SE, SEL Benchmarks, Industry Standards) and/or graduation pathways.</i></p>	<p>Coaching Goals</p> <ul style="list-style-type: none"> - Develop leadership skills and philosophy of coaching - Demonstrate content knowledge in Coaching - Demonstrate ability to communicate effectively to both athletes and their families - Create, plan, and execute an effective practice plan <p>Officiating Goals</p> <ul style="list-style-type: none"> - Students can explain the rules, duties, and legal aspects of officiating athletic contests - Students will learn the techniques and skills of officiating a variety of sports <p>SEL Goals</p> <ul style="list-style-type: none"> - Students will build a philosophy of coaching with an understanding of team/group goals and culture - Develop positive coaching and leadership techniques that can be applied to all group settings - Apply effective communication strategies to create an inclusive and productive environment
<p>11. STUDENT LEARNING OUTCOMES: <i>Please provide a summary of the anticipated student learning outcomes and/or proposed transferable impact on student learning and achievement.</i></p>	<p>Course Outcomes:</p> <ul style="list-style-type: none"> - Students will create a coaching philosophy to incorporate leadership, culture, and planning to lead their future coaching experiences. - Students will complete a coaching practicum in a controlled setting at the end of the course to demonstrate the ability to lead a group in an organized, safe, and effective manner. - Students will complete the NFHS training modules to give students the ability to become an NFHS level 1 coach after completion of the course. - Students will have the knowledge and skills to become a certified official in competitions/sports of their interest following the completion of the course. - Students will develop tools and strategies to effectively communicate with athletes, families, and large groups.



Victor Central Schools COURSE PROPOSAL FORM

12. DOES THIS COURSE REPLACE AN EXISTING ONE, IF NOT, HOW DOES THIS COURSE FIT WITHIN THE EXISTING PROGRAM OF COURSES? <i>If so, which one(s)?</i>	<p>This course does not replace an existing course. It fits into our curriculum by incorporating many SEL objectives into a course that will prepare students for a potential career path in coaching, officiating, and leadership in the future.</p>
13. HOW WAS THE NEED FOR THIS COURSE IDENTIFIED? <i>Please describe the data, including stakeholder feedback, that you are using to demonstrate need.</i>	<p>The need for this course came from two sources. The first was an increased number of students going into the fields of coaching and leadership positions in the world of sports. The second was addressing the need for officials in sports at all levels.</p>
14. WILL THIS COURSE NECESSITATE THE ADDITION OF STAFF? <i>If so, please project the number of new FTE anticipated.</i>	<p>Increasing a .6 PE teacher to a 1.0 FTE</p>
COURSE INFORMATION	
15. WHAT ARE THE ANTICIPATED EXPENSES? <i>Please include an itemized list of anticipated expenses (software, text materials, field trips, equipment, etc.). Include the projection of the time (in days) needed to write the curriculum or specific teacher training needed.</i>	<p>For coaching, the NFHS Courses would cost \$150 per student to complete their level 1 certification. For officiating, the RefRep Educational system cost is TBD.</p> <p>Our library already has multiple class sets of books that we would use to help develop philosophy and pedagogy.</p> <p>Curriculum hours would be needed to develop an effective curriculum.</p>
16. PROVIDE THE DRAFT COURSE DESCRIPTION. <i>(Attach additional documents or links as necessary)</i>	<p>Students will have an opportunity to learn what it is like to become a certified coach and official. Students will gain real-world experience on their path to certification.</p>
17. HOW WILL THE SUCCESS OF THE COURSE BE	<p>The success of the course will be measured by the completion of the objectives of each unit. The objectives will be written exams, book studies, and a final practicum</p>



Victor Central Schools COURSE PROPOSAL FORM

MEASURED OR MONITORED?	where students will create and lead a practice. The course will also include a certification pathway provided by NFHS in coaching and RefRep for sports officiating. If students meet the unit objectives and continue on with their certifications after the course is completed, the course will be successful.
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Please attach any additional information in support of your proposal.

