

Victor Central School  
Board of Education  
PROPOSED AGENDA  
Regular Meeting, Thursday, April 16, 2020 – 5:30 PM  
Virtual Meeting via YouTube Live

***It is expected that, upon opening the meeting, a motion will be made to adjourn to executive session and that the virtual meeting will begin at 7:15 PM via YouTube Live at the link below:***

***<https://youtu.be/jnmB3ZcTkoQ>***

✓ = Board Action Expected

- ✓ 1. **Meeting Called to Order by President Deborah Palumbo-Sanders**
  - ✓ • Motion to enter executive session to discuss the employment history of specific individuals
  - ✓ • Motion to return to regular session.
  - A. Moment of Silence
  - B. Pledge to the Flag
  - C. Greetings to Visitors
- ✓ 2. **Approval of Agenda**
3. **Presentations/Recognitions**
  - None at this time
4. **Public Participation:** Due to the virtual meeting, there will be no live public participation. Please feel free to email any thoughts or comments related to the budget to [VCSbudget@victorschools.org](mailto:VCSbudget@victorschools.org) anything other than budget related items to the Superintendent at [terranovat@victorschools.org](mailto:terranovat@victorschools.org). The Board will receive all thoughts and comments submitted.
- ✓ 5. **Acceptance of Consent Items (5 min.)**
  - A. Minutes of the regular meeting of March 11, 2020 and the special meetings of March 24, 2020 and April 8, 2020;
  - B. Treasurer's Report for the month ending February 29, 2020;
  - C. Personnel Agenda;
  - D. Recommendations of the Committee on Special Education from the meetings of February 11, 13, 14, 24, 25, 26, 27, 28, 2020, March 2, 3, 4, 5, 6, 9, 10, 11, 12, 16, 20, 2020, and April 1, 2, 3, 6, 7, 8, 9, 10, 13, 14, 15, 16;
  - E. Board Members to attend standing committee meetings;
  - F. Accept the following donations:
    - \$2,020.87 from Terra Science and Education, Inc. to the Primary School for a project titled Coding a Culture of Creativity and Innovation;
    - \$1,500.00 from the TYLERSTRONG Foundation to the VCS Cafeteria Fund;
  - G. Legal Notice for the Victor-Farmington Library Vote;
  - H. Approve the revised Victor Central School District Shared Decision Making Plan as submitted; and
  - I. Resolution for COVID-19 Emergency Work Hours/Paid Leave Authorization.
6.
  - A. **Campus News** (*Tim Terranova*)
  - B. **Budget Update** (*Tim Terranova, Jay Schickling, Jim Haugh*)

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**C. Rescind the following trips:**

- Varsity Cheerleading to Orlando, FL from 3/19/2020-3/23/2020 to participate in National Competition, which was approved by the Board of Education on 6/13/19;
- Varsity Baseball to Myrtle Beach, SC from 4/3/2020-4/13/2020 to participate in the Ripkin Experience, which was approved by the Board of Education on 10/10/19;
- Grade 9-12 DECA to Nashville, TN from 4/29/2020 – 5/3/2020 to participate in the International DECA Conference, which was approved by the Board of Education on 10/10/19;
- Senior Class of 2020 to New York City from 3/26/2020 – 3/28/2020, which was approved by the Board of Education on 10/10/19;
- Varsity Softball to Herkimer, NY from 5/1/2020 – 5/3/2020 to participate in a tournament, which was approved by the Board of Education on 10/10/19;
- Victor Indoor Percussion Ensemble to Northern Kentucky University from 3/20/2020-3/22/2020 to participate in the Winter Guard International Mid-East Percussion Power Regional, which was approved by the Board of Education on 11/14/19;
- Victor Indoor Percussion Ensemble to the University of Dayton, OH from 4/15/2020-4/19/2020 to participate in the Winter Guard International Percussion World Championships, which was approved by the Board of Education on 11/14/19;
- Varsity Winter Guard to Bethlehem, PA from 3/20/2020-3/22/2020 to participate in the Winter Guard International Regional Competition, which was approved by the Board on 12/12/19;
- Varsity Winter Guard to Dayton, OH from 4/1/2020-4/5/2020 to participate in the Winter Guard Regional Competition, which was approved by the Board of Education on 12/12/19;
- Outdoor Activities Club, grades 9-12, to the Adirondack Mountains from 5/14/2020 – 5/17/2020, which was approved by the Board of Education on 1/16/2020;
- Grade 9-12 Art Club to Pittsburgh, PA from 4/23/2020-4/23/2020, which was approved by the Board of Education on 2/13/2020;

