

Victor Central School
Board of Education
PROPOSED AGENDA

Regular Meeting, Thursday, November 9, 2023 – 6:30 PM
Early Childhood School Boardroom
953 High Street, Victor, NY 14564

It is expected that, upon opening the meeting, a motion will be made to adjourn to executive session and that the regular meeting will begin at 7:15 PM

✓ *Board Action Expected*

1. Meeting Called to Order by President Tim DeLucia

- ✓ • *Motion to enter executive session to discuss the employment history of specific individuals*
- ✓ • *Motion to return to regular session*

A. Moment of Silence

B. Pledge to the Flag

C. Greetings to Visitors/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. Superintendent's Update

4. Presentations/Recognitions

- **Veteran Appreciation/Recognition**

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 October 12, 2023

B. Treasurer's Report for the month ending September 30, 2023

C. Personnel Agenda

D. 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

E. The following donations:

- **Donation of a \$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;**

F. Adopt the 2024-2025 Budget Development Calendar

G. 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**

7. A. Campus News

B. Management Plan Update; Safety and Security (*Steve Slavny; 10 min.*)

**C. Management Plan Update; Professional Learning Communities
(*Karen Finter, Rob DeRose, Brian Gee, Brian Siesto; 15 min.*)**

D. Capital Project Update (*Derek Vallese; 10 min.*)

✓

E. 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**
- **Outdoor Activities Club to Lake Placid, NY from 12/7/2023 to 12/10/2023**

- ✓ F. **Policy Review: Third and Final Reading of the following policy:**
 - **Use of Service and Therapy Animals; Policy 1499**
- ✓ G. **Policy Review: Second and Final Reading of the following policy:**
 - **Family Medical Leave Act (FMLA); Policy 9520.2**
- H. **Policy Review: First Reading of the following policies:**
 - **Field Trips and Excursions; Policy 4351**
 - **Use of Time Out Rooms and Physical Restraints; Policy 4321.12**
- 8. **Meeting Reports**
 - A. **Monroe County School Boards Association Committee Reports**
 - B. **Standing Committee Updates**
- 9. **Upcoming Events**
 - A. **Next Board Meeting, Thursday, December 14, 2023;**
 - B. **January Board Meeting**
- ✓ 10. **Adjourn**

**VICTOR CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

**Unapproved Minutes of the Regular Meeting of October 12, 2023
Early Childhood School Boardroom
953 High Street
Victor, New York 14564**

CALL TO ORDER President Tim DeLucia called the meeting to order at 5:33 PM.

Members Present Bryan Adams, Tim Delucia, Kristin Elliott, Lisa Kostecki, Elizabeth Mitchell, Adam Snyder

Member Absent Christopher Parks

EXECUTIVE SESSION A motion was made by L. Kostecki, seconded by E. Mitchell, to enter executive session at 5:33 PM to discuss the employment history of specific individuals. The motion was carried. 6 yes 0 no 0 abstentions

REGULAR SESSION AND ADJOURN A motion was made by E. Mitchell, seconded by K. Elliott, to return to regular session and adjourn the meeting at 6:32 PM. The motion was carried. 6 yes 0 no 0 abstentions

CALL TO ORDER President Tim DeLucia called the meeting to order at 7:15 PM.

APPROVE AGENDA A motion was made by E. Mitchell, seconded by A. Snyder, to approve the agenda for the meeting. The motion was carried. 6 yes 0 no 0 abstentions

SUPERINTENDENT'S UPDATE: Superintendent Terranova spoke about New York State School Council of School Superintendents' Conference he attended. He said it was very productive with many outstanding speakers. He attended a session around student voice and the impact it has on school culture. They talked about creating Student Advisory Committees for the Superintendent and having student voice even more apparent in today's world to give input to the administration. Dr. Terranova said it is part of his goals this year to create a Superintendent/Student Leadership Group. He said he also attended a presentation on Professional Learning Communities (PLCs) and the importance of leveraging collaborative leadership within a faculty and staff to support change and growth mindset in staff and students. He said it was a hallmark of this District long before he arrived. A third presentation he attended was on a registered teacher apprenticeship program, which is a residency model for teachers. Dr. Terranova also attended a session on electric buses. It was a presentation by a district that tried to start doing it, without much success. He said he did relearn some of things they already know such as the cost for electric buses is significantly more than diesel and the costs are expected to increase by 50% by 2027. Finally, Dr. Terranova talked about the donation of the Buddy Bench from the Daisy Girls Scouts to the Early Childhood School. Board Member Elizabeth Mitchell's daughter is in the troop and showed the video created by the troop.

PRESENTATIONS / RECOGNITIONS: Senior High School Principal Brian Siesto spoke about the Operation Recognition Diploma being awarded to Mr. Frederick Dean Brindisi. Veterans who left high school without graduating are eligible to earn a New York State high school diploma. Operation Recognition was created by Section 305 of New York's Education Law and recognizes the devotion and sacrifice of all Veterans who left school early by presenting them with a high school diploma. To be

eligible a Veteran must be a New York State resident, engaged in active-duty service for at least one day and discharged under honorable conditions. Mr. Brindisi served in the United States Navy from 1981 to 1987. He was awarded a Letter of Commendation from the Secretary of the Navy, a Navy Expeditionary Medal and a Sea Service Ribbon. Mr. Siesto said in his conversations with Mr. Brindisi, Mr. Brindisi said the skills he learned while in the United States Navy paved the way for a very successful career. Senior High School Principal Brian Siesto, Superintendent Tim Terranova, Board President Tim DeLucia and Board of Education Member and Naval Aviator in the United State Marine Corps Reserve Adam Snyder presented Frederick Dean Brindisi with his Victor Central School District Diploma.

Assistant Superintendent of Instruction and facilitator of the Visual and Performing Arts Hall of Fame Committee Karen Finter started the induction ceremony. She said the Visual and Performing Arts Hall of Fame is to celebrate and honor the accomplishments of outstanding alumni staff and community members who have excelled in the arts. Tonight they induct and celebrate Mr. Benjamin Barbash. Three students, Analie Van Manen, Keshil Bilimoria, and Adeline Larson who are actively involved in the arts and each spoke about what the arts and the Arts Hall of Fame means to them. Senior High School Band Teacher Laura Brewer then provided comments from the theatre representatives who were unable to attend and went on read the plaque being presented. Actor Benjamin Alexander Barbash was a highly respected visionary, artist, businessman and a friend to all. After he graduated from Victor Central Schools in 1991, Barbash attended the Tisch School of the Arts at New York University. He worked for the Manhattan Theatre Club in New York, and upon returning to Victor, he established a fiber art center and also served as the executive director of Valentown Hall. He returned to New York City for a job with Actor's Equity and relocated to Los Angeles. He became the manager of a landmark motion picture theater, the Fairfax. Barbash wanted to tie his passion to theater, to some kind of legacy and heritage. Barbash dreamed of implementing theatre programs in shopping malls regionwide and developing a cultural corridor along Route 96 from Rochester to Oswego. According to Barbash's father, "He could go out and bring people together in ways no one could think of." Superintendent Tim Terranova and Board President Tim DeLuica presented 2023 Visual and Performing Arts Induction Plaque for Theatre to Steven Barbash, Benjamin's father. Mr. Barbash spoke about his son and the success he had throughout his career. He thanked the committee for the award. He said it is an honor and Benjamin would have loved it.

Dr. Terranova recognized the Board of Education as October is Board of Education Appreciation Month. He thanked Tim DeLucia, Christopher Parks, Lisa Kostecki, Kristin Elliott, Elizabeth Mitchell, Adam Snyder and Bryan Adams. They are community leaders, greatly respected pillars of the community. He admires the fact that they are a team of eight and not afraid to speak their minds when it comes to what's best for kids, giving him solid feedback in the direction they would like the District to go in. They are also great teachers for the Superintendent toward social/emotional intelligence and the ability to build a collaborative relationship with one another. Dr. Terranova said he depends on them for their wisdom and their council. He deeply appreciates their professional relationships, and he is never in doubt that they are making decisions on what is best for kids every time.

PUBLIC PARTICIPATION: None at this time

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

MINUTES: Minutes of the Regular Meeting of September 14, 2023 and the Special Meeting of September 28, 2023;

FINANCIAL STATEMENTS: Treasurer's Report for the month ending August 31, 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

**Probationary
Appointments:**

The probationary appointment of **Robert Grasso**, who has pending certification in Technology Education, to a probationary position as a Technology Education Teacher, effective December 18, 2023, at an annual salary of \$44,929, leading towards tenure in Technology Education.

The probationary appointment of **Tara Baldwin**, who has certification in Speech/Language Education, to a probationary position as a Secondary Special Education Teacher on Special Assignment, effective November 6, 2023, at an annual salary of \$73,800, leading towards tenure in Speech/Language Education.

**Part Time
Appointments:**

The appointment of **Gregory Caryk**, who has certification in Physical Education, to a part-time (.6fte) position as a Physical Education Teacher effective September 25, 2023, and ending June 30, 2024, at an annual salary of \$26,957, which will be prorated based on length of the assignment.

**Tenure
Appointments:**

The appointment to tenure of **Emily Hopkins-Ives**, who is certified as a School Psychologist, upon the successful completion of her probationary period as a School Psychologist, effective October 29, 2023.

Co-Curriculars:

Clubs & Advisors

Name

Band

Sr. High Link Crew

Sarah Annlee

3

Resignation:

The resignation of **Amy Noye**, Victor Pride Coalition Advisor.

