

Victor Central School  
Board of Education  
PROPOSED AGENDA  
Regular Meeting, Thursday, September 17, 2020– 5:30 PM  
Early Childhood School Boardroom

***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 Kristin Elliott**

**A. Moment of Silence**

**B. Pledge to the Flag**

**C. Greetings to Visitors**

**D. Reading of Fire Evacuation Procedure**

(In case of a fire, would everyone please follow the EXIT signs to the outside of the building. Please stay completely clear of the building to provide space for any Fire Department vehicles. Thank you!)

✓ **2. Approval of the Agenda**

**3. Superintendent's Update**

**4. Presentations/Recognitions:**

- **Board of Education Member Recognition**

**5. Public Participation:** The Board of Education invites you, members of the school community, to feel comfortable in sharing matters of interest or concern that you might have with us. Although the Board's work is open to the public, this is not a meeting with the public. All matters brought to the attention of the Board during the public session may be taken under consideration for future response or action. If you wish to speak, please sign-up at the table where you entered the Boardroom. The Chair will be happy to recognize those of you who wish to speak. When you approach the podium/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 15 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 meeting of August 13, 2020 and the special meeting of September 1, 2020;**

**B. Treasurer's Report for the month ending July 31, 2020;**

**C. Personnel Agenda;**

**D. Recommendations of the Committee on Special Education from the meetings of May 28, 2020, July 28, 2020, August 11, 19, 24, 25, 27, 28, 31, 2020, September 8, 9, 10, 11, 14, 15, 16, 17, 2020 and of the Committee on Preschool Special Education from the meetings of August 11, 25, 2020, September 8, 2020;**

**E. Board Members to attend standing committee meetings;**

Victor Central School  
Board of Education  
PROPOSED AGENDA

- F. Declare the following as surplus:**
  - **Apple iPads with VCS tag #s 014732, 015909;**
- G. Approve the following donations:**
  - **\$1,000.00 from the VCS Educational Foundation to the Early Childhood School to assist with the purchase of library books.**
  - **\$3,075.00 from the Victor Wrestling Booster Club to the Victor Central School District to help with the purchase of Singlets for the Varsity Wrestling Program;**
  - **\$477.70 worth of school supplies to the Victor Central School District Art Department from the Legacy in Victor;**
- H. Budget Transfer Approval per a memo from the Assistant Superintendent for Business dated August 7, 2020;**
- I. Approve Charles Loray to complete an Administrative Internship with the Victor Central School District during the 2020-2021 school year;**
- J. MOA between the CSEA and VCS Non-Instructional Employees Unit #7854, Teacher Aides Serving as Substitute Teachers;**
- K. MOA between the CSEA and VCS Non-Instructional Employees Unit #7854, JHS and SHS Teachers Aides 2020-2021 School Year;**
- L. MOA between VCS and VTA, Benefits for .7 FTE Employees;**
- M. Clarification for Retirement Provisions as submitted;**
- N. Luciana Parent as the Community Member on Curriculum Council for a two-year term (2020-2021 and 2021-2022); and**
- O. Revised 2020-2021 School Year Calendar.**

**7. A. Campus News**

**B. Reopening Update** (*Dorothy DiAngelo, Jen Check, Kevin Swartz, Brian Gee, Brian Siesto; 15 min.*)

**C. Capital Project Update** (*George Spinaris; 10 min.*)

**D. Discussion on Livestreaming the Board of Education Meetings**

✓

**E. Second and Final Reading of the following Policy:**

- **Sexual Harassment; Policy 0110**
- **Board Meeting Procedures; Policy 2350**

**8. Meeting Reports**

**A. Monroe County School Boards Association Committee Reports**

**B. Standing Committee Updates**

Victor Central School  
Board of Education  
PROPOSED AGENDA

9. **Public Comment:** The Board of Education invites you, members of the school community, to feel comfortable in sharing matters of interest or concern that you might have with us. Although the Board's work is open to the public, this is not a meeting with the public. All matters brought to the attention of the Board during the public session may be taken under consideration for future response or action. If you wish to speak, please sign-up at the table where you entered the Boardroom. The Chair will be happy to recognize those of you who wish to speak. When you approach the podium/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 15 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.

10. **Upcoming Events**

- A. **Regular Board of Education Meeting, Thursday, October 8, 2020 at 7:15 PM in the Early Childhood School Boardroom**

✓ 11. **Adjourn**

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
**Unapproved Minutes of the Regular Meeting of August 13, 2020**  
**Virtual Meeting via Zoom**

- CALL TO ORDER** President Kristin Elliott called the meeting to order at 5:50 PM.
- Members Present** Karen Ballard, Tim DeLucia, Chis Eckhardt, Kristin Elliott, Christopher Parks, Trisha Turner, Michael Vetter
- ENTER EXECUTIVE SESSION** A motion was made by C. Eckhardt, seconded by T. Turner, to enter executive session at 5:51 PM to discuss the employment history of a specific individual. The motion was carried. 7 yes 0 no
- REGULAR SESSION** A motion was made by T. DeLucia, seconded by C. Parks, to return to regular session at 7:12 PM. The motion was carried. 7 yes 0 no
- APPROVE AGENDA** A motion was made by T. DeLucia, seconded by C. Parks, to approve the agenda for the meeting.
- Board President Kristin Elliott said in the past 24 hours it has been brought to the attention of the Board that policy 0110 needs to be updated. There are statewide and federal changes to the sexual harassment policy. Legal counsel has vetted the changes. She would like to amend the agenda to add policy 0110 as a first read.
- A motion was made by C. Parks to amend the agenda to add a first read of policy 0110, Sexual Harassment as item 7E, seconded by T. Turner. The motion was carried. 7 yes 0 no
- A motion was made to approve the amended agenda by C. Parks, seconded by T. Turner. The motion was carried 7 yes 0 no.
- SUPERINTENDENT'S UPDATE** Superintendent Terranova talked about his first Administrative Retreat, which was held on July 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup>. The retreat was held in the Boardroom and it was the first time he was able to get the entire leadership team in one room, while practicing social distancing with masks. The first day and a half was spent focusing on long-term solutions and planning. He said they really focused on strategic planning around what an exemplary teacher practice would be and how to clarify that for all our leadership staff so they can work closely with teachers moving forward in a very productive and positive way. The second day and a half was focused on going over the information received from the state regarding the reopening.

# VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

## **SUPERINTENDENT'S UPDATE Continued**

Dr. Terranova said his favorite thing he did this summer was the ten hours of high school graduation, which was held in the Junior High/Senior High Auditorium under the leadership of the high school administration. A variety of staff members from the high school contributed to the graduation to help celebrate. He said it was a great experience where students received the ultimate congratulations.

## **PERSENTATIONS /RECOGNITIONS**

None at this time.

## **PUBLIC PARTICIPATION**

Mrs. Elliott said due to the virtual meeting there will be no live virtual participation. She said the Board asks everyone to take advantage of the email that is in place to reach out with concerns and questions. She thanked everyone for their patience. They have received hundreds of emails with many questions. The new email address to accommodate of the communications, is [communication@victorschools.org](mailto:communication@victorschools.org). The community can also email Dr. Terranova directly at [terranovat@victorschools.org](mailto:terranovat@victorschools.org). Board President Elliott said the Board respectfully requests that when you email with a question or a concern that you identify yourself so they can engage in honest and transparent communication. She said they have received several emails which there was anonymity and the Board wants to acknowledge that they received them but they don't want anyone to think they are ignoring it

## **CONSENT ITEMS**

A motion was made by T. DeLucia, seconded by T Turner, to approve upon recommendation of the Superintendent the following consent items:

## **MINUTES**

Minutes of the regular meeting of July 9, 2020 and the special meetings of July 20, 2020 and August 4, 2020;

## **FINANCIAL STATEMENTS**

Treasurer's Report for the month ending June 30, 2020;

## **PERSONNEL**

The following personnel items:

*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 **Murie Gillett**, who has certifications in English/Language Arts Grades 7-12 and English to Speakers of Other Languages Kindergarten-Grade 12, to a probationary position as an English Teacher, effective September 1, 2020, at an annual salary of \$46,300 (Step 3M+22), leading towards tenure in English Education.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

The probationary appointment of **Ashley Thomas**, who has certifications in Students with Disabilities Grades 7-12, Mathematics Grades 7-12, and Mathematics Grades 5-6, to a probationary position as a Special Education Teacher, effective September 1, 2020, at an annual salary of \$43,900 (Step 2B+24), leading towards tenure in Special Education.

The probationary appointment of **Elizabeth Davey**, who has certifications in Physics Grades 7-12 and Chemistry Grades 7-12, to a probationary position as a Science Teacher, effective September 1, 2020, at an annual salary of \$44,700 (Step 2M+9), leading towards tenure in Science Education.

The probationary reinstated appointment of **Benjamin Veit**, who has certifications in Biology Grades 7-12, Biology Grades 5-6, and General Science Grades 7-12, to a probationary position as a Science Teacher, effective September 1, 2020, at an annual salary of \$46,400 (Step 5M), leading towards tenure in Science Education.

The probationary appointment of **Mikayla Brennan**, who has certification in Early Childhood Education Birth-Grade 2, to a probationary position as an Elementary Teacher, effective September 1, 2020, at an annual salary of \$42,300 (Step 2B), leading towards tenure in Elementary Education.

The probationary appointment of **Taylor LeRoy**, who has certification in Students with Disabilities-Biology Grades 7-12 and pending certification in Biology Grades 7-12, to a probationary position as a Special Education Teacher, effective September 1, 2020, at an annual salary of \$45,500 (Step 2B+48), leading towards tenure in Special Education.

The probationary appointment of **Jennifer Ocello**, 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 September 1, 2020, with Jarema Credit for 2019/2020 LTS assignment, at an annual salary of \$51,610 (Step 10M), leading towards tenure in Elementary Education.

## VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

The probationary appointment of **Jennifer Danker-Stiles** who has certification as a School Psychologist, to a probationary position as a School Psychologist, effective July 1, 2020, at an annual salary of \$62,382 (Step 10M+36 and Counselor's Index), leading towards tenure as a School Psychologist.

### **Part Time Appointments:**

The appointment of **Katrina Beckman**, who holds certification in Students with Disabilities Grades 1-6, to a part-time (.5fte) position as a Special Education Teacher effective September 1, 2020, and ending June 30, 2021, at an annual salary of \$25,405 (Step 9M).

The appointment of **Robin Thompson**, who holds certification in English to Speakers of Other Languages, to a part-time (.6fte) position as an English to Speakers of Other Languages Teacher effective September 1, 2020, and ending June 30, 2021, at an annual salary of \$27,840 (Step 5M).

The appointment of **Tayler Kochan**, who holds certification in Music, to a part-time (.4fte) position as a Music Teacher effective September 1, 2020, and ending June 30, 2021, at an annual salary of \$17,080 (Step 2B+7).

The appointment of **Stacey Born**, who has certifications in Students with Disabilities Grades 7-12, Students with Disabilities Grades 5-9 extension, English/Language Arts Grades 7-12, and English/Language Arts Grades 5-9 extension, to a part-time (.5fte) position as a Special Education Teacher effective September 1, 2020, and ending June 30, 2021, at an annual salary of \$24,450 (Step 6M+24).