**7. Meeting Report**

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

**B. Standing Committee Updates**

- 8. Public Comment:** Due to the virtual meeting, there will be no live public participation. Please feel free to email any thoughts or comments related to the budget to [VCSbudget@victorschools.org](mailto:VCSbudget@victorschools.org) anything other than budget related items to the Superintendent at [terranovat@victorschools.org](mailto:terranovat@victorschools.org). The Board will receive all thoughts and comments submitted.

**9. Upcoming Events**

**A. Special Board meeting for W-FL BOCES Administrative Budget and Annual Election Vote, Wednesday, April 22, 2020 time to be determined**

**B. Next Regular Board Meeting, Thursday, May 14, 2020**

✓ **10. Adjourn**

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**

**Unapproved Minutes of the Regular Meeting of March 11, 2020  
Early Childhood School Boardroom  
953 High Street  
Victor, New York 14564**

<b>CALL TO ORDER</b>	President Deborah Palumbo-Sanders called the meeting to order at 5:35 PM.
<b>Members Present</b>	Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Christopher Parks, Debbie Palumbo-Sanders, Mike Vistocco,
<b>EXECUTIVE SESSION</b>	<p>A motion was made by C. Parks, seconded by K. Elliott, to enter executive session at 5:35 PM to discuss the employment history of specific individuals. The motion was carried. 7 yes 0 no</p> <p>Recess was taken from 6:33 PM – 6:39 PM</p>
<b>REGULAR SESSION</b>	A motion was made by C. Parks, seconded by K. Elliott, to return to regular session at 7:14 PM. The motion was carried. 7 yes 0 no
<b>APPROVE REVISED AGENDA</b>	A motion was made by C. Parks, seconded by M. Vistocco, to approve the agenda for the meeting. The motion was carried. 7 yes 0 no
<b>RECOGNITIONS</b>	None at this time.
<b>PUBLIC PARTICIPATION</b>	<p>Baylee Smith, a student, talked about her disappointment that the French Exchange Trip is being cancelled and the concern about not receiving any of the money back they paid for the trip. She is hoping the trip will be rescheduled in the fall. She said she was disappointed the students were not included in the decision making.</p> <p><b><u>CONSENT ITEMS</u></b></p> <p>A motion was made by T. DeLucia, seconded by C. Eckhardt to approve, upon recommendation of the Superintendent, the following consent items:</p>
<b>MINUTES</b>	Minutes of the regular meeting of February 13, 2020 and the special meetings of February 10, 2020 and March 5, 2020;
<b>FINANCIAL STATEMENTS</b>	Treasurer’s Report for the month ending January 31, 2020 and other financial related documents;
<b>PERSONNEL</b>	<p>The following personnel items:</p> <p><i>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.</i></p>

# VICTOR CENTRAL SCHOOL BOARD OF EDUCATION

## Instructional

**Leaves of Absence:** The granting of an extension of childcare leave of absence for **Jennifer Geartz**, Elementary Teacher, effective July 1, 2020, and extending to June 30, 2021.

The granting of an extension of childcare leave of absence for **Katie Roto**, Mathematics Teacher, effective July 1, 2020, and extending to June 30, 2021.

The granting of an extension of childcare leave of absence for **Candice Kirchhoff**, Elementary Teacher, effective July 1, 2020, and extending to February 21, 2021.