Director's Feedback/ Endorsement: Duane Weimer APPROVED Nov 2, 2023 11:00 AM
This would provide real-world experiences for students who are interested in a career in Athletics (coaching, officiating, administration, etc...), and allowing them an opportunity to receive certifications to get involved with their community immediately.

Principal's Feedback/Endorsement: Brian Siesto 11/2/2023

Assistant Superintendent's Feedback/Endorsement: Karen Finter 11/2/2023

Date Submitted to the VCS Curriculum Council: _____
Curriculum Council Feedback:

Date Submitted to the VCS Board of Education: _____

Date Approved by the VCS Board of Education: _____



Victor Central Schools COURSE PROPOSAL FORM

Please provide the following information. Add additional space as needed.

GENERAL INFORMATION	
1. COURSE TITLE:	Internship 1 & Internship 2 Work Study 1 & Work Study 2
2. DEPARTMENT:	Work Based Learning
3. SCHOOL:	Victor Senior High School
4. GRADE LEVELS/STUDENT POPULATION IMPACTED:	<ul style="list-style-type: none"> 11th /12th Grade Students - Internship 1/Internship 2 12th Grade Students - Work Study 1 / Work Study 2
5. COURSE CREDIT: <i>Is the course credit bearing? If so, indicate the amount of credit to be awarded: FULL YEAR: 1.0, SEMESTER: 0.5, TRIMESTER 0.3, QUARTER 0.25; Is college credit available for this course? From what source?</i>	<ul style="list-style-type: none"> Internship 1 - 0.5 credits (semester) <ul style="list-style-type: none"> Internship placement + coursework Internship 2 - 0.5 credits (semester) <ul style="list-style-type: none"> Internship placement + coursework Work Study 1 - 0.5 credits (semester) <ul style="list-style-type: none"> Employment hours + coursework Work Study 2 - 0.5 credits (semester) <ul style="list-style-type: none"> Employment hours + coursework
6. DATE SUBMITTED:	11/3/23
7. SUBMITTED BY <i>Please list all those that collaborated on this proposal.</i>	<ul style="list-style-type: none"> VSHS Work Based Learning Team Sue Utz, WBL Coordinator Carrie Goodell, Director of Math & Science
8. PREREQUISITES <i>List any prerequisite coursework.</i>	<ul style="list-style-type: none"> No coursework prerequisites Required planning session with WBL Coordinator Required paperwork and approvals submitted Work Study (only) - established employment
9. COURSE FORMAT: <i>Is the course traditional, hybrid, fully online, and/or offered during the summer?</i>	<ul style="list-style-type: none"> Coursework will be offered in an online format and will include: <ul style="list-style-type: none"> Weekly due dates Components of instruction, application, reflection Three in-person meetings per semester



Victor Central Schools COURSE PROPOSAL FORM

COURSE INFORMATION

10. COURSE GOALS/AREAS OF STUDY:

Please describe the goals/areas of study of the proposed course. If applicable, please describe the alignment to content area learning standards, including other areas as applicable (Digital Fluency, CR-SE, SEL Benchmarks, Industry Standards) and/or graduation pathways.

Work-based learning (WBL) is the term used to identify experiences which collaboratively engage employers and schools in providing structured learning experiences for students. These experiences focus on assisting students develop broad, transferable skills for postsecondary education and the workplace.

Registered work-based learning credits include a combination of work-setting hours and instructional hours (related to the work setting).

The coursework will be aligned to:

- The Learning Standards for Career Development and Occupational Studies.
- Employability Skills Framework
- 21st Century Learning Skills

11. STUDENT LEARNING OUTCOMES:

Please provide a summary of the anticipated student learning outcomes and/or proposed transferable impact on student learning and achievement.

Internship 1/Internship 2 & Work Study 1/Work Study 2

- Students will become knowledgeable about the world of work, explore career options, and relate personal skills, aptitudes, and abilities to future career decisions.
- Students will connect academic knowledge/skills to the workplace and other settings.
- Students will demonstrate mastery of the foundation skills and competencies essential for success in the workplace.

