

Victor Central School
Board of Education
PROPOSED AGENDA
Regular Meeting, Wednesday, March 12, 2025 – 5:30 PM
Early Childhood School Boardroom
953 High Street, Victor, NY 14564

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

✓ *Board Action Expected*

1. Meeting Called to Order by President Tim DeLucia

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

A. Moment of Silence

B. Pledge to the Flag

C. Greetings to Visitors/Public Participation Reminder

D. Reading of Emergency Evacuation Procedure

(In case of an emergency, 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 emergency vehicles.)

✓ **2. Approval of Agenda**

3. Superintendent's Updates

4. Presentation/Recognitions

- **Intermediate Student Leadership Update (5 min)**

5. Public Participation: Although the board's work is open to the public, this is not a meeting with the public. At this time privilege of the floor is offered to those who have signed up to speak. The Chair will be happy to recognize those of you who wish to speak. When you approach the microphone, please identify yourself before presenting your thoughts.

(Individual comments will be limited to 3 minutes and the total time for this portion of the agenda will be limited to 30 minutes.)

Please note, issues related to specific School District personnel or students must be brought to the attention of the Superintendent of Schools privately as they are not discussable at this venue. Thank you.

- ✓ **6. Acceptance of Consent Items (5 min.)**
- A. Minutes of the Regular Board Meeting on February 13, 2025 and of the Special Board Meeting on February 28, 2025**
 - B. Treasurer's Report for the month ending January 2025**
 - C. Personnel Agenda**
 - D. Recommendations of the committee on Special Education from the meetings of January 16, 21, 22, 23, 24, 28, 30, 31, 2025, February 4, 5, 6, 7, 10, 11, 12, 13, 14, 24, 25, 26, 27, 28, 2025, March 3, 4, 6, 2025 and from the Committee on Preschool Special Education from the meetings of February 11, 14, 15, 25, 2025 and March 4, 2025.**
 - E. The following donations: \$1,000 from PIE/PTSA to be used for the Inquiry Program, and \$2,952.40 to Victor Central School Art Department for their assistance with the Square 1 Art fundraiser; \$13,118.74 from Dude Wipes to support the inaugural season of the Victor Flag Football Girls Varsity Program**
 - F. Declare the following as surplus:**
 - **Charging Station with VCS Tag # 016161**
 - **29 Monitors with the VCS Tag #s 013921, 014420, 014484, 014581, 014582, 014583, 014584, 014585, 014586, 014587, 014588, 014589, 014590, 014591, 014592, 014593, 014594, 014595, 014596, 014597, 014598, 014599, 014600, 014601, 014602, 014604, 014605, 014607, 014608**
 - **21 HP Elitebook laptops with VCS Tag #s 015957, 015963, 015967, 015972, 015978, 015989, 015990, 015992, 015998, 015999, 016000, 016006, 016009, 016013, 016015, 016018, 016020, 016024, 016025, 016035, 016040**
 - **21 Hunion Tablets with VCS Tag #s 013019, 013023, 013025, 013026, 013028, 013029, 013030, 013033, 013034, 013035, 013036, 013039, 013040, 013042, 013043, 013044, 013047, 013048, 013049, 013050, 013051**
 - **2 Macbooks with VCS Tag #s 015174, 015496**
 - **1 HP printer with VCS Tag # 014698**
 - **10 Apple iPads with VCS Tag #s 014906, 014832, 014829, 014834, 014837, 014836, 014830, 014838, 014882, 014833**
 - G. Summary of the District Incident Response Plan for the Victor Central School District as submitted**
 - H. Approve two Emergency Contracts for Transpo Bus Services from 1/6/2025-2/5/2025 and from 2/9/2025-3/8/2025**

7.

- A. Campus News**
- B. Management Plan Update; Secondary Goals (Karen Finter, Brian Gee, and Brian Siesto); 20 min.)**

- ✓ **C. Budget Development Update:** *(Christine Griffin and Dorothy DiAngelo; 30 min.)*
- **Authorize Bond Proposition and the Legal Notice for the May 20, 2025 Annual Vote and Election**
 - **Personnel**
- D. Capital Project Update** *(Christine Griffin, George Spinaris, and Allison Shannon; 10 min.)*
- ✓ **E. Rescind the following trip:**
- **Art Club to New York City, NY from 5/16/25-5/18/25**
- ✓ **F. Approve the following trips:**
- **Outdoor Activities Club to Adirondack Mountains 5/15/25-5/18/25 for a backpacking trip**
 - **SEAS Club to Adirondack Park from 5/16/25-5/18/25 for a camping trip**
 - **SEAS Club to Honolulu, Hawaii from 3/28/2026-4/4/2026 for a science, culture, and history trip**
- G. Policy Review – First reading of the following policy:**
- **Compulsory Attendance Ages; Policy 5130**
- H. Policy Review – First reading of the following policy:**
- **Student Records; Policy 5500**
- ✓ **I. Policy Review – Third and final reading of the following policy:**
- **School Volunteers and Visitors to the School; Policy 1901**
- ✓ **J. Wayne-Finger Lakes BOCES Board of Education Nominee**

8. Meeting Reports

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

9. Upcoming Events

- A. Budget Workshop, Thursday, March 20, 2025 at 6:30 PM**
- B. Next Regular Board Meeting, Thursday, April 10, 2025 at 7:15 PM**
- C. Special Board Meeting for Wayne-Finger Lakes BOCES Administrative Budget and Election of Board Members, Wednesday, April 23, 2025**

✓ **10. Adjourn**

**VICTOR CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

**Unapproved Minutes of the Regular Meeting of February 13, 2025
Early Childhood School Auditorium/Boardroom
953 High Street
Victor, New York 14564**

CALL TO ORDER	Vice President Lisa Kostecki 5:44 PM.
Members Present	Lisa Kostecki, Bryan Adams, Elizabeth Mitchell, Carol Prescott, Christopher Parks (arrival: 5:51 PM)
Members Absent	Tim DeLucia, Adam Snyder
EXECUTIVE SESSION	<p>A motion was made by E. Mitchell, seconded by B. Adams, to enter executive session at 5:45 PM to discuss employment history of specific individuals.</p> <p>The motion was carried. 4 yes 0 no 0 abstentions</p>
REGULAR SESSION	<p>A motion was made by C. Parks, seconded by B. Adams, to return to regular session at 7:00 PM.</p> <p>The motion was carried. 5 yes 0 no 0 abstentions</p>

APPROVE AGENDA: A motion was made by E. Mitchell, seconded by B. Adams, to approve the agenda for the meeting. The motion was carried. 5 yes 0 no 0 abstentions

PRESENTATIONS/RECOGNITIONS: Vice President Lisa Kostecki introduced a short video highlighting the heroic actions of Victor Senior High School student Jack Crabbe in the summer of 2024. Jack saved his father's life by performing CPR after his father experienced a cardiac emergency on the golf course. Mrs. Kostecki indicated on behalf of the Board of Education, and the entire Victor community, how proud they are of Jack for his quick thinking, calmness, and bravery in saving his father's life. Mrs. Kostecki then introduced Senator Pam Helming who presented Jack with the New York State Liberty Medal. Senator Helming explained that the Liberty Medal is awarded to individuals who demonstrate exceptional heroism and humanitarian acts on behalf of their fellow New Yorkers. This is the highest civilian honor that a New York State Senator can bestow upon an individual.

SUPERINTENDENT'S UPDATE: Dr. Terranova recognized the heroic efforts of Jack Crabbe, and congratulated him on the honor he received. He thanked Jack, his family, as well as the Health and Physical Education teachers who teach the critical skill of CPR. He also thanked Senator Helming for giving Jack the highest honor from the State Senate. Dr. Terranova then reminded the community of a central theme of the Victor Central School vision statement which states, "Every day, in every building, every person will feel safe, valued, inspired, and motivated to grow—both academically and personally. We will celebrate diversity, foster a sense of belonging and strive for academic achievement, and students will become informed, confident scholars and leaders who are prepared to thrive in an ever-changing world." He continued by saying it is a focus on belonging and celebrating diversity. A major key to this focus is a teaching of empathy so that differences in people are not looked upon as weaknesses or threats, and instead are seen as strengths and values. Dr. Terranova also noted the District is in the process of scheduling follow-up meetings with our local Legislators to advocate for the state aid needed by the

District. He reminded the community that Victor is an anomaly, with an increased student enrollment in the past 15 years, unlike most of the districts surrounding us. He thanked the Board of Education and their support for Advocacy for our District.

PUBLIC PARTICIPATION: No public participation at this time.

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

MINUTES: Minutes of the Regular Meeting of January 16, 2025

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

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

Instructional

Long Term Substitute Appointments: The extended appointment of **Lori Damico**, who has pending certification in Childhood Education Grades 1-6, to a long term substitute position as an Elementary Teacher, effective August 28, 2024, and ending June 30, 2025, at an annual salary of \$51,978.

Leaves of Absence: The granting of a maternity and subsequent childcare leave of absence for **Gina Peterson**, Elementary Teacher, effective approximately April 19, 2025, through June 30, 2026.

Resignations: The resignation, due to retirement, of **David Porter**, Science Teacher, effective June 27, 2025.

Co-Curriculars:

Clubs & Advisors

Sr. High Model UN

Name

Austin Donroe

Band

2

Athletics:

Baseball

Position

Varsity Assistant

JV

Modified

Modified

Modified

Volunteer

Volunteer

Volunteer

Volunteer

Unified Basketball

Volunteer

Golf – Boys

JV

Volunteer

Lacrosse – Boys

Varsity Assistant

JV

Name

Mike Ferreri

Joseph Kurnath

Patrick Lawley

Timothy Clapp

Jameson Ricigliano

Benjamin Lanning

Tom Delaney

Peter Carrier

Connor Hicks

Andrew Reddout

Christopher Wuest

Brian Bailey

Mark Foeder

Maxwell Hill

Level

4

4

6

6

6

-

-

-

-

-

5

-

4

4

Years

25

14

29

19

12

-

-

-

-

-

16

-

29

5

	JV Assistant	James Andre	5	30
	Modified	Kevin Geno	6	15
	Modified	Craig Kaper	6	7
	Volunteer	Mark Cain	-	-
	Volunteer	Anthony Pezzimenti	-	-
	Volunteer	Jamie Trimboli	-	-
	Volunteer	Liam Miller	-	-
Lacrosse - Girls	Varsity Assistant	Jamie Smith	4	17
	JV	Richard Curtis	4	30
	JV Assistant	John Herriman	5	2
	Modified	Ashley Zahn	6	4
Softball	Varsity Assistant	Jessica Palmer	4	13
	JV	Craig Morley	4	16
	Modified	Shelby Erhard-Rappold	6	3
Tennis – Boys	JV	Steve Cronmiller	5	24
	Modified	Jeffrey Pistritto	6	8
Track & Field	Head Varsity	Robert Goodell	2	26
	Head Varsity	Ryan Horst	2	11
	Varsity Assistant	Jennifer Parks	5	10
	Varsity Assistant	Jerry O'Dell	5	41
	Varsity Assistant	Ryan Ellis	5	4
	Modified	Kathleen Habecker	5	10
	Modified Assistant	Stash Merritt	6	4
	Modified Assistant	Christopher Levy	6	22
	Modified Assistant	Joseph Carey	6	13
Flag Football – Girls	Volunteer	Duane Weimer	-	-
	Varsity Assistant	Paul Ojeda	4	1
Cross Country	Head Varsity	Ross Hunkovic	2	11
Football	Head Varsity	Geoff Mandile	1	30
Golf – Girls	Head Varsity	Trevor Sousa	3	18
Soccer – Boys	Head Varsity	Steve Fish	2	32
Soccer – Girls	Head Varsity	Kelly Ahern	2	23
Swimming & Diving – Girls	Head Varsity	Brett Leader	2	17
Tennis – Girls	Head Varsity	Krystina Barnum	3	19
Volleyball – Boys	Head Varsity	Jake Martin	2	19
Volleyball – Girls	Head Varsity	Matt Glover	2	27

**Per Diem
Substitutes:**

Candidate

Area of Certification

Alyssa Tarantelli	Elementary/Special Education
Rose Evans	Uncertified
Alexa Smith	Uncertified
John Maloney	Mathematics
Meghan Lambert	Uncertified
Lori Gee	Music/ Reading/ Elementary
Erin Pelletier	Uncertified
Lori Talbott	Mathematics
Sofia Pantoja	Uncertified

Non-Instructional

Appointments:

The appointment of **Miriam Velez**, Part Time School Bus Monitor, effective January 22, 2025, at an hourly rate of \$15.55.

The appointment of **Glori Perez Montalvo**, Full Time Cleaner, effective January 23, 2025, at an hourly rate of \$16.54.

The appointment of **Abigail Perez Montalvo**, Full Time Cleaner, effective January 27, 2025, at an hourly rate of \$16.04.

The appointment of **Eduardo Maver**, from Part Time Cleaner to Full Time Cleaner, effective January 27, 2025, at an hourly rate of \$16.04.

