

Victor Central School
Board of Education
PROPOSED AGENDA
Regular Meeting, Wednesday, June 12, 2024 – 5:30 PM
Early Childhood School Auditorium/Boardroom
953 High Street, Victor, NY

It is expected that, upon opening the meeting, a motion will be made to adjourn to executive session and 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 a student discipline appeal as well as the employment history of specific individuals.*
- ✓ • *Motion to return to regular session.*
- ✓ • *Resolution Determining the Appeal of a Student Disciplinary Matter.*
- ✓ • *Motion to adjourn the meeting.*

Meeting Called to Order by President Tim DeLucia

A. Greetings to Visitors/Public Participation Reminder

B. 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.)

C. Moment of Silence

D. Pledge to the Flag

✓ **2. Approval of the Agenda**

3. Presentations/Recognitions: (60 Minutes)

- **Permanent Art Collection**
- **Winterguard New York State North East Colorguard Circuit State Champions**
- **Varsity Boys Golf Section V Class AA Champions**
- **Individual Varsity Track and Field Section V Class A1 Champions**
- **Varsity Baseball Section V Class AA Champions**
- **Varsity Boys Lacrosse Section V Class B Champions**
- **Varsity Girls Lacrosse Section V Class B Champions and New York State Champions**
- **Recognition of the 2023-2024 Tenure Recipients**
- **Board Member Recognition**

4. Superintendent's Update

- 5. Public Participation:** Although the Board's work is open to the public, this is not a meeting with the public. At this time privilege of the floor is offered to those who have signed up to speak. The Chair will be happy to recognize those of you who wish to speak. When you approach the microphone, please identify yourself before presenting your thoughts. *(Individual comments will be limited to 3 minutes and the total time for this portion of the agenda will be limited to 30 minutes.)* Please note, issues related to specific School District personnel or students must be brought to the attention of the Superintendent of Schools privately as they are not discussable at this venue. Thank you.

Victor Central School
Board of Education
PROPOSED AGENDA

- ✓ 6. **Acceptance of Consent Items (5 min.)**
- A. Minutes of the Regular Meeting of May 9, 2024, the Special Meetings of May 23, 2024 and June 4, 2024**
 - B. Treasurer's Report for the month ending April 30, 2024**
 - C. Personnel Agenda**
 - D. Recommendations of the Committee on Special Education from the meetings of January 16, 2024, February 1, 6, 26, 27, 28, 29, 2024, March 1, 3, 5, 6, 7, 8, 11, 13, 19, 20, 22, 26, 27, 28, 2024, April 9, 10, 11, 12, 16, 17, 18, 19, 23, 24, 25, 26, 29, 30, 2024, May 1, 2, 3, 7, 8, 9, 10, 14, 15, 16, 17, 20, 21, 22, 23, 24, 28, 29, 31, and June 3, 4, 2024 and from the Committee on Preschool Special Education meetings of April 9, 11, 16, 19, 23, 30, 2024, May 3, 6, 7, 10, 14, 28, 31, 2024, and June 3, 4, 5, 2024**
 - E. Election Inspectors for the June 27, 2024 Victor Farmington Library Funding Vote**
 - F. Declare the following as surplus:**
 - **16 Boys Basketball Uniforms Navy and White**
 - **Fitness Equipment; Bikes with VCS Tag #s 04705, 012703, 00830053**
 - **Fitness Equipment; Treadmill with VCS Tag # 04704**
 - **Fitness Equipment; Elliptical with VCS Tag # 03962**
 - **Cheerleading: 15 Signs, 35 Poms/Misc., 1 Speaker, 30 Warm-ups, 25 Uniforms (bodysuits, tops, skirts), 1 Gatorade cart**
 - G. Accept the following donations:**
 - **\$497.00 from Boys Lacrosse Booster Club to be used toward the helmet decals for Varsity and Junior Varsity**
 - **2 Sets of Alumagoal 3" Classic (4 total goals) valued at \$6,559 from the Victor Soccer Club**
 - H. Acceptance of the Internal Audit Report and the Corrective Action Plan for year ended June 30, 2023**
 - I. Approve the Terms and Conditions between the Victor Central School District and the Assistant Superintendent for Business for 7/1/2024 – 6/30/2026**
 - J. Approve the Terms and Conditions between the Victor Central School District and the Assistant Superintendent for Instruction for 7/1/2024 – 6/30/2026**
 - K. Approve the Terms and Conditions between the Victor Central School District and the Assistant Superintendent for Personnel for 7/1/2024 – 6/30/2026**
 - L. Approve the Terms and Conditions between the Victor Central School District and the Assistant Superintendent for Pupil Services for 7/1/2024 – 6/30/2026**
 - M. Approve the General Resolution for the purpose of participating in a cooperative bid coordinated by the BOCES of Ontario, Seneca, Wayne and Yates Counties for Various Commodities and/or Services as submitted**
 - N. Approve Bond Resolution for Various School Bus Purchases**
 - O. Approve the Superintendent's Contract for the period of July 1, 2024 through June 30, 2029 and authorize the Board of Education President to execute it on behalf of the Board**
 - P. Approve incoming Board Member Carol Prescott to participate in the 2024-2025 Mandated Training for New School Board Members through Four County School Boards Association**

Victor Central School
Board of Education
PROPOSED AGENDA

- Q. Approve Resolution Funding of the 2024 Capital Reserve: Based on the recommendation of the Superintendent of Schools, we recommend the funding of the 2024 Capital Reserve, as authorized by Section 3651 of the New York State Education Law, up to a maximum of \$7,000,000 from unappropriated fund balance as of June 30, 2024**
 - R. Accept the transportation bids from Comfortable Transportation, Transpo, Ontario Bus Company with Buses and Ontario Bus Company without Buses to ensure sufficient support for students and programs**
- 7. A. Campus News**
- B. Athletic Update** (*Duey Weimer, Mike Ferreri, Jen Haggerty, Trevor Sousa; 15 min.*)
- C. Capital Project Update** (*Tim Terranova and Derek Vallese; 15 min.*)
- D. Approve the following field trip:**
- **Girls Varsity Soccer Team to Livonia, NY from 8/31/2024 – 9/1/2024**
- E. Policy Review: First Reading**
- **Code of Conduct; Policy 5300**
- 8. Meeting Updates**
- A. Monroe County School Boards Association Committee Reports**
 - B. Standing Committee Updates**
- 9. Upcoming Events**
- A. Reorganizational and Regular Board Meeting, Thursday, July 11, 2024 in the Early Childhood School Boardroom**
- ✓ **10. Adjourn**

**VICTOR CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

**Unapproved Minutes of the Regular Meeting of May 9, 2024
Early Childhood School Auditorium/Boardroom
953 High Street
Victor, New York 14564**

CALL TO ORDER President Tim DeLucia called the meeting to order at 5:38 PM.

Members Present Bryan Adams, Tim DeLucia, Kristin Elliott, Lisa Kostecki,
Elizabeth Mitchell, Christopher Parks (arrived at 5:46 PM), Adam Snyder

EXECUTIVE SESSION: A motion was made by B. Adams, seconded by E. Mitchell, to enter executive session at 5:38 PM to discuss a student discipline appeal as well as the employment history of specific individuals. The motion was carried. 6 yes 0 no 0 abstentions.

REGULAR SESSION: A motion was made by C. Parks, seconded by K. Elliott, to return to regular session at 6:53 PM. The motion was carried. 7 yes 0 no 0 abstentions.

RESOLUTION DETERMINING THE APPEAL OF A STUDENT DISCIPLINARY MATTER:

The following motion was made by B. Adams, seconded by L. Kostecki:

WHEREAS, the Board of Education of the Victor Central School District (the “Board”) received a written appeal from a student disciplinary matter arising under the District’s Code of Conduct Policy; and **WHEREAS**, the Board has considered the matter in executive session, to protect the privacy of a student’s education records and personally identifiable information under Federal and State Law, pursuant to a motion made and approved under Public Officers Law §108(3) during the regular business meeting of the Board on May 9, 2024; and

NOW, THEREFORE, BE IT RESOLVED, that having reviewed the paperwork, listening to the hearing and due deliberation having been had, the appeal is denied, and the decisions of the building administration and the Superintendent of Schools are affirmed.

AND IT IS FURTHER RESOLVED, that the President of the Board of Education, or the District Clerk as designee of the President, is hereby authorized to prepare a letter consistent with this Resolution and with the deliberations in Executive Session to be prepared, signed and mailed to the appellant; and to include in that letter language appropriate to inform the appellant of the time and manner in which an aggrieved party may file an appeal of this decision with the New York State Commissioner of Education;

AND IT IS FURTHER RESOLVED, that this Resolution shall take effect immediately.

A roll call vote was taken. T. DeLucia – appeal denied, B. Adams – appeal denied,
K. Elliott – appeal denied, L. Kostecki – appeal denied, E. Mitchell – appeal denied,
C. Parks – appeal denied, A. Snyder – appeal denied The motion was carried. 7 yes 0 no 0 abstentions

ADJOURN THE MEETING: A motion was made by E. Mitchell, seconded by K. Elliott, to adjourn the meeting at at 6:55 PM. The motion was carried. 7 yes 0 no 0 abstentions.

CALL THE MEETING TO ORDER: Board President T. DeLucia called the meeting to order at 7:20 PM.

APPROVE THE AGENDA: A motion was made by L. Kostecki, seconded by E. Mitchell, to approve the agenda. The motion was carried. 7 yes 0 no 0 abstentions

PRESENTATIONS/RECOGNITIONS:

DECA INTERNATIONAL CAREER DEVELOPMENT CONFERENCE: Mr. DeLucia introduced the co-advisor of DECA, Sue Utz. Ms. Utz started out by thanking the Board of Education, Dr. Terranova, Mr. Siesto for their endless support. Victor Senior High School has the largest and most successful chapter in Western New York. It is a student run organization. There were nine Victor DECA members competing at the International Career Development Conference (ICDC) in Anaheim, California. There were four other students who attended an Emerging Leaders Series. With over 10,000 students from over 10 countries competing, Ms. Utz said they couldn't be prouder of how the students performed. Cameron Williams received a Silver Medallion as he scored in the top 10 in the event of Hotel Lodging and Management Series. Ian Bass earned a Silver Medallion in top 10 role play in Business Services Marketing. Ryan Gill and Raj Chitre were finalists in Financial Services Team Decision Making and earned a Blue Medallion, which is top 20 internationally overall. Connor Doran distinguished himself as a true DECA International Champion. He competed for the second time in the Sports and Entertainment Marketing Series Event. He earned second place, which is known as DECA Glass. DECA Glass has only been earned one other time in Victor and that was two years ago by Connor and his partner. Ms. Utz said this year Connor did it on his own. Certificates were presented to the students recognizing their accomplishments.

VICTOR INDOOR PERCUSSION ENSEMBLE (VIPE) STATE CHAMPIONS: Mr. DeLucia introduced the Director of the Victor Indoor Percussion Ensemble (VIPE) Mark Gowman. Mr. Gowman started out by thanking everyone for the recognition. He said it is an amazing group of young people and represents the best that the school and community has to offer. They won their third State Championship in four years. They had many successes in competition this year. It wasn't until they got to the World Championships that they came in second place the entire season. Mr. Gowman said in the middle of the season they were promoted to the Open Class. Victor is the only school in New York State that is currently in the Open Class, which is a huge accomplishment. This is the second year in a row that Victor was a finalist in the Regional Championships. The kids worked hard together and for each other. Certificates were presented to the students recognizing their accomplishments.

2023-2024 RETIREES: In recognition of their years of service to the District, the following retirees attended the Board meeting and were personally recognized: Elementary and Reading Teacher Maureen Unterborn, Math Teacher Pam Lowe, Library Media Specialist Linda Tabit, Physical Education Teacher Jim Andre, School Counselor Mary Banaszak, Employee Relations Specialist Linda Tice and Senior Typist Judy Hessney. Retirees who were unable to attend but will also be receiving recognition are Art Teacher Allision Murphy, Bus Driver Orion Carter, Building Secretary MaryAnn Wachob, Custodian Brian Parker, Elementary Teachers Kim Bavis and Robin Halladay, Information Technology Support Technician Danielle Pollok, Library Clerk Connie Ohle, and Teacher Aide Judith Francis.

SUPERINTENDENT'S UPDATE: Dr. Terranova provided an update on the mission and vision work. A survey was sent out to the community. The survey closed last week with hundreds of responses received. On May 15th there will be the second large group meeting to review the survey results and introduce an exercise for the committee, which is to write a letter about Victor Schools 25 years in the future. They will have a week to complete it. There will be three additional meetings with a smaller group in June, possibly going into the summer. During the first meeting in June, they will take a look at the

letters the committee members wrote along with the results gathered from the survey and compose a long version of a vision statement. The second meeting will be to take the long vision statement and come up with a vision statement the group feels comfortable with to bring to the community for more feedback. The third meeting will be to talk about the mission. Dr. Terranova said he appreciates everyone's work around the mission and vision statements. He then gave a shout-out to Library Media Specialist Michele Linse who put together a Victor Central School District Nature Guide. Dr. Terranova recognized School Nurses Week and Teacher Appreciation Week. Lastly, Dr. Terranova reminded everyone about the budget vote, Tuesday, May 21st from 6:00 AM – 9:00 PM in the Early Childhood School Boardroom. If you are not already registered to vote, voter registration is May 14th from 3:00 PM – 7:00 PM in the District Office Conference room.

PUBLIC PARTICIPATION: Chris Dunfey, a parent, shared his concerns regarding the Victor Central School District out-of-school suspensions, specifically as it relates to special education students.

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

MINUTES: Minutes of the Regular Meeting of April 11, 2024, the Special Meeting of April 24, 2024 and the Public Budget Hearing of May 7, 2024;

FINANCIAL STATEMENTS: Treasurer's Report for the month ending March 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 **Catherine McCarthy**, who has certifications in Students with Disabilities Grades 1-6, Students with Disabilities Birth-Grade 2, and Childhood Education Grades 1-6, to a probationary position as an Elementary Teacher, effective August 28, 2024, at an annual salary of \$56,758, leading towards tenure in Elementary Education.

The probationary appointment of **Spencer Abbott**, who has certification in Technology Education, to a probationary position as a Technology Education Teacher, effective August 28, 2024, at an annual salary of \$46,726, leading towards tenure in Technology Education.

The probationary appointment of **Gianna Gentile**, who has pending certification in Mathematics Grades 7-12, to a probationary position as a Mathematics Teacher, effective August 28, 2024, at an annual salary of \$46,726, leading towards tenure in Mathematics Education.

The probationary appointment of **Brett Lamb**, who has certifications in Students with Disabilities Grades 7-12 and Social Studies Grades 7-12, to a probationary position as a Special Education Teacher, effective August 28, 2024, at an annual salary of \$60,778, leading towards tenure in Special Education.

The probationary appointment of **Quintin Peacock**, who has certifications in Students with Disabilities Grades 7-12 and Social Studies Grades 7-12, to a probationary position as a Social Studies Teacher, effective January 31, 2024, at an annual salary of \$48,329, leading towards tenure in Social Studies Education.

The probationary appointment of **Leah Daniels-Farren**, who has certification as a School Psychologist, to a probationary position as a Behavior Consultant Teacher on Special Assignment, effective June 3, 2024, at an annual salary of \$71,997, which will be prorated based on her start date, leading towards tenure as a School Psychologist.

The probationary appointment of **Bakhtavar Engineer**, who will have certification as a Teacher Assistant by August 30, 2024, to a probationary position as a Teacher Assistant, effective April 29, 2024, at an annual salary of \$29,980, which will be prorated based on her start date, leading towards tenure as a Teacher Assistant.

The probationary appointment of **Emily Mann**, who has certifications in Students with Disabilities Birth-Grade 2, Early Childhood Education Birth-Grade 2, Students with Disabilities Grades 1-6, and Childhood Education Grades 1-6, to a probationary position as a Special Education Teacher, effective August 28, 2024, at an annual salary of \$48,946, leading towards tenure in Special Education.

The probationary appointment of **Hunter Marzolf**, who will have certification as a School Psychologist, to a probationary position as a School Psychologist, effective August 28, 2024, at an annual salary of \$59,932, leading towards tenure as a School Psychologist.

The probationary appointment of **Caterina Vongprachanh**, who has certifications in Mathematics Grades 7-12, to a probationary position as a Mathematics Teacher, effective August 28, 2024, at an annual salary of \$51,978, leading towards tenure in Mathematics Education.

**Part Time
Appointments:**

The appointment of **Colleen Dix**, who is certified in Nursery, Kindergarten, and Grades 1-6 and Spanish Grades 7-12, to a part-time (.6fte) position as a Foreign Language Teacher effective August 28, 2024, and ending June 30, 2025, at an annual salary of \$63,223.

Appointments:

The appointment of the following as Extended School Year Teacher at an hourly rate of \$40.00: **Erin Hart, Morgan West, Shawna Spriggs, Lindy Rohr, Tamara Gilmore, Amanda Sanders, Courtney Paris, Katherine Harmon and Tricia Partridge**

The appointment of the following as Extended School Year Service Providers at an hourly rate of \$40.00: **Joanna Campana** (Music Therapist), **Olivia Iannone** (Occupational Therapist), **Miranda Grimes**

(Occupational Therapist), and **Maddilyn Mulcahy** (Speech/Language Therapist)

The appointment of the following as Extended School Year Teacher Assistants at their 2023/2024 hourly rate: **Melissa Hunt, Suzette Hughes, Cory Grant, Samantha Dwello, Christin Crossing, and Amy Hotto**

The appointment of the following as Summer Enrichment Teacher at an hourly rate of \$40.00: **Lauren Spitaliere, Stephanie Bock, Kristin Munski, Rachel Wolfe, Lisa Shaw, Rachel Lowe, Shari Bischooping, Frederick Finter, Kristen Belculfine, Melyssa Mantell, Katherine Thomas, Adriana Kulakowski, Michele Linse, Carter Mink, Margaret Elliott, Amy Smith-Faczan, LeeAnne Birkemeier, Christina Burke, Anthony D'Agostino, Steve Cronmiller, and Jeremy Hawkinson**

**Tenure
Appointments:**

The appointment to tenure of **Kathryn Ward**, who is certified in Special Education, Literacy Birth-Grade 6, and PreKindergarten, Kindergarten, and Grades 1-6, upon the successful completion of her probationary period as a Reading Teacher, effective June 2, 2024.

The appointment to tenure of **Jessica D'Ambrosio**, who is certified as a School Counselor, upon the successful completion of her probationary period as a School Counselor, effective June 30, 2024.

The appointment to tenure of **Angela Affronti**, who is certified as a School District Leader, Social Studies Grades 7-12, and Literacy Grades 5-12, upon the successful completion of her probationary period as the Director of Technology, effective June 30, 2024.

The appointment to tenure of **Kristin Williamson**, who is certified as a School Building Leader, School District Leader, Childhood Education Grades 1-6, and Early Childhood Education Birth-Grade 2, upon the successful completion of her probationary period as the Director of Humanities, effective July 11, 2024.

The appointment to tenure of **Mikayla Brennan**, who is certified in Early Childhood Education Birth-Grade 2, Literacy Grades 5-12 and Literacy Birth-Grade 6, upon the successful completion of her probationary period as an Elementary Teacher, effective August 31, 2024.

The appointment to tenure of **Jennifer Gerace**, who is certified in Nursery, Kindergarten, and Grades 1-6 and Reading, upon the successful completion of her probationary period as an Elementary Teacher, effective August 31, 2024.

The appointment to tenure of **Jacquelyn Walker**, who is certified in PreKindergarten, Kindergarten, and Grades 1-6 and Literacy Birth-Grade 6, upon the successful completion of her probationary period as a Reading Teacher, effective August 31, 2024.

The appointment to tenure of **Kevin Haak**, who is certified in PreKindergarten, Kindergarten, and Grades 1-6, upon the successful completion of his probationary period as an Elementary Teacher, effective August 31, 2024.

The appointment to tenure of **Heather Della Porta**, who is certified in Mathematics Grades 7-12, Mathematics Grades 5-9, English to Speakers of Other Languages, Literacy Birth-Grade 6, Generalist in Middle Childhood Education, Childhood Education Grades 1-6, and as a School Building Leader and School District Leader, upon the successful completion of her probationary period as an ENL Teacher, effective August 31, 2024.

The appointment to tenure of **Christina Coniglio**, who is certified in PreKindergarten, Kindergarten, and Grades 1-6, Special Education, and Literacy Birth-Grade 6, upon the successful completion of her probationary period as an Elementary Teacher, effective August 31, 2024.

The appointment to tenure of **Alexandra Lambert**, who is certified in Childhood Education Grades 1-6, upon the successful completion of her probationary period as an Elementary Teacher, effective August 31, 2024.

The appointment to tenure of **Carolyn Isaacson**, who is certified in Childhood Education Grades 1-6, Students with Disabilities Grades 1-6, and Literacy Birth-Grade 6, upon the successful completion of her probationary period as a Reading Teacher, effective August 31, 2024.