### **Long Term Substitute Appointments:**

The appointment of **Danielle DiSabato**, who has pending certifications in Childhood Education Grades 1-6 and Students with Disabilities Grades 1-6, to a long term substitute position as an Elementary Teacher, effective September 1, 2020, and ending June 30, 2021, at an annual salary of \$41,300 (Step 1B).

The appointment of **Madeleine Honan**, who has pending certification in Childhood Education Grades 1-6, to a long term substitute position as an Elementary Teacher, effective September 1, 2020, and ending February 12, 2021, at a prorated annual salary of \$45,100 (Step 2M+15).

## VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

The appointment of **Denise DiMarzo**, who has certifications in Childhood Education Grades 1-6, Business and Distribution Education, and School District Administrator, to a long term substitute position as an Elementary Teacher, effective September 1, 2020, and ending February 12, 2021, at a prorated annual salary of \$55,800 (Step 11M+44).

The appointment of **Laura Deragon**, who has certifications in Special Education Kindergarten-Grade 12, Childhood Education Grades 1-6, and Literacy Birth-Grade 6, to a long term substitute position as a Special Education Teacher, effective September 1, 2020, and ending June 30, 2021, at an annual salary of \$51,210 (Step 9M+6).

The appointment of **Kelly Congdon**, who has certifications in Students with Disabilities Grades 1-6, Students with Disabilities Birth-Grade 2, Childhood Education Grades 1-6, and Early Childhood Education Birth-Grade 2, to a long term substitute position as an Elementary Teacher, effective September 1, 2020, and ending June 30, 2021, at an annual salary of \$51,210 (Step 9M+10).

**Leaves of Absence:** The granting of a maternity leave and subsequent childcare leave of absence for **Caitlin-Mack-Elliott**, Special Education Teacher, effective approximately September 14, 2020, and extending to December 7, 2020.

The granting of a maternity leave and subsequent childcare leave of absence for **Erin Black**, School Psychologist, effective approximately September 29, 2020, and extending to December 13, 2020.

**Resignations:** The resignation of **Amy Rotoli**, Science Teacher, effective August 31, 2020.

The resignation of **Renee Giordano**, Reading Teacher, effective August 7, 2020.

**Amendments:** The amended appointment of **Madeleine Honan**, long term substitute Elementary Teacher, with new end date of June 30, 2021.

### Co-Curriculars: Strand 4

#### Teacher Leaders

Intermediate Elementary Grade- 5th Grade  
(shared position)

Intermediate Elementary Grade- 5th Grade  
(shared position)

#### Name

Sarah Basta

Jamie Condon



**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**Per Diem  
Substitutes:**

**Candidate**  
Mark Finke

**Area of Certification**  
Biology/General Science

**Non-Instructional  
Appointments:**

The appointment of **Sarah Maslyn**, from Full Time Cleaner to Part Time Cleaner, effective July 13, 2020.

The appointment of **Dafina Pacolli**, from Cleaner Substitute to Full Time Cleaner, effective July 6, 2020.

The appointment of **Teresa Fitzpatrick**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2020.

The appointment of **Clare Olbrys**, from Substitute Teacher Aide to Part Time Teacher Aide, effective September 1, 2020, at an hourly salary of \$12.50.

The appointment of **Terry Caldwell**, Cleaner, effective August 5, 2020, at an hourly rate of \$12.98.

The appointment of **Ann Rauscher**, from Part Time Food Service Helper to Full Time Food Service Helper effective September 1, 2020.

The appointment of **Demaris Prong**, Full Time Teacher Aide, effective September 1, 2020, at an hourly rate of \$12.50.

**Resignations:**

The resignation of **Olivia Howe**, Typist, effective September 4, 2020.

The resignation of **Kealan Devanny**, Part Time Teacher Aide, effective July 23, 2020.

The resignation, due to retirement, of **Lynne Lubaszewski**, District Treasurer, effective March 30, 2021.

The resignation of **Deepa Gajul**, Part Time Teacher Aide, effective August 7, 2020.

The resignation, due to retirement, of **Anne Whalen**, effective August 31, 2020.

The resignation of **Laura Lenhard**, Part Time Teacher Aide, effective August 31, 2020.

# VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

The resignation of **Mary Davis**, School Bus Monitor, effective August 10, 2020.

The resignation of **Adria Posman**, Food Service Helper, effective August 31, 2020.

The resignation of **Edna Stewart**, School Bus Monitor, effective August 3, 2020.

<b>Per Diem and Substitute Positions:</b>	<b><u>Candidate</u></b>	<b><u>Position</u></b>
	Jean Miller	School Bus Driver
	Joseph Limbeck	School Bus Driver Trainee
	Roberta Mourer	School Bus Driver
	Eileen Wagner	School Bus Driver
	Deepa Gajul	Teacher Aide

**BOARD MEMBER  
COMMITTEE  
MEETINGS** Board members to attend standing committee meetings;

**CSE/CPSE  
RECOMMENDATIONS** Recommendations of the Committee on Special Education from the meetings of February 12, 13, 2020, March 3, 10, 11, 12, 2020, April 14, 23, 27, 2020, May 5, 11, 12, 18, 19, 20, 21, 22, 26, 27, 28, 29, 2020, June 1, 2, 3, 4, 5, 8, 9, 10, 11, 12, 15, 16, 17, 18, 2020, July 14, 16, 17, 21, 22, 2020, and August 5, 6, 7, 10, 11, 12, 13, 2020 and from the Committee on Preschool Special Education from the meetings of July 14, 21, 2020 and August 4, 2020;

**SCHOOL TAX RATE  
FOR 2020-2021** **WHEREAS**, the Board of Education has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2020-2021 school year a sum not to exceed \$50,210,103 (including \$3,080,011 STAR est. exemption funds);  
**THEREFORE BE IT RESOLVED**, that the Board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following tax roll: Victor, 17.104313; Farmington, 17.104354; East Bloomfield, 18.196011; Macedon, 18.775765; and Perinton, 17.872112;  
**AND BE IT HEREBY DIRECTED** the tax warrant of this Board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2020 and end November 2, 2020 giving the tax warrant an effective period of sixty-one days at the expiration of which time the tax collector shall make an accounting in writing to the Board;  
**AND IT IS FURTHER DIRECTED THAT** the delinquent tax penalties shall be fixed as follows: 1st month free period, 2nd month interest of 2 percent added.

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**VICTOR  
FARMINGTON  
LIBRARY TAX RATE  
FOR 2020-2021**

**WHEREAS**, the Board of Education will continue to collect taxes for the Victor Farmington Library for the current budget of the 2020-2021 school year a sum not to exceed \$734,973;

**THEREFORE BE IT RESOLVED**, that the Board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following described tax roll: Victor, .250092; Farmington, .250093; East Bloomfield, .266054; Macedon, .284194; and Perinton, .268919;

**AND BE IT HEREBY DIRECTED** the tax warrant of this Board, duly signed shall be affixed to the above-described tax rolls authorizing the collection of said taxes to begin September 1, 2020 and end November 2, 2020 giving the tax warrant an effective period of sixty-one days at the expiration of which time the tax collector shall make an accounting in writing to the Board;

**AND IT IS FURTHER DIRECTED THAT** the delinquent tax penalties shall be fixed as follows: 1st month free period, 2nd month interest of 2 percent added.

**PURCHASING  
AGENT**

Appoint Interim Assistant Superintendent for Finance, Richard Stutzman, as Purchasing Agent;

**BONDING OF  
PERSONNEL**

\$500,000 bonding coverage from faithful performance bonds for Accounts Payable Clerk, Payroll Clerk, Assistant Superintendent for Business/Interim Assistant Superintendent for Finance;

**CERTIFY PAYROLL**

Authorization for the Assistant Superintendent for Business/Interim Assistant Superintendent for Finance to certify the payroll;

**PETTY CASH  
ACCOUNTS**

Authorization for the Assistant Superintendent for Business/Interim Assistant Superintendent for Finance to establish the following Petty Cash Accounts:

Account	Amount	Custodian
Senior High School.....	\$50.00.....	Senior High Principal
Junior High School.....	\$50.00.....	Junior High Principal
Intermediate School.....	\$50.00.....	Intermediate School Principal
Primary School.....	\$50.00.....	Primary School Principal
Early Childhood School.....	\$50.00.....	Early Childhood School Principal
District Office.....	\$50.00.....	Assistant Superintendent for Business /Interim School Business Official
Transportation Office.....	\$50.00.....	Director of Transportation
Event Admissions(competition start-up cash).. <td>\$2500.00</td> <td></td>	\$2500.00	

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**CHECK SIGNING**

Authorization for the following individuals to sign checks on behalf of the School District for the accounts designated:

- General and School Lunch, Special Aid, Capital Funds: Assistant Superintendent for Business/Interim Assistant Superintendent for Finance, District Treasurer, Deputy District Treasurer;
- Payroll Account: Assistant Superintendent for Business/Interim Assistant Superintendent for Finance, District Treasurer, Deputy District Treasurer;
- Extra-Curricular Account: Treasurer-Extra Classroom Activities Account, Assistant Superintendent for Business/Interim Assistant Superintendent for Finance, District Treasurer, Deputy District Treasurer, and Senior High School Guidance Secretary;

**WIRE TRANSFERS**

Authorization for the Assistant Superintendent for Business/Interim Assistant Superintendent for Finance, District Treasurer or Deputy District Treasurer to execute wire transfers of District funds;

**INVEST**

Authorization of the Superintendent and the Assistant Superintendent for Business/Interim Assistant Superintendent for Finance, District Treasurer or Deputy District Treasurer to jointly confer, and then invest – if deemed appropriate – such portions of the District money available for time deposit accounts, certificates of deposit, short term government securities, or other investments permitted by law;

**CIVIL SERVICE**

Authorization for Assistant Superintendent for Personnel/Interim Assistant Superintendent for Personnel, or (alternate) Assistant Superintendent for Business/Interim Assistant Superintendent for Finance to sign Civil Service Reports of Personnel Change;

**DONATIONS**

The following donations:

- \$2,700.97 Victor Girls Basketball Booster Club to the Victor Central School District to support the purchase of additional uniforms for the Victor Interscholastic Athletic Basketball Girls Modified B Program;
- \$2,600.00 from Reliant Credit Union to the Senior High School to support student participation in the Budget Challenge Program;

**GRADUATES OF  
DISTINCTION**

Appoint Dawn Knapp and Kay Cotton to the Graduates of Distinction Committee each for a three year term (2020-2021, 2021-2022, 2022-2023);

**CHANGE ORDERS**

NOW THEREFORE BE IT RESOLVED that the Board of Education authorizes the Superintendent of Schools to approve change orders up to \$50,000.00 for the Victor CSD 2020-2021 Capital Improvement Project;

**SCHOOL  
RESOURCE  
OFFICER  
CONTRACT**

The School Resource Officer Contract as submitted for the 2020-2021 school year;

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **INTERMUNICIPAL COOPERATION AGREEMENT FOR TAX CERTIORARI PROCEEDINGS (Town of Farmington)**

WHEREAS, The Ontario County Board of Supervisors, pursuant to Resolution No. 285-2007, established a policy and program for the County to share in the costs of defending legal challenges to real property tax assessments; and

WHEREAS, Pursuant to said program, the Town requested that the County share in the cost of defending certain certiorari proceedings pending in the Town of Farmington; and

WHEREAS, The County Board of Supervisors, pursuant to Resolution No. 50-2020, authorized the County to share in the cost of defending seventeen certiorari cases involving one hundred eight parcels, and authorized the County Attorney to join with the Towns to defend the cases, and pay 25% of defense costs, including professional appraisal and legal fees, subject to total funding available and to be made available by this Board of Supervisors; and

WHEREAS, the Town requested that the School District also share in the cost of defending the certiorari cases and pay 25% of defense costs, including professional appraisal and legal fees,

NOW, THEREFORE, inconsideration of the terms and conditions herein contained, the parties agree as follows:

FIRST: The Town shall retain legal counsel to defend certiorari proceeding(s) described as:

Filing Index #125397-2019-Buckingham Properties,  
petitioner-30.00-1-34.112

Filing Index #125296-2019-Saratoga Crossings I LLC,  
petitioner-29.00-1-3.221

Filing Index #125298-2019-Saratoga Crossings II LLC,  
petitioner-29.00-1-3.222

Filing Index #125295-2019-Saratoga Crossings III LLC,  
petitioner-29.00-1-3.223

including subsequent years filings while the listed action is pending, and shall vigorously pursue the defense of such matters. The Town, and its attorneys, shall take all reasonable steps to obtain or preserve intervener status for the County and the School District in said proceedings.