The appointment of **Laura Simmons**, Full Time Teacher Aide, effective February 3, 2025, at an hourly rate of \$16.56.

The appointment of **Jorge Coria**, Full Time Teacher Aide, effective February 24, 2025, at an hourly rate of \$15.55.

The appointment of **Armando Bandres**, from Part Time Cleaner to Full Time Cleaner, effective February 4, 2025, at an hourly rate of \$16.54.

The appointment of **Patricia Chapman**, from Human Resources Clerk to Employee Relations Assistant, effective February 3, 2025, at an annual salary of \$52,000.

Resignations:

The resignation of **Mariangel Dominguez Rohena**, Part Time Teacher Aide, effective January 13, 2025.

The resignation of **Leanne Goldblatt**, Full Time Teacher Aide, effective January 31, 2025.

The resignation, due to retirement, of **Karen Keller**, Full Time School Bus Driver, effective February 27, 2025.

Per Diem and Substitute Positions:

Candidate

Position

Mariangel Dominguez Rohena

Teacher Aide

Thomas Miller

Lifeguard

Sheldon Hopkins

School Bus Driver Trainee/

School Bus Monitor

Molly Pero

Lifeguard

Christine Overfield

Typist

Morgane Wethey

Lifeguard

Elijah Wethey

Lifeguard

Leanne Goldblatt

Teacher Aide

CSE/CPSE RECOMMENDATIONS: Recommendations of the Committee on Special Education from the meetings of December 18, 19, 2024, January 6, 8, 9, 10, 13, 14, 15, 16, 17, 21, 23, 24, 27, 28, 30, 31, 2025 and February 3, 5, 6, 2025; and from the Committee on Preschool Special Education from the meetings of January 21, 28, 30, 2025 and February 4, 2025.

DONATIONS: \$507 from the Victor Boys Volleyball Booster Club to the Victor Central School District to be applied towards the purchasing of additional Warm-Ups and Varsity Uniforms; \$2,162 from VCS Softball Booster Club to the Victor Central School District to be applied towards the purchasing of Stadium Parkas for the Varsity Softball team.

Dr. Parks extended gratitude for these Booster Clubs and their donations.

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

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

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

2025-2026 SCHOOL YEAR CALENDAR: The 2025-2026 School Year Calendar as submitted.

The motion to accept the foregoing consent items was carried.

4 yes 0 no 1 abstention (C. Prescott) *(end of consent items)*

CAMPUS NEWS: VCS administrators summarized campus news and events.

ROLE OF THE LEARNING CENTER IN THE DISTRICT UPDATE: Mrs. Karen Finter, Assistant Superintendent for Instruction, and Mrs. Karyn Ryan, Assistant Superintendent for Pupil Services, presented on the role of the Learning Center in the District. The center aims to remove barriers to student success and ensure continuity of instruction, particularly for students who have been suspended, hospitalized, or need extra support. The Learning Center provides short and long-term tutoring needs, a space for professional development, and also houses the “Spot Mart” food pantry. A full-time Teacher and Teacher Assistant staff the center, and receive support from counselors, related service providers, classroom teachers, food service, and security personnel. 100 students were served last school year as of the end of January, and 78 have been served so far this school year in the same time frame. The decrease in students served is attributed to the district’s focus on Tier 1 behavior needs and preventative supports at the building level. The center ensures continuity of instruction, keeps students connected to the campus, and provides transitional bridges back to regular classes after absences. Mrs. Ryan then highlighted two examples of students who succeeded in their time at the Learning Center. Mrs. Mitchell expressed her gratitude for the teacher and teacher assistant running the center and their ability to teach so many different subjects and grade levels. She then asked what their teaching certification is in, as it is phenomenal what they’re able to do. Mrs. Ryan indicated the teacher has a certification in Special Education, Social Studies, and has a background in working with students with disabilities and also providing tutoring and instruction at the 7-12 grade level. Mrs. Ryan also noted she believed the Teacher Assistant has an Art certification. Mr. Adams thanked the presenters for providing the data, particularly the information regarding the decrease in pupil usage. He says it speaks volumes to what the Center does and can continue to do. Dr. Parks thanked the presenters for sharing the information on the decrease in

total students served. He noted it speaks to all the adults in the district who are identifying things earlier. Dr. Parks also encouraged Mrs. Ryan and Mrs. Finter to continue to envision what is needed in these spaces as we go through the Capital project; to be able to keep going in the magnificent direction it's currently going.

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

Services Supplies and Materials: Mr. Richard Stutzman, interim Assistant Superintendent for Business, presented non-personnel related budget items within the Office of Instruction and the Office of Pupil Personnel Services. Since the previous Budget presentation on January 16, updated financial information from WFL BOCES has been communicated. Mr. Stutzman updated the Board that the Transportation costs increased by \$3,000 to account for the increased summer school program costs and for a Transportation Consultant from the Franklin, Essex, Hamilton BOCES to assist in maximizing our Transportation aid. Within the Office of Instruction budget, curriculum supplies saw an increase, driven by new ELA consumables, science curriculum, and general supplies. Mr. Stutzman clarified that the textbook line-item increase was a reallocation of existing funds, and not a new expense. The career and technical program budget also sees an increase due to rate increases and greater student participation. The summer school increase is based upon an anticipated rate increase and increased student participation. Mr. Stutzman then reviewed the Office of Pupil Services budget items. He spoke to the increases of general education tuition due to an additional student, the contractual increases as the needs for additional services are needed, and supplies increase attributed to the inflationary costs. The Students with Disabilities Tuition and BOCES lines increases are attributed to increased rates and an additional student and services. Mr. Stutzman then discussed the importance of federal and state funding. He clarified that if these funds go away, either the services will not be available, or the local taxpayer will pick up these costs. The total grants at the federal and state level are \$2.7 million. The upcoming budget calendar was then reviewed. Mrs. Mitchell thanked Mr. Stutzman for including the Federal Funds slide. She asked for Mr. Stutzman's input on what to do if the \$1.3 million from the Federal government were to go away. Mr. Stutzman said stopping a program in the middle of the year would be difficult, so he would suggest using surplus to finish the program year. Moving into the 2026-2027 budget, those funds would then either need to be accounted for differently, or the district would not be able to offer as much. Dr. Parks asked about the Transportation Consultant referenced, and what that consultant would be looking at. Mr. Stutzman clarified that they would be looking at the efficiency of the bus runs based on fleet size. They are not looking at the impact of the district moving from diesel to electric buses, but rather based on our current bus runs. Mr. Stutzman clarified that one of the challenges we have is due to scheduling constraints with our bus runs; he also noted that this consultation is able to be aided by BOCES.

APPROVE TRIPS: A motion was made by B. Adams, seconded by E. Mitchell to approve the following trips: Art Club to New York City, NY from 5/16/2025 to 5/18/2025, Winterguard to Salem, Massachusetts from 2/14/2025 to 2/16/2025 to compete in Regional competition; Winterguard to Bethlehem, Pennsylvania from 3/21/2025 to 3/23/2025 to compete in Regional competition; Winterguard to Dayton, Ohio from 4/2/2025 to 4/6/2025 to compete in the World Class Final Championships. The motion was carried. 5 yes 0 no 0 abstentions

POLICY REVIEW Second Read: Second Reading of Policy 1901, School Volunteers and Visitors to the School.

MEETING REPORTS:

Monroe County School Board Association Committee Reports: Mrs. Kostecki attended the District Operations meeting where they spoke about school district budgeting in the post Foundation and Federal COVID funds era. She mentioned it was excellent, informative, and something Monroe County School Boards should consider having all board members see. Dr. Parks agreed that it was beneficial and

something all boards should have access to each year. Mrs. Kostecki also attended the Information Exchange meeting on February 5th about FERPA and Ed Law 2-d. Mrs. Kostecki then spoke about the Legislative breakfast on February 1st where many of our board members were able to advocate for Victor and point out the differences here in our district compared to many of the others. Students were also able to speak on several topics such as mental health and transportation. In regards to the Information Exchange meetings, Dr. Parks stated that having one or two of our board members attend would be beneficial. He suggested looking at the calendar and dividing them up based on availability, as the information is worthwhile.

Standing Committee Updates: Mr. Adams updated the Board that the Graduates of Distinction Committee met recently, and he is impressed with the recommendation that will be forthcoming. Dr. Parks said he sits on the Athletic Hall of Fame Committee and one of the discussions they have had was around the plaques and recognitions that highlight not only Athletic achievements, but also Visual and Performing Arts and Graduates of Distinction groups; and being able to display those in a digital repository due to lack of wall space in the building. Mrs. Prescott then spoke about a recent Inquiry Program Advisory Council meeting where they highlighted different Enrichment opportunities. Intermediate School offerings by Mrs. Smith-Faczan included Math Olympiad, poetry, book clubs, robotics, engineering, building tiny houses, and rocket launchers. At the Primary School, Mrs. Coniglio had offerings including logic puzzles and cross-stitch. Mrs. Prescott also thanked and recognized Library Media Specialists Maggie Elliot and Michelle Linse, who are both retiring this year, for being assets to the Inquiry Program for years.

UPCOMING EVENTS: There will be a Budget Workshop on Thursday, February 27 at 6:30 PM. The next regular board meeting will be Wednesday, March 12 at 7:15 PM. There will also be another Budget Workshop on Thursday, March 20 at 6:30 PM. The above meetings are anticipated to be located in the Early Childhood School Boardroom. There is also an Advocacy trip to Albany on March 3.

ADJOURN: A motion was made by C. Parks, seconded by E. Mitchell, to adjourn the meeting at 8:41 PM. The motion was carried. 5 yes 0 no 0 abstentions

Respectfully submitted,

Kate Selleck
District Clerk

**VICTOR CENTRAL SCHOOL DISTRICT
BOARD OF EDUCATION**

Unapproved Minutes of a Special Meeting of February 28, 2025

CALL TO ORDER	President Tim DeLucia called the meeting to order at 7:03 PM.
Members Present	Bryan Adams, Tim DeLucia, Lisa Kostecki, Elizabeth Mitchell, Christopher Parks, Carol Prescott, Adam Snyder
APPROVE AGENDA	A motion was made by E. Mitchell, seconded by L. Kostecki to approve the agenda. The motion was carried. 7 yes 0 no
ENTER EXECUTIVE SESSION	A motion was made by C. Parks seconded by L. Kostecki, to enter executive session at 7:04 PM to discuss the employment history of a specific individual. The motion was carried. 7 yes 0 no.
RETURN TO REGULAR SESSION	A motion was made by B. Adams, seconded by E. Mitchell to return to regular session at 7:43 PM. The motion was carried. 7 yes 0 no
ADJOURN	A motion was made by L. Kostecki, seconded by E. Mitchell to adjourn the meeting at 7:44 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Kate Selleck
District Clerk

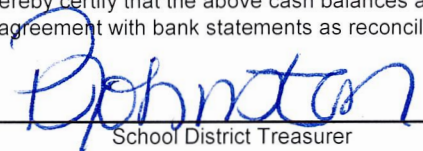


Treasurer's Report

January 2025

<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	763,913.24	5,735,976.13	5,763,429.87	736,459.50
General Fund Money Market	Canandaigua National Bank	740,723.18	53,202.42	-	793,925.60
General Fund Tax Checking	Canandaigua National Bank	-	-	-	-
General Fund Tax Money Market	Five Star Bank	1.91	-	1.91	-
Multifund Insured Cash Sweep	Five Star Bank	16,129,306.29	50,576.83	3,065,551.93	13,114,331.19
School Lunch Fund Checking	Canandaigua National Bank	7,338.28	12,093.67	12,494.29	6,937.66
School Lunch Fund Money Market	Canandaigua National Bank	372,017.82	319,438.09	79,505.89	611,950.02
Special Aid Fund Checking/Sweep	Canandaigua National Bank	363,844.71	593,071.00	412,139.02	544,776.69
Capital Fund Checking-29M	Canandaigua National Bank	234,316.28	6.92	112,892.00	121,431.20
Trust & Agency Fund - Checking	Canandaigua National Bank	1,202,815.82	1,566,307.85	2,221,996.27	547,127.40
Trust & Agency Fund - Payroll Checking	Canandaigua National Bank	794.46	18,333.42	18,904.36	223.52
Trust & Agency Fund - Direct Deposit Checking	Five Star Bank	95.36	3,065,551.93	3,065,551.93	95.36
Total Cash		\$ 19,815,167.35	\$ 11,414,558.26	\$ 14,752,467.47	\$ 16,477,258.14
Investments					
General Fund Certificate of Deposit	Canandaigua National Bank	-	-	-	-
General Fund	NYCLASS	28,286,181.56	100,138.63	3,275,000.00	25,111,320.19
Capital Fund	NYCLASS	28,438,599.88	102,892.73	-	28,541,492.61
Debt Service Fund	NYCLASS	2,976,737.52	10,770.04	-	2,987,507.56
Total Investments		\$ 59,701,518.96	\$ 213,801.40	\$ 3,275,000.00	\$ 56,640,320.36
District Totals		\$ 79,516,686.31	\$ 11,628,359.66	\$ 18,027,467.47	\$ 73,117,578.50