The appointment to tenure of **Carrie Ferreri**, who is certified in Physical Education, upon the successful completion of her probationary period as a Physical Education Teacher, effective August 31, 2024.

The appointment to tenure of **Jeffrey Salerno**, who is certified in Physics and General Science Grades 7-12, upon the successful completion of his probationary period as a Science Teacher, effective August 31, 2024.

The appointment to tenure of **Jonathan Aldrich**, who is certified in PreKindergarten, Kindergarten, and Grades 1-6, Biology Grades 7-12, and General Science Grades 7-12, upon the successful completion of his probationary period as a Science Teacher, effective August 31, 2024.

Long Term Substitute Appointments: The appointment of **Lorelei Kelley**, who has certification in Social Studies Grades 7-12, to a long-term substitute position as a Social Studies Teacher, effective January 29, 2024, through June 26, 2024, at an annual salary of \$44,929.

Leaves of Absence: The granting of a discretionary leave of absence for **Meghan Mietelski**, Elementary Teacher, effective August 28, 2024, through June 30, 2025.

The withdrawal of a discretionary leave of absence for **Jamie Condon**, Elementary Teacher, from August 19, 2024, through June 30, 2025.

Resignations: The resignation, due to retirement, of **Robin Halladay**, Elementary Teacher, effective June 30, 2024.

The resignation, due to retirement, of **Mary Banaszak**, School Counselor, effective June 30, 2024.

The resignation of **Alexus Lomack**, School Social Worker, effective June 30, 2024.

The resignation of **Elizabeth Davey**, Science Teacher, effective June 30, 2024.

The resignation of **Melissa Tran**, School Psychologist, effective August 27, 2024.

The resignation of **Erin Delavak**, Special Education Teacher, effective June 2, 2024.

Athletics:	<u>Position</u>	<u>Name</u>	<u>Level</u>	<u>Years</u>
Baseball	Volunteer	Owen Gallivan	-	-

Per Diem Substitutes:	<u>Candidate</u>	<u>Area of Certification</u>
	Lori Damico	Uncertified
	Emily Klein	Uncertified
	Maiya Kettlehone	Uncertified
	Jacqueline Pettee	Uncertified
	Jennifer Wideman	Mathematics
	Charles Miller	Technology Education
	Isabelle Girolamo	Uncertified
	Sharon Mikulec	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 **Timothy Vandermeid**, Automotive Mechanic Helper, effective April 29, 2024, at an hourly rate of \$24.50.

The appointment of **Gary Henry**, Cleaner, effective April 15, 2024, at an hourly rate of \$17.14.

The appointment of the following as Extended School Year Teacher Aides at their 2024/2025 hourly rate: **Michele Alden, Kelly Gelinas, Petrita Sanchez Llanos, Brianna Walden, Margaret Lynch, Elizabeth Harvey, Brianna Perales, Emily Barry, Pratima Purcell, Eric Wachob, Mindylou Gutterson, Deborah Palisano, Barbara Burnett, Denise Vargas Muniz, Wendy Dattilo, Rebecca Pettee, Gloria Caceres de Reyes, Shauna Schond, Lori Reynolds, and Helena Brasley**

The appointment of **Armando Bandres**, Cleaner, effective April 22, 2024, at an hourly rate of \$16.10.

The appointment of **Darlene Evich**, Typist, effective April 22, 2024, at an hourly rate of \$17.18.

The appointment of **Shannon Toombs**, Full Time Teacher Aide, effective April 22, 2024, at an hourly rate of \$15.42.

The appointment of **Michele Rowe**, School Bus Monitor, effective April 22, 2024, at an hourly rate of \$15.17.

The appointment of **Rebecca Pettee**, from Teacher Aide Substitute to Full Time Teacher Aide, effective April 15, 2024, at an hourly rate of \$15.17.

The appointment of **Michelle Birmingham**, Food Service Helper, effective April 23, 2024, at an hourly rate of \$15.17.

The appointment of **Alicia Langton**, School Bus Driver, effective April 23, 2024, at an hourly rate of \$22.24.

The appointment of **Rebecca Voica**, from Substitute Typist to Full Time Typist, effective April 25, 2024, at an hourly rate of \$16.83.

The appointment of **Julia Camp**, Part Time Cleaner, effective April 29, 2024, at an hourly rate of \$16.10.

The appointment of **Patrick Fairchild**, from Food Service Laborer to Food Service Helper, effective April 29, 2024, at an hourly rate of \$16.27.

The appointment of the following as Extended School Year Teacher Aides at the 2024/2025 teacher aide substitute rate: **Morgan Spath and Jacqueline Pettee**

Resignations:

The resignation of **Janene Sweet**, Senior Account Clerk, effective May 5, 2024.

The resignation of **Wilmarie Alicea Vazquez**, Full Time Teacher Aide, effective April 29, 2024.

The resignation of **Emily Francher**, Part Time Teacher Aide, effective April 25, 2024.

The resignation, due to retirement, of **Kathleen Heintz**, Department Secretary, effective July 12, 2024.

The resignation of **Dahianara Morales**, Food Service Helper, effective April 24, 2024.

The resignation of **Javiangelis Roman Miranda**, Food Service Helper, effective April 24, 2024.

The resignation of **Armando Bandres**, Full Time Cleaner, effective April 24, 2024.

The resignation of **Ethan Harrell**, Information Technology Support Technician I, effective May 3, 2024.

The resignation of **Brian Wagner**, Full Time Teacher Aide, effective May 11, 2024.

The resignation of **Jennifer Escudero**, Registered Professional Nurse, effective May 31, 2024.

The resignation of **Julia Camp**, Part Time Cleaner, effective May 3, 2024.

The resignation of **Jorge Coria**, Full Time Teacher Aide, effective May 17, 2024.

Terminations:

The termination of **Hannah Nyhan**, Full Time Teacher Aide, effective April 22, 2024.

The termination of **Maribel Resto Caraballo**, Full Time Cleaner, effective April 25, 2024.

**Per Diem and
Substitute Positions:**

<u>Candidate</u>	<u>Position</u>
Brittany Singer	Teacher Aide
Heidi Druta	School Bus Driver Trainee/ School Bus Monitor
Alessio Giacobone	School Bus Driver Trainee/ School Bus Monitor
Matthew Buttaccio	Cleaner
Felicidad Kelley	Food Service Helper
Dahianara Morales	Food Service Helper
Jacqueline Pettee	Teacher Aide
Anna Besaw	Teacher Aide
Morgan Spath	Teacher Aide

CSE/CPSE RECOMMENDATIONS: Recommendations of the Committee on Special Education from the meetings of January 10, 11, 25, 2024, February 13, 15, 16, 27, 28, 29, 2024, March 6, 7, 8, 11, 12, 13, 19, 20, 21, 22, 25, 26, 27, 28, 2024, April 9, 10, 11, 12, 15, 16, 17, 18, 22, 23, 24, 25, 26, 30, 2024, May 1, 2024 and from the Committee on Preschool Special Education from the meetings of March 12, 19, 22, 26, 27, 28, 2024, April 9, 10, 16, 19, 22, 23, 2024.

ELECTION INSPECTORS: Election inspectors for the May 21, 2024 Annual Vote and Election as submitted.

SURPLUS: Declare the following as surplus; 2012 Blue Bird D3FE Buses with Fleet #s 260, 261, 262, 263; 2013 Blue Bird D3FE Buses with Fleet #s 266, 268; 2000 Chevrolet K3500 with Fleet # T-22; 2009 Chevrolet K3500 with Fleet # T-38; 2005 Chevrolet Astro with Fleet # V-5; 2008 Chevrolet EX-1500s with Fleet #s V-6, V-7; 2012 Ford Escape with Fleet # V-8; Hewlett Packard Color LaserJet CM3530 Printer with VCS Tag #012896; Softball: 30 Batting Helmets, 4 Blue Pop Ups 3 Bow Net, 35 JV Jerseys, 15 Modified Jerseys, 20 Varsity White Jerseys, 20 Varsity Blue Jerseys, 20 JV Jackets, 20 Varsity Jackets, 20 Yellow Modified Uniforms, 20 Navy Modified Uniforms; Track & Field: 4 Steeple Barriers; and 1998 Victory DRS-2D-S7-CD Beverage Cooler with VCS Tag # 00786.

BID AWARD: Award the Food Service Kitchen Equipment Bid to B & G Food Service Equipment as the lowest responsible bidder meeting specifications.

The motion to accept the foregoing consent items was carried.

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

CAMPUS NEWS: VCS administrators summarized campus news and events.

CAPITAL PROJECT UPDATE: Superintendent Terranova and Assistant Superintendent for Business Derek Vallese provided an update on the status of the capital project. Mr. Vallese started out by reviewing the agenda. He said the themes of the project are enrollment and space, building renovation, facility repairs, safety and security. Dr. Terranova said thanks to the leadership of the Board of Education each Board Member came up with 2-3 members of the community that they knew and felt they had the pulse of the community, the respect of the community, and had a good understanding of what is valued in the community. They ended up with approximately 15 Thought Partners. There were two meetings held last week via Zoom. A couple of Thought Partners were not able to attend either meeting, however they still were able to provide feedback. After the Thought Partners saw the detailed presentation, a presentation the Board has seen multiple times, they completed a survey in which they could provide feedback independently. Dr. Terranova shared the feedback from the Thought Partners. Mr. Vallese then discussed the potential cost of the project. He said there are two different components, in terms of aid, that make up the capital project. One is the interior renovation of existing facilities. Currently the District received approval from the state they would aid all aidable projects within the existing footprint. In addition to that is the aidability to the expansion of the existing footprint. That is what the District is currently working with the State of New York to receive aid on. Mr. Vallese talked about the different aid scenarios. He said it could be anywhere between 0% - 100%. The capital project is approximately \$75 million. Currently the District has a little over \$19 million in the Capital Reserve. Based off the \$75 million project and \$19 million being paid for out of the Capital Reserve and with 100% of the interior renovations being eligible for aid if the District were to receive 100% aid on the addition the annual tax levy increase would be \$920,000 which would result in the tax levy increase of 1.57% or roughly \$68.00 per year for a \$300,000

house. If the District received no aid it would have an annual increase of roughly \$1.5 million in the tax levy, a tax increase of 2.61% or \$113.00 per year for a \$300,000 home. The tax levy impact would be for 15 years. Mr. Vallese then talked about where the District stands with Facilities Planning. He said the District provided additional information on April 1st. On April 29th the District followed up, once again, with Facilities Planning and was told we would hear something “in the very near future”. Hearing nothing, on May 7th SWBR Architects called Facilities Planning and they said they were actively reviewing our project. Mr. Vallese said the next steps are to continue to assess our capacity to utilize contingency from the 2023-24 school year to contribute to the Capital Reserve. The District will also maintain ongoing collaboration with the State of New York and then, with the Board’s help, make a final determination of a vote date. Mrs. Elliott asked for clarification around the use of the funds in a Capital Reserve account. Mrs. Mitchell said knowing the soonest we could put this to a vote is September what does that do to the timeline as far as planning period and the beginning of execution of the project? Mr. Vallese said obviously there will be delays; however, once the community approves the project you go into a design phase. Depending on how they can proceed through the design phase dictates how quickly they can start construction. They would try to not increase the timeline, and could potentially do this by changing the order in which they phase the Capital Project; however, they have to be careful not to disrupt learning. If the project gets delayed much more they may have to push out the timeline further. Dr. Parks thanked Dr. Terranova and Mr. Vallese for their patience and measured approach with the state.

APPROVE TRIPS: A motion was made by E. Mitchell, seconded by K. Elliott, to approve the following field trips: AP Environmental Science to SUNY Cortland from 5/22/2024 – 5/23/2024 to participate in the New York State Envirothon; Varsity Cheerleading to Honesdale, PA from 8/27/2024 – 8/30/2024 to attend a cheerleading camp; Varsity Ice Hockey to Massena, NY from 1/10/2025 – 1/11/2025 to play two games. The motion was carried. 7 yes 0 no 0 abstentions

MEETING UPDATES: Mrs. Kostecki attended the Monroe County School Boards Association Spring Law Conference on May 2nd. She said there were timely topics such as managing your policy manual, gender equity in athletics, booster clubs fundraising and caselaw. She said there was a lot to learn, and it was highly attended. Dr. Parks said he attended the Information Exchange Meeting for Superintendent search. He said he attended only as a resource, having gone through it.

UPCOMING EVENTS: The Annual Vote and Election is on Tuesday, May 21, 2024 from 6:00 AM – 9:00 PM in the Early Childhood School Boardroom. The next Regular Board Meeting will take place on Wednesday, June 12, 2024 in the Early Childhood School Boardroom.

ADJOURN: A motion was made by A. Snyder, seconded by K. Elliott, to adjourn the meeting at 9:09 PM.

Respectfully submitted,

Maureen A. Goodberlet
District Clerk

**VICTOR CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

**Unapproved Minutes of the Special Meeting of May 23, 2024
District Office Conference Room
953 High Street
Victor, New York 14564**

CALL TO ORDER	President Tim DeLucia called the meeting to order at 6:09 PM.
Members Present	Bryan Adams, Tim Delucia, Kristin Elliott, Elizabeth Mitchell, Christopher Parks, Adam Snyder
Member Absent	Lisa Kostecki
EXECUTIVE SESSION	A motion was made by K. Elliott, seconded by E. Mitchell, to enter executive session at 6:09 PM to discuss the employment history of a specific individual. The motion was carried. 6 yes 0 no 0 abstentions
REGULAR SESSION	A motion was made by B. Adams, seconded by A. Snyder, to return to regular session at 7:25 PM. The motion was carried. 6 yes 0 no 0 abstentions
ADJOURN	A motion was made by C. Parks, seconded by E. Mitchell, to adjourn the meeting at 7:25 PM. The motion was carried. 6 yes 0 no 0 abstentions

Respectfully submitted,

Maureen A. Goodberlet
District Clerk

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**

**Unapproved Minutes of a Special Meeting of June 4, 2024
District Office Conference Room
953 High Street
Victor, NY 14564**

CALL TO ORDER

President Tim DeLucia called the meeting to order at 7:25 AM

Members Present Bryan Adams, Tim DeLucia, Lisa Kostecki, Elizabeth Mitchell,
Adam Snyder

Member Absent Kristin Elliott, Christopher Parks

APPROVE AGENDA

A motion was made by E. Mitchell, seconded by L. Kostecki, to approve the agenda.

The motion was carried. 5 yes 0 no 0 abstentions

**ENTER EXECUTIVE
SESSION**

A motion was made by L. Kostecki, seconded by A. Snyder, to enter executive session at 7:25 AM to discuss the employment history of a specific individual.

The motion was carried. 5 yes 0 no 0 abstentions

**RETURN TO REGULAR
SESSION AND ADJOURN**

A motion was made by B. Adams, seconded by L. Kostecki, to return to regular session and adjourn the meeting at 8:18 AM.

The motion was carried. 5 yes 0 no 0 abstentions

Respectfully submitted,

Maureen A. Goodberlet
District Clerk



Treasurer's Report

April 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	1,973,294.63	4,475,088.91	3,736,515.26	2,711,868.28
General Fund Money Market	Canandaigua National Bank	652,436.91	15,089.22	-	667,526.13
General Fund Tax Checking	Canandaigua National Bank	-	-	-	-
General Fund Tax Money Market	Five Star Bank	-	-	-	-
Multifund Insured Cash Sweep	Five Star Bank	4,582,348.64	11,657.31	2,941,457.32	1,652,548.63
School Lunch Fund Checking	Canandaigua National Bank	3,747.02	114,379.46	114,378.88	3,747.60
School Lunch Fund Money Market	Canandaigua National Bank	1,227,746.68	169,266.55	365,263.02	1,031,750.21
Special Aid Fund Checking/Sweep	Canandaigua National Bank	322,664.42	563,956.00	186,363.55	700,256.87
Capital Fund Checking-29M	Canandaigua National Bank	1,025,114.91	25.57	123,800.00	901,340.48
Trust & Agency Fund - Checking	Canandaigua National Bank	552,469.01	1,409,760.65	1,407,352.80	554,876.86
Trust & Agency Fund - Payroll Checking	Canandaigua National Bank	3,614.34	31,761.70	31,761.25	3,614.79
Trust & Agency Fund - Direct Deposit Checking	Five Star Bank	57.47	2,941,457.32	2,941,457.32	57.47
Total Cash		\$ 10,343,494.03	\$ 9,732,442.69	\$ 11,848,349.40	\$ 8,227,587.32
Investments					
General Fund Certificate of Deposit	Canandaigua National Bank	-	-	-	-
General Fund	NYCLASS	48,749,557.93	208,632.98	500,000.00	48,458,190.91
Capital Fund	NYCLASS	-	-	-	-
Debt Service Fund	NYCLASS	2,841,053.62	12,179.59	-	2,853,233.21
Total Investments		\$ 51,590,611.55	\$ 220,812.57	\$ 500,000.00	\$ 51,311,424.12
District Totals		\$ 61,934,105.58	\$ 9,953,255.26	\$ 12,348,349.40	\$ 59,539,011.44

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


School District Treasurer

Extraclass Fund

From April 1, 2024 to April 30, 2024

<u>Activities</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
CLASS OF 2023	-			-
CLASS OF 2024	5,762.68		200.00	5,562.68
CLASS OF 2025	9,725.91	19,488.38	1,800.31	27,413.98
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	-			-
BUSINESS CLUB	10,671.93	3,016.08	10,846.70	2,841.31
DRAMA CLUB	11,219.08	9,065.35	7,295.25	12,989.18
FRENCH CLUB	10,044.94	125.00	1,594.30	8,575.64
GO GREEN GARDEN TEAM	-			-
GLOBAL COMPETENCY	410.55			410.55
INTERNATIONAL CLUB	-			-
J.H. MUSICAL	28,110.80			28,110.80
J.H. STORE	-			-
J.H. ST. CO.	6,084.01			6,084.01
J.H. YEARBOOK	499.44			499.44
KEYCLUB	780.75	26.00	234.15	572.60
MEDICAL EXPLORERS	-			-
MENTORING CLUB	2,961.07	734.89		3,695.96
N.H.S.	2,276.58		1,283.14	993.44
OUTDOOR ACTIVITY	421.67			421.67
POSITIVE SCHOOL CLIMATE	3,112.10			3,112.10
SALES TAX	220.34	1,588.02		1,808.36
SEAS	95.73			95.73
S.H. ORCHESTRA	14,883.36			14,883.36
SH SCHOOL STORE	5,756.99			5,756.99
S.H. ST. CO.	18,957.05	90.61	372.42	18,675.24
SH YEARBOOK	528.25			528.25
SPANISH CLUB	3,138.89			3,138.89
VICTOR MUSIC SOCIETY	2,098.65	409.54	150.00	2,358.19
VICTOR CARES	13,992.12		244.07	13,748.05
WELLNESS CLUB	386.81			386.81
TOTALS	160,541.74	34,543.87	24,020.34	171,065.27

Bank Balance	174,210.11
Checks Outstanding	3,327.25
Interest Not Posted	-
Deposit from General	12.41
Transfer to General	
Returned Checks	170.00
Electronic Payment	
Total Reconciled Bank Balance	171,065.27

Jill Smith, Extraclass Treasurer

Victor Central School District
Revenue Status Report As Of: 04/30/2024
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	3,108,727.00	0.00	277,162.00	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	64,179.81	365.48	0.00	14,179.81
1120 Nonprop. Tax Distrib. By Co.			90,000.00	90,000.00	60,413.93	0.00	29,586.07	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	162,240.25	6,293.00	0.00	162,240.25
1410 Admissions (from Individuals)			0.00	0.00	986.15	0.00	0.00	986.15
2230 Day School Tuit-Oth Dist. NYS			40,000.00	40,000.00	59,986.90	0.00	0.00	19,986.90
2401 Interest and Earnings			85,000.00	85,000.00	1,883,248.44	220,507.76	0.00	1,798,248.44
2410 Rental of Real Property,Indiv.			40,000.00	40,000.00	44,547.73	4,606.01	0.00	4,547.73
2440 Rental of Buses			0.00	0.00	14,532.83	3,202.79	0.00	14,532.83
2450 Commissions			0.00	0.00	990.42	0.00	0.00	990.42
2680 Insurance Recoveries			0.00	0.00	12,690.21	0.00	0.00	12,690.21
2690 Other Compensation for Loss			0.00	0.00	8,796.09	1,432.00	0.00	8,796.09
2701 Refund PY Exp-BOCES Aided Srvc			200,000.00	200,000.00	418,703.87	0.00	0.00	218,703.87
2703 Refund PY Exp-Other-Not Trans			100,000.00	100,000.00	575,299.24	-527.10	0.00	475,299.24
2770 Other Unclassified Rev.(Spec)			10,000.00	10,000.00	85,247.47	2,075.00	0.00	75,247.47
2801 Interfund Revenues			0.00	0.00	20,129.00	20,129.00	0.00	20,129.00
3101 Basic Formula Aid-Gen Aids (Ex			35,068,618.00	27,086,525.14	18,749,033.58	3,574,070.46	8,337,491.56	0.00
3102 Lottery Aid			0.00	7,982,092.86	7,784,788.33	0.00	360,000.00	162,695.47
3103 BOCES Aid (Sect 3609a Ed Law)			3,094,276.00	3,094,276.00	546,990.75	0.00	2,547,285.25	0.00
3260 Textbook Aid (Incl Txtbk/Lott)			254,960.00	254,960.00	254,902.00	0.00	58.00	0.00
3262 Computer Sftwre, Hrdwre Aid			131,527.00	131,527.00	131,498.00	0.00	29.00	0.00
3263 Library A/V Loan Program Aid			26,150.00	26,150.00	26,143.00	0.00	7.00	0.00
3289 Other State Aid			0.00	0.00	30,496.35	0.00	0.00	30,496.35
4601 Medic.Ass't-Sch Age-Sch Yr Pro			100,000.00	100,000.00	60,529.28	7,472.29	39,470.72	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	90,358,470.60	3,839,626.69	12,947,084.56	3,025,183.20

