

Victor Central School
Board of Education
PROPOSED AGENDA
Regular Meeting, Thursday, March 14, 2024 – 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

- **None at this time**

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 February 8, 2024

B. Treasurer's Report for the month ending January 31, 2024

C. Personnel Agenda

D. Recommendations of the Committee on Special Education from the meetings of January 4, 9, 10, 11, 16, 17, 18, 19, 23, 24, 25, 30, 31, 2024, February 1, 2, 6, 7, 9, 12, 13, 14, 15, 16, 26, 27, 28, 29, 2024, March 4, 7, 11, 12, 13, 2024 and from the Committee on Preschool Special Education from the meetings of February 2, 6, 13, 15, 27, 2024, March 5, 2024

- E. Revised 2024-2025 School Year Calendar**
- F. Workplace Violence Prevention Policy Statement**
- G. The following donations: \$2,731.04 from PIE/PTSA to the Victor Central Schools Art Department, \$1,000.00 from PIE/PTSA to Victor Central Schools to be used for the Inquiry Program, and \$75.23 from PIE/PTSA to Victor Central Schools to support the half day Pre-K Program; \$1,763.00 from Victor Soccer Club to the Victor Central School District to replace soccer nets; Fitness Equipment from Constellation Brands to the Victor Central School District valued at \$60,000 (4 Treadmills, 2 Ellipticals, 2 Arc Machines, 2 Seated Bikes, 1 Recumbent Bike, Variety of Dumbbells, Bars, Plates/Racks and 3 Incline Benches, 1 Cable Cross, 1 Dumbbell Rack and Miscellaneous Training Accessories)**
- H. Summary of the District Incident Response Plan for the Victor Central School District as submitted**

7. A. Campus News

- B. Management Plan Update; Diversity, Equity and Inclusion (DEI)** (*Karen Finter, Heather Della-Porta, Jennifer Grimes, Amanda Byrne, Matt Halloran, Tristin Bernhardt; 20 min.*)

- **Review of Plan**

- C. Management Plan Update; Social/Emotional Learning and Substance Abuse Counselor** (*Karyn Ryan, Mary Banaszak, Lindsay Snyder; 15 min.*)

- D. Budget Development Update:** (*Derek Vallese and Dorothy DiAngelo; 30 min.*)

- **Authorize Two Bond Propositions and the Legal Notice for the May 21, 2024 Annual Vote and Election**
- **Personnel**

- E. Approve the following field trips:**

- **WinterGuard to Dayton, Ohio to participate in the World Championship Competition from 4/10/2024 – 4/14/2024**
- **Outdoor Activities Club to High Peaks Adirondack Mountains from 5/9/2024 – 5/12/2024**
- **Varsity Girls Volleyball to St. James, NY from 9/20/2024 – 9/21/2024 to participate in a Volleyball Tournament**
- **JV and Varsity Girls Volleyball to Clifton Park, NY from 10/11/2024 – 10/12/2024 to participate in a Volleyball Tournament**
- **Senior High School students to Rennes and Paris, France from 4/17/2025 – 4/27/2025 to participate in the Victor-Rennes Exchange Program**

F. Policy Review – First reading of the following policy:

- **Grouping by Similarity of Needs; Policy 4321.3**

G. Policy Review – Second reading of the following policy:

- **Workplace Violence Prevention Policy; Policy 9101**

✓

H. Policy Review – Third and final reading of the following policy:

- **Staff-Student Relations (Fraternization); Policy 9100**

8. Meeting Reports

A. Monroe County School Boards Association Committee Reports

B. Standing Committee Updates

9. Upcoming Events

A. Nominees for the BOCES Board of Education

B. Budget Workshop, Thursday, March 28, 2024 at 6:30 PM

C. Next Regular Board Meeting, Thursday, April 11, 2024 at 7:15 PM

D. Special Board Meeting for the Wayne-Finger Lakes BOCES Administrative Budget and Election of Board Members, Wednesday, April 24, 2024

✓

10. Adjourn

**VICTOR CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

Unapproved Minutes of the Regular Meeting of February 8, 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	Bryan Adams, Tim DeLucia, Lisa Kostecki, Elizabeth Mitchell
Member Absent	Kristin Elliott, Christopher Parks, Adam Snyder
EXECUTIVE SESSION	A motion was made by B. Adams, seconded by E. Mitchell, to enter executive session at 5:37 PM to discuss the employment history of specific individuals. The motion was carried. 4 yes 0 no 0 abstentions
REGULAR SESSION AND ADJOURN:	A motion was made by L. Kostecki, seconded by E. Mitchell to return to regular session and adjourn the meeting. The motion was carried. 4 yes 0 no 0 abstentions
REGULAR SESSION	Board President Tim DeLucia called the meeting to order at 7:15 PM.
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 students who were selected for the Finger Lakes Music Educators Association All-County Festival in Red Jacket as well as the elementary student musicians selected to the Finger Lakes Educators Association All-County Festival in Victor last Saturday. He thanked the music teachers for their work and efforts to put on a great show. Dr. Terranova then provided a speed limit update on High Street. He has spoken with Victor Town Supervisor Jack Marren and Victor Village Mayor Gary Hadden regarding the school zone the New York State Department of Transportation (NYSDOT) established in front of the school on High Street. NYSDOT did not change the speed limit, so it is still 40 mph up to the village line and 30 mph from the village line to Rte. 96. Mr. Hadden is considering, with the Village Board, to lower the speed limit in front of the south entrance of High Street to 25 mph. Mr. Marren is working with the Highway Department to put up multiple signs indicating it is a school zone as well as information signs that say if you are caught speeding in the school zone the fines are doubled. Superintendent Terranova then spoke about the District’s amazing counselors recognizing all of them during National School Counseling Week this week. He said they work with all students to remove barriers to learning by addressing students’ academic concerns, social/emotional skills, and career options. School counselors help to increase student achievement and provide a much-needed resource for students, parents, teachers, and administrators. Dr. Terranova then talked about the review of the mission and vision statements this spring. He said it does not mean the District is changing the focus on the 5-year Strategic Plan. He said it does mean they will utilize significant staff, student, and community input to refine the long-term vision (15-20 years) for educating youth in the future.

PRESENTATIONS/RECOGNITIONS: Mr. DeLucia said there are no formal recognitions, however he likes to take the opportunity to thank his colleagues on the Board for the great work they do, not only at the business meetings but the activities they attend behind the scenes.

PUBLIC PARTICIPATION: None at this time.

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

MINUTES: Minutes of the Regular Board Meeting of January 10, 2024 and the Special Board Meeting of January 25, 2024;

FINANCIAL STATEMENTS: Treasurer's Report for the month ending December 31, 2024;

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 **Dakota Chaffee**, who has pending certification as a School Psychologist, to a probationary position a School Psychologist, effective July 1, 2024, at an annual salary of \$56,279, leading towards tenure as a School Psychologist.

The probationary appointment of **Carolyn Segrue**, who has certifications in Students with Disabilities Grades 1-6 and Childhood Education Grades 1-6, to a probationary position a Special Education Teacher, effective February 29, 2024, at an annual salary of \$52,726, which will be prorated based on her start date, leading towards tenure in Special Education.

The probationary appointment of **Katie Mann**, who has certifications in Students with Disabilities Birth-Grade 2 and Early Childhood Education Birth-Grade 2, to a probationary position a Teacher Assistant, effective February 16, 2024, at an annual salary of \$35,021, which will be prorated based on her start date, leading towards tenure as a Teacher Assistant.

Appointments:

The appointment of **Marcia Tobin**, who has certification in Special Education, to a Building Substitute position effective January 3, 2024, and ending June 26, 2024, at a daily rate of \$240.

Long Term Substitute Appointments:

The appointment of **Haley Brunstad**, who is working towards certification in Speech and Language Disabilities, to a long term substitute position as a Speech/Language Teacher, effective February 5, 2024, and extending through June 26, 2024, at an annual salary of \$33,970, which will be prorated based on the length of the assignment.

Leaves of Absence: The granting of a discretionary leave of absence for **Jamie Condon**, Elementary Teacher, effective August 19, 2024, and extending through June 30, 2025.

Resignations: The resignation, due to retirement, of **James Andre**, Physical Education Teacher, effective June 30, 2024.

The resignation of **Stephanie Neufeglise**, School Social Worker, effective February 29, 2024.

Co-Curriculars:

Clubs & Advisors

	<u>Name</u>	<u>Band</u>
Jr. High Victor Pride Coalition	Quintin Peacock	1

Per Diem	<u>Candidate</u>	<u>Area of Certification</u>
Substitutes:	Caren Hess	Social Studies
	Taylor Krol	Uncertified
	McKenna Groff	Uncertified
	Sarah Keane	Uncertified
	Liliana Mandurano	Uncertified
	Julie Purpura	Uncertified

Non-Instructional

Appointments: The appointment of **Melanie Sheahan**, from Part Time Teacher Aide to Full Time Library Clerk, effective January 22, 2024, at an hourly salary of \$17.95.

The appointment of **Mariangel Dominguez Rohena**, Part Time Teacher Aide, effective January 19, 2024, at an hourly rate of \$15.17.

The appointment of **Jonathan Maldonado**, Audio Visual Technician, effective January 29, 2024, at an hourly rate of \$25.91.

The appointment of **Wilmarie Alicea Vazquez**, Full Time Teacher Aide, effective February 6, 2024, at an hourly rate of \$15.17.

The appointment of **Joshua Morrison**, Custodian, effective February 7, 2024, at an hourly rate of \$18.52.

The appointment of **Paola Figueredo Palacios**, Part Time Teacher Aide, effective February 7, 2024, at an hourly rate of \$15.17.

Resignations: The resignation of **Melissa Peters**, Part Time Teacher Aide, effective January 16, 2024.

The resignation, due to retirement, of **Mary Ann Wachob**, Building Secretary, effective March 30, 2024.

The resignation of **Tyrone Parker**, Custodian, effective March 1, 2024.

The resignation of **Shakym Parker Matias**, Cleaner, effective March 1, 2024.

The resignation of **Tashima Ayala**, Cleaner, effective January 22, 2024.

The resignation of **Gretchel Morales**, Cleaner, effective January 23, 2024.

The resignation of **Sylvia Barnes**, School Bus Monitor, effective January 25, 2024.

The resignation, due to retirement, of **Lorna Nevil**, Part Time Teacher Aide, effective February 16, 2024.

The resignation of **Gloria Matamoros-Ramos**, Food Service Helper, effective January 30, 2024.

The resignation of **Jean Miller**, School Bus Driver and Part Time Typist, effective February 16, 2024.

Terminations: The termination of **Shamill Muise-Ayala**, Cleaner, effective January 23, 2024.

Leaves of Absence: The granting of an unpaid leave of absence for **Elijah Flansburg**, Full Time Teacher Aide, effective January 29, 2024, and extending through May 8, 2024.

Per Diem and Substitute Positions:	<u>Candidate</u>	<u>Position</u>
	Nicole Johnston	Teacher Aide
	Karin Thon	Teacher Aide
	Kelly Stein	Bus Driver Trainee/ Bus Monitor/ Food Service Helper
	Olivia Worrall	Lifeguard
	Andrea Banach	Teacher Aide
	Brian Siegel	Teacher Aide
	Shauna Schond	School Bus Monitor
	John Marshall	School Bus Driver Trainee/ School Bus Monitor
	Judith Hessney	Typist
	Patrick Purcell	Teacher Aide
	Kandy DeNardo	Cleaner

CSE/CPSE RECOMMENDATIONS: Recommendations of the Committee on Special Education from the meetings of November 16, 29, 30, 2023, December 6, 8, 12, 13, 14, 19, 20, 2023, January 4, 8, 9, 10, 11, 12, 16, 17, 19, 22, 23, 25, 26, 29, 30, 2024 and from the Committee on Preschool Special Education from the meetings of January 8, 9, 16, 23, 26, 30, 2024.

SINGLE AUDIT AND EXTRACLASSROOM ACTIVITY FUNDS AUDIT REPORTS: The Single Audit and Extraclassroom Activity Funds Audit Reports as well as the corresponding Corrective Action Plans for year ended June 30, 2023; Assistant Superintendent for Business Derek Vallese provided an

overview of both reports. The Extraclassroom Activity Funds Report is the audit of the student fund accounts. There were just a couple of routine findings such as accounts that are dormant, so it is best practice to figure out what the future of those clubs are. He said they will be working with the Junior and Senior High School administration to figure out the status of the clubs. They can always exist without financial activity. The auditors do not like to see money sit in accounts that are dormant. The other audit was the Single Audit of the grants. Based off the spending last year the auditors went through all but the UPK Audits and a couple of title grants. They had no findings. Everything was in compliance with the laws, regulations and requirements of the grants. Board President DeLucia thanked Mr. Vallese and his staff for the excellent work they did to get the great results from the audits.

DONATION: Four choral music storage racks from Centerway Church to the Victor Central School District Music Department and 312 miscellaneous books from the Budding Readers Program to the Victor Early Childhood School. Mr. DeLucia thanked Centerway Church and the Budding Readers Program for their donations.

TAX COLLECTORS REPORT: The Victor Central School Tax Collector's Report for the 2023-2024 school year as submitted.

LAW FIRM APPOINTMENT: Resolved, that the Board of Education appoints the law firm of Bond, Schoeneck & King PLLC as legal counsel, effective immediately.

DECLARE THE FOLLOWING AS SURPLUS: Voting Machine #1 with VCS Tag # 01178, Voting Machine #2 with VCS Tag # 01175, Voting Machine #3 with VCS Tag # 014389, Voting Machine #4 with VCS Tag # 01176, Scissor Lift with VCS Tag # 01135, NEC Projectors with VCS Tag #s 02598, 02645, 02651, 02665, 02670, 03066, 010034, 010036, 010042, 010045, 010084, 013906, Hitachi Projectors with VCS Tag #s 013014, 013288, 014348, 015571, Smart Projectors with VCS Tag #s 011985, 011987, 012071, 012075, Smart Boards with VCS Tag #s 010053, 010507, 010524, 010560, 010581, 012038, 013011, 013015, 013199, 013289, 014743.

ATHLETIC HALL OF FAME BY-LAWS: The Athletic Hall of Fame By-Laws as submitted.

VISUAL AND PERFORMING ARTS HALL OF FAME BY-LAWS: The Visual and Performing Arts Hall of Fame By-Laws as submitted.

GRADUATES OF DISTINCTION BY-LAWS: The Graduates of Distinction By-Laws as submitted.

2024-2025 SCHOOL YEAR CALENDAR: The 2024-2025 School Year Calendar as submitted.

SENIOR CITIZEN TAX EXEMPTION CONTINUATION: WHEREAS, Section 467 of the Real Property Tax Law authorizes school districts to provide a partial tax exemption from school taxes for certain property owned by persons 65 years of age or over; and

WHEREAS, the Board of Education of the Victor Central School District previously established this exemption for eligible owners of property within the District who meet the income requirements set forth in Section 467 of the Real Property Tax Law; and

NOW, THEREFORE, BE IT RESOLVED, that the Senior Citizen Tax Exemption offered by the Victor Central School District is hereby continued to provide exemptions as set forth in the following schedule:

Annual Income	Percentage of Assessed Value Exempt
Up to \$29,000 maximum	50%
More than \$29,000 but less than \$30,000	45%
\$30,000 or more, but less than \$31,000	40%
\$31,000 or more, but less than \$32,000	35%
\$32,000 or more, but less than \$32,900	30%
\$32,900 or more, but less than \$33,800	25%
\$33,800 or more, but less than \$34,700	20%
\$34,700 or more, but less than \$35,600	15%
\$35,600 or more, but less than \$36,500	10%
\$36,500 or more, but less than \$37,400	5%
\$37,400 or more	No Exemption

AND, BE IT FURTHER RESOLVED, that the eligibility for this exemption and the procedures for administration of this exemption shall be in accordance with New York State law.