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



 School District Treasurer

Extraclass Fund

From January 1, 2025 to January 31, 2025

<u>Activities</u>	<u>Beginning Balance</u>	<u>Receipts</u>	<u>Disbursements</u>	<u>Ending Balance</u>
CLASS OF 2023	-			-
CLASS OF 2024	-			-
CLASS OF 2025	12,839.81			12,839.81
CLASS OF 2026	3,558.33			3,558.33
CLASS OF 2027	3,067.83			3,067.83
CLASS OF 2028	2,482.73			2,482.73
CLASS OF 2029	1,227.53			1,227.53
CLASS OF 2030	1,000.00			1,000.00
AQUATIC LEADERS	-			-
ART CLUB	-			-
BUSINESS CLUB	12,838.92	26,524.00	30,624.00	8,738.92
DRAMA CLUB	9,001.87			9,001.87
FRENCH CLUB	4,591.50	4,182.00	63.00	8,710.50
GO GREEN GARDEN TEAM	-			-
GLOBAL COMPETENCY	360.55			360.55
INTERNATIONAL CLUB	145.93			145.93
J.H. MUSICAL	25,222.41		31.91	25,190.50
J.H. STORE	-			-
J.H. ST. CO.	362.30	729.56	170.63	921.23
J.H. YEARBOOK	1,201.77			1,201.77
KEYCLUB	1,129.04			1,129.04
MEDICAL EXPLORERS	-	300.00		300.00
MENTORING CLUB	2,981.07			2,981.07
Model UN	10.00			10.00
N.H.S.	1,673.44			1,673.44
OUTDOOR ACTIVITY	421.67			421.67
POSITIVE SCHOOL CLIMATE	3,025.93			3,025.93
SALES TAX	25.22	68.19		93.41
SEAS	132.98			132.98
S.H. ORCHESTRA	15,419.66			15,419.66
SH SCHOOL STORE	4,738.96			4,738.96
S.H. ST. CO.	25,955.38	59.26	211.13	25,803.51
SH YEARBOOK	3,249.69			3,249.69
SPANISH CLUB	3,362.49			3,362.49
VICTOR MUSIC SOCIETY	1,586.70	154.02		1,740.72
VICTOR CARES	7,773.90			7,773.90
WELLNESS CLUB	386.81			386.81
TOTALS	149,774.42	32,017.03	31,100.67	150,690.78

Received by the Board of Education and
entered as part of the minutes of the
Board meeting


Assistant Superintendent for
Business

Bank Balance	184,655.47
Checks Outstanding	33,964.69
Interest Not Posted	-
Deposit from General	
Transfer to General	
Returned Checks	-
Electronic Payment	
Total Reconciled Bank Balance	150,690.78

Jill Smith, Extraclass Treasurer

Victor Central School District

Revenue Status Report As Of: 01/31/2025

Fiscal Year: 2025

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			58,737,559.00	56,581,835.07	56,589,085.59	0.00	0.00	7,250.52
1081 Other Pmts in Lieu of Taxes			3,478,225.00	3,478,225.00	3,392,891.17	0.00	85,333.83	0.00
1085 STAR Reimbursement			0.00	2,155,723.93	2,155,723.93	0.00	0.00	0.00
1090 Int. & Penal. on Real Prop.Tax			50,000.00	50,000.00	210,712.91	0.00	0.00	160,712.91
1120 Nonprop. Tax Distrib. By Co.			100,000.00	100,000.00	27,023.56	0.00	72,976.44	0.00
1335 Oth Student Fee/Charges (Indiv			75,000.00	75,000.00	159,980.00	13,723.00	0.00	84,980.00
1410 Admissions (from Individuals)			5,000.00	5,000.00	3,940.00	450.00	1,060.00	0.00
2230 Day School Tuit-Oth Dist. NYS			125,000.00	125,000.00	0.00	0.00	125,000.00	0.00
2401 Interest and Earnings			100,000.00	100,000.00	1,548,245.26	253,834.56	0.00	1,448,245.26
2410 Rental of Real Property,Indiv.			40,000.00	40,000.00	5,899.25	-370.00	34,100.75	0.00
2440 Rental of Buses			10,000.00	10,000.00	5,621.64	0.00	4,378.36	0.00
2450 Commissions			0.00	0.00	1,310.34	0.00	0.00	1,310.34
2650 Sale Scrap & Excess Material			0.00	0.00	1,874.29	0.00	0.00	1,874.29
2690 Other Compensation for Loss			0.00	0.00	4,497.21	80.00	0.00	4,497.21
2701 Refund PY Exp-BOCES Aided Srvc			300,000.00	300,000.00	49,876.25	0.00	250,123.75	0.00
2702 Refund PY Exp-Contracted Trans			0.00	0.00	55,085.00	0.00	0.00	55,085.00
2703 Refund PY Exp-Other-Not Trans			125,000.00	125,000.00	240,957.67	0.00	0.00	115,957.67
2770 Other Unclassified Rev.(Spec)			75,000.00	75,000.00	33,031.27	119.00	41,968.73	0.00
3101 Basic Formula Aid-Gen Aids (Ex			36,409,744.00	28,107,352.01	4,605,775.95	-10,094.79	23,501,576.06	0.00
3102 Lottery Aid			0.00	8,302,391.99	7,933,134.23	184,628.87	369,257.76	0.00
3103 BOCES Aid (Sect 3609a Ed Law)			3,094,276.00	3,094,276.00	0.00	0.00	3,094,276.00	0.00
3260 Textbook Aid (Incl Txtbk/Lott)			247,223.00	247,223.00	65,445.00	0.00	181,778.00	0.00
3262 Computer Sftwre, Hrdwre Aid			127,536.00	127,536.00	0.00	0.00	127,536.00	0.00
3263 Library A/V Loan Program Aid			25,356.00	25,356.00	0.00	0.00	25,356.00	0.00
3289 Other State Aid			0.00	0.00	2,351.51	0.00	0.00	2,351.51
4601 Medic.Ass't-Sch Age-Sch Yr Pro			100,000.00	100,000.00	30,578.94	26,522.21	69,421.06	0.00
5999 Appropriated Fund Balance			0.00	28,862,300.35	0.00	0.00	28,862,300.35	0.00
Total GENERAL FUND			103,224,919.00	132,087,219.35	77,123,040.97	468,892.85	56,846,443.09	1,882,264.71

Selection Criteria

Criteria Name: Shared: BOE Modified
As Of Date: 01/31/2025
Suppress revenue accounts with no activity
Show Actual revenue in 'As Of' cycle
Show special revenue accounts 5997-5999
Print Summary Only
Sort by: Fund/State Revenue
Printed by PENNY L. JOHNSTON

* Estimated revenue for Carryover Encumbrances from the prior fiscal year will not be realized.

These are estimates to balance the budget

Victor Central School District
Budget Status Report As Of: 01/31/2025
Fiscal Year: 2025
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		24,000.00	23,000.00	18,172.80	70.00	3,179.69	1,647.51
45 Materials & Supplies		2,500.00	4,610.00	10,079.59	7,755.28	1,674.46	-7,144.05
49 BOCES Services		4,935.00	4,935.00	1,880.00	0.00	3,055.00	0.00
Subtotal of 1010 Board Of Education		31,435.00	32,545.00	30,132.39	7,825.28	7,909.15	-5,496.54
1040 District Clerk							
16 Noninstructional Salaries		51,296.00	51,296.00	35,931.23	9,839.39	29,791.70	-14,426.93
Subtotal of 1040 District Clerk		51,296.00	51,296.00	35,931.23	9,839.39	29,791.70	-14,426.93
1060 District Meeting							
4 Contractual and Other		9,700.00	6,200.00	1,077.01	0.00	0.00	5,122.99
45 Materials & Supplies		3,050.00	6,550.00	3,730.88	3,028.29	2,272.80	546.32
Subtotal of 1060 District Meeting		12,750.00	12,750.00	4,807.89	3,028.29	2,272.80	5,669.31
1240 Chief School Administrator							
15 Instructional Salaries		229,694.00	229,694.00	131,252.94	18,750.42	93,752.06	4,689.00
16 Noninstructional Salaries		51,296.00	51,296.00	30,197.94	4,706.22	0.00	21,098.06
4 Contractual and Other		15,200.00	15,200.00	16,341.00	458.65	2,058.09	-3,199.09
45 Materials & Supplies		1,000.00	1,000.00	872.95	0.00	688.74	-561.69
Subtotal of 1240 Chief School Administrator		297,190.00	297,190.00	178,664.83	23,915.29	96,498.89	22,026.28
1310 Business Administration							
15 Instructional Salaries		157,156.00	252,301.43	132,165.19	23,125.20	124,036.24	-3,900.00
16 Noninstructional Salaries		157,363.00	143,863.00	116,301.86	18,404.08	22,421.99	5,139.15
4 Contractual and Other		7,200.00	12,200.00	27,989.23	16,650.00	447.00	-16,236.23
45 Materials & Supplies		2,500.00	2,500.00	1,534.18	872.97	1,043.31	-77.49
49 BOCES Services		105,000.00	105,000.00	44,447.94	0.00	60,552.06	0.00
Subtotal of 1310 Business Administration		429,219.00	515,864.43	322,438.40	59,052.25	208,500.60	-15,074.57
1320 Auditing							
16 Noninstructional Salaries		0.00	7,500.00	3,240.00	120.00	0.00	4,260.00
4 Contractual and Other		45,000.00	45,000.00	30,480.00	0.00	13,260.00	1,260.00
Subtotal of 1320 Auditing		45,000.00	52,500.00	33,720.00	120.00	13,260.00	5,520.00
1325 Treasurer							
16 Noninstructional Salaries		88,518.00	91,518.00	54,895.86	7,376.52	36,882.50	-260.36
4 Contractual and Other		1,500.00	1,500.00	1,500.00	0.00	0.00	0.00
45 Materials & Supplies		1,000.00	1,000.00	286.26	91.07	0.00	713.74
Subtotal of 1325 Treasurer		91,018.00	94,018.00	56,682.12	7,467.59	36,882.50	453.38
1330 Tax Collector							
4 Contractual and Other		17,500.00	29,500.00	24,776.24	-14,236.25	4,833.39	-109.63
45 Materials & Supplies		100.00	100.00	0.00	0.00	0.00	100.00
Subtotal of 1330 Tax Collector		17,600.00	29,600.00	24,776.24	-14,236.25	4,833.39	-9.63
1345 Purchasing							

Victor Central School District
Budget Status Report As Of: 01/31/2025
Fiscal Year: 2025
Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
16 Noninstructional Salaries		46,000.00	1,000.00	0.00	0.00	0.00	1,000.00
4 Contractual and Other		15,080.00	15,080.00	0.00	0.00	3,499.00	11,581.00
Subtotal of 1345 Purchasing		61,080.00	16,080.00	0.00	0.00	3,499.00	12,581.00
1420 Legal							
4 Contractual and Other		80,000.00	110,000.00	39,148.21	7,067.00	73,124.67	-2,272.88
49 BOCES Services		28,000.00	28,000.00	11,329.42	0.00	16,670.58	0.00
Subtotal of 1420 Legal		108,000.00	138,000.00	50,477.63	7,067.00	89,795.25	-2,272.88
1430 Personnel							
15 Instructional Salaries		166,924.00	166,924.00	94,612.84	13,516.12	67,580.50	4,730.66
16 Noninstructional Salaries		224,466.00	234,466.00	158,831.19	23,384.35	90,261.69	-14,626.88
4 Contractual and Other		101,000.00	91,328.87	44,549.04	3,823.84	37,600.84	9,178.99
45 Materials & Supplies		1,350.00	1,350.00	0.00	0.00	0.00	1,350.00
49 BOCES Services		8,320.00	8,320.00	0.00	0.00	8,320.00	0.00
Subtotal of 1430 Personnel		502,060.00	502,388.87	297,993.07	40,724.31	203,763.03	632.77
1480 Public Information and Services							
15 Instructional Salaries		59,493.00	59,493.00	39,877.64	4,944.72	24,723.54	-5,108.18
16 Noninstructional Salaries		79,000.00	79,000.00	45,500.00	6,500.00	32,500.00	1,000.00
4 Contractual and Other		38,100.00	38,100.00	22,750.28	6,750.83	540.00	14,809.72
45 Materials & Supplies		20,100.00	20,100.00	17,018.43	0.00	425.30	2,656.27
49 BOCES Services		72,000.00	72,000.00	29,514.29	0.00	42,485.71	0.00
Subtotal of 1480 Public Information and Services		268,693.00	268,693.00	154,660.64	18,195.55	100,674.55	13,357.81
1620 Operation of Plant							
16 Noninstructional Salaries		2,095,655.00	1,712,155.00	802,454.45	121,333.28	317,686.36	592,014.19
4 Contractual and Other		1,258,100.00	1,352,168.21	604,221.73	121,203.71	532,406.23	215,540.25
45 Materials & Supplies		225,000.00	225,000.00	99,724.83	2,389.57	27,275.17	98,000.00
Subtotal of 1620 Operation of Plant		3,578,755.00	3,289,323.21	1,506,401.01	244,926.56	877,367.76	905,554.44
1621 Maintenance of Plant							
16 Noninstructional Salaries		617,416.00	687,416.00	427,215.45	64,216.56	258,821.04	1,379.51
2 Equipment		216,763.00	262,412.50	108,399.76	0.00	145,635.10	8,377.64
4 Contractual and Other		692,050.00	712,343.43	460,583.32	76,082.24	163,647.05	88,113.06
45 Materials & Supplies		250,000.00	289,753.75	177,971.74	16,664.11	118,483.61	-6,701.60
49 BOCES Services		20,000.00	120,000.00	0.00	0.00	20,000.00	100,000.00
Subtotal of 1621 Maintenance of Plant		1,796,229.00	2,071,925.68	1,174,170.27	156,962.91	706,586.80	191,168.61
1622 Security of Plant							
16 Noninstructional Salaries		396,283.00	396,283.00	226,322.68	41,098.43	158,939.86	11,020.46
2 Equipment		60,000.00	60,000.00	0.00	0.00	0.00	60,000.00
4 Contractual and Other		165,000.00	213,000.00	11,861.67	0.00	124,840.09	76,298.24
45 Materials & Supplies		5,000.00	5,000.00	294.98	0.00	2,011.54	2,693.48
Subtotal of 1622 Security of Plant		626,283.00	674,283.00	238,479.33	41,098.43	285,791.49	150,012.18
1670 Central Printing & Mailing							