Athletics:

Position

Name

Level

Years

**Strength &
Conditioning**

Volunteer

Alex Ciccone

-

-

Alpine Skiing

Varsity Assistant

Tracey DeBruyn

5

1

Basketball – Boys

Varsity Assistant

Graig Roberts

3

9

Modified

Randy Johnson

4

6

Volunteer

Sean Rutherford

-

-

Volunteer

Jay Barber

-

-

	Volunteer	David Vistocco	-	-
	Volunteer	Phil Desaw	-	-
	Volunteer	Benjamin Raymo	-	-
Basketball – Girls	JV	Marie Hunt	3	2
	Modified	Brian Hill	4	6
	Modified	Anna Milham	4	1
Unified Bowling	Head Coach	Johanna Arnitz	6	3
Lacrosse – Girls	Head Varsity	Jennifer Haggerty	2	6
	Varsity Assistant	Jamie Smith	4	16
	JV Assistant	Madeline Haney	5	3
	Modified	Ashley Zahn	6	3
	Volunteer	Mary Allen	-	-

**Per Diem
Substitutes:**

<u>Candidate</u>	<u>Area of Certification</u>
Ashleigh Rombaut	Uncertified
Sammantha Hamilton	Uncertified
Mary Allen	Uncertified
Olivia Santos	Uncertified
Mary Pilcher	Elementary

**Non-Instructional
Appointments:**

The appointment of **Linda Miller**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 7, 2023.

The appointment of **Jill Pavlock**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 7, 2023.

The appointment of **Gloria Caceres de Reyes**, Full Time Teacher Aide, effective September 26, 2023, at an hourly rate of \$15.17.

The appointment of **Rebecca Ball**, Part Time Teacher Aide, effective September 20, 2023, at an hourly rate of \$15.17.

The appointment of **Linda Bryant**, Full Time School Bus Driver, effective October 2, 2023, at an hourly rate of \$25.27.

The appointment of **Suzanne Grow**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 7, 2023.

The appointment of **Kinley Palmer**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 20, 2023.

The appointment of **Krista Englert**, from Registered Professional Nurse Substitute to Full Time Registered Professional Nurse, effective October 10, 2023, at an annual rate of \$41,963, which will be prorated based on the start date.

The appointment of **Kristen Napolitano**, Full Time Teacher Aide, effective September 25, 2023, at an hourly rate of \$15.17.

The appointment of **Peter Deckert**, Full Time School Bus Driver, effective September 28, 2023, at an hourly rate of \$25.27.

The appointment of **Carole Fenner**, Department Secretary, effective September 26, 2023, at an hourly rate of \$19.40.

The appointment of **Alma Solis Pizarro**, from Full Time Cleaner to Part Time Cleaner, effective September 15, 2023.

The appointment of **Katie Mangiamele**, Full Time Teacher Aide, effective October 4, 2023, at an hourly rate of \$15.17.

The appointment of **Imelda Valenzuela**, Part Time Teacher Aide, effective October 2, 2023, at an hourly rate of \$15.17.

The appointment of **Kimberly Patti**, Full Time Teacher Aide, effective October 2, 2023, at an hourly rate of \$15.17.

The appointment of **Michael Burke**, from School Bus Driver Substitute to Part Time School Bus Drivers, effective October 4, 2023, at an hourly rate of \$21.99.

The appointment of **Gloria Caceres de Reyes**, Full Time Teacher Aide, effective September 26, 2023, at an hourly rate of \$15.17.

The appointment of **Jorge Coria**, Full Time Teacher Aide, effective October 16, 2023, at an hourly rate of \$15.17.

The appointment of **Marina Coleman**, Part Time Teacher Aide, effective October 16, 2023, at an hourly rate of \$15.17.

Resignations:

The resignation of **Corey Kelley**, Food Service Helper, effective September 12, 2023.

The resignation of **Timothy Cedar**, School Bus Driver, effective September 17, 2023.

The resignation of **Lisa Cedar**, School Bus Monitor, effective September 17, 2023.

The resignation of **Stacey King**, School Bus Monitor, effective September 15, 2023.

The resignation of **Shaunna Schaufelberger**, Full Time Teacher Aide, effective October 9, 2023.

Position Action: The Board of Education authorizes the following actions to be effective on October 13, 2023:

- Create a position of Network Engineer I at an hourly rate of \$29.75. This position is not assigned to a bargaining unit.
- Abolish the position of Information Technology Network Analyst I.

**Per Diem and
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Paul Anderson	School Bus Driver Trainee/ School Bus Monitor
Brooke Bagley	Teacher Aide
Emily Reed	Teacher Aide
Autumn Chapman	Teacher Aide/ Typist
Jaclyn Corrado	Teacher Aide
Shaunna Schaufelberger	Teacher Aide
Patricia St Mary	School Bus Driver Trainee/ School Bus Monitor
William Ramos	Lifeguard

CSE/CPSE RECOMMENDATIONS: Recommendations of the Committee on Special Education from the meetings of August 29, 2023, September 8, 13, 14, 15, 19, 20, 21, 25, 26, 27, 28, 2023, October 2, 3, 4, 5, 10, 11, 12, 2023 and from the Committee on Preschool Special Education from the meetings of September 8, 11, 12, 13, 19, 22, 27, 28, 2023.

DONATION: Buddy Bench donated to the Victor Early Childhood School from the Daisy Girl Scouts valued at \$384.92. Board President DeLucia thanked the Daisy Girl Scouts for the Buddy Bench. He said it was a great video and very much appreciated.

TEAM OF ONE: Irondequoit Central School District Varsity Girls' Alpine Skiing to participate with the Victor Central School District as a Team of One in Varsity Girls' Alpine Skiing for the 2023-2024 School Year.

EXTERNAL AUDIT REPORT: The Basic Financial Statements, Management Letter and Corrective Action Plan for year ended June 30, 2023. Assistant Superintendent for Business Derek Vallese said the Audit Committee convened last week to review the financial statements for the 2022-2023 school year. Overall the financial statements were very good. The auditors did have two comments. One was that the Child Nutrition Program has a surplus above the state limit. He said the District is currently in the process of rebranding the Child Nutrition Program to try and increase participation in the program so there is a spend-down plan. The other comment was in transition of Claims Auditors there was one report that was unsigned. Dr. Terranova said one of the most important comments that came out of the Audit Committee Meeting is that the District is in great financial health. He thanked Mr. Vallese for his leadership.

MAINTENANCE VEHICLE BID: The Maintenance Vehicle Bid from Auction Direct as the lowest bidder meeting bid specifications.

HIGH JUMP PITS BID: The High Jump Pits Bid from MFAC, LLC dba M-F Athletic as the lowest bidder meeting bid specifications.

GRADUATES OF DISTINCTION: Appoint Senior High student Kyle “Tippett” Reinson to the Graduates of Distinction Committee for a term of two school years (2023-2024, 2024-2025).

RESOLUTION AUTHORIZING PARTIAL SETTLEMENT OF VAPING LITIGATION:

WHEREAS, in recent years the use and abuse of e-cigarettes and vaping devices increased dramatically among high school and middle school students, leading to significant risks of addiction and potentially life-threatening respiratory ailments; and

WHEREAS, students attending the Victor Central School District (the “School District”) have not been immune to this phenomenon with the School District observing students using e-cigarettes and vaping devices in school and on school grounds; and

WHEREAS, the use of e-cigarettes and vaping devices by students has caused the School District to incur costs in the form of staff time, disciplinary proceedings, and other costs, with the expectation that these costs will only increase unless and until student use of these devices decreases and stops; and

WHEREAS, the School District authorized the law firms of Ferrara Fiorenza PC, and the Frantz Law Group, APLC, to initiate litigation against Altria Group, Inc. and Philip Morris USA, Inc., Altria Client Services LLC, Altria Enterprises LLC, and Altria Group Distribution Company (collectively “Altria”) by board resolution relating to the production, marketing, sale, and distribution of e-cigarettes and vaping devices; and

WHEREAS, a tentative settlement has been reached with Defendant Altria whereby in return for discontinuing the litigation, the School District would receive certain cash payment; and

WHEREAS, the amount that the School District receives will be no less than \$20,276; and

WHEREAS, the Board of Education (the “Board”) has determined it is necessary, advantageous, desirable, and in the public interest and the best interests of the School District that it settle this litigation against Altria.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the School District as follows:

1. The Board authorizes the partial settlement of the vaping lawsuit against defendant Altria.
2. A Settlement with the substantive terms contained herein is hereby approved in substantially the form reviewed by the Board and together with such minor modifications as are deemed necessary by the School District’s attorneys and administrators to protect the best interests of the School District.
3. The Board President, Superintendent and their designee(s) are hereby authorized to finalize, sign and enter into the Settlement Agreement on behalf of the School District and take all actions and execute all documents necessary or appropriate to carry out the intent of this Resolution.

4. This Resolution shall take effect immediately.

VCS AND EMPLOYEE AGREEMENT: Agreement between the Victor Central School District and an Employee executed on October 12, 2023.

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.

THE SPOT PRESENTATION: Ms. Jessica Evangelista Balduzzi, Executive Director of The Spot provided an update to the Board of Education. She thanked the Board of Education for allowing her the time to review the program and thanked the District Administration for their continued support of The Spot. The Spot is a registered 501c3, volunteer-led organization dedicated to improving the lives of Ontario County children by providing access to food, clothing, school supplies and personal care items via free resource rooms in Canandaigua and Victor Schools. There is an increasing donor and volunteer base, implementation of strategic processes and procedures that will secure their sustainability moving forward, and an increasing awareness of the service that is provided to the community. The Spot started out as a sock and underwear drive initiated by Sarah Chilson in 2017. It has grown into an annual back-to-school event, year-round free resource rooms in every building in Canandaigua and Victor schools. The Spot has a dynamic Board of Directors, with six new members, along with a dedicated leadership team and nearly 100 passionate volunteers. Ms. Evangelista Balduzzi said nearly 40% of Ontario County households are living paycheck to paycheck and are one emergency away from poverty. This data comes from United for Asset Limited Income Constrained Employed (ALICE). Households make too much to qualify for federal programs like free lunch but too little to afford to feed their families on top of housing, transportation, health care, childcare, and utility costs. It is estimated that approximately 2,500 students between Victor and Canandaigua come from ALICE households. When children don't have what they need for school there are consequences. When basic needs are not met learning cannot happen. She said their work is to provide students with the basic needs, which benefits everyone. The Spot works in four ways providing school supplies, clothes and shoes, personal care items and food support. They rely on the relationships with the social workers and teachers within the District to help identify students who might be in need. Resources are located within each building so they can meet children where they are at. Last school year there were 144 individual requests from Victor that came in through the online request system. This is in addition to the resource rooms that are open to teachers to come in and take what they need whenever they need it. The cost to operate the resource rooms is about \$30,000. Ms. Evangelista Balduzzi said food support is the pillar of their program. Food insecurity is on the rise. The in-school snack program provides free healthy snacks to students. Teachers request classroom snacks for students who are unable to consistently provide their own. It costs approximately \$15,000 annually to run the Snack Program. Last year they provided around 200 cases of snacks per month to both Canandaigua and Victor School Districts. Snacks are a built-in part of the school day for many of the elementary children. The Spot has a partnership with Food Link. They just opened a pantry in the Canandaigua City School District in the elementary school where they are able to provide meals for an entire family eight times a year. She said last week they had 80 families that registered, and they offered pick-up and delivery for the holiday weekend. She said another big part of the program is their back-to-school event. This past August