PERSONS WITH DISABILITIES AND LIMITED INCOMES EXEMPTION CONTINUATION:

WHEREAS, Section 459c of the Real Property Tax Law authorizes school districts to provide a partial tax exemption from school taxes for certain property owned by persons with disabilities and limited incomes;

WHEREAS, the Board of Education of the Victor Central School District previously established this exemption for eligible owners of property within the District who meet the income requirements set forth in Section 459c of the Real Property Tax Law; and

NOW, THEREFORE, BE IT RESOLVED, that the Persons with Disabilities and Limited Incomes Tax Exemption offered by the Victor Central School District is hereby continued to provide exemptions as set forth in the following schedule:

Annual Income	Percentage of Assessed Value Exempt
Up to \$29,000 maximum	50%
More than \$29,000 but less than \$30,000	45%
\$30,000 or more, but less than \$31,000	40%
\$31,000 or more, but less than \$32,000	35%
\$32,000 or more, but less than \$32,900	30%
\$32,900 or more, but less than \$33,800	25%
\$33,800 or more, but less than \$34,700	20%

\$34,700 or more, but less than \$35,600	15%
\$35,600 or more, but less than \$36,500	10%
\$36,500 or more, but less than \$37,400	5%
\$37,400 or more	No Exemption

AND, BE IT FURTHER RESOLVED, that the eligibility for this exemption and the procedures for administration of this exemption shall be in accordance with New York State law.

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.

PROFESSIONAL LEARNING PLAN UPDATE: Assistant Superintendent for Instruction Karen Finter provided a mid-year update around the Professional Learning Plan. The plan is a mandated state document. It lays out all the professional learning that occurs within the District tied to initiatives and goals. The plan was developed last spring with input from Curriculum Council, directors and administrative team. It encapsulates all the ways the professional learning occurs throughout the year organized by the pillars of the Strategic Plan. Professional learning is engrained in all aspects of educator practice. Mrs. Finter talked about the host of activities taking place around goal 1, pillar 1, culture. Culture is not just about expectations and the feel in each of the buildings it is also about fostering an inclusive and equitable community that empowers all stakeholders. There has been SafeZone training, book studies and webinars from the Victor Teacher Center, building based professional collaboration along with social/emotional learning academic circles and the Speak-Up Protocol. Goal 2 is learning and instruction around developing an aligned, guaranteed, and viable PreK-12 curriculum that meets the needs of all students. Curriculum development has taken place in just about every content area. There has been literacy training through the Science of Reading modules, key comprehension routines and vocabulary instruction workshops. Induction is four release days of backwards planning, assessment design, engaging students through active learning and formative assessment. There are two cohorts approximately 32 teachers grades K-12 throughout the District. Mrs. Finter explained how a Culturally Responsive, Student-Centered Learning Environment works and how it fosters intellectual safety through a warm and welcoming environment. She talked about the contractual professional development. There have been six afterschool sessions, conference days and building based groups and teams meet. There has been a longitudinal plan from October – June. She then talked about the last goal they are working on around student supports and opportunities not only for students with disabilities in co-taught and self-contained classrooms but also how support is provided for English as a New Language (ENL) students. There has been a lot of training around the functioning of behavior and how to deescalate students when they are dysregulated. She said they are mid-way through the Professional Learning Plan; however, a lot of work has already occurred. Mr. DeLucia said this was an interest of the Board as they asked for the update. He said it is appreciated.

MANAGEMENT PLAN UPDATE; Special Education: Assistant Superintendent for Special Education Karyn Ryan, Director of Elementary Special Education Amanda Tripp and Director of Secondary Special Education Shannon Markin-McMurtrie provided a 2023-2024 special education update. The District has been committed to the development of an academic proficiency for all students while fostering Social/Emotional Learning (SEL) competencies and deepening understanding for equity and inclusiveness. The District has identified key focus areas to design integrated lessons to support the components of Diversity, Equity and Inclusion, SEL and academic proficiency. This summer the Pre-K

leadership team unpacked the Management Plan and developed building and department goals that align to District focus areas. The Special Education Department built goals around the District plan of a student-centered classroom that is culturally responsive but lifted from the blueprint for outcomes for students with disabilities. There are seven principals the state provides that helps to guide districts in terms of implementing a comprehensive special education program. In addition, they looked at research around high-leverage practices for effective special education educators and implemented evidence-based practices to support student achievement for students with disabilities. Mrs. Ryan then reviewed the 2022-2023 students with disabilities graduation rate. The analysis of the graduation rate helps them to continue to plan programs and supports that align with the students' needs and provides them with unlimited opportunities to reach post-secondary goals. Last year the special education program focused on aligning the continuum of special education programs. It expanded course offerings for students with disabilities in grades 9-12, it increased the instructional practices within the self-contained classrooms, and it added the co-teaching program in the continuum of services. This year the department is focused on evidence-based instructional practices to support culturally responsive education. Ms. Markin-McMurtrie talked about the learning and instruction goals and how they work to align the District-wide focus and culturally responsive education through the lens of the special educator. They continue to develop the teachers to use evidenced based practices to support the implementation of the integrated co-teaching program, utilize the backwards planning process with a laser focus on a students' individual learning needs, matched to their individual learning profile. She said they continue to deepen their understanding of explicit instruction to ensure high-levels of progress in the area of reading. Ms. Markin-McMurtrie said as they have implemented the integrated co-teaching model the teachers have engaged in professional development, coaching and feedback cycles to focus on evidence-based practices. She said a critical area of focus for this year is for all teachers to understand high-leverage practices for effective special educators and the role of special designed instruction in supporting students access to general education curriculum. She said specially designed instruction is a powerful planning tool that looks at every lesson from the lens of the learner. Mrs. Tripp said as a District we have focused on principals and research-based instructional reading practices to ensure that all students have access and are learning to read. The New York State initiative has provided a framework through the Science of Reading. She said the special education department has grounded their work in analysis of students with disabilities, reading data to inform instructional practices imbedded throughout their continuum of special education programs and services. The critical area of reading focus has been infused within monthly department meetings, weekly Professional Learning Communities, and individual planning meetings with all the special education teachers. Mrs. Tripp said there are two other goal areas aligned within the Management Plan and the New York State Blueprint for Students with Disabilities under the pillar of culture. The department focus has been to enlist student voice to assist in the development of their educational goals. In addition, they have collaborated and engaged with families as meaningful partners in the special education process through active participation in all aspects of the pre-referral and CSE process. She said the last department goal is in the students and opportunities pillar. It emphasizes the work of the Pupil Personnel Services (PPS) Department to support a deep understanding of tiered level of supports through the Multi-Tiered System of Supports (MTSS), Response to Intervention (RtI), and PPS services to support student success in the classroom setting. Mrs. Ryan talked about the next steps. She said they have continued to focus on program supports for students with complex behavioral needs, analyze end-of-year data to assess overall students achievement and continue with professional development and collaborative work toward department goals. Superintendent Terranova asked Mrs. Ryan what are one or two of the biggest game changers that the Integrated Co-Taught (ICT) model has given the District since it was implemented. Mrs. Ryan said one of the major pieces is that it has given more students access to the general education curriculum with special education supports. Mrs. Kostecki said the Board has been very lucky to see two ICT classrooms on their building tours. The engagement from the students is incredible, but even more so the collaboration of the teachers. Mrs. Ryan said it is seamless when you walk into a classroom and you

can't tell who is the general education teacher and who is the special education teacher. Mrs. Mitchell thanked them for the presentation, and she said she loves the emphasis on reading K-12. She said she's so pleased to see what that looks like at each level.

BUDGET DEVELOPMENT; Office of Instruction Supplies and Materials, Pupil Personnel

Services 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 Office of Instruction and Pupil Personnel Services. He started out by reviewing the budget totals from the previous presentations. The Office of Instruction non-personnel budget had a shift in supplies from BOCES. In the past years the District used BOCES Science Kits, and they are no longer using the kits. Within the BOCES Instruction line are some tuition out-of-district placements. There has been an increase of \$90,000 in the Occupational Education tuition. There is also an increase of approximately \$56,000 for students attending summer school through BOCES. Mr. Vallese said he feels the basis for the 23-24 numbers is coming out of COVID. Overall in the Office of Instruction it is up \$16,947 or a 1.06%. In the Pupil Services Budget there is a decrease in general education tuition as it has been the District's long-term goal to bring students back into District. Therefore, there is a decrease in the tuition of approximately \$150,000. Contractual services are up approximately \$77,000. Students with disabilities tuition has increased approximately \$52,000. The health office supplies are up \$3,000. Overall in the Pupil Services budget there is a decrease of \$16,947. This decrease is equivalent to the increase in the Office of Instruction. The District is still operating on a zero percent increase in non-personnel. The funds are just being shifted between the different needs of students. Mrs. Mitchell asked for clarification around the \$90,000 increase in Occupational Education. She asked if it was because of more students enrolling? Mr. Vallese said partially; however it is also due to an increase of a little over 5% in the cost for tuition. He said he did receive some positive news in regards to the personnel budget. The health consortium voted on health insurance rates and they came in significantly lower than projected. He then talked about the layout of the Board's Budget Books. Dr. Terranova said the elephant in the room is the Governor's budget, which is not the final budget as it has to be negotiated over the next two months. He said they talked about advocacy and how the Board is doing a great job with the legislators. He asked Mr. Vallese to explain the most problematic factors of the Governor's budget in terms of the state aid she is proposing for Victor for next year. Mr. Vallese said the first impact is what they call "Hold Harmless". The state finally complied with their own state aid formula over the last two years. This current school year is the first time the state has followed their own formula. In that formula there were some schools that received too much money and they instituted a policy called "Hold Harmless". This is where the schools' aid was not reduced, and they actually gave them an additional 2%. Victor did see a slight drop-off based on enrollment, a negative \$160,000. Along with that the Consumer Price Index (CPI), the inflation factor that is factored into the state aid formula, instead of going out at the full 4.1% the Governor came in at 2.7% that amounted to a \$180,000 reduction in aid. There were no other changes to the formula to for any of the other costs that the District incurred. Mr. Vallese then reviewed the remaining dates on the budget calendar.

POLICY REVIEW – Second reading of Policy 9100, Staff-Student Relations (Fraternization):

Board President DeLucia said the Board had the opportunity to see this policy before. They now have it with additional updates and they will see it again next month for the third and final reading.

POLICY REVIEW – First reading of Policy 9101, Workplace Violence Prevention Policy

Statement: Dr. Terranova asked Assistant Superintendent for Personnel Dorothy DiAngelo to provide the

Board some background information on this state mandated policy. Mrs. DiAngelo said in September 2023 a law was passed that went into effect in January 2024 that applies to public schools around workplace violence prevention, as they were previously exempt. Each district has to come up with a plan for doing a risk assessment for their workplace and then come up with a training program for staff. All districts have to be in compliance, including staff training, with all components of the mandate by May 4th. Mrs. DiAngelo said the District is on track to complete the work. One of the components that has to be in place is a policy by the Board.

MEETING REPORTS: Monroe County School Boards Association: Mr. DeLucia said that many attended the MCSBA Legislative Breakfast on February 3rd. Mrs. Mitchell said she thought it was a great morning and the student voice piece was welcome and refreshing. She said she had the opportunity to meet and speak with Regent Hale and Assemblywoman Marjorie Byrnes. She said she felt they were both aware and educated on the issues facing our region. The morning was well organized. Mrs. Kostecki also said the student piece was very impactful, hearing what their concerns are and what their focus areas are for advocacy and knowing we are aligned is exciting. She said she spent some time after the breakfast talking with some of the students and it reminds you what we are all doing here and what a great future we can create. Mr. DeLucia said he was at Assemblywoman Byrnes table and they talked about the foundation aid formula and the fixed costs effecting districts. They talked about the teacher shortage and we could possibly do to help that. Senator Kirsten Gillibrand talked about subject teacher state certifications, meals for students and supporting public education in the fight against removing title grant funding. Mr. DeLucia they had the opportunity to provide the legislators with Victor's booklets that talked about the advocacy points from Victor.

Standing Committee: None at this time.

Mrs. Mitchell mentioned that she and Dr. Parks will be travelling to Albany for the MCSBA for Advocacy Day on March 4th.

Mrs. Kostecki said they had a brief DEI Committee meeting yesterday to review the final draft of the document. She said she appreciates the work of the DEI Steering Committee putting it together as well as Kim Doell's input on the final product. Mr. Adams said he echoes Mrs. Kostecki's comments, seeing the updates, he said we are really executing components of it. It's nice to see it is becoming much more simulated and hopefully more of that action will be seen coming through as it is rolled out.

Mr. DeLucia said he attended the FRC Team 1559 Devil Tech Open House. He said his host was Maddie, who is a team captain. She walked him around and showed him the different things happening and the different components being built including coding, construction, and the robots themselves. He said the students are very excited and very committed.

UPCOMING EVENTS: There will be a Budget Workshop on Thursday, February 29, 2024 at 6:30 PM. The next Regular Board Meeting will take place on Thursday, March 14, 2024 at 7:15 PM. The March Budget Workshop will take place on Thursday, March 28, 2024 at 6:30 PM.

ADJOURN: A motion was made by B. Adams, seconded by L. Kostecki, to adjourn the meeting at 8:34 PM.