Victor Central School District

Budget Status Report As Of: 01/31/2025

Fiscal Year: 2025

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		0.00	75,000.00	29,044.29	1,802.01	44,288.02	1,667.69
Subtotal of 1670 Central Printing & Mailing		0.00	75,000.00	29,044.29	1,802.01	44,288.02	1,667.69
1680 Central Data Processing							
49 BOCES Services		600,000.00	600,000.00	349,312.39	0.00	250,687.61	0.00
Subtotal of 1680 Central Data Processing		600,000.00	600,000.00	349,312.39	0.00	250,687.61	0.00
1910 Unallocated Insurance							
4 Contractual and Other		300,000.00	355,000.00	310,167.00	0.00	42,500.00	2,333.00
Subtotal of 1910 Unallocated Insurance		300,000.00	355,000.00	310,167.00	0.00	42,500.00	2,333.00
1920 School Association Dues							
4 Contractual and Other		10,000.00	10,000.00	3,250.05	0.00	0.00	6,749.95
Subtotal of 1920 School Association Dues		10,000.00	10,000.00	3,250.05	0.00	0.00	6,749.95
1964 Refund on Real Property Taxes							
4 Contractual and Other		0.00	0.00	25,130.79	16,851.51	0.00	-25,130.79
Subtotal of 1964 Refund on Real Property Taxes		0.00	0.00	25,130.79	16,851.51	0.00	-25,130.79
1981 BOCES Administrative Costs							
49 BOCES Services		989,330.00	989,330.00	331,751.40	0.00	657,578.60	0.00
Subtotal of 1981 BOCES Administrative Costs		989,330.00	989,330.00	331,751.40	0.00	657,578.60	0.00
2010 Curriculum Devel and Suprvsn							
15 Instructional Salaries		653,836.00	753,836.00	462,164.06	54,917.50	274,587.39	17,084.55
16 Noninstructional Salaries		178,098.00	178,098.00	54,199.80	6,650.74	41,305.24	82,592.96
4 Contractual and Other		25,000.00	25,000.00	15,590.05	0.00	3,985.00	5,424.95
45 Materials & Supplies		30,900.00	132,493.69	79,891.74	1,593.12	23,669.18	28,932.77
Subtotal of 2010 Curriculum Devel and Suprvsn		887,834.00	1,089,427.69	611,845.65	63,161.36	343,546.81	134,035.23
2020 Supervision-Regular School							
15 Instructional Salaries		1,331,132.00	1,231,132.00	751,341.58	103,627.78	456,510.61	23,279.81
16 Noninstructional Salaries		490,884.00	492,884.00	266,950.33	41,026.71	123,387.82	102,545.85
4 Contractual and Other		13,272.00	12,572.00	2,284.29	24.26	4,308.82	5,978.89
45 Materials & Supplies		10,440.00	10,440.00	1,469.28	469.06	2,356.46	6,614.26
49 BOCES Services		0.00	20,000.00	2,356.72	0.00	17,643.28	0.00
Subtotal of 2020 Supervision-Regular School		1,845,728.00	1,767,028.00	1,024,402.20	145,147.81	604,206.99	138,418.81
2060 Research, Planning & Evaluation							
4 Contractual and Other		2,800.00	2,800.00	643.69	0.00	0.00	2,156.31
45 Materials & Supplies		500.00	500.00	0.00	0.00	0.00	500.00
Subtotal of 2060 Research, Planning & Evaluation		3,300.00	3,300.00	643.69	0.00	0.00	2,656.31
2070 Inservice Training-Instruction							
15 Instructional Salaries		0.00	70,000.00	76,521.28	3,640.96	0.00	-6,521.28
4 Contractual and Other		10,000.00	10,000.00	1,050.00	1,050.00	545.00	8,405.00
45 Materials & Supplies		5,000.00	5,000.00	0.00	0.00	0.00	5,000.00
49 BOCES Services		98,800.00	98,800.00	50,214.16	0.00	48,585.84	0.00

Victor Central School District

Budget Status Report As Of: 01/31/2025

Fiscal Year: 2025

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		113,800.00	183,800.00	127,785.44	4,690.96	49,130.84	6,883.72
2110 Teaching-Regular School							
10 Teacher Salaries, Pre-K		108,921.00	35,421.00	14,020.16	2,367.14	20,584.84	816.00
12 Teacher Salaries, K-6		11,517,237.00	11,669,737.00	5,226,414.56	1,023,036.93	6,302,164.83	141,157.61
13 Teacher Salaries, 7-12		10,558,660.00	10,616,160.00	4,611,911.16	909,402.66	5,568,456.24	435,792.60
14 Substitute Tchr Salaries		915,372.00	915,372.00	392,993.25	54,211.08	30,320.50	492,058.25
16 Noninstructional Salaries		1,164,879.00	1,349,879.00	594,165.98	118,085.85	478,710.61	277,002.41
2 Equipment		239,982.00	239,982.00	32,968.39	1,551.48	55,690.67	151,322.94
4 Contractual and Other		142,850.00	173,072.98	36,997.35	824.90	16,178.87	119,896.76
45 Materials & Supplies		436,325.00	620,974.02	433,538.57	23,002.77	85,609.13	101,826.32
471 Tuition Pd To NYS Pub Sch		60,000.00	60,000.00	0.00	0.00	0.00	60,000.00
473 Payment to Charter School		25,000.00	25,000.00	0.00	0.00	20,000.00	5,000.00
48 Textbooks		132,679.00	148,415.76	49,088.46	437.89	32,278.25	67,049.05
49 BOCES Services		438,370.00	438,370.00	138,489.26	0.00	299,880.74	0.00
Subtotal of 2110 Teaching-Regular School		25,740,275.00	26,292,383.76	11,530,587.14	2,132,920.70	12,909,874.68	1,851,921.94
2250 Prg For Sdnts w/Disabil-Med Elgble							
13 Teacher Salaries, 7-12		304,870.00	232,893.00	1,580.00	0.00	0.00	231,313.00
15 Instructional Salaries		4,554,788.00	5,451,695.65	2,476,806.72	502,785.66	2,948,068.21	26,820.72
16 Noninstructional Salaries		3,813,910.00	2,944,979.35	997,775.85	194,544.72	990,829.81	956,373.69
4 Contractual and Other		303,350.00	303,420.00	190,138.31	64,555.84	139,117.43	-25,835.74
45 Materials & Supplies		60,000.00	60,000.00	36,991.61	2,727.00	10,215.13	12,793.26
471 Tuition Pd To NYS Pub Sch		9,000.00	15,635.00	6,635.07	0.00	0.00	8,999.93
472 Tuition-All Other		965,000.00	1,081,944.80	513,885.24	78,409.49	556,572.31	11,487.25
473 Payment to Charter School		20,000.00	20,000.00	0.00	0.00	0.00	20,000.00
49 BOCES Services		2,650,000.00	2,650,000.00	968,057.74	0.00	1,681,942.26	0.00
Subtotal of 2250 Prg For Sdnts w/Disabil-Med Elgble		12,680,918.00	12,760,567.80	5,191,870.54	843,022.71	6,326,745.15	1,241,952.11
2259 Prg for English Language Learners							
15 Instructional Salaries		533,967.00	533,567.00	238,510.52	47,424.70	290,321.31	4,735.17
45 Materials & Supplies		4,215.00	4,615.00	2,473.02	0.00	2,117.20	24.78
Subtotal of 2259 Prg for English Language Learners		538,182.00	538,182.00	240,983.54	47,424.70	292,438.51	4,759.95
2280 Occupational Education(Grades 9-12)							
49 BOCES Services		835,000.00	835,000.00	418,237.20	0.00	416,762.80	0.00
Subtotal of 2280 Occupational Education(Grades 9-12)		835,000.00	835,000.00	418,237.20	0.00	416,762.80	0.00
2330 Teaching-Special Schools							
4 Contractual and Other		0.00	5,000.00	2,204.00	359.00	2,154.00	642.00
49 BOCES Services		38,800.00	38,800.00	30,191.17	0.00	8,608.83	0.00
Subtotal of 2330 Teaching-Special Schools		38,800.00	43,800.00	32,395.17	359.00	10,762.83	642.00
2610 School Library & AV							
15 Instructional Salaries		391,062.00	386,062.00	158,985.49	31,570.60	202,720.41	24,356.10
16 Noninstructional Salaries		126,009.00	131,009.00	66,493.72	12,883.35	63,360.98	1,154.30

Victor Central School District

Budget Status Report As Of: 01/31/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
4 Contractual and Other		3,360.00	2,710.00	0.00	0.00	271.80	2,438.20
45 Materials & Supplies		7,628.00	9,278.00	5,329.42	433.14	921.38	3,027.20
46 Sch. Library AV Loan Prog		66,049.00	65,049.00	29,559.53	3,972.37	6,917.28	28,572.19
49 BOCES Services		88,566.00	88,566.00	28,520.36	0.00	60,045.64	0.00
Subtotal of 2610 School Library & AV		682,674.00	682,674.00	288,888.52	48,859.46	334,237.49	59,547.99
2630 Computer Assisted Instruction							
15 Instructional Salaries		181,759.00	181,759.00	65,930.48	9,418.64	47,093.19	68,735.33
16 Noninstructional Salaries		466,308.00	446,308.00	230,710.17	35,133.94	163,374.36	52,223.47
22 State Aided Comp Hardware		155,000.00	155,000.00	61,811.14	20,160.15	3,125.88	90,062.98
4 Contractual and Other		87,000.00	111,000.00	39,367.56	5,200.90	52,941.56	18,690.88
45 Materials & Supplies		30,000.00	30,000.00	24,953.39	878.21	4,205.14	841.47
46 Sch. Library AV Loan Prog		118,000.00	118,000.00	60,961.33	24,763.30	14,981.64	42,057.03
49 BOCES Services		1,143,000.00	1,164,000.00	916,451.99	0.00	247,548.01	0.00
Subtotal of 2630 Computer Assisted Instruction		2,181,067.00	2,206,067.00	1,400,186.06	95,555.14	533,269.78	272,611.16
2810 Guidance-Regular School							
15 Instructional Salaries		1,435,036.00	1,360,036.00	681,517.22	114,298.33	638,062.64	40,456.14
16 Noninstructional Salaries		186,049.00	186,049.00	36,509.55	6,646.33	33,153.14	116,386.31
Subtotal of 2810 Guidance-Regular School		1,621,085.00	1,546,085.00	718,026.77	120,944.66	671,215.78	156,842.45
2815 Health Srvcs-Regular School							
16 Noninstructional Salaries		496,411.00	496,411.00	240,097.89	45,605.19	224,615.30	31,697.81
4 Contractual and Other		160,000.00	160,000.00	44,139.17	11,412.22	113,109.45	2,751.38
45 Materials & Supplies		27,000.00	27,000.00	16,080.98	1,741.25	776.70	10,142.32
Subtotal of 2815 Health Srvcs-Regular School		683,411.00	683,411.00	300,318.04	58,758.66	338,501.45	44,591.51
2820 Psychological Srvcs-Reg Schl							
15 Instructional Salaries		1,034,382.00	1,109,382.00	552,002.09	94,791.77	520,908.17	36,471.74
Subtotal of 2820 Psychological Srvcs-Reg Schl		1,034,382.00	1,109,382.00	552,002.09	94,791.77	520,908.17	36,471.74
2825 Social Work Srvcs-Regular School							
15 Instructional Salaries		396,585.00	396,585.00	148,797.74	26,424.40	152,505.94	95,281.32
Subtotal of 2825 Social Work Srvcs-Regular School		396,585.00	396,585.00	148,797.74	26,424.40	152,505.94	95,281.32
2830 Pupil Personnel Srvcs-Special Schools							
15 Instructional Salaries		498,674.00	498,674.00	128,596.30	18,370.90	91,854.33	278,223.37
16 Noninstructional Salaries		188,517.00	188,517.00	124,175.74	16,654.93	55,981.76	8,359.50
4 Contractual and Other		800.00	800.00	0.00	0.00	0.00	800.00
Subtotal of 2830 Pupil Personnel Srvcs-Special Schools		687,991.00	687,991.00	252,772.04	35,025.83	147,836.09	287,382.87
2850 Co-Curricular Activ-Reg Schl							
15 Instructional Salaries		248,315.00	248,315.00	118,151.15	11,467.60	93,170.09	36,993.76
4 Contractual and Other		34,400.00	34,400.00	23,313.16	0.00	15,050.00	-3,963.16
45 Materials & Supplies		16,260.00	16,260.00	4,497.21	3.00	5,095.13	6,667.66
Subtotal of 2850 Co-Curricular Activ-Reg Schl		298,975.00	298,975.00	145,961.52	11,470.60	113,315.22	39,698.26
2855 Interscholastic Athletics-Reg Schl							

