

**VICTOR CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

**Approved Minutes of the Regular Meeting of January 10, 2024
Early Childhood School Boardroom
953 High Street
Victor, New York 14564**

- CALL TO ORDER** President Tim DeLucia called the meeting to order at 5:37 PM.
- Members Present** Tim DeLucia, Lisa Kostecki, Christopher Parks (arrived at 8:08 PM), Adam Snyder, Kristin Elliott, Elizabeth Mitchell
- Member Absent** Bryan Adams
- EXECUTIVE SESSION** A motion was made by L. Kostecki, seconded by A. Snyder, to enter executive session at 5:37 PM to discuss the employment history of specific individuals as well as matters that will imperil the public safety if disclosed. The motion was carried. 5 yes 0 no 0 abstentions
- Adam Snyder left at 6:48 PM.
- REGULAR SESSION** A motion was made by L. Kostecki, seconded by K. Elliott, to return to regular session at 7:05 PM. The motion was carried. 4 yes 0 no 0 abstentions
- APPROVE AGENDA** A motion was made by E. Mitchell, seconded by L. Kostecki, to approve the agenda for the meeting. The motion was carried. 4 yes 0 no 0 abstentions

SUPERINTENDENT’S UPDATE: Superintendent Terranova recognized the 111 National Honor Society Inductees that are being honored. He then talked about the letter that the District received from the New York State Department of Transportation (NYSDOT) after requesting the speed limit to be adjusted on High Street and Lane Road. He said the letter was, unfortunately, what they thought it would be and that is to not change the speed limit on either road. The NYSDOT said they would allow the town to put up a sign that is a school zone on High Street. Although the speed limit won’t change, they said the adjustment would allow for increased fines. Dr. Terranova said he did have a conversation with Mayor Hadden from the village and he is going to have a meeting with his trustees specifically around an engineering study for a school speed limit in the vicinity of the southern entrance as NYSDOT mentioned. He said they are also having discussion with the Highway Superintendent around the possibility of creating roundabouts. Mr. DeLucia said he is disappointed with NYSDOT. Dr. Terranova then spoke about the significance of Martin Luther King Jr. Day on Monday.

PRESENTATIONS/RECOGNITIONS: Mr. DeLucia said there are no formal recognitions, however he likes to take the opportunity to thank his colleagues on the Board. He said he has worked with many different Boards over the years and this is a good one. They make decisions on what’s best for students.

PUBLIC PARTICIPATION: Debbie Palumbo-Sanders, Vice-president of the Victor PTSA, thanked the Board of Education for changing the date of their January meeting to support the Harlem Wizards Fund Raiser. She said the administration has been phenomenal in promoting the event. The money raised from this event goes right back into the school.

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 December 14, 2023;

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

PERSONNEL: *All appointments on these pages are made in compliance with New York State Education Law relating to criminal history background clearances for new employees. Conditional clearances under that law have been requested for all new employees*

Instructional

Probationary Appointments: The probationary appointment of **Erin Hart**, who has pending certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a probationary position as a Special Education Teacher, effective December 22, 2023, at an annual salary of \$44,929, leading towards tenure in Special Education.

Appointments: The appointment of **Morghan Cross**, who has certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a Building Substitute position effective January 3, 2024, and ending June 26, 2024, at a daily rate of \$200.

Tenure Appointments: The appointment to tenure of **Derek Vallese**, who is certified as a School Business Administrator, upon the successful completion of his probationary period as the Assistant Superintendent for Business, effective February 14, 2024.

Leaves of Absence: The granting of an extension of maternity and subsequent childcare leave of absence for **Lauren Less**, ELA Coach, effective August 30, 2023, and extending through June 14, 2024.

The granting of an extension of maternity and subsequent childcare leave of absence for **Bridget Murphy**, Elementary Teacher, effective October 30, 2023, and extending through February 11, 2024.

The granting of maternity and subsequent childcare leave of absence for **Rachel Lawrence**, Elementary Teacher, effective April 18, 2024, and extending through June 30, 2024.

Resignations: The resignation, due to retirement, of **Maureen Unterborn**, Reading Teacher, effective June 30, 2024.

The resignation, due to retirement, of **Pamela Lowe**, Mathematics Teacher, effective June 30, 2024.

The resignation of **Caren Hess**, Teacher Assistant, effective December 8, 2023.

The resignation of **Emily Hopkins-Ives**, School Psychologist, effective January 12, 2024.

The resignation, due to retirement, of **Kimberly Bavis**, Elementary Teacher, effective June 30, 2024.

The resignation of **Bryn Kowba**, Special Education Teacher, effective January 19, 2024.