The granting of a maternity leave and subsequent childcare leave of absence for **Kelly McLaughlin**, Special Education Teacher, effective approximately April 8, 2020, and extending to November 12, 2020.

The granting of an unpaid discretionary leave of absence for **Jennifer Martusewicz**, Elementary Teacher, effective September 1, 2020, and extending to June 30, 2021.

**Appointments:** The extended appointment of **Sheila McCarthy**, to a per diem position as an interim Director of Special Education, effective February 25, 2020, at a daily rate of \$575.

The appointment of **Gail Kass-Smith**, to a per diem position as a School Psychologist, effective February 25, 2020, at a daily rate of \$340.

The temporary appointment of **Megan Steger** (currently on an unpaid Leave of Absence), to a per diem Elementary assignment, effective March 18, 2020.

<b>Athletics:</b>	<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Level</u></b>	<b><u>Years</u></b>
<b>Tennis – Boys</b>	Head Varsity	Andrea Tait	3	1
	Modified A	Chris Stock	6	1
	Volunteer	Barnum, Krystina	-	-
<b>Softball</b>	JV	Amanda Morehouse	5	9
	Modified B	Tim DiSanto	6	13
<b>Baseball</b>	Volunteer	Joe Mauro	-	-
	Volunteer	Joe Simmons	-	-
	Volunteer	Benjamin Lanning	-	-
<b>Lacrosse – Boys</b>	Volunteer	Anthony Pezzimenti	-	-
	Volunteer	Bill Kirnie	-	-
<b>Lacrosse – Girls</b>	Varsity Assistant	Emily Dietz	5	8
	Volunteer	Casey Randall	-	-
	Volunteer	Hannah Savage	-	-

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<b>Track – Boys</b>	Volunteer	Lauren Frye	-	-
	Volunteer	Erin Hussey	-	-
	Head Varsity	Ross Hunkovic	2	10

<b>Co-Curricular:</b>	<b><u>Music</u></b>	<b><u>Name</u></b>	<b><u>Group</u></b>
	Marching Band Director	Mark Gowman	5

<b>Per Diem Substitutes:</b>	<b><u>Candidate</u></b>	<b><u>Area of Certification</u></b>
	Stephen O’Riley	Social Studies/Special Education
	Nancy Burt-Preece	Music
	Michaela Borg	Art
	Kelly DiPietro	ELL/English/Elementary

## **Non-Instructional**

**Appointments:** The appointment of **Ruth Klein**, School Bus Monitor, effective March 11, 2020, at an hourly rate of \$11.80.

**Resignations:** The resignation of **Nicole Snyder**, Full Time Teacher Aide, effective February 28, 2020.

The resignation of **John Ellersick**, Working Supervisor, effective February 28, 2020.

The resignation of **Antonietta Mihalitsas**, Full Time Teacher Aide, effective March 6, 2020.

The resignation of **Gretchen Rivera**, Cleaner, effective March 25, 2020.

<b>Per Diem and Substitute Positions:</b>	<b><u>Candidate</u></b>	<b><u>Position</u></b>
	Jason Swarts	Cleaner
	Matthew Tellstone	Teacher Aide
	Sarah Ricci	Teacher Aide
	Hollie Joseph	School Bus Driver
	Tonya Burns	Cleaner
	Michelle Victorella	Teacher Aide
	Adriana Rudy	Teacher Aide
	Jean Miller	School Bus Monitor/School Bus Driver Trainee
	Peter Grant	Teacher Aide
	Brenda Allen	Teacher Aide

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

### **CSE/CPSE RECOMMENDATIONS**

Recommendations of the Committee on Special Education from the meetings of January 8, 24, 30, 31, 2020, February 3, 4, 5, 6, 10, 11, 12, 13, 14, 20, 27, 2020 and March 2, 3, 4, 5, 6, 9, 10, 11, 2020 and from the Committee on Preschool Special Education from the meeting of February 11, 27, 2020 and March 3, 2020;