Respectfully submitted,

Maureen A. Goodberlet
District Clerk

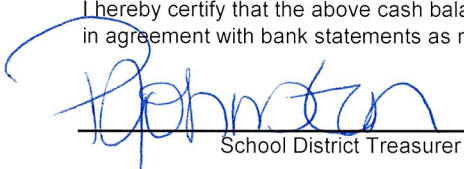


Treasurer's Report

January 2024

<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	2,062,264.97	3,326,769.27	4,133,646.56	1,255,387.68
General Fund Money Market	Canandaigua National Bank	588,067.79	27,024.89	-	615,092.68
General Fund Tax Checking	Canandaigua National Bank	-	-	-	-
General Fund Tax Money Market	Five Star Bank	-	-	-	-
Multifund Insured Cash Sweep	Five Star Bank	3,538,951.15	2,605,375.62	1,518,413.37	4,625,913.40
School Lunch Fund Checking	Canandaigua National Bank	4,281.90	93,920.35	94,456.19	3,746.06
School Lunch Fund Money Market	Canandaigua National Bank	1,213,988.94	177,278.47	169,330.08	1,221,937.33
Special Aid Fund Checking/Sweep	Canandaigua National Bank	415,241.69	301,435.65	212,601.89	504,075.45
Capital Fund Checking-29M	Canandaigua National Bank	1,025,038.44	27.73	-	1,025,066.17
Trust & Agency Fund - Checking	Canandaigua National Bank	1,188,769.99	1,517,149.10	2,146,497.83	559,421.26
Trust & Agency Fund - Payroll Checking	Canandaigua National Bank	4,371.92	29,439.37	29,438.82	4,372.47
Trust & Agency Fund - Direct Deposit Checking	Five Star Bank	45.25	2,922,265.32	2,922,265.32	45.25
Total Cash		\$ 10,041,022.04	\$ 11,000,685.77	\$ 11,226,650.06	\$ 9,815,057.75
Investments					
General Fund Certificate of Deposit	Canandaigua National Bank	-	-	-	-
General Fund	NYCLASS	54,431,501.58	238,565.77	7,000,000.00	47,670,067.35
Capital Fund	NYCLASS	-	-	-	-
Debt Service Fund	NYCLASS	2,804,221.97	12,534.70	-	2,816,756.67
Total Investments		\$ 57,235,723.55	\$ 251,100.47	\$ 7,000,000.00	\$ 50,486,824.02
District Totals		\$ 67,276,745.59	\$ 11,251,786.24	\$ 18,226,650.06	\$ 60,301,881.77

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


School District Treasurer

Extraclass Fund

From January 1, 2024 to January 31, 2024

<u>Activities</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
CLASS OF 2023	-			-
CLASS OF 2024	5,037.68	2,000.00		7,037.68
CLASS OF 2025	4,955.64	4,000.00		8,955.64
CLASS OF 2026	3,485.98			3,485.98
CLASS OF 2027	1,200.00			1,200.00
CLASS OF 2028	2,488.53			2,488.53
CLASS OF 2029	1,227.53			1,227.53
AQUATIC LEADERS	-			-
ART CLUB	149.52			149.52
BUSINESS CLUB	11,359.23	34,982.00	42,523.96	3,817.27
DRAMA CLUB	13,652.49		981.81	12,670.68
FRENCH CLUB	6,340.25		146.81	6,193.44
GO GREEN GARDEN TEAM	66.27			66.27
GLOBAL COMPETENCY	410.55			410.55
INTERNATIONAL CLUB	208.02			208.02
J.H. MUSICAL	28,627.04	295.00	811.24	28,110.80
J.H. STORE	996.37			996.37
J.H. ST. CO.	5,002.85		242.00	4,760.85
J.H. YEARBOOK	499.44			499.44
KEYCLUB	780.75			780.75
MEDICAL EXPLORERS	110.75			110.75
MENTORING CLUB	2,961.07			2,961.07
N.H.S.	2,276.58			2,276.58
OUTDOOR ACTIVITY	989.77		580.10	409.67
POSITIVE SCHOOL CLIMATE	3,033.09		2,000.00	1,033.09
SALES TAX	6,378.99			6,378.99
SEAS	958.46		846.00	112.46
S.H. ORCHESTRA	14,883.36			14,883.36
SH SCHOOL STORE	5,922.88			5,922.88
S.H. ST. CO.	17,073.60	6,781.91	3,502.19	20,353.32
SH YEARBOOK	2,041.99		1,518.42	523.57
SPANISH CLUB	3,138.89			3,138.89
VICTOR MUSIC SOCIETY	1,196.74	1,109.34	584.85	1,721.23
VICTOR CARES	15,148.68		714.98	14,433.70
WELLNESS CLUB	386.81			386.81
TOTALS	162,989.80	49,168.25	54,452.36	157,705.69

Bank Balance	202,511.56
Checks Outstanding	45,025.87
Interest Not Posted	-
Bank Error	
Outstanding Item	
Returned Checks	220.00
Electronic Payment	
Total Reconciled Bank Balance	157,705.69

Jill Smith, Extraclass Treasurer

Victor Central School District
Revenue Status Report As Of: 01/31/2024
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	53,948,063.95	53,948,063.95	0.00	0.00	0.00
1081 Other Pmts in Lieu of Taxes			3,385,889.00	3,385,889.00	3,038,025.82	0.00	347,863.18	0.00
1085 STAR Reimbursement			0.00	2,299,893.05	2,299,893.52	0.00	0.00	0.47
1090 Int. & Penal. on Real Prop.Tax			50,000.00	50,000.00	31,012.43	102.07	18,987.57	0.00
1120 Nonprop. Tax Distrib. By Co.			90,000.00	90,000.00	32,265.97	0.00	57,734.03	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	149,520.25	19,288.00	0.00	149,520.25
1410 Admissions (from Individuals)			0.00	0.00	644.15	78.00	0.00	644.15
2230 Day School Tuit-Oth Dist. NYS			40,000.00	40,000.00	9,986.90	0.00	30,013.10	0.00
2401 Interest and Earnings			85,000.00	85,000.00	1,256,388.80	248,006.39	0.00	1,171,388.80
2410 Rental of Real Property,Indiv.			40,000.00	40,000.00	26,389.04	0.00	13,610.96	0.00
2440 Rental of Buses			0.00	0.00	11,330.04	0.00	0.00	11,330.04
2450 Commissions			0.00	0.00	990.42	0.00	0.00	990.42
2680 Insurance Recoveries			0.00	0.00	9,645.42	0.00	0.00	9,645.42
2690 Other Compensation for Loss			0.00	0.00	4,400.00	1,225.00	0.00	4,400.00
2701 Refund PY Exp-BOCES Aided Srvc			200,000.00	200,000.00	12,347.07	9,033.00	187,652.93	0.00
2703 Refund PY Exp-Other-Not Trans			100,000.00	100,000.00	573,844.50	7,994.33	0.00	473,844.50
2770 Other Unclassified Rev.(Spec)			10,000.00	10,000.00	75,999.74	39,243.33	0.00	65,999.74
3101 Basic Formula Aid-Gen Aids (Ex			35,068,618.00	27,086,525.14	4,812,531.42	13,445.06	22,273,993.72	0.00
3102 Lottery Aid			0.00	7,982,092.86	7,256,175.93	182,958.46	725,916.93	0.00
3103 BOCES Aid (Sect 3609a Ed Law)			3,094,276.00	3,094,276.00	-0.50	0.00	3,094,276.50	0.00
3260 Textbook Aid (Incl Txtbk/Lott)			254,960.00	254,960.00	65,640.00	0.00	189,320.00	0.00
3262 Computer Sftwre, Hrdwre Aid			131,527.00	131,527.00	0.00	0.00	131,527.00	0.00
3263 Library A/V Loan Program Aid			26,150.00	26,150.00	0.00	0.00	26,150.00	0.00
3289 Other State Aid			0.00	0.00	30,196.35	29,496.35	0.00	30,196.35
4601 Medic.Ass't-Sch Age-Sch Yr Pro			100,000.00	100,000.00	34,508.20	13,445.06	65,491.80	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	73,685,211.92	564,315.05	28,518,532.68	1,923,372.64

Selection Criteria

* 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
Revenue Status Report As Of: 01/31/2024
Fiscal Year: 2024
Fund: A GENERAL FUND

Revenue Account	Subfund	Description	Original Estimate	Current Estimate	Year-to-Date	Current Cycle	Anticipated Balance	Excess Revenue
Criteria Name: Shared: BOE Modified								
As Of Date: 01/31/2024								
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: 01/31/2024
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	21,006.40	17,611.82	395.00	1,250.00	2,144.58
45 Materials & Supplies		1,768.00	9,280.86	2,287.33	122.00	6,993.53	0.00
49 BOCES Services		3,120.00	3,120.00	2,015.72	502.28	984.28	120.00
Subtotal of 1010 Board Of Education		23,128.00	33,407.26	21,914.87	1,019.28	9,227.81	2,264.58
1040 District Clerk							
16 Noninstructional Salaries		49,112.00	49,622.64	29,196.54	4,085.22	20,426.10	0.00
Subtotal of 1040 District Clerk		49,112.00	49,622.64	29,196.54	4,085.22	20,426.10	0.00
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	126,570.22	18,081.46	90,407.18	5,590.60
16 Noninstructional Salaries		49,112.00	49,112.00	28,596.54	4,085.22	20,426.09	89.37
4 Contractual and Other		6,214.00	7,996.26	4,910.61	0.00	1,710.98	1,374.67
45 Materials & Supplies		1,040.00	1,040.00	801.61	0.00	51.83	186.56
Subtotal of 1240 Chief School Administrator		278,934.00	280,716.26	160,878.98	22,166.68	112,596.08	7,241.20
1310 Business Administration							
15 Instructional Salaries		151,987.00	151,987.00	85,898.12	12,271.16	61,355.88	4,733.00
16 Noninstructional Salaries		150,686.00	147,998.60	92,680.69	13,952.70	32,064.87	23,253.04
4 Contractual and Other		7,090.00	11,922.95	5,587.95	2,886.50	5,380.00	955.00
45 Materials & Supplies		2,200.00	4,051.45	3,851.44	815.22	200.01	0.00
49 BOCES Services		115,000.00	122,591.08	65,666.63	8,441.43	48,529.45	8,395.00
Subtotal of 1310 Business Administration		426,963.00	438,551.08	253,684.83	38,367.01	147,530.21	37,336.04
1320 Auditing							
16 Noninstructional Salaries		0.00	6,015.38	3,515.38	500.00	2,500.00	0.00
4 Contractual and Other		43,680.00	38,564.62	29,595.00	2,000.00	1,305.00	7,664.62
Subtotal of 1320 Auditing		43,680.00	44,580.00	33,110.38	2,500.00	3,805.00	7,664.62
1325 Treasurer							
16 Noninstructional Salaries		85,280.00	85,280.00	49,649.60	7,092.80	35,464.00	166.40
4 Contractual and Other		500.00	1,500.00	1,500.00	0.00	0.00	0.00
45 Materials & Supplies		1,000.00	1,000.00	790.22	10.65	0.00	209.78
Subtotal of 1325 Treasurer		86,780.00	87,780.00	51,939.82	7,103.45	35,464.00	376.18
1330 Tax Collector							
4 Contractual and Other		17,500.00	17,500.00	5,520.54	0.00	9,863.47	2,115.99
45 Materials & Supplies		100.00	100.00	0.00	0.00	0.00	100.00
Subtotal of 1330 Tax Collector		17,600.00	17,600.00	5,520.54	0.00	9,863.47	2,215.99
1345 Purchasing							

Victor Central School District

Budget Status Report As Of: 01/31/2024

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	3,581.40	82.40	33.40	11,465.20
Subtotal of 1345 Purchasing		60,080.00	60,080.00	3,581.40	82.40	33.40	56,465.20
1420 Legal							
4 Contractual and Other		100,000.00	107,209.77	21,239.77	5,697.34	85,970.00	0.00
49 BOCES Services		28,000.00	28,000.00	13,804.22	2,627.60	14,005.78	190.00
Subtotal of 1420 Legal		128,000.00	135,209.77	35,043.99	8,324.94	99,975.78	190.00
1430 Personnel							
15 Instructional Salaries		161,434.00	161,434.00	91,237.02	13,033.86	65,169.29	5,027.69
16 Noninstructional Salaries		221,550.00	235,600.93	142,447.67	18,372.51	137,694.14	-44,540.88
4 Contractual and Other		126,000.00	112,110.32	42,042.92	2,056.54	27,791.48	42,275.92
45 Materials & Supplies		1,350.00	1,350.00	89.95	89.95	0.00	1,260.05
49 BOCES Services		8,320.00	8,320.00	4,459.15	547.10	3,860.85	0.00
Subtotal of 1430 Personnel		518,654.00	518,815.25	280,276.71	34,099.96	234,515.76	4,022.78
1480 Public Information and Services							
15 Instructional Salaries		56,081.00	57,498.78	33,726.16	4,754.54	23,772.62	0.00
16 Noninstructional Salaries		66,000.00	76,367.11	42,991.25	6,250.00	98,246.80	-64,870.94
4 Contractual and Other		22,500.00	19,339.10	10,768.25	0.00	261.00	8,309.85
45 Materials & Supplies		13,000.00	15,142.12	14,339.56	0.00	802.56	0.00
49 BOCES Services		66,560.00	66,560.00	34,921.75	6,733.56	31,638.25	0.00
Subtotal of 1480 Public Information and Services		224,141.00	234,907.11	136,746.97	17,738.10	154,721.23	-56,561.09
1620 Operation of Plant							
16 Noninstructional Salaries		1,851,832.00	1,693,446.09	761,918.37	104,234.85	317,653.35	613,874.37
4 Contractual and Other		1,258,100.00	1,314,275.94	548,212.67	174,443.23	467,894.21	298,169.06
45 Materials & Supplies		225,000.00	225,000.00	121,761.80	10,610.64	32,189.35	71,048.85
Subtotal of 1620 Operation of Plant		3,334,932.00	3,232,722.03	1,431,892.84	289,288.72	817,736.91	983,092.28
1621 Maintenance of Plant							
16 Noninstructional Salaries		773,307.00	773,307.00	412,504.20	59,456.27	249,984.98	110,817.82
2 Equipment		216,763.00	231,914.00	78,664.56	12,024.00	16,230.00	137,019.44
4 Contractual and Other		692,050.00	929,457.80	637,883.79	89,419.22	260,684.28	30,889.73
45 Materials & Supplies		250,000.00	414,594.33	257,750.63	25,472.47	129,368.10	27,475.60
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	2,369,273.13	1,386,803.18	186,371.96	656,467.36	326,002.59
1622 Security of Plant							
16 Noninstructional Salaries		373,000.00	373,289.89	220,600.41	39,293.45	152,689.48	0.00
2 Equipment		60,000.00	60,000.00	0.00	0.00	0.00	60,000.00
4 Contractual and Other		165,000.00	194,172.22	89,175.72	37,367.78	60,632.68	44,363.82
45 Materials & Supplies		5,000.00	48,903.88	47,586.94	0.00	1,316.94	0.00
Subtotal of 1622 Security of Plant		603,000.00	676,365.99	357,363.07	76,661.23	214,639.10	104,363.82
1670 Central Printing & Mailing							

Victor Central School District
Budget Status Report As Of: 01/31/2024
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	26,244.46	337.27	34,378.72	12,403.47
Subtotal of 1670 Central Printing & Mailing		72,800.00	73,026.65	26,244.46	337.27	34,378.72	12,403.47
1680 Central Data Processing							
49 BOCES Services		700,000.00	760,847.16	463,050.75	48,284.82	297,796.41	0.00
Subtotal of 1680 Central Data Processing		700,000.00	760,847.16	463,050.75	48,284.82	297,796.41	0.00
1910 Unallocated Insurance							
4 Contractual and Other		300,000.00	300,000.00	235,440.20	528.20	31,400.00	33,159.80
Subtotal of 1910 Unallocated Insurance		300,000.00	300,000.00	235,440.20	528.20	31,400.00	33,159.80
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
1964 Refund on Real Property Taxes							
4 Contractual and Other		0.00	26,354.31	26,354.31	22,780.25	0.00	0.00
Subtotal of 1964 Refund on Real Property Taxes		0.00	26,354.31	26,354.31	22,780.25	0.00	0.00
1981 BOCES Administrative Costs							
49 BOCES Services		795,000.00	795,000.00	425,765.62	82,643.57	369,234.38	0.00
Subtotal of 1981 BOCES Administrative Costs		795,000.00	795,000.00	425,765.62	82,643.57	369,234.38	0.00
2010 Curriculum Devel and Suprvsn							
15 Instructional Salaries		759,813.00	759,813.00	458,485.12	55,017.16	267,685.88	33,642.00
16 Noninstructional Salaries		177,233.00	177,233.00	76,202.61	10,607.19	60,567.28	40,463.11
4 Contractual and Other		25,000.00	26,150.00	7,880.87	870.00	4,345.50	13,923.63
45 Materials & Supplies		30,900.00	54,500.00	29,768.12	2,392.87	5,791.84	18,940.04
Subtotal of 2010 Curriculum Devel and Suprvsn		992,946.00	1,017,696.00	572,336.72	68,887.22	338,390.50	106,968.78
2020 Supervision-Regular School							
15 Instructional Salaries		1,284,313.00	1,299,722.67	736,070.07	105,950.72	513,253.36	50,399.24
16 Noninstructional Salaries		430,369.00	460,848.80	253,291.97	37,606.28	139,321.12	68,235.71
4 Contractual and Other		10,952.00	10,952.00	4,958.69	0.00	2,056.00	3,937.31
45 Materials & Supplies		10,480.00	9,465.40	3,237.88	325.90	2,285.52	3,942.00
49 BOCES Services		0.00	27,780.00	14,405.82	2,778.00	13,374.18	0.00
Subtotal of 2020 Supervision-Regular School		1,736,114.00	1,808,768.87	1,011,964.43	146,660.90	670,290.18	126,514.26
2060 Research, Planning & Evaluation							
4 Contractual and Other		2,800.00	1,600.00	1,175.00	0.00	0.00	425.00
45 Materials & Supplies		500.00	1,925.75	925.75	0.00	1,000.00	0.00
Subtotal of 2060 Research, Planning & Evaluation		3,300.00	3,525.75	2,100.75	0.00	1,000.00	425.00
2070 Inservice Training-Instruction							
15 Instructional Salaries		45,000.00	82,739.30	82,739.30	5,602.49	0.00	0.00
4 Contractual and Other		10,000.00	4,397.51	0.00	0.00	0.00	4,397.51
45 Materials & Supplies		5,000.00	3,574.25	927.92	0.00	11.07	2,635.26
49 BOCES Services		98,800.00	112,101.46	58,177.23	2,850.13	53,924.23	0.00