SECOND: For the services rendered pursuant to Paragraph "FIRST", the County shall reimburse the Town 25% (twenty-five percent) of the costs of defending the proceedings, including attorneys' fees, filing fees and litigation costs billed by legal counsel and any necessary real estate professional appraisal fees.

THIRD: For the services rendered pursuant to Paragraph "FIRST", the School District shall reimburse the Town 25% (twenty-five percent) of the costs of defending the proceedings, including attorneys' fees, filing fees and litigation costs billed by legal counsel, and real estate professional appraisal fees.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **INTERMUNICIPAL COOPERATION AGREEMENT FOR TAX CERTIORARI PROCEEDINGS (Town of Farmington continued)**

FOURTH: Requests for payment shall be submitted to the County and School District by the Town and include copies of appropriate invoices submitted by legal counsel. Prior to the making of any payments hereunder, the County or the School District may audit such books and records of the Town as are reasonably pertinent to this Agreement to substantiate the basis for payment.

FIFTH: The term of this Agreement shall commence upon final execution of this agreement and shall continue until completion of the certiorari proceedings.

SIXTH: The Town shall keep the County and the School District apprised of the status of the litigation and shall provide the County and the School District with periodic reports from counsel. The Town shall not, without prior written authorization of the County and the School District, settle, compromise or otherwise agree to resolve the certiorari cases.

### **INTERMUNICIPAL COOPERATION AGREEMENT FOR TAX CERTIORARI PROCEEDINGS (Town of Victor)**

WHEREAS, The Ontario County Board of Supervisors, pursuant to Resolution No. 285-2007, established a policy and program for the County to share in the costs of defending legal challenges to real property tax assessments; and

WHEREAS, Pursuant to said program, the Town requested that the County share in the cost of defending certain certiorari proceedings pending in the Town of Victor; and

WHEREAS, The County Board of Supervisors, pursuant to Resolution No. 50-2020, authorized the County to share in the cost of defending seventeen certiorari cases involving one hundred eight parcels, and authorized the County Attorney to join with the Towns to defend the cases, and pay 25% of defense costs, including professional appraisal and legal fees, subject to total funding available and to be made available by this Board of Supervisors; and

WHEREAS, the Town requested that the School District also share in the cost of defending the certiorari cases and pay 25% of defense costs, including professional appraisal and legal fees,

NOW, THEREFORE, inconsideration of the terms and conditions herein contained, the parties agree as follows:

FIRST: The Town shall retain legal counsel to defend certiorari proceeding(s) described as:

Filing Index #125453-2019-GMRI, Inc as Lessor, petitioner-1.02-1-12.100/REST

Filing Index #125451-2019-Widewaters Rt 96 Co LLC, petitioner-6.00-1-16.110

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **INTERMUNICIPAL COOPERATION AGREEMENT FOR TAX CERTIORARI PROCEEDINGS**

Filing Index #125466-2019-Seritage SRC Finance LLC, petitioner-6.00-1-9.000

Filing Index #125390-2019-BJ's Wholesale Club Inc., petitioner – 6.00-1-12.400

Filing Index #125234-2019-Macy's Retail Holdings, petitioner-6.00-1-11.000

Filing Index #125413-2019-Hendler & Associates LLC, petitioner-28.12-1-19.111 and 28.12-1-19.121

Filing Index #125330-2019-Rochester Fairways Owner LLC, petitioner-6.20-1-101.100 & 45 others

Filing Index #125331-2019-Rochester Fairways Owner LLC, petitioner-6.20-1-201.100 & 44 others including subsequent years filings while the listed action is pending, and shall vigorously pursue the defense of such matters. The Town, and its attorneys, shall take all reasonable steps to obtain or preserve intervenor status for the County and the School District in said proceedings.

SECOND: For the services rendered pursuant to Paragraph "FIRST", the County shall reimburse the Town 25% (twenty-five percent) of the costs of defending the proceedings, including attorneys' fees, filing fees and litigation costs billed by legal counsel and any necessary real estate professional appraisal fees.

THIRD: For the services rendered pursuant to Paragraph "FIRST", the School District shall reimburse the Town 25% (twenty-five percent) of the costs of defending the proceedings, including attorneys' fees, filing fees and litigation costs billed by legal counsel, and real estate professional appraisal fees.

FOURTH: Requests for payment shall be submitted to the County and School District by the Town and include copies of appropriate invoices submitted by legal counsel. Prior to the making of any payments hereunder, the County or the School District may audit such books and records of the Town as are reasonably pertinent to this Agreement to substantiate the basis for payment.

FIFTH: The term of this Agreement shall commence upon final execution of this agreement and shall continue until completion of the certiorari proceedings.

SIXTH: The Town shall keep the County and the School District apprised of the status of the litigation and shall provide the County and the School District with periodic reports from counsel. The Town shall not, without prior written authorization of the County and the School District, settle, compromise or otherwise agree to resolve the certiorari cases.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **SURPLUS**

The following surplus:

- Apple iPad Tablets with VCS tag #s 014737, 015913;
- PB640 PC Laptops with VCS tag #s 272462, 272476, 272496, 290508, 290519, 290527, 290530, 290534, 290535, 290550, 290551, 290555, 290559, 290562, 290567, 290569, 290578, 290582, 290599, 290602;

### **SUBSTITUTE RATE**

Amend the per diem and substitute rate for Business Office Support to \$15.00 per hour for the 2020-2021 school year.

The motion was carried. 7 yes 0 no (*end of consent items*)

### **CAMPUS NEWS**

Dr. Terranova talked about the theme of community support and student leadership. He said since he started as Superintendent in February the community has been significantly engaged, being welcoming of him and supportive of the budget vote in June. Now the District intends to open school in the safest way possible. Today was the third task force meeting which included leadership, staff, students and parents. Today you could really see the students opening up in the conversations. He said he looks forward to working with student leadership on future projects. With regards to the community and school relationship there is an initiative to help the staff and community who are concerned about child care. Victor Teachers Association members have met with Town Supervisor Jack Marren to find a way to utilize the child care centers across the area to support families during this situation where some kids will be in school some of the time. There will be a follow-up meeting next week. This conversation is the direct result of teacher leadership staff and community leadership all molded into one.

### **REOPENING UPDATE**

Superintendent Terranova provided a quick background on the guidance received from the state around the social distancing and many of the safety requirements that would have to happen if we are to return to school. He said there is an unbelievable community trying to develop this plan. The development started with the leadership team developing a rough sketch and some ideas around a hybrid model. Representatives of K-6 and 7-12 staff vetted it. The community task force then vetted it during the second meeting back in July. After that meeting, the leadership, as well as teachers refined the plan and then there was a Community Town Hall Meeting via Facebook Live, with about 600 participants. The household watching also provided a great deal of feedback. The Town Hall focused on what are the critical areas of a day, obviously the beginning and end of the day, and how the District will clean, ventilate and sanitize the buildings. Discussion took place around health screenings and individuals with symptoms as well as contact tracing. Then the state revised some of their guidance. There was a significant discussion on the hybrid model, which is the standard form of instruction where kids are coming to school some days and not coming to school on others with the ability to opt into 100% online if the parents so choose.



## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **REOPENING UPDATE Continued**

Superintendent Terranova said during the Town Hall they also talked a bit about extracurricular activities, athletics, and lunch and certainly emphasized community input. He said what was found was there were patterns to the questions that needed to be looked at and developed more fully. The most significant concern by the community was the deadline to make a decision regarding the full online option for students. Due to the significant concern, they decided to shift the deadline out to Wednesday, August 19<sup>th</sup> at midnight. He said they continue to work with leadership staff and teachers on the difference between the hybrid and the independent models. He said they intend to get more specific with parents and community members around the interaction that is going to occur as part of the full online model. The elementary level teachers will have students in front of them five days a week and at the secondary level they are going to have students in front of them four days a week with the fifth day as a planning day. The state has indicated students have to have both asynchronous and synchronous interactions with kids. Now in the online model, that is the 100% virtual model, those students will have some synchronous interaction. Dr. Terranova said they still need to solidify what that is going to look like. At the elementary level that most likely will be a smaller number of dedicated teachers that will be focused on the kids that are 100% online, although those students will still be on a teacher's roster and have interaction with that teacher. The secondary level does not have this ability. At this point, teachers will be responsible for their own class rosters, which will include some numbers of kids that are online. He said they are working on ways to use Google Meet and Zoom. The five principals will join Dr. Terranova on the Town Hall on Wednesday, August 19<sup>th</sup> from 6:30 PM – 7:30 PM to talk more specifically about the online model in relationship to the hybrid model. Parents will then have until midnight to decide if they want to go 100% online. He said the District is still working on transportation drop off and pick up procedures. The buses will have 25 kids per bus with one person per seat and everyone has to wear masks the entire time. Students won't be allowed on the bus if they don't have a mask. Dr. Terranova said, obviously kids who have a medical clearance around mask wearing is a different story. He then talked about food service. A question came up during the Town Hall around sitting outside for lunch if the weather is appropriate. Dr. Terranova said it will be up to the individual buildings. Lunches will mostly be served in the classrooms. Allergies will be accommodated. The Food Service Department has done a great job working through the process. The District will be cleaning, sanitizing and disinfecting multiple times during the day on high touch surfaces, including bathrooms. Additional cleaners are being hired in order to disinfect, sanitize and clean multiple times a day. Dr. Terranova then talked about the importance of wearing a mask and the protocols. Cloth masks are the best masks to wear.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **REOPENING UPDATE Continued**