### **BOARD MEMBER COMMITTEE MEETINGS**

Board members to attend standing committee meetings;

### **SURPLUS**

The following are declared as surplus:

- Smartboard Model SB680-R2 with VCS Tag #s 010508, 010547;
- Smartboard Model SB680-M2 with VCS Tag # 014334;
- Epson Scanner Perfection 4990 Photo with VCS Tag # 04353;

### **DONATIONS**

The following donations:

- Classroom materials valued at \$238.99 for a project called “Building A Community” to LeeAnn Shattuck’s First Grade Classroom from DonorsChoose.org;
- \$810 from the Victor Baseball Booster Club to be applied towards the purchase of additional uniforms for the Victor Interscholastic Athletic Baseball Modified B Program;
- \$500.00 from PTSA to the Junior High School to support the SOAR Program;
- \$95.00 from PTSA Square 1 Art to the Victor Central School District to support the Universal Pre-K Program;
- \$3,178.45 from PTSA Square 1 Art to the Victor Central School District Art Department;

Mrs. Palumbo-Sanders publically thanked those from the community who donated to the District.

### **ANNUAL PROFESSIONAL PERFORMANCE REVIEW (APPR) PRINCIPAL LEAD EVALUATOR RESOLUTION**

**BE IT RESOLVED THAT**, Timothy Terranova is hereby certified as a Qualified Lead Evaluator of Principals having successfully completed the training requirements prescribed in 8 NYCRR§30-2.9(b), including:

- 1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- 2) Evidence-based observation techniques that are grounded in research;
- 3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR§30-2.2;
- 4) Application and use of the State-approved Principals rubric selected by the Victor Central School District for use in the evaluation of Principals,

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

including training on the effective application of such rubric to observe a Principal's practice;

- 5) Application and use of the assessment tools that the Victor Central School District utilizes to evaluate its Principals, including but not limited to evidence-based observation, evidence-based observation, evidence-based school visits, artifact collection and review and professional goals;
- 6) Application and use of the State-approved locally selected measures of student achievement used by the Victor Central School District to evaluate its Principals;
- 7) The scoring methodology utilized by the Department and the Victor Central School District to evaluate Principals under 8 NYCCR Subpart 30-2, including
  - a) How scores are generated for each subcomponent and the composite effectiveness score of Principals, and
  - b) Application and use of the scoring ranges prescribed by the Commissioner for the six designated rating categories used for the overall rating of Principals and their subcomponent ratings;
- 8) Specific considerations in evaluating Principals of English language learners and students with disabilities; and
- 9) The Superintendent of Schools has received the aforementioned training.

### **EMERGENCY BUS PURCHASE RESOLUTION**

**WHEREAS**, on February 5, 2020, Victor Central School District buses 267 and 286 were subject to a spontaneous fire in the bus yard causing damage to both District owned vehicles; and

**WHEREAS**, Utica National Insurance, the School District's insurance carrier, has determined the bus to be a total loss; and

**WHEREAS**, the insurance carrier has determined the replacement value of the buses to be \$141,316 and \$142,528 respectively; and

**WHEREAS**, the buses must be replaced immediately so that the District may continue to provide required transportation services to its students; and

**WHEREAS**, Education Law section §1709(25) permits the District to purchase a replacement bus without voter approval

#### **NOW THEREFORE, BE IT RESOLVED:**

1. Pursuant to Education Law §1718(2), the Board of Education hereby accepts the insurance proceeds from Utica National and appropriates such money for the use of purchasing two buses as set forth herein.
2. The Board of Education hereby determines that, due to the loss of the bus, the immediate and emergency replacement of the bus is required.
3. The Board of Education authorizes the purchase of two new buses, subject to requirements in the General Municipal Law, at a total

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aggregate cost not to exceed \$283,844 pursuant to New York State Contract.