they provided 700+ backpacks and grade level materials for grades UPK – 12 between Canandaigua and Victor. Even when school started the need for backpacks continued. Within the first week of school they filled 100 requests that came in for various items including shoes and clothing. She talked about the Concert Committee that is in Canandaigua Schools. This committee helps to provide concert attire for students and she would like to get this up and running for students in Victor. She said a lot of times the families that they help are the first to volunteer when there is an opportunity. The program relies on numerous local partnerships and donors to ensure they can continue to serve students in need. Board President DeLucia thanked Ms. Evangelista Balduzzi for the update and for all the hard work the organization does. Superintendent Terranova thanked her for her leadership in the program.

MANAGEMENT PLAN UPDATE; Curricular Program Review & Revision: Assistant Superintendent for Instruction Karen Finter, Director of Math and Science Carrie Goodell and Director of Humanities and Professional Learning Kristin Williamson provided the curriculum program update. Mrs. Finter said they will look at the two processes, curricular program review and curricular revision and share information on how the two processes function. Ultimately, the final goal is student achievement. It is important to document what is being done through the curriculum revision and review tied to instructional best practices. Thinking not just about academic standards as they are present across all grade spans, but how do we also think about social/emotional learning, character traits and developing well rounded individuals in an inclusive environment that is supportive of equity. She said the year 2 theme is around curriculums vertical alignment in terms of the standards. This is where program review can come in. She said they are also continuing to work with some of the year 1 tasks. Mrs. Williamson talked about the curriculum writing process. She said they are looking at what curriculum needs to be prioritized. As new standards roll-out they are making sure that they are implementing those standards in the curriculum. Sometimes a focus area is chosen based on teacher feedback or because an area has not been updated in a while. The program review process will also help choose a focus area for curriculum. She said those who are going to be teaching the courses are writing the curriculum. Before a team comes together to write curriculum, they receive training in the backwards design curriculum development. From there they look at the essential standards that will be addressed in the unit, enduring understandings and identify the knowledge and skills children will need to master in the unit and develop assessments. Mrs. Williamson then provided a curriculum revision process example from 4th grade English Language Arts (ELA). She said some of the focus areas include continuing to implement the new World Language Standards, integrated humanities units 3-6, standard alignment of K-12 science, 9-12 mathematics, and 9-12 business. They will also continue to work on the vertical alignment within art course sequences 4-12, general music PreK-12, music performance groups and physical education PreK-12. K-6 health curriculum units will continue to be developed. Mrs. Finter then talked about the point of a program review. It is a way to look at the effectiveness of the program in achieving the goals and objectives. It involves accessing and organizing information about student achievement and the role curriculum and instructional practices play in supporting achievement. Mrs. Finter then reviewed the schedule of the programs under review. The schedule was created by Curriculum Council last school year. The review runs on a cyclical fashion and curriculum would go under review every 5-7 years. The schedule is adjusted based on mandates from the New York State Education Department and ongoing District initiatives. Mrs. Goodell talked about the timeline on how the program review work is broken down. She

said when they started talking about the process and what it would look like they started with the end in mind. They identified the products and outcomes they wanted at the end of the reviews. Mrs. Goodell then went over the process through the lens of the Computer Science Review. A review has a phased approach which includes the program review, action plan development and implementation. Mr. Snyder said he loves the curriculum. He asked how they evaluate the students' expectations for their learning. What would that look like? Mrs. Goodell said it is important as part of the curriculum development that they include as part of the understandings and questions from a teacher lens what they want the students to be able to understand and do at the end of the unit. Teachers have to be transparent with the students on what the hope and expectations are for them. The students also have to be able to identify those as well so they can start to self-assess where they fall on the understanding and ability range and how they can use and apply that learning. Mr. Adams said he also believes it is incredible work and it is exciting to see it unfold. He said a suggestion he has is to look at potential programs that are out there such as "Girls Who Code." One of the things he has noticed on the higher education side is there is a shortage of women who go into these particular fields and Victor could be positioned very well to develop that. Senior High School Principal Brian Siesto said that Chris Wuest, the Computer Science teacher, just started a Coding Club this month. In his proposal he specifically recognizes and identifies that there is a discrepancy between the number of males and females going into, not only Computer Science but some of the Science, Technology, Engineering and Math (STEAM) in general. He is trying to develop the genuine interest through the Coding Club from the ground level up through a fun activity. Mr. Siesto said Mr. Wuest is trying to address some of the gaps beyond high school and college. Mrs. Mitchell said she loves to see the schedule for the program reviews over several years. She asked if secondary students, specifically, have an opportunity to provide feedback at the end of a relatively new course? Not to evaluate their learning but to find out what went well or if they wanted more opportunities in a specific area? Mrs. Goodell said a big part of the program reviews in the past that they would want to continue is to find a way to tap into some of the alumni from the different programs for whatever review they are working on to make sure the insight is pulled back in terms of what they felt really prepared for or what pieces they felt they could have used more development in. Bringing those students into the program review form where they can provide that information to the group is a valuable learning experience for the District. Board President DeLucia said the presentation was very informative.

APPROVE TRIP: A motion was made by L. Kostecki, seconded by B. Adams to approve the Varsity Softball trip to Myrtle Beach, SC from 4/1/2024 – 4/5/2024 to participate in spring training. The motion was carried. 6 yes 0 no 0 abstentions

POLICY REVIEW Second Read: Policy 1499, Use of Service and Therapy Animals was brought to the Board of Education for a second read.

POLICY REVIEW First Read: Policy 9520.2, Family Medical Leave Act (FMLA) was brought to the Board of Education as a first read.

MEETING REPORTS: Monroe County School Boards Association: Mrs. Kostecki attended the Fall Law Conference in September. She said the main topics were risk avoidance, employee rights and due

process. She said they were lucky enough to have the general counsel attend from the New York State Education Department to talk about new caselaw. She said it was excellent and incredibly informative.

Mr. DeLucia attended the Information Exchange Committee Meeting where the Gates Chili Central School District presented on Electric School Buses. They talked about how they got started and some of the incentives they capitalized on. New York State Energy Research and Development Authority (NYSERDA) covered 90% of the cost of the infrastructure for the electrical lines to the pole. They currently have two 24kw chargers, which enables them to charge a bus to full charge in about eight hours and they can get about 100 miles from each bus. The district reported that every bus driver has an opportunity to drive the electric bus and because they are so quiet, the drivers say they can hear everything on the bus. They are considering putting in six 60kw chargers that would only take three hours to charge each bus. Currently the buses have an eight-year warranty on the bus batteries. The manufacturer did the training for not only their staff but also the fire department. Mr. DeLucia said they also talked about a poverty incentive. Even if your district does not qualify based on demographics, if you have one student that is transported to the district you can get the incentive. The concerns identified is that the incentives might go away and then the state will be saddled with more costs to support more electric bus purchases. A scare could be the state would have to do another Gap Elimination Adjustment in the future to balance the state budget.

Mr. DeLucia said he and Dr. Terranova attended the Executive Committee Meeting. He said it was a very full agenda. He spoke about the Monroe County School Boards Association website that is used for updates and communication from the association. Currently there are only 88 members that have logged in to register. He reminded the Board to log in and register to take advantage of the information that is on their website. There was a presentation by Sarah Pelusio, who is the legislative liaison. She talked about legislation that is in the works and how Monroe County School Boards Association can plan for advocacy with the trip to Albany and the Legislative Breakfast. Mr. DeLucia said he will provide the packet of information from the meeting to District Clerk Maureen Goodberlet and ask her to post it on the Board's secure site.

Standing Committee Updates: Mrs. Kostecki, as part of the Audit Committee that met last week, said it is nice to see the District in such strong financial health.

Mrs. Kostecki said she felt lucky to attend the Faculty Art Show and Music Recital last evening. She said we have thousands of students who are incredibly lucky to have such talented staff mentoring them. She said Aaron Isaacs, who oversees the live streaming for the Board of Education Meetings, has a voice of an angel. It was incredible to see the number of students there to support their teachers. She thanked all the staff for participating.

UPCOMING EVENTS: The next meeting will take place on Thursday, November 9, 2023 at 7:15 PM in the Early Childhood School Boardroom.

ADJOURN: A motion was made by B. Adams, seconded by A. Snyder, to adjourn the meeting at 8:56 PM.