Victor Central School District
Budget Status Report As Of: 01/31/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
15 Instructional Salaries		1,131,741.00	1,131,741.00	536,493.87	68,846.71	123,938.57	471,308.56
16 Noninstructional Salaries		65,000.00	65,000.00	37,145.23	11,183.00	13,042.22	14,812.55
2 Equipment		127,600.00	123,600.00	85,826.30	10,324.18	23,132.24	14,641.46
4 Contractual and Other		274,000.00	297,964.40	135,337.00	36,235.56	114,372.40	48,255.00
45 Materials & Supplies		78,000.00	80,291.00	73,427.37	1,398.30	6,869.33	-5.70
Subtotal of 2855 Interscholastic Athletics-Reg Schl		1,676,341.00	1,698,596.40	868,229.77	127,987.75	281,354.76	549,011.87
5510 District Transportation Services							
16 Noninstructional Salaries		2,606,226.00	2,606,226.00	1,245,592.98	210,515.98	856,030.82	504,602.20
2 Equipment		356,500.00	356,500.00	321,951.41	24.50	12,986.29	21,562.30
4 Contractual and Other		313,500.00	416,127.10	222,481.13	18,155.35	95,407.50	98,238.47
45 Materials & Supplies		640,000.00	640,017.45	294,546.85	72,073.70	182,497.82	162,972.78
Subtotal of 5510 District Transportation Services		3,916,226.00	4,018,870.55	2,084,572.37	300,769.53	1,146,922.43	787,375.75
5530 Garage Building							
16 Noninstructional Salaries		511,916.00	508,916.00	265,341.13	37,377.61	159,183.90	84,390.97
4 Contractual and Other		63,050.00	71,633.38	20,971.52	3,994.58	48,802.11	1,859.75
Subtotal of 5530 Garage Building		574,966.00	580,549.38	286,312.65	41,372.19	207,986.01	86,250.72
5581 Transportation from Boces							
49 BOCES Services		15,965.00	15,965.00	8,161.58	0.00	7,803.42	0.00
Subtotal of 5581 Transportation from Boces		15,965.00	15,965.00	8,161.58	0.00	7,803.42	0.00
7310 Youth Program							
15 Instructional Salaries		40,000.00	40,000.00	31,231.37	3,538.14	0.00	8,768.63
4 Contractual and Other		4,800.00	4,800.00	0.00	0.00	0.00	4,800.00
45 Materials & Supplies		100.00	100.00	0.00	0.00	0.00	100.00
Subtotal of 7310 Youth Program		44,900.00	44,900.00	31,231.37	3,538.14	0.00	13,668.63
9010 State Retirement							
8 Employee Benefits		1,938,954.00	1,938,054.00	705,022.80	115,030.94	480,622.25	752,408.95
Subtotal of 9010 State Retirement		1,938,954.00	1,938,054.00	705,022.80	115,030.94	480,622.25	752,408.95
9020 Teachers' Retirement							
8 Employee Benefits		3,855,072.00	3,855,072.00	1,739,440.03	321,816.54	1,879,030.82	236,601.15
Subtotal of 9020 Teachers' Retirement		3,855,072.00	3,855,072.00	1,739,440.03	321,816.54	1,879,030.82	236,601.15
9030 Social Security							
8 Employee Benefits		3,867,159.00	3,867,159.00	1,783,093.65	322,826.02	1,775,443.17	308,622.18
Subtotal of 9030 Social Security		3,867,159.00	3,867,159.00	1,783,093.65	322,826.02	1,775,443.17	308,622.18
9040 Workers' Compensation							
8 Employee Benefits		419,977.00	419,977.00	308,441.00	154,220.00	0.00	111,536.00
Subtotal of 9040 Workers' Compensation		419,977.00	419,977.00	308,441.00	154,220.00	0.00	111,536.00
9045 Life Insurance							
8 Employee Benefits		23,000.00	33,000.00	18,233.45	2,647.13	13,266.55	1,500.00
Subtotal of 9045 Life Insurance		23,000.00	33,000.00	18,233.45	2,647.13	13,266.55	1,500.00

Victor Central School District

Budget Status Report As Of: 01/31/2025

Fiscal Year: 2025

Fund: A GENERAL FUND

Budget Account	Description	Initial Appropriation	Current Appropriation	Year-to-Date Expenditures	Cycle Expenditures	Encumbrance Outstanding	Unencumbered Balance
9050 Unemployment Insurance							
8 Employee Benefits		15,000.00	15,000.00	5,677.87	0.00	0.00	9,322.13
Subtotal of 9050 Unemployment Insurance		15,000.00	15,000.00	5,677.87	0.00	0.00	9,322.13
9055 Disability Insurance							
8 Employee Benefits		30,000.00	30,000.00	12,342.00	1,629.50	9,202.00	8,456.00
Subtotal of 9055 Disability Insurance		30,000.00	30,000.00	12,342.00	1,629.50	9,202.00	8,456.00
9060 Hospital, Medical, Dental Insurance							
8 Employee Benefits		19,151,562.00	18,327,866.57	8,864,438.54	2,394,960.07	7,882,643.79	1,580,784.24
Subtotal of 9060 Hospital, Medical, Dental Insurance		19,151,562.00	18,327,866.57	8,864,438.54	2,394,960.07	7,882,643.79	1,580,784.24
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		3,870,000.00	3,870,000.00	0.00	0.00	0.00	3,870,000.00
7 Interest		2,075,100.00	2,075,100.00	1,037,550.00	0.00	0.00	1,037,550.00
Subtotal of 9711 Serial Bonds-School Construction		5,945,100.00	5,945,100.00	1,037,550.00	0.00	0.00	4,907,550.00
9732 Bond Antic Notes-Bus Purchases							
6 Principal		792,014.00	792,014.00	792,014.00	0.00	0.00	0.00
7 Interest		116,032.00	116,032.00	116,031.97	0.00	0.00	0.03
Subtotal of 9732 Bond Antic Notes-Bus Purchases		908,046.00	908,046.00	908,045.97	0.00	0.00	0.03
9789 Other Debt (specify)							
6 Principal		238,416.00	238,416.00	238,415.41	0.00	0.00	0.59
7 Interest		93,290.00	93,340.00	93,325.56	0.00	0.00	14.44
Subtotal of 9789 Other Debt (specify)		331,706.00	331,756.00	331,740.97	0.00	0.00	15.03
9901 Transfer to Other Funds							
95 Transfer-Special Aid Fund		200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
Subtotal of 9901 Transfer to Other Funds		200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
9950 Transfer to Capital Fund							
9 Transfer to Capital Funds		0.00	28,431,861.01	28,431,861.01	0.00	0.00	0.00
Subtotal of 9950 Transfer to Capital Fund		0.00	28,431,861.01	28,431,861.01	0.00	0.00	0.00
Total GENERAL FUND		103,224,919.00	132,087,219.35	75,568,089.35	8,139,995.69	41,112,014.87	15,407,115.13

Victor Central School District
Budget Status Report As Of: 01/31/2025
Fiscal Year: 2025
Fund: A GENERAL FUND

Selection Criteria

Criteria Name: Shared: BOE Summary by State Modified
Fund: A
Budget type: Current Year
As Of Date: 01/31/2025
Suppress Budget Accounts with no activity
Print Summary Only
Sort by: Fund/State function/State object
Printed by PENNY L. JOHNSTON

**VICTOR CENTRAL SCHOOL
BOARD OF EDUCATION**
Personnel Agenda, March 12, 2025

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 Matthew Halloran , who will have a Certificate of Internship in Educational Leadership effective June 30, 2025 and has certification in Biology (Grades 7-12) to a probationary position as a High School Assistant Principal, effective July 1, 2025, at an annual salary of \$80,000, leading towards tenure as a High School Assistant Principal.
	The probationary appointment of Kathryn Pyle , who has certification as a School Building Leader to a probationary position as a High School Assistant Principal, effective April 21, 2025, at an annual salary of \$95,000, leading towards tenure as a High School Assistant Principal.
	The probationary appointment of Jade Williams , who has certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a probationary position as an Elementary Teacher, effective March 4, 2025, at an annual salary of \$50,546, which will be prorated based on her start date, leading towards tenure as an Elementary Teacher.
	The probationary appointment of Elizabeth Palmer , who has certifications in Chemistry Grades 7-12 and Chemistry Grades 5-6 Extension, to a probationary position as a Science Teacher, effective August 27, 2025, at an annual salary of \$55,309, leading towards tenure as a Science Teacher.
Leaves of Absence:	The granting of a maternity and subsequent childcare leave of absence for Caitlin Sarantis , Elementary Teacher, effective February 10, 2025, through June 30, 2025.
Resignations:	The resignation of Margaret O'Brien , Behavior Consultant Teacher on Special Assignment, effective March 14, 2025.
	The resignation of Jennifer Grimes , Assistant Principal, effective April 18, 2025.

	The resignation, due to retirement, of Janet Prentice , Reading Teacher, effective June 30, 2025.
	The resignation of Adrienne Dahlstrom , Elementary Teacher, effective March 30, 2025.

Co-Curriculars:		
	Teacher Leaders	Name
Strand	Science & Social Studies (K-3)	Marcie Gilsinan-Hooper

Co-Curriculars:

Clubs & Advisors	Name	Band
Jr High Positive Connections Club	Leah Sarneckis	1

Co-Curriculars:	Music	Name	Group
	SH Spring Musical Asst. .25 Capacity	Dominic Marini	2 (4)
	SH Spring Musical Asst. .25 Capacity	Anthony D'Agostino	2 (4)
	SH Spring Musical Asst. .25 Capacity	Sara Piscani	2 (4)

Athletics:	Position	Name	Level	Years
Flag Football	Volunteer	Dawn Knapp	-	-
Softball	Modified	Carrie Ferreri	6	11

Per Diem Substitutes:	Candidate	Area of Certification
	Frank DiPane	Uncertified
	Parker Doty	Uncertified
	Kevin Dedes	Uncertified
	Haley Riorden	Uncertified

Non-Instructional

Appointments:	The appointment of Lolita Smith , Food Service Helper, effective February 13, 2025, at an hourly rate of \$16.07.
	The appointment of Richelle Ambeau , Full Time Cleaner, effective February 24, 2025, at an hourly rate of \$16.04.
	The appointment of Yaralilia Ramirez , Full Time Teacher Aide, effective February 24, 2025, at an hourly rate of \$15.55.
	The appointment of Charlene Markgraf , School Bus Driver, effective February 14, 2025, at an hourly rate of \$22.54.

	The appointment of Molly Kinsella , Full Time Teacher Aide, effective February 25, 2025, at an hourly rate of \$16.45.
	The appointment of Brenda LeGrett , School Bus Driver, effective February 24, 2025, at an hourly rate of \$22.54.
	The appointment of Allison Kloc , Part Time Teacher Aide, effective March 5, 2025, at an hourly rate of \$15.55.
	The appointment of Linda Buwalda , Contract School Bus Driver, from March 4, 2025, through June 30, 2025, at an hourly rate of \$26.28.
	The appointment of Miles Rugg , Contract School Bus Driver, from March 4, 2025, through June 30, 2025, at an hourly rate of \$24.33.
	The appointment of Orion Carter , Contract School Bus Driver, from March 4, 2025, through June 30, 2025, at an hourly rate of \$26.38.
	The appointment of Marki Holcomb , .6FTE Registered Professional Nurse, effective March 10, 2025, at an annual salary of \$25,898, which will be prorated based on her start date.
	The appointment of Mary Beth Luther , Treasurer Consultant, effective February 25, 2025, through May 30, 2025, at an hourly rate of \$57.00.