4. The Board of Education authorizes the expenditure of not more than \$3,000 from the General Fund, in addition to the insurance proceeds received in the amount of \$283,844 for the purchase of the new school buses.
5. The Superintendent of Schools and Director of Transportation are authorized to execute the necessary forms for the purchase of the new school buses and file any necessary and proper paperwork with the State Education Department to insure State Aid is received.
6. The resolution shall take effect immediately upon its adoption.

### **RISK ASSESSMENT REPORT**

Victor Central School District Internal Control Risk Assessment Report dated December 20, 2019 as submitted.

Mr. Eckhardt thanked the entire staff, the Business Office and District Treasurer Lynne Lubaszewski for the terrific report. He said the report was shared at an Audit Committee meeting and he gives tremendous credit to the entire District as the report touched every part of the District. There were benign findings.

Dr. Parks said before moving on he wanted to understand the District wants to rescind the field trips, however not preclude them from being rescheduled. Dr. Terranova said that is correct.

The motion to accept the foregoing consent items was carried.

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

### **CAMPUS NEWS**

Dr. Terranova talked about his travels around campus over the past month. He highlighted the Mary Poppins musical performance. He said the show was unbelievable and felt like a New York City production. Athletics are going strong. Overall the teams did an incredible job and the way the athletes behaved and acted showed the community that they handle themselves in some tough situations, win or lose. Dr. Terranova said he is so impressed by the welcoming environment in the schools. The way the adults work with each other and work with kids is inviting. Lastly, he thanked Baylee Smith for getting up and speaking in public today regarding her feelings of rescinding the field trip. Speaking in public is not easy. Dr. Terranova said he felt rescinding the trips was the best decision based on the safety of the students. He said she made a great point in terms of postponing instead of cancelling. He said in the future he would get student input on decisions like this.

VCS administrators summarized campus news and events at this time.



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

### **JUNIOR HIGH SCHOOL MENTOR IN ME PROGRAM**

Junior High School Principal Dave Thering and Special Education Teacher Chuck Loray presented the Mentor in Me Program. The Primary School started this program a few years back and then the Intermediate School inherited it. The Junior High School has now adapted it to their needs. The process starts with a google form that any teacher within the Junior High School can fill out. This is generally for a student who needs a little more connection or engagement in school. Students are paired with a positive adult influence, someone who can be an advisor, a listener and a problem solver. Pairings are made thoughtfully through a group decision in Pupil Personnel Service meetings. Student's needs, interests and the purpose of the referral to the program are considered. Currently there are 24 mentor pairings. Students meet with mentors during free periods, lunch or activity period. Some activities have included playing basketball after school, making and/or decorating holiday cookies, playing video games, board games or card games as well as doing manicures. The program has become highly successful and assists with student and teacher communication and connectedness. The larger connection is to bridge students to other clubs. This program has also been used as an intervention with positive results. Mrs. Palumbo-Sanders asked how the students are designated. Mr. Loray said there is a google form that is available to all teachers in the building. Mrs. Palumbo-Sanders asked if they take recommendations for students as they move up from the Intermediate School. Mr. Loray said not at this time, however that is something to consider. Dr. Parks asked if this could potentially tie into the Young Men's and Young Women's Leadership Groups as students move up. Mr. Loray said those leadership groups are different, however he loves the idea.

### **ANNUAL RESERVE AND FINANCIAL PLAN**

A motion was made by C. Parks, seconded by C. Eckhardt, to adopt the Annual Reserve and Financial Plan. The motion was carried. 7 yes 0 no.

### **2020-2021 BUDGET SUMMARY**

Superintendent Terranova, Assistant Superintendent for Business Jay Schickling and Assistant Superintendent for Human Resources Jim Haugh provided a budget update. Dr. Terranova thanked everyone for attending the meeting as he knows it's a commitment. For the past 15 years or more Victor has grown significantly in student population. The State Foundation Aid formula was frozen, which has helped to develop a significant gap for next year. The objective for the meeting is to establish parameters for a budget proposal. The objective for the budget is to sustain current staffing and programs, add in critically deficient and/or mandated areas, stabilize reserve balances, and operate as efficiently as possible.