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: 04/30/2024
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: 04/30/2024								
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: 04/30/2024

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	19,888.45	18,214.97	240.00	630.00	1,043.48
45 Materials & Supplies		1,768.00	9,981.25	8,935.83	3,336.00	1,045.42	0.00
49 BOCES Services		3,120.00	4,032.56	4,024.83	502.28	7.73	0.00
Subtotal of 1010 Board Of Education		23,128.00	33,902.26	31,175.63	4,078.28	1,683.15	1,043.48
1040 District Clerk							
16 Noninstructional Salaries		49,112.00	49,622.64	41,452.20	4,085.22	8,170.44	0.00
Subtotal of 1040 District Clerk		49,112.00	49,622.64	41,452.20	4,085.22	8,170.44	0.00
1060 District Meeting							
4 Contractual and Other		1,456.00	1,456.00	36.07	36.07	0.00	1,419.93
45 Materials & Supplies		3,640.00	11,057.88	1,432.40	982.40	4,940.64	4,684.84
Subtotal of 1060 District Meeting		5,096.00	12,513.88	1,468.47	1,018.47	4,940.64	6,104.77
1240 Chief School Administrator							
15 Instructional Salaries		222,568.00	221,412.35	180,814.60	18,081.46	36,162.80	4,434.95
16 Noninstructional Salaries		49,112.00	49,112.00	40,852.20	4,085.22	8,170.43	89.37
4 Contractual and Other		6,214.00	8,437.75	6,528.70	550.00	534.38	1,374.67
45 Materials & Supplies		1,040.00	1,754.16	1,579.59	240.00	126.83	47.74
Subtotal of 1240 Chief School Administrator		278,934.00	280,716.26	229,775.09	22,956.68	44,994.44	5,946.73
1310 Business Administration							
15 Instructional Salaries		151,987.00	151,987.00	122,711.60	12,271.16	24,542.40	4,733.00
16 Noninstructional Salaries		150,686.00	154,320.44	137,003.20	13,918.68	11,884.05	5,433.19
4 Contractual and Other		7,090.00	14,785.39	9,813.95	1,850.00	4,016.44	955.00
45 Materials & Supplies		2,200.00	4,051.45	3,847.28	0.00	204.16	0.01
49 BOCES Services		115,000.00	122,591.08	114,062.94	14,181.15	133.14	8,395.00
Subtotal of 1310 Business Administration		426,963.00	447,735.36	387,438.97	42,220.99	40,780.19	19,516.20
1320 Auditing							
16 Noninstructional Salaries		0.00	6,015.38	5,015.38	500.00	1,000.00	0.00
4 Contractual and Other		43,680.00	38,564.62	31,965.00	0.00	3,935.00	2,664.62
Subtotal of 1320 Auditing		43,680.00	44,580.00	36,980.38	500.00	4,935.00	2,664.62
1325 Treasurer							
16 Noninstructional Salaries		85,280.00	85,280.00	70,928.00	7,092.80	14,185.60	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	0.00	0.00	209.78
Subtotal of 1325 Treasurer		86,780.00	87,780.00	73,218.22	7,092.80	14,185.60	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: 04/30/2024

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	187.49	105.09	33.40	14,859.11
Subtotal of 1345 Purchasing		60,080.00	60,080.00	187.49	105.09	33.40	59,859.11
1420 Legal							
4 Contractual and Other		100,000.00	107,209.77	28,782.27	0.00	78,427.50	0.00
49 BOCES Services		28,000.00	28,000.00	25,202.35	2,849.54	2,607.65	190.00
Subtotal of 1420 Legal		128,000.00	135,209.77	53,984.62	2,849.54	81,035.15	190.00
1430 Personnel							
15 Instructional Salaries		161,434.00	161,002.38	130,338.60	13,033.86	26,067.71	4,596.07
16 Noninstructional Salaries		221,550.00	236,032.55	198,505.08	16,703.37	36,798.52	728.95
4 Contractual and Other		126,000.00	112,110.32	48,048.22	2,976.37	23,744.96	40,317.14
45 Materials & Supplies		1,350.00	1,350.00	89.95	0.00	0.00	1,260.05
49 BOCES Services		8,320.00	8,320.00	1,723.65	0.00	6,596.35	0.00
Subtotal of 1430 Personnel		518,654.00	518,815.25	378,705.50	32,713.60	93,207.54	46,902.21
1480 Public Information and Services							
15 Instructional Salaries		56,081.00	61,532.85	51,262.57	7,851.08	9,509.00	761.28
16 Noninstructional Salaries		66,000.00	76,367.11	61,741.25	6,250.00	14,625.86	0.00
4 Contractual and Other		22,500.00	30,778.35	11,468.25	0.00	36.00	19,274.10
45 Materials & Supplies		13,000.00	15,142.12	14,339.56	0.00	0.00	802.56
49 BOCES Services		66,560.00	66,560.00	61,855.99	6,733.56	4,704.01	0.00
Subtotal of 1480 Public Information and Services		224,141.00	250,380.43	200,667.62	20,834.64	28,874.87	20,837.94
1620 Operation of Plant							
16 Noninstructional Salaries		1,851,832.00	1,587,085.75	1,125,830.20	109,349.16	120,207.79	341,047.76
4 Contractual and Other		1,258,100.00	1,325,354.78	840,490.92	146,585.53	204,615.96	280,247.90
45 Materials & Supplies		225,000.00	225,000.00	137,540.11	-6,563.50	21,045.47	66,414.42
Subtotal of 1620 Operation of Plant		3,334,932.00	3,137,440.53	2,103,861.23	249,371.19	345,869.22	687,710.08
1621 Maintenance of Plant							
16 Noninstructional Salaries		773,307.00	770,397.57	608,600.16	59,346.00	102,983.15	58,814.26
2 Equipment		216,763.00	231,914.00	197,275.01	58,385.25	740.00	33,898.99
4 Contractual and Other		692,050.00	1,068,614.30	935,645.41	93,813.60	168,594.76	-35,625.87
45 Materials & Supplies		250,000.00	417,503.76	313,883.08	18,501.34	98,273.19	5,347.49
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	2,508,429.63	2,055,403.66	230,046.19	370,791.10	82,234.87
1622 Security of Plant							
16 Noninstructional Salaries		373,000.00	400,199.65	332,819.75	36,377.86	61,075.84	6,304.06
2 Equipment		60,000.00	46,110.00	0.00	0.00	0.00	46,110.00
4 Contractual and Other		165,000.00	176,747.30	89,535.72	135.00	60,632.68	26,578.90
45 Materials & Supplies		5,000.00	49,576.64	47,812.32	225.38	1,572.32	192.00
Subtotal of 1622 Security of Plant		603,000.00	672,633.59	470,167.79	36,738.24	123,280.84	79,184.96
1670 Central Printing & Mailing							

Victor Central School District

Budget Status Report As Of: 04/30/2024

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	41,176.83	1,869.53	22,483.06	9,366.76
Subtotal of 1670 Central Printing & Mailing		72,800.00	73,026.65	41,176.83	1,869.53	22,483.06	9,366.76
1680 Central Data Processing							
49 BOCES Services		700,000.00	810,846.16	781,996.79	85,953.94	64,804.31	-35,954.94
Subtotal of 1680 Central Data Processing		700,000.00	810,846.16	781,996.79	85,953.94	64,804.31	-35,954.94
1910 Unallocated Insurance							
4 Contractual and Other		300,000.00	302,782.90	302,833.15	1,504.95	0.00	-50.25
Subtotal of 1910 Unallocated Insurance		300,000.00	302,782.90	302,833.15	1,504.95	0.00	-50.25
1920 School Association Dues							
4 Contractual and Other		12,000.00	9,416.32	0.00	0.00	0.00	9,416.32
Subtotal of 1920 School Association Dues		12,000.00	9,416.32	0.00	0.00	0.00	9,416.32
1964 Refund on Real Property Taxes							
4 Contractual and Other		0.00	26,354.31	26,354.31	0.00	0.00	0.00
Subtotal of 1964 Refund on Real Property Taxes		0.00	26,354.31	26,354.31	0.00	0.00	0.00
1981 BOCES Administrative Costs							
49 BOCES Services		795,000.00	917,663.85	816,262.77	82,643.58	101,401.08	0.00
Subtotal of 1981 BOCES Administrative Costs		795,000.00	917,663.85	816,262.77	82,643.58	101,401.08	0.00
2010 Curriculum Devel and Suprvsn							
15 Instructional Salaries		759,813.00	759,813.00	627,956.60	56,617.16	107,074.40	24,782.00
16 Noninstructional Salaries		177,233.00	162,059.62	109,831.31	10,718.20	26,938.58	25,289.73
4 Contractual and Other		25,000.00	26,468.13	11,972.96	1,159.78	4,736.00	9,759.17
45 Materials & Supplies		30,900.00	69,355.25	32,990.57	89.16	7,075.38	29,289.30
Subtotal of 2010 Curriculum Devel and Suprvsn		992,946.00	1,017,696.00	782,751.44	68,584.30	145,824.36	89,120.20
2020 Supervision-Regular School							
15 Instructional Salaries		1,284,313.00	1,285,747.16	1,053,022.23	102,650.72	205,301.20	27,423.73
16 Noninstructional Salaries		430,369.00	472,779.19	376,662.86	36,078.99	42,915.17	53,201.16
4 Contractual and Other		10,952.00	10,120.00	7,084.55	108.27	40.00	2,995.45
45 Materials & Supplies		10,480.00	8,953.48	4,442.73	281.91	2,068.75	2,442.00
49 BOCES Services		0.00	31,732.04	30,213.95	3,952.04	1,518.09	0.00
Subtotal of 2020 Supervision-Regular School		1,736,114.00	1,809,331.87	1,471,426.32	143,071.93	251,843.21	86,062.34
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	97,137.71	94,677.27	2,714.76	0.00	2,460.44
4 Contractual and Other		10,000.00	0.00	0.00	0.00	0.00	0.00
45 Materials & Supplies		5,000.00	2,788.36	927.92	0.00	11.07	1,849.37
49 BOCES Services		98,800.00	131,031.62	130,086.87	18,930.16	944.75	0.00

Victor Central School District
Budget Status Report As Of: 04/30/2024
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	230,957.69	225,692.06	21,644.92	955.82	4,309.81
2110 Teaching-Regular School							
10 Teacher Salaries, Pre-K		89,501.00	3,877.60	0.00	0.00	0.00	3,877.60
12 Teacher Salaries, K-6		11,640,768.00	11,442,798.64	7,914,282.27	983,446.64	3,041,320.60	487,195.77
13 Teacher Salaries, 7-12		10,093,423.00	10,068,964.26	7,170,702.80	911,603.30	2,787,992.01	110,269.45
14 Substitute Tchr Salaries		663,000.00	767,873.60	670,832.86	58,794.99	941.12	96,099.62
16 Noninstructional Salaries		1,000,438.00	1,180,339.28	823,864.13	95,916.23	156,518.99	199,956.16
2 Equipment		240,982.00	248,476.75	199,282.63	17,354.65	12,157.76	37,036.36
4 Contractual and Other		145,130.00	148,582.17	75,930.31	8,191.80	32,588.30	40,063.56
45 Materials & Supplies		434,815.00	469,805.52	347,044.17	49,109.33	55,474.04	67,287.31
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	315,513.80	110,407.41	8,470.00	205,106.39	0.00
49 BOCES Services		438,370.00	456,335.58	322,715.83	40,525.50	133,619.75	0.00
Subtotal of 2110 Teaching-Regular School		24,964,106.00	25,186,827.20	17,641,564.15	2,173,412.44	6,425,718.96	1,119,544.09
2250 Prg For Sdnts w/Disabil-Med Elgble							
13 Teacher Salaries, 7-12		215,392.00	215,392.00	29,624.24	3,120.00	0.00	185,767.76
15 Instructional Salaries		4,886,596.00	4,886,596.00	3,417,681.83	424,866.46	1,213,650.46	255,263.71
16 Noninstructional Salaries		3,022,886.00	2,869,057.94	1,747,214.12	215,570.13	609,215.79	512,628.03
4 Contractual and Other		255,350.00	562,185.03	449,595.89	68,032.97	189,186.47	-76,597.33
45 Materials & Supplies		60,000.00	68,512.06	62,144.18	3,301.89	4,052.28	2,315.60
471 Tuition Pd To NYS Pub Sch		9,000.00	55,989.64	47,894.85	0.00	8,094.79	0.00
472 Tuition-All Other		965,000.00	828,483.86	489,116.19	85,560.40	171,228.67	168,139.00
473 Payment to Charter School		20,000.00	21,529.18	134.00	0.00	21,395.18	0.00
49 BOCES Services		2,650,000.00	2,790,234.44	2,523,448.98	144,559.68	137,785.46	129,000.00
Subtotal of 2250 Prg For Sdnts w/Disabil-Med Elgble		12,084,224.00	12,297,980.15	8,766,854.28	945,011.53	2,354,609.10	1,176,516.77
2259 Prg for English Language Learners							
15 Instructional Salaries		738,090.00	738,090.00	367,252.65	46,385.46	134,393.24	236,444.11
45 Materials & Supplies		4,215.00	4,215.00	2,820.24	235.05	13.84	1,380.92
Subtotal of 2259 Prg for English Language Learners		742,305.00	742,305.00	370,072.89	46,620.51	134,407.08	237,825.03
2280 Occupational Education(Grades 9-12)							
49 BOCES Services		835,000.00	835,000.00	814,034.60	89,258.40	20,965.40	0.00
Subtotal of 2280 Occupational Education(Grades 9-12)		835,000.00	835,000.00	814,034.60	89,258.40	20,965.40	0.00
2330 Teaching-Special Schools							
4 Contractual and Other		0.00	4,308.00	3,949.00	359.00	359.00	0.00
49 BOCES Services		38,800.00	72,738.62	72,336.95	15,598.34	401.67	0.00
Subtotal of 2330 Teaching-Special Schools		38,800.00	77,046.62	76,285.95	15,957.34	760.67	0.00
2610 School Library & AV							
15 Instructional Salaries		389,686.00	393,296.14	271,249.18	33,837.24	116,771.77	5,275.19
16 Noninstructional Salaries		119,927.00	120,879.75	96,483.45	12,185.74	24,371.30	25.00

Victor Central School District
Budget Status Report As Of: 04/30/2024

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	1,355.00	729.79	0.00	625.00	0.21
45 Materials & Supplies		7,628.00	10,213.84	9,619.56	2,834.56	463.67	130.61
46 Sch. Library AV Loan Prog		66,049.00	65,572.53	48,990.61	2,132.89	16,634.58	-52.66
49 BOCES Services		88,566.00	88,566.00	66,950.11	6,715.22	21,615.89	0.00
Subtotal of 2610 School Library & AV		675,216.00	679,883.26	494,022.70	57,705.65	180,482.21	5,378.35
2630 Computer Assisted Instruction							
15 Instructional Salaries		169,713.00	115,045.74	90,825.80	9,082.58	18,165.20	6,054.74
16 Noninstructional Salaries		441,963.00	401,963.00	291,500.89	31,087.92	93,253.24	17,208.87
22 State Aided Comp Hardware		155,000.00	167,748.20	94,993.99	0.00	4,367.75	68,386.46
4 Contractual and Other		87,000.00	74,559.00	28,043.21	3,479.66	25,412.80	21,102.99
45 Materials & Supplies		30,000.00	35,000.00	31,062.45	1,452.40	3,254.53	683.02
46 Sch. Library AV Loan Prog		118,000.00	118,000.00	50,086.46	3,003.68	7,433.57	60,479.97
49 BOCES Services		1,143,000.00	1,884,110.85	1,939,111.96	72,258.05	50,139.94	-105,141.05
Subtotal of 2630 Computer Assisted Instruction		2,144,676.00	2,796,426.79	2,525,624.76	120,364.29	202,027.03	68,775.00
2810 Guidance-Regular School							
15 Instructional Salaries		1,385,128.00	1,385,128.00	1,026,236.38	115,234.48	299,577.74	59,313.88
16 Noninstructional Salaries		147,886.00	147,886.00	56,440.08	4,515.77	19,135.65	72,310.27
Subtotal of 2810 Guidance-Regular School		1,533,014.00	1,533,014.00	1,082,676.46	119,750.25	318,713.39	131,624.15
2815 Health Svcs-Regular School							
16 Noninstructional Salaries		432,402.00	461,366.81	366,079.15	42,691.76	92,571.08	2,716.58
4 Contractual and Other		160,000.00	134,734.39	41,797.72	5,007.63	61,039.74	31,896.93
45 Materials & Supplies		27,000.00	27,028.50	20,485.67	453.73	4,343.41	2,199.42
Subtotal of 2815 Health Svcs-Regular School		619,402.00	623,129.70	428,362.54	48,153.12	157,954.23	36,812.93
2820 Psychological Svcs-Reg Schl							
15 Instructional Salaries		1,124,305.00	1,120,705.00	765,304.95	86,018.25	154,754.47	200,645.58
Subtotal of 2820 Psychological Svcs-Reg Schl		1,124,305.00	1,120,705.00	765,304.95	86,018.25	154,754.47	200,645.58
2825 Social Work Svcs-Regular School							
15 Instructional Salaries		442,050.00	442,050.00	193,315.39	24,862.10	63,430.18	185,304.43
Subtotal of 2825 Social Work Svcs-Regular School		442,050.00	442,050.00	193,315.39	24,862.10	63,430.18	185,304.43
2830 Pupil Personnel Svcs-Special Schools							
15 Instructional Salaries		431,007.00	414,657.04	178,004.20	17,715.42	35,430.80	201,222.04
16 Noninstructional Salaries		204,021.00	220,370.96	191,262.75	18,988.59	23,628.31	5,479.90
4 Contractual and Other		800.00	800.00	0.00	0.00	0.00	800.00
Subtotal of 2830 Pupil Personnel Svcs-Special Schools		635,828.00	635,828.00	369,266.95	36,704.01	59,059.11	207,501.94
2850 Co-Curricular Activ-Reg Schl							
15 Instructional Salaries		240,525.00	240,525.00	197,017.82	24,413.54	26,515.93	16,991.25
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	7,329.00	356.71	6,529.77	6,442.82
Subtotal of 2850 Co-Curricular Activ-Reg Schl		291,695.00	305,826.59	215,060.14	24,770.25	33,045.70	57,720.75
2855 Interscholastic Athletics-Reg Schl							