Respectfully submitted,
Maureen A. Goodberlet
District Clerk



Treasurer's Report

September 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	1,399,243.67	15,309,834.27	11,752,787.54	4,956,290.40
General Fund Money Market	Canandaigua National Bank	535,268.27	10,256.02	-	545,524.29
General Fund Tax Checking	Canandaigua National Bank	-	7,845,896.09	7,845,896.09	-
General Fund Tax Money Market	Five Star Bank	-	-	-	-
Multifund Insured Cash Sweep	Five Star Bank	259,305.67	5,503,688.53	2,816,045.14	2,946,949.06
School Lunch Fund Checking	Canandaigua National Bank	4,268.49	0.11	257.27	4,011.33
School Lunch Fund Money Market	Canandaigua National Bank	1,084,368.93	108,798.70	51,718.71	1,141,448.92
Special Aid Fund Checking/Sweep	Canandaigua National Bank	125,640.43	559,204.00	308,141.99	376,702.44
Capital Fund Checking-29M	Canandaigua National Bank	499,230.22	3,327,379.73	2,565,446.52	1,261,163.43
Trust & Agency Fund - Checking	Canandaigua National Bank	547,228.23	1,392,168.02	1,389,265.53	550,130.72
Trust & Agency Fund - Payroll Checking	Canandaigua National Bank	4,405.97	95,439.20	95,283.85	4,561.32
Trust & Agency Fund - Direct Deposit Checking	Five Star Bank	539.91	2,816,050.53	2,816,556.91	33.53
Total Cash		\$ 4,459,499.79	\$ 36,968,715.20	\$ 29,641,399.55	\$ 11,786,815.44
Investments					
General Fund Certificate of Deposit	Canandaigua National Bank	-	-	-	-
General Fund	NYCLASS	20,786,610.66	10,336,158.78	3,000,000.00	28,122,769.44
Capital Fund	NYCLASS	-	-	-	-
Debt Service Fund	NYCLASS	2,755,289.56	11,841.12	-	2,767,130.68
Total Investments		\$ 23,541,900.22	\$ 10,347,999.90	\$ 3,000,000.00	\$ 30,889,900.12
District Totals		\$ 28,001,400.01	\$ 47,316,715.10	\$ 32,641,399.55	\$ 42,676,715.56

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


 School District Treasurer

Extraclass Fund
From September 1, 2023 to September 30, 2023

<u>Activities</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
CLASS OF 2022	-	-		-
CLASS OF 2023	4,405.80		4,405.80	-
CLASS OF 2024	8,274.54	1,817.45	274.54	9,817.45
CLASS OF 2025	3,715.64	1,250.00		4,965.64
CLASS OF 2026	2,261.72	1,250.00		3,511.72
CLASS OF 2028	1,232.73	1,255.80		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			1,045.99
DRAMA CLUB	13,235.61			13,235.61
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	28,702.80		3,586.76	25,116.04
J.H. STORE	996.37			996.37
J.H. ST. CO.	5,953.59			5,953.59
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			3,206.85
SALES TAX	6,229.13	12.55		6,241.68
SEAS	105.73			105.73
S.H. ORCHESTRA	14,883.36			14,883.36
SH SCHOOL STORE	7,070.87			7,070.87
S.H. ST. CO.	14,864.77		1,000.00	13,864.77
SH YEARBOOK	2,281.99		240.00	2,041.99
SPANISH CLUB	2,973.61			2,973.61
VICTOR MUSIC SOCIETY	1,196.74			1,196.74
VICTOR CARES	15,650.61			15,650.61
WELLNESS CLUB	386.81			386.81
TOTALS	157,793.99	5,585.80	9,507.10	153,872.69

Bank Balance	157,462.89
Checks Outstanding	3,630.20
Interest Not Posted	-
Bank Error	
Outstanding Item	
Returned Checks	40.00
Electronic Payment	
Total Reconciled Bank Balance	153,872.69

Jill Smith, Extraclass Treasurer

Victor Central School District

Revenue Status Report As Of: 09/30/2023

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	2,315,821.07	2,315,821.07	1,070,067.93	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	0.00	0.00	50,000.00	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	1,740.25	1,020.25	0.00	1,740.25
2230 Day School Tuit-Oth Dist. NYS			40,000.00	40,000.00	9,986.90	9,986.90	30,013.10	0.00
2401 Interest and Earnings			85,000.00	85,000.00	306,071.74	90,032.31	6,520.36	227,592.10
2410 Rental of Real Property,Indiv.			40,000.00	40,000.00	4,120.00	0.00	35,880.00	0.00
2450 Commissions			0.00	0.00	990.42	0.00	0.00	990.42
2690 Other Compensation for Loss			0.00	0.00	450.00	450.00	0.00	450.00
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	9,100.73	0.00	90,899.27	0.00
2770 Other Unclassified Rev.(Spec)			10,000.00	10,000.00	24,580.20	-54.79	0.00	14,580.20
3101 Basic Formula Aid-Gen Aids (Ex			35,068,618.00	35,068,618.00	-348.00	-348.00	35,068,966.00	0.00
3102 Lottery Aid			0.00	0.00	6,524,342.09	6,524,342.09	0.00	6,524,342.09
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	65,640.00	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	0.00	0.00	100,000.00	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	65,534,257.72	9,006,889.83	43,937,048.80	9,190,934.56

Selection Criteria

Criteria Name: Shared: BOE Modified
 As Of Date: 09/30/2023
 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: 09/30/2023

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	15,255.42	2,490.00	3,246.00	93.58
45 Materials & Supplies		1,768.00	1,768.00	1,119.69	1,119.69	117.45	530.86
49 BOCES Services		3,120.00	3,120.00	0.00	0.00	3,000.00	120.00
Subtotal of 1010 Board Of Education		23,128.00	23,483.00	16,375.11	3,609.69	6,363.45	744.44
1040 District Clerk							
16 Noninstructional Salaries		49,112.00	49,112.00	12,255.66	4,085.22	37,266.98	-410.64
Subtotal of 1040 District Clerk		49,112.00	49,112.00	12,255.66	4,085.22	37,266.98	-410.64
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	54,244.38	18,081.46	162,733.02	5,590.60
16 Noninstructional Salaries		49,112.00	49,112.00	12,255.66	4,085.22	36,766.97	89.37
4 Contractual and Other		6,214.00	6,214.00	3,214.77	0.00	1,287.60	1,711.63
45 Materials & Supplies		1,040.00	1,040.00	801.61	436.61	16.83	221.56
Subtotal of 1240 Chief School Administrator		278,934.00	278,934.00	70,516.42	22,603.29	200,804.42	7,613.16
1310 Business Administration							
15 Instructional Salaries		151,987.00	151,987.00	36,813.48	12,271.16	110,440.52	4,733.00
16 Noninstructional Salaries		150,686.00	150,686.00	34,073.26	12,558.69	59,197.05	57,415.69
4 Contractual and Other		7,090.00	10,668.00	1,300.00	218.15	5,625.00	3,743.00
45 Materials & Supplies		2,200.00	2,619.00	2,519.00	128.57	0.00	100.00
49 BOCES Services		115,000.00	122,591.08	8,212.53	0.00	105,983.55	8,395.00
Subtotal of 1310 Business Administration		426,963.00	438,551.08	82,918.27	25,176.57	281,246.12	74,386.69
1320 Auditing							
16 Noninstructional Salaries		0.00	0.00	1,515.38	500.00	4,500.00	-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	12,415.38	500.00	32,380.00	784.62
1325 Treasurer							
16 Noninstructional Salaries		85,280.00	85,280.00	21,278.40	7,092.80	63,835.20	166.40
4 Contractual and Other		500.00	500.00	0.00	-1,500.00	0.00	500.00
45 Materials & Supplies		1,000.00	1,000.00	248.91	121.81	651.09	100.00
Subtotal of 1325 Treasurer		86,780.00	86,780.00	21,527.31	5,714.61	64,486.29	766.40
1330 Tax Collector							
4 Contractual and Other		17,500.00	17,500.00	0.00	0.00	9,863.47	7,636.53
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	0.00	0.00	9,863.47	7,736.53
1345 Purchasing							

Victor Central School District

Budget Status Report As Of: 09/30/2023

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	115.80	14,964.20
Subtotal of 1345 Purchasing		60,080.00	60,080.00	0.00	0.00	115.80	59,964.20
1420 Legal							
4 Contractual and Other		100,000.00	105,298.68	5,720.43	2,588.00	101,412.00	-1,833.75
49 BOCES Services		28,000.00	28,000.00	0.00	0.00	27,810.00	190.00
Subtotal of 1420 Legal		128,000.00	133,298.68	5,720.43	2,588.00	129,222.00	-1,643.75
1430 Personnel							
15 Instructional Salaries		161,434.00	161,434.00	39,101.58	13,033.86	117,304.73	5,027.69
16 Noninstructional Salaries		221,550.00	221,550.00	56,872.59	20,608.38	169,191.56	-4,514.15
4 Contractual and Other		126,000.00	126,161.25	17,826.46	1,434.73	45,543.36	62,791.43
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	0.00	0.00	8,320.00	0.00
Subtotal of 1430 Personnel		518,654.00	518,815.25	113,800.63	35,076.97	340,359.65	64,654.97
1480 Public Information and Services							
15 Instructional Salaries		56,081.00	56,081.00	14,359.25	4,754.54	42,790.78	-1,069.03
16 Noninstructional Salaries		66,000.00	66,000.00	17,991.25	6,250.00	123,246.80	-75,238.05
4 Contractual and Other		22,500.00	22,633.00	1,520.00	1,351.00	695.00	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	0.00	0.00	66,560.00	0.00
Subtotal of 1480 Public Information and Services		224,141.00	224,540.00	48,210.06	12,355.54	234,095.14	-57,765.20
1620 Operation of Plant							
16 Noninstructional Salaries		1,851,832.00	1,851,832.00	288,889.37	100,881.96	562,469.01	1,000,473.62
4 Contractual and Other		1,258,100.00	1,314,275.94	119,647.24	51,199.96	931,127.72	263,500.98
45 Materials & Supplies		225,000.00	225,000.00	69,200.46	23,974.65	64,671.74	91,127.80
Subtotal of 1620 Operation of Plant		3,334,932.00	3,391,107.94	477,737.07	176,056.57	1,558,268.47	1,355,102.40
1621 Maintenance of Plant							
16 Noninstructional Salaries		773,307.00	773,307.00	162,150.00	58,760.71	440,745.11	170,411.89
2 Equipment		216,763.00	231,914.00	35,641.68	10,023.00	240.00	196,032.32
4 Contractual and Other		692,050.00	728,623.80	328,628.85	85,862.90	308,315.99	91,678.96
45 Materials & Supplies		250,000.00	414,594.33	106,151.58	77,906.01	186,915.57	121,527.18
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	632,572.11	232,552.62	936,416.67	599,450.35
1622 Security of Plant							
16 Noninstructional Salaries		373,000.00	373,000.00	63,244.84	39,529.65	273,350.50	36,404.66
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	810.00	110,000.00	54,190.00
45 Materials & Supplies		5,000.00	39,997.59	34,997.59	34,997.59	11,776.29	-6,776.29
Subtotal of 1622 Security of Plant		603,000.00	676,365.99	137,420.83	75,337.24	395,126.79	143,818.37
1670 Central Printing & Mailing							