Specific to Internship 1/Internship 2

- Students will have the opportunity to learn through hands-on experiences about the skills and education requirements necessary for the career areas in which they want to learn more about.



Victor Central Schools COURSE PROPOSAL FORM

<p>12. DOES THIS COURSE REPLACE AN EXISTING ONE, IF NOT, HOW DOES THIS COURSE FIT WITHIN THE EXISTING PROGRAM OF COURSES? <i>If so, which one(s)?</i></p>	<p>These are new courses In regards to coursework enrollment,</p> <ul style="list-style-type: none"> Students will be enrolled in coursework at the same time they are placed in internship or employment settings during a semester. Course enrollment will be listed separately on a student's daily schedule. It will not be listed during a specific block (unless placement occurs during the school day). If needed, support will be available for coursework completion.
<p>13. HOW WAS THE NEED FOR THIS COURSE IDENTIFIED? <i>Please describe the data, including stakeholder feedback, that you are using to demonstrate need.</i></p>	<p>Per NYS requirements, all work-based learning credits must include an instructional component. Courses will include instruction in the following areas (but not limited to):</p> <ul style="list-style-type: none"> employability skills career awareness and research securing employment workplace safety and health qualities of successful employment personal financial literacy
<p>14. WILL THIS COURSE NECESSITATE THE ADDITION OF STAFF? <i>If so, please project the number of new FTE anticipated.</i></p>	<p>To Be Determined</p> <ul style="list-style-type: none"> Initially, oversight of the coursework will be managed by the Work Based Learning Coordinator. The need for a WBL Teacher Assistant will be explored in Semester 2 of 2024. This will be based on student participation, roles & responsibilities, program oversight needs.
COURSE INFORMATION	
<p>15. WHAT ARE THE ANTICIPATED EXPENSES? <i>Please include an itemized list of anticipated expenses (software, text materials, field trips, equipment, etc..). Include the projection of the time</i></p>	<p>The curriculum for the courses will be developed during the 23-24 school year and Summer 2024.</p> <ul style="list-style-type: none"> Anticipated summer curriculum writing costs: <ul style="list-style-type: none"> WBL Coordinator, TA, 2 Counselors 4 Staff x 4 Days = 96 Total Hours 96 hours x \$40 = \$3,840 Course Materials/Resources - Approximately \$500



Victor Central Schools COURSE PROPOSAL FORM

16. PROVIDE THE DRAFT COURSE DESCRIPTION.

*(Attach additional documents or
links as necessary)*

Work Study 1 and Work Study 2

This course is a component of the Work-Based Learning program and provides students with valuable on-the-job training/experience and employability instruction. To enroll in this course, students must have established employment. Twelfth grade students can earn a maximum of 1.0 credits for this course (.5 credits each semester). Students will earn .5 credit if the following conditions are met during a semester:

- Work at least 150 hours (average of 8 hours/week)
- Meet with WBL Program Staff 3 times during semester (planning, check-in, reflection)
- Complete required coursework. Coursework units include career guidance, obtaining a job, advancing in a career, employability skills, job regulations, and legislation.
- Submit all required paperwork (before, during, after).

Internship 1 and Internship 2

This course is a component of the Work-Based Learning Program and provides high school students with the opportunity to obtain non-paid, on-site career exploration experiences while also receiving instruction in employability and career interest research. Eleventh and twelfth grade students can earn a maximum of 1.0 credits for this course (.5 credits each semester). Students will earn .5 credit if the following conditions are met during a semester:

- Attend internship placement for at least 54 hours
- Meet with WBL Program Staff 3 times during semester (planning, check-in, reflection)
- Earn a passing grade in work study courses. Coursework units include career guidance, obtaining a job, advancing in a career, employability skills, job regulations, and legislation.
- Submit all required paperwork (before, during, after).



Victor Central Schools COURSE PROPOSAL FORM

17. HOW WILL THE SUCCESS OF THE COURSE BE MEASURED OR MONITORED?

Enrollment data will be collected and updated annually. Possible data measures to measure program/course success will include (but are not limited to):

- Course completion and grading trends
- Student reflections
- Employer / Placement Evaluation Forms

Please attach any additional information in support of your proposal.