Victor Central School District
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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
15 Instructional Salaries		884,302.00	934,457.14	760,152.60	64,951.10	153,380.78	20,923.76
16 Noninstructional Salaries		60,000.00	60,000.00	49,161.61	6,058.77	5,017.32	5,821.07
2 Equipment		127,600.00	140,121.00	121,049.49	13,890.00	12,878.52	6,192.99
4 Contractual and Other		274,000.00	258,897.79	233,787.60	37,988.81	17,694.37	7,415.82
45 Materials & Supplies		78,000.00	94,973.00	88,806.39	-4,169.21	1,527.52	4,639.09
Subtotal of 2855 Interscholastic Athletics-Reg Schl		1,423,902.00	1,488,448.93	1,252,957.69	118,719.47	190,498.51	44,992.73
5510 District Transportation Services							
16 Noninstructional Salaries		2,504,375.00	2,426,663.36	1,856,459.62	197,450.01	393,927.02	176,276.72
2 Equipment		6,500.00	6,500.00	864.25	21.56	1,334.66	4,301.09
4 Contractual and Other		313,500.00	445,441.20	317,592.71	17,951.81	65,647.06	62,201.43
45 Materials & Supplies		640,000.00	638,795.26	486,878.73	56,416.18	142,463.41	9,453.12
Subtotal of 5510 District Transportation Services		3,464,375.00	3,517,399.82	2,661,795.31	271,839.56	603,372.15	252,232.36
5530 Garage Building							
16 Noninstructional Salaries		499,150.00	499,150.00	328,578.79	31,469.56	52,495.60	118,075.61
4 Contractual and Other		63,050.00	70,792.47	30,091.94	5,194.31	38,889.63	1,810.90
Subtotal of 5530 Garage Building		562,200.00	569,942.47	358,670.73	36,663.87	91,385.23	119,886.51
5581 Transportation from Boces							
49 BOCES Services		15,965.00	18,903.72	18,671.44	1,519.08	232.28	0.00
Subtotal of 5581 Transportation from Boces		15,965.00	18,903.72	18,671.44	1,519.08	232.28	0.00
7310 Youth Program							
15 Instructional Salaries		0.00	31,336.41	29,538.71	1,281.40	0.00	1,797.70
Subtotal of 7310 Youth Program		0.00	31,336.41	29,538.71	1,281.40	0.00	1,797.70
9010 State Retirement							
8 Employee Benefits		1,693,874.00	1,615,473.55	884,246.12	106,323.51	228,603.38	502,624.05
Subtotal of 9010 State Retirement		1,693,874.00	1,615,473.55	884,246.12	106,323.51	228,603.38	502,624.05
9020 Teachers' Retirement							
8 Employee Benefits		3,623,000.00	3,445,477.00	2,470,729.60	285,734.33	859,409.94	115,337.46
Subtotal of 9020 Teachers' Retirement		3,623,000.00	3,445,477.00	2,470,729.60	285,734.33	859,409.94	115,337.46
9030 Social Security							
8 Employee Benefits		3,731,457.00	3,553,474.24	2,579,904.46	266,268.52	839,040.87	134,528.91
Subtotal of 9030 Social Security		3,731,457.00	3,553,474.24	2,579,904.46	266,268.52	839,040.87	134,528.91
9040 Workers' Compensation							
8 Employee Benefits		401,700.00	401,700.00	290,721.00	0.00	0.00	110,979.00
Subtotal of 9040 Workers' Compensation		401,700.00	401,700.00	290,721.00	0.00	0.00	110,979.00
9045 Life Insurance							
8 Employee Benefits		23,000.00	26,500.00	26,339.04	2,661.32	160.96	0.00
Subtotal of 9045 Life Insurance		23,000.00	26,500.00	26,339.04	2,661.32	160.96	0.00
9050 Unemployment Insurance							
8 Employee Benefits		15,000.00	15,000.00	6,593.54	2,879.82	0.00	8,406.46

Victor Central School District

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Fund: A GENERAL FUND

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Subtotal of 9050 Unemployment Insurance		15,000.00	15,000.00	6,593.54	2,879.82	0.00	8,406.46
9055 Disability Insurance							
8 Employee Benefits		30,000.00	30,000.00	17,460.50	1,639.00	4,263.50	8,276.00
Subtotal of 9055 Disability Insurance		30,000.00	30,000.00	17,460.50	1,639.00	4,263.50	8,276.00
9060 Hospital, Medical, Dental Insurance							
8 Employee Benefits		17,127,572.00	16,673,121.17	11,297,648.79	954,243.33	1,534,964.45	3,840,507.93
Subtotal of 9060 Hospital, Medical, Dental Insurance		17,127,572.00	16,673,121.17	11,297,648.79	954,243.33	1,534,964.45	3,840,507.93
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	68,614,680.04	6,898,245.43	16,218,815.69	15,446,876.23

Victor Central School District
Budget Status Report As Of: 04/30/2024
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: 04/30/2024
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, June 12, 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 **Katherine Harmon**, who has certification in Childhood Education Grades 1-6, to a probationary position as an Elementary Teacher, effective August 28, 2024, at an annual salary of \$46,726, leading towards tenure in Elementary Education.

The probationary appointment of **Madelyn VanAken**, who has certifications in Childhood Education Grades 1-6, Students with Disabilities Grades 1-6, Early Childhood Education Birth-Grade 2, and Students with Disabilities Birth-Grade 2, to a probationary position as a Special Education Teacher, effective August 28, 2024, at an annual salary of \$48,858, leading towards tenure in Special Education.

The probationary appointment of **Maxwell Hill**, who has certification in Physical Education, to a probationary position as a Physical Education Teacher, effective August 28, 2024, at an annual salary of \$54,078, leading towards tenure in Physical Education.

The probationary appointment of **Benjamin Bernstein**, who has pending certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a probationary position as a Special Education Teacher, effective August 28, 2024, at an annual salary of \$49,346, leading towards tenure in Special Education.

The probationary appointment of **Natalie Powers**, who has certifications in Childhood Education Grades 1-6 and Early Childhood Education Birth-Grade 2, to a probationary position as an Elementary Teacher, effective August 28, 2024, at an annual salary of \$53,028, leading towards tenure in Elementary Education.

The probationary appointment of **Rachel Scott**, who has certification as a Library Media Specialist, to a probationary position as a Library Media Specialist, effective August 28, 2024, at an annual salary of \$50,278, leading towards tenure as a Library Media Specialist.

**Part Time
Appointments:**

The appointment of **Matthew Bauerlein**, who is certified in Industrial Arts, to a part-time (.6fte) position as a Technology Teacher effective August 28, 2024, and ending June 30, 2025, at an annual salary of \$61,843.

The appointment of **Charles Miller**, who has certification in Technology Education, to a part-time (.4fte) position as a Technology Teacher effective August 28, 2024, and ending June 30, 2025, at an annual salary of \$40,989.

The appointment of **Steven Mascari**, who has certification in Technology Education, to a part-time (.6fte) position as a Technology Teacher effective August 28, 2024, and ending June 30, 2025, at an annual salary of \$61,483.

The appointment of **Gregory Caryk**, who has certification in Physical Education, to a part-time (.6fte) position as a Physical Education Teacher effective August 28, 2024, and ending June 30, 2025, at an annual salary of \$28,237.

Appointments:

The appointment of the following as Extended School Year Registered Professional Nurse at an hourly rate of \$30.00: **Kristin Renkert**

The appointment of **Kristin Guckian**, Teacher Center Director, effective July 1, 2024, at an annual salary of \$29,333.

The appointment of the following as Summer Enrichment Teacher at an hourly rate of \$40.00: **Naomi Foley**

The appointment of the following as Summer Academy Teacher at an hourly rate of \$40.00: **Gina Lahue**

The appointment of the following as Extended School Year Teacher at an hourly rate of \$40.00: **Emily Morsheimer** and **Johanna Arnitz**

**Long Term
Substitute
Appointments:**

The appointment of **Michael Guido**, who has intern certification in Students with Disabilities Grades 7-12, to a long term substitute position as an Special Education Teacher, effective August 28, 2024, and ending June 30, 2025, at an annual salary of \$48,662.

The appointment of **Frederick Finter**, who has intern certifications in Students with Disabilities Grades 7-12 and Mathematics Grades 7-12, to a long term substitute position as a Special Education Teacher, effective August 28, 2024, and ending June 30, 2025, at an annual salary of \$48,703.

Leaves of Absence:

The granting of a childcare leave of absence for **Lindsay Scott**, Special Education Teacher, effective approximately August 28, 2024, and extending through November 25, 2024.

The granting of a childcare leave of absence for **Kelly McLaughlin**, Special Education Teacher, effective approximately August 28, 2024, and extending through June 30, 2025.

Resignations:

The resignation of **Jennifer Blanchette**, Mathematics Teacher, effective June 30, 2024.

The resignation of **Ashley Socola**, Principal, effective July 31, 2024.

The resignation of **Thomas Cheevers**, Assistant Principal, effective June 30, 2024.

The resignation of **Sarah Annlee**, School Social Worker, effective June 30, 2024.

The resignation of **Katie Convertino**, Special Education Teacher, effective August 27, 2024.

The resignation of **Kristin Williamson**, Director of Humanities, effective June 30, 2024.

The resignation, due to retirement, of **Gina Colucci**, Speech/Language Therapist, effective June 30, 2024.

The resignation of **Emily Cook**, Special Education Teacher, effective June 30, 2024.

**Per Diem
Substitutes:**

<u>Candidate</u>	<u>Area of Certification</u>
Tricia Toth	Uncertified
Karen Gushue	Uncertified
Sander Nagar	Uncertified
Ryan Konko	Uncertified
Marysue Hartz-Holtz	Art
Gerald Della Porta	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 **Alessio Giacobone**, from Substitute School Bus Driver Trainee to Full Time School Bus Driver, effective May 21, 2024, at an hourly rate of \$21.99.

The appointment of **Kelly Stein**, from Substitute School Bus Driver Trainee to Full Time School Bus Driver, effective May 2, 2024, at an hourly rate of \$21.99.

The appointment of **Izabella Clarke**, Full Time Teacher Aide, effective June 10, 2024, at an hourly of \$15.17.

The appointment of **Kelly Gelinis**, from Full Time Teacher Aide to Part Time Teacher Aide, effective August 28, 2024.

The appointment of **Ralph Heine**, Information Technology Support Technician II, effective August 1, 2024, at an hourly rate of \$24.03.

The appointment of the following as Extended School Year Teacher Aide at their 2024/2025 hourly rate: **Antwennette Brady, Amanda Cooley, Marina Coleman and Jenna Wagner**

The appointment of the following as Extended School Year Teacher Aides at the 2024/2025 teacher aide substitute rate: **Benjamin Lake and Melissa Benulis**

The appointment of the following as Extended School Year Teacher Assistants at their 2023/2024 hourly rate: **Bakhtavar Engineer**

The appointment of **Jennifer George**, Employee Relations Assistant, effective July 1, 2024, at an annual salary of \$52,000.

Resignations:

The resignation, due to retirement, of **Rosemary Viggiano**, Department Secretary, effective July 27, 2024.

The resignation of **Gerald Della Porta**, Part Time Teacher Aide, effective June 30, 2024.

The resignation, due to retirement, of **William Brown**, School Bus Driver, effective June 26, 2024.

The resignation, due to retirement, of **James Phillips**, School Bus Driver, effective June 25, 2024.

The resignation of **Roger Palmer**, School Bus Driver, effective June 5, 2024.

Terminations:

The termination of **Scott Ellmaker**, School Bus Driver, effective May 16, 2024.

The termination of **Jashira Calderon**, Assistant Cook, effective May 16, 2024.

Leaves of Absence: The granting of an extended unpaid leave of absence for **Elijah Flansburg**, Full Time Teacher Aide, effective January 29, 2024, and extending through June 25, 2024.

Benefits: Benefits for non-affiliated District Office Confidential Staff as described in the Confidential Staff Handbook as submitted.

Salaries: The following salaries for non-affiliated district office staff will be effective for the 2024-2025 school year:

Confidential Staff	Patricia Chapman	Human Resources Clerk	\$20.98/hour
	Kimberly Doell	Public Relations Specialist	\$78,000
	Maureen Goodberlet	District Clerk/Secretary to the Superintendent	\$101,967.08
	Lisa Hagen	Payroll Clerk, Part Time	\$59,488
	Penny Johnston	School District Treasurer	\$88,518.14
	Katie Lew	Employee Relations Assistant	\$59,834.11
	Jill Smith	Deputy District Treasurer	\$53,812.93
	Elizabeth Temple	School District Data Specialist	\$59,336.58

**Per Diem and
Substitute Positions:**

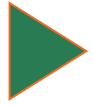
<u>Candidate</u>	<u>Position</u>
Hannah Saunders	Lifeguard
Elizabeth Lahue	Teacher Aide
Linda Tice	Typist
James Polo	Teacher Aide
Doyle Ierlan	Teacher Aide
Jaycee Birkemeier	Teacher Aide/ Lifeguard
Brian Wagner	Teacher Aide
Emma Alvares	Teacher Aide
Katheryn Sheridan	Food Service Helper
Morgan Harris	Cleaner
William Brown	School Bus Driver
Jennifer George	Employee Relations Assistant

Victor Farmington Library Vote
June 27, 2024
Election Inspectors

Chairperson: Jennifer Mehigan
Chief Inspector: Linda Tice

Inspectors/Clerks

	Table 1		Table 2		Table 3	
12:00 PM	Pam Shufelt Noon – 8:00 PM	Rita Messersmith Noon – 5:00 PM	Fay Marie Gardner Noon – 8:00 PM	Terri Dorscheid Noon – 8:00 PM	Marlene Downey Noon – 8:00 PM	Nancy Benton Noon – 8:00 PM
1:00 PM						
2:00 PM						
3:00 PM						
4:00 PM						
5:00 PM		Linda Tice 5:00 PM – 8:00 PM				
6:00 PM						
7:00 PM						
8:00 PM						



Control Cycle Audit of STAC SUBMISSION PROCESS for the 2022-23 Cycle



VICTOR CENTRAL SCHOOL DISTRICT

**Victor Central School District
953 High Street
Victor, NY 14564**

July 10, 2023



To the Audit Committee
Victor Central School District
Victor, New York

We have performed a review of the internal controls of the STAC submission process. We obtained an understanding of these internal controls by inquiry, observation and the inspection of documents and records. In addition to discussions with District staff and management, our review of the STAC submission process included examining IEP Direct reporting, provider cost reporting, relevant financial reporting related to cost calculations, and the District's state aid reporting.

This consulting engagement was conducted in accordance with Statements on Standards for Consulting Services as issued by the American Institute of Certified Public Accountants Management Consulting Services Executive Committee. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described either for the purpose for which this report has been requested or for any other purpose.

Our procedures consisted of a review of financial reports and documentation as well as interviews with pertinent District personnel. We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you. It should be noted that the comments herein may be critical by nature and do not include the many strengths inherent within the District.

This report is intended solely for the information and use of the Victor Central School District and is not intended to be, and should not be used by anyone other than those specified parties.

EFPR Group, CPAs, PLLC

EFPR Group, CPAs, PLLC
Rochester, New York

BACKGROUND:

The Victor Central School District (District) is located in Ontario County and has a total enrollment of approximately 4,300 students. The Special Education department is responsible for developing Individualized Educational Programs for district students with special needs. Costs related to providing these services are submitted through the System to Track and Account for Children (STAC) to the State Education Department for consideration of special aid/payment to the District. Based on the Public Excess High Cost Aid (PUB) reporting available on the New York State Education Department website for State Aid, the District's high cost apportionment is \$950,017 in 2022-23.

OBJECTIVE:

The objective of our audit was to evaluate the internal controls over the STAC submission process and determine whether assets are adequately safeguarded by the Victor Central School District.

AUDIT SCOPE, PROCEDURES AND FINDINGS:

Our overall goal was to assess the adequacy of the internal controls put in place by officials to safeguard the assets of the Victor Central School District. To accomplish this, we performed a risk assessment of the District's internal controls so we could evaluate the risk within each control cycle. Our risk assessment evaluated the following areas: Budgeting; Cash Receipts and Revenue; Transportation; Food Service; Extra-Classroom Activity Fund; Capital Assets/Projects and Indebtedness; Purchasing, Claims, Accounts Payable and Cash Disbursements; Payroll and Personnel; and Accounting, Reporting and Information Technology. Using our updated risk assessment report dated December 21, 2022, and other criteria, the Audit Committee of the District selected to review the STAC submission. As a result, our testing was limited to this area.

AUDIT SCOPE, PROCEDURES AND FINDINGS (Continued):

STAC SUBMISSION PROCESS

Our examination included the following procedures:

District Policies

- Inquired about the District's process for maintaining Individualized Education Programs (IEP's) for its students with special needs.
- Inquired about the District's procedures for identifying which students have sufficient costs to warrant submitting through the STAC system.
- Inquired about the District's process for determining whether services outlined in a student's IEP are being provided.
- Inquired about the District's process to review STAC claims and identify potential errors in the submission process.

FINDINGS:

The controls over District Policies are operating effectively with no exceptions noted.

STAC Submissions

- Obtained reporting that provided an itemized list of students who have an approved IEP. Selected a sample of students from a variety of different providers (BOCES, outplacements, in-district) for testing.
- Obtained cost reporting of the various providers to determine the costs of services provided to the students selected for testing.
- Verified that the costs of the students selected for testing had been accurately submitted in the STAC system.

AUDIT SCOPE, PROCEDURES AND FINDINGS (Continued):

STAC Submissions (Continued)

- Obtained the detailed IEP summaries of the students selected for testing to determine the services they are approved to receive. Verified these services to the provider cost reports for accuracy.
- Verified the District's calculations for determining the costs of services provided to students in-district. Ensured that students receiving services in-district whose costs exceeded the high cost threshold were submitted in the STAC system.
- Reconciled the high cost students that appear on provider cost reports with the District's verified STAC report to ensure that all high costs students have been entered in the STAC system.
- Reconciled list of students with a 1:1 aide to the summary of high costs students to ensure that all applicable students have been accounted for.
- Obtained a summary of all special education in-district classrooms and their enrollment. Determined whether these students had been entered in the STAC system. For those who had not, we reviewed cost calculation worksheets to confirm the student did not exceed the cost threshold.
- Obtained a summary of all students approved for a private placement (i.e. Mary Cariola, Norman Howard, etc.). Verified that all students had been properly entered in the STAC system.
- Prepared a schedule of high costs students and calculated the expected amount of related state aid to be received. Verified this amount to the Public Excess Cost Aid documented on the District's General Formula Aid Output Report.

FINDING:

The controls over STAC submissions are operating effectively, with the following exceptions noted:

1. In reviewing the calculations of the costs associated with 14 students who were selected for testing and who were placed in-district, we identified an error on the calculation sheets of three students. The errors were related to using incorrect session lengths and/or using an incorrect number of sessions per cycle when calculating the associated costs of different services provided to the students.

Two errors were related to students who had been identified as high cost and whose costs had been entered into the STAC system. The errors resulted in overreporting costs for one student (\$906) and underreporting the costs of the other student (\$1,674). The net effect of the errors was immaterial to the District's total high cost submissions. The third error was related to a student who was determined to not exceed the high cost threshold.

AUDIT SCOPE, PROCEDURES AND FINDINGS (Continued):

STAC Submissions (Continued)

RECOMMENDATION:

1. We encourage the District to review the identified errors with its contractor who is responsible for preparing the cost calculation worksheets. The calculations for in-district students involve a number of variables that often change for each student and each service they receive. Consequently, these calculations are more prone to error. We suggest the District also consider having discussions with its contractor about potential ways the calculations related to in-district students can be reviewed and assessed for accuracy.

Our testing also determined:

- All students identified as receiving services whose costs exceeded the District's threshold for aid eligibility were accurately accounted for in the STAC system.
- The costs entered in the STAC system for each individual student were consistent with provider (i.e. BOCES) cost reports that summarize the services provided throughout the year.
- The services provided to students per the provider cost reports were consistent with the approved services documented in the students' IEP.
- Students whose IEP indicated were approved for an outplacement program (i.e. Mary Cariola) were properly accounted for in the STAC system.
- The District's high cost apportionment reported on the 2022-23 PUB report appears accurate. We recalculated the identified high cost aid services and reconciled our summary to costs reported on the Public Excess High Cost Aid reporting. We identified no significant discrepancies.

CLOSING:

We would like to thank the staff of the Victor Central School District, and especially the Special Education Department, for their cooperation and hospitality during our review.

Victor Central School District

Internal Audit

Auditors' Findings and Evaluation for the 2022-2023 cycle due in 2023-2024

<u>Auditors Findings</u>	<u>Recommendation</u>	<u>Management Response</u>	<u>Person Responsible & Complete Date</u>
<p>In reviewing the calculations of the costs associated with 14 students who were selected for testing and who were placed in-district, we identified an error on the calculation sheets of three students. The errors were related to using incorrect session lengths and/or using an incorrect number of sessions per cycle when calculating the associated costs of different services provided to the students.</p> <p>Two errors were related to students who had been identified as high cost and whose costs had been entered into the STAC system. The errors resulted in over reporting costs for one student (\$906) and under reporting the costs of the other student (\$1,674). The net effect of the errors was immaterial to the District's total high cost submissions. The third error was related to a student who was determined to not exceed the high cost threshold.</p>	<p>We encourage the District to review the identified errors with its contractor who is responsible for preparing the cost calculation worksheets. The calculations for in-district students involve a number of variables that often change for each student and each service they receive. Consequently, these calculations are more prone to error. We suggest the District also consider having discussions with its contractor about potential ways the calculations related to in-district students can be reviewed and assessed for accuracy.</p>	<p>The District agrees with these assertions and will share the results of the audit with the contractor and add additional measures to increase the accuracy of our reporting to ensure that we are capturing all eligible students and that we are not under or over reporting.</p>	<p>Deputy Treasurer (charged with working with contractor) - Effective 7/1/2023</p> <p>Assistant Superintendent of Business Effective 7/1/2023</p>

GENERAL RESOLUTION
FOR THE PURPOSE OF
PARTICIPATING IN A COOPERATIVE BID COORDINATED BY
THE BOARD OF COOPERATIVE EDUCATIONAL SERVICES OF
ONTARIO, SENECA, WAYNE AND YATES COUNTIES
FOR

Various Commodities and/or Services

WHEREAS, The Board of Education, Victor Central School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of Various Commodities and/or Services. And...

WHEREAS, The Board of Education, Victor Central School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, Victor Central School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Victor Central School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, Victor Central School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education Victor Central School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education Victor Central School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The _____ on behalf of the Board of Education, Victor Central School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for various commodities and/or services and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

Date

Supt. of Schools/ Designated Rep.