The District cannot allow masks that have ventilation and face shields alone are not enough. Masks must be worn at all times except during a small number of situations such as when eating and drinking and mask breaks. There might be five or six mask breaks an hour in the Early Childhood School and Primary School and less in the high school. Teachers and staff will be able to take their masks off if they are socially distant and it is necessary for their instructional practice. Dr. Terranova said that parents and staff have two major things to work on and hold ourselves accountable for and that is to take your child's temperature and keep an eye on our temperatures. Students and adults should not come to school if they are sick. That is definitely one thing that could affect the schools ability to stay open. If students or staff do not feel well and have symptoms outlined in the screening form they do not come to school. If someone is sick in school there will be very specific protocols to follow. Those are outlined on the reopening plan. He said he really wants to get school started and then look to start extracurricular activities and athletics as soon as possible. He does not believe they will be able to start them September 8<sup>th</sup>. The state will make a decision on athletics on September 21<sup>st</sup>. If athletics are not approved to start this fall they will run three seasons from January through June. Mr. DeLucia asked if the District will have any tents for outdoor activities. Dr. Terranova said he does not have an answer to that question. Mr. DeLucia said what if a child needs to blow their nose and has to take the mask off. Do they have to go outside of the classroom? Dr. Terranova said that process has to be taught. It will have to be done socially distant. Some of the areas of professional development are things such as mask breaks, blowing your nose, washing your hands. Mr. DeLucia asked if we know if the Victor student population all have internet. Dr. Terranova said thanks to Angela Affronti, Director of Technology, she put out a survey to the families asking who needs technology and hot spots. This is being done differently than last spring. The District saved 700 Chromebooks for one more year for families that need additional computers. Hot spots are being purchased through BOCES so the District can received aid on them. Dr. Parks said he applauds the District on hearing the concerns from the Town Hall as far as the deadline and to extend that out to the 19<sup>th</sup>. He said his only question, does that evening have to be the drop time to make a decision or can it be pushed into the next day. This would allow the community to digest the Town Hall information. Dr. Terranova said he thought long and hard about the deadline and the challenge is that schedules still have to be completed. He said as it is he has already pushed it out a couple of days from what the original thinking was.

### **Special Education**

Julie Bitely, Assistant Director of Special Education, provided a reopening update on Special Education. The Victor Central School District will plan to support the Special Education mandatory assurances with collaboration between faculty, staff, families and students. All Individualized Education Plans (IEPs) will be met to the greatest extent possible as dictated by Federal law.

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **REOPENING UPDATE Continued Special Education**

She then talked about the programs returning to school five days a week. In the Early Childhood School a fully self-contained 12:1:1 class will attend full day and a 12:1:1 class will attend full day, included for Math and ELA classes. In the Primary School a 12:1:3 class will attend full day as well as an 8:1:1 class. In the Intermediate School a 12:1:3 class will attend full day as well as a 8:1:1 class. Programs returning to school four days a week include a 12:1:3 class attending Monday, Tuesday, Thursday and Friday. Wednesday will be an online learning day. Mrs. Bitely said programs following the hybrid model include students who participate in the co-taught, resource room, 15:1:1, and 12:1:1 (grades 2-12). The hybrid plan will lend to smaller class sizes for all students where IEP goals/objectives will be addressed through collaboration of regular and special education teachers and related service providers. Students will be able to access their related services either in person if participating in our hybrid model or via Zoom (teletherapy) if the 100% online option is chosen. Related service providers will be creating schedules for in-person groups as well as sending videoconference invitations for Zoom sessions. Mrs. Bitely said questions have come up asking why can't all students with disabilities return to school five days a week? Social distancing guidelines restrict the District from bringing all of the Special Education students back to school full time. These restrictions guide each building's hybrid model, which ultimately impacts Special Education programming and services. Another question that came up is what about student who choose 100% online learning? Students who participate in 100% online learning will have access to Google classroom for all of their classes. This model will be a more independent mode of learning for students as they will not have full access to their teachers as in the hybrid model. There will be a focus on IEP goals and supporting students as best we can. Students may participate in any related services via Zoom.

### **SECONDARY END OF THE YEAR REPORT**

Associate Superintendent of Education Services Kristin Swann presented the Secondary End of the Year Report. She said the report is a little different this year. The report focuses primarily on the Advanced Placement (AP) results. There were 335 students in the class of 2020 where 96% of the them met graduation requirements in four years. The percentage of students who received a Regents diploma was 27% and 69% of the students received a Regents Diploma with Advanced Designation. For the class of 2020, 64% of the students plan on attending a 4-year college and 21% a 2-year college. Mrs. Swann said when schools closed in the winter there were questions and conversations about what the state assessments and AP and International Baccalaureate (IB) exams look like. The AP exams were offered online, which was new this year. The IB and Regents exams were cancelled. Even though IB exams were cancelled a grade was assigned based on internal assessments and predicted grades were used as a metric to calculate overall student grades. There were 413 students who took 894 AP exams online. Of the 413 students, 83% received a 3 or higher on at least one AP exam. On average, Victor students score higher on AP exams in the areas of Math, ELA, Social Studies

## **VICTOR CENTRAL SCHOOL BOARD OF EDUCATION**

### **SECONDARY END OF THE YEAR REPORT Continued**

and Science when compared to state and global average. The opportunities of focus is to increase the number of students in underrepresented subgroups taking AP exams and encouraging greater diversification during the course selection process. Mrs. Swann then went over the specifics scores on the exams. Mr. Vetter asked, based on the ratios of male/female passing rates is there any information on how Victor does nationally and statewide. Mrs. Swann said she does not have the information but she can gather it. She said many of the teachers felt the resources AP provided were helpful. The teachers did a tremendous amount of work and a great job providing instruction and synchronous opportunities. Mrs. Ballard said last year there were 430 students who took 1010 exams. This year the exams dropped to 894. Does COVID play into this? Mrs. Swann said yes, in two ways. AP allowed students to opt out, if they had previously registered, without financial penalty. Also, for some students, when it came to earlier exams there were difficulties with uploading some of them. Some students decided if they had difficulty uploading the first exam they would not take the second one. She said those are some collective reasons why. Mrs. Ballard asked if Mrs. Swann knew how many students went to BOCES. Mrs. Swann said for the class of 2020 there were 26 students who were eligible for a Career and Technical Education (CTE) endorsement. Of the 26 students 58% planned to attend college and 42% are moving into employment. Mrs. Ballard asked how many juniors are going into their senior year this year and attending BOCES. Mrs. Swann said 26 students for the 2021 graduating class. Dr. Parks asked if the District requires students who take the AP courses to sit for the AP exam or are they able to opt out. Mrs. Swann said they really encourage students to sit for the exams but they have the option. Dr. Parks said do we have a percentage of students who decide not to sit for the exam and did we see a greater delta? Also, do we have students that challenge the exam and do not take the course? Mrs. Swann said she does not have the numbers but can gather them.

### **BOARD COMMITTEES**

After discussion, Board members agreed to the following committee assignments for the 2020-2021 school year:

Advocacy Sub-Committee	T. DeLucia, T. Turner
Athletic Hall of Fame Committee	C. Parks
Audit Committee	K. Ballard, C. Eckhardt, K. Elliott
BOCES Liaison and (Alternate)	T. DeLucia (T. Turner)
Campus Improvement Committee	K. Elliott, C. Parks
District-wide School Safety Team	C. Parks
Graduates of Distinction Committee	K. Elliott
Inquiry Program Committee	T. Turner

# VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

## **BOARD COMMITTEES** Continued

Monroe County SBA Information Exchange Committee (Alternate)	T. DeLucia (K. Elliott)
Monroe County SBA Labor Relations Committee (Alternate)	T. DeLucia (K. Elliott)
Monroe County SBA Legislative Committee (Alternate)	T. DeLucia (K. Elliott)
Policy Sub-committee	C. Parks, M. Vetter
Technology Committee	K. Ballard, M. Vetter
Visual and Performing Arts Hall of Fame	C. Parks (K. Elliott)

## **POLICY REVIEW First Reading**

The following policy was brought to the Board of Education as a first read:

- Sexual Harassment; Policy 0110

## **MEETING REPORTS**

Mr. DeLucia said New York State School Boards Association is holding their annual convention virtually over five days this year. The cost is \$260.00.

## **PUBLIC COMMENT**

Mrs. Elliott said if there are any questions that were not covered please feel free to email the District at [communications@victorschools.org](mailto:communications@victorschools.org). She said she appreciates advance patience and please identify yourself when emailing.

## **UPCOMING EVENTS**

### **New Teacher Orientation**

The new teacher orientation welcome will take place on August 24, 2020 from 8:00 AM – 8:30 AM in the JH/SH Performing Arts Center.

### **Superintendent's Conference Day**

Superintendent's Conference Day (opening day for staff), will take place on Tuesday, September 1, 2020 from 8:00 – 9:00 AM. Dr. Terranova will be broadcasting from the JH/SH Performing Arts Center. The broadcast will be live streamed for staff members to watch from their classrooms or a central location.

### **Regular Board Meeting**

The next regular Board meeting will take place on Thursday, September 10, 2020 at 7:15 PM in the Early Childhood School Boardroom.

Mr. Vetter asked if there has been any consideration for live streaming any future Board of Education meetings. Mrs. Elliott said she will be advocating for that.

## **ADJOURN**

A motion was made by T. Turner, seconded by M. Vetter, to adjourn the meeting at 9:17 PM. The motion was carried. 7 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**Unapproved Minutes of a Special Meeting of September 1, 2020  
Early Childhood School Boardroom**

<b>CALL TO ORDER</b>	President Kristin Elliott called the meeting to order at 8:24 PM.
<b>Members Present</b>	Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Christopher Parks, Trisha Turner, Michael Vetter
<b>APPROVE AGENDA</b>	A motion was made by C. Parks, seconded by T. Turner, to approve the agenda. The motion was carried. 7 yes 0 no
<b>ENTER EXECUTIVE SESSION</b>	A motion was made by C. Parks, seconded by T. Turner, to enter executive session at 8:24 PM to discuss the employment history of a specific individual. The motion was carried. 7 yes 0 no.
<b>RETURN TO REGULAR SESSION</b>	A motion was made by M. Vetter, seconded by C. Parks, to return to regular session at 9:06 PM. The motion was carried. 7 yes 0 no
<b>ADJOURN</b>	A motion was made by K. Ballard, seconded by T. DeLucia, to adjourn the meeting at 9:06 PM. The motion was carried. 6 yes 0 no

Respectfully submitted,

Maureen A. Goodberlet  
District Clerk

RESOLUTION

TREASURER'S REPORTS

RESOLVED That, upon the recommendation of the Superintendent, the following Treasurer's reports for the month ending July 31, 2020 be accepted.

I. GENERAL FUND

II. EXTRACLASS ACTIVITY REPORT

III. SCHOOL LUNCH FUND

IV. TRUST & AGENCY FUND

V. SPECIAL AID FUND

VI. CAPITAL FUND - 29M PROJECT

A handwritten signature in black ink, consisting of stylized initials or a name, enclosed within a circular scribble.

## TREASURER'S REPORT

## GENERAL FUND

I.