Victor Central School District

Budget Status Report As Of: 01/31/2024

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 2070 Inservice Training-Instruction		158,800.00	202,812.52	141,844.45	8,452.62	53,935.30	7,032.77
2110 Teaching-Regular School							
10 Teacher Salaries, Pre-K		89,501.00	34,959.35	0.00	0.00	0.00	34,959.35
12 Teacher Salaries, K-6		11,640,768.00	11,536,921.61	4,956,913.34	938,688.50	5,927,517.34	652,490.93
13 Teacher Salaries, 7-12		10,093,423.00	10,103,282.98	4,449,390.29	902,230.56	5,437,605.87	216,286.82
14 Substitute Tchr Salaries		663,000.00	652,437.58	398,358.02	73,317.78	941.12	253,138.44
16 Noninstructional Salaries		1,000,438.00	1,140,291.67	508,040.58	68,123.00	371,769.18	260,481.91
2 Equipment		240,982.00	248,476.75	108,221.26	1,176.80	83,174.30	57,081.19
4 Contractual and Other		145,130.00	155,516.38	33,974.51	3,112.00	34,807.73	86,734.14
45 Materials & Supplies		434,815.00	452,508.65	263,995.98	30,330.92	65,144.01	123,368.66
471 Tuition Pd To NYS Pub Sch		60,000.00	59,260.00	6,501.74	0.00	0.00	52,758.26
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	280,414.68	101,937.41	3,406.52	27.53	178,449.74
49 BOCES Services		438,370.00	456,335.58	214,561.25	30,761.25	241,774.33	0.00
Subtotal of 2110 Teaching-Regular School		24,964,106.00	25,145,405.23	11,041,894.38	2,051,147.33	12,162,761.41	1,940,749.44
2250 Prg For Sdnts w/Disabil-Med Elgble							
13 Teacher Salaries, 7-12		215,392.00	215,392.00	14,856.24	720.00	0.00	200,535.76
15 Instructional Salaries		4,886,596.00	4,886,596.00	2,117,854.92	454,016.71	2,432,475.58	336,265.50
16 Noninstructional Salaries		3,022,886.00	3,022,886.00	1,100,369.17	210,076.76	1,249,007.72	673,509.11
4 Contractual and Other		255,350.00	412,188.03	243,202.93	45,897.48	133,854.79	35,130.31
45 Materials & Supplies		60,000.00	64,681.00	52,406.36	1,117.42	6,563.49	5,711.15
471 Tuition Pd To NYS Pub Sch		9,000.00	27,989.64	27,989.64	0.00	0.00	0.00
472 Tuition-All Other		965,000.00	858,013.04	303,911.46	50,736.71	356,433.40	197,668.18
473 Payment to Charter School		20,000.00	20,000.00	0.00	0.00	134.00	19,866.00
49 BOCES Services		2,650,000.00	2,790,234.44	1,526,291.16	343,617.80	1,134,943.28	129,000.00
Subtotal of 2250 Prg For Sdnts w/Disabil-Med Elgble		12,084,224.00	12,297,980.15	5,386,881.88	1,106,182.88	5,313,412.26	1,597,686.01
2259 Prg for English Language Learners							
15 Instructional Salaries		738,090.00	738,090.00	231,530.85	47,850.09	244,529.18	262,029.97
45 Materials & Supplies		4,215.00	4,215.00	1,643.03	175.89	1,293.24	1,278.73
Subtotal of 2259 Prg for English Language Learners		742,305.00	742,305.00	233,173.88	48,025.98	245,822.42	263,308.70
2280 Occupational Education(Grades 9-12)							
49 BOCES Services		835,000.00	835,000.00	457,001.00	89,258.40	377,999.00	0.00
Subtotal of 2280 Occupational Education(Grades 9-12)		835,000.00	835,000.00	457,001.00	89,258.40	377,999.00	0.00
2330 Teaching-Special Schools							
4 Contractual and Other		0.00	4,308.00	2,872.00	718.00	1,436.00	0.00
49 BOCES Services		38,800.00	38,940.62	34,822.28	7,500.00	4,118.34	0.00
Subtotal of 2330 Teaching-Special Schools		38,800.00	43,248.62	37,694.28	8,218.00	5,554.34	0.00
2610 School Library & AV							
15 Instructional Salaries		389,686.00	393,500.51	169,867.46	34,137.24	217,863.49	5,769.56
16 Noninstructional Salaries		119,927.00	120,779.75	59,851.23	10,851.07	60,928.52	0.00

Victor Central School District
Budget Status Report As Of: 01/31/2024

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		3,360.00	2,360.00	0.00	0.00	0.00	2,360.00
45 Materials & Supplies		7,628.00	9,708.00	5,468.55	610.52	844.65	3,394.80
46 Sch. Library AV Loan Prog		66,049.00	64,969.00	40,493.56	9,022.53	5,152.76	19,322.68
49 BOCES Services		88,566.00	88,566.00	40,089.30	6,715.21	48,476.70	0.00
Subtotal of 2610 School Library & AV		675,216.00	679,883.26	315,770.10	61,336.57	333,266.12	30,847.04
2630 Computer Assisted Instruction							
15 Instructional Salaries		169,713.00	115,045.74	63,578.06	9,082.58	45,412.94	6,054.74
16 Noninstructional Salaries		441,963.00	441,963.00	194,963.55	28,052.11	168,638.71	78,360.74
22 State Aided Comp Hardware		155,000.00	167,748.20	78,070.60	4,182.37	16,769.05	72,908.55
4 Contractual and Other		87,000.00	84,558.00	23,132.50	1,997.38	17,876.53	43,548.97
45 Materials & Supplies		30,000.00	35,000.00	25,921.34	7,331.05	2,418.36	6,660.30
46 Sch. Library AV Loan Prog		118,000.00	118,000.00	33,033.56	5,757.88	6,097.34	78,869.10
49 BOCES Services		1,143,000.00	1,761,993.85	1,401,630.03	122,872.28	310,363.82	50,000.00
Subtotal of 2630 Computer Assisted Instruction		2,144,676.00	2,724,308.79	1,820,329.64	179,275.65	567,576.75	336,402.40
2810 Guidance-Regular School							
15 Instructional Salaries		1,385,128.00	1,385,128.00	688,279.32	113,023.63	618,661.17	78,187.51
16 Noninstructional Salaries		147,886.00	147,886.00	38,583.53	5,494.87	36,992.20	72,310.27
Subtotal of 2810 Guidance-Regular School		1,533,014.00	1,533,014.00	726,862.85	118,518.50	655,653.37	150,497.78
2815 Health Srvcs-Regular School							
16 Noninstructional Salaries		432,402.00	445,031.33	232,069.41	42,525.81	205,844.30	7,117.62
4 Contractual and Other		160,000.00	151,069.87	14,055.71	721.00	57,839.37	79,174.79
45 Materials & Supplies		27,000.00	27,028.50	17,299.71	338.22	3,867.91	5,860.88
Subtotal of 2815 Health Srvcs-Regular School		619,402.00	623,129.70	263,424.83	43,585.03	267,551.58	92,153.29
2820 Psychological Srvcs-Reg Schl							
15 Instructional Salaries		1,124,305.00	1,124,305.00	506,588.38	86,349.00	424,185.58	193,531.04
Subtotal of 2820 Psychological Srvcs-Reg Schl		1,124,305.00	1,124,305.00	506,588.38	86,349.00	424,185.58	193,531.04
2825 Social Work Srvcs-Regular School							
15 Instructional Salaries		442,050.00	442,050.00	116,788.25	46,054.46	116,489.80	208,771.95
Subtotal of 2825 Social Work Srvcs-Regular School		442,050.00	442,050.00	116,788.25	46,054.46	116,489.80	208,771.95
2830 Pupil Personnel Srvcs-Special Schools							
15 Instructional Salaries		431,007.00	431,007.00	124,857.94	17,715.42	88,577.06	217,572.00
16 Noninstructional Salaries		204,021.00	204,021.00	129,413.76	15,147.05	59,272.76	15,334.48
4 Contractual and Other		800.00	800.00	0.00	0.00	0.00	800.00
Subtotal of 2830 Pupil Personnel Srvcs-Special Schools		635,828.00	635,828.00	254,271.70	32,862.47	147,849.82	233,706.48
2850 Co-Curricular Activ-Reg Schl							
15 Instructional Salaries		240,525.00	240,525.00	117,933.14	12,124.05	95,158.39	27,433.47
4 Contractual and Other		34,400.00	45,000.00	10,713.32	0.00	0.00	34,286.68
45 Materials & Supplies		16,770.00	20,301.59	3,517.34	0.00	3,672.50	13,111.75
Subtotal of 2850 Co-Curricular Activ-Reg Schl		291,695.00	305,826.59	132,163.80	12,124.05	98,830.89	74,831.90
2855 Interscholastic Athletics-Reg Schl							

Victor Central School District

Budget Status Report As Of: 01/31/2024

Fiscal Year: 2024

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
15 Instructional Salaries		884,302.00	884,302.00	530,948.11	67,546.29	117,728.91	235,624.98
16 Noninstructional Salaries		60,000.00	60,000.00	29,669.18	7,845.26	12,543.30	17,787.52
2 Equipment		127,600.00	126,231.00	98,858.98	6,623.98	27,366.55	5.47
4 Contractual and Other		274,000.00	269,210.54	130,570.65	22,757.84	113,593.02	25,046.87
45 Materials & Supplies		78,000.00	94,973.00	82,122.12	659.99	12,646.42	204.46
Subtotal of 2855 Interscholastic Athletics-Reg Schl		1,423,902.00	1,434,716.54	872,169.04	105,433.36	283,878.20	278,669.30
5510 District Transportation Services							
16 Noninstructional Salaries		2,504,375.00	2,459,375.00	1,204,182.02	205,610.43	884,195.55	370,997.43
2 Equipment		6,500.00	6,500.00	802.25	20.63	1,396.66	4,301.09
4 Contractual and Other		313,500.00	414,567.82	242,695.75	16,960.21	102,911.91	68,960.16
45 Materials & Supplies		640,000.00	640,000.00	281,196.07	34,667.04	164,740.90	194,063.03
Subtotal of 5510 District Transportation Services		3,464,375.00	3,520,442.82	1,728,876.09	257,258.31	1,153,245.02	638,321.71
5530 Garage Building							
16 Noninstructional Salaries		499,150.00	499,150.00	227,840.68	32,807.90	131,239.24	140,070.08
4 Contractual and Other		63,050.00	70,792.47	19,755.20	7,272.54	44,426.37	6,610.90
Subtotal of 5530 Garage Building		562,200.00	569,942.47	247,595.88	40,080.44	175,665.61	146,680.98
5581 Transportation from Boces							
49 BOCES Services		15,965.00	17,384.64	11,475.33	1,352.75	5,909.31	0.00
Subtotal of 5581 Transportation from Boces		15,965.00	17,384.64	11,475.33	1,352.75	5,909.31	0.00
7310 Youth Program							
15 Instructional Salaries		0.00	31,336.41	25,159.02	-535.50	0.00	6,177.39
Subtotal of 7310 Youth Program		0.00	31,336.41	25,159.02	-535.50	0.00	6,177.39
9010 State Retirement							
8 Employee Benefits		1,693,874.00	1,691,467.00	578,975.56	91,966.65	449,811.93	662,679.51
Subtotal of 9010 State Retirement		1,693,874.00	1,691,467.00	578,975.56	91,966.65	449,811.93	662,679.51
9020 Teachers' Retirement							
8 Employee Benefits		3,623,000.00	3,445,477.00	1,572,021.04	265,287.59	1,696,339.01	177,116.95
Subtotal of 9020 Teachers' Retirement		3,623,000.00	3,445,477.00	1,572,021.04	265,287.59	1,696,339.01	177,116.95
9030 Social Security							
8 Employee Benefits		3,731,457.00	3,654,474.24	1,680,110.49	282,950.64	1,710,610.84	263,752.91
Subtotal of 9030 Social Security		3,731,457.00	3,654,474.24	1,680,110.49	282,950.64	1,710,610.84	263,752.91
9040 Workers' Compensation							
8 Employee Benefits		401,700.00	401,700.00	290,721.00	145,360.00	1.00	110,978.00
Subtotal of 9040 Workers' Compensation		401,700.00	401,700.00	290,721.00	145,360.00	1.00	110,978.00
9045 Life Insurance							
8 Employee Benefits		23,000.00	26,500.00	18,360.29	2,658.20	8,139.71	0.00
Subtotal of 9045 Life Insurance		23,000.00	26,500.00	18,360.29	2,658.20	8,139.71	0.00
9050 Unemployment Insurance							
8 Employee Benefits		15,000.00	15,000.00	3,713.72	0.00	0.00	11,286.28

Victor Central School District

Budget Status Report As Of: 01/31/2024

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Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
Subtotal of 9050 Unemployment Insurance		15,000.00	15,000.00	3,713.72	0.00	0.00	11,286.28
9055 Disability Insurance							
8 Employee Benefits		30,000.00	30,000.00	12,652.50	1,652.00	9,071.50	8,276.00
Subtotal of 9055 Disability Insurance		30,000.00	30,000.00	12,652.50	1,652.00	9,071.50	8,276.00
9060 Hospital, Medical, Dental Insurance							
8 Employee Benefits		17,127,572.00	16,966,357.48	8,220,837.09	1,120,734.43	4,647,876.55	4,097,643.84
Subtotal of 9060 Hospital, Medical, Dental Insurance		17,127,572.00	16,966,357.48	8,220,837.09	1,120,734.43	4,647,876.55	4,097,643.84
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	1,457,974.72	0.00	0.00	812,175.28
Subtotal of 9711 Serial Bonds-School Construction		6,735,150.00	6,735,150.00	1,457,974.72	0.00	0.00	5,277,175.28
9732 Bond Antic Notes-Bus Purchases							
6 Principal		581,613.00	581,613.00	581,613.00	0.00	0.00	0.00
7 Interest		85,027.00	85,027.00	85,026.83	0.00	0.00	0.17
Subtotal of 9732 Bond Antic Notes-Bus Purchases		666,640.00	666,640.00	666,639.83	0.00	0.00	0.17
9789 Other Debt (specify)							
6 Principal		230,707.00	230,707.00	230,706.73	0.00	0.00	0.27
7 Interest		101,034.00	101,034.24	101,034.24	0.00	0.00	0.00
Subtotal of 9789 Other Debt (specify)		331,741.00	331,741.24	331,740.97	0.00	0.00	0.27
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	46,104,923.35	7,263,520.99	35,170,929.72	19,004,518.89

Victor Central School District
Budget Status Report As Of: 01/31/2024
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: 01/31/2024
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, March 14, 2024

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 **Megan Reidy**, who will have certification as a Teacher Assistant by June 30, 2024, to a probationary position as a Teacher Assistant, effective February 26, 2024, at an annual salary of \$26,849, which will be prorated based on her start date, leading towards tenure as a Teacher Assistant.