School District

COOPERATIVE BIDS

The Board of Cooperative Educational Services of Ontario, Seneca, Wayne, and Yates Counties intends to solicit for the bids listed below in the name of the participants in accordance with their expressed needs. ***Check yes or no***, if you are interested in participating, at this time, for any of the bids listed herein. Component districts will be surveyed for participation for all cooperatives prior to issuance during the fiscal year.

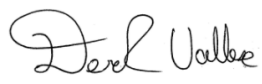
CATEGORY	BID # WFL	BID NAME	PARTICIPATION	
			YES	NO
<i>D) Operations & Maintenance Time and Materials:</i>				
	53PW	Electrical Services		X
	52PW	General Construction Services		X
	51PW	HVAC Services		X
	60PW	Moving Services		X
	55PW	Plumbing Services		X
<i>E) Transportation:</i>				
	31	Brake Parts & Related Items		X
	32	Electrical Parts & Supplies		X
	33	OEM Parts & Labor		X
	34	Exhaust Parts & Related Parts		X
	35	Vehicle Chasis & Related Parts		X
	36	Belts, Hoses & Wiper Products		X
	37	Nuts, Bolts, Fasteners, Hose Clamps & Brass Fittings		X
	38	Fuel, Emissions & Misc. Engine Parts		X
	40	Fuel, Emissions & Misc. Engine Parts		X
	41	Batteries, Starters & Alternators		X
	42	Automotive Filters		X
<i>F) Utilities</i>				
	12	Electricity Supply	X	
	19	Natural Gas Supply	X	

CATEGORY	BID # WFL	BID NAME	PARTICIPATION	
			YES	NO
G) Miscellaneous RFP'S:				
	23	Internal Audit Services		X
	24	Independent Audit Services		X
	48	Unemployment Insurance		X

Victor Central School District
School District

585-924-3252 ext. 1410 585-742-7023
Phone Fax

Derek Vallese Asst Superintendent for Business
Name Title


Signature

vallesed@victorschools.org
Email Address

BOND RESOLUTION OF THE VICTOR CENTRAL SCHOOL DISTRICT, NEW YORK, ADOPTED JUNE 12, 2024, AUTHORIZING THE PURCHASE OF VARIOUS SCHOOL BUSES FOR USE BY THE DISTRICT, STATING THE ESTIMATED TOTAL COST THEREOF IS \$1,375,000, APPROPRIATING SAID AMOUNT THEREFOR, AND AUTHORIZING THE ISSUANCE OF \$1,375,000 SERIAL BONDS OF SAID DISTRICT TO FINANCE SAID APPROPRIATION.

Recital

WHEREAS, at the Annual District Meeting and Election duly called and held on May 21, 2024, in the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York, a majority of the qualified voters present and voting approved the Bond Proposition authorizing the Board of Education to purchase various school buses for use by the District at the estimated total cost of \$1,375,000, and to levy and collect a tax to be collected in annual installments to pay the principal of and interest on the serial bonds authorized to be issued;

Now, therefore,

THE BOARD OF EDUCATION OF THE VICTOR CENTRAL SCHOOL DISTRICT, IN THE COUNTIES OF ONTARIO, MONROE AND WAYNE, NEW YORK, HEREBY RESOLVES (by the favorable vote of not less than two-thirds of all the members of said Board of Education) AS FOLLOWS:

Section 1. The Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (herein called "District"), is hereby authorized to purchase various school buses for use by the District. The estimated total cost thereof, including preliminary costs and costs incidental thereto and to the financing thereof, is \$1,375,000 and said amount is hereby appropriated therefor. The plan of financing includes the issuance of \$1,375,000 serial bonds of the District to finance said appropriation, and the levy and collection of taxes on all the taxable

real property in the District to pay the principal of said bonds and the interest thereon as the same shall become due and payable.

Section 2. Serial bonds of the District in the principal amount of \$1,375,000 are hereby authorized to be issued pursuant to the provisions of the Local Finance Law, constituting Chapter 33-a of the Consolidated Laws of the State of New York (herein called “Law”), to finance said appropriation.

Section 3. The following additional matters are hereby determined and declared:

(a) The periods of probable usefulness applicable to the objects or purposes or class of objects or purposes for which said bonds are authorized to be issued, within the limitations of Section 11.00 a. 29 of the Law with respect to motor vehicles/school buses as referenced in such section, is not to exceed five (5) years and within the limitations of Section 11.00 a. 29-a of the Law with respect to zero-emission school buses as referenced in such section, is not to exceed twelve (12) years. However, such periods of probable usefulness shall be shortened as needed in the event that Sections 11.00 a. 29 and 29-a of the Law are amended prior to the issuance of the bonds herein authorized.

(b) The proceeds of the bonds herein authorized, and any bond anticipation notes issued in anticipation of said bonds, may be applied to reimburse the District for expenditures made after the effective date of this resolution 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 4. Each of the bonds authorized by this resolution, and any bond anticipation notes issued in anticipation of the sale of said bonds, shall contain the recital of validity as prescribed by Section 52.00 of the Law and said bonds, and any notes issued in

anticipation of said bonds, shall be general obligations of the District, payable as to both principal and interest by general tax upon all the taxable real property within the District without limitation of rate or amount. The faith and credit of the District are hereby irrevocably pledged to the punctual payment of the principal of and interest on said bonds, and any notes issued in anticipation of the sale of said bonds, and provision shall be made annually in the budget of the District by appropriation for (a) the amortization and redemption of the bonds and any notes in anticipation thereof to mature in such year and (b) the payment of interest to be due and payable in such year.

Section 5. Subject to the provisions of this resolution and of the Law and pursuant to the provisions of Section 21.00 relative to the authorization of the issuance of bonds with substantially level or declining annual debt service, Section 30.00 relative to the authorization of the issuance of bond anticipation notes and Section 50.00 and Sections 56.00 to 60.00 of the Law, the powers and duties of the Board of Education relative to authorizing bond anticipation notes and prescribing the terms, form and contents and as to the sale and issuance of the bonds herein authorized, and of any bond anticipation notes issued in anticipation of said bonds, and the renewals of said bond anticipation notes, are hereby delegated to the President of the Board of Education, the chief fiscal officer of the District.

Section 6. The validity of the bonds authorized by this resolution, and of any notes issued in anticipation of the sale of said bonds, may be contested only if:

(a) such obligations are authorized for an object or purpose for which the District is not authorized to expend money, or

(b) the provisions of law which should be complied with at the date of the publication of such resolution, or a summary thereof, are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

(c) such obligations are authorized in violation of the provisions of the constitution.

Section 7. This bond resolution shall take effect immediately, and the District Clerk is hereby authorized and directed to publish the foregoing resolution, in summary, together with a Notice attached in substantially the form prescribed by §81.00 of the Law in the official newspapers of the District each having a general circulation in the District and hereby designated the official newspaper of said District for such publication.

* * *

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.



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

Derek Vallese, *Assistant Superintendent for Business*

To: Dr. Timothy Terranova, Superintendent of Schools
From: Derek Vallese, Assistant Superintendent for Business
Date: June 10, 2024
Topic: Acceptance of Transportation Bid

Dr. Terranova

We issued a Request for Bids (RFB) for the transportation contract on Tuesday, May 28th in the Canandaigua Daily Messenger, for bids to be returned on Monday June 10th.

Out of the 6 bid packets sent out, 4 were returned. The bids were evaluated based on cost (25 points), familiarity with the District (15 points), Safety (20 points), Financial Condition and Insurance (20 points), and ability to provide an adequate number of drivers (20 points).

The results of the bids are as follows:

Ranking	Vendor Name	Points
1	Comfortable Transportation	96
2	Transpo	81
3	Ontario Bus Co - w/o buses	65
4	Ontario Bus Co - w/buses	60

Based on the evaluation results, it is recommended that we proceed with all bids to ensure sufficient support for our students and programs. Priority for contacting vendors will be based on the ranking outlined in the scoring matrix above.

Please let me know if you have any additional questions.

Best Regards

Derek Vallese

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::	Grades 10-12- Varsity Girls Soccer Team
Short Description or Name of Field Trip:	The girls soccer team will be traveling to Camp Stella Maris for an overnight team building experience for all team members and coaches. All activities will be facilitated by CSM staff.
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::	30
Departure Date::	Aug 31, 2024
Place of Departure::	North Parking Lot
Type of Transportation::	School bus
Departure Time::	11:00 AM
Destination (include EXACT address)::	Livonia, NY
Time you plan to REACH your destination::	12:00 PM
Return Date::	Sep 01, 2024
Time you plan to LEAVE your destination::	12:00 PM

Estimated Round-Trip Mileage:	52 miles
Return Time::	1:00 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
On trip: What instructional activities will occur on the trip?:	Team building activities
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	N/A
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?:	No
Estimated Number of Chaperones (including teachers/staff/parents)::	2-3
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)::	none
Cost to Chaperone (if any)::	none
Cost Breakdown per Student - Event Fee::	N/A
Cost Breakdown per Student - Meals::	N/A
Cost Breakdown per Student - Travel::	N/A
Cost Breakdown per Student TOTAL::	None
Email Address:	ahernk@victorschools.org
Is this an overnight trip?:	Yes

Please select the correct Nurse for your HS, Kim Spitzer building.:

Approval history

In progress

Copy Sent to clinkk@victorschools.org

Approved by siestob@victorschools.org

Approved by finterk@victorschools.org

Approved by weimerd@victorschools.org

Approved by clinkk@victorschools.org

**Victor Central School District Code of Conduct
Table of Contents**

5300.05	Introduction	2
5300.10	Definitions	2
5300.15	Student Rights and Responsibilities	5
5300.20	Essential Partners	6
5300.25	Student Dress Code	11
5300.30	Prohibited Student Conduct	12
5300.35	Reporting Violations	15
5300.40	Disciplinary Consequences, Procedures and Referrals	15
5300.45	Alternative Instruction	23
5300.50	Discipline of Students with Disabilities	23
5300.55	Corporal Punishment	30
5300.60	Student Searches and Interrogations	30
5300.65	Visitors to the Schools	33
5300.70	Public Conduct on School Property	33
5300.75	Dissemination and Review	35
5300.80	Compliance	36

Victor Central School District Code of Conduct

5300.05 Introduction

The Board of Education of the Victor Central School District is committed to providing a safe and orderly school environment where students may receive and District personnel may deliver quality educational services without disruption or interference. Responsible behavior by students, teachers, other District personnel, parents and other visitors is essential to achieving this goal.

The District has a long-standing set of expectations for conduct on school property and at school functions. These expectations are based on the principles of civility, mutual respect, citizenship, character, tolerance, honesty and integrity.

The Board recognizes the need to clearly define these expectations for acceptable conduct on school property, to identify the possible consequences of unacceptable conduct, and to ensure that discipline when necessary is administered promptly and fairly. To this end, the Board adopts this code of conduct (“code”).

Unless otherwise indicated, this code applies to all students, school personnel, parents and other visitors when on school property or attending a school function.

This code was developed in consultation with teachers, administrators, school board members, other school service professionals, students and parents/legal guardians. This code is also compliant with the Dignity for All Students Act (Dignity Act).

The intent of the amended Dignity Act is to provide all public school students with an environment free from harassment, bullying (including cyberbullying) and discrimination, as well as to foster civility in public schools. The Dignity Act focuses on the prevention of discriminatory behaviors, including harassment/bullying, through the promotion of educational measures meant to positively impact school culture and climate.

5300.10 Definitions

For purposes of the code, the following definitions apply.

“Cyberbullying” means harassment/bullying, as defined below, through any form of electronic communication including, but not limited to, email, Instant messaging, blogs, chat rooms, cell phones, gaming systems and social media to deliberately harass or threaten others.

“Disability” means (a) a physical, mental or medical impairment resulting from anatomical, physiological, genetic or neurological conditions which prevents the exercise of a normal bodily function or is demonstrable by medically accepted clinical or laboratory diagnostic techniques or (b) a record of such an impairment or (c) a condition regarded by others as such an impairment, provided, however, that in all provisions of this article dealing with employment, the term must be limited to disabilities which, upon the provision of reasonable accommodations, do not prevent the complainant from performing in a reasonable manner the activities involved in the job or occupation sought or held.

“Discrimination” means discrimination against any student by a student or students and/or employee or employees on school property or at a school function including, but not limited to,

discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

“Disruptive student” means an elementary or secondary student under the age of 21 who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom or an administrator's authority over a school building.

“Emotional harm” that takes place in the context of “harassment or bullying” means harm to a student's emotional well-being through creation of a hostile school environment that is so severe or pervasive as to unreasonably and substantially interfere with a student's education.

“Employee” means any person receiving compensation from a school district or employee of a contracted service provider or worker placed within the school under a public assistance employment program, pursuant to title 9-B of article 5 of the Social Services Law, and consistent with the provisions of such title for the provision of services to such district, its students or employees, directly or through contract, whereby such services performed by such person involve direct student contact.

“Gender” means a person's actual or perceived sex and shall include a person's gender identity or expression.

“Gender expression” is the manner in which a person represents or expresses gender to others, often through behavior, clothing, hairstyle, activities, voice or mannerisms.

“Gender identity” is one's self-conception as being male or female, as distinguished from actual biological sex or sex assigned at birth.

“Harassment/bullying” (as defined in Education Law §11(7)) means the creation of a hostile environment by conduct or by threats, intimidation or abuse, including cyberbullying (as defined in Education Law §11(8)), that

- a) has or would have the effect of unreasonably and substantially interfering with a student's educational performance, opportunities or benefits, or mental, emotional or physical well-being; or
- b) reasonably causes or would reasonably be expected to cause a student to fear for his or her physical safety; or
- c) reasonably causes or would reasonably be expected to cause physical injury or emotional harm to a student; or
- d) occurs off school property and creates or would foreseeably create a risk of substantial disruption within the school environment, where it is foreseeable that the conduct, threats, intimidation or abuse might reach school property.

For purposes of this definition, the term “threats, intimidation or abuse” shall include verbal and non-verbal actions.

Acts of harassment and bullying that are prohibited include those acts based on a person's actual or perceived membership in the following groups including, but not limited to:

- race
- color

- weight
- national origin
- ethnic group
- religion
- religious practice
- disability
- sex
- sexual orientation
- gender (which includes a person's actual or perceived sex, as well as gender identity and expression).

“Parent” means parent, guardian, or person in parental relation to a student.

“School Bus” means every motor vehicle owned by a public or government agency or private school and operated for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity, to or from school or school activities, or, privately owned and operated for compensation for the transportation of pupils, children of pupils, teachers and other persons acting in a supervisory capacity to or from school or school activities.

“School function” means any school-sponsored event or extra-curricular activity.

“School property” means in or within any building, structure, athletic playing field, playground, parking lot or land contained within the real property boundary line of a public elementary or secondary school, including property owned by the District or used by the District for school activities or functions, or in or on a school bus, as defined in Vehicle and Traffic Law §142.

“School rules” means all District and Board of Education policies, rules, regulations and procedures, including this code.

“Sexual orientation” means actual or perceived heterosexuality, homosexuality or bisexuality or sexuality of preference.

“Student” means any person between the ages of 4 and 21 who is enrolled in an educational program.

“Violent student” means a student under 21 who:

1. Commits an act of violence upon a school employee, or attempts to do so.
2. Commits, while on school property or at a school function, an act of violence upon another student or any other person lawfully on school property or at the school function, or attempts to do so.
3. Possesses, while on school property or at a school function, a weapon.
4. Displays, while on school property or at a school function, what appears to be a weapon.
5. Threatens, while on school property or at a school function, to use a weapon.
6. Knowingly and intentionally damages or destroys the personal property of any student, school employee or any person lawfully on school property or at a school function.
7. Knowingly and intentionally damages or destroys School District property.

“Weapon” means a firearm as defined in 18 USC §921 for purposes of the Gun-Free Schools Act. It also means any other gun, BB gun, pistol, revolver, shotgun, rifle, machine gun, disguised gun, dagger, dirk, razor, stiletto, switchblade knife, gravity knife, brass knuckles, sling shot,

metal knuckle knife, box cutter, cane sword, electronic dart gun, Kung Fu star, electronic stun gun, pepper spray or other noxious spray, explosive or incendiary bomb, or other device, instrument, material or substance that can cause physical injury or death when used to cause physical injury or death. In addition, this code further prohibits the possession or display of any toy, facsimile or replica of a weapon.

5300.15 Student Rights and Responsibilities

A. Student Rights

The District is committed to safeguarding the rights given to all students under state and federal law and District policy. In addition, to promote a safe, healthy, orderly and supportive school environment, all District students have the right to:

1. Take part in all District activities on an equal basis regardless of race, weight, color, creed, national origin, ethnic group, religion, religious practice, gender or sexual orientation or disability.
2. Present their version of the relevant events to school personnel authorized to impose a disciplinary penalty in connection with the imposition of the penalty.
3. Access school policies, regulations and rules and, when necessary, receive an explanation of those rules from school personnel.

B. Student Responsibilities

All District students have the responsibility to:

1. Act in an empathetic and respectful manner toward others while on school property.
2. Contribute to maintaining a safe, supportive and orderly school environment that is conducive to learning.
3. Attend school every day unless they are legally excused and be in class, on time, and prepared to learn.
4. Work to the best of their ability in all academic and extracurricular pursuits and strive toward their highest level of achievement possible.
5. Ask questions when they do not understand.
6. Seek help in solving problems.
7. Dress appropriately for school and school functions (as outlined in respective handbooks).
8. Accept responsibility for their actions.
9. Be familiar with and abide by District policies, rules and regulations dealing with student conduct.
10. React to direction given by teachers, administrators and other school personnel in a respectful, positive manner.
11. Work to develop mechanisms to manage their anger.
12. Conduct themselves as representatives of the District when participating in or attending school-sponsored extracurricular events and to hold themselves to the highest standards of conduct, demeanor, and sportsmanship.
13. Inform school officials of knowledge of potential safety issues.
14. Promptly report violations of the code of conduct to a teacher, school counselor, administrator or appropriate staff member.
15. Use technology resources, including the Internet and email, in a responsible manner.

5300.20 Essential Partners

A. Parents

All parents are required to:

1. Recognize that the education of their child(ren) is a joint responsibility of the parents and the school community and collaborate with the District to optimize their child's educational opportunities.
2. Send their children to school ready to participate and learn.
3. Ensure their children attend school regularly and on time.
4. Ensure absences are excused.
5. Ensure their children be dressed and groomed in a manner consistent with the student dress code (policy 5300.25).
6. Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
7. Know and comply with school rules and help their children understand them so that their children can help create a safe, supportive school environment.
8. Convey to their children a supportive attitude toward education and the District.
9. Build positive, constructive relationships with teachers, other parents and their children's friends.
10. Help their children deal effectively with peer pressure.
11. Inform school officials of changes in the home situation that may affect student conduct or performance.
12. Provide a place for study and ensure homework assignments are completed.
13. Inform school officials of knowledge of potential safety issues.
14. Promptly report violations of the code of conduct to a teacher, school counselor, administrator or appropriate staff member.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

B. Teachers

All District teachers are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules and enforce them in a fair and consistent manner.
3. Be prepared to teach.
4. Demonstrate interest in teaching and concern for student achievement.
5. Communicate to students and parents:
 - a) Course objectives and requirements
 - b) Marking/grading procedures
 - c) Assignment deadlines
 - d) Expectations for students
 - e) Classroom [management discipline](#) plan
6. Communicate regularly with students, parents and other teachers concerning students' growth and achievement.
7. Maintain confidentiality in accordance with federal and state law.
8. Work towards strengthening students' social and emotional well being.
9. Inform school officials of knowledge of potential safety issues.

10. Work with administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
11. Promptly report violations of the code of conduct to a school counselor, administrator, or appropriate staff member.
12. Participate in school-wide efforts to provide adequate supervision in all school spaces, in conformity with the Taylor Law (Public Employees Fair Employment Act).
13. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee or any person who is lawfully on school property or at a school function.
14. Address personal biases that may prevent equal treatment of all students in the school or classroom setting.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

C. School Counselors, School Psychologists and School Social Workers

All school counselors, school psychologists and social workers are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Encourage students to benefit from the curriculum and extracurricular programs.
4. Assist students in coping with peer pressure and emerging personal, social and emotional problems.
5. Work towards strengthening students' social and emotional well being.
6. Initiate conferences, with necessary parties, as a way to resolve problems.
7. Regularly review with students their educational progress and career plans.
8. Maintain confidentiality in accordance with federal and state law.
9. Provide information to assist students with career planning.
10. Make known to students and families the resources in the community that are available to meet their needs.
11. Inform school officials of knowledge of potential safety issues.
12. Work with administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
13. Participate in school-wide efforts to provide adequate supervision in all school spaces.
14. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
15. Address personal biases that may prevent equal treatment of all students.
16. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

D. District Security, including the School Resource Officer ("SRO")

The District Security Team and the School Resource Officer are ~~is~~ required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.