Victor Central School District

Budget Status Report As Of: 09/30/2023

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	12,763.89	50.25	43,710.19	16,552.57
Subtotal of 1670 Central Printing & Mailing		72,800.00	73,026.65	12,763.89	50.25	43,710.19	16,552.57
1680 Central Data Processing							
49 BOCES Services		700,000.00	760,847.16	93,001.02	0.00	667,846.14	0.00
Subtotal of 1680 Central Data Processing		700,000.00	760,847.16	93,001.02	0.00	667,846.14	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	0.00	0.00	795,000.00	0.00
Subtotal of 1981 BOCES Administrative Costs		795,000.00	795,000.00	0.00	0.00	795,000.00	0.00
2010 Curriculum Devel and Suprvsn							
15 Instructional Salaries		759,813.00	759,813.00	238,876.48	57,137.16	481,834.52	39,102.00
16 Noninstructional Salaries		177,233.00	177,233.00	30,374.19	10,699.33	106,245.70	40,613.11
4 Contractual and Other		25,000.00	26,150.00	3,806.56	358.00	1,624.00	20,719.44
45 Materials & Supplies		30,900.00	49,000.00	14,801.76	8,126.69	12,501.09	21,697.15
Subtotal of 2010 Curriculum Devel and Suprvsn		992,946.00	1,012,196.00	287,858.99	76,321.18	602,205.31	122,131.70
2020 Supervision-Regular School							
15 Instructional Salaries		1,284,313.00	1,284,313.00	310,251.57	105,845.54	952,609.46	21,451.97
16 Noninstructional Salaries		430,369.00	430,369.00	89,025.74	35,896.45	263,477.34	77,865.92
4 Contractual and Other		10,952.00	10,952.00	3,142.17	0.00	3,185.20	4,624.63
45 Materials & Supplies		10,480.00	9,280.00	1,305.34	504.33	2,158.41	5,816.25
Subtotal of 2020 Supervision-Regular School		1,736,114.00	1,734,914.00	403,724.82	142,246.32	1,221,430.41	109,758.77
2060 Research, Planning & Evaluation							
4 Contractual and Other		2,800.00	1,600.00	750.00	0.00	0.00	850.00
45 Materials & Supplies		500.00	500.00	925.75	644.14	1,000.00	-1,425.75
Subtotal of 2060 Research, Planning & Evaluation		3,300.00	2,100.00	1,675.75	644.14	1,000.00	-575.75
2070 Inservice Training-Instruction							
15 Instructional Salaries		45,000.00	60,000.00	56,408.53	42,661.96	0.00	3,591.47
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	0.00	0.00	25.00	4,975.00
49 BOCES Services		98,800.00	112,101.46	35,734.31	0.00	76,367.15	0.00
Subtotal of 2070 Inservice Training-Instruction		158,800.00	187,101.46	92,142.84	42,661.96	76,392.15	18,566.47
2110 Teaching-Regular School							
10 Teacher Salaries, Pre-K		89,501.00	89,501.00	0.00	0.00	0.00	89,501.00
12 Teacher Salaries, K-6		11,640,768.00	11,640,768.00	1,025,740.42	1,001,354.06	10,085,172.22	529,855.36

Victor Central School District

Budget Status Report As Of: 09/30/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
13 Teacher Salaries, 7-12		10,093,423.00	10,091,323.00	894,653.64	887,088.73	8,991,213.72	205,455.64
14 Substitute Tchr Salaries		663,000.00	663,000.00	25,441.18	15,310.93	24,648.24	612,910.58
16 Noninstructional Salaries		1,000,438.00	1,000,438.00	88,965.58	82,910.55	765,128.09	146,344.33
2 Equipment		240,982.00	248,476.75	21,930.35	-8,876.51	40,466.71	186,079.69
4 Contractual and Other		145,130.00	151,784.38	17,802.24	5,031.99	9,806.23	124,175.91
45 Materials & Supplies		434,815.00	439,803.65	128,649.32	33,143.87	134,464.94	176,689.39
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	80,027.50	72,804.00	14,846.08	41,541.10
49 BOCES Services		438,370.00	456,595.58	42,864.82	0.00	413,470.76	260.00
Subtotal of 2110 Teaching-Regular School		24,964,106.00	25,003,105.04	2,332,576.79	2,088,767.62	20,479,216.99	2,191,311.26
2250 Prg For Sdnts w/Disabil-Med Elgble							
13 Teacher Salaries, 7-12		215,392.00	215,392.00	4,283.70	4,283.70	38,553.30	172,555.00
15 Instructional Salaries		4,886,596.00	4,886,596.00	428,852.95	418,131.30	4,130,878.56	326,864.49
16 Noninstructional Salaries		3,022,886.00	3,022,886.00	200,912.84	192,265.06	1,783,017.77	1,038,955.39
4 Contractual and Other		255,350.00	257,188.03	7,659.33	3,253.30	131,701.70	117,827.00
45 Materials & Supplies		60,000.00	64,681.00	25,553.27	2,198.73	17,565.51	21,562.22
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	21,894.92	0.00	526,746.62	458,565.00
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	162,066.20	0.00	1,818.24	2,645,850.00
Subtotal of 2250 Prg For Sdnts w/Disabil-Med Elgble		12,084,224.00	12,302,480.15	879,212.85	620,132.09	6,630,281.70	4,792,985.60
2259 Prg for English Language Learners							
15 Instructional Salaries		738,090.00	738,090.00	43,564.78	43,564.78	463,991.26	230,533.96
45 Materials & Supplies		4,215.00	4,215.00	555.59	295.18	924.41	2,735.00
Subtotal of 2259 Prg for English Language Learners		742,305.00	742,305.00	44,120.37	43,859.96	464,915.67	233,268.96
2280 Occupational Education(Grades 9-12)							
49 BOCES Services		835,000.00	835,000.00	0.00	0.00	835,000.00	0.00
Subtotal of 2280 Occupational Education(Grades 9-12)		835,000.00	835,000.00	0.00	0.00	835,000.00	0.00
2330 Teaching-Special Schools							
4 Contractual and Other		0.00	0.00	1,436.00	718.00	2,872.00	-4,308.00
49 BOCES Services		38,800.00	38,940.62	210.93	0.00	38,729.69	0.00
Subtotal of 2330 Teaching-Special Schools		38,800.00	38,940.62	1,646.93	718.00	41,601.69	-4,308.00
2610 School Library & AV							
15 Instructional Salaries		389,686.00	389,686.00	33,837.24	33,837.24	352,292.46	3,556.30
16 Noninstructional Salaries		119,927.00	119,927.00	11,987.54	11,987.54	108,937.60	-998.14
4 Contractual and Other		3,360.00	5,360.00	0.00	0.00	3,000.00	2,360.00
45 Materials & Supplies		7,628.00	9,708.00	1,320.49	1,056.96	3,958.05	4,429.46
46 Sch. Library AV Loan Prog		66,049.00	61,969.00	17,857.38	14,064.92	19,043.22	25,068.40
49 BOCES Services		88,566.00	88,566.00	0.00	0.00	88,566.00	0.00

Victor Central School District

Budget Status Report As Of: 09/30/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
Subtotal of 2610 School Library & AV		675,216.00	675,216.00	65,002.65	60,946.66	575,797.33	34,416.02
2630 Computer Assisted Instruction							
15 Instructional Salaries		169,713.00	169,713.00	27,247.74	9,082.58	81,743.26	60,722.00
16 Noninstructional Salaries		441,963.00	441,963.00	78,399.89	27,495.51	268,003.25	95,559.86
22 State Aided Comp Hardware		155,000.00	167,748.20	27,737.07	22,684.11	44,146.60	95,864.53
4 Contractual and Other		87,000.00	89,558.00	9,074.99	2,257.22	21,246.11	59,236.90
45 Materials & Supplies		30,000.00	30,000.00	5,379.37	2,344.92	11,053.53	13,567.10
46 Sch. Library AV Loan Prog		118,000.00	118,000.00	7,208.40	1,723.36	6,432.64	104,358.96
49 BOCES Services		1,143,000.00	1,711,993.85	525,520.51	0.00	1,186,473.34	0.00
Subtotal of 2630 Computer Assisted Instruction		2,144,676.00	2,728,976.05	680,567.97	65,587.70	1,619,098.73	429,309.35
2810 Guidance-Regular School							
15 Instructional Salaries		1,385,128.00	1,385,128.00	230,238.85	119,340.36	1,120,179.40	34,709.75
16 Noninstructional Salaries		147,886.00	147,886.00	12,107.78	3,942.65	63,317.95	72,460.27
Subtotal of 2810 Guidance-Regular School		1,533,014.00	1,533,014.00	242,346.63	123,283.01	1,183,497.35	107,170.02
2815 Health Svcs-Regular School							
16 Noninstructional Salaries		432,402.00	432,402.00	49,839.05	39,676.44	319,108.56	63,454.39
4 Contractual and Other		160,000.00	163,699.20	4,733.89	1,034.69	8,574.50	150,390.81
45 Materials & Supplies		27,000.00	27,028.50	8,955.47	2,084.04	7,824.97	10,248.06
Subtotal of 2815 Health Svcs-Regular School		619,402.00	623,129.70	63,528.41	42,795.17	335,508.03	224,093.26
2820 Psychological Svcs-Reg Schl							
15 Instructional Salaries		1,124,305.00	1,124,305.00	165,648.96	88,605.50	847,857.54	110,798.50
Subtotal of 2820 Psychological Svcs-Reg Schl		1,124,305.00	1,124,305.00	165,648.96	88,605.50	847,857.54	110,798.50
2825 Social Work Svcs-Regular School							
15 Instructional Salaries		442,050.00	442,050.00	26,846.45	11,450.03	137,525.07	277,678.48
Subtotal of 2825 Social Work Svcs-Regular School		442,050.00	442,050.00	26,846.45	11,450.03	137,525.07	277,678.48
2830 Pupil Personnel Svcs-Special Schools							
15 Instructional Salaries		431,007.00	431,007.00	53,996.26	17,715.42	159,438.74	217,572.00
16 Noninstructional Salaries		204,021.00	204,021.00	52,762.49	19,251.53	154,440.19	-3,181.68
4 Contractual and Other		800.00	800.00	0.00	0.00	0.00	800.00
Subtotal of 2830 Pupil Personnel Svcs-Special Schools		635,828.00	635,828.00	106,758.75	36,966.95	313,878.93	215,190.32
2850 Co-Curricular Activ-Reg Schl							
15 Instructional Salaries		240,525.00	240,525.00	10,216.31	10,216.31	187,388.50	42,920.19
4 Contractual and Other		34,400.00	45,000.00	0.00	0.00	10,600.00	34,400.00
45 Materials & Supplies		16,770.00	20,301.59	3,517.34	0.00	116.00	16,668.25
Subtotal of 2850 Co-Curricular Activ-Reg Schl		291,695.00	305,826.59	13,733.65	10,216.31	198,104.50	93,988.44
2855 Interscholastic Athletics-Reg Schl							
15 Instructional Salaries		884,302.00	884,302.00	173,702.84	119,798.11	182,113.54	528,485.62
16 Noninstructional Salaries		60,000.00	60,000.00	4,686.92	4,686.92	22,577.94	32,735.14
2 Equipment		127,600.00	127,600.00	1,126.50	17,423.59	58,201.92	68,271.58