The probationary appointment of **Mackenzie Reinard**, who has certifications in English to Speakers or Other Languages, Students with Disabilities Grades 1-6, and Childhood Education Grades 1-6, to a probationary position as an ENL Teacher, effective March 4, 2024, at an annual salary of \$49,176, which will be prorated based on her start date, leading towards tenure in ENL Education.

The probationary appointment of **Michele Urban**, who will have certification as a Teacher Assistant by June 30, 2024, to a probationary position as a Teacher Assistant, effective February 26, 2024, at an annual salary of \$27,105, which will be prorated based on her start date, leading towards tenure as a Teacher Assistant.

The probationary appointment of **Chelsea Shaw**, who has certification as a School Social Worker, to a probationary position as a School Social Worker, effective March 20, 2024, at an annual salary of \$58,145, which will be prorated based on her start date, leading towards tenure as a School Social Worker.

The probationary appointment of **Allison McKinnon**, who has certifications in Pre-Kindergarten, Kindergarten, and Grades 1-6 and Reading, to a probationary position as a Reading Teacher, effective August 28, 2024, at an annual salary of \$81,689, leading towards tenure in Reading Education. Seniority in Elementary Education will be frozen effective June 30, 2024.

Appointments:

The appointment of **Courtney Paris**, who has pending certification in Students with Disabilities Grades 1-6, to a Building Substitute position effective February 13, 2024, and ending June 26, 2024, at a daily rate of \$200.

The appointment of **Courtney Foresta**, who has Georgia State certification in English Grades 6-12, to a Building Substitute position effective February 26, 2024, and ending June 26, 2024, at a daily rate of \$200.

The appointment of **Allison Jenson**, who has certification in Students with Disabilities Grades 1-6, to the 2024/2025 Summer Academy and Summer Enrichment Programs Administrator position, at an annual rate of \$4,550.

**Tenure
Appointments:**

The appointment to tenure of **Erin Black**, who is certified as a School Psychologist, upon the successful completion of her probationary period as a School Psychologist, effective March 19, 2024.

Resignations:

The resignation of **Katie Mann**, Teacher Assistant, effective February 16, 2024.

The resignation of **Jennifer Wozniak**, Teacher Assistant, effective March 1, 2024.

The resignation of **Robert Grasso**, Technology Teacher, effective May 3, 2024.

The resignation of **Jamie Fraser**, Elementary Teacher, effective June 30, 2024.

The resignation, due to retirement, of **Linda Tabit**, Library Media Specialist, effective June 30, 2024.

Athletics:	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Lacrosse – Boys	JV	Maxwell Hill	4	4
	Modified	Craig Kaper	6	6
Lacrosse – Girls	JV	Mary Allen	4	2
	Volunteer	Dominica Marino	-	-
	Volunteer	Caitlin Mack-Elliott	-	-
Track & Field	Head Varsity (Girls)	Ryan Horst	2	10
	Varsity Assistant	Jennifer Parks	5	9
	Modified Assistant	Christopher Levy	6	21
Baseball	Modified	Jameson Ricigliano	6	11
Per Diem Substitutes:	<u>Candidate</u>	<u>Area of Certification</u>		
	Peyton Miles	Uncertified		
	Khayla O'Neill	Uncertified		
	Melissa White	Uncertified		

Madeline McGrath
Victoria Taylor
Kelsey Hogancamp

Elementary/Special Education
Uncertified
Uncertified

**Non-Instructional
Appointments:**

The appointment of **Joseph Limbeck**, from Substitute School Bus Driver to Part Time School Bus Driver, effective February 6, 2024, at an hourly rate of \$21.99.

The appointment of **Juan Rosa Martinez**, Cleaner, effective February 12, 2024, at an hourly rate of \$15.65.

The appointment of **Wesley Laureano Rodriquez**, Cleaner, effective February 12, 2024, at an hourly rate of \$15.65.

The appointment of **Jill Cody**, Full Time Teacher Aide, effective February 12, 2024, at an hourly rate of \$15.92.

The appointment of **Paola Figueredo Palacios**, Part Time Aide, effective February 12, 2024, at an hourly rate of \$15.17.

The appointment of **Betzaida Cruz Cardona**, from School Bus Driver Trainee to Full Time School Bus Driver, effective February 9, 2024, at an hourly rate of \$21.99.

The appointment of **Bradley Owens**, Full Time Teacher Aide, effective February 26, 2024, at an hourly rate of \$15.17.

The appointment of **Julix Cabezudo Reyes**, Food Service Helper, effective February 27, 2024, at an hourly rate of \$15.17.

The appointment of **Jenna Wernert**, Senior Typist, effective February 26, 2024, at an hourly rate of \$19.40.

The appointment of **Carlos Laureano Rodriquez**, Cleaner, effective March 4, 2024, at an hourly rate of \$15.65.

The appointment of **Erika Younis**, Part Time Teacher Aide, effective March 4, 2024, at an hourly rate of \$15.45.

The appointment of **Linda Rice**, Full Time Cleaner, effective March 25, 2024, at an hourly rate of \$15.65.

The appointment of **Barbara Burnett**, Companion Care Aide, effective April 9, 2024, at an hourly rate of \$17.92.

The promotional appointment of **Josephine Drew**, from Typist to Department Secretary, effective April 15, 2024, at an hourly rate of \$21.14.

The promotional appointment of **Heidi Peone**, from Typist to Building Secretary, effective March 20, 2024, at an hourly rate of \$20.00.

The appointment of **Sandra Kramer**, Part Time Teacher Aide, effective March 11, 2024, at an hourly rate of \$19.71.

The appointment of **Yashira Martinez Colon**, Full Time Cleaner, effective March 11, 2024, at an hourly rate of \$16.30.

Resignations:

The resignation of **Korey Bartron**, School Bus Driver, effective February 20, 2024.

The resignation of **Erika Younis**, Part Time Teacher Aide, effective February 25, 2024.

The resignation of **Misha Patel**, Full Time Teacher Aide, effective March 8, 2024.

The resignation of **Sandra Kramer**, Full Time Teacher Aide, effective March 1, 2024.

Terminations:

The termination of **Kimberly Patti**, Full Time Teacher Aide, effective February 2, 2024.

**Per Diem and
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Peyton Miles	Teacher Aide
Rebecca Pettee	Teacher Aide
Erika Younis	Teacher Aide

Victor Central School

2024-2025 School Calendar

BOE Approved _____

Revised 3/5/2024

S	M	T	W	TH	F	S
July 2024						
	1	2	3	4	5	6
7	8	9	10	11	12	13
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21	22	23	24	25	26	27
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August 2024						
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September 2024						
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29	30					

August 20-22	New Educator Orientation
Aug. 28-29 & Sept. 3	Superintendent Conference Days**
September 2	Labor Day
September 4	Classes Begin
October 11	Superintendent Conference Day**
October 14	Columbus Day
November 11	Veterans Day
November 27-29	Thanksgiving Recess
December 23-January 3	Winter Recess
January 20	Martin Luther King, Jr. Day
January 29	Lunar New Year
February 17-21	President's Recess
March 14	Superintendent Conference Day**
April 14-18	Spring Recess
May 26	Memorial Day
June 17-26	Regents Testing
June 19	Juneteenth
June 27	Regents Rating Day - VTA Must Report, No 10/11 month CSEA^^

Month	Student Days	Teacher Days
August	0	2
September	19	20
October	21	22
November	17	17
December	15	15
January	18	18
February	15	15
March	20	21
April	17	17
May	21	21
June	18 ^^	19
TOTALS	181^^	187*

** Conference Days Subject to NYSED Testing Schedules: VCSD 10 & 11 month non-teaching staff will be required to work on the Aug. and Sept. Conference Days. **

^^ Regents Rating Day can be considered a student day of attendance if necessary. ^^

* Includes Conference Days but not professional days for new teaching staff or the new-year preparation day for returning teachers.

Workplace Violence Prevention Policy Statement

The Victor Central School District is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, clients, and students. Workplace Violence is defined as any physical assault or act of aggressive behavior occurring where a public employee performs any work-related duty in the course of his or her employment including but not limited to an attempt or threat, whether verbal or physical, to inflict physical injury upon an employee; any intentional display of force which would give an employee reason to fear or expect bodily harm, intentional and wrongful physical contact with a person without his or her consent that entails some injury; or stalking an employee with the intent of causing fear of material harm to the physical safety and health of such employee when such stalking has arisen through and in the course of employment.

Acts of violence against the Victor Central School District employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, including summoning law enforcement when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and practices, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and 12 NYCRR 800.6 and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the risks of workplace violence to which our employees could be exposed.

Authorized Employee Representative(s) will, at a minimum, be involved in:

- evaluating the physical environment;
- developing the Workplace Violence Prevention Program and;
- reviewing workplace violence incident reports at least annually to identify trends in the types of incidents reported, if any, and reviewing the effectiveness of the mitigating actions taken.

All employees will participate in the annual Workplace Violence Prevention Training Program. The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. All personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Workplace Violence Administrator/Officer Contact:

Primary Contact		Secondary Contact	
Name	Steven Slavny	Name	Dorothy DiAngelo
Title	Coordinator of District Safety	Title	Assistant Superintendent for Personnel
Department	Safety & Security	Department	Human Resources
Phone	924-3252 Ext. 6430	Phone	924-3252 Ext. 1415
Location	Senior High School	Location	District Office

The Board of Education will adopt policy 9101 Workplace Violence Prevention Policy.



953 High Street, Victor, New York 14564 www.victorschools.org p 585.924.3252 f 585.742.7023

CYBERSECURITY INCIDENT RESPONSE PLAN

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Related Documents

- NIST National Institute of Standards and Technology, US Department of Commerce
- New York State Education Department
- New York State Regional Information Center, RIC One Twelve Regional Information Centers

1.0 Executive Summary

This document provides the operational protocols and tactics when responding to a critical or unexpected security incident. This document will be known as the **Cybersecurity Incident Response Plan**, and it will include a general overview of preparedness. The plan will consist of record-keeping investigation and communications templates, NIST Cybersecurity Framework pre-checklists, and a current district data flowchart. Also included are team roles with district staff names and contact information, and an emergency vendor call list. This **Cybersecurity Incident Response Plan** (CIRP) is essential for an efficient and swift response to a cyber incident. This plan provides steps and procedures that will be activated when responding to an incident.

The goals of the plan will be to:

- Identify, outline and document the control and support of critical systems and place a high level of security that will be identified with documentation and training.
- Hold the incident response plan as a confidential document that will be sealed to only critical stakeholders involved in supporting and protecting the critical areas identified.
- Create an emergency response team prepared to act in times of crisis.
- Create a process of prevention and preparedness from district stakeholders.
- Provide a high-level approach for how the incident response capability fits into the overall organization.
- Create a process that will activate when an incident is discovered.
- Protect and document any or any further vulnerabilities from an incident.
- Protect the district's critical systems, data, and student and staff record integrity.
- Meet all guidelines of state and federal regulations.

If a school district experiences a cybersecurity incident, it is essential to observe and follow the steps below to ensure the safety of district resources and assist in protecting the component districts.

1. **Identity:** Identify the systems that are impacted.
2. **Isolate:** Take those devices that are compromised offline immediately.
3. **Communicate:** Notify all relevant stakeholders and the appropriate agencies to assist in the correct mitigation response. During the communication process, the priorities must be identified, and a timeline created that will help to make decisions as the active incident investigation continues.
 - a. Notify the Superintendent of Schools
 - b. Notify the Director of EduTech
 - c. Notify the NYS Chief Privacy Officer
 - d. Notify the District Insurance Carrier
 - e. Notify the District Legal Counsel

4. **Investigate:** Investigate the impacted system to identify the primary cause of the incident with guidance from resources, such as EduTech and MS-ISAC. In ransomware or malware, there may be secondary infections not present at the time; however, the possibilities of reinfection are high because of the likelihood of undetected auxiliary infections. Identify if personally identifiable information (PII) for staff and students may have been compromised.
5. **Mitigate:** Begin the cleanup process to ensure that all traces of the infections identified are removed from the environment. This will be the most time-consuming part of the process and is critical to restoring the environment to a secure and functional status. Refresh all computers with a clean operating system and software.
6. **Recovery:** The process of restoring and returning affected systems and devices to a secure state and using tools to return systems into production and restore business as usual.
7. **Lessons Learned:** Once the investigation is completed, the ***Incident Response Team*** (IRT) should discuss and review the documentation of the process and analyze the event. The IRT is looking for security holes, vulnerabilities, and areas needed for training. The lessons learned should prevent future incidents and create a more secure district environment.

The response to a cyber incident being reported is **critical**. The purpose of the Regional Information Center's response will be used to protect all parties. In partnership with district technology staff, EduTech, and the New York State Education Department, this team will respond swiftly in containing any further damage.

1.1 Definitions

Cybersecurity Incident – A cybersecurity incident is any event that threatens the confidentiality, integrity, or availability of the information resources supported or utilized internally, especially sensitive information whose theft or loss may be harmful to individual students, our partners, or our organization.

Cybersecurity Data Breach - A cybersecurity breach means the unauthorized release, access, or disclosure of students' personally identifiable information (PII) or teacher and principal APPR by or to a person not authorized to access, use, or receive the student, teacher, or principal data.

Cyber Incident Log – The Cybersecurity Incident Log will capture critical information about a cybersecurity incident and the organization's response to that incident. It should be maintained while the incident is in progress.

Incident Response Plan – A step-by-step walk-through of high-level procedures and templates that prepares districts for a cyber incident and develops an effective action plan.

Incident Response Manager (IRM) – The Incident Response Manager has the overall responsibility and authority during the incident to coordinate and direct all facets of the incident response efforts.

Incident Response Team (IRT) – The IRT is made up of experts across different organizations whose charge is to navigate the organization through a cybersecurity incident from the initial investigation to mitigation to

post-incident review. Members include an Incident Response Manager, technical hardware and networking experts, front-end software experts, communications experts, and legal experts

Incident Summary Report (ISR) – The Incident Summary Report (ISR) is a document prepared by the IRM at the conclusion of a cybersecurity incident. It will provide a detailed summary of the incident, including how and why it may have occurred, estimated data loss, affected parties, and impacted services. Finally, it will examine the Cybersecurity Incident Response Plan procedures, including how the IRT followed the guidelines and required updates.