2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Promote a safe and orderly school environment.
4. Educate students, staff and parents on matters of safety and law.
5. Work towards strengthening students' social and emotional well being.
6. Assist students in coping with peer pressure and emerging personal problems.
7. Ensure that students, staff, and parents have the opportunity to communicate regularly with the SRO and to approach the SRO for resolution of conflicts.
8. Maintain confidentiality in accordance with federal and state law.
9. Inform administration of knowledge of potential safety issues.
10. Be responsible for enforcing matters of law and ensuring that all issues are addressed promptly and fairly.
11. Work with the Superintendent and administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
12. Participate in school-wide efforts to provide adequate supervision in all school spaces.
13. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function
14. Address personal biases that may prevent equal treatment of all students.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

E. Other School Personnel

All other school personnel are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Maintain confidentiality in accordance with federal and state law.
4. Inform school officials of knowledge of potential safety issues.
5. Work with administrators in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
6. Help children understand the District's expectations for maintaining a safe, orderly environment.
7. Participate in school-wide efforts to provide adequate supervision in all school spaces.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students.
10. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

F. District Administrators

District administrators are required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.

2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Evaluate all instructional programs on a regular basis.
6. Ensure that students, staff and parents have the opportunity to communicate regularly with administrators and to approach administrators for resolution of conflicts.
7. Maintain confidentiality in accordance with federal and state law.
8. Review Board policies and state/federal laws relating to school operations and management.
9. Provide support in the development of the code of conduct, when called upon. Disseminate the code of conduct and anti-harassment policies.
10. Work with the Superintendent in enforcing the code of conduct and ensuring that all issues are addressed promptly and fairly.
11. Participate in school-wide efforts to provide adequate supervision in all school spaces.
12. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
13. Address personal biases that may prevent equal treatment of all students and staff.
14. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

G. Superintendent

The Superintendent is required to:

1. Maintain a climate of mutual respect and dignity for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression), which will strengthen students' self-concept and promote confidence to learn.
2. Know school policies and rules, and enforce them in a fair and consistent manner.
3. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning.
4. Support the development of and student participation in appropriate extracurricular activities.
5. Evaluate all instructional programs on a regular basis.
6. Ensure that students, staff and parents have the opportunity to communicate regularly with administrators and to approach administrators for resolution of conflicts.
7. Work to create instructional programs that minimize problems of misconduct and are sensitive to student and teacher needs.
8. Review with District administrators Board of Education policies and state/federal laws relating to school operations and management.
9. Maintain confidentiality in accordance with federal and state law.
10. Inform the Board about educational trends relating to student discipline.
11. Work with District administrators in enforcing the code of conduct and ensuring that all issues are resolved promptly and fairly.
12. Participate in school-wide efforts to provide adequate supervision in all school spaces.
13. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.

14. Address personal biases that may prevent equal treatment of all students and staff.
15. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

H. Board of Education

Members of the Board of Education are required to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
2. Maintain confidentiality in accordance with federal and state law.
3. Develop and recommend a budget that provides programs and activities that support achievement of the goals of the code of conduct.
4. Know school policies and rules, and enforce them in a fair and consistent manner.
5. Collaborate with students, teachers, administrators, and parent organizations, school safety personnel and other school personnel to develop a code of conduct that clearly defines expectations for the conduct of students, District personnel and visitors on school property and at school functions.
6. Adopt and review the District's code of conduct to evaluate the code's effectiveness and the fairness and consistency of its implementation annually.
7. Lead by example by conducting Board meetings in a professional, respectful, courteous manner.
8. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
9. Address personal biases that may prevent equal treatment of all students and staff.
10. Maintain appropriate boundaries with students, staff and all others on District property and/or at District events.

I. The Dignity Act Coordinators

The Dignity Act also requires that at least one staff member at every school be thoroughly trained to handle human relations in the areas of race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, and sex.

The Dignity Act Coordinator is expected to:

1. Promote a safe, orderly and stimulating school environment, supporting active teaching and learning for all students regardless of actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
2. Oversee and coordinate the work of the District-wide and building-level Bullying Prevention Committees.
3. Identify curricular resources that support infusing civility in classroom instruction and classroom management; and provide guidance to staff as to how to access and implement those resources.
4. Coordinate, with the Professional Development Committee, training in support of the Bullying Prevention Committees.
5. Be responsible for monitoring and reporting on the effectiveness of the District's bullying prevention policy.

6. Address issues of harassment or any situation that threatens the emotional or physical health or safety of any student, school employee, or any person who is lawfully on school property or at a school function.
7. Address personal biases that may prevent equal treatment of all students.

The Dignity Act Coordinators are as follows:

- | | | |
|----------------------------|-------------------------|------------------------------------|
| • Early Childhood School | Laura Reynolds | (585)924-3252 ext. 2401 |
| • Primary School | Amanda Byrne | (585)924-3252 ext. 3401 |
| • Intermediate School | Tom Cheevers | (585)924-3252 ext. 4401 |
| | Natalie Sonnevile | (585)924-3252 ext. 4402 |
| • Junior High School | Brian Gee | (585)924-3252 ext. 5400 |
| | Laura Westerman | (585)924-3252 ext. 5401 |
| • Senior High School | Jennifer Grimes | (585)924-3252 ext. 6403 |
| | Keith Pedzich | (585)924-3252 ext. 6401 |
| • District Wide Pre-K - 12 | Karen Finter | (585)924-3252 ext. 1453 |

5300.25 Student Dress Code

Students and parents have the right to determine how the student shall dress providing that such attire is not destructive to school property, complies with requirements for health and safety and standard of decency within the community. Appropriate student dress is required at all instructional times and District-sponsored events (i.e. extracurricular events, prom, etc.). The administration is authorized to take action in instances where individual dress does not meet stated requirements.

Victor Central Schools has established a student dress code to foster equity and ensure consistent enforcement in all schools.

This dress code is designed in a manner that does not reinforce stereotypes and is meant to minimize reasons for conflict. Students should be able to dress comfortably for school and engage in the educational environment without fear of unnecessary discipline or body shaming. Students are to be treated equitably regardless of race, disability, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, political affiliation, household income, or body type/size. Students are allowed to wear clothing that expresses their self-identified gender, promote social emotional well-being and maintain a safe learning environment.

- In classes where protective or supportive clothing is needed, students will be made aware of such requirements. Students are expected to come to school appropriately dressed.
- Individuality in dress is a matter of personal choice, but it will not be permitted to interfere with, disrupt, or distract from the educational activities of the school.
- Students must wear clothing to cover private body parts with opaque (non-transparent) material, including:
 - A shirt or top
 - Bottoms (pants, jeans, shorts, leggings, sweatpants, skirts, dresses, etc.)
 - Shoes (sneakers, boots, sandals, flip-flops, slides, flats, heels, etc.)

~~In addition, student dress shall:~~

- Clothing and/or accessories that contain derogatory language or offensive images, or promote or advertise the use of vaping, cigarettes, alcohol, illegal substances or other illegal activities is not appropriate.
 - Items of clothing or accessories that affect safety are not allowed.
 - Footwear shall be worn at all-times unless relevant to particular lessons. Footwear that is a safety hazard will not be allowed.
 - Reasonable accommodations based upon religious or cultural practices will be provided to the extent possible.
1. ~~Be safe, appropriate and not disrupt or interfere with the educational process.~~
 2. ~~Recognize that extremely brief garments including but not limited to tube tops, net tops, halter tops, spaghetti straps, plunging necklines (front and/or back) and see-through garments are not appropriate.~~
 3. ~~Ensure that undergarments are completely covered with outer clothing.~~
 4. ~~Not include clothing, pins, signs, or jewelry that are unsafe, and/or violate decency.~~
 5. ~~Include footwear at all times. Footwear that is a safety hazard will not be allowed.~~
 6. ~~Not include the wearing of hats or other head coverings, except for a medical or religious purpose, unless approved by a building administrator.~~
 7. ~~Not include items or markings that are vulgar, obscene, libelous or denigrate others on account of race, color, religion, creed, national origin, gender, sexual orientation or disability.~~
 8. ~~Not promote and/or endorse the use of alcohol, tobacco or illegal drugs and/or encourage other illegal or violent activities.~~

Each principal or his/her designee shall be responsible for informing all students and their parents of the student dress code at the beginning of the school year and any revisions to the dress code made during the school year.

Students who violate the student dress code shall be required to modify their appearance by covering or removing the offending item and, if necessary or practical, replacing it with an acceptable item. Any student who refuses to do so shall be subject to discipline, up to and including in-school suspension for the day. Any student who repeatedly fails to comply with the dress code shall be subject to further discipline, up to and including out of school suspension.

5300.30 Prohibited Student Conduct

The Board of Education requires all students to conduct themselves in an appropriate and civil manner. Students must have, proper regard for the rights and welfare of students, District personnel, other members of the school community, and for the care of school facilities and equipment. This conduct supports our goal of making school a community free of violence, intimidation, bullying, harassment, and discrimination.

The best discipline is self-imposed, and students must learn to assume and accept responsibility for their behavior, as well as the consequences of their behavior, regardless of intent but rather by considering the impact of their actions. Intent refers to what you thought you were doing. Impact refers to how that action was perceived by or affected the other person. District personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on educating students so they may grow in self-discipline.

The Board recognizes the need to make its requirements for student conduct while on school property or engaged in a school function specific and clear. The rules of conduct listed below are intended to do that and focus on safety and respect for the rights and property of others. The expectation is that students will accept responsibility for their behavior, the impact of their behavior, and accept consequences for their conduct.

Students may be subject to disciplinary action, up to and including suspension from school, when they:

A. Engage in conduct that is disorderly

Examples of disorderly conduct include but are not limited to:

1. Running in hallways.
2. Making unreasonable noise.
3. Using language, noises, gestures, or visual images that are profane, lewd, vulgar, discriminatory, offensive, or abusive.
4. Obstructing vehicular or pedestrian traffic.
5. Engaging in any willful act which disrupts the normal operation of the school community.
6. Trespassing. Students are not permitted in any school building, other than the one they regularly attend, without permission from the administrator in charge of the building.
7. Computer/electronic communications misuse, including any unauthorized use of computers, software, recording devices, cell phones or internet/intranet accounts; accessing inappropriate websites; or any other violation of District policy.

B. Engage in conduct that is insubordinate

Insubordinate conduct occurs when a student goes against or does not comply with what they have been directed to do or where they were supposed to be at a given time. Examples of insubordinate conduct include but are not limited to:

1. Failing to comply with the reasonable directions of teachers, school administrators or other school employees in charge of students or otherwise demonstrating disrespect.
2. Lateness for, missing or leaving school without permission.
3. Skipping assigned detention and/or assigned tutoring sessions.

C. Engage in conduct that is disruptive

Conduct that prevents others from being able to learn, focus, or be engaged in their work. Examples of disruptive conduct include, but are not limited to:

1. Continually impeding the teaching and learning process.
2. Continually interfering with the teacher's authority over the classroom.
3. Failing to comply with the reasonable directions of teachers, school administrators or other school personnel in charge of students.
4. Inappropriate public sexual contact.
5. Display or use of personal electronic devices, such as, but not limited to cell phones, iPods, digital cameras, in a manner that is in violation of District policy.
6. Disrespect to a staff member or student.

D. Engage in conduct that is violent

Examples of violent conduct include but are not limited to:

1. Committing an act of violence (such as biting, hitting, kicking, punching and scratching) upon another student, teacher, administrator or other school employee or attempting or threatening to do so.

2. Committing an act of violence that results in physical injury or depraved indifference to another person on school property or attempting or threatening to do so.
3. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the School District.
4. Displaying what appears to be a weapon.
5. Threatening to use any weapon.
6. Intentionally damaging or destroying the personal property of a student, teacher, administrator, other District employee or any person on school property, including graffiti or arson, or threatening or attempting to do so.
7. Intentionally damaging or destroying School District property.

E. Engage in any conduct that endangers the safety, physical or mental health or welfare of others

Examples of such conduct include but are not limited to:

1. Lying to school personnel.
2. Subjecting other students, school personnel or any other person lawfully on school property or attending a school function to danger by recklessly engaging in conduct which creates a substantial risk of physical injury.
3. Stealing the property of other students, school personnel or any other person lawfully on school property or attending a school function.
4. Defaming or denigrating an individual or a group, which includes making false or unprivileged statements or representations about an individual or identifiable group of individuals that harm the reputation of the person or the identifiable group by demeaning them and/or intentional or unintentional language, including language that is hurtful, discriminatory and/or offensive communicated directly or indirectly.
5. Discrimination, which includes the use of race, color, creed, national origin, ethnic group, religion, religious practice, sex, gender (identity and expression), sexual orientation, weight or disability as a basis for treating another in a negative manner.
6. Harassment, which includes a sufficiently severe action or a persistent, pervasive pattern of actions or statements directed at an identifiable individual or group which are intended to be or which a reasonable person would perceive as ridiculing or demeaning. Harassment is also the creation of a hostile environment. (See policy 0115, Student Harassment and Bullying Prevention and Intervention for a more complete definition.)
7. Intimidation, which includes engaging in actions or statements that put an individual in fear of bodily harm.
8. Bullying, including cyberbullying, which consists of inappropriate persistent behavior including threats or intimidation of others, treating others cruelly, terrorizing, coercing, or habitual put-downs and/or badgering others. (See policy 0115 for a more complete definition.)
9. Hazing, which includes an induction, initiation or membership process involving harassment. (See policy 0115 for a more complete definition.)
10. Selling, using, transmitting or possessing obscene material.
11. Using vulgar or abusive language or visual images, cursing or swearing.
12. Possessing, using, selling, distributing or exchanging any tobacco product.
13. Possessing, using, selling, distributing or exchanging any smoking and/or vaping device and/or paraphernalia.
14. Possessing, consuming, selling, distributing or exchanging alcoholic beverages or illegal substances, or being under the influence of either. "Illegal substances" include, but are not limited to, inhalants, marijuana, cocaine, LSD, PCP, amphetamines, heroin, steroids,

look-alike drugs, substances commonly referred to as “designer drugs”, and substances marked not for “human consumption”.

15. Inappropriately using or sharing prescription and over-the-counter drugs.
16. Possessing, consuming, selling, distributing or exchanging any substance that alters perception or behavior, reducing that individual’s ability to function appropriately in the academic environment.
17. Gambling.
18. Indecent exposure, that is, exposure to sight of the private parts of the body in a lewd or indecent manner either in person, via photos or electronically.
19. Initiating a report warning of fire, bomb threat or other catastrophe without valid cause, misuse of 911, or discharging a fire extinguisher.
20. Using any technological devices to inappropriately photograph, record, or videotape another person without the consent of those present.
21. Using an unmanned aerial vehicle (also known as a drone) or any remote controlled aircraft on school property or during any school functions without obtaining prior written permission from the District’s Superintendent and demonstrating compliance with any and all applicable Federal Aviation Administration rules and regulations.

F. Engage in misconduct while on a school bus

It is crucial for students to behave appropriately while riding on District buses, to ensure their safety and that of other passengers and to avoid distracting the bus driver. Students are required to conduct themselves on the bus in a manner consistent with established standards for classroom behavior. Excessive noise, pushing, shoving, throwing objects, standing while the bus is in motion, and fighting will not be tolerated.

G. Engage in any form of academic misconduct.

Examples of academic misconduct include but are not limited to:

1. Plagiarism.
2. Cheating.
3. Copying.
4. Altering records.
5. Assisting another student in any of the above actions.

H. Engage in off-campus misconduct that interferes with or can reasonably be expected to substantially disrupt the educational process in the school or at a school function. Off campus misconduct that is determined to be in direct violation of the code of conduct can potentially result in disciplinary action, dependent on the circumstance of the event and the impact it might have on the school community. Examples of such misconduct include but are not limited to:

1. Cyberbullying.
2. Threatening, hazing, and harassing others over the phone, through social media, in-person or otherwise.
3. Using message boards to convey threats, derogatory comments or post pornographic pictures of students or school personnel.

I. Engage in inappropriate use of technology, such as the Internet, email, or social media

1. In a manner that violates local, state, or federal laws, including, but not limited to, those

- pertaining to, intellectual property, harassment, discrimination, bullying, defamation, or unauthorized access to any computer system (including so called “hacking”);
2. In a manner that disrupts or damages hardware or software, such as virus creation, planting, transmission or sabotage;
 3. In a manner that violates District policy, rule, regulation or the Code of Conduct;
 4. In a manner that violates the privacy rights or the respect of the student or others (e.g., sharing password information, photographs, or other personal information);
 5. To access sexually oriented/adult-oriented chat rooms bulletin boards or sexually explicit sites, or any chat rooms inappropriate for minors;
 6. To access dangerous information that if acted upon could cause damage to persons or property; and/or
 7. To buy or sell products or services or otherwise use the resources for personal profit or gain.

5300.35 Reporting Violations

All students are expected to promptly report violations of the code of conduct to a teacher, school counselor, administrator or appropriate staff member.

All District staff who are authorized to impose disciplinary sanctions (policy 5300.40) are expected to do so in a prompt, fair and lawful manner. District staff who are not authorized to impose disciplinary sanctions are expected to promptly report violations of the code of conduct to a supervisor who is authorized to act.

Any weapon, alcohol or illegal substance found shall be confiscated immediately, if possible, followed by notification to the parent of the student involved and the appropriate disciplinary sanction, which may include permanent suspension and referral for prosecution.

The principal or his/her designee must notify parents and the appropriate local law enforcement agency of those code violations that constitute a crime and substantially affect the order or security of a school as soon as practical, but in no event later than the close of business the day the principal or his/her designee learns of the violation. Parent notification may be made by telephone, followed by a letter mailed within 24 hours. The notification must identify the student and explain the conduct that violated the code of conduct and constituted a crime.

5300.40 Disciplinary Consequences, Procedures and Referrals

Discipline is most effective when it deals directly with the problem at the time and place it occurs, and in a way that students view as fair and impartial. School personnel who interact with students are expected to use disciplinary action only when necessary and to place emphasis on the students' ability to grow in self-discipline.

Disciplinary action, when necessary, will be firm, fair and consistent so as to be the most effective in changing student behavior. In determining the appropriate disciplinary action, school personnel authorized to impose disciplinary penalties will consider the following:

1. The student's age.
2. The nature of the offense and the circumstances which led to the offense.
3. The impact of the offense.
4. The student's prior disciplinary record.
5. The effectiveness of other forms of discipline.

6. Information from parents, teachers and/or others, as appropriate
7. Other extenuating circumstances.

As a general rule, discipline will be progressive. This means that a student's first violation will usually merit a lighter penalty than subsequent violations.

If the conduct of a student is related to a disability or suspected disability, the student shall be referred to the Committee on Special Education. Discipline, if warranted, shall be administered consistent with the separate requirements of this code of conduct for disciplining students with a disability or presumed to have a disability. A student identified as having a disability shall not be disciplined for behavior related to his/her disability.

A. Disciplinary Consequences

Students who are found to have violated the District's code of conduct may be subject to any of the following consequences, either alone or in combination. The school personnel identified after each consequence are authorized to impose that consequence, consistent with the student's right to due process.

- Oral warning – any member of the District staff
- Disciplinary referrals to parent – bus driver, hall and lunch monitors (through administrator), coaches, school counselors, teachers, building administration, Superintendent
- Detention – teachers, building administration, Superintendent
- Suspension from transportation – Director of Transportation, principal, Superintendent
- Suspension from athletic participation – coaches, Athletic Director, principal, Superintendent
- Suspension from social or extracurricular activities – activity advisor, principal, Superintendent
- Suspension of other privileges – principal, Superintendent
- In-school suspension – principal, Superintendent
- Removal from classroom – teachers, counselors, building administration
- Short-term (five days or less) suspension from school – principal, Superintendent, Board of Education
- Long-term Suspension Hearing/Long-term (more than five days) suspension from school – principal, Superintendent, Board of Education.
- Permanent suspension from school – Superintendent, Board of Education.

Restorative mediation between student and student and/or staff and student may be offered as an alternative to disciplinary consequences in appropriate circumstances, as determined by the District.

B. Procedures

The amount of due process a student is entitled to receive before a consequence is imposed depends on the consequence being imposed. In all cases, regardless of the consequence imposed, the school personnel authorized to impose the consequence must inform the student of the alleged misconduct and must investigate, to the extent necessary, the facts surrounding the alleged misconduct. All students will have an opportunity to present their version of the facts to the school personnel imposing the disciplinary consequence in connection with the imposition of the penalty.

Students who are to be given penalties other than an oral warning or disciplinary referrals to their parents are entitled to additional rights before the consequence is imposed. These additional rights are explained below.

1. Detention

Teachers, principals, and the Superintendent may use after school (beyond the regular school day) detention as a consequence for student misconduct in situations where removal from the classroom or suspension would be inappropriate. Detention will be imposed as a consequence only after the student's parent has been notified to confirm that there is no conflict with the time/date of the detention and that the student has appropriate transportation home following detention.

If a student receives detention during a non-instructional period of the day, the student's parent will be notified and transportation home will be provided.

2. Suspension from transportation

If a student does not conduct himself/herself properly on a bus, the bus driver is expected to bring such misconduct to the principal's attention. Students who become a serious disciplinary problem may have their riding privileges suspended by the principal, Director of Transportation, Superintendent, or their designees. In such cases, the student's parent will become responsible for seeing that his/her child gets to and from school safely. Should the suspension from transportation amount to a suspension from attendance, the District will make appropriate arrangements to provide for the student's education.