Director's Feedback/ Endorsement:

Principal's Feedback/Endorsement:

Assistant Superintendent's Feedback/Endorsement:

Date Submitted to the VCS Curriculum Council: _____
Curriculum Council Feedback:

Date Submitted to the VCS Board of Education: _____

Date Approved by the VCS Board of Education: _____

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	zahna@victorschools.org
Requestor's First Name:	Ashley
Requestor's Last Name:	Zahn
School:	HS
Course / Grade Level of Students::	Varsity Girls Basketball
Short Description or Name of Field Trip:	We have a big senior class and wanted to do a special trip for them. We will be traveling to St. Bonaventure University on Saturday, December 30th. The game is at 1 pm, so we will stay over night and then come back in the morning.
Select the appropriate type of field trip:	Athletics
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	11
Departure Date::	Dec 30, 2023
Place of Departure::	North Entrance of the high school
Type of Transportation::	Bus
Departure Time::	10 :45 AM
Destination (include EXACT address)::	St Bonaventure University- 3261 West State Street, St Bonaventure, NY 14778
Time you plan to REACH your destination::	5:00 PM
Return Date::	Dec 31, 2023

Time you plan to LEAVE your destination::	9:30 AM
Estimated Round-Trip Mileage:	110 Miles
Return Time::	11:30 AM
Would you like the bus to stay with the group or may it return at a different time?:	Yes, the bus can stay with the group
Arrangements for meals (if necessary)::	The booster club will be covering any meals.
Preparation: How will the student be prepared for the trip as an instructional activity?:	N/A
On trip: What instructional activities will occur on the trip?:	Watching the Bonaventure women's game and team bonding.
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	Watching a high level basketball game.
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	N/A- over break.
What specific instructional plans have been made for any student missing the field trip?:	N/A- over break.
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	N/A
Do you have any supporting documents such as an itinerary?:	No
Estimated Number of Chaperones (including teachers/staff/parents)::	3
Will you be requesting this trip again next year?:	No

School and/or District Funding Requested?:	No
If fundraising is involved, please describe::	None
Out of Pocket Cost to Student (if any)::	None
Cost to Chaperone (if any)::	None
Cost Breakdown per Student - Event Fee::	None
Cost Breakdown per Student - Meals::	None
Cost Breakdown per Student - Travel::	None
Cost Breakdown per Student - Other::	None
Cost Breakdown per Student TOTAL::	None
Email Address:	zahna@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by finterk@victorschools.org

Approved by weimerd@victorschools.org with comment:

Past Deadline... Since this is fully funded by the Booster Club, I can support the activity. Must NOT VIOLATE any recruiting or representation rules (see me with questions). Also, we need a full itinerary of the trip to understand the full purpose. Thank you!

Approved by clinkk@victorschools.org

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	gydesenme@victorschools.org
Requestor's First Name:	Melissa
Requestor's Last Name:	Gydesen
School:	HS
Course / Grade Level of Students::	9-12
Short Description or Name of Field Trip:	FIRST Robotics Competition - Greater Pittsburgh Regional
Select the appropriate type of field trip:	Extra curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	30
Departure Date::	Feb 28, 2024
Place of Departure::	HS Bus Loop
Type of Transportation::	Niagara Scenic - coach bus
Departure Time::	12:00 PM
Destination (include EXACT address)::	David L Lawrence Convention Center, Pittsburgh PA
Time you plan to REACH your destination::	5:30 PM
Return Date::	Mar 02, 2024
Time you plan to LEAVE your destination::	6:00 PM