7/1/2020

11,775,624.99

## RECEIPTS:

ACCOUNTS RECEIVABLE	24,005.34
TAXES (INCLUDING LIBRARY TAX)	0.00
STATE AID	6,885.22
INTEREST & PENALTIES ON TAXES	0.00
ADMISSIONS	0.00
IN LIEU OF TAXES	0.00
INTEREST AND EARNINGS	4,209.19
BUILDING USE	0.00
REFUND PRIOR YEARS EXPENSE	0.00
BOCES AID	0.00
MISC.	7.21
DUE FROM OTHER FUNDS	17.56
TUITION	0.00
INSURANCE RECOVERY	0.00
MONROE CO. SALES TAX	0.00
WAYNE CO. SALES TAX	0.00
MEDICAID	6,885.22

TOTAL RECEIPTS	42,009.74
----------------	-----------

TOTAL RECEIPTS & BAL.	11,817,634.73
DISBURSEMENTS	3,230,318.40

BAL. ON HAND 07/31/20	8,587,316.33
BANK RECONCILIATION	

BAL./BANK STATEMENT	948,917.22
IN TRANSIT	0.00
BANK ERROR	0.00
LESS CHECKS OUTSTANDING	930,940.08
RETURNED CHECKS	0.00
DEPOSIT IN TRANSIT	0.00

BAL. IN NOW ACCOUNT/CDGA NAT.	17,977.14
BAL. IN CERTIFICATES/MM	8,569,339.19
BANK ERROR - FIVE STAR SERVICE FEE	0.00
IN TRANSIT	0.00
IN TRANSIT	0.00
IN TRANSIT	0.00

TOTAL BALANCE	7/31/2020	8,587,316.33
---------------	-----------	--------------

LYNNE LUBASZEWSKI  
DISTRICT TREASURER





## EXTRACLASS TREASURER'S REPORT

II.

7/31/2020

0.00

ACTIVITIES	BEG. BAL.	RECEIPTS	TOTAL	DISBURSMTS	END. BAL.
CLASS OF 2020	2,120.00	0.00	2,120.00	2,120.00	0.00
CLASS OF 2021	5,370.03	1,000.00	6,370.03	0.00	6,370.03
CLASS OF 2022	2,048.28	0.00	2,048.28	0.00	2,048.28
CLASS OF 2023	0.00	560.00	560.00	0.00	560.00
CLASS OF 2024	0.00	560.00	560.00	0.00	560.00
AQUATIC L.	1,134.51	0.00	1,134.51	0.00	1,134.51
ART CLUB	164.34	0.00	164.34	0.00	164.34
BUSINESS CLUB	4,521.36	0.00	4,521.36	0.00	4,521.36
DRAMA CLUB	18,494.98	0.00	18,494.98	0.00	18,494.98
FRENCH CLUB	13,794.49	0.00	13,794.49	0.00	13,794.49
GO GREEN GARDEN TEAM	86.27	0.00	86.27	0.00	86.27
GLOBAL COMPETENCY	586.55	0.00	586.55	0.00	586.55
INTERNATIONAL CLUB	203.02	0.00	203.02	0.00	203.02
J.H. MUSICAL	23,538.42	0.00	23,538.42	0.00	23,538.42
J.H. STORE	1,188.00	0.00	1,188.00	0.00	1,188.00
J.H. ST. CO.	5,204.10	0.00	5,204.10	0.00	5,204.10
J.H. YEARBOOK	26.43	0.00	26.43	0.00	26.43
KEYCLUB	3,688.06	0.00	3,688.06	0.00	3,688.06
MANUFACTURING SYSTEMS	0.26	0.00	0.26	0.26	0.00
MEDICAL EXPLORERS	110.75	0.00	110.75	0.00	110.75
MENTORING CLUB	4,205.78	0.00	4,205.78	500.00	3,705.78
N.H.S.	1,946.59	0.00	1,946.59	0.00	1,946.59
OUTDOOR ACTIVITY	142.48	0.00	142.48	0.00	142.48
POSITIVE SCHOOL CLIMATE	4,741.08	0.00	4,741.08	0.00	4,741.08
SALES TAX	0.00	0.00	0.00	0.00	0.00
SEAS	481.00	0.00	481.00	0.00	481.00
S.H. ORCHESTRA	9,129.79	0.00	9,129.79	0.00	9,129.79
SH SCHOOL STORE	4,474.37	0.00	4,474.37	0.00	4,474.37
S.H. ST. CO.	6,742.44	9.14	6,751.58	0.00	6,751.58
SH YEARBOOK	2,676.20	220.00	2,896.20	66.25	2,829.95
SPANISH CLUB	2,057.09	0.00	2,057.09	0.00	2,057.09
TRI-M HONOR SOCIETY	1,087.50	0.00	1,087.50	0.00	1,087.50
VICTOR CARES	11,948.49	7,420.00	19,368.49	700.00	18,668.49
TOTALS	131,912.66	9,769.14	141,681.80	3,386.51	138,295.29
BAL/BANK	139,192.64				
CKS OUT	889.04		7/31/2020		138,295.29
INT. NOT POSTED	8.31				
BANK ERROR	0.00				
RETURNED CHECKS	0.00				
IN TRANSIT	0.00				
BAL. 07/31/2020	138,295.29				

Betty Post, Extraclass Treasurer



## TREASURER'S REPORT

## SCHOOL LUNCH

III.

BALANCE ON HAND 07/1/2020 444,019.30

## RECEIPTS:

ACCOUNTS RECEIVABLE	0.00
A LUNCHES	0.00
A BREAKFAST	0.00
OTHER SALES	10.75
SALES TAX	0.00
INTEREST POSTED	26.56
DUE FROM OTHER FUNDS	0.00
MISC	140.96
STATE AND FEDERAL AID	<u>20,728.00</u>

TOTAL RECEIPTS 20,906.27

TOTAL RECEIPTS AND BAL. 464,925.57

DISBURSEMENTS 35,952.50

BALANCE ON HAND 7/31/2020 428,973.07

## BANK RECONCILIATION

BAL. PER BANK STATEMENT 07/31/2020 AND CD'S 429,887.15

IN TRANSIT	0.00
BANK ERROR	0.00
IN TRANSIT ON LINE PAYMENTS	0.00
RETURNED CHECK	0.00
OUTSTANDING CHECKS (6824, 6825, 6826, 6827, 6828)	<u>914.08</u>

BALANCE IN SCHOOL LUNCH FUND 428,973.07

LYNNE LUBASZEWSKI  
DISTRICT TREASURER



BALANCE ON HAND 07/01/2020	601,423.53
TOTAL RECEIPTS:	<u>770,835.87</u>
TOTAL RECEIPTS AND BAL.	1,372,259.40
DISBURSEMENTS:	<u>839,125.54</u>
ENDING BALANCE 07/31/2020	<u><u>533,133.86</u></u>

## BANK RECONCILIATION

BAL. PER STATEMENT	TRUST & AGENCY ACCOUNT	580,157.70
P/R INTEREST-CNB		0.25
P/R INTEREST-FIVE STAR		0.00
OUTSTANDING CHECKS		44,858.01
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		479.52
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		900.44
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		786.12
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		0.00
BAL. IN T & A ACCOUNT	7/31/2020	<u><u>533,133.86</u></u>

PAYROLL ACCOUNT...BAL. PER BANK STATEMENTS	10,105.39
LESS INTEREST NOT POSTED	0.25
IN TRANSIT TO GENERAL	0.00
DEPOSIT IN TRANSIT	0.00
BANK ERROR	<u>0.00</u>

BALANCE IN PAYROLL ACCOUNT	<u><u>10,105.14</u></u>
----------------------------	-------------------------

OUTSTANDING CHECKS IN PAYROLL ACCOUNT	<u><u>10,105.14</u></u>
---------------------------------------	-------------------------

LYNNE LUBASZEWSKI  
DISTRICT TREASURER



## TREASURER'S REPORT

## SPECIAL AID FUND

V.

BALANCE ON HAND	7/1/2020	32,521.21
-----------------	----------	-----------

## RECEIPTS:

INTEREST	15.97
DUE FROM OTHER FUNDS	146,414.68
STATE OF NY	320,481.00
REFUND PR YR EXPENSE	<u>0.00</u>

TOTAL RECEIPTS	<u>466,911.65</u>
----------------	-------------------

TOTAL RECEIPTS AND BALANCE	499,432.86
DISBURSEMENTS	<u>35,060.69</u>

BAL. ON HAND 07/31/2020	<u><u>464,372.17</u></u>
-------------------------	--------------------------

## BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	483,178.17
----------------------------	------------

OUTSTANDING CHECKS (5831)	18,806.00
IN TRANSIT	<u>0.00</u>

BALANCE IN NOW/MM ACCOUNT 07/31/2020	<u><u>464,372.17</u></u>
--------------------------------------	--------------------------

LYNNE LUBASZEWSKI  
DISTRICT TREASURER



## TREASURER'S REPORT

## CAPITAL FUND-29M PROJECT

VI.

BALANCE ON HAND	7/1/2020	1,407,893.70
-----------------	----------	--------------

## RECEIPTS:

INTEREST	408.57
FROM CAPITAL RESERVE	0.00
BAN & PREMIUM	<u>13,171,730.00</u>

TOTAL RECEIPTS	<u>13,172,138.57</u>
----------------	----------------------

TOTAL RECEIPTS AND BALANCE	14,580,032.27
DISBURSEMENTS	<u>1,136,707.73</u>

BAL. ON HAND 07/31/2020	<u><u>13,443,324.54</u></u>
-------------------------	-----------------------------

## BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	910,894.49
----------------------------	------------

LESS CHECKS OUT (5025, 5026, 5027, 5028)	905,555.37
--	------------

DEPOSIT IN TRANSIT	<u>0.00</u>
--------------------	-------------

BALANCE IN CHECKING ACCOUNT	5,339.12
-----------------------------	----------

BALANCE IN CERTIFICATES OF DEPOSIT/MONEY MARKET	13,437,985.42
---	---------------

IN TRANSIT	<u>0.00</u>
------------	-------------

BALANCE IN CAPITAL 29M PROJECT 07/31/2020	<u><u>13,443,324.54</u></u>
---	-----------------------------

LYNNE LUBASZEWSKI  
DISTRICT TREASURER



**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
Personnel Agenda, September 17, 2020

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 **Katrin Auyer**, who has certifications in Literacy Birth-Grade 6 and Childhood Education Grades 1-6, to a probationary position as a Reading Teacher, effective September 28, 2020, at an annual salary of \$52,410 (Step 9M+27), leading towards tenure in Reading Education.

**Part Time  
Appointments:**

The appointment of **Rachel Zeger**, who holds certification in Childhood Education Grades 1-6, Early Childhood Education Birth-Grade 2, Students with Disabilities Grades 1-6, and Students with Disabilities Birth-Grade 2, to a part-time (.5fte) position as a Special Education Teacher effective September 1, 2020, and ending June 30, 2021, at an annual salary of \$22,550 (Step 2M+12).

**Long Term  
Substitute  
Appointments:**

The appointment of **Melissa D'Andrea-Lloyd**, who has certifications in Childhood Education Grades 1-6 and Early Childhood Education Birth-Grade 2, to a long term substitute position as an Elementary Teacher, effective September 1, 2020, and ending February 12, 2021, at a prorated annual salary of \$47,300 (Step 6M).