Leaves of Absence:	The granting of a maternity and subsequent childcare leave of absence for Betzaida Cruz Cardona , School Bus Driver, effective February 10, 2025, through April 20, 2025.
	The granting of a maternity and subsequent childcare leave of absence for Rosaury Birriel Pizarro , Food Service Helper, effective approximately March 24, 2025, through June 30, 2025.
	The granting of a maternity and subsequent childcare leave of absence for Julix Cabezudo Reyes , Food Service Helper, effective February 24, 2025, through June 30, 2025.

Resignations:	The resignation of Penny Johnston , School District Treasurer, effective March 16, 2024.
	The resignation, due to retirement, of Stephen Limbeck , School Bus Driver, effective April 26, 2025.

	The resignation of Brandon MacMillan , Custodian, effective March 14, 2025.
	The resignation of Mitchell McLaughlin , Part Time School Bus Monitor, effective March 2, 2025.

Terminations:	The termination of Kevin Miller , Full Time Teacher Aide, effective February 12, 2025.
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Per Diem and Substitute Positions:	<u>Candidate</u>	<u>Position</u>
	Amanda Razzouk	Registered Professional Nurse
	Danika Daggs	Lifeguard
	Stephen Limbeck	School Bus Driver
	Mitchell McLaughlin	School Bus Monitor

CYBERSECURITY INCIDENT RESPONSE PLAN

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Related Documents

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

1.0 Executive Summary

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

The goals of the plan will be to:

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

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

1. **Identity:** Identify the systems that are impacted.
2. **Isolate:** Take those devices that are compromised offline immediately.
3. **Communicate:** Notify all relevant stakeholders and the appropriate agencies to assist in the correct mitigation response. During the communication process, the priorities must be identified, and a timeline created that will help to make decisions as the active incident investigation continues.
 - a. Notify the Superintendent of Schools
 - b. Notify the Director of EduTech
 - c. Notify the NYS Chief Privacy Officer
 - d. Notify the District Insurance Carrier
 - e. Notify the District Legal Counsel
4. **Investigate:** Investigate the impacted **system to identify the primary cause of the incident with guidance from resources, such as** EduTech and MS-ISAC. In ransomware or malware, there may be secondary infections not present at the time; however, the possibilities of reinfection are high because

of the likelihood of undetected auxiliary infections. Identify if personally identifiable information (PII) for staff and students may have been compromised.

5. **Mitigate:** Begin the cleanup process to ensure that all traces of the infections identified are removed from the environment. This will be the most time-consuming part of the process and is critical to restoring the environment to a secure and functional status. Refresh all computers with a clean operating system and software.

6. **Recovery:** The process of restoring and returning affected systems and devices to a secure state and using tools to return systems into production and restore business as usual.

7. **Lessons Learned:** Once the investigation is completed, the **Incident Response Team** (IRT) should discuss and review the documentation of the process and analyze the event. The IRT is looking for security holes, vulnerabilities, and areas needed for training. The lessons learned should prevent future incidents and create a more secure district environment.

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

1.1 Definitions

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

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

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

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

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

Incident Response Team (IRT) – The IRT is made up of experts across different organizations whose charge is to navigate the organization through a cybersecurity incident from the initial investigation to mitigation to post-incident review. Members include an Incident Response Manager, technical hardware and networking experts, front-end software experts, communications experts, and legal experts

Incident Summary Report (ISR) – The Incident Summary Report (ISR) is a document prepared by the IRM at the conclusion of a cybersecurity incident. It will provide a detailed summary of the incident, including how and

why it may have occurred, estimated data loss, affected parties, and impacted services. Finally, it will examine the Cybersecurity Incident Response Plan procedures, including how the IRT followed the guidelines and required updates.

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

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

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

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

2.0 Purpose

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

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

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

Victor also implements practices designed to proactively reduce the risk of unauthorized access or disclosure, such as training staff with respect to legal compliance requirements, following appropriate physical security and environmental controls for technical infrastructure, and deploying digital security measures such as firewalls, malware detection, and numerous other industry-standard systems.

In the event of a cybersecurity incident, Victor staff have been trained to deal with the matter expeditiously. Victor staff is trained on a yearly basis to recognize anomalies in the systems they regularly utilize and to report

any such irregularities as soon as possible to the **Incident Response Manager (IRM)**, so the **Incident Response Team (IRT)** can be mobilized. Throughout the year, the IRM and the IRT members are kept up to date on the latest security threats and trained in modern techniques of incident remediation.

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

3.0 Roles

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

3.1 Incident Response Team

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

Victor Central School District Cybersecurity Incident Response Plan

Superintendent of Schools: _____

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

953 High Street, Victor, NY 14564 (585) 924-3252 www.victorschools.org



Transportation Contract - Form TC

School District/BOCES	VICTOR CSD		
SED BEDS CODE:	431701		
Transportation Contact	First Name:	Kelly	Last Name:
Contact Email:	clinkk@victorschools.org		
Telephone Number:	585-924-3252 x 7110		
Business Official	First Name:	Christine	Last Name:
Contact Email:	christine.griffin@victorschools.org		
Telephone Number:	585-924-3252 x 1410		
Mailing Address:	953 High St	Victor	14564
	Street Address	City	ZIP
Contract Type:	Emergency First 31 Calendar Day Contract		EM1
Contract Duration:	EMERGENCY One-month emergency contract (31 calendar days)		
Contract Identity	Emergency Contract to Provide Approved Carrier		
Specifications:	District will supply contractor with fuel		
	Provision for attendants and/or monitors		
	Clause for increasing or decreasing service		

AGREEMENT made on	2/6/2025	by and between
VICTOR CSD	, County of	Ontario County, NY
Name of School District/BOCES		
party of the first part	TRANSPO BUS SERVICES (ROCHESTER)	, party of the second part.
	Name of Contractor	

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation of said district for the period of

service to begin on 2/6/2025 w/ 1st date of school 9/4/2024
and service to end on 3/8/2025

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part the sum of 428,000 which is a Price per Bus per Day

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST \$35,952

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a Request for Proposal please enter the date of

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

Timothy DeLucia	VICTOR CSD	953 High St. Victor, 14564
Type Name of Trustee of President of the Board of Education	Party of the First Part	Post Office Address
Damon Mustaca	TRANSPO BUS SERVICES (ROCHESTER)	150 Josons Dr. Rochester, 14618
Type Name of Contractor	Party of the Second Part	Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date:

Filed By:

Timothy Terranova

Type Name of Superintendent or Designee



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
Office of School Governance, Policy and Religious & Independent Schools
Room 1075, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page

Please Select the type of contract you are providing an electronic signature:

Transportation Contract:



Transportation Contract Summer:



Contract Type:

Emergency Contract

EM2

DESCRIPTION

TYPE

Contract Identity:

Provide approved carrier

Agreement Date:

2/6/25

Contract Begin Date:

2/6/25

Contract End Date:

3/8/25

Specifications:

District will supply contractor with fuel

YES



NO



Provision for attendants and/or monitors

YES



NO



Clause for increasing or decreasing service

YES



NO



TOTAL ANTICIPATED AMOUNT:

35952

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

Timothy DeLucia - Victor CSD

Signature or Trustee of President
of the Board of Education

Party of the First Part

Damon Mustaca - Transpo Bus

Signature of Contractor

Party of the Second Part

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date:

Filed By:

Signature of Superintendent or designee



Office of School Governance, Policy and Religious & Independent Schools

Room 1075, Education Building Annex

Tel: (518) 474-6541

Email: transportation@nySED.gov

Transportation Contract - Form TC

School District/BOCES

VICTOR CSD

SED BEDS CODE: 431701

Transportation Contact First Name:

Kelly

Last Name:

Clink

Contact Email:

clinkk@victorschools.org

Telephone Number:

585-924-3252 x 7110

Business Official First Name:

Christine

Last Name:

Griffin

Contact Email:

christine.griffin@victorschools.org

Telephone Number:

585-924-3252 x 1410

Mailing Address:

953 High St

Victor

14564

Street Address

City

ZIP

Contract Type:

Emergency First 31 Calendar Day Contract

EM1

Contract Duration:

EMERGENCY

One-month emergency contract (31 calendar days)

Contract Identity

Emergency Contract to Provide Approved Carrier

Specifications:

District will supply contractor with fuel

Provision for attendants and/or monitors

Clause for increasing or decreasing service

AGREEMENT made on

1/6/2025

by and between

VICTOR CSD

, County of

Ontario County, NY

Name of School District/BOCES

party of the first part

TRANSPO BUS SERVICES (ROCHESTER)

, party of the second part.

Name of Contractor

WITNESSETH. That whereas party of the first part is duly empowered (by the provisions of Section 1604, 1709, 2021, 2503, 4401 and 4402 of the Education Law) to enter into a contract for the purpose of providing transportation of said district for the period of

service to begin on

1/6/2025

w/ 1st date of school

9/4/2024

and service to end on

2/5/2025

NOW, THEREFORE, the said party of the first part hereby agrees to pay the said party of the second part

the sum of

428.000

which is a

Price per Bus per Day

for providing such transportation on a suitable conveyance.

TOTAL ANTICIPATED ANNUAL COST

35952

For a PIGGYBACKING CONTRACT list the contract number and the name of the originating school district.

If awarded through a Request for Proposal please enter the date of

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

Timothy DeLucia

VICTOR CSD

953 High St. Victor, 14564

Type Name of Trustee of President of the Board of Education

Party of the First Part

Post Office Address

Damon Mustaca

TRANSPO BUS SERVICES (ROCHESTER)

150 Josons Dr. Rochester, 14618

Type Name of Contractor

Party of the Second Part

Post Office Address

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law, and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date:

Filed By:

Timothy Terranova

Type Name of Superintendent or Designee



THE STATE EDUCATION DEPARTMENT/THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 1223
Office of School Governance, Policy and Religious & Independent Schools
Room 1075, Education Building Annex
Tel: (518) 474-6541
Email: transportation@nysed.gov

Transportation Contract (TC) and Transportation Contract Summer (TCS) Signature Page

Please Select the type of contract you are providing an electronic signature:

Transportation Contract:



Transportation Contract Summer:



Contract Type:

Emergency Contract

EM1

DESCRIPTION

TYPE

Contract Identity:

Provide approved carrier

Agreement Date:

1/6/25

Contract Begin Date:

1/6/25

Contract End Date:

2/5/25

Specifications:

District will supply contractor with fuel

YES



NO



Provision for attendants and/or monitors

YES



NO



Clause for increasing or decreasing service

YES



NO



TOTAL ANTICIPATED AMOUNT:

35952

IN WITNESS WHEREOF, the parties have set their hands the day and year above written.

Timothy DeLucia - Victor CSD

Signature or Trustee of President
of the Board of Education

Party of the First Part

Damon Mustaca - Transpo Bus

Signature of Contractor

Party of the Second Part

COMPLIANCE CERTIFICATION. I certify that this contract was awarded in accordance with the competitive bidding provisions of Section 103 of the General Municipal Law, Section 305 (14) of the Education Law, and Section 156.1(b) of Commissioner of Education Regulations, or in accordance with the request for proposals provisions of Section 305(14) of the Education Law, and Section 156.12 of the Commissioner of Education Regulations. I also certify that this contract has been authorized by the voters in accordance with Section 1709(27) of the Education Law and has been approved by the Superintendent of Schools in accordance with Section 3635(1) of the Education Law.

Approval Date:

Filed By:

Signature of Superintendent or designee

EXTRACT OF MINUTES

Meeting of the Board of Education of the

Victor Central School District, in the

Counties of Ontario, Monroe and Wayne, New York

March 12, 2025

* * *

A regular meeting of the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York, was held in said School District on March 12, 2025, at _____ o'clock P.M. (Prevailing Time).

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

There were absent:

Also Present: Kate Selleck, District Clerk

* * *

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

RESOLUTION OF THE BOARD OF EDUCATION OF THE VICTOR CENTRAL SCHOOL DISTRICT, NEW YORK, ADOPTED MARCH 12, 2025, DIRECTING SUBMISSION OF A BOND PROPOSITION AT THE ANNUAL DISTRICT MEETING OF THE QUALIFIED VOTERS OF SAID SCHOOL DISTRICT, TO BE HELD MAY 20, 2025, AND PRESCRIBING THE FORM OF SUCH BOND PROPOSITION TO BE INSERTED IN THE NOTICE OF SUCH ANNUAL DISTRICT MEETING AND ELECTION.

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

Section 1. At the Annual District Meeting and Election of the qualified voters of Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the “District”), to be held on May 20, 2025, a Bond Proposition in substantially the form as hereinafter set forth shall be submitted to the qualified voters of said District. Said Bond Proposition shall appear in the Notice of Annual District Meeting and Election to be held May 20, 2025, and the District Clerk is hereby authorized and directed to include such Bond Proposition in said Notice by inserting therein substantially the following paragraphs:

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

BOND PROPOSITION

RESOLVED:

- (a) That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), is hereby authorized to purchase various school buses for use by the District; and to expend therefor, including preliminary costs and costs incidental thereto and to the financing thereof, an amount not to exceed the estimated total cost of \$1,527,304;
- (b) that a tax is hereby voted in the aggregate amount of not to exceed \$1,527,304 to pay such cost, said tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and
- (c) that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the principal amount of not to exceed \$1,527,304 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.