Estimated Round-Trip Mileage:	600
Return Time::	11:45 PM
Would you like the bus to stay with the group or may it return at a different time?:	Yes, the bus can stay with the group
Arrangements for meals (if necessary)::	Breakfast @ hotel, lunch @ event, dinner off-site in small groups
Preparation: How will the student be prepared for the trip as an instructional activity?:	pre-season training, 6 week design & build of robot
On trip: What instructional activities will occur on the trip?:	Meeting & sharing design ideas with other teams, strategizing game play with team
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	Debrief on robot performance and look for way to improve for next event
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Students will meet with teachers beforehand to get assignments. they will be reminded that they are responsible for any homework.
What specific instructional plans have been made for any student missing the field trip?:	NA
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	NA
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	10
Special arrangements, instructions, or comments::	NA
Will you be requesting this trip again next year?:	Maybe

School and/or District Funding Requested?:	Yes
If fundraising is involved, please describe::	bottle/can recycle drives, corporate sponsorship
Out of Pocket Cost to Student (if any)::	\$150-\$200
Cost to Chaperone (if any)::	\$75-\$125
Cost Breakdown per Student - Event Fee::	NA
Cost Breakdown per Student - Meals::	\$50-\$75
Cost Breakdown per Student - Travel::	\$125
Cost Breakdown per Student - Other::	NA
Cost Breakdown per Student TOTAL::	\$150-\$200
Upload supporting itinerary:	File Upload 1
Email Address:	gydesenme@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org

Approved by finterk@victorschools.org

Approved by clinkk@victorschools.org

[Approve](#)

[Decline](#)

[Comment](#)

This is an automated email sent by formapprovals.com; do not reply to or forward this email. You are receiving this email because you are a workflow participant of this request. Your form administrator is vallesed@victorschools.org

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	peoneh@victorschools.org , rodriguezj201@gmail.com , treasurer@victorbluedevels.org
Requestor's First Name:	Julia
Requestor's Last Name:	Solan
School:	JHS/SHS
Course / Grade Level of Students::	8-12 grades
Short Description or Name of Field Trip:	WinterGuard Regional Competition
Select the appropriate type of field trip:	Athletics
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	17
Departure Date::	Mar 15, 2024
Place of Departure::	Victor Early Childhood School

Type of Transportation::	large bus for students and small bus with wheelchair lift for equipment
Departure Time::	12:00 PM
Destination (include EXACT address)::	Bethlehem PA
Time you plan to REACH your destination::	5:00 PM
Return Date::	Mar 17, 2024
Time you plan to LEAVE your destination::	5:00 PM
Estimated Round-Trip Mileage:	550 miles round trip
Return Time::	10:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	Yes, the bus can stay with the group
Arrangements for meals (if necessary)::	Victor Band Boosters provided
On trip: What instructional activities will occur on the trip?:	WinterGuard trip
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	none

What specific instructional plans have been made for any student missing the field trip?:	none
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	none
Do you have any supporting documents such as an itinerary?:	No
Estimated Number of Chaperones (including teachers/staff/parents):	8
Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	Yes
Out of Pocket Cost to Student (if any):	hotel plus split of VBB covered costs
Cost to Chaperone (if any):	hotel

Cost Breakdown none
per Student -
Event Fee::

Cost Breakdown 30
per Student -
Meals::

Cost Breakdown none
per Student -
Travel::

Cost Breakdown est 200
per Student
TOTAL::

Email Address: peoneh@victorschools.org

Is this an Yes
overnight trip?:

Please select the PTSA/Boosters, Corinne Fox
correct Nurse for
your building.:

Approval history

In progress

Approved by vallesed@victorschools.org

Approved by finterk@victorschools.org

Approved by weimerd@victorschools.org

Approved by clinkk@victorschools.org

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	Haggertyje@victorschools.org
Requestor's First Name:	Jennifer
Requestor's Last Name:	Haggerty
School:	HS
Course / Grade Level of Students::	Varsity Girls Lacrosse 9-12
Short Description or Name of Field Trip:	Spring Trip for Girls Lacrosse
Select the appropriate type of field trip:	Athletics
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	20-23
Departure Date::	Apr 04, 2024
Place of Departure::	North Parking Lot HS
Type of Transportation::	Charter Bus
Departure Time::	7:00 AM
Destination (include EXACT address)::	Four pts Sheraton Melville Long Island Plainview, NY 11803
Time you plan to REACH your destination::	6:00 PM
Return Date::	Apr 06, 2024
Time you plan to LEAVE your destination::	3:00 PM
Estimated Round-Trip Mileage:	361