Victor Central School District

Budget Status Report As Of: 09/30/2023

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		274,000.00	282,644.54	36,302.87	15,813.21	138,259.66	108,082.01
45 Materials & Supplies		78,000.00	78,000.00	42,497.93	34,526.68	11,750.35	23,751.72
Subtotal of 2855 Interscholastic Athletics-Reg Schl		1,423,902.00	1,432,546.54	258,317.06	192,248.51	412,903.41	761,326.07
5510 District Transportation Services							
16 Noninstructional Salaries		2,504,375.00	2,504,375.00	280,068.02	197,927.15	1,504,131.41	720,175.57
2 Equipment		6,500.00	6,500.00	137.92	0.00	2,060.99	4,301.09
4 Contractual and Other		313,500.00	336,044.82	149,505.89	5,021.03	77,254.43	109,284.50
45 Materials & Supplies		640,000.00	640,000.00	66,225.98	16,814.04	378,766.22	195,007.80
Subtotal of 5510 District Transportation Services		3,464,375.00	3,486,919.82	495,937.81	219,762.22	1,962,213.05	1,028,768.96
5530 Garage Building							
16 Noninstructional Salaries		499,150.00	499,150.00	85,820.90	29,339.51	237,230.76	176,098.34
4 Contractual and Other		63,050.00	70,792.47	5,830.61	2,557.09	63,400.96	1,560.90
Subtotal of 5530 Garage Building		562,200.00	569,942.47	91,651.51	31,896.60	300,631.72	177,659.24
5581 Transportation from Boces							
49 BOCES Services		15,965.00	17,384.64	3,758.48	0.00	13,626.16	0.00
Subtotal of 5581 Transportation from Boces		15,965.00	17,384.64	3,758.48	0.00	13,626.16	0.00
7310 Youth Program							
15 Instructional Salaries		0.00	0.00	20,941.91	3,385.14	0.00	-20,941.91
Subtotal of 7310 Youth Program		0.00	0.00	20,941.91	3,385.14	0.00	-20,941.91
9010 State Retirement							
8 Employee Benefits		1,693,874.00	1,693,874.00	184,419.74	89,292.07	744,453.24	765,001.02
Subtotal of 9010 State Retirement		1,693,874.00	1,693,874.00	184,419.74	89,292.07	744,453.24	765,001.02
9020 Teachers' Retirement							
8 Employee Benefits		3,623,000.00	3,623,000.00	399,536.07	303,696.49	2,875,404.91	348,059.02
Subtotal of 9020 Teachers' Retirement		3,623,000.00	3,623,000.00	399,536.07	303,696.49	2,875,404.91	348,059.02
9030 Social Security							
8 Employee Benefits		3,731,457.00	3,715,757.00	449,294.44	299,287.11	2,875,744.64	390,717.92
Subtotal of 9030 Social Security		3,731,457.00	3,715,757.00	449,294.44	299,287.11	2,875,744.64	390,717.92
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	5,090.35	0.00	21,409.65	-3,500.00
Subtotal of 9045 Life Insurance		23,000.00	23,000.00	5,090.35	0.00	21,409.65	-3,500.00
9050 Unemployment Insurance							
8 Employee Benefits		15,000.00	15,000.00	3,464.00	0.00	0.00	11,536.00
Subtotal of 9050 Unemployment Insurance		15,000.00	15,000.00	3,464.00	0.00	0.00	11,536.00
9055 Disability Insurance							
8 Employee Benefits		30,000.00	30,000.00	5,999.00	1,658.00	15,725.00	8,276.00

Victor Central School District

Budget Status Report As Of: 09/30/2023

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
Subtotal of 9055 Disability Insurance		30,000.00	30,000.00	5,999.00	1,658.00	15,725.00	8,276.00
9060 Hospital, Medical, Dental Insurance							
8 Employee Benefits		17,127,572.00	17,127,572.00	2,294,548.50	29,810.43	9,920,953.00	4,912,070.50
Subtotal of 9060 Hospital, Medical, Dental Insurance		17,127,572.00	17,127,572.00	2,294,548.50	29,810.43	9,920,953.00	4,912,070.50
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	581,613.00	0.00	0.00
7 Interest		85,027.00	85,027.00	85,026.83	85,026.83	0.00	0.17
Subtotal of 9732 Bond Antic Notes-Bus Purchases		666,640.00	666,640.00	666,639.83	666,639.83	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	12,735,953.67	5,888,585.57	60,615,708.76	26,928,709.53

Victor Central School District
Budget Status Report As Of: 09/30/2023
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: 09/30/2023
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, November 9, 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

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

<u>Athletics:</u>	<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	-	-

<u>Per Diem Substitutes:</u>	<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
Ashley Cook

Social Studies/Literacy
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:**

Candidate

Position

Julie Herman
Lillian Hewitson
Grace Bacher
Erin Moussallem
Alexander Ciccone
James Mack

Teacher Aide
Teacher Aide
Student Helper
Registered Professional Nurse
Teacher Aide
School Bus Monitor

Victor Central School District

2024-2025 Budget Development Calendar

Pending Adoption at the November 9, 2023 BOE meeting

Date	Event
Wednesday, November 9, 2023 (Regular Board Meeting)	2024-2025 Budget Calendar reviewed and adopted by the Board of Education
Thursday, December 14, 2023 (Regular Board Meeting)	Review the 2024-2025 Rollover Budget <ul style="list-style-type: none">- The budget updated with contractual raises and increases in employee benefits
Thursday, January 11, 2024 (Regular Board Meeting)	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 (Budget Workshop)	Budget Workshop/Budget Status <ul style="list-style-type: none">- Building Budgets - supplies and materials
Thursday, February 8, 2024 (Regular Board Meeting)	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 (Budget Workshop)	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 (Regular Board Meeting)	Budget Status Update to the Board of Education <ul style="list-style-type: none">- Personnel Update
Thursday, March 28, 2024 (Budget Workshop)	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

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	stoneda@victorschools.org
Requestor's First Name:	Dan
Requestor's Last Name:	Stone
School:	HS
Course / Grade Level of Students::	Boys Varsity Lacrosse
Short Description or Name of Field Trip:	Spring Break/Non-League Games
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::	35
Departure Date::	Apr 01, 2024
Place of Departure::	Player Residence
Type of Transportation::	Parent/Proxy
Departure load time: (please allow 15-30 minutes to allow for time to load):	8:00 AM
Departure Time::	8:30 AM
Destination (include EXACT address)::	Team Hotel to be determined; will be in proximity to Don Bosco (NJ) and Rye (NY) High Schools
Time you plan to REACH your destination::	1:00 PM
Return Date::	Apr 04, 2024

Load time for DEPARTURE from destination: (Please allow 15-30 minutes to load):	6:00 PM
Time you plan to LEAVE your destination::	6:30 PM
Estimated Round-Trip Mileage:	500
Return Time::	12:30 AM
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 will be shared between parents/proxy and team/boosters.
Preparation: How will the student be prepared for the trip as an instructional activity?:	Pre-Season practices and scrimmages.
On trip: What instructional activities will occur on the trip?:	Players will learn to prepare and organize personal and athletic necessities, compete after lengthy travel, manage adversity, and work as a team to achieve seasonal goals.
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	Team and personal reflection of performance using game film.
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	With the trip occurring over Spring Break, there should be little to no impact on academics.
What specific instructional plans have been made for any student missing the field trip?:	The itinerary for this trip parallels the trip experienced in 2023; players and families are well aware of how the trip will operate.
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?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	4