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

BOND PROPOSITION

YES

NO

RESOLVED:

- (a) That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), is hereby authorized to purchase various school buses for use by the District, and to expend \$1,527,304 therefor; (b) that a tax is hereby voted in the aggregate amount of not to exceed \$1,527,304 to pay such cost, said tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and (c) that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the principal amount of not to exceed \$1,527,304 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.

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

Section 3. This resolution shall take effect immediately.

* * *

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

AYES:

NOES:

The resolution was declared adopted.

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

NOTICE IS HEREBY GIVEN that, as authorized by Education Law, a public hearing for the purposes of discussion of the expenditure of funds and the budgeting therefor will be held in the Victor Junior/Senior High School Performing Arts Center, 953 High Street, Victor, NY, on Tuesday, May 6, 2025, at 7:00 p.m. for the qualified voters of the Victor Central School District.

AND NOTICE IS ALSO GIVEN that voting on budget and election of members of the Board of Education will take place in the Boardroom of Victor Early Childhood School on Tuesday, May 20, 2025, between the hours of 6:00 a.m. and 9:00 p.m.

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

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

BOND PROPOSITION

RESOLVED:

(a) That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), is hereby authorized to purchase various school buses for use by the District; and to expend therefor, including preliminary costs and costs incidental thereto and to the financing thereof, an amount not to exceed the estimated total cost of \$1,527,304;

(b) that a tax is hereby voted in the aggregate amount of not to exceed \$1,527,304 to pay such cost, said tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and

(c) that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the principal amount of not to exceed \$1,527,304 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.

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

BOND PROPOSITION

YES

NO

RESOLVED:

(a) That the Board of Education of the Victor Central School District, in the Counties of Ontario, Monroe and Wayne, New York (the "District"), is hereby authorized to purchase various school buses for use by the District, and to expend \$1,527,304 therefor; (b) that a tax is hereby voted in the aggregate amount of not to exceed \$1,527,304 to pay such cost, said tax to be levied and collected in installments in such years and in such amounts as shall be determined by said Board of Education; and (c) that in anticipation of said tax, bonds of the District are hereby authorized to be issued in the principal amount of not to exceed \$1,527,304 and a tax is hereby voted to pay the interest on said bonds as the same shall become due and payable.

AND NOTICE IS GIVEN that petitions nominating candidates to fill three vacancies on the Board of Education must be filed with the Clerk of the District, or her designee, in the District Office no later than 4:30 p.m. on Monday, April 21, 2025.

Each petition must have been directed to the Clerk of the District, must have been signed by at least twenty-five (25) qualified voters of the District, must have stated the residence of each signer, and the name and address of the candidate.

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

- a) One for a three year term (incumbent Tim DeLucia)
- b) One for a three year term (incumbent Lisa Kostecki)
- c) One for a three year term (incumbent Elizabeth Mitchell)

AND NOTICE IS GIVEN that all qualified individuals who wish to vote in any voting matter of the District must be registered and be listed on the District's voter registration at the time of the vote. Residents of the Victor Central School District who are registered, at their current address, to vote in general, county-wide elections and who have not had such registration canceled, will be automatically placed on the District voter register and need not pre-register to vote in School District votes.

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

Tuesday, May 13, 2025, between the hours of 3:00 P.M. and 7:00 P.M.

The register of eligible voters will be filed in the office of the Clerk of the District and will be open for inspection by any qualified voter of the District for five days immediately preceding the vote, except May 18, which is a Sunday. The hours for such inspection are: between 8:00 A.M. and 4:00 p.m. on May 14, 15, 16, and 19, and by prior appointment on Saturday, May 17.

NOTICE IS FURTHER GIVEN, that pursuant to Section 2018-e of the Education Law, applications for absentee/early mail ballots may be obtained at the Office of the District Clerk of the Victor Central School District, during all days in which the School District is in session. Completed applications must be received by the District Clerk no earlier than April 21, 2025 and by May 13, 2025, if the absentee/early mail ballot is to be mailed to the voter. If the absentee/early mail ballot is to be delivered personally to the voter at the Office of the District Clerk the completed application must be received by the District Clerk no later than May 19, 2025. No absentee/early mail voter's ballot will be canvassed unless it has been received in the Office of the District Clerk of the School District no later than 5:00 p.m. on May 20, 2025. A list of all persons to whom absentee/early ballots have been issued will be available in the Office of the District Clerk between 8:00 a.m. and 4:00 p.m. on and after May 14, 2025 until May 19, 2025, except on Saturday May 17, 2025, by prearranged appointment and not on Sunday, May 18, 2025. Any qualified voter may file a written challenge of the qualifications of a voter whose name appears on such list, stating the reasons for the challenge. A challenge to an early voting ballot may not be made on the basis that the voter should have applied for an absentee ballot.

NOTICE IS FURTHER GIVEN, that military voters who are not currently registered may apply to register as a qualified voter of the Victor Central School District by requesting and returning a registration application to the District Clerk in person, by mail to District Clerk, Victor Central School District, 953 High Street, Victor, NY, Telephone 585-924-3253 ext. 1402 or email: districtclerk@victorschools.org. The request for the registration application may include the military voter's preference for receipt of the registration application by either mail, fax or email. Military voter registration application forms must be received in the office of the District Clerk no later than 5:00 p.m. on April 21, 2025.

NOTICE IS FURTHER GIVEN, that military voters who are qualified voters of the Victor Central School District, may request an application for a military ballot from the District Clerk in person, by mail to District Clerk, Victor Central School District, 953 High Street, Victor, New York, Telephone 585-924-3253 ext. 1402 or email: districtclerk@victorschools.org. In such request, the military voter may indicate their preference for receiving the application and military ballot by mail, fax or email. A military voter must return the original military ballot application by mail or in person to the office of the District Clerk at the address above. In order for a military voter to be issued a military ballot, a valid military ballot application must be received in the office of the District Clerk no later than 5:00 p.m., on April 21, 2025. Military ballot applications received in accordance with the foregoing will be processed in the same manner as a non-military ballot application under Section 2018-a of the Education Law.

NOTICE IS FURTHER GIVEN, a military voter's original military ballot must be returned by mail or in person to the Office of the District Clerk at 953 High Street, Victor, New York. Military ballots shall be canvassed if they are received by the District Clerk before 5:00 p.m. on May 20, 2025 showing a cancellation mark of the United States Postal Service or a foreign country's postal service, or showing a dated endorsement of receipt by another agency of the United States Government; and signed and dated by the military voter.

Only qualified voters who are registered to vote will be permitted to vote.

Kate Selleck
District Clerk

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::	9-12 Outdoor Activities Club
Short Description or Name of Field Trip:	Backpacking trip to the Adirondacks
Select the appropriate type of field trip:	Extra curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	4-8
Departure Date::	May 15, 2025
Place of Departure::	Bus loop
Type of Transportation::	School vehicle or school bus
Departure Time::	3:15 PM
Destination (include EXACT address)::	The Adirondack Mountains
Time you plan to REACH your destination::	10:00 PM
Return Date::	May 18, 2025
Time you plan to LEAVE your destination::	11:00 AM
Estimated Round-Trip Mileage:	520
Return Time::	5:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	Yes, the bus can stay with the group

Arrangements for meals (if necessary)::	Students will pack most of their meals to cook in the backcountry. We will stop on the way down and before we leave town for a meal
Preparation: How will the student be prepared for the trip as an instructional activity?:	Pre-trip classes
On trip: What instructional activities will occur on the trip?:	How to live comfortably and safely in the backcountry
What instructional provisions have been made to help participants keep up with other classes that they will miss?:	students will inform their teachers they will be missing classes
What specific instructional plans have been made for any student missing the field trip?:	N/A
Please note any scheduled teaching assignments (classes, study halls, supervisory assignments, etc.) that will need coverage during the time period of this field trip.:	I will have a sub for that day
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	2
Will you be requesting this trip again next year?:	Yes
School and/or District Funding Requested?:	No
Out of Pocket Cost to Student (if any)::	The cost for their meals and also the cost of rental equipment
Cost to Chaperone (if any)::	The cost of meals on the way up and back
Cost Breakdown per Student - Event Fee::	This will be dependent on equipment they rent from the club
Cost Breakdown per Student - Meals::	\$15-\$25 per meal (2 meals)
Cost Breakdown per Student - Travel::	none

Cost Breakdown per Student TOTAL::	\$50-\$100
Upload supporting itinerary:	
Email Address:	ahernk@victorschools.org
Is this an overnight trip?:	Yes
Please select the correct Nurse for your building.:	HS, Kim Spitzer

****Fieldtrip Form Starting January 2025****

You have been requested to review the following:

Is this an overnight trip?:	Yes
Requestor's Email Address:	cronmillers@victorschools.org
Requestor's First Name:	Steve
Requestor's Last Name:	Cronmiller
School:	VHS
Please select the correct Nurse for your building.:	VHS, Kim Spitzer
Course / Grade Level of Students::	APES 11 & 12
Select the appropriate type of field trip:	Extra curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	24
Departure Date::	May 16, 2025
Place of Departure::	HS bus loop
Type of Transportation::	school bus
Departure Time::	10:45 AM
Destination (include EXACT address)::	Saranac Lake, NY 12983
Time you plan to REACH your destination::	4:00 PM
Return Date::	May 18, 2025
Time you plan to LEAVE your destination::	11:00 AM
Estimated Round-Trip Mileage:	400 approx

Return Time::	4:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	Yes, the bus can stay with the group
Arrangements for meals (if necessary)::	Trip includes Friday dinner other meals are purchased on students
Preparation: How will the student be prepared for the trip as an instructional activity?:	n/a
On trip: What instructional activities will occur on the trip?:	n/a
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	n/a lasting memories
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.:	3rd and 4th period to 4 teacher/chaperones
Do you have any supporting documents such as an itinerary?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	4
Special arrangements, instructions, or comments::	bus driver needs to camp with us and have his/her own equipment.
Will you be requesting this trip again next year?:	Maybe
School and/or District Funding Requested?:	No
If fundraising is involved, please describe::	n/a
Who will be paying for bus transportation (if someone other than VCSD)?:	n/a
Out of Pocket Cost to Student (if any)::	\$75

Cost to Chaperone (if any)::	\$75
Cost Breakdown per Student - Event Fee::	\$10
Cost Breakdown per Student - Meals::	\$20
Cost Breakdown per Student - Travel::	0
Cost Breakdown per Student - Other::	\$45
Cost Breakdown per Student TOTAL::	\$75
Short Description or Name of Field Trip:	Camping for 2 nights at an ADK state park, visit wild center museum, and climb an ADK high peek.
If you have a supporting itinerary please email it to businessforms@victorschools.org :	Yes, I email the itinerary to businessforms@victorschools.org

Approval history

In progress

Copy Sent to clinkk@victorschools.org
 Approved by finterk@victorschools.org
 Approved by clinkk@victorschools.org

****Fieldtrip Form Starting January 2025****

You have been requested to review the following:

Is this an overnight trip?:	Yes
Requestor's Email Address:	westbrookd@victorschools.org
Requestor's First Name:	Danyelle
Requestor's Last Name:	Westbrook
School:	VHS
Please select the correct Nurse for your building.:	VHS, Kim Spitzer
Course / Grade Level of Students::	9-12
Select the appropriate type of field trip:	Extra curricular
Have BOTH the District and Building calendars been checked for potential conflicts?:	Yes
Estimated number of Students::	24
Departure Date::	Mar 28, 2026
Place of Departure::	Victor High School
Type of Transportation::	Motorchoach/plane
Departure Time::	8:00 AM
Destination (include EXACT address)::	Honolulu, Oahu
Time you plan to REACH your destination::	11:00 PM
Return Date::	Apr 04, 2026

Time you plan to LEAVE your destination::	8:00 AM
Estimated Round-Trip Mileage:	4755 miles
Return Time::	10:00 PM
Would you like the bus to stay with the group or may it return at a different time?:	No, the bus can return at a different time
Arrangements for meals (if necessary)::	Breakfast and dinner will be provided, students will need to purchase all lunches
Preparation: How will the student be prepared for the trip as an instructional activity?:	N/A
On trip: What instructional activities will occur on the trip?:	Pearl Harbor. multiple National Parks, science (ecology, geology)
Upon Return: What activities will occur to enrich the experience and determine if the objectives were accomplished?:	N/A
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?:	Yes
Estimated Number of Chaperones (including teachers/staff/parents)::	3-4
Special arrangements, instructions, or comments::	The dates will be set once airline tickets can be purchased
Will you be requesting this trip again next year?:	No

School and/or District Funding Requested?:	No
If fundraising is involved, please describe::	Students can fundraise if they would like, we can provide them with a few opportunities
Who will be paying for bus transportation (if someone other than VCSD)?:	Included in price
Out of Pocket Cost to Student (if any)::	\$4300-\$4500
Cost to Chaperone (if any)::	Meals and incidentals
Cost Breakdown per Student - Event Fee::	included in above price
Cost Breakdown per Student - Meals::	included in above price
Cost Breakdown per Student - Travel::	included in above price
Cost Breakdown per Student - Other::	included in above price
Cost Breakdown per Student TOTAL::	\$4300-\$4500
Short Description or Name of Field Trip:	A science, culture, and history trip to Hawaii. It will be a nine day trip during April break 2026. Highlights include: Diamond Head Crater Hike, Polynesian Cultural Center, Pearl Harbor, Volcanoes National Park, whale, watch, Haleakala National Park
If you have a supporting itinerary please email it to businessforms@victorschools.org :	Yes, I email the itinerary to businessforms@victorschools.org

Approval history

In progress

Copy Sent to clinkk@victorschools.org

Approved by finterk@victorschools.org

Approved by clinkk@victorschools.org

Compulsory Attendance Ages

All children are required by New York State law to attend school full time, in a public, private or parochial school, unless exempt from attendance in conjunction with current law or regulation, and approved by the State Education Department from the first day of session in September of the school year in which the minor becomes six years of age through the last day of the school year in which such minor becomes sixteen years of age, unless he/she has completed a four-year high school course of study. A minor who has completed a four-year high school course of study is not required to attend.