Return Time::	11:45 PM
Would you like the bus to stay with the group or may it return at a different time?:	Yes, the bus can stay with the group
Arrangements for meals (if necessary)::	Booster Club will be providing all meals
Preparation: How will the student be prepared for the trip as an instructional activity?:	We will prepare with our practices starting 3/11/24
On trip: What instructional activities will occur on the trip?:	We will play three lacrosse games against top NYS teams.
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	We will continue to play teams in Section V and hopefully our experience will make us a stronger team not only with lacrosse skill but also team bonding. Hopefully this experience will help us to continue our success as victor girls lacrosse!
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	They will not miss any classes
What specific instructional plans have been made for any student missing the field trip?:	I do not believe any of the athletes will miss the trip
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	None
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	2 varsity coaches - most of the parents will be attending as well.
Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	No

If fundraising is involved, please describe::	various fund raising has been done the last two years to fund the trip. Last seasons Laxfest was a major fund raiser for the trip
Out of Pocket Cost to Student (if any)::	0
Cost to Chaperone (if any)::	Coaches will be covered 100%
Cost Breakdown per Student - Event Fee::	0
Cost Breakdown per Student - Meals::	\$150.00
Cost Breakdown per Student - Travel::	\$675.00 (bus and hotel)
Cost Breakdown per Student - Other::	0
Cost Breakdown per Student TOTAL::	\$825.00
Email Address:	haggertyje@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

Approval history

In progress

Approved by siestob@victorschools.org
 Approved by finterk@victorschools.org
 Approved by weimerd@victorschools.org
 Approved by clinkk@victorschools.org

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	utzs@victorschools.org
Requestor's First Name:	Sue
Requestor's Last Name:	Utz
School:	HS
Course / Grade Level of Students::	9-12
Short Description or Name of Field Trip:	DECA ICDC (International Career Development Conference) - Anaheim, CA
Select the appropriate type of field trip:	Non-required co-curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	20
Departure Date::	Apr 27, 2024
Place of Departure::	We will be flying out of Rochester or Buffalo depending on airfare availability and prices
Type of Transportation::	Air
Departure Time::	8:00 AM
Destination (include EXACT address)::	DoubleTree Suites Anaheim Resort - Convention Center Anaheim, California, 92802, USA
Time you plan to REACH your destination::	4:00 PM
Return Date::	May 01, 2024

Time you plan to LEAVE your destination::	8:00 AM
Estimated Round-Trip Mileage:	5000 miles
Return Time::	4:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	No, the bus can return at a different time
Arrangements for meals (if necessary)::	Meals are on our own. We typically have group dinners. The students are competing during the day so lunch is on the go.
Preparation: How will the student be prepared for the trip as an instructional activity?:	We started preparing for DECA in September. We meet every week to practice tests and role plays. ICDC is the culmination of the DECA year. It's the highest level of competition and students have to earn the opportunity to compete. Our members who win at the regional level and also win at the state level can compete at ICDC.
On trip: What instructional activities will occur on the trip?:	Students will attend an opening ceremony with a key note speaker. They will be taking a test, competing at role plays, networking, attending a variety of seminars and exhibits. Some students may also be attending a Leadership Seminar.
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	Our students will share the experience with their business classes and the DECA chapter .
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Students will notify their teachers and work on assignments while away.
What specific instructional plans have been made for any student missing the field trip?:	Students understand that they have to earn the opportunity to compete at ICDC. We are an academic club, students attend meetings during activity period, not during the school day
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that	A sub will be needed for one of the Advisors - Mike Cutaia