The appointment of **Kayla Docteur**, who has certifications in Childhood Education Grades 1-6, Early Childhood Education Birth-Grade 2, and Literacy Birth-Grade 6, to a long term substitute position as a .5 FTE Elementary Teacher and .5 FTE Reading Teacher, effective September 1, 2020, and ending February 5, 2021, at an prorated annual salary of \$47,700 (Step 6M+9).

The appointment of **Susan Brown**, who has certifications in Special Education Kindergarten-Grade 12 and Pre-Kindergarten, Kindergarten, and Grades 1-6, to a long term substitute position as a Special Education Teacher, effective September 3, 2020, and ending June 30, 2021, at an annual salary of \$50,810 (Step 9M).

The appointment of **Brittany Turner**, who has certification in Generalist in Middle Childhood Education and pending certifications in Mathematics Grades 7-12, Mathematics Grades 5-9, and English

Language Arts Grades 5-9, to a long term substitute position as a Mathematics Teacher, effective September 1, 2020, and ending June 30, 2021, or if the District changes to an all virtual mode of instructional delivery prior to the end of the school year, at an annual salary of \$42,300 (Step 2B).

The appointment of **Andrea Germain**, who has certifications in Childhood Education Grades 1-6, to a long term substitute position as an Elementary Teacher, effective September 3, 2020, and ending January 22, 2021, at a prorated annual salary of \$46,800 (Step 5M+10).

The appointment of **Alexandra Lambert**, who has certification in Childhood Education Grades 1-6, to a long term substitute position as an Elementary Teacher, effective September 8, 2020, and ending June 30, 2021, or if the District changes to an all virtual mode of instructional delivery prior to the end of the school year, at an annual salary of \$44,900 (Step 1M+21).

**Leaves of Absence:** The granting of an unpaid discretionary leave of absence for **Jennifer Cole**, Elementary Teacher, effective September 1, 2020, through January 22, 2021.

The granting of a .3FTE unpaid discretionary leave of absence for **Joanne Lowe**, Music Teacher, effective September 1, 2020, through January 22, 2021.

The granting of a maternity leave and subsequent childcare leave of absence for **Emily Dietz**, Mathematics Teacher, effective approximately November 22, 2020, and extending to February 19, 2021.

The granting of a maternity leave and subsequent childcare leave of absence for **Meghan Mietelski**, Elementary Teacher, effective approximately December 4, 2020, and extending to June 30, 2021.

**Resignations:** The resignation of **Katrina Beckman**, .5 FTE Special Education Teacher, effective August 13, 2020.

**Co-Curricular:** The resignation of **James Mauro**, Intermediate Math-6<sup>th</sup> Grade (shared position), effective August 17, 2020.

**Per Diem  
Substitutes:**

<u>Candidate</u>	<u>Area of Certification</u>
Bianca Mele	School Psychologist
Kathryn Andalora	Elementary

Catherine Gibbons	Elementary/Special Ed/Reading
Laura Drier	Uncertified
Michele Driscoll	Uncertified
Sapna Bhargava	Uncertified
Kathryn Bell	Uncertified
Douglas Bass	Uncertified

### **Non-Instructional**

#### **Appointments:**

The appointment of **Natalia Lewis**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2020.

The appointment of **Pamela Havill**, from Food Service Helper to Food Service Supervisor, effective September 1, 2020, at an hourly rate of \$14.08.

The appointment of **Beth Vetter**, from Substitute Teacher Aide to Part Time Teacher Aide, effective September 1, 2020, at an hourly rate of \$12.50.

The appointment of **Larrime Lopez**, from Substitute Teacher Aide to Full Time Teacher Aide, effective September 1, 2020, at an hourly rate of \$12.50.

The provisional promotional appointment of **Karin Mulhern**, from Full Time Teacher Aide to Library Clerk, effective September 1, 2020, at an hourly rate of \$14.30.

The appointment of **Rachel Schneider**, Full Time Teacher Aide, effective September 1, 2020, at an hourly rate of \$12.50.

The appointment of **Sapna Bhargava**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2020.

The appointment of **Rachel Eilertsen**, from Substitute Teacher Aide to Full Time Teacher Aide, effective September 1, 2020, at an hourly rate of \$12.50.

The appointment of **Sara Jones**, from Substitute Teacher Aide to Part Time Teacher Aide, effective September 1, 2020, at an hourly rate of \$12.50.

The appointment of **Dario Pafundi**, Cleaner, effective September 9, 2020, at an hourly rate of \$12.98.

The appointment of **James Palmiere**, from Part Time Teacher Aide to



Full Time Teacher Aide, effective September 1, 2020.

The appointment of **Randy Johnson**, from Part Time Teacher Aide to Full Time Teacher Aide, effective September 1, 2020.

The appointment of **Rebecca Carter**, Full Time Teacher Aide, effective September 10, 2020, at an hourly rate of \$12.50.

The appointment of **Kadian Baker**, from Substitute School Bus Monitor to Part Time School Bus Monitor, effective September 10, 2020, at an hourly rate of \$12.50.

The appointment of **Sarah Maslyn**, from Part Time Cleaner to Full Time Cleaner, effective September 14, 2020.

The appointment of **Julie O'Neil**, Full Time Teacher Aide, effective September 10, 2020, at an hourly rate of \$12.50.

The reinstatement of **Catherine Haines**, to a Part Time Teacher Aide position, effective September 1, 2020.

The appointment of **Donald O'Brien**, Full Time Day Cleaner, effective September 10, 2020, at an hourly rate of \$15.00.

The appointment of **Patricia Anderson**, from Part Time Food Service Helper to Part Time Day Cleaner, effective September 10, 2020, at an hourly rate of \$12.80.

The appointment of **Judy Casey-Weld**, from Part Time Food Service Helper to Part Time Day Cleaner, effective September 10, 2020, at an hourly rate of \$12.80.

The appointment of **Eugenia Karras**, from Part Time Food Service Helper to Part Time Day Cleaner, effective September 10, 2020, at an hourly rate of \$12.80.

The appointment of **Sarwat Saleem**, from Part Time Food Service Helper to Part Time Day Cleaner, effective September 10, 2020, at an hourly rate of \$12.80.

The appointment of **Carol Schuth**, from Part Time Food Service Helper to Part Time Day Cleaner, effective September 10, 2020, at an hourly rate of \$12.80.

The appointment of **Jason Swarts**, from Part Time Food Service Helper to Part Time Day Cleaner, effective September 10, 2020, at an hourly

rate of \$12.80.

The appointment of **Sarah Ricci**, from Substitute Teacher Aide to Part Time Teacher Aide, effective September 1, 2020, at an hourly rate of \$12.50.

The appointment of **Nicole Rogers**, Part Time Teacher Aide, effective September 10, 2020, at an hourly rate of \$12.50.

**Resignations:**

The resignation, due to retirement, of **Diane Osterling**, Full Time Teacher Aide, effective August 31, 2020.

The resignation of **Margaret LaChapelle**, Full Time Teacher Aide, effective August 28, 2020.

The resignation of **Terry Caldwell**, Cleaner, effective August 17, 2020.

The resignation of **Dana Peterson**, Part Time Teacher Aide, effective August 17, 2020.

The resignation of **Julie Guenther**, Full Time Teacher Aide, effective August 31, 2020.

The resignation of **Nicole Sargent**, Part Time Teacher Aide, effective August 20, 2020.

The resignation of **Catherine Haines**, Part Time Teacher Aide, effective August 19, 2020.

The resignation of **Trang Cointot**, Part Time Teacher Aide, effective August 24, 2020.

The resignation, due to retirement, of **Deborah Dunn**, Full Time Teacher Aide, effective August 31, 2020.

The resignation of **Kathryn McCoon**, School Bus Driver, effective August 31, 2020.

**Leave of Absence:**

The granting of a maternity leave and subsequent childcare leave of absence for **Alesha Morales**, Full Time Teacher Aide, effective September 1, 2020, and extending to September 18, 2020.

The granting of an unpaid discretionary leave of absence for **Julie Frisk**, Part Time Teacher Aide, effective September 1, 2020, through January 25, 2021.

The granting of an unpaid discretionary leave of absence for **Vilayphone O'Malley**, Full Time Teacher Aide, effective September 15, 2020, through November 30, 2020.

The granting of an unpaid discretionary leave of absence for **Ashley Masters**, Full Time Teacher Aide, effective September 1, 2020, through November 30, 2020.

The granting of an unpaid discretionary leave of absence for **Sharon Mikulec**, Part Time Teacher Aide, effective September 1, 2020, through June 30, 2021.

The granting of an unpaid discretionary leave of absence for **Anita Young**, Part Time Teacher Aide, effective September 1, 2020, through December 31, 2020.

The granting of an unpaid discretionary leave of absence for **Lynne Oddo**, Part Time Teacher Aide, effective September 1, 2020, through December 11, 2020.

The granting of an unpaid discretionary leave of absence for **Kristi Patton**, Part Time Teacher Aide, effective September 1, 2020, through November 18, 2020.

The granting of an unpaid leave of absence for **Donald O'Brien**, Senior Lifeguard, effective September 10, 2020.

The granting of an unpaid discretionary leave of absence for **Katherine Marquez-Rodriguez**, Part Time Food Service Helper, effective September 1, 2020, through June 30, 2021.

**Position Action:**

BE IT HEREBY RESOLVED, that the Board of Education for the Victor Central School District hereby abolishes eight (8) positions in the Civil Service labor classification of Food Service Helper effective August 31, 2020.

The Board of Education has determined that the following individuals are the least senior in that title and such Food Service Helpers shall be excessed effective August 31, 2020. In accordance with the collective bargaining agreement, these individuals shall be placed on a recall list.

Carol Schuth  
Lilliam Marquez  
Sarwat Saleem  
Patricia Anderson

Priscilla Vargas Rodriguez  
Judy Casey-Weld  
Eugenia Karras  
Jason Swarts

**Amendments:** The resignation of **Olivia Howe**, Part Time Typist, effective September 11, 2020.

**Per Diem and  
Substitute Positions:**

<b><u>Candidate</u></b>	<b><u>Position</u></b>
Erica Giardino	Teacher Aide
Terry Caldwell	Cleaner
Catherine Haines	Teacher Aide
Daniel Crowley	Day Cleaner
Rhonda Dodson	Day Cleaner
Vladislav Kasic	Day Cleaner
Duane LaPlant	Day Cleaner
Louvica McIntee	Day Cleaner
Eileen Wagner	Day Cleaner
Chiara Watts	Day Cleaner
Douglas Bass	Teacher Aide



**VICTOR CENTRAL**  
SCHOOL DISTRICT

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

**Jay Schickling**, Assistant Superintendent for Business

To: Tim Terranova, Superintendent  
From: Jay Schickling, Assistant Superintendent for Business  
Date: August 7, 2020  
Topic: ELL State Function Code

Dr. Terranova,

As of 2019 the state has created a new function code of 2259 for English Language Learners, and Victor had not yet established such a function within our budget. For the 2020-21 budget we have created budget codes within the 2259 function to capture costs for our ELL program. As a result, we have staff set up for payroll in the 2259 function, but we will have to transfer funds from the original 2110 function codes (regular instructional salaries) to the 2259 function code.

This is not an amendment to the budget, it is simply re-aligning where the salaries for these ELL instructors should be reported, to how we account for their salaries in our budget codes. The following chart lists the location of each staff member, their salary for 2020-21, the account from which the funds should be transferred (2110 function) and the account to which the funds should be transferred (2259).