Special arrangements, instructions, or comments::	Itinerary for this trip will be very similar to our 2023 trip; the itinerary from the 2023 trip is included for reference.
Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	No
Out of Pocket Cost to Student (if any)::	n/a
Cost to Chaperone (if any)::	n/a
Cost Breakdown per Student - Event Fee::	n/a
Cost Breakdown per Student - Meals::	n/a
Cost Breakdown per Student - Travel::	n/a
Cost Breakdown per Student - Other::	n/a
Cost Breakdown per Student TOTAL::	n/a
Upload supporting itinerary:	File Upload 1
Email Address:	stoneda@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 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:	ahernk@victorschools.org
Requestor's First Name:	Kelly
Requestor's Last Name:	Ahern
School:	HS
Course / Grade Level of Students::	The Outdoor Activities Club/9-12
Short Description or Name of Field Trip:	The Outdoor activities club would like to take a trip to the high peaks area to explore hiking in early December
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::	10
Departure Date::	Dec 07, 2023
Place of Departure::	Bus Loop
Type of Transportation::	Either school van (comparable vehicle) or school bus
Departure load time: (please allow 15-30 minutes to allow for time to load):	3:15 PM
Departure Time::	3:20 PM
Destination (include EXACT address)::	Lake Placid
Time you plan to REACH your destination::	10:30 PM
Return Date::	Dec 10, 2023

Load time for DEPARTURE from destination: (Please allow 15-30 minutes to load):	10:00 AM
Time you plan to LEAVE your destination::	10:15 AM
Estimated Round-Trip Mileage:	475
Return Time::	5:00 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)::	We will stop for dinner on the way up. Breakfast is included at the hotel. Lunch will be packed (brought) for the trail, Dinner will be out in Lake Placid.
Preparation: How will the student be prepared for the trip as an instructional activity?:	I will be having pre-trip classes to go over clothing, food selection, and gear needed to travel safely in the backcountry
On trip: What instructional activities will occur on the trip?:	How to safely travel in the back country
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Students will be instructed to get any work they may miss from their classes on Friday 12/8
What specific instructional plans have been made for any student missing the field trip?:	N/A
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	I will request a sub for this day.
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	1-2
Will you be requesting this trip again next year?:	Yes
School and/or District Funding Requested?:	No

Out of Pocket Cost to Student (if any)::	\$250-300
Cost to Chaperone (if any)::	Cost of meals -\$100
Cost Breakdown per Student - Event Fee::	Lodging-\$150
Cost Breakdown per Student - Meals::	Meals -\$100 (this is an estimate-but usually what they spend)
Cost Breakdown per Student - Travel::	N/A
Cost Breakdown per Student TOTAL::	\$250-\$300
Upload supporting itinerary:	File Upload 1
Email Address:	ahernk@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 clinkk@victorschools.org

Use of Service and Therapy Animals

The District complies with the American with Disabilities Act Amendments Act (ADA) in allowing the use of Service Animals for students, staff and visitors. The District is committed to allowing Service Animals as necessary to provide individuals with disabilities an equal opportunity to access the programs, services, and physical facilities of the District. As explained in more detail below, Service Animals are distinguished from emotional support, therapy, comfort, or companion animals. This policy explains the specific requirements applicable to an individual's use of a Service Animal on District property. The District reserves the right to amend this policy as circumstances require.

Additionally, the District recognizes the importance of therapy dogs, as defined below, and permits the use of therapy dogs on school grounds subject to the conditions of this policy. The use of therapy dogs can have many benefits including reduced anxiety and increased mental stimulation, as well as decreased depression, feelings of isolation, and boredom.

Service Animals

Under the ADA, a service animal is defined as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The ADA Amendments Act excludes from this definition any animal that is not a dog.

The work or tasks performed by a service animal must be directly related to the individual's disability. Animals whose primary function is to provide crime deterrence and/or emotional support, comfort, or companionship are not considered to be Service Animals under the ADA Amendments Act. Psychiatric service animals that have been trained to take a specific action e.g., to help avoid an anxiety attack or to reduce its effects, however, may qualify as a service animal.

The "Handler" is the individual who is responsible for caring for and supervising the service animal, which includes toileting, feeding, grooming, and veterinary care. The District is not obligated to supervise or otherwise care for a service animal. In situations in which the individual with a disability is unable to act as the service animal's Handler, the individual with the disability must provide a Handler for the service animal on District property.

The District generally allows Service Animals on District property and in District facilities when the animal is accompanied by an individual with a disability who indicates the Service Animal is trained to provide, and does provide, a specific service to them that is directly related to their disability.

In order to use a service dog in the District, a written request must be submitted to the Superintendent or his/her designee. A parent or guardian must make a written request for a student to be accompanied to school or a school function by a Service Animal at least 10 business days prior to the Service Animal accompanying the student.

The District may make two inquiries to determine whether an animal qualifies as a Service Animal, which includes:

1. Whether the animal is required because of a disability, and;
2. What work or task the animal has been trained to perform.

The District cannot require documentation regarding the animal's certification or training.

Handler Responsibilities

A Service Animal's Handler is solely responsible for the custody and care of the Service Animal and must meet the following requirements:

1. The District requires that a service animal be under the control of its handler at all times. The District requires that a service animal shall have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or the tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must otherwise be under the handler's control (e.g., voice control, signals, or other effective means).
2. If an individual with disabilities cannot, for any reason, provide needed care or supervision of his or her service animal, the District requires that the animal be accompanied by a handler who is capable of providing the needed care and supervision of the service animal.
3. The Handler must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual's responsibility to know and understand these ordinances, laws, and regulations. The District has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The District reserves the right to request documentation showing that the animal has been licensed.
4. The Handler is required to clean up after and properly dispose of the animal's waste in a safe and sanitary manner. The Handler must always carry sufficient equipment to clean up the animal's waste.
5. The Handler must abide by all equally applicable District policies that are unrelated to the individual's disability such as assuring that the animal does not unduly interfere with the routine activities of the District.
6. The District's personnel shall **not** be required to provide care or food for any Service Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm.

Exclusion of a Service Animal

The District may exclude a Service Animal from the District if:

1. The animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. The animal's presence results in a fundamental alteration of a District program, service, or activity;
3. The animal is not house-broken;
4. The Handler does not comply with the Handler's responsibilities set forth above; or
5. The animal or its presence creates an unmanageable disturbance or interference with the District's operations.

The District will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in accordance with District policy.

Disputes

Any person who disputes any decision or action by any employee or agent of the District relating to a service animal may contest that decision by submitting a written complaint to the Assistant Superintendent of Pupil Services. Any such complaint must be filed within thirty (30) days of the decision or action complained of. The Assistant Superintendent of Pupil Services shall investigate any such complaint, using means that he or she deems appropriate under the circumstances, and respond to such a complaint in writing within thirty (30) days unless a longer time is warranted for thorough investigation. If a longer time for response is warranted, the Assistant Superintendent of Pupil Services shall state in writing the extended time period required. Any person dissatisfied by a decision of the Assistant Superintendent of Pupil Services may make a written appeal to the Superintendent of Schools within thirty (30) days of when the Assistant Superintendent of Pupil Services transmits his or her written response by email or by U.S. Mail. The Superintendent shall render a decision affirming or reversing the determination of the Assistant Superintendent of Pupil Services within thirty (30) days, or the Superintendent may refer the challenge to a neutral adjudicator.

Any dispute related to the use of a service animal pursuant to a Student's IEP must comply with the impartial due process procedures as required by federal and state special education law and Board Policy.

The District will maintain a copy of any complaint under this policy presented to the Assistant Superintendent of Pupil Services for a period of six years after final resolution of such dispute.

Therapy Dogs

For purposes of this policy, a therapy dog is defined as a dog that has been trained, evaluated, and certified to work with a handler to provide affection and comfort to individuals in a variety of settings including schools. A handler is defined as an individual that has been trained, evaluated, and certified to work with a particular therapy dog. Therapy dogs are not covered by the same laws that protect service dogs.

Although there is no formal identification or certification for therapy dogs, the District requires that any therapy dog and accompanying handler permitted on school grounds to be certified by an American Kennel Club (AKC) recognized therapy dog organization such as Therapy Dogs International. Further, the therapy dog must not pose a health and safety risk to any individual on school grounds. In order to use a therapy dog in the District, a written request must be submitted to the Superintendent or his/her designee. The request must include the following:

- A) General information about the proposed use of the therapy dog including when and where;
- B) Personal information about the therapy dog and handler including name, address, and phone;
- C) Copies of the therapy dog's:
 - a. Current licensure from the local licensing authority;
 - b. Vaccination and immunization records from a licensed veterinarian;
- D) Copy of a certification from an AKC recognized therapy dog organization;
- E) Copy of an insurance policy that provides sufficient liability coverage for the work of the therapy dog and handler while on school grounds and names the District as an additional insured;
- F) Certification from the handler that, while on school grounds, the therapy dog will:
 - a. Be clean, well-groomed, and free of parasites, illness, or injury;
 - b. Remain under the handler's control through the use of a leash or other tether unless the use of a leash or other tether would interfere with the therapy dog's service;
 - c. Be supervised and accompanied by the handler;
 - d. Wear a therapy dog ID and/or a bandana;

- e. Not disrupt the educational process by excessive barking or any other behavior;
- f. Only go to locations that have been authorized by District administrators;
- g. Be fed, exercised, and cleaned-up after by the handler.

Additionally, handlers who are not employed by the District must comply with all requirements for volunteers in the District. Volunteers will work under the supervision of appropriate staff and are expected to comply with all District rules and regulations.

A new request must be submitted for each proposed use of a therapy dog. There must be one request for each dog. In no case will a request for the use of a therapy dog be valid for more than one school year.

The District reserves the right to deny a request for the use of a therapy dog for any reason. Once a request has been granted, the District reserves the right to exclude a therapy dog from school grounds for any reason including, but not limited to, the therapy dog:

- A) Presenting a direct and immediate threat to others;
- B) Not being under the handler's control;
- C) Interfering with the educational process;
- D) Going into a location in the District that has not been authorized by District administrators.

If any individual suffers an allergic reaction while in the presence of a therapy dog, the District will require the handler to move the therapy dog to a different location designated by a District administrator.

The handler of a therapy dog is solely responsible and liable for any damage to school property, or any injury caused by the therapy dog. Further, the District bears no financial responsibility for the required training, care, or feeding for the therapy dog.

Parents/Guardians will be notified prior to any therapy dog being permitted on school grounds.

Policy References:

Americans with Disabilities Act (ADA), 42 USC § 12101 et seq.