will need coverage during the time period of this field trip.:	
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	2 - Sue Utz and Mike Cutaia
Special arrangements, instructions, or comments::	We may have a few students who need financial support, above and beyond what the club can offer. We encourage students to seek out donors. We will work with Brian Siesto in cases like this should arise. We don't want a deserving student to miss the opportunity due to financial restraints.
Will you be requesting this trip again next year?:	Yes
School and/or District Funding Requested?:	Yes
If fundraising is involved, please describe::	We hold a number of fundraisers through the year including Otis Spunkmeyer, Chipotle Night and donations.
Out of Pocket Cost to Student (if any)::	\$900 - four night stay/registration; \$400-\$500 - airfare; \$200 - \$300 entertainment, meals, miscellaneous
Cost to Chaperone (if any)::	\$1200 - hotel registration, \$400-\$500 airfare; \$300 - meals, entertainment
Cost Breakdown per Student - Event Fee::	As state above: \$900 - registration, hotel; \$400-\$500 airfare; \$300 - meals and entertainment
Cost Breakdown per Student - Meals::	Meals will be on average \$40 per day
Cost Breakdown per Student - Travel::	Airfare to be determined. We are hoping to keep it between \$400-\$500 or lower.
Cost Breakdown per Student - Other::	Entertainment may be optional for students - estimating \$100 for parks, etc
Cost Breakdown per Student TOTAL::	\$1,600
Upload supporting itinerary:	

Email Address:	utzs@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer
Who will be paying for bus transportation (if someone other than VCSD)?:	We may not need bus transportation. Typically the parents both drop off and pick up the students at the airport.

Approval history

In progress

Approved by siestob@victorschools.org
 Approved by finterk@victorschools.org
 Approved by clinkk@victorschools.org

Field Trips

The Board of Education recognizes the value of field trips in enhancing the instructional and co-curricular programs. For the purpose of this policy, a field trip shall be defined as a journey away from the school premises, under the supervision of an approved supervisor. Field trips may be curricular or extra-curricular in nature. A curricular field trip is an integral part of an approved course of study and is conducted under the supervision of the classroom teacher. An extra-curricular field trip supports the goals or purpose of the extra-curricular activity and is conducted under the supervision of a teacher, coach, advisor and/or other approved chaperone.

All trips in which students shall be away from campus overnight, or any international day trips, shall require prior Board approval.

The District Code of Conduct applies to all participants at all times. Field trips are a part of the school experience, and student conduct and attendance on field trips are governed by the same rules as regular classroom or extra-curricular activities. The District must obtain written parental or guardian permission for all students going on school-sponsored field trips.

The Superintendent or designee will prepare procedures for the operation of a field trip activity. Field trip support will be determined annually by the Board during its budget deliberations. Regardless of the fiscal support for field trips, the rules of the District for approval and conduct of these trips will apply.

The Superintendent or designee may cancel previously approved field trips due to extenuating circumstances.

Cross-ref:

5420 – Student Health Services

Policy References:

Education Law §§1604; 1709; 1804; 1903; 2503; 2554; 2590-e

Guidelines for Medication Management in Schools (Sept. 2015)

<http://www.p12.nysed.gov/ssd/documents/MedicationManagement-final2015.pdf>

Adoption Date: 7/10/2003, Revised: 8/14/2008, 4/13/2017, [12/14/2023](#)

4000 - Instruction

Use of Time Out Rooms

"Time out" is a technique used to interrupt an unacceptable behavior by removing the student from the situation where the misbehavior is occurring. The New York State Education Department (NYSED) does not regulate the use of time outs but does regulate the use of a separate room where a student may be removed for a time out.

Except as provided below, the District will not employ the use of time out rooms as a means of regulating student behavior.

A time out room is defined as an area for a student to safely deescalate, regain control, and prepare to meet expectations to return to their education program. If a time out room is used, it must be used in conjunction with a behavioral intervention plan that is designed to teach and reinforce alternative appropriate behaviors. The student is removed to a supervised area in order to facilitate self-control. Time outs may also be used in unanticipated situations that pose an immediate concern for the physical safety of a student or others. Unanticipated or emergency use requires proper documentation, in accordance with Commissioner's regulations.

The District has adopted and implemented the following policy and procedures governing school use of time out rooms as part of its behavior management approach consistent with Commissioner's regulations, including the physical and monitoring requirements, parental rights, and Individualized Education Program (IEP) requirements for students with disabilities.