Isolate Thread – To prevent the spread of malware across local and regional networks, unplug the ethernet cable or turn off Wi-Fi on infected workstations.

Process Improvement Plan (PIP) – The PIP is a document prepared by the IRM at the conclusion of a cybersecurity incident. It will provide recommendations for avoiding or minimizing the impact of future cybersecurity incidents based upon the "lessons learned" from the recently completed incident. This plan should be kept confidential for security purposes.

Report Attack – School districts must report every discovery or report of a breach or unauthorized release of a student, teacher, or principal data to the Chief Privacy Officer no more than ten calendar days after discovery.

Secure Network – To help limit the scope and progression of an attack, information systems may be taken offline or have access terminated. The network may be isolated from regional or outside communications.

2.0 Purpose

The Victor Central School District is a trusted public education provider to PK-12 students. Victor stores information related to students, staff, and internal business operations and manages and maintains the technical infrastructure required to house and maintain this information.

Additionally, Victor contracts with EduTech, and vendors of digital services and products to manage and maintain this data and infrastructure.

This Cybersecurity Incident Response Plan outlines the procedures Victor uses to detect and respond to unauthorized access or disclosure of private information from systems utilized, housed, maintained, or serviced by Victor. More specifically, this plan defines the roles and responsibilities of various staff members with respect to the identification, isolation, and repair of data security breaches, outlines the timing, direction, and general content of communications among affected stakeholders, and defines the different documents that will be required during various steps of the incident response.

Victor also implements practices designed to proactively reduce the risk of unauthorized access or disclosure, such as training staff with respect to legal compliance requirements, following appropriate physical security

and environmental controls for technical infrastructure, and deploying digital security measures such as firewalls, malware detection, and numerous other industry-standard systems.

In the event of a cybersecurity incident, Victor staff have been trained to deal with the matter expeditiously. Victor staff is trained on a yearly basis to recognize anomalies in the systems they regularly utilize and to report any such irregularities as soon as possible to the **Incident Response Manager (IRM)**, so the **Incident Response Team (IRT)** can be mobilized. Throughout the year, the IRM and the IRT members are kept up to date on the latest security threats and trained in modern techniques of incident remediation.

The availability and protection of the information resources managed by the systems we maintain are of paramount importance to our school district.

3.0 Roles

The Incident Response Team (IRT) leads, guides, manages, and controls the process of an incident. During the phases of investigation, the team works together to maintain and support the security, information, and operation of running the situation. All team members are trained in information security and data privacy best practices. The team keeps all information and processes confidential and secures the district's data and systems by enforcing the protection or containment of security issues.

3.1 Incident Response Team

- **VCS District Personnel:**
 - Data Protection Officer
 - Superintendent of Schools
 - Incident Response Manager (IRM)
 - Director of Technology
 - Additional District Team Members:
 - Members of Cabinet, as needed
 - Communications/Public Relations
 - Data Coordinator
- **Outside Personnel:**
 - Director of EduTech - also serves as the Incident Response Manager
 - District Legal Counsel: Bond, Schoeneck & King PLLC
 - District Insurance Carrier: CFC

Victor Central School District Cybersecurity Incident Response Plan

Superintendent of Schools: _____

Approved by The Board of Education: _____ Date: _____ Version: _____

**Revision January 26, 2024*

EXTRACT OF MINUTES

Meeting of the Board of Education of the

Victor Central School District, in the

Counties of Ontario, Monroe and Wayne, New York

March 14, 2024

* * *

A regular meeting of the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York, was held in said School District on March 14, 2024, at _____ o'clock P.M. (Prevailing Time).

There were present: Timothy DeLucia, President of the Board of Education; and
Board Members:

There were absent:

Also Present: Maureen Goodberlet, District Clerk

* * *

Board Member _____ offered the following resolution
and moved its adoption:

RESOLUTION OF THE BOARD OF EDUCATION OF THE VICTOR CENTRAL SCHOOL DISTRICT, NEW YORK, ADOPTED MARCH 14, 2024, DIRECTING SUBMISSION OF TWO PROPOSITIONS AT THE ANNUAL DISTRICT MEETING OF THE QUALIFIED VOTERS OF SAID SCHOOL DISTRICT, TO BE HELD MAY 21, 2024, AND PRESCRIBING THE FORM OF SUCH PROPOSITIONS TO BE INSERTED IN THE NOTICE OF SUCH ANNUAL DISTRICT MEETING AND ELECTION.

RESOLVED BY THE BOARD OF EDUCATION OF THE VICTOR CENTRAL SCHOOL DISTRICT, IN THE COUNTIES OF ONTARIO, MONROE AND WAYNE, NEW YORK, AS FOLLOWS:

Section 1. At the Annual District Meeting and Election of the qualified voters of Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), to be held on May 21, 2024, two Propositions in substantially the form as hereinafter set forth shall be submitted to the qualified voters of said District. Said Bond Propositions shall appear in the Notice of Annual District Meeting and Election to be held May 21, 2024, and the District Clerk is hereby authorized and directed to include such Propositions in said Notice by inserting therein substantially the following paragraphs:

NOTICE IS FURTHER GIVEN that two Propositions in substantially the following forms shall be presented to the qualified voters of the District at such Annual District Meeting and Election:

BOND PROPOSITION

RESOLVED:

- (a) That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), is hereby authorized to purchase various school buses for use by the District; and to expend therefor, including preliminary costs and costs incidental thereto and to the financing thereof, an amount not to exceed the estimated total cost of \$1,375,000;
- (b) that a tax is hereby voted in the aggregate amount of not to exceed \$1,375,000 to pay such cost, said tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and
- (c) that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the principal amount of not to exceed \$1,375,000 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.

CAPITAL RESERVE FUND PROPOSITION

RESOLVED:

That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District") is hereby authorized to establish a new capital reserve fund in accordance with the provisions of Education Law section 3651, to be designated "Capital Reserve Fund 2024" ("the Fund "), for the purpose of funding, in whole or in part, future capital improvements to any of the District's buildings and sites and other infrastructure improvements or similar projects, including the acquisition of original furnishings, equipment, machinery, and apparatus, in or around any such capital improvements; the probable funding term of which will not exceed ten (10) years from the date of establishment; the ultimate principal amount therein to total \$20,000,000; and such amount is expected to be provided from the District's fund balance as well as other sources available therefor.

Such Propositions shall appear on the ballots used for voting at said Annual District Meeting and Election in substantially the following forms:

BOND PROPOSITION

YES

NO

RESOLVED:

(a) That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), is hereby authorized to purchase various school buses for use by the District, and to expend \$1,375,000 therefor; (b) that a tax is hereby voted in the aggregate amount of not to exceed \$1,375,000 to pay such cost, said tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and (c) that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the principal amount of not to exceed \$1,375,000 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.

CAPITAL RESERVE FUND PROPOSITION

YES

NO

RESOLVED:

That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District") is hereby authorized to establish a new capital reserve fund in accordance with the provisions of Education Law section 3651, to be designated "Capital Reserve Fund 2024" ("the Fund "), for the purpose of funding, in whole or in part, future capital improvements to any of the District's buildings and sites and other infrastructure improvements or similar projects, including the acquisition of original furnishings, equipment, machinery, and apparatus, in or around any such capital improvements; the probable funding term of which will not exceed ten (10) years from the date of establishment; the ultimate principal amount therein to total \$20,000,000; and such amount is expected to be provided from the District's fund balance as well as other sources available therefor.

Section 2. The proceeds of the bonds authorized pursuant to the Bond Proposition set forth in Section 1 hereof, and any bond anticipation notes issued in anticipation of said bonds, may be applied to reimburse the District for expenditures made for the purpose or purposes for which said bonds are authorized. The foregoing statement of intent with respect to reimbursement is made in conformity with Treasury Regulation Section 1.150-2 of the United States Treasury Department.

Section 3. This resolution shall take effect immediately.

* * *

The adoption of the foregoing resolution was seconded by Board Member _____ and duly put to a vote on roll call which resulted as follows:

AYES:

NOES:

The resolution was declared adopted.

**NOTICE OF VICTOR CENTRAL SCHOOL DISTRICT
BUDGET HEARING and ANNUAL VOTE AND ELECTION**

NOTICE IS HEREBY GIVEN that, as authorized by Education Law, a public hearing for the purposes of discussion of the expenditure of funds and the budgeting therefor will be held in the Victor Junior/Senior High School Performing Arts Center, 953 High Street, Victor, NY, on Tuesday, May 7, 2024, at 7:00 P.M. for the qualified voters of the Victor Central School District.

AND NOTICE IS ALSO GIVEN that voting on budget and election of members of the Board of Education will take place in the Boardroom of Victor Early Childhood School on Tuesday, May 21, 2024, between the hours of 6:00 A.M. and 9:00 P.M.

AND NOTICE IS ALSO GIVEN that a statement of the amount of money that will be required for the ensuing year for school purposes, exclusive of public moneys, may be obtained during the fourteen (14) days immediately preceding the annual budget vote and election from the District website or by contacting the District Clerk at (585) 924-3252 ext. 1402 or goodberletm@victorschools.org.

NOTICE IS FURTHER GIVEN that a Bond Proposition in substantially the following form shall be presented to the qualified voters of the District at such Annual District Meeting and Election:

BOND PROPOSITION

RESOLVED:

(a) That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), is hereby authorized to purchase various school buses for use by the District; and to expend therefor, including preliminary costs and costs incidental thereto and to the financing thereof, an amount not to exceed the estimated total cost of \$1,375,000;

(b) that a tax is hereby voted in the aggregate amount of not to exceed \$1,375,000 to pay such cost, said tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and

(c) that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the principal amount of not to exceed \$1,375,000 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.

Such Bond Proposition shall appear on the ballots used for voting at said Annual District Meeting and Election in substantially the following form:

BOND PROPOSITION

YES

NO

RESOLVED:

(a) That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), is hereby authorized to purchase various school buses for use by the District, and to expend \$1,375,000 therefor; (b) that a tax is hereby voted in the aggregate amount of not to exceed \$1,375,000 to pay such cost, said tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and (c) that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the principal amount of not to exceed \$1,375,000 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.

NOTICE IS FURTHER GIVEN that a proposition in the following form shall be presented to the qualified voters of the District at such Annual District Meeting and Election:

CAPITAL RESERVE FUND PROPOSITION

RESOLVED:

That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District") is hereby authorized to establish a new capital reserve fund in accordance with the provisions of Education Law section 3651, to be designated "Capital Reserve Fund 2024" ("the Fund"), for the purpose of funding, in whole or in part, future capital improvements to any of the District's buildings and sites and other infrastructure improvements or similar projects, including the acquisition of original furnishings, equipment, machinery, and apparatus, in or around any such capital improvements; the probable funding term of which will not exceed ten (10) years from the date of establishment; the ultimate principal amount therein to total \$20,000,000; and such amount is expected to be provided from the District's fund balance as well as other sources available therefor.

NOTICE IS FURTHER GIVEN that such Capital Reserve Fund Proposition shall appear on the ballots used for voting at said Annual District Meeting and Election in substantially the following form:

CAPITAL RESERVE FUND PROPOSITION

YES

NO

RESOLVED:

That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District") is hereby authorized to establish a new capital reserve fund in accordance with the provisions of Education Law section 3651, to be designated "Capital Reserve Fund 2024" ("the Fund"), for the purpose of funding, in whole or in part, future capital improvements to any of the District's buildings and sites and other infrastructure improvements or similar projects, including the acquisition of original furnishings, equipment, machinery, and apparatus, in or around any such capital improvements; the probable funding term of which will not exceed ten (10) years from the date of establishment; the ultimate principal amount therein to total \$20,000,000; and such amount is expected to be provided from the District's fund balance as well as other sources available therefor.

AND NOTICE IS GIVEN that petitions nominating candidates to fill two vacancies on the Board of Education must be filed with the Clerk of the District, or her designee, in the District Office no later than 5:00 P.M. on Monday, April 22, 2024.

Each petition must have been directed to the Clerk of the District, must have been signed by at least twenty-nine (29) qualified voters of the District, must have stated the residence of each signer, and the name and address of the candidate.

The following vacancies are to be filled on the Board of Education:

- a) One for a three year term (incumbent Elizabeth Mitchell)
- b) One for a three year term (incumbent Adam Snyder)

AND NOTICE IS GIVEN that all qualified individuals who wish to vote in any voting matter of the District must be registered and be listed on the District's voter registration at the time of the vote. 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.

AND NOTICE IS ALSO GIVEN that the Board of Registration shall meet to prepare the register of School District voters and any person shall be entitled to have his/her name placed upon such register provided that at such meeting he/she is known or proven to the satisfaction of such Board of Registration to be then or thereafter entitled to vote at the school election for which such register is prepared. Pre-registration of voters will be held at the District Office Conference Room, 953 High Street, on the following date:

Tuesday, May 14, 2024, between the hours of 3:00 P.M. and 7:00 P.M.

The register of eligible voters will be filed in the office of the Clerk of the District and will be open for inspection by any qualified voter of the District for five days immediately preceding the vote, except May 19, which is a Sunday. The hours for such inspection are: between 8:00 A.M. and 4:00 P.M. on May 15, 16, 17, and 20, and by prior appointment on Saturday, May 18.

NOTICE IS FURTHER GIVEN, that pursuant to Section 2018-e of the Education Law, applications for early mail ballots may be obtained at the Office of the District Clerk of the Victor Central School District, during all days in which the School District is in session. Completed applications must be received by the District Clerk no earlier than April 22, 2024 and by May 14, 2024, if the early mail ballot is to be mailed to the voter. If the early mail ballot is to be delivered personally to the voter at the Office of the District Clerk the completed application must be received by the District Clerk no later than May 20, 2024. No early mail voter's ballot will be canvassed unless it has been received in the Office of the District Clerk of the School District no later than 5:00 p.m. on May 21, 2024. A list of all persons to whom early ballots have been issued will be available in the Office of the District Clerk between 8:00 AM and 4:00 PM on and after May 15, 2024 until May 20, 2024, except on Saturday May 18, 2024, by prearranged appointment and not on Sunday, May 19, 2024. A challenge to an early voting ballot may not be made on the basis that the voter should have applied for an absentee ballot.

PLEASE TAKE FURTHER NOTICE that in accordance with Section 2018a of the Education Law, applications for absentee ballots for voters registered for said vote may be applied for at the Office of the District Clerk. Absentee ballots must be applied for unless the voter's registration is marked "permanently disabled" by the County Board of Elections. Such applications must be received by the District Clerk at least seven (7) days before the election if the absentee ballot is to be mailed to the voter (May 14, 2024) or the day before the election (May 20, 2024) if the ballot is to be picked up personally by the voter. No absentee ballots will be canvassed unless it has been received in the Office of the District Clerk of the School District no later than 5:00 p.m. on May 21, 2024. A list of all persons to whom absentee ballots have been issued will be available in the Office of the District Clerk between 8:00 AM and 4:00 PM on and after May 15, 2024 until May 20, 2024, except on Saturday May 18, 2024, by prearranged appointment and not on Sunday, May 19, 2024. Any qualified voter may file a written challenge of the qualifications of a voter whose name appears on such list, stating the reasons for the challenge.