A student subjected to a suspension from transportation is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal meeting with the principal or the principal's designee to discuss the conduct and the consequence involved.

3. Suspension from athletic participation, extracurricular activities and other privileges

A student subjected to a suspension from athletic participation, extra-curricular activities or other privileges is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal meeting with the appropriate District official and/or the Athletic Standards Review Board imposing the suspension to discuss the conduct and the consequence involved.

4. In-school suspension

The Board recognizes the school must balance the need of students to attend school and the need for order in the classroom to establish an environment conducive to learning. As such, the Board authorizes principals/designees and the Superintendent/designee to place students who would otherwise be suspended from school as the result of a code of conduct violation in "in-school suspension."

A student subjected to an in-school suspension is not entitled to a full hearing pursuant to Education Law §3214. However, the student and the student's parent will be provided with a reasonable opportunity for an informal meeting with the District official imposing the in-school suspension to discuss the conduct and the consequence involved.

5. Teacher disciplinary removal of disruptive students

A student's behavior can affect a teacher's ability to teach and make it difficult for other students in the classroom to learn. In most instances, the classroom teacher can control a student's behavior and maintain or restore control over the classroom by using good classroom management techniques. These techniques may include practices that involve the teacher directing a student to briefly leave the classroom to give the student an opportunity to regain his/her composure and self-control in an alternative setting. Such practices may include, but are not limited to:

- short-term "time out" in a classroom or in an administrator's office with a staff member present;
- sending a student into the hallway briefly;
- sending a student to the principal's office for the remainder of the class time only; or
- sending a student to a school counselor or other District staff member for counseling.

Time-honored classroom management techniques such as these do not constitute disciplinary removals for purposes of this code.

On occasion, a student's behavior may become disruptive. For purposes of this code of conduct, a disruptive student is a student who is substantially disruptive of the educational process or substantially interferes with the teacher's authority over the classroom. A substantial disruption of the educational process or substantial interference with a teacher's authority occurs when a student demonstrates a persistent unwillingness to comply with the teacher's instructions or repeatedly violates the teacher's classroom behavior rules.

~~A classroom teacher may remove a disruptive student from class for up to two class periods, as outlined in the procedures that follow. The removal from class applies to the class of the removing teacher only. A removed student shall be sent to the principal's office.~~

If the disruptive student does not pose a danger or ongoing threat of disruption to the academic process, the teacher must provide the student with an explanation for why he/she is being removed and an opportunity to explain his/her version of the relevant events before the student is removed. Only after the informal discussion may a teacher remove a student from class.

If the student poses a danger or ongoing threat of disruption to persons or property, the teacher may order the student to be removed immediately. The teacher must, however, explain to the student why he/she was removed from the classroom and give the student a chance to present his/her version of the relevant events within 24 hours.

The teacher must complete a District-established disciplinary ~~referral~~removal form and meet with the principal or his/her designee as soon as possible, but no later than the end of the school day, to explain the circumstances of the removal.

It is recommended that teachers work with administration in addition to the referral process, in order to communicate the conditions of the removal to the student's family and to work collaboratively to develop a re-entry plan.

~~and to present the removal form. If the principal or designee is not available by the end of the same school day, the teacher must leave the form with the secretary and meet with the principal or designee prior to the beginning of classes on the next school day.~~

~~Within 24 hours after the student's removal, the principal or another District administrator designated by the principal must notify the student's parents that the student has been removed from class and why. The notice must also inform the parent that he/she has the right, upon request, to an informal meeting with the principal or the principal's designee to discuss the reasons for the removal. A written copy of this information will follow.~~

~~The principal may require the teacher who ordered the removal to attend the informal meeting in accordance with contractual requirements.~~

~~If at the informal meeting the student denies the charges, the principal or the principal's designee must explain why the student was removed and give the student and the student's parents a chance to present the student's version of the relevant events. The informal meeting must be held within 48 hours of the student's removal. The timing of the informal meeting may be extended by mutual agreement of the parent and principal.~~

~~The principal or the principal's designee may overturn the removal of the student from class if the principal finds any one of the following:~~

- ~~▪ The charges against the student are not supported by substantial evidence.~~
- ~~▪ The student's removal is otherwise in violation of law, including the District's code of conduct.~~
- ~~▪ The conduct warrants suspension from school pursuant to Education Law §3214 and a suspension will be imposed.~~

~~The principal or his/her designee may overturn a removal at any point between receiving the referral form issued by the teacher and the close of business on the day following the 48-hour period for the informal meeting, if a meeting is requested. No student removed from the classroom by the classroom teacher will be permitted to return to the classroom until the principal makes a final determination, or the period of removal expires, whichever is less.~~

~~Any disruptive student removed from the classroom by the classroom teacher shall be offered continued educational programming and activities by the classroom teacher until he/she is permitted to return to the classroom.~~

~~Each teacher must keep a complete log for all cases of removal of students from his/her class. The principal must keep a log of all removals of students from class.~~

Removal of a student with a disability, under certain circumstances, may constitute a change in the student's placement. Accordingly, no teacher may remove a student with a disability from his/her class until he/she has verified with the principal or the chairperson of the Committee on Special Education that the removal will not violate the student's rights under state or federal law or regulation.

6. Suspension from school

Suspension from school is a severe consequence, which may be imposed only upon students who are insubordinate, disorderly, violent or disruptive, or whose conduct otherwise endangers the safety, morals, health or welfare of others. A student who is suspended from school may not participate in any extracurricular activities on or off school grounds, including field trips, sporting events, intramurals, extracurricular activities or other school sponsored activities.

The Board retains its authority to suspend students, but places primary responsibility for the suspension of students with the Superintendent and the principals.

Any staff member may recommend to the principal or the Superintendent that a student be suspended. All staff members must immediately report and refer a violent student to the principal or the Superintendent for a violation of the code of conduct. All recommendations and referrals shall be made in writing unless the conditions underlying the recommendation or referral warrant immediate attention. In such cases a written report is to be prepared as soon as possible by the staff member recommending the suspension.

The Superintendent or principal, upon receiving a recommendation or referral for suspension or when processing a case for suspension, shall gather the facts relevant to the matter and record them for subsequent presentation, if necessary.

a) Short-term (5 days or less) suspension from school

When the Superintendent, Assistant Superintendent or principal (referred to as the “suspending authority”) proposes to suspend a student charged with misconduct for five days or less pursuant to Education Law §3214(3), the suspending authority must immediately notify the student orally. If the student denies the misconduct, the suspending authority must provide an explanation of the basis for the proposed suspension. The suspending authority must also notify the student’s parents in writing that the student may be suspended from school. The written notice must be provided by personal delivery, express mail delivery, or some other means that is reasonably calculated to assure receipt of the notice within 24 hours of the decision to propose suspension at the last known address for the parents. Where possible, notice should also be provided by telephone if the school has been provided with a telephone number(s) for the purpose of contacting the parents.

The notice shall provide a description of the charges against the student and the incident for which suspension is proposed and shall inform the parents of the right to request an immediate informal meeting with the principal or his/her designee. Both the notice and informal meeting shall be in the preferred ~~dominant~~ language or mode of communication used by the parents. At the conference, the parents shall be permitted to ask questions of complaining witnesses under such procedures as the principal may establish.

The notice and opportunity for an informal meeting shall take place before the student is suspended unless the student’s presence in school poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process. If the student’s presence does pose such a danger or threat of disruption, the notice and opportunity for an informal meeting shall take place as soon after the suspension as is reasonably practicable.

~~After the meeting, the principal shall promptly advise the parents in writing of his/her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 30 business days of the date of the Superintendent's decision. Only final decisions of the Board may be appealed to the Commissioner within 30 business days of the decision.~~

After the meeting, the principal shall promptly advise the parents in writing of his/her decision. The principal shall advise the parents that if they are not satisfied with the decision and wish to pursue the matter, they must file a written appeal to the Superintendent within five business days, unless they can show extraordinary circumstances precluding them from doing so. The Superintendent shall issue a written decision regarding the appeal within 10 business days of receiving the appeal. If the parents are not satisfied with the Superintendent's decision, they must file a written appeal to the Board of Education with the District Clerk within 30 business days of the date of the Superintendent's decision. Only final decisions of the Board may be appealed to the Commissioner within 30 business days of the decision.

Students who are suspended out of school may not attend classes, participate in or attend any school functions. Schoolwork will be made available as soon as possible to provide for continuation of the student's educational program.

b) Long-term (more than 5 days) suspension from school

When the Superintendent or principal determines that a suspension for more than five days may be warranted, he/she shall give reasonable notice to the student and the student's parents of their right to a fair hearing. At the hearing, the student shall have the right to be represented by counsel, the right to question witnesses against him or her and the right to present witnesses and other evidence on his/her behalf.

The Superintendent shall personally hear and determine the proceeding or may, in his/her discretion, designate a hearing officer to conduct the hearing. The hearing officer shall be authorized to administer oaths and to issue subpoenas in conjunction with the proceeding before him/her. A record of the hearing shall be maintained, but no stenographic transcript shall be required. A tape recording shall be deemed a satisfactory record. The hearing officer shall make findings of fact and recommendations as to the appropriate measure of discipline to the Superintendent. The report of the hearing officer shall be advisory only, and the Superintendent may accept all or any part thereof.

An appeal of the decision of the Superintendent may be made to the Board that will make its decision based solely upon the record before it. All appeals to the Board must be in writing and submitted to the District Clerk within 30 business days of the date of the Superintendent's decision. The Board may adopt in whole or in part the decision of the Superintendent. Final decisions of the Board may be appealed to the Commissioner within 30 business days of the decision.

Students who are suspended out of school may not attend classes, participate in or attend any school functions. Schoolwork will be made available as soon as possible to provide for continuation of the student's educational program.

c) Permanent suspension

Permanent suspension is reserved for extraordinary circumstances such as where a student's conduct poses a life-threatening danger to the safety and well-being of other students, school personnel or any other person lawfully on school property or attending a school function.

C. Minimum Periods of Suspension

1. Students who bring to or possess a weapon on school property:

Any student, other than a student with a disability, found guilty of bringing to or possessing a weapon on school property will be subject to a long term suspension from school for at least one calendar year. Under certain mitigating circumstances a shorter suspension may be considered. Before being suspended, the student will have an opportunity for a hearing pursuant to Education Law §3214. The Superintendent has the authority to modify the one-year suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the following:

- a) The student's age.
- b) The student's grade in school.
- c) The student's prior disciplinary record.
- d) The Superintendent's belief that other forms of discipline may be more effective.
- e) Input from parents, teachers and/or others.
- f) Other extenuating circumstances.

A student with a disability may be suspended only in accordance with the requirements of state and federal law.

2. Students who commit violent acts other than bringing to or possessing a weapon on school property:

Any student, other than a student with a disability, who is found to have committed a violent act, other than bringing to or possessing a weapon on school property, shall be subject to a short or long term suspension from school. If the proposed consequence is a five-day suspension, the student and the student's parent will be given the same notice and opportunity for an informal meeting given to all students subject to a short-term suspension. If the proposed consequence exceeds a five-day suspension, the student and the student's parents will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify a five-day suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

3. Students who are repeatedly substantially disruptive of the educational process or substantially interfere with the teacher's authority over the classroom:

Any student, other than a student with a disability, who repeatedly is substantially disruptive of the educational process or substantially interferes with the teacher's authority

over the classroom will be suspended from school for at least one day and can be suspended up to five days. For purposes of this code of conduct, “repeatedly is substantially disruptive” means engaging in conduct that results in the student being removed from the classroom by teacher(s) pursuant to Education Law §3214(3-a) and this code on four or more occasions during a semester, or three or more occasions during a trimester. The proposed consequence is a minimum one-day suspension and up to five days suspension. The student and the student’s parent will be given the same notice and opportunity for an informal meeting given to all students subject to a short-term suspension. If the proposed consequence exceeds the minimum five-day suspension, the student and the student’s parent will be given the same notice and opportunity for a hearing given to all students subject to a long-term suspension. The Superintendent has the authority to modify the suspension on a case-by-case basis. In deciding whether to modify the consequence, the Superintendent may consider the same factors considered in modifying a one-year suspension for possessing a weapon.

D. Referrals

1. Counseling

The principal or his/her designee (including counseling staff) shall handle all referrals of students to counseling.

2. PINS Petitions

The District may file a PINS (person in need of supervision) petition in Family Court on any student under the age of 18 who demonstrates that he/she requires supervision and treatment by:

- a) Being habitually truant and not attending school as required by part one of Article 65 of the Education Law.
- b) Engaging in an ongoing or continual course of conduct, which makes the student ungovernable or habitually disobedient, and beyond the lawful control of the school.
- c) Knowingly and unlawfully possesses marijuana in violation of Penal Law §221.05. A single violation of §221.05 will be a sufficient basis for filing a PINS petition.

3. Juvenile Delinquents and Juvenile Offenders

The Superintendent is required to refer the following students to the appropriate law enforcement authorities for a juvenile delinquency proceeding before the Family Court:

- a) Any student under the age of 16 who is found to have brought a weapon to school, or
- b) Any student 14 or 15 years old who qualifies for juvenile offender status under the Criminal Procedure Law §1.20 (42).

The Superintendent or his/her designee is required to refer students age 16 and older or any student 14 or 15 years old who qualifies for juvenile offender status to the appropriate law enforcement authorities.

5300.45 Alternative Instruction

When a student of any age is removed from class by a teacher or a student of compulsory attendance age is suspended from school pursuant to Education Law §3214, the District will take immediate steps to provide alternative means of instruction for the student.

5300.50 Discipline of Students with Disabilities

The Board of Education recognizes that it may be necessary to suspend, remove or otherwise discipline students with disabilities who violate the District's student code of conduct, and/or to temporarily remove a student with disabilities from his or her current placement because maintaining the student in that placement is substantially likely to result in injury to the student or to others. The Board also recognizes that students with disabilities deemed eligible for special education services under the IDEA and Article 89 of New York's Education Law enjoy certain procedural protections that school authorities must observe when they decide to suspend or remove them. Under certain conditions those protections extend, as well, to students not currently deemed to be a student with a disability but determined to be a student presumed to have a disability for discipline purposes.

Therefore, the Board is committed to ensuring that the District follows suspension and removal procedures that are consistent with those protections. The code of conduct for students is intended to afford students with disabilities and students presumed to have a disability for discipline purposes the express rights they enjoy under applicable law and regulations.

Definitions

For purposes of this portion of the code of conduct, and consistent with applicable law and regulations, the following definitions will apply:

1. **Behavioral Intervention Plan (BIP)** means a plan that is based on the results of a functional behavioral assessment and that, at a minimum, includes a description of the problem behavior, global and specific hypotheses as to why the problem behavior occurs, and intervention strategies that include positive behavioral supports and services to address the behavior.
2. **Controlled substance** means a drug or other substance identified under schedule I, II, III, IV, or V in section 202(c) of the Controlled Substances Act (21 USC § 812(c)).
3. **Disciplinary change in placement** means a suspension or removal from a student's current educational placement that is either:
 - a) For more than 10 consecutive school days; or
 - b) For a period of 10 consecutive school days or less if the student is subjected to a series of suspensions or removals that constitute a pattern because they cumulate to more than 10 school days in a school year, because the student's behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals, and because of such additional factors as the length of each suspension or removal, the total amount of time the student has been removed and the proximity of the suspensions or removals to one another. The School District determines on a case-by-case basis whether a pattern of removals constitutes a change of placement.
4. **Illegal drug** means a controlled substance, but does not include a controlled substance legally possessed or used under the supervision of a licensed health-care professional, or a substance that is otherwise legally possessed or used under the authority of the Controlled Substances Act or under any other provision of federal law.
5. **Interim alternative educational setting (IAES)** means a temporary educational placement, other than the student's current placement at the time the behavior precipitating the IAES placement occurred. An IAES must allow a student to continue to receive educational services that enable him or her to continue to participate in the general curriculum and progress toward meeting the goals set out in the student's individualized

- education program; as well as to receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.
6. **Manifestation review** means a review of the relationship between the student's disability and the behavior subject to disciplinary action, which is required when the disciplinary action results in a disciplinary change of placement, and conducted in accordance with requirements set forth later in this policy.
 7. **Manifestation team** means a District representative knowledgeable about the student and the interpretation of information about child behavior, the parent, and relevant members of the Committee on Special Education as determined by the parent and the District.
 8. **Removal** means a removal of a student with a disability for disciplinary reasons from his or her current educational placement, other than a suspension; and a change in the placement of a student with a disability to an IAES.
 9. **School day** means any day, including a partial day, which students are in attendance at school for instructional purposes.
 10. **Serious bodily injury** means bodily injury which involves a substantial risk of death, extreme physical pain, protracted and obvious disfigurement or protracted loss or impairment of the function of a bodily member, organ or mental faculty.
 11. **Student presumed to have a disability for discipline purposes** means a student who, under the conditions set forth later in this policy, the District is deemed to have had knowledge was a student with a disability before the behavior that precipitated the disciplinary action.
 12. **Suspension** means a suspension pursuant to §3214 of New York's Education Law.
 13. **Weapon** means the same as the term "dangerous weapon" under 18 USC §930(g)(2) which includes a weapon, device, instrument, material or substance, animate or inanimate, that is used for, or is readily capable of causing death or serious bodily injury, except a pocket knife with a blade of less than two and one-half inches in length.

Authority of School Personnel to Suspend or Remove Students with Disabilities

The Board, District Superintendent, Superintendent of Schools or a principal with authority to suspend students under the Education Law may order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed five consecutive school days.

The Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability into an IAES, another setting or suspension for a period not to exceed ten consecutive school days inclusive of any period in which the student has been suspended or removed for the same behavior pursuant to the above paragraph, if the Superintendent determines that the student's behavior warrants the suspension. The Superintendent also may order additional suspensions of not more than ten consecutive school days in the same school year for separate incidents of misconduct, as long as the suspensions do not constitute a disciplinary change of placement.

In addition, the Superintendent may order the placement of a student with a disability into an IAES, another setting or suspension for a period in excess of ten consecutive school days if the manifestation team determines that the student's behavior was not a manifestation of the student's disability. In such an instance, the Superintendent may discipline the student in the same manner and for the same duration as a ~~non-disabled student~~ student without a disability.

Furthermore, the Superintendent may, directly or upon the recommendation of a designated hearing officer, order the placement of a student with a disability to an IAES to be determined by the Committee on Special Education for a period of up to 45 school days if the student either:

1. Carries or possesses a weapon to or at school, on school premises or to a school function, under the jurisdiction of the educational agency, or
2. Knowingly possesses or uses illegal drugs or sells or solicits the sale of a controlled substance while at school, on school premises or at a school function under the District's jurisdiction, or
3. Has inflicted serious bodily injury upon another person while at school, on school premises or at a school function under the District's jurisdiction.

The Superintendent may order the placement of a student with a disability to an IAES under such circumstances, whether or not the student's behavior is a manifestation of the student's disability. However, the Committee on Special Education will determine the IAES.

Procedures for the Suspension or Removal of Students with Disabilities by School Personnel

1. In cases involving the suspension or removal of a student with a disability for a period of five consecutive school days or less, the student's parents or persons in parental relation to the student will be notified of the suspension and given an opportunity for an informal meeting in accordance with the same procedures that apply to such short term suspensions of ~~non-disabled student~~ student without a disabilitys.
2. The suspension of students with disabilities for a period in excess of five school days will be subject to the same due process procedures applicable to ~~non-disabled student~~ students without a disabilitys, except that the student disciplinary hearing conducted by the Superintendent or a designated hearing officer shall be bifurcated into a guilt phase and a penalty phase. Upon a finding of guilt, the Superintendent or the designated hearing officer will await notification of the determination by the manifestation team as to whether the student's behavior was a manifestation of his or her disability. The penalty phase of the hearing may proceed after receipt of that notification. If the manifestation team determined that the behavior was not a manifestation of the student's disability, the student may be disciplined in the same manner as a ~~non-disabled student~~ student without a disability, except that he or she will continue to receive services as set forth below. However, if the behavior was deemed a manifestation of the student's disability, the hearing will be dismissed, unless the behavior involved concerned weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, in which case the student may still be placed in an IAES.

Limitation on Authority of School Personnel to Suspend or Remove Students with Disabilities

The imposition of a suspension or removal by authorized school personnel may not result in a disciplinary change of placement of a student with a disability that is based on a pattern of suspensions or removals as set forth above in the *Definitions* section of this policy, unless:

1. The manifestation team determines that the student's behavior was not a manifestation of the student's disability, or

2. The student is removed to an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury as set forth above.

School personnel will consider any unique circumstances on a case-by-case basis when determining whether a disciplinary change in placement is appropriate for a student with a disability who violates the District's code of conduct.

In addition, school personnel may not suspend or remove a student with a disability in excess of the amount of time that a ~~non-disabled student~~ student without a disability would be suspended for the same behavior.

Parental Notification of a Disciplinary Change of Placement

The District will provide the parents of a student with a disability notice of any decision to make a removal that constitutes a disciplinary change of placement because of a violation of the student code of conduct. Such notice will be accompanied by a copy of the procedural safeguards notice.