Location	2020-21 Salary	Old Budget Code	New Budget Code
		Transfer From	Transfer To
HS	\$52,810	2110-130-01-0000	2259-150-01-0000
HS	\$68,264	2110-120-05-0000	2259-150-01-0000
JH	\$61,488	2110-130-02-0000	2259-150-02-0000
IS	\$54,110	2110-120-03-0000	2259-150-03-0000
PS	\$58,010	2110-120-04-0000	2259-150-04-0000
PS	\$45,350	2110-120-04-0000	2259-150-04-0000
EC	\$45,350	2110-120-05-0000	2259-150-05-0000

This will result in more accurate reporting on the District's ST-3 for expenses relative to ELL instruction. The dollar volume of these transfers requires approval from the Board of Education, for which I am requesting a recommendation.

If you have any additional questions or concerns please do not hesitate to contact me.

Best Regards,

Jay Schickling

**MEMORANDUM OF AGREEMENT  
BETWEEN THE CIVIL SERVICE EMPLOYEE'S ASSOCIATION INC,  
LOCAL 1000, AFSCME, AFL-CIO, VICTOR CENTRAL SCHOOL  
DISTRICT NON-INSTRUCTIONAL EMPLOYEES UNIT #7854 ONTARIO  
COUNTY LOCAL 835 AND THE VICTOR CENTRAL SCHOOL  
DISTRICT**

The Civil Service Employee's Association (hereinafter referred to as "CSEA") and the Victor Central School District (hereinafter referred to as the "District" and both hereinafter referred to as the "parties") are agreeing to the Memorandum of Agreement stated below.

**Whereas**, CSEA and the District are parties to a collective bargaining agreement which will expire on June 30, 2023; and,

**Whereas**, both parties have entertained discussions regarding additional stipends for teacher aides; and,

**Whereas**, both parties both mutually agree to enter a memorandum of agreement because of those discussions; and,

**Now, therefore, the parties mutually agree as follows:**

For teacher aides who voluntarily accept a short-term assignment substituting for an absent teacher will be provided with the following stipend:

***Level-5 stipend = \$3.00 per hour***

***Teacher aides voluntarily accepting an assignment as a substitute teacher and fulfilling all appropriate responsibilities for such assignment.***

***Time will be reported to the closest 15 minutes (e.g., 2 hours and 7 minutes equals 2 hours, 2 hours and 8 minutes equals 2.25 hours).***

***If the substitute teacher rates approved annually by the Board of Education increase, the parties agree to meet to discuss renegotiating the stipend amount.***

***This Level-5 stipend shall be considered referenced as "A-6" under Schedule "A" of the contract.***

***All prior protocols and/or agreements for the compensation of teacher aides serving as substitute teachers are no longer valid once this agreement is executed.***

***This Memorandum of Agreement shall be effective September 10, 2020, shall not set any precedence and all other terms and conditions of the collective bargaining agreement remain unchanged.***

Agreed to this \_\_\_\_\_ day of September, 2020

FOR THE VICTOR CENTRAL SCHOOL DISTRICT:

---

Dr. Timothy Terranova  
Superintendent of Schools

FOR CSEA UNIT #7854:

---

Mark Rugaber  
Unit #7854 President

---

Paul D. Peters  
CSEA Labor Relations Specialist

**MEMORANDUM OF AGREEMENT  
BETWEEN THE CIVIL SERVICE EMPLOYEE'S ASSOCIATION INC,  
LOCAL 1000, AFSCME, AFL-CIO, VICTOR CENTRAL SCHOOL  
DISTRICT NON-INSTRUCTIONAL EMPLOYEES UNIT #7854 ONTARIO  
COUNTY LOCAL 835 AND THE VICTOR CENTRAL SCHOOL DISTRICT**

The Civil Service Employee's Association (hereinafter referred to as "CSEA") and the Victor Central School District (hereinafter referred to as the "District" and both hereinafter referred to as the "parties") are agreeing to the Memorandum of Agreement stated below.

**Whereas**, CSEA and the District are parties to a collective bargaining agreement which will expire on June 30, 2023; and,

**Whereas**, both parties understand the impact of COVID-19 on the operations of schools including the development and implementations of a hybrid schedule at both the Victor Junior High School and Senior High School; this schedule does not require the attendance of all students on Wednesdays; and,

**Whereas**, both parties both mutually agree to enter a memorandum of agreement because of this hybrid schedule; and,

**Now, therefore, the parties mutually agree as follows:**

*Due to the hybrid schedule that will be used in the 2020-21 school year at the Junior High School and Senior High School that does not require all students to attend on Wednesdays, the need for teacher aides on Wednesdays is greatly reduced.*

*Both the Junior High School and Senior High School will need some teacher aides on Wednesdays who have specific assignments that are not impacted by the absence of students in the schools.*

*All other teacher aides assigned to the Junior High School and Senior High School other than those referenced above will not be required to work on Wednesdays while the current hybrid schedule is in effect. Teacher aides not working on Wednesdays will not be paid.*

*It is agreed that the reduced hours for full-time teacher aides at the Junior High School and Senior High School who are not required to work on Wednesdays will remain eligible for health insurance benefits as defined in Article 24.1 of the current collective bargaining agreement while the current hybrid schedule is in effect.*

*Teacher aides assigned to the Junior High School and Senior High School who are not required to work on Wednesdays will be asked if they would like to serve as a substitute teacher aide in the elementary schools or be available to provide additional support, as needed, in any of the District's schools and departments. Any interested teacher aide will be placed on a list in seniority order.*

*Teacher aides will be called in seniority order from this list for the aforementioned placements on Wednesdays. An aide may refuse a Wednesday placement without any consequence other than relinquishing their turn.*

*Calls will continue to be made from the list for Wednesday placements starting where the calls ended in the previous week (e.g., if the first seven people on the list were called on the first*



*Wednesday, calls will start with the eighth person on the list for the next Wednesday). After everyone on the list has been called, calls will continue from the top (most senior) of the list.*

*This Memorandum of Agreement shall be effective September 10, 2020 and remain in effect while the current hybrid schedule is being implemented at the Junior High School and Senior High School, shall not set any precedence and all other terms and conditions of the collective bargaining agreement remain unchanged.*

Agreed to this \_\_\_\_\_ day of September, 2020  
FOR THE VICTOR CENTRAL SCHOOL DISTRICT:

---

Dr. Timothy Terranova  
Superintendent of Schools

FOR CSEA UNIT #7854:

---

Mark Rugaber  
Unit #7854 President

---

Paul D. Peters  
CSEA Labor Relations Specialist

# Victor Central School 2020-2021 School Calendar

BOE Approved \_\_\_\_\_

Revised 8/20/2020

S	M	T	W	TH	F	S
<b>July 2020</b>						
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

S	M	T	W	TH	F	S
<b>August 2020</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

S	M	T	W	TH	F	S
<b>September 2020</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

<b>October 2020</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

<b>November 2020</b>						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

<b>December 2020</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

<b>January 2021</b>						
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

<b>February 2021</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

<b>March 2021</b>						
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

<b>April 2021</b>						
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

<b>May 2021</b>						
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

<b>June 2021</b>						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August 24-26	New Teacher Orientation
September 1-3	Superintendent Conference Days**
September 7	Labor Day
September 8-9	Superintendent Conference Days**
September 10	Classes Begin
October 12	Columbus Day
November 11	Veterans Day
November 25-27	Thanksgiving Recess
December 23-January 1	Holiday Recess
January 18	Martin Luther King, Jr. Day
February 15-19	President's Recess
March 29-April 2	Spring Recess (3/29 Potential Snow Day Makeup)
May 31	Memorial Day Holiday
June 16-24	Regents Testing
June 25	Regents Rating Day - VTA Must Report No 10 month CSEA^^

Month	Student Days	Teacher Days
August	0	0
September	15	20
October	21	21
November	17	17
December	16	16
January	19	19
February	15	15
March	20	20
April	20	20
May	20	20
June	18 ^^	19
<b>TOTALS</b>	<b>181^^</b>	<b>187*</b>

\*\* Conference Days Subject to NYSED Testing Schedules: VSCD 10 & 11 month non-teaching staff will be notified if attendance is required. \*\*

^^ Regents Rating Day can be considered a student day of attendance if necessary. VSCD 10 month non-teaching staff will be notified if attendance is required.^^

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

## **0110 Sexual Harassment**

The Board of Education is committed to maintaining a workplace free from sexual harassment. Sexual harassment is a form of workplace discrimination. The Victor Central School District has a zero-tolerance policy for any form of sexual harassment, and all employees are required to work in a manner that prevents sexual harassment in the workplace. This Policy is one component of the District's commitment to a discrimination-free work environment.

Sexual harassment is against the law and all employees have a legal right to a workplace free from sexual harassment and employees are urged to report sexual harassment by filing a complaint internally with the Civil Rights Compliance Officers, or with a government agency or in court under federal, state or local antidiscrimination laws.

### **Policy:**

1. This Policy applies to all employees, applicants for employment, interns, whether paid or unpaid, contractors and persons conducting business with the District.
2. Sexual harassment will not be tolerated. Any employee or individual covered by this policy who engages in sexual harassment or retaliation will be subject to remedial and/or disciplinary action, up to and including termination.
3. Retaliation Prohibition: No person covered by this Policy shall be subject to adverse action because the employee reports an incident of sexual harassment, provides information, or otherwise assists in any investigation of a sexual harassment complaint. The District will not tolerate such retaliation against anyone who, in good faith, reports or provides information about suspected sexual harassment. Any employee of the District who retaliates against anyone involved in a sexual harassment investigation will be subjected to disciplinary action, up to and including termination. All employees, paid or unpaid interns, or non-employees (such as contractors, subcontractors, vendors, consultants) working in the workplace who believe they have been subject to such retaliation should inform a supervisor or the Civil Rights Compliance Officer. All employees, paid or unpaid interns or non-employees who believe they have been a target of such retaliation may also seek relief in other available forums, as explained below in the section on Legal Protections.

4. Sexual harassment is offensive, is a violation of our policies, is unlawful, and may subject the District to liability for harm to targets of sexual harassment. Harassers may also be individually subject to liability. Employees of every level who engage in sexual harassment, including supervisors who engage in sexual harassment or who allow such behavior to continue, will be penalized for such misconduct.
5. The District will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. The District will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. All employees, including supervisors, are required to cooperate with any internal investigation of sexual harassment.
6. All employees are encouraged to report any harassment or behaviors that violate this policy. The District will provide all employees a complaint form for employees to report harassment and file complaints.
7. Supervisors are **required** to report any complaint that they receive, or any harassment that they observe or become aware of, to the Civil Rights Compliance Officer.
8. This policy applies to all employees, paid or unpaid interns, and non-employees, such as contractors, subcontractors, vendors, consultants or anyone providing services in the workplace, and all must follow and uphold this policy. This policy must be provided to all employees and should be posted prominently in all work locations to the extent practicable (for example, in a main office, not an offsite work location) and be provided to employees upon hiring.

### **What is “Sexual Harassment”?**

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of actual or perceived or self-identified sex, sexual orientation, gender identity, gender expression, and transgender status.