28CFR§§ 35.104 and 35.136

Civil Rights Law§§ 47, 47-a, and 47-b

Executive Law§296

Policy Cross References:

» 1501 – Animals on School Grounds

Adoption Date: 11/9/2023

1000 – Community Relations

SUBJECT: FAMILY AND MEDICAL LEAVE ACT (FMLA)

The District allows eligible employees to take unpaid FMLA leave for up to 12 work weeks in a 12-month period as determined by the District. Employees are eligible if they have been employed by the District for at least 12 months and for at least 1,250 hours of service during the previous 12-month period.

The District must compute the time frame of the 12-month period for which FMLA leave is being requested.

The District uses a "rolling" 12-month period measured backward from the date of any FMLA leave usage to calculate the FMLA leave. In certain cases, FMLA leave may be taken on an intermittent or reduced schedule basis rather than all at once. The entitlement to leave for the birth or placement of a child expires at the end of the 12-month period beginning on the date of the birth or placement.

Eligible employees may be granted leave for one or more of the following reasons:

- a) The birth of a child and care for the child;
- b) Adoption of a child and care for the child;
- c) The placement of a child with the employee from foster care;
- d) To care for a spouse, minor child or parent who has a "serious health condition" as defined by the FMLA;
- e) To care for an adult child who is incapable of self-care due to a disability (regardless of date of the onset of disability) and has a serious health condition; or
- f) The employee's serious health condition prevents the employee from performing his or her job.

A serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a healthcare provider that renders the person incapacitated for more than three consecutive calendar days. An employee claiming a serious health condition must first visit a healthcare provider within seven days of the incapacity; the second visit must occur within 30 days of the incapacitating event. An employee claiming the need for continuous treatment under FMLA for a chronic serious health condition must visit a healthcare provider at least twice per year, and the condition must continue over an extended period of time. The condition may cause episodic rather than a continuing period of incapacity.

SUBJECT: FAMILY AND MEDICAL LEAVE ACT (FMLA) (Cont'd.)

Military Family Leave Entitlements

Military Caregiver Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered servicemember with a serious injury or illness may take up to 26 weeks of leave during a single 12-month period to care for the servicemember.

Qualifying Exigency Leave

An "eligible" employee may take qualifying exigency leave when his or her spouse, son, daughter, or parent who is a member of the Armed Forces, National Guard, or Reserves is on covered active duty or has been notified of an impending call or order to covered active duty.

Concurrent (Substitute) Leave

Employees must use paid leave concurrently with periods of FMLA leave.

Special Provisions for Instructional Employees

An instructional employee's principal function is to teach and instruct students in a class, a small group, or an individual setting. Teaching assistants and aides who do not have instruction as the principal function of their job are not considered an instructional employee.

Intermittent Leave Taken by Instructional Employees

FMLA leave that is taken at the end of the school year and resumes at the beginning of the next school year is continuous leave. The period during summer vacation is not counted against an employee's FMLA leave entitlement; the employee will continue to receive any benefits that are customarily given over the summer break.

If an instructional employee requests intermittent leave or leave on a reduced schedule, and will be on that leave for more than 20% of the number of working days during that period, the District may:

- a) Require the employee to take leave for a period or periods of a particular duration, not greater than the duration of the planned treatment; or
- b) Transfer the employee temporarily to an available alternative position for which the employee is qualified, which has equivalent pay and benefits, and which better accommodates recurring leave periods than the employee's regular position.

SUBJECT: FAMILY AND MEDICAL LEAVE ACT (FMLA) (Cont'd.)

Leave Taken by Instructional Employees Near the End of the Instructional Year

If the instructional employee begins leave more than five weeks before the end of the term, the District may require him or her to continue taking leave until the end of the term if the leave lasts more than three weeks and the employee would return during the three weeks before the end of the term.

If the instructional employee begins leave less than five weeks before the end of the term for any FMLA-related reasons except qualifying exigency, the District may require that the employee remain out for the rest of the term if the leave lasts more than two weeks and the employee would return to work during that two-week period at the end of the instructional term.

If the instructional employee begins taking leave during the three weeks before the end of the term for any FMLA-related reason except qualifying exigency, the District may require that the employee continue leave until the end of the term if the leave will last more than five working days.

Any additional time that is required by the District will not be charged against the employee as FMLA leave.

Benefits and Restoration

An employee is entitled to have group health insurance and benefits maintained while on leave. If an employee was paying all or part of the premium payments before leave, the employee will continue to pay his or her share during the leave period.

In most instances, an employee has a right to return to the same or an equivalent position following a leave. The Superintendent or designee may reassign an employee in accordance with any applicable collective bargaining agreement to a different grade level, building, or assignment consistent with the employee's certification and tenure area.

Employee Notice and Medical Certification

When leave is foreseeable, the employee must give at least 30 days' advance notice of when and how much leave he or she needs. When leave is not foreseeable, the employee must provide notice as soon as practicable.

The District may require an employee to submit certification from a healthcare provider to substantiate a leave request. If the certification is incomplete or insufficient, the District will identify in writing what information the employee must provide to correct the deficiency within seven days. If the employee fails to timely provide the requested information, the District may deny his or her FMLA leave request.

SUBJECT: FAMILY AND MEDICAL LEAVE ACT (FMLA) (Cont'd.)

The District may also request a second opinion regarding the employee's medical status from a healthcare provider of its choice at its expense, and a third opinion from a provider agreed upon by the District and the employee, to be paid for by the District.

Family and Medical Leave Act of 1993 (as amended), Public Law 103-3
National Defense Authorization Act of 2008, Public Law 110-181
10 USC Section 101(a)(13)
29 USC Sections 1630.1 and 2611-2654
29 CFR Part 825 and Part 1630
42 USC Section 12102
Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191
45 CFR Parts 160 and 164

Field Trips ~~and Excursions~~

The Board of Education recognizes ~~that field trips are an educationally sound and important ingredient in the instructional program of the schools.~~

~~A field trip is any off-campus activity of significant educational value which is an extension of the instructional program. The trip is one that involves a class or other clearly defined group of students.~~ 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 the prior Board approval of the Board.~~

~~Factors relevant in the consideration of approval of such field trips may include the relationship to the curriculum, the safety of students and staff, the cost involved, the distance of the trip, availability of transportation, weather conditions, use of transportation and the ratio of chaperones to students.~~

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.

~~Each student must secure the permission of his/her parent or legal guardian before participating in such activity.~~

~~The District shall accommodate the needs of students who must take medications during a field trip. Depending on the student's needs and abilities to administer and carry their own medications, District staff or other appropriate adults (e.g., the voluntary participation of the student's parents/guardians or a designee appointed by them) may need to be available during the trip for assistance. Student Health Services Regulation outlines the requirements and responsibilities for these scenarios. If no District staff or other appropriate adult is available, and if the medication schedule cannot be adjusted by the student's prescriber, the trip will either be rescheduled or canceled.~~

~~The Victor Central School District Code of Conduct applies to all participants during each field trip.~~

~~All trips in which students shall be away from campus overnight shall require the prior approval of the Board.~~

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.

~~The administration is responsible for developing regulations governing all field trips and excursions. The regulations will apply to all trips scheduled in the School District, whether part of the instructional, extracurricular or co-curricular programs.~~

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

4000 - Instruction

Use of Time Out Rooms ~~and Physical Restraints~~

"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

Adoption Date: 2/13/2014, Revised 2/8/2018

4000 - Instruction

~~The Board of Education recognizes that students with disabilities sometimes exhibit inappropriate behaviors that impede learning. As a result, students with disabilities may require unique approaches to discipline so that they can continue to benefit from their educational program.~~

~~The use of a time out room or physical restraint will be in conformance with the child's individual education program (IEP). Staff will adhere to federal and state statute and regulation in the administration of these measures.~~

Time Out Room

~~A time out room is an area for a student to safely deescalate, regain control and prepare to meet expectations to return to his/her educational program. The room will only be used in conjunction with a behavioral intervention plan, as part the student's IEP, or when it is necessary to remove a student from a potentially dangerous situation in unanticipated situations that pose an immediate concern for the physical safety of a student or others. The room will provide a supervised area in order to facilitate self-control. The location, size and access to the time out room will be in conformance with applicable laws and regulations. The Director of Special Programs and Compliance will be responsible for the development and implementation of regulations covering the use of a time out room, as well as monitoring compliance with those regulations.~~

~~The school psychologist will inform parents prior to the initiation of a behavioral intervention plan that will incorporate the use of a time out room. Upon request, the parent will be shown the space that will be utilized. In addition, the parent will be provided a copy of this policy.~~

Physical Restraint

~~Staff will not use physical restraint as a substitute for systematic intervention to modify inappropriate behavior. Staff who may be called upon to physically restrain a student will be trained on safe and effective ways to do so. Physical restraint may be used in an emergency where no other approach would be effective in controlling the student's behavior.~~

~~During emergencies, immediate intervention by staff involving the use of reasonable physical force may be necessary, either to protect people or property from injury or damage, or to restrain or remove a student whose behavior is interfering with the orderly functioning of the school, if that student has refused to comply with a request to refrain from further disruptive acts.~~

~~The District shall document the use of emergency interventions for each student. This shall include the student's name and date of birth, the setting and location of the incident, the staff members involved, other persons involved, a description of the incident and the intervention used, the duration of the incident, a statement as to whether the student has a current behavioral intervention plan, and details of any injuries sustained by either the student or others as a result of the incident. Documentation of emergency interventions shall be reviewed by school supervisory personnel and, as necessary, the school nurse or other medical personnel. The student's parents/guardians shall be notified of each incident of emergency intervention.~~

Training

~~Training for staff on the policies and procedures related to the use of time-out rooms, physical restraint, and related behavior management practices will be provided annually or as needed.~~

~~The Director of Special Programs and Compliance will be responsible for the implementation and oversight of this policy.~~

~~Policy References:~~

~~8 NYCRR 200.22~~

~~Adoption Date: 2/13/2014, Revised 2/8/2018~~

~~4000 Instruction~~