At a minimum, the use of time out rooms will be governed by the following rules and standards:

- a) The District prohibits placing a student in a locked room or space or in a room where the student cannot be continuously observed and supervised. The time out room will be unlocked and the door will be able to be opened from the inside. The use of locked rooms or spaces for purposes of time out or emergency interventions is prohibited.

Staff will continuously monitor the student in a time out room. The staff will be able to see and hear the student at all times.

Under no circumstances will a time out room in a school program be used for seclusion of the student, where the term "seclusion" is interpreted to mean placing a student in a locked room or space or in a room where the student is not continuously observed and supervised.

- b) Factors which may precipitate the use of the time out room:

Time out rooms are to be used in conjunction with a behavioral intervention plan in which a student is removed to a supervised area in order to facilitate self-control or to remove a student from a potentially dangerous situation as provided below.

For unanticipated situations that pose an immediate concern for the physical safety of a student or others, a time out room can be used.

- c) Time limitations for the use of the time out room:

A student's IEP must specify when a behavioral intervention plan includes the use of a time out room for a student with a disability, including the maximum amount of

time a student will need to be in a time out room as a behavioral consequence as determined on an individual basis in consideration of the student's age and individual needs.

School administration or other personnel will be notified in the event a student is placed in a time out room for excessive amounts of time, and this information will be considered when determining the effectiveness of the student's behavioral intervention plan and the use of the time out room for the student. Whether the student requires a debriefing following the use of a time out room will be left to the staff knowledgeable about the individual student.

d) Staff training on the policies and procedures related to the use of time out rooms will include, but not be limited to, the following measures:

1. The Assistant Superintendent for Pupil Services will be responsible to the Superintendent for establishing administrative practices and procedures for training all District personnel responsible for carrying out the provisions of Commissioner's regulations relating to the use of time out rooms, including members of the Committee on Special Education (CSE) and Committee on Preschool Special Education (CPSE).
2. The District will provide specific training each year to administration, Pupil Personnel Services (PPS) staff and special education teachers through an online professional development, quiz and roundtable discussion.

e) Data Collection to monitor the effectiveness of the use of time out rooms:

District schools will establish and implement procedures to document the use of time out rooms. This data would be subject to review by NYSED upon request.

Data collection should include, but is not limited to, the following information:

1. A record for each student showing the date and time of each use of the time out room;
2. A detailed account of the antecedent conditions or specific behavior that led to the use of the time out room;
3. The amount of time that the student was in the time out room; and
4. Information to monitor the effectiveness of the use of the time out room to decrease specified behaviors which resulted in the student being placed in the room.

f) Information to be provided to parents or persons in parental relation (parents):

The District will inform the student's parents prior to the initiation of a behavioral intervention plan that will incorporate the use of a time out room for a student and will give the parent the opportunity to see the physical space that will be used as a time out room and provide the parent with a copy of the District's policy on the use of time out rooms.

Parents will be notified if their child was placed in a time out room. Additionally, whenever a time out room is used as an emergency intervention, parents will be notified of the emergency intervention. Notifications will be provided on the same day. When the student's parent cannot be contacted after reasonable attempts are made, the building principal will record and report the attempts to the CSE.

Parent reports of alleged inappropriate interventions used in a time out room should be directed to school administrators.

Physical Space Used as a Time Out Room

The physical space used as a time out room will meet the following standards:

- a) The room will provide a means for continuous visual and auditory monitoring of the student;
- b) The room will be of adequate width, length, and height to allow the student to move about and recline comfortably;
- c) Wall and floor coverings should be designed to prevent injury to the student, and there will be adequate lighting and ventilation;
- d) The temperature of the room will be within the normal comfort range and consistent with the rest of the building; and
- e) The room will be clean and free of objects and fixtures that could be potentially dangerous to a student and will meet all local fire and safety codes.

Policy References:

Education Law Section 4402

8 NYCRR Sections 19.5 and 200.22

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