Maureen A. Goodberlet
District Clerk

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	rodriguezj201@gmail.com
Requestor's First Name:	Julia
Requestor's Last Name:	Solan
School:	Junior/Senior High
Course / Grade Level of Students::	7-12 grades
Short Description or Name of Field Trip:	World Championship Competition
Select the appropriate type of field trip:	Extra curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	No
Estimated number of Students::	17
Departure Date::	Apr 10, 2024
Place of Departure::	Victor Senior High
Type of Transportation::	Carpool
Departure Time::	12:50:00 PM
Destination (include EXACT address)::	Mason King's Island, Mason, Ohio
Time you plan to REACH your destination::	8:30:00 PM
Return Date::	Apr 14, 2024
Time you plan to LEAVE your destination::	9:00:00 AM
Estimated Round-Trip Mileage:	900
Return Time::	5:00:00 PM
On trip: What instructional activities will occur on the trip?:	competition

What instructional provisions have been made to help participants keep up with other classes that they will miss?:	homework/study time provided
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.:	n/a
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	12
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)::	200
Cost to Chaperone (if any)::	200
Cost Breakdown per Student - Event Fee::	50
Cost Breakdown per Student - Meals::	90
Cost Breakdown per Student - Travel::	60
Cost Breakdown per Student TOTAL::	200
Upload supporting itinerary:	File Upload 1
Email Address:	peoneh@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	PTSA/Boosters, Corinne Fox

[Approve](#)

[Decline](#)

[Comment](#)

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::	Outdoor Activities Club
Short Description or Name of Field Trip:	The OAC is planning a trip to backpack, hike, and camp in the adirondack mountains.
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::	May 09, 2024
Place of Departure::	High school bus loop
Type of Transportation::	school bus
Departure Time::	3:15 PM
Destination (include EXACT address)::	Hlgh Peaks -Adirondack Mountains trailhead
Time you plan to REACH your destination::	10:00 PM
Return Date::	May 12, 2024
Time you plan to LEAVE your destination::	10:00 AM
Estimated Round-Trip Mileage:	475
Return Time::	4:00 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 on the way up and the way back for meals. Otherwise we will pack all food into the campsite.
Preparation: How will the student be prepared for the trip as an instructional activity?:	We will have pre-trip meetings leading up to our departure on clothing, food selection, shelter and traveling in the mountains.
On trip: What instructional activities will occur on the trip?:	Safely traveling and living comfortably in the backcountry
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Students will communicate to their teachers of the day they will be missing and make up any missed work.
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 need a sub for Friday May 10th
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	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)::	price of food and rental of gear
Cost to Chaperone (if any)::	Price of meals on the way there and back
Cost Breakdown per Student - Event Fee::	none
Cost Breakdown per Student - Meals::	on the way there and in town \$25-\$40
Cost Breakdown per Student - Travel::	none
Cost Breakdown per Student - Other::	\$25-\$100 (depending on rental of gear and food)

Cost Breakdown per Student TOTAL::	\$25-\$100
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 finterk@victorschools.org
 Approved by clinkk@victorschools.org

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	gloverm@victorschools.org
Requestor's First Name:	Matthew
Requestor's Last Name:	Glover
School:	HS
Course / Grade Level of Students::	Varsity Girls Volleyball
Short Description or Name of Field Trip:	The Varsity Girls Volleyball team will travel to Long Island to play in a volleyball tournament against several different long island teams. We will travel down on 9-20 after school and return 9-21 after the tournament is over.
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::	16
Departure Date::	Sep 20, 2024
Place of Departure::	953 High Street, Victor, NY
Type of Transportation::	Parents driving
Departure Time::	2:30 PM
Destination (include EXACT address)::	St. James NY Smith Town East HS
Time you plan to REACH your destination::	9:00 PM
Return Date::	Sep 21, 2024

Time you plan to LEAVE your destination::	4:00 PM
Estimated Round-Trip Mileage:	750 miles
Return Time::	10:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	No, the bus can return at a different time
Arrangements for meals (if necessary)::	Boosters will pay for meals for the players
Preparation: How will the student be prepared for the trip as an instructional activity?:	Athletic Trip for Girls Volleyball, Prepares us for different teams we may face across NYS
On trip: What instructional activities will occur on the trip?:	Players will face teams they have never seen before and compete in great competition
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	We will continue to work for our goals throughout the season
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Coaches, parents and parent reps will be attending the tournament
What specific instructional plans have been made for any student missing the field trip?:	no students will miss
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	no school missed
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	5
Special arrangements, instructions, or comments::	no

Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	No
If fundraising is involved, please describe::	Boosters Girls Volleyball
Out of Pocket Cost to Student (if any)::	\$0
Cost to Chaperone (if any)::	\$0
Cost Breakdown per Student - Event Fee::	\$0
Cost Breakdown per Student - Meals::	\$0
Cost Breakdown per Student - Travel::	\$0
Cost Breakdown per Student - Other::	\$0
Cost Breakdown per Student TOTAL::	\$0
Email Address:	gloverm@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer
Who will be paying for bus transportation (if someone other than VCSD)?:	no bus needed

Approval history

In progress

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

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address:	gloverm@victorschools.org
Requestor's First Name:	Matthew
Requestor's Last Name:	Glover
School:	HS
Course / Grade Level of Students::	Girls Varsity and JV Volleyball
Short Description or Name of Field Trip:	The Volleyball programs will be traveling to Shenendehowa for a Volleyball tournament.
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::	16
Departure Date::	Oct 11, 2024
Place of Departure::	953 High Street, Victor, NY
Type of Transportation::	parents driving
Departure Time::	2:30 PM
Destination (include EXACT address)::	Clifton Park NY 12065
Time you plan to REACH your destination::	7:00 PM
Return Date::	Oct 12, 2024
Time you plan to LEAVE your destination::	4:00 PM
Estimated Round-Trip Mileage:	450 miles
Return Time::	9:00 PM

Would you like the bus to stay with the group or may it return at a different time?:	No, the bus can return at a different time
Arrangements for meals (if necessary)::	boosters will pay for meals
Preparation: How will the student be prepared for the trip as an instructional activity?:	players will compete against best volleyball teams in NYS
On trip: What instructional activities will occur on the trip?:	Athletic trip Girls Volleyball
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	continue our goals for the season for sectionals
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	coaches, parents and parent rep
What specific instructional plans have been made for any student missing the field trip?:	no one will miss
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	none
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	5
Special arrangements, instructions, or comments::	none
Will you be requesting this trip again next year?:	Yes
School and/or District Funding Requested?:	No
If fundraising is involved, please describe::	boosters
Out of Pocket Cost to Student (if any)::	\$0
Cost to Chaperone (if any)::	\$0
Cost Breakdown per Student - Event Fee::	\$0
Cost Breakdown per Student - Meals::	\$0
Cost Breakdown per Student - Travel::	\$0

Cost Breakdown per Student - Other::	\$0
Cost Breakdown per Student TOTAL::	\$0
Email Address:	gloverm@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer
Who will be paying for bus transportation (if someone other than VCSD)?:	parents driving

Approval history

In progress

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

Proposal for the Victor-Rennes Exchange Program

The Victor-Rennes Exchange Program has been running since 2012. We have a very strong and successful working relationship with the Lycée Jean-Paul II, located in a suburb of Rennes, France. Many Monroe County and Finger Lakes districts participate in exchanges with other schools located in and around Rennes. Most follow a similar protocol to what we are proposing. **We have already been asked by the principal of Lycée Jean-Paul II to participate next year.**

In October, we would like to host 20-25 French students for a week. They are accompanied by two French teachers. Prior to their arrival here, they will spend 3 days in New York City. The French students attend classes here with their VSHS host. In addition, our guests participate in field trips to such places as Rochester, Ithaca, Watkins Glen and Niagara Falls. Host families also show them places of local interest on the weekend.

In April 2025, our students would travel to Rennes for a week. Victor students stay with their host-sibling and attend classes at the lycée. Our participants also take day trips to visit Rennes, the Normandy beaches, Mont St. Michel and St. Malo. At the end of this week, we will travel to Paris and spend 3 days there. We will visit the Eiffel Tower, the Louvre, Sacré Coeur, Notre Dame, Versailles and EuroDisney.

We have found that participants in the exchange program have a marked improvement in their vocabulary as well as their speaking and listening skills. In addition, our students begin to appreciate the nuances of globalization and their place within it. Families on both sides of the ocean are consistently appreciative of the opportunity the program provides to their children. Our Victor students have described the exchange as "the best experience of my life," "a great balance between learning and fun," and "an awesome experience that really makes me look at the world in a new way."

The cost of the trip is \$2800 and includes the cost of all meals, transportation to, from and in France, all admission fees and hotel housing in Paris. We always offer fundraising options for those families who are interested. Each student's individual profits are used to defray the cost of the trip.

We are looking forward to sharing our school and community with these French highschoolers and to helping our Victor students learn more about the language, history and culture they are studying.

UPDATED VCS Field Trip Form

You have been requested to review the following:

Requestor's Email Address: stekla@victorschools.org

Requestor's First Name: Anne

Requestor's Last Name: Stekl

School: HS

Course / Grade Level of Students:: 9-12

Short Description or Name of Field Trip: Victor-Rennes Exchange

Select the appropriate type of field trip: Non-required co-curricular

Have BOTH the District and Building calendars been checked for potential conflicts?: Yes

Estimated number of Students:: 20

Departure Date:: Apr 17, 2025

Place of Departure:: Buffalo, Rochester or Toronto

Type of Transportation:: Bus and Plane

Departure Time:: 10:00 AM

Destination (include EXACT address):: Rennes & Paris, FRANCE

Time you plan to REACH your destination:: 8:00 AM

Return Date:: Apr 27, 2025

Time you plan to LEAVE your destination:: 8:00 AM

Estimated Round-Trip Mileage: 3000 miles

Return Time::	6:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	No, the bus can return at a different time
Arrangements for meals (if necessary)::	All meals are provided by host families or are paid for through participation fees.
Preparation: How will the student be prepared for the trip as an instructional activity?:	Students attend meetings during Activity period to learn about places of cultural and historic interest. They also host a French student in the fall of 2024.
On trip: What instructional activities will occur on the trip?:	Tours and visits to landmarks and monuments in the US, Canada and France.
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	Participants share photos, experiences, and perspectives of their trip abroad with their classmates. French students who visit Victor in the fall share their experiences with Victor participants and with students studying French in the JH and HS.
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	Victor students are expected to notify their teachers of their absence prior to leaving and to get upcoming assignments. We also offer a "study sesh" with our students if they need a more structured opportunity to complete work before their trip abroad.
What specific instructional plans have been made for any student missing the field trip?:	Students will continue to receive instruction and lessons on Google Classroom.
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	Substitute teachers will be needed for 3 teachers while they are traveling with the group.
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	3
Special arrangements, instructions, or comments::	Please see attached document.

Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	No
If fundraising is involved, please describe::	Candy sales, etc. Profits earned are tallied per individual student.
Out of Pocket Cost to Student (if any)::	\$2,800
Cost to Chaperone (if any)::	\$120
Cost Breakdown per Student - Event Fee::	\$400
Cost Breakdown per Student - Meals::	\$500
Cost Breakdown per Student - Travel::	\$1,400
Cost Breakdown per Student - Other::	\$500 housing
Cost Breakdown per Student TOTAL::	\$2,800
Upload supporting itinerary:	File Upload 1
Email Address:	stekla@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

Approval history

In progress

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

GROUPING BY SIMILARITY OF NEEDS

The Board will provide appropriate special education and related services to students with disabilities. For those students for whom an appropriate education requires that they be placed together for purposes of special education, the following guidelines will apply:

- a) Each student with a disability will be identified, evaluated, and placed as determined by the Committee on Special Education (CSE).
- b) The CSE will determine written goals, including academic and functional goals, for each student with a disability by considering the special and individual needs of each student with a disability. Short-term instructional objectives and/or benchmarks will be created for each preschool student with a disability and for students who take New York State alternate assessments.
- c) The CSE will recommend to the Board appropriate educational programs and services for each student with a disability based upon the CSE evaluation.
- d) The CSE will provide information to those teachers and professionals who arrange instructional groups for students with disabilities. Information will include physical, psychological, and social information as well as achievement test results.
- e) The curriculum and instruction provided to students with disabilities who are grouped by similarity of needs will be consistent with the individual needs of each student in the group.
- f) Students with disabilities may be grouped according to:
 - 1. Academic achievement, functional performance, and learning characteristics;
 - 2. Social development;
 - 3. Physical development; and
 - 4. Management needs.
- g) When grouping students by similarity of needs, the social needs or physical development of a student will not be the sole determinant for placement of a student in a special education program.
- h) The management needs of these students may vary, provided that environmental modifications, adaptations, or human or material resources required to meet the needs of any one student in the group are provided and do not consistently detract from the opportunities of other students in the group to benefit from instruction.

8 NYCRR Sections 200.1(w), 200.2(b), 200.4(d) and 200.6(a)(3)

Adoption Date:
4000 - Instruction

WORKPLACE VIOLENCE PREVENTION POLICY ~~STATEMENT~~

Overview

The District is committed to the safety and security of its employees. Workplace violence presents a serious ~~occupational safety hazard~~ threat to the safety of employees, students, parents, and visitors. The goal of this policy is to promote the safety and well-being of all people in the workplace.

Acts of violence against ~~any~~ District employees where any work-related duty is performed will be thoroughly investigated and appropriate action will be taken, ~~including involving law enforcement authorities when warranted.~~ All employees are responsible for: ~~helping to create~~ ing an environment of mutual respect for each other, as well as students, parents, and ~~other~~ visitors; following all applicable ~~documents~~ policies and procedures; and for assisting in maintaining a safe and secure work environment.

This Workplace Violence Prevention Policy was developed in consultation with ~~the all~~ authorized employee representative(s) and is designed to meet the requirements of New York State Labor Law and highlights some of the elements that are found within the District's Workplace Violence Prevention Program (WVPP).

Definitions

For purposes of this policy, the following definitions apply:

- a) "Authorized employee representative" means an employee authorized by the employees or the designated representative of an employee organization recognized or certified to represent the employees pursuant to Article 14 of the Civil Service Law, the Public Employees' Fair Employment Act.
- b) "Imminent danger" means any conditions or practices in any place of employment which are such that a danger exists which could reasonably be expected to cause death or serious physical harm immediately or before the imminence of the danger can be eliminated through the enforcement procedures.
- c) "Retaliatory action" means the discharge, suspension, demotion, penalization, or discrimination against any employee, or other adverse employment action taken against an employee in the terms and conditions of employment.
- d) "Serious physical harm" means physical injury which creates a substantial risk of death, or which causes death or serious and protracted disfigurement, protracted impairment of health, or protracted loss or impairment of the function of any bodily organ or a sexual offense as defined in Penal Law.
- e) "Serious violation" means ~~a serious violation of the public employer workplace violence prevention program is~~ the failure to:
 - 1. Develop and implement a Workplace Violence Prevention Program;
 - 2. Address situations which could result in serious physical harm.

- f) "Supervisor" means any person within the District who has the authority to direct and control the work performance of an employee or who has the authority to take corrective action regarding the violation of a law, rule, or regulation to which an employee submits written notice.
- g) "Workplace" means any location away from an employee's domicile, permanent or temporary, where an employee performs any work-related duty in the course of their employment by the District.

What is Workplace Violence

Workplace violence is any physical assault or acts of aggressive behavior occurring where an employee performs any work-related duty in the course of their employment including, but not limited to:

- a) An attempt or threat, whether verbal or physical, to inflict physical injury upon an employee;
- b) Any intentional display of force which would give an employee reason to fear or expect bodily harm;
- c) Intentional and wrongful physical contact with an employee without their consent that entails some injury;
- d) Stalking an employee with the intent of causing fear of material harm to the physical safety and health of the employee when the stalking has arisen through and in the course of employment.