Additionally, students between the ages of sixteen and seventeen are required to attend school until the last day of session in the school year in which they become seventeen, unless they are employed. Proof of employment must be furnished to the Superintendent of Schools in the form of a letter from the employer. [In addition, exceptions to the required school age of seventeen can be made by the Superintendent in unique situations that warrant this consideration.](#)

The Board of Education, through the Superintendent of Schools as chief administrative officer, is responsible for enforcement of the Compulsory Education Law.

Policy References:

Education Law §§1711; 3201; 3202(1-a); 3205; 3206; 3208; 3225
8 NYCRR §101
Family Court Act §§711 et seq.

Policy Cross References:

» 1741 - Home Schooled Students

Adoption Date: 10/12/2000, Revised: 3/20/2014
5000 - Students

Student Records

The Board of Education recognizes its legal responsibility to maintain the confidentiality of student records. As part of this responsibility, eligible students and parents/guardians have the right to inspect and review education records, the right to seek to amend education records and the right to have some control over the disclosure of information from the education records. These rights shall be consistent with state and federal law, including the Family Educational Rights and Privacy Act of 1974 (FERPA) and its implementing regulations.

The Board also recognizes its responsibility for the retention and disposition of the District's student records in accordance with Schedule ED-1 as adopted by the Board in policy 1120.

The District will use reasonable methods to provide access to student education records only to those authorized under the law and to authenticate the identity of the requestor. The District will document requests for and release of records, and retain the documentation in accordance with law. Furthermore, pursuant to Chapter 56 of the Laws of 2014, the District will execute agreements with third-party contractors who collect, process, store, organize, manage or analyze student personally identifiable information (PII) to verify that the contractors comply with the law in using appropriate means to safeguard the data.

The Superintendent of Schools shall be responsible for all requirements under law and the Commissioner's regulations are carried out by the District.

Definitions

Authorized Representative: an authorized representative is any individual or entity designated by a State or local educational authority or a Federal agency headed by the Secretary, the Comptroller General or the Attorney General to carry out audits, evaluations, or enforcement or compliance activities relating to educational programs.

Education Record: records, in any format, directly related to the student and maintained by the District or by a party acting on behalf of the District, except:

- (a) Records in the sole possession of the individual who made them and not accessible or revealed to any other person except a substitute (e.g. memory joggers);
- (b) Records of the District's law enforcement unit;
- (c) Grades on peer-graded papers before they are collected and recorded by a teacher.

Eligible Student: a student who has reached the age of 18 or is attending postsecondary school.

Legitimate educational interest: a school official has a legitimate educational interest if he/she needs to review a student's record in order to fulfill his or her professional responsibilities.

Personally identifiable information: information that would allow a reasonable person in the school or its community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty. Such data might include

social security number, student identification number, parent's name and/or address, a biometric record, etc.

School official: a person who has a legitimate educational interest in a student record who is employed by the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and law enforcement unit personnel); a member of the Board of Education; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official performing his or her tasks. Volunteers may be considered school officials for purposes of access to personally identifiable information if they are under the direct control of the District, are trained in the requirements of law under this policy, have a legitimate educational interest, and the District uses reasonable methods to limit access to only the information that is necessary to fulfill their volunteer duties. Volunteers may only access the information necessary for the assignment, and must not disclose student information to anyone other than a school official with a legitimate educational interest. The building principal shall provide adequate training on confidentiality of students' records.

Third party contractor: is any person or entity, other than an educational agency, that receives student data or teacher or principal data from an educational agency pursuant to a contract or other written agreement for purposes of providing services to such educational agency, including but not limited to data management or storage services, conducting studies or audit or evaluation of publicly funded programs.

Annual Notification

At the beginning of each school year, the District shall publish a notification that informs parents, guardians and students currently in attendance of their rights under FERPA and New York State Law and the procedures for exercising those rights. A 'Parents' Bill of Rights for Data Privacy and Security' will be posted on the District website and included in any agreements with third-party contractors. This notice and 'Bills Of Rights' may be published in a newspaper, handbook or other school bulletin or publication. This notice and 'Bill of Rights' will also be provided to parents, guardians, and students who enroll during the school year.

The notice and Parents' Bill of Rights will include a statement that the parent/guardian or eligible student has a right to:

1. inspect and review the student's education records;
2. request that records be amended so they are not inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent; and
4. file a complaint with the U.S. Department of Education alleging failure of the District to comply with FERPA and its regulations; and/or file a complaint regarding a possible data breach by a third party contractor with the District and/or the New York State Education Department's Chief Privacy Officer for failure to comply with state law.

The annual notice and Parents' Bill of Rights will inform parents/guardians and students:

1. that it is the District's policy to disclose personally identifiable information from student records, without consent, to other school officials within the District whom the District has determined to have legitimate educational interests. The notice will define "school official" and "legitimate educational interest".
2. that, upon request, the District will disclose education records without consent to officials of another school district in which a student seeks to or intends to enroll or is actually enrolled.
3. that personally identifiable information will be released to third party authorized representatives for the purposes of educational program audit, evaluation, enforcement or compliance purposes.
4. that the District, at its discretion, releases directory information (see definition below) without prior consent, unless the parent/guardian or eligible student has exercised his/her right to prohibit release of the information without prior written consent. The District will not sell directory information.
5. that, upon request, the District will disclose a high school student's name, address and telephone number to military recruiters and institutions of higher learning unless the parent or secondary school student exercises his/her right to prohibit release of the information without prior written consent.
6. of the procedure for exercising the right to inspect, review and request amendment of student records.
7. that the District will provide information as a supplement to the 'Parents' Bill of Rights' about third parties with which the District contracts that use or have access to personally identifiable student data.

The District may also release student education records, or the personally identifiable information contained within, without consent, where permitted under federal law and regulation.

The District shall effectively notify parents/guardians and students who have a primary or home language other than English.

In the absence of the parent or secondary school student exercising his/her right to opt out of the release of information to the military, the District is required, under federal law, to release the information indicated in number five (5) above.

Directory Information

The District has the option under FERPA of designating certain categories of student information as "directory information." The Board directs that "directory information" include a student's:

- Name
- ~~ID number, user ID, or other unique personal identifier used by a student for purposes of accessing or communicating in electronic systems (only if the ID cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the student's identity)~~

- ~~Address (except information about a homeless student's living situation, as described below)~~
- ~~Telephone number~~
- ~~Date and place of birth~~
- ~~Major course of study~~
 - Participation in school activities or sports
 - Weight and height if a member of an athletic team
- ~~Dates of attendance~~
 - Degrees and awards received
- ~~Most recent school attended~~
 - Grade level
 - Photograph
- ~~E-mail address~~
- ~~Enrollment status~~

Information about a homeless student's living situation shall be treated as a student educational record, and shall not be deemed directory information. A parent/guardian or eligible student may elect, but cannot be compelled, to consent to release of a student's address information in the same way they would for other student education records. The District's McKinney-Vento liaison shall take reasonable measures to provide homeless students with beneficial activities. The District permits the parent/guardian to select the school's address as the student's address for purposes of directory information.

Social security numbers or other personally identifiable information will not be considered directory information.

Students who opt out of having directory information shared are still required to disclose their student ID cards.

Once the proper FERPA notification is given by the District, a parent/guardian or student will have 14 days to notify the District of any objections he/she has to any of the "directory information" designations. If no objection is received, the District may release this information, at the discretion of the Superintendent, without prior approval of the parent/guardian or student for the release. The purposes for which directory information may be released include, and shall be limited to, placing the information in school newsletters, school yearbooks, school-sponsored websites, and school sports programs, and disclosure to the media for school purposes to celebrate the academic and extra-curricular achievements of individual students.

Once the student or parent/guardian provides the "opt-out", it will remain in effect after the student is no longer enrolled in the School District.

The District may elect to provide a single notice regarding both directory information and information disclosed to military recruiters and institutions of higher education.

Policy References:

Family Educational Rights & Privacy Act, as amended, 20 USC 1232-g; 34 CFR Part 99

No Child Left Behind Act, 20 USC §7908

10 USC §503 as amended by §544 of the National Defense Reauthorization Act for FY 2002
Education Law §§ 2-a; 2-b; 2-c; 2-d; 225

Public Officers Law §87(2)(a)

Arts and Cultural Affairs Law, Article 57-A

8 NYCRR Part 185.12 (Appendix I) Records Retention and Disposition, Schedule ED-1 for
Use by School Districts and BOCES

"Guidance for Reasonable Methods and Written Agreements,"
http://www2.ed.gov/policy/gen/guid/fpco/pdf/reasonablemtd_agreement.pdf
Parents' Bill of Rights for Data Privacy and Security, July 29, 2014
<http://www.p12.nysed.gov/docs/arents-bill-of-rights.pdf>
Family Policy Compliance Office website:
<http://www2.ed.gov/policy/gen/guid/fpco/index.html>

Policy Cross References:

1120 - School District Records
4321 - Programs for Students with Disabilities
5550 - Student Privacy
5151 - Homeless Children

Adoption Date: 11/9/2000, Revised: 3/14/2013, 2/13/14, 7/9/15, 7/21/15, 04/14/2016,
09/14/2017, 12/13/2018

School Volunteers and Visitors to the School

The Board recognizes the need to develop a school volunteer program to support District instructional programs and extracurricular activities. The purpose of the volunteer program will be to strengthen school/community relations through positive participation.

Volunteers are persons who are willing to donate their time and energies to assist Principals, teachers, and other school personnel in implementing various phases of school programs. Volunteers shall serve in that capacity without compensation or employee benefits except for liability protection under the District's insurance program. All volunteers will work under the supervision of a District employee.

All visitors, including volunteers, will be required to report to the Main Office upon arrival at school and share the purpose for their visit. Visitors will be required to provide a state or government issued ID to enter into the Visitor Management System at the appropriate school building.

During School Hours

Each prospective volunteer will be required to provide a valid state or government issued ID and be cleared by the Visitor Management System at the appropriate school building prior to entering. Once entry is approved, the volunteer will be issued a badge with the visitor's name, the date, and purpose of visit.

The District retains the right to determine the status and service of volunteers.

It is the responsibility of the building principal/administrator to inform all staff and prospective volunteers of the volunteer policy.

Electronic Visitor Management System The District utilizes an electronic visitor management system (EVMS) in order to ensure the safety and welfare of its students, staff, and guests. When any visitor, including parents and volunteers, wishes to enter any school building during school hours, they must present a valid state or government issued photo ID, such as a valid driver's license. Prior to entry being permitted, the EVMS will check visitors against known sexual offender databases. Once the visitor's ID is scanned, the EVMS will print a visitor's badge which must be worn throughout the duration of the visit. Visitors should return this badge at the end of their visit so that they may be checked out of the building in a timely fashion. Visitors who refuse to produce IDs or fail the check of sexual offender databases, will be asked to either wait in the school building lobby or to leave school premises.

Administrative regulations will be developed to implement the terms of this policy.

Education Law Section 2801

Penal Law Sections 140.10 and 240.35

WAYNE-FINGER LAKES BOCES
2025 Official Certificate of Nomination
BOCES Board Member

By resolution, at a meeting on _____ 2025 the Board of Education of
_____ School District nominated

(first and last name)

(e-mail address)

Residing at: _____
(home address)

School District of Residence: _____

to be a candidate for election to membership on the Board of Education of the Wayne-Finger
Lakes BOCES, commencing on July 1, 2025, for a term of three years ending June 30, 2028.

Clerk, Board of Education

Date

School District

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

The above nomination was filed in my office on _____ 2025

Board Clerk, Wayne-Finger Lakes BOCES

This form must be received no later than 4:00 PM on Monday, March 24, 2025.

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

Cindy Murray, Board Clerk
Wayne-Finger Lakes BOCES

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