The resignation of **Kyle Pecora**, ENL Teacher, effective January 19, 2024.

The resignation of **Makayla Wright**, Teacher Assistant, effective January 3, 2024.

**Per Diem
Substitutes:**

<u>Candidate</u>	<u>Area of Certification</u>
Arden Faiola	Uncertified
Courtney Paris	Uncertified
Rachel Sullivan	Uncertified
Judith Grabowski	Uncertified
David Scott Adams	Uncertified
Payton Carroll	Uncertified
Allison Murphy	Art
Lorelei Kelley	Uncertified

**Non-Instructional
Appointments:**

The appointment of **Alexa Schreiber**, from Teacher Aide Substitute to Full Time Teacher Aide, effective January 3, 2024.

The appointment of **Paul Anderson**, from School Bus Driver Trainee to Full Time School Bus Driver, effective January 4, 2024, at an hourly rate of \$21.99.

Leaves of Absence:

The granting of maternity and subsequent childcare leave of absence for **Jayde Hicks**, Teacher Aide, effective December 21, 2023, and extending through January 31, 2024.

Resignations:

The resignation, due to retirement, of **Judith Francis**, Part Time Teacher Aide, effective December 31, 2023.

The revised resignation of **Robert Fredericks**, School Bus Driver, effective January 30, 2024.

The resignation, due to retirement, of **Linda Tice**, Employee Relations Assistant, effective June 30, 2024.

The resignation, due to retirement, of **Orion Carter**, School Bus Driver, effective January 16, 2024.

Terminations: The termination of **Edward Gagner**, School Bus Driver, effective December 20, 2023.

Per Diem and Substitute Positions:	<u>Candidate</u>	<u>Position</u>
	Emily Onze	Lifeguard
	Sydney McKinnon	Teacher Aide
	Natalie Sheahan	Teacher Aide
	Katelyn Barton	Teacher Aide
	Rylan Seager	Teacher Aide

CSE/CPSE RECOMMENDATIONS: Recommendations of the Committee on Special Education from the meetings of December 1, 5, 7, 11, 12, 13, 14, 15, 18, 19, 20, 21, 22, 2023, January 3, 4, 5, 8, 9, 10, 2024 and from the Committee on Preschool Special Education from the meetings of December 12, 18, 19, 22, 28, 2023 and January 3, 2024.

AMMENDED CONDITIONS OF CONTRACT: Amended conditions of the Superintendent Contract and authorize the Board of Education President to execute it on behalf of the Board.

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

CAMPUS NEWS: VCS administrators summarized campus news and events.

Adam Snyder arrived at 7:44 PM.

MISSION AND VISION REVISION PLAN: Superintendent Terranova introduced Todd Butler from Causewave Community Partners. Dr. Terranova said as part of the five-year strategic plan, in year two, they are working off a survey given to the community around the District’s Mission and Vision and whether it needs to be looked at again in terms of content and presentation. The action steps in the 23-24 Management Plan, which comes from the Strategic Plan talks about using the results from the survey to develop a process to engage all stakeholders in the creation of a new or revised District Mission and Vision. Dr. Terranova said he has talked to the Board on how important the process will be and they discussed on whether to have an internal person from the District facilitate the process or bring in an outside consultant to support the facilitation of the process. He said he approached Amy Thomas, President of the Monroe County School Boards Association and she mentioned Mr. Butler and the great work he has done through Causewave. The outside facilitator has not been selected yet, however having Mr. Butler present provides the Board an opportunity to ask questions. Mr. Butler started out by telling the Board about Causewave. The bulk of what they do is strategic planning work, including mission and vision. They only work with non-profit community organizations. He talked about Victor recently completing the 5-year Strategic Plan, which is augmented with annually developed management plans. An activity proposed for the current school year is to refresh the Vision and Mission statements of the District. The strategic planning process involved significant community input, and there is a desire for the Vision and Mission development processes to also be opportunities for engagement of community members, Board members and staff. Mr. Butler said he is at the meeting to help the Board explore what value might be gained by having an outside agency facilitate. He said their role is to bring a tested process to the work and then to allow the staff and Board to be participants and contributors to the work. Causewave won’t do the work, however they will create the environment and bringing the process that will hopefully produce a positive outcome. Mr. Butler said his goal is to share the process and answer