Workplace violence may be committed against a District employee by anyone, including, but not limited to:

- g) Other employees;
- b) Former employees;
- c) Students;
- d) Parents;
- e) Visitors;
- f) Individuals who have no connection to the workplace, but enter to commit a robbery or other crime; or
- g) An individual who has a personal relationship with an employee.

Prohibited Conduct

The District prohibits workplace violence and will not tolerate violence, threats of violence, or intimidating conduct in the workplace.

Workplace Violence Prevention Advisory Committee

The District will establish a Workplace Violence Prevention Advisory Committee that will meet periodically throughout the year. The purpose of the Workplace Violence Prevention Advisory Committee is to assist the District in coordinating its efforts to comply with its responsibilities related to workplace violence prevention, including overseeing the development and maintenance of the District's ~~Workplace Violence Prevention Program (WVPP)~~.

The Workplace Violence Prevention Advisory Committee will include:

- a) The Workplace Violence Prevention Coordinator;
- b) All authorized employee representatives;
- c) ~~The Coordinator of District Security~~ School Resource Officer;
- d) Assistant Superintendent for Personnel

It may also include one or more representatives from the following groups:

- a) District-wide school safety team;
- b) The building level emergency response team(s);
- c) District/building administrators;
- d) Teachers, including at least one special education teacher; and
- e) Other District staff.

Workplace Violence Prevention Coordinator

The District has designated the following District employee to serve as its Workplace Violence Prevention Coordinator:

Primary Contact		Secondary Contact	
Name	Steve Slavny	Name	Dorothy DiAngelo
Title	Coordinator of District Safety	Title	Assistant Superintendent for Personnel
Department	Safety & Security	Department	Personnel
Phone	924-3252 Ext. 6430	Phone	924-3252 Ext. 1415
Location	Senior High School	Location	District Office

The Workplace Violence Prevention Coordinator convenes and coordinates the activities and plans of the Workplace Violence Prevention Advisory Committee. The Workplace Violence Prevention Coordinator is also responsible for answering employee questions about this policy and related materials, as well as receiving workplace violence incident reports.

Authorized Employee Representatives

The District must provide for employee participation in the WVPP through an authorized employee representative. Authorized employee representatives will participate on the Workplace Violence Prevention Advisory Committee. ~~Other responsibilities of the~~ Authorized employee representatives have a right to, at a minimum, be involved in~~include, but are not limited to:~~

- a) Participating in the development and implementation of this policy.
- b) Evaluating the physical workplace environment to determine workplace violence risk factors.
- c) Developing the WVPP.
- d) Reviewing workplace violence incident reports at least ~~annually~~ once a year to identify trends in the types of incidents reported, if any.
- e) ~~Reviewing~~ Evaluating the effectiveness of safeguards and actions taken to reduce the risk of workplace violence. ~~the mitigating actions taken.~~
- f) Reporting violations of the District's WVPP.

Reporting Workplace Violence

The District has established and implemented a reporting system for incidents of workplace violence. ~~If there is a developing pattern of workplace violence incidents which may involve criminal conduct or a serious injury, the District will attempt to develop a protocol with the District Attorney or police to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who wish to file a criminal complaint after a workplace violence incident.~~

~~———— All employees and authorized employee representatives are responsible for providing written notice to a supervisor or Workplace Violence Prevention Coordinator of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received. Reports of workplace violence must be made in writing. All reports must be immediately forwarded to the Workplace Violence Prevention Coordinator.~~

Any employee or authorized employee representative who becomes aware of a physical assault, threatening behavior, or verbal abuse in the workplace must immediately provide notice of the facts and circumstances of the violent incident to a supervisor or the Workplace Violence Prevention Coordinator. Written notice of the incident and facts and circumstances must be submitted by the end of the workday. If the report was provided to a supervisor, the supervisor must immediately forward the report to the Workplace Violence prevention Coordinator.

~~———— Written notice is not required where imminent danger exists to the safety of a specific employee and the employee reasonably believes in good faith that reporting to a supervisor or the Workplace Violence Prevention Coordinator would not result in corrective action.~~

If an employee witnesses or is involved in an incident of violence in which there is an immediate threat to the employee's safety, or the safety of others, or where a serious injury has occurred, the employee should immediately call 911 to obtain law enforcement and/or medical assistance. The employee should also immediately notify their immediate supervisor.

If an employee believes that either they or another employee are in imminent danger of workplace violence and reasonably believes, in good faith, that report to a supervisor or the Workplace Prevention Coordinator would not result in corrective action, then the employee may report the violation directly to the Public Employee Safety and Health Bureau (PESH).

~~After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice.~~ The District will immediately respond to all **reported** incidents of violence or threatening behavior upon notification. After the District receives notice, the District will be afforded a reasonable opportunity to correct the activity, policy, or practice.

If there is a developing pattern of workplace violence incidents which may involve criminal conduct or a serious injury, the District will attempt to develop a protocol with the District Attorney or ~~police~~ law enforcement to ensure that violent crimes committed against employees in the workplace are promptly investigated and appropriately prosecuted. The District will provide information on these protocols and contact information to employees who wish choose to file a criminal complaint after a workplace violence incident.

In addition to complying with the reporting requirements in this policy, District employees must comply with all other applicable reporting requirements contained in any District policy, regulation, procedure, collective bargaining agreement, or other document such as the District's *Code of Conduct*.

Inspections by the Commissioner of Labor

At the Request of an Employee or Authorized Employee Representative

If, after being ~~the District has been~~ given notice and a reasonable opportunity to resolve the activity, policy, or practice, the matter has not been resolved and the employee or authorized employee representative still believes that a serious violation of the WVPP remains, or that an imminent danger exists, the employee or authorized employee representative may request an inspection by notifying the Commissioner of Labor of the alleged violation or danger. The notice and request will be in writing, describing with reasonable particularity the grounds for the notice, and be signed by the employee or authorized employee representative. A copy of the written notice will be provided by the Commissioner of Labor to the District or the person in charge no later than the time of inspection, except that on the request of the person giving the notice, the person's name and the names of individual employees or authorized employee representative will be withheld.

A District representative and an authorized employee representative will be given the opportunity to accompany the Commissioner of Labor during an inspection for the purpose of aiding the inspection. Where there is no authorized employee representative, the Commissioner of Labor will consult with a reasonable number of employees concerning matters of safety in the workplace.

The authority of the Commissioner of Labor to inspect a premises pursuant to an employee complaint will not be limited to the alleged violation contained in the complaint. The

Commissioner of Labor may inspect any other area of the premises in which they have reason to believe that a serious violation of the workplace violence prevention law exists.

Initiated by the Commissioner of Labor

The Commissioner of Labor may inspect any premises occupied by the District if they have reason to believe that a violation of the workplace violence prevention law has occurred. The current ~~Public Employee Safety and Health (PESH)~~ administrative plan will be used for the enforcement of the workplace violence prevention law, including a general schedule of inspection, which provides a rational administrative basis for the inspection.

Workplace Risk Evaluation and Developing a Workplace Violence Prevention Program (WVPP)

The District will engage in a process of workplace [risk](#) evaluation designed to identify the risks of workplace violence to which employees could be exposed.

The District will then develop and implement a written WVPP to prevent, minimize, and respond to any workplace violence. The Workplace Violence Advisory Committee, which includes all authorized employee representatives, will oversee ~~and participate in~~ the development [and maintenance](#) of the WVPP. During the development process, the authorized employee representative(s) will provide input on those situations in the workplace that pose a threat of workplace violence.

The WVPP will include the following:

- a) A list of the risk factors identified in the workplace [risk](#) evaluation.
- b) The methods the District will use to prevent incidents of workplace violence. Examples include, but are not limited to:
 - 1. Making high-risk areas more visible to more people;
 - 2. Installing good external lighting;
 - 3. Using drop safes or other methods to minimize cash on hand;
 - 4. Posting signs stating that limited cash is on hand;
 - 5. Providing training in conflict resolution and nonviolent self-defense responses; and
 - 6. Establishing and implementing reporting systems for incidents of aggressive behavior.
- c) A hierarchy of controls to which the program will adhere as follows: engineering controls, work practice controls, and personal protective equipment (PPE).
- d) The methods and means by which the District will address each specific hazard identified in the workplace [risk](#) evaluation.
- e) A system designed and implemented by the District to report any workplace violence incidents that occur in the workplace. The reports must be in writing and maintained for the annual program review.

- f) A written outline or lesson plan for employee program training.
- g) A plan for program review and update on at least an annual basis. This review and update will detail any mitigating steps taken in response to any incident of workplace violence.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The District will not take retaliatory action against any employee ~~because the employee~~ that exercises any right accorded to them under this policy.

Training

At the time of hire and annually thereafter, all employees will participate in the District's workplace violence prevention training program. Additionally, retraining is required for all employees any time there is a significant change to the WVPP, a newly identified risk factor, or a control measure addition.

Notification

This policy will be posted where notices to employees are typically posted. ~~The District will make its WVPP available to employees, authorizes employee representatives, and the Commissioner of Labor upon request and in the work area.~~ A copy of the District's WVPP may be obtained by contacting the District's Workplace Violence Prevention Coordinator. The District will also make the WVPP available for reference to employees, authorized employee representatives, and the Commissioner of Labor in the work area.

~~Whenever significant changes are made to the WVPP, the District will provide relevant information to affected employees.~~

Labor Law Section 27-b
12 NYCRR Section 800.6

NOTE: Refer also to Policies

#5300	<u>Code of Conduct</u>
#1611	<u>Weapons on School Grounds</u>
#5710	<u>Violent and Disruptive Incident Reporting</u>
#0100	<u>Non-Discrimination and Equal Opportunity</u>
#8130	<u>School Safety Plans and Teams</u>
#8414.4	<u>Use of Video or Audio Surveillance on School Property</u>
#0110	<u>Sexual Harassment</u>
#9140.1	<u>Staff Complaints and Grievances</u>
#4321.12	<u>Use of Timeout Rooms and Physical Restraints</u>

Adoption Date

STAFF-STUDENT RELATIONS (FRATERNIZATION)

The Board requires that all District employees maintain a professional, ethical relationship with District students that is conducive to an effective, safe learning environment, and that staff members act as role models for students, whether on or off school property and both during and outside of school hours. Staff must establish appropriate personal boundaries with students and not engage in any behavior that could reasonably be considered fraternization, i.e., creating the impression to other students, their parents, staff, or the public that a dating or sexual relationship exists between staff and a student.

Staff members are prohibited, under any circumstances, to date or engage in any improper fraternization or undue familiarity with students, regardless of the student's age or express or implied consent to this conduct. Further, employees will not entertain or socialize with students in a manner so as to create the perception that a dating relationship exists. Similarly, any action or comment by a staff member which invites romantic or sexual involvement with a student is considered highly unethical, in violation of District policy, and may result in the notification of law enforcement officials and the filing of criminal charges and/or disciplinary action by the District.

Inappropriate employee behavior includes, but is not limited to, creating secret relationships with students that encourages lies; failure to report students to resources within the school for serious issues; flirting; making suggestive comments; dating; requests for sexual activity; frequent communication with a student unrelated to course work or school matters; providing alcohol or drugs to students; inappropriate touching; and engaging in sexual contact and/or sexual relations.

Inappropriate fraternization of staff with students, even if the student participated willingly in the activity (regardless of the student's age), is against District policy and may be in violation of professional standards of conduct and New York State Law. However, inappropriate employee conduct does not need to rise to the level of criminal activity for the conduct to be in violation of District rules and subject to appropriate disciplinary sanctions. Employees who have children who attend the District may interact with students differently as a parent of children who are peers of other students. However, all staff must maintain an ethical and appropriate relationship with students and maintain appropriate personal boundaries, regardless of their connection to other families.

Any student who believes that he or she has been subjected to inappropriate staff behavior as described in this policy, as well as students, school employees, or third parties who have knowledge of or witness any possible occurrence of inappropriate staff-student relations, must report the incident to any staff member or the employee's supervisor, the student's principal, or the District's designated Compliance Officer. In all circumstances, these reports will be forwarded to the designated Compliance Officer for further investigation. Anonymous complaints of inappropriate fraternization of staff members with students will also be investigated by the District. Investigations of allegations of inappropriate staff-student relations will follow the procedures utilized for complaints of harassment within the District. Allegations of inappropriate staff-student behavior will be promptly investigated and will be treated as confidential and private to the extent possible within legal constraints. If there is a finding upon completion of the investigation that inappropriate conduct occurred, District administration will take prompt corrective action.

Any employee having knowledge of or reasonable suspicion that another employee may have engaged in inappropriate conduct with a student that may constitute child abuse in an educational setting must also follow the District's reporting procedures for these allegations. This information will also be reported by the designated administrator as required by state law to law enforcement

officials, the State Education Department (SED), and/or Child Protective Services as may be applicable.

If a student initiates inappropriate behavior toward a staff member, that employee will document the incident and report it to his or her building principal or supervisor immediately, or as soon as is practicable.

Prohibition of Retaliatory Behavior (Commonly Known as "Whistle-Blower" Protection)

The Board prohibits any retaliatory behavior directed against complainants, victims, witnesses, and/or any other individuals who participate in the investigation of allegations of inappropriate staff-student relations. Follow-up inquiries and/or appropriate monitoring will be made to ensure that the alleged conduct has not resumed and that all those involved in the investigation have not suffered retaliation. Any act of retaliation is subject to appropriate disciplinary action by the District.

District Responsibility/Training

The principal of each school and/or program supervisor will be responsible for informing students, staff, and volunteers of the requirements of this policy, including the duty to report and the procedures established for investigation and resolution of complaints. Further, staff training will be provided to facilitate staff identification of possible behavior that may constitute inappropriate staff-student relationships. Students will be provided this training in an age-appropriate manner.

This policy (or a summary) will be disseminated as appropriate to staff, students, and parents.

Disciplinary Sanctions

Any staff member who engages in inappropriate conduct with a student will be subject to appropriate disciplinary measures up to and including termination of employment in accordance with legal guidelines, District policy, and any applicable collective bargaining agreement. A violation of this policy may also subject the employee to criminal and/or civil sanctions as well as disciplinary action by the SED.

Policy References:

Title IX of the Education Amendments of 1972, 20 USC § 1681 et seq.
Education Law Article 23-B
Social Services Law §§ 411-428
8 NYCRR Part 83

Adoption Date:

9000 – Personnel and Negotiations

WAYNE-FINGER LAKES BOCES
2024 Official Certificate of Nomination
BOCES Board Member

By resolution, at a meeting on _____ 2024 the Board of Education of

_____ School District nominated

(first and last name)

(e-mail address)

Residing at: _____

(home address)

School District of Residence: _____

to be a candidate for election to membership on the Board of Education of the Wayne-Finger Lakes BOCES, commencing on July 1, 2024, for a term of three years ending June 30, 2027.

Clerk, Board of Education

Date

School District

(Below will be filled out by the BOCES Board Clerk)

The above nomination was filed in my office on _____ 2024

Board Clerk, Wayne-Finger Lakes BOCES

This form must be received no later than 4:00 PM on Monday, March 25, 2024.

E-MAIL OR FAX THIS OFFICIAL CERTIFICATE OF NOMINATION TO:

Cindy Murray, Board Clerk
Wayne-Finger Lakes BOCES

cindy.murray@wflboces.org (e-mail) or 315-332-7325 (fax)