Authority of an Impartial Hearing Officer to Remove a Student with a Disability

An impartial hearing officer may order the placement of a student with a disability to an IAES for up to 45 school days at a time if he or she determines that maintaining the current placement of the student is substantially likely to result in injury to the student or to others. This authority applies whether or not the student's behavior is a manifestation of the student's disability.

Manifestation Review

A review of the relationship between a student's disability and the behavior subject to disciplinary action to determine if the conduct is a manifestation of the student's disability will be made by the manifestation team immediately, if possible, but in no case later than 10 school days after a decision is made by:

1. The Superintendent to change the placement of a student to an IAES;
2. An impartial hearing officer to place a student in an IAES; or
3. The Board, the Superintendent, or principal to impose a suspension that constitutes a disciplinary change in placement.

The manifestation team must determine that the student's conduct was a manifestation of the student's disability if it concludes that the conduct in question was either:

1. Caused by or had a direct or substantial relationship to the student's disability, or
2. The direct result of the District's failure to implement the student's individualized education program.

The manifestation team must base its determination on a review all relevant information in the student's file including the student's individualized education program, any teacher observations, and any relevant information provided by the parents.

If the manifestation team determines that the student's conduct is a manifestation of the student's disability, the Committee on Special Education (CSE) will:

1. Conduct a functional behavioral assessment of the student and implement a behavioral intervention plan, unless the District had already done so prior to the behavior that resulted in the disciplinary change of placement occurred. However, if the student already has a behavioral intervention plan, the CSE will review the plan and its implementation, and modify it as necessary to address the behavior; and
2. Return the student to the placement from which he or she was removed, unless the change in placement was to an IAES for conduct involving weapons, illegal drugs or controlled substances or the infliction of serious bodily injury, or the parents and the District agree to a change in placement as part of the modification of the behavioral intervention plan.

If the manifestation team determines that the conduct in question was the direct result of the District's failure to implement the student's individualized education program, the District will take immediate steps to remedy those deficiencies.

Services for Students with Disabilities during Periods of Suspension or Removal

Students with disabilities who are suspended or removed from their current educational setting in accordance with the provisions of this policy and applicable law and regulation will continue to receive services as follows:

1. During suspensions or removals of up to 10 school days in a school year that do not constitute a disciplinary change in placement, the District will provide alternative instruction to students with disabilities of compulsory attendance age on the same basis as ~~non-disabled student~~ students without a disabilitys. Students with disabilities who are not of compulsory attendance age will receive services during such periods of suspension or removal only to the same extent as ~~non-disabled student~~ students without a disabilitys of the same age would if similarly suspended.
2. During subsequent suspensions or removals of up to 10 school days that in the aggregate total more than 10 school days in a school year but do not constitute a disciplinary change in placement, the District will provide students with disabilities services necessary to enable them to continue to participate in the general education curriculum and to progress toward meeting the goals set out in their respective individualized education program. School personnel, in consultation with at least one of the student's teachers, will determine the extent to which services are needed to comply with this requirement.

In addition, during such periods of suspension or removal the District will also provide students with disabilities services necessary for them to receive, as appropriate, a functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

3. During suspensions or removals in excess of 10 school days in a school year that constitute a disciplinary change in placement, including placement in an IAES for behavior involving weapons, illegal drugs or controlled substances, or the infliction of serious bodily injury, the District will provide students with disabilities services necessary to enable them to continue to participate in the general curriculum, to progress toward meeting the goals set out in their respective individualized education program, and to receive, as appropriate, a

functional behavioral assessment, and behavioral intervention services and modifications designed to address the behavior violation so it does not recur.

In such an instance, the Committee on Special Education will determine the appropriate IAES and services to be provided.

Students Presumed to Have a Disability for Discipline Purposes

The parent of a student who is facing disciplinary action but who was not identified as a student with a disability at the time of misconduct has the right to invoke any of the protections set forth in this policy in accordance with applicable law and regulations, if the District is deemed to have had knowledge that the student was a student with a disability before the behavior precipitating disciplinary action occurred and the student is therefore a student presumed to have a disability for discipline purposes.

If it is claimed that the District had such knowledge, it will be the responsibility of the Superintendent, principal or other authorized school official imposing the suspension or removal in question for determining whether the student is a student presumed to have a disability for discipline purposes. The District will be deemed to have had such knowledge if:

1. The student's parent expressed concern in writing to supervisory or administrative personnel, or to a teacher of the student that the student is in need of special education. Such expression may be oral if the parent does not know how to write or has a disability that prevents a written statement; or
2. The student's parent has requested an evaluation of the student; or
3. A teacher of the student or other school personnel has expressed specific concerns about a pattern of behavior demonstrated by the student, directly to the District's Director of Special Education or other supervisory personnel.

Nonetheless, a student will not be considered a student presumed to have a disability for discipline purposes if notwithstanding the District's receipt of information supporting a claim that it had knowledge the student has a disability,

1. The student's parent has not allowed an evaluation of the student; or
2. The student's parent has refused services; or
3. The District conducted an evaluation of the student and determined that the student is not a student with a disability.

If there is no basis for knowledge that the student is a student with a disability prior to taking disciplinary measures against the student, the student may be subjected to the same disciplinary measures as any other ~~non-disabled student~~ student without a disability who engaged in comparable behaviors. However, if the District receives a request for an individual evaluation while the student is subjected to a disciplinary removal, the District will conduct an expedited evaluation of the student in accordance with applicable law and regulations. Until the expedited evaluation is completed, the student shall remain in the educational placement determined by the District which can include suspension.

Expedited Due Process Hearings

The District will arrange for an expedited due process hearing upon receipt of or filing of a due process complaint notice for such a hearing by:

1. The District to obtain an order of an impartial hearing officer placing a student with a disability in an IAES where school personnel maintain that it is dangerous for the student to be in his or her current educational placement;
2. The District during the pendency of due process hearings where school personnel maintain that it is dangerous for the student to be in his or her current educational placement during such proceedings;
3. The student's parent regarding a determination that the student's behavior was not a manifestation of the student's disability; or
4. The student's parent relating to any decision regarding placement, including but not limited to any decision to place the student in an IAES.

The District will arrange for, and an impartial hearing officer will conduct, an expedited due process hearing in accordance with the procedures established in Commissioner's regulations. Those procedures include but are not limited to convening a resolution meeting, and initiating and completing the hearing within the timelines specified in those regulations.

When an expedited due process hearing has been requested because of a disciplinary change in placement, a manifestation determination, or because the District believes that maintaining the student in the current placement is likely to result in injury to the student or others, the student will remain in the IAES pending the decision of the impartial hearing officer or until the expiration of the period of removal, whichever occurs first unless the student's parent and the District agree otherwise.

Referral to Law Enforcement and Judicial Authorities

Consistent with its authority under applicable law and regulations, the District will report a crime committed by a student with a disability to appropriate law enforcement and judicial authorities. In such an instance, the Superintendent will ensure that copies of the special education and disciplinary records of the student are transmitted for consideration to the appropriate authorities to whom the crime is reported, to the extent that the transmission is permitted by the Family Educational Rights and Privacy Act (FERPA).

5300.55 Corporal Punishment

Corporal punishment is any act of physical force upon a student for the purpose of punishing that student. Corporal punishment of any student by any District employee is strictly forbidden.

However, in situations where alternative procedures and methods that do not involve the use of physical force cannot reasonably be used, reasonable physical force may be used to:

1. Protect oneself, another student, teacher or any person from physical injury.
2. Protect the property of the school or others.
3. Restrain or remove a student whose behavior interferes with the orderly exercise and performance of School District functions, powers and duties, if that student has refused to refrain from further disruptive acts.

The District will file all complaints about the use of corporal punishment with the Commissioner

of Education in accordance with Commissioner's regulations.

5300.60 Student Searches and Interrogations

The Board of Education is committed to ensuring an atmosphere on school property and at school functions that is safe and orderly. To achieve this kind of environment, any school official authorized to impose a disciplinary consequence on a student may question a student about an alleged violation of law or the District code of conduct. Students are not entitled to any sort of "Miranda"-type warning before being questioned by school officials, nor are school officials required to contact a student's parent before questioning the student. However, school officials will tell all students why they are being questioned.

In addition, the Board authorizes the Superintendent, building administrators or his/her designee and the school nurse to conduct searches of students and their belongings, in most instances, with the exceptions set forth below in A and B, if the authorized school official has reasonable suspicion to believe that the search will result in evidence that the student violated the law or the District code of conduct.

An authorized school official may conduct a search of a student's property that is minimally intrusive, such as touching the outside of a book bag, without reasonable suspicion, so long as the school official has a legitimate reason for the very limited search.

An authorized school official may search a student or the student's property (for example, a backpack, book bag, purse, car, etc.) based upon information received from a reliable informant. Individuals, other than the District employees, will be considered reliable informants if they have previously supplied information that was accurate and verified, or they make an admission against their own interest, or they provide the same information that is received independently from other sources, or they appear to be credible and the information they are communicating relates to an immediate threat to safety. District employees will be considered reliable informants unless they are known to have previously supplied information that they knew was not accurate.

Before searching a student or the student's property, the authorized school official should encourage the student to admit that he/she possesses physical evidence that they violated the law or the District code, or get the student to voluntarily consent to the search. Searches will be limited to the extent necessary to locate the evidence sought.

Whenever practicable, searches will be conducted in the privacy of administrative offices and students will be present when their possessions are being searched.

A. Student Lockers, Desks and other School Storage Places

The rules in this code of conduct regarding searches of students and their belongings do not apply to student lockers, desks and other school storage places. Students have no reasonable expectation of privacy with respect to these places and school officials retain complete control over them. This means those student lockers, desks and other school storage places may be subject to search at any time by school officials, without prior notice to students and without their consent.

B. Strip Searches

A strip search is a search that requires a student to remove any or all of his/her clothing, other than an outer coat or jacket. If an authorized school official believes it is necessary to conduct a strip search of a student, the school official may do so only if the search is authorized in advance by the

Superintendent or the school attorney. The only exception to this rule requiring advanced authorization is when the school official believes there is an emergency situation that could threaten the safety of the students or others.

Strip searches may only be conducted by an authorized school official of the same sex as the student being searched and in the presence of another District professional employee who is also of the same sex as the student.

In every case, the school official conducting a strip search must have reasonable suspicion to believe the student is concealing evidence of a violation of law or the District code. In addition, before conducting a strip search, the school official must consider the nature of the alleged violation, the student's age, the student's record, the quality of the knowledge that lead to the reasonable suspicion and the need for such a search.

School officials will attempt to notify the student's parent by telephone before conducting a strip search, or in writing after the fact if the parent could not be reached by telephone.

C. Documentation of Searches

The authorized school official conducting the search shall be responsible for promptly recording the following information about each search:

1. Name, age and grade of student searched.
2. Reasons for the search.
3. Name of any informant(s).
4. Purpose of search (that is, what item(s) were being sought).
5. Type and scope of search.
6. Person conducting search and his or her title and position.
7. Witnesses, if any, to the search.
8. Time and location of search.
9. Results of search (that is, what item(s) were found).
10. Disposition of items found.
11. Time, manner and results of parental notification.

The principal or the principal's designee shall be responsible for the custody, control and disposition of any illegal or dangerous item taken from a student. The principal or his/her designee shall clearly label each item taken from the student and retain control of the item(s), until the item is turned over to the police. The principal or his/her designee shall be responsible for personally delivering dangerous or illegal items to police authorities.

D. Police Involvement in Searches and Interrogations of Students

District officials are committed to cooperating with police officials and other law enforcement authorities to maintain a safe school environment. Police officials, however, have limited authority to interview or search students in schools or at school functions, or to use school facilities in connection with police work. Police officials may enter school property or a school function to question or search a student or to conduct a formal investigation involving students only if they have:

1. A search or an arrest warrant; or
2. Probable cause to believe a crime has been committed on school property or at a school function; or

3. Been invited by school officials.

Before police officials are permitted to question or search any student, the principal or his/her designee shall try to notify the student's parent to give the parent the opportunity to be present during the police questioning or search. If the student's parent cannot be contacted prior to the police questioning or search, the questioning or search shall not be conducted by a police officer. The principal or designee will also be present during any police questioning or search of a student on school property or at a school function. The primary goal of law enforcement is as an advisor. However, under law, police can speak to and remove a student 16 years or older for matters of law.

Students who are questioned by police officials on school property or at a school function will be afforded the same rights they have outside the school. This means:

1. They must be informed of their legal rights.
2. They may remain silent if they so desire.
3. They may request the presence of an attorney.

E. Child Protective Services Investigations

Consistent with the District's commitment to keep students safe from harm and the obligation of school officials to report to child protective services when they have reasonable cause to suspect that a student has been abused or maltreated, the District will cooperate with local child protective services workers who wish to conduct interviews of students on school property relating to allegations of suspected child abuse, and/or neglect, or custody investigations. Please refer to Board Policy 5460 for a list of mandated reporters.

All requests by child protective services to interview a student on school property shall be made directly to the principal or his/her designee. The principal or his/her designee shall set the time and place of the interview. The principal or designee shall be present during the interview. If the nature of the allegations is such that it may be necessary for the student to remove any of his/her clothing in order for the child protective services worker to verify the allegations, the school nurse or other District medical personnel must be present during that portion of the interview. No student may be required to remove his/her clothing in front of a child protective services worker or School District official of the opposite sex.

A child protective services worker may not remove a student from school property without a court order, unless the worker reasonably believes that the student would be subject to danger of abuse if he/she were not removed from school before a court order can reasonably be obtained. If the worker believes the student would be subject to danger of abuse, the worker may remove the student without a court order and without the parent's consent.

5300.65 Visitors to the Schools

The Board encourages parents and other District citizens to visit the District's schools and classrooms to observe the work of students, teachers and other staff. Since schools are a place of work and learning, however, certain limits must be set for such visits. The principal or his/her designee is responsible for all persons in the building and on the grounds. For these reasons, the following rules apply to visitors to the schools:

1. Anyone who is not a regular staff member or student of the school will be considered a visitor.
2. All visitors to the school must report to the main office or other secure entrances upon arrival at the school. There they will be required to present their ID for verification through our electronic check-in system and will be issued a visitor's identification badge, which must be worn at all times while in the school or on school grounds. The visitor must return the identification badge to the office before leaving the building.
3. Visitors attending school functions that are open to the public outside of the regular school day, such as parent-teacher organization meetings or public gatherings, are not required to register.
4. Parents or citizens who wish to observe a classroom while school is in session are required to get permission from the building administrator to arrange such visits in advance with the classroom teacher(s), so that class disruption is kept to a minimum.
5. Teachers are expected not to take class time to discuss individual matters with visitors.
6. Any unauthorized person on school property will be reported to the principal or his/her designee. Unauthorized persons will be asked to leave. The police may be called if the situation warrants.
7. All visitors are expected to abide by the rules for public conduct on school property contained in this code of conduct.
8. Using an unmanned aerial vehicle (also known as a drone) or any remote controlled aircraft on school property or during any school functions without the prior written authorization from the District's Superintendent is prohibited. Prior to such use, users must also demonstrate compliance with any and all applicable Federal Aviation Administration rules and regulations.

5300.70 Public Conduct on School Property

The District is committed to providing an orderly, respectful environment that is conducive to learning. To create and maintain this kind of an environment, it is necessary to regulate public conduct on school property and at school functions. For purposes of this section of the code, "public" shall mean all persons when on school property or attending a school function including students, teachers and District personnel.

The restrictions on public conduct on school property and at school functions contained in this code are not intended to limit freedom of speech or peaceful assembly. The District recognizes that free inquiry and free expression are indispensable to the objectives of the District. The purpose of this code is to maintain public order and prevent abuse of the rights of others.

All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. In addition, all persons on school property or attending a school function are expected to be properly attired for the purpose they are on school property.

A. Prohibited Conduct

No person, either alone or with others, shall:

1. Intentionally injure any person or threaten or attempt to do so.
2. Intentionally damage or destroy School District property or the personal property of a student, District employee or any person lawfully on school property, including graffiti or arson or threaten or attempt to do so.
3. Disrupt the orderly conduct of classes, school programs or other school activities.

4. Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
5. Intimidate, harass or discriminate against any person on the basis of actual or perceived race, color, creed, weight, national origin, ethnic group, religion, religious practice, disability, sex, sexual orientation, or gender (including gender identity and expression).
6. Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
7. Remain on campus from 11:00 PM to 5:00 AM, when the campus is closed, unless authorized by a school administrator.
8. Obstruct the free movement of any person in any place to which this code applies.
9. Violate the traffic laws, parking regulations or other restrictions on vehicles.
10. Possess, consume, sell, distribute or exchange alcoholic beverages, controlled substances or any substance marked "not for human consumption", or be under the influence of any of these substances on school property or at a school function.
11. Consume, sell, distribute or exchange tobacco products including e-cigarettes on school property or at a school function.
12. Consume any substance that alters perception or behavior, reducing that individual's ability to function appropriately in the academic environment.
13. Possess or use weapons in or on school property or at a school function, except in the case of law enforcement officers or except as specifically authorized by the School District.
14. Loiter on or about school property.
15. Gamble on school property or at school functions, unless such activity is permitted by law and approved by the District in advance.
16. Refuse to comply with any reasonable order of identifiable School District personnel performing their duties.
17. Willfully incite others to commit any of the acts prohibited by this code.
18. Bring a dog on campus to walk, exercise, or attend an athletic or extra-curricular event except in accordance with the District's Animals on School Grounds Policy (policy 1501).
19. Violate any federal or state statute, local ordinance, this code or Board policy while on school property or while at a school function.

B. Penalties

Persons who violate this code shall be subject to the following penalties:

1. Visitors. Their authorization, if any, to remain on school grounds or at the school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection and/or police action. Visitors may be banned from being physically present on District property by the Superintendent.
2. Students. They shall be subject to disciplinary action as the facts may warrant, in accordance with the due process requirements.
3. Tenured faculty members. They shall be subject to disciplinary action as the facts may warrant in accordance with Education Law §3020-a or any other legal rights that they may have.
4. Staff members in the classified service of the civil service entitled to the protection of Civil Service Law §75. They shall be subject to immediate ejection and to disciplinary action as the facts may warrant in accordance with Civil Service Law §75 or any other legal rights that they may have.
5. Staff members other than those described in subdivisions 3 and 4. They shall be subject to warning, reprimand, suspension or dismissal as the facts may warrant in accordance with any legal rights they may have.

C. Enforcement

District personnel shall be responsible for enforcing the conduct required by this code.

When District personnel sees an individual engaged in prohibited conduct, which in his/her judgment does not pose any immediate threat of injury to persons or property, the District personnel shall tell the individual that the conduct is prohibited and attempt to persuade the individual to stop. The District personnel shall also warn the individual of the consequences for failing to stop. If the person refuses to stop engaging in the prohibited conduct or if the person's conduct poses an immediate threat of injury to persons or property, the District personnel shall have the individual removed immediately from school property or the school function. If necessary, local law enforcement authorities will be contacted to assist in removing the person.

The District shall initiate disciplinary action against any student or staff member, as appropriate, with the "Penalties" section above. In addition, the District reserves its right to pursue a civil or criminal legal action against any person violating the code.

5300.75 Dissemination and Review

A. Dissemination of Code of Conduct

The Board will work to ensure that the community is aware of this code of conduct by:

1. Providing copies of an age-appropriate, written in plain language, summary of the code to all students at an assembly to be held at the beginning of each school year.
2. Providing a plain language summary to all parents at the beginning of the school year, and thereafter on request.
3. Posting the complete code of conduct on the District's website.
4. Providing all current teachers and other staff members with a copy of the code and a copy of any amendments to the code as soon as practicable after adoption.
5. Providing all new employees with a copy of the current code of conduct when they are first hired.
6. Making copies of the code available for review by students, parents and other community members.

The Board will sponsor in-service education programs for all District staff members to ensure the effective implementation of the code of conduct. The Superintendent may solicit the recommendations of the District staff, particularly teachers and administrators, regarding in service programs pertaining to the management and discipline of students. On-going professional development will be included in the District's professional development plan, as needed.

B. Review of Code of Conduct

The Board of Education will review this code of conduct every year and update it as necessary. In conducting the review, the Board will consider how effective the code's provisions have been and whether the code has been applied fairly and consistently. The Board of Education may appoint an advisory committee to assist in reviewing the code. The committee will be made up of representatives of student, teacher, administrator, and parent organizations, school safety personnel and other school personnel.

Before adopting any revisions to the code, the Board will hold at least one public hearing at which school personnel, parents, students and any other interested party may participate.

The code of conduct and any amendments to it will be filed with the Commissioner of Education, in a manner prescribed by the Commissioner, no later than 30 days after adoption.

5300.80 Compliance

If at any time a part of this code of conduct is inconsistent with applicable law, that part of the code is to be considered amended so that it complies with applicable law.

This code of conduct is effective as of June 29, 2012.

Revised: 09/14/2023

Approved by the Board of Education 09/14/2023

Policy Cross References:

5460 – Child Abuse, Maltreatment or Neglect in a Domestic Setting