questions. He said it is critically important that the vision is a shared vision in which the community, staff and Board have a shared sense of vision. The idea is to identify a vision that gets you above and beyond the current barriers without being too conservative but also without being ambitious to the point of unrealistic. To start the process you look at the trends that are effect where we are able to go. Trends are looked at from three different domains. These trends include the internal world of Victor Central Schools, trends effecting the arena in which the District operates, and the trends effecting society. The trends are identified and prioritize so they can be factored into the vision being created. Mr. Butler then talked about developing a mission statement. The mission statement is the all-audience elevator speech that can be at the beginning of specific messaging for specific audiences. A mission statement should include a purpose statement, why do you exist, what do you seek to begin, end, build or dismantle. It should also include a values statement such as mission-critical values the District will use to guide the work. Lastly, it should include a business statement like the method by which the purpose and values are implemented. Mr. Butler then reviewed the timeline. There are three phases starting with the Start-up Phase. In this phase Causewave will review existing community input, development of teams for phases 2 and 3, identify trend input sources and define and communicate community involvement opportunities. Phase 2 is the Vision Development. This phase will include trend identification and prioritization, vision letter process, vivid description development, vision statement development and communications planning. Phase 3 is the Mission Development. This phase includes the values review, statement development and communications planning. This process will start in January and wrap up by the end of the school year. He said Causewave is a non-profit organization, so they look to get their costs covered. The cost would be \$6,500.00. This is not including out-of-pocket expenses associated with he project. Dr. Terranova asked Mr. Butler how much work Causewave does behind the scenes with all the data. Mr. Butler said with the exception of potentially reading some articles and prep-work for the trend session, and writing a vision letter participants would need to do nothing except show up and participate in the sessions. Causewave will be facilitating and doing all the preparation. Mr. DeLucia said the sooner they can decide the process the better. He asked the Board for their thoughts and questions. Mrs. Kostecki said if the District has someone internal facilitate they cannot participate. She said if the District did the facilitation she would be afraid that they could not fit the work into the timeframe. She said she agrees that it needs to be started soon in order to be completed by the end of the school year and to continue on with the Strategic Plan.

Christopher Parks arrived at 8:08 PM

Mrs. Mitchell asked if Causewave has worked with other school districts doing similar work. Mr. Butler said they have worked with Pittsford and a number of charter schools doing vision and mission work. Mrs. Elliott said she was part of the Strategic Planning Committee. She dedicated a lot of time, coming out of the classroom to go to the meetings. She said she felt possessive that they had done a lot of the initial work she was a little resistant and wanted to keep it inhouse. She said a recommendation from Amy Thomas says a lot and the presentation was everything that needs to be done. She said she is excited and energized about what was presented. Mr. Butler said his hope is at the end of this is that the District hoped they owed the result. He said you have to have ownership or you won't work very hard to make it happen. Dr. Terranova said that he and Mr. Butler talked about having the entire Board part of the entire process. Mr. Snyder asked if they Board could get items that Causewave has created, school specific, before they make a decision. Mr. Butler said the Pittsford Vision and Mission is in the public domain, he said he would have to see if the charter school ones have been published. Mrs. Elliott asked if Mr. Butler could give a snapshot of participants who are typically engaged in the work. He did that and said the goal has to be to expand the circle of ownership throughout the boundaries of the organization. Mrs. Mitchell said

that Mr. Butler talked about the adults, however in the past experience were secondary students involved? Mr. Butler said he would welcome it and could certainly incorporate it. Mr. DeLucia asked Mr. Snyder if he is looking for additional examples before he can make a decision. Mr. Snyder said from his background the mission statement is extremely important and Victor has a unique community and he said he would like to see a mission with some type of metric, either you made mission or failed mission. There needs to be something that instills pride across the community. He said he would like to see if it is a good fit for the community. Mr. Snyder said he trusts the rest of the Board and if everyone feels comfortable with the decision he will support it. Mr. Butler reminded the Board that Causewave will not write it for them. They will only facilitate the process. Mission statements that get developed are very specific to the organizations that they are being created for. Dr. Terranova said the District is not throwing out the 5-year Strategic Plan, it is the roadmap for the next 3 ½ years. Dr. Parks said to Mr. Snyder's point is it reasonable to draw an image that we have our Strategic Plan, which is in a way our 5-year metric and the mission and vision is our true north for the 5-year roadmap that we redo every 4 years or so. Mr. Butler said absolutely. After much discussion the Board agreed to move forward with Causewave to help with the Victor Central School District Vision and Mission.