Sexual harassment is unlawful when it subjects an individual to inferior terms, conditions, or privileges of employment. Harassment need not be severe or pervasive to be unlawful, and can be any harassing conduct that consists of more than petty slights or trivial inconveniences. Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

### **Examples of sexual harassment**

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

- Physical acts of a sexual nature, such as:
  - Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
  - Rape, sexual battery, molestation or attempts to commit these assaults.
- Unwanted sexual advances or propositions, such as:
  - Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
  - Subtle or obvious pressure for unwelcome sexual activities.

- Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.
- Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.
- Sexual or discriminatory displays or publications anywhere in the workplace, such as:
  - Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.
- Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:
  - Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
  - Sabotaging an individual's work;
  - Bullying, yelling, name-calling.

### **Who can be a target of sexual harassment?**

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

### **Where can sexual harassment occur?**

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.

## **Retaliation**

Unlawful retaliation can be any action that could discourage a worker from coming forward to make or support a sexual harassment claim. Adverse action need not be job-

related or occur in the workplace to constitute unlawful retaliation (e.g., threats of physical violence outside of work hours).

Such retaliation is unlawful under federal, state, and (where applicable) local law. The New York State Human Rights Law protects any individual who has engaged in “protected activity.” Protected activity occurs when a person has:

- made a complaint of sexual harassment, either internally or with any anti-discrimination agency;
- testified or assisted in a proceeding involving sexual harassment under the Human Rights Law or other anti-discrimination law;
- opposed sexual harassment by making a verbal or informal complaint to management, or by simply informing a supervisor of harassment;
- reported that another employee has been sexually harassed; or
- encouraged a fellow employee to report harassment.

Even if the alleged harassment does not turn out to rise to the level of a violation of law, the individual is protected from retaliation if the person had a good faith belief that the practices were unlawful. However, the retaliation provision is not intended to protect persons making intentionally false charges of harassment.

## **Reporting Sexual Harassment**

**Preventing sexual harassment is everyone’s responsibility.** The District cannot prevent or remedy sexual harassment unless it knows about it. Any employee, paid or unpaid intern or non-employee who has been subjected to behavior that may constitute sexual harassment is encouraged to report such behavior to a supervisor or the Civil Rights Compliance Officer. Anyone who witnesses or becomes aware of potential instances of sexual harassment should report such behavior to a supervisor or the Civil Rights Compliance Officer.

Reports of sexual harassment may be made verbally or in writing. A form for submission of a written complaint is attached to this Policy, and all employees are encouraged to use this complaint form. Employees who are reporting sexual harassment on behalf of other employees should use the complaint form and note that it is on another employee’s behalf.

Employees, paid or unpaid interns or non-employees who believe they have been a target of sexual harassment may also seek assistance in other available forums, as explained below in the section on Legal Protections.

## **Supervisory Responsibilities**

All supervisors who receive a complaint or information about suspected sexual harassment, observe what may be sexually harassing behavior or for any reason suspect that sexual harassment is occurring, **are required** to report such suspected sexual harassment to the Civil Rights Compliance Officer.

In addition to being subject to discipline if they engaged in sexually harassing conduct themselves, supervisors will be subject to discipline for failing to report suspected sexual harassment or otherwise knowingly allowing sexual harassment to continue.

Supervisors will also be subject to discipline for engaging in any retaliation.

## **Complaint and Investigation of Sexual Harassment**

**All** complaints or information about sexual harassment will be investigated, whether that information was reported in verbal or written form. Investigations will be conducted in a timely manner, and will be confidential to the extent possible.

An investigation of any complaint, information or knowledge of suspected sexual harassment will be prompt and thorough, commenced immediately and completed as soon as possible. The investigation will be kept confidential to the extent possible. All persons involved, including complainants, witnesses and alleged harassers will be accorded due process, as outlined below, to protect their rights to a fair and impartial investigation.

Any employee may be required to cooperate as needed in an investigation of suspected sexual harassment. The District will not tolerate retaliation against employees who file complaints, support another's complaint or participate in an investigation regarding a violation of this policy.

While the process may vary from case to case, investigations should be done in accordance with the following steps:

- Upon receipt of complaint, the Civil Rights Compliance Officer will conduct an immediate review of the allegations, and take any interim actions (e.g., instructing the respondent to refrain from communications with the complainant), as appropriate. If complaint is verbal, encourage the individual to complete the "Complaint Form" in writing. If he or she refuses, prepare a Complaint Form based on the verbal reporting.
- If documents, emails or phone records are relevant to the investigation, take steps to obtain and preserve them.



- Request and review all relevant documents, including all electronic communications.
- Interview all parties involved, including any relevant witnesses;
- Create a written documentation of the investigation (such as a letter, memo or email), which contains the following:
  - A list of all documents reviewed, along with a detailed summary of relevant documents;
  - A list of names of those interviewed, along with a detailed summary of their statements;
  - A timeline of events;
  - A summary of prior relevant incidents, reported or unreported; and
  - The basis for the decision and final resolution of the complaint, together with any corrective action(s).
- Keep the written documentation and associated documents in a secure and confidential location.
- Promptly notify the individual who reported and the individual(s) about whom the complaint was made of the final determination and implement any corrective actions identified in the written document.
- Inform the individual who reported of the right to file a complaint or charge externally as outlined in the next section.

## **Legal Protections And External Remedies**

Sexual harassment is not only prohibited by the District but is also prohibited by state, federal, and, where applicable, local law.

Aside from the internal process at the District, employees may also choose to pursue legal remedies with the following governmental entities. While a private attorney is not required to file a complaint with a governmental agency, you may seek the legal advice of an attorney.

In addition to those outlined below, employees in certain industries may have additional legal protections.

### **State Human Rights Law (HRL)**

The Human Rights Law (HRL), codified as N.Y. Executive Law, art. 15, § 290 et seq., applies to all employers in New York State with regard to sexual harassment, and protects employees, paid or unpaid interns and non-employees, regardless of

immigration status. A complaint alleging violation of the Human Rights Law may be filed either with the Division of Human Rights (DHR) or in New York State Supreme Court.

Complaints with DHR may be filed any time **within one year (three years beginning Aug. 12, 2020)** of the harassment. If an individual did not file at DHR, they can sue directly in state court under the HRL, **within three years** of the alleged sexual harassment. An individual may not file with DHR if they have already filed a HRL complaint in state court.

Complaining internally to the District does not extend your time to file with DHR or in court. The one year or three years is counted from date of the most recent incident of harassment.

You do not need an attorney to file a complaint with DHR, and there is no cost to file with DHR.

DHR will investigate your complaint and determine whether there is probable cause to believe that sexual harassment has occurred. Probable cause cases are forwarded to a public hearing before an administrative law judge. If sexual harassment is found after a hearing, DHR has the power to award relief, which varies but may include requiring your employer to take action to stop the harassment, or redress the damage caused, including paying of monetary damages, attorney's fees and civil fines.

DHR's main office contact information is: NYS Division of Human Rights, One Fordham Plaza, Fourth Floor, Bronx, New York 10458. You may call (718) 741-8400 or visit: [www.dhr.ny.gov](http://www.dhr.ny.gov).

Contact DHR at (888) 392-3644 or visit [dhr.ny.gov/complaint](http://dhr.ny.gov/complaint) for more information about filing a complaint. The website has a complaint form that can be downloaded, filled out, notarized and mailed to DHR. The website also contains contact information for DHR's regional offices across New York State.

### **Civil Rights Act of 1964**

The United States Equal Employment Opportunity Commission (EEOC) enforces federal anti-discrimination laws, including Title VII of the 1964 federal Civil Rights Act (codified as 42 U.S.C. § 2000e et seq.). An individual can file a complaint with the EEOC anytime within 300 days from the harassment. There is no cost to file a complaint with the EEOC. The EEOC will investigate the complaint, and determine whether there is reasonable cause to believe that discrimination has occurred, at which point the EEOC will issue a Right to Sue letter permitting the individual to file a complaint in federal court.

The EEOC does not hold hearings or award relief, but may take other action including pursuing cases in federal court on behalf of complaining parties. Federal courts may award remedies if discrimination is found to have occurred. In general, private

employers must have at least 15 employees to come within the jurisdiction of the EEOC.

An employee alleging discrimination at work can file a “Charge of Discrimination.” The EEOC has district, area, and field offices where complaints can be filed. Contact the EEOC by calling 1-800-669-4000 (TTY: 1-800-669-6820), visiting their website at [www.eeoc.gov](http://www.eeoc.gov) or via email at [info@eeoc.gov](mailto:info@eeoc.gov).

If an individual filed an administrative complaint with DHR, DHR will file the complaint with the EEOC to preserve the right to proceed in federal court.

### **Local Protections**

Many localities enforce laws protecting individuals from sexual harassment and discrimination. An individual should contact the county, city or town in which they live to find out if such a law exists. For example, employees who work in New York City may file complaints of sexual harassment with the New York City Commission on Human Rights. Contact their main office at Law Enforcement Bureau of the NYC Commission on Human Rights, 22 Reade Street, 1st Floor, New York, New York; call 311 or (212) 306-7450; or visit [www.nyc.gov/html/cchr/html/home/home.shtml](http://www.nyc.gov/html/cchr/html/home/home.shtml).

### **Contact the Local Police Department**

If the harassment involves unwanted physical touching, coerced physical confinement or coerced sex acts, the conduct may constitute a crime. Contact the local police department.

### **References:**

Title VII of Civil Rights Act (1964), 42 U.S.C. §2000-e; 34 CFR §100 *et seq.*  
Executive Law §296-d  
Labor Law §201-g

## **Board Meeting Procedures**

Each Board of Education meeting shall be conducted in an orderly manner which provides time for and encourages community involvement. The order of business at each regular meeting shall be as follows:

1. Meeting Called to Order
  - a. Moment of Silence
  - b. Pledge to the Flag
  - c. Greetings to Visitors
  - d. Reading of the Fire Evacuation Procedure
2. Approval of the Agenda
3. Superintendent's Update
4. Presentations/Recognitions (optional)
5. Public Participation
6. Acceptance of Consent Items
  - a. Minutes of prior meeting(s)
  - b. Treasurer's Report and Financial Statements
  - c. Personnel Agenda
  - d. Recommendation of the Committee on Preschool Special Education and of the Committee on Special Education
  - e. Other
7. Presentations and Recommendations
8. Meeting Reports
9. Public Comment

## 10. Upcoming Events

## 11. Adjourn

The regular order of business may be changed at any meeting (and for that meeting only) by an affirmative vote of a majority and voting for the proposed change in the regular order of business.

Except in emergencies, the Board shall not attempt to decide upon any question under consideration before examining and evaluating relevant information. The Superintendent shall be given an opportunity to examine and to evaluate all such information, and to recommend action before the Board attempts to make a decision.

The Board may adjourn a regular or special meeting at any place in the agenda providing that arrangements are made to complete the items of business on the agenda at a future meeting. The minutes shall make notice of the adjournment, and the reconvened session shall be considered an addition to these minutes.

Cross- Ref: 2342, Agenda Preparation and Dissemination

Adoption Date: 1/13/2000, Revised: 8/9/2012, 2/4/2016  
2000 - Governance and Operations