COURSE PROPOSALS; AP 3D Art and Design: Assistant Superintendent for Instruction Karen Finter spoke about the course. This is a full year college level 3-D design course that is through the Advanced Placement (AP) College Board. It is the creation of art using clay, sculpture and other materials. Students investigate the materials, processes, and ideas that artists and designers use. They practice, experiment, and revise as they create their own work, communicating ideas about works of art and design. Students work throughout the school year to build a portfolio of significant works, documenting and writing about process. They receive a score, like in other AP opportunities and that score could yield college credit to them. Mrs. Finter said currently there is a pathway to help students pursue continued exploration in 3D Art Design. Students can take Studio Art as an advanced course in 8th grade. They then go on to take Ceramics 1 & 2 and Sculpture 1 & 2 as half year courses. Students then typically want to continue their growth so they co-seat in a ceramics course as an Independent Study. She said bringing in AP 3D Art and Design would create a space in the master schedule. The art teachers feel this would provide students a great foundation if they are pursuing art or an art related career pathway. It is aligned to the National Standards with college credit available and includes a high level of rigor.

A motion was made by C. Parks, seconded by E. Mitchell, to approve the course titled *AP 3D Art and Design*. The motion was carried. 6 yes 0 no 0 abstentions

COURSE PROPOSAL; World War I and World War II: Senior High History Teacher Paul Ojeda spoke about the two courses. He said the course as it stands right now is called the “*20th Century Topics*”, which is a full year course. The origination of the course goes back to 2004 when Victor had an International Bachelorette Program. This course was the Senior component of a 2-year program. This program has remained as an elective course. The reason behind keeping it is during the 20-year time span was because the District partnered with Finger Lakes Community College (FLCC) and had Gemini Credit aligned with it so the students were benefiting in multiple ways. Mr. Ojeda said his proposal is to split the course into two new courses, WWI/WWII and the Cold War. This would allow more student to access the course as they would be semester offerings. The split would also allow additional Gemini credits, pending FLCC approval, and more flexibility in student choice. He then provided a synopsis of the courses and discussed the learning outcomes. This will be open to 11th and 12th graders. Dr. Parks said since we are past the course catalogue how can the District support publicizing this if it gets approved?

Mrs. Finter said they did a pre-alert with the counseling team that there may be some courses in the pipeline so they could in turn notify students of the pending opportunities. Mrs. Mitchell asked if there is only section of each of the electives. Mr. Ojeda said right now there is one section of *20th Century Topics* for a full year. However, depending on student interest, hopefully there will be more. Mrs. Mitchell asked if there is any possibility that it could be an integrated co-taught course down the line to make it accessible for all students? Mr. Ojeda said right now he has students in the class with a variety of ranges, he feels that it would be possible. Mrs. Elliott said she is super excited. There are a lot of opportunities for kids.

A motion was made by K. Elliott, seconded by E. Mitchell, to approve the course titled *World War I and World War II*. The motion was carried. 6 yes 0 no 0 abstentions

A motion was made by L. Kostecki, seconded by C. Parks, to approve the course titled *The Cold War*. The motion was carried. 6 yes 0 no 0 abstentions

Dr. Parks asked Dr. Terranova, with onboarding a great variety of new courses, as well as the ones we currently have, is there a point at which the efficacy of the block schedule should be revisited. It still may be something they want to keep. With all these opportunities will the student have room in their schedule for these. Dr. Terranova said that the block scheduling has been part of the High School for many years. There are pros and some challenges, especially around accessibility and students being able to take a large number of courses. There is a group, under the facilitation of Mrs. DiAngelo Assistant Superintendent of Personnel, looking at building structures both from a District standpoint and individual groups at building levels looking at their own structures. One of the groups is at the high school to take a look at the schedule itself with recommendations to potentially change it or leave it as a block schedule so students can get as many opportunities as possible. They will be taking a deep dive, not only into the high school schedule, but the overall structure of the organization of the grade levels.

BUDGET DEVELOPMENT; Transportation Supplies and Materials, Operations and Maintenance

Supplies and Materials, Security Supplies and Materials: Assistant Superintendent for Business Derek Vallese started out by reviewing the agenda for the meeting. The goals of the 2024-2025 budget are to enhance a comprehensive education, improve the alignment of resources toward the District's Strategic Plan, maintain the stabilization of reserves, maximize the use of every dollar spent, maximize the ability to generate aid for future years, and transparency. Mr. Vallese said he will be reviewing roll-over, non-personnel parts of the budget with regards to transportation, maintenance and security. This year the transportation budget was just over \$4 million with the largest portion going to salaries for the bus drivers, mechanics and monitors based off the current contractual requirements. There will be an increase in salaries of \$122,712 for next year. When they met with the transportation department there are a couple of items they would like to have considered for the budget development process. They are requesting an updated bus camera system for \$221,786 as a onetime expense along with GPS/iPads for the buses at a cost of \$115,590 for the first year and \$39,240 each year after. The GPS/iPads will help with substitutes on the buses. Both items would be eligible for transportation aid. Mrs. Elliott asked Mr. Vallese, just for clarity, the Board is not at a micromanage level, this information is just so the Board is aware? Mr. Vallese said this is just to be transparent. It is what is being brought to the cabinet for the decision-making process. Dr. Terranova said what Mr. Vallese is showing, after the roll-over budget, are the requests the transportation department has made that needs to be vetted through the District cabinet decision-making process. Mr. Vallese went on to discuss the security budget. The security budget for the current year is \$603,000. There will be an increase in salaries of \$23,940. Mr. Vallese said they are finding that there is a

need for increased security at events so the number of overtime hours must be increased. He said he met with Mr. Slavny, District Safety Coordinator, about his recommendations for the upcoming budget he is requesting an investment for vape sensors for the Senior High and Junior High School restrooms. The operations and maintenance budget the current year is \$5.2 million. Based off the contractual changes in the roll-over budget there will be an increase in salaries of \$90,648. Mr. Marshall's requests to be considered in the budget development process is an increase in maintenance contracts of \$50,000 and an increase in supplies of \$50,000. These are just due to inflation. He then talked about the next steps in the budget and reviewed the budget calendar.

PROPOSED CAPITAL PROJECT UPDATE: Assistant Superintendent for Business Derek Vallese provided an update on the proposed capital project. On January 3, 2024 New York State Facilities Planning promised to complete the review of the project by the end of March, 2024. They said this was "Pending a quick turnaround by VCS to NYS questions". Mr. Vallese said he and Dave Phelps from SWBR Architects are eagerly waiting to respond to any questions they may have. Once the process is completed, the District will need to analyze the approved aid ratio for the additions and decide whether to accept the determination or appeal the decision in hopes of additional aid. If the District approves the ratio provide by Facilities Planning, the Board of Education could vote on the referendum and the legal notice as early as April 11th. After the legal notice and referendum are approved, voters must have a 45-day notice of the vote. This would place the project vote after the Budget vote/election in May. The earliest the District could hold the vote would be in June, however the Victor-Farmington Library Vote is in June. The other option is to hold the vote in July, which would give the District time to increase the Capital Reserves, decreasing the potential tax impact if Facilities Planning offers a less than favorable aid ratio. Mr. Vallese then reviewed the potential timeline if the vote is successful. During March and April 2024 the District receives approval from NYSED. The Board of Education will adopt the referendum for the vote and begin communicating with the community for a July 2024 vote. Between August 2024 and June 2025 the District will work with stakeholders in the design phase of the project. Work can be completed that does not impede instruction, such as mechanicals and roofs. Summer of 2025 will include the completion of work at the Victor Learning Center and possibly the conversion of the Operations Center. The District will also break ground for the additions the summer of 2025. The project will be completed June 2029. Mrs. Mitchell thanked Dr. Terranova and Mr. Vallese with their help in moving the project along.

APPROVE TRIPS: A motion was made by L. Kostecki, seconded by C. Parks, to approve the following trips: Victor Indoor Percussion Ensemble to White Lake, MI from 3/1/2024 – 3/3/2024 to participate in the WGI Regional Championship and Victor Indoor Percussion Ensemble to Dayton, OH from 4/17/2024 – 4/21/2024 to participate in the WGI World Championship.

The motion was carried. 6 yes 0 no 0 abstentions

MEETING REPORTS: Monroe County School Boards Association: Mr. DeLucia attended the Legislative Committee Meeting on January 3rd. They reviewed the meetings they had with different legislators to talk about the questions asked by Monroe County School Boards. He said he was a little disappointed in some of the answers by the legislators as they were a little bit evasive in terms of the budgets and where they thought the state budget might be. MCSBA said they probably don't have a lot of information yet and the purpose of the meetings was to build relationships. Mrs. Elliott asked did they not have answers because the Governor has not given them answers? Mr. DeLucia said that was unclear but at

least what he was hearing was support for education. He said it wasn't completely negative it just wasn't they answers he expected.

UPCOMING EVENTS: There will be a Budget Workshop on Thursday, January 25, 2024 at 6:30 PM. The next Regular Board Meeting will take place on Thursday, February 8, 2024 at 7:15 PM. The February Budget Workshop will take place on Thursday, February 29, 2024 at 6:30 PM.

ADJOURN: A motion was made by K. Elliott, seconded by L. Kostecki, to adjourn the meeting at 9:11 PM.

Respectfully submitted,

Maureen A. Goodberlet
District Clerk