When taking about expenditures the District needs to maximize personnel efficiencies. Regardless of the budget scenario, the following reductions and

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

### **2020-2021 BUDGET SUMMARY Continued**

efficiencies will be sought. In the fall Interim Superintendent Ford talked about a two-year phase out of the International Baccalaureate Program due to low interest and increased participation in Advanced Placement courses. The elementary Foreign Language Program will be eliminated due to changes in required programs and increased English Language Learner needs. The District will capture attrition in support staff due to changing Individualized Education Plan (IEP) related services. There will be continued staff migration to consumer driven High Deductible Health Care Plans (HDHP). Mr. Schickling said regardless of the budget scenario in terms of finding efficiency in operation, the District does and will continue to utilize co-op purchasing. The District will evaluate proposals for contractual service renewals to secure best pricing, have reduced energy costs as a result of the Energy Performance Project completed in 2019 and building controls and centrally manage network print services. Mr. Schickling said as a reminder the Victor Central School District had the lowest per pupil expense in New York State in 2017-2019, recognized by Buffalo's Business First. Victor was also named the most cost effective District. He then went over the tax rate history of the District along with tax rate comparison using Ontario County, Wayne County and Monroe County averages. He said there are two components that lead to reduced property tax rate and that is massive growth and the District realizing efficiencies. At one point, in 2004 the tax rate was a high of \$21.00 per \$1,000 of assessed value and currently we are at \$15.90 per \$1,000 of assessed value. Any of the given proposals the Board is considering would bring the rate to somewhere between what it was in 2007 or 2008. When comparing the Victor School District tax rate to school districts in Ontario County the average is \$19.00 per \$1,000 of assessed value, the average for school districts in Wayne County is \$21.00 per \$1,000 of assessed value and the average for school districts in Monroe County is \$24.00 per \$1,000 of assessed value. This information is taken directly from the State Comptroller's website. Mr. Schickling then provided clarification on the difference between the tax levy versus the tax rate. The tax levy is what the School Board has the capability to determine. This is the amount of money they are asking the community for to fund programs. The tax value is the total assessed value of property within the School District. The tax rate is how much money the District is asking for divided by all of the properties in the District. The District does not have control over the assessments. The phenomena is the enormous growth but the growth of the tax levy at the top is constrained. People question what happens to the new money from the new homes. New properties do not create additional revenue, it decreases the share paid by each property owner. If the District goes with a tax cap

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### **2020-2021 BUDGET SUMMARY Continued**

compliant budget some of the implications would include reductions in co-curricular clubs, musicals and plays, teacher lead stipends, 4 full-time equivalent (FTE) teacher aides through attrition, 2 FTE enrichment teachers, 5 FTE instructional coaches and standards leaders and stipends, elementary foreign language program, modified athletics program, phasing out the IB Program, 3 FTE secondary teachers and 11 FTE elementary teachers which will mean consolidating class sizes. Regardless of any budget scenario there will be mandated or critically deficient additions including 3 FTE special education instructors, 2 FTE English language learner instructors, students supports teacher on special assignment, and a Senior High School Counselor. Overall there will be a reduction of up to 25 FTEs with a net reduction over \$1.8 million. This scenario also requires the use of over \$1 million of reserves. The total budget would be \$76,078,190, a 3.2% budget increase. The projected tax rate would be \$15.80 per \$1,000 of assessed value and a tax rate decrease of .62%. Mr. Schickling said a \$200,000 home with basic star would see a reduction in the tax rate of \$.81, enhanced star would be a reduction of \$.78. Dr. Parks said and right now we have a tax rate of \$15.90. Mr. Schickling said yes. Mr. Terranova thanked Mr. Schickling for the great work.

Dr. Terranova then discussed the initial override scenario. This scenario adds significant positions and most importantly refurbishes reserves. It would still include reductions in the elementary foreign language program, phasing out of the IB Program and 4 FTE teacher aides through attrition. It would include mandated or critically deficient additions including the 3 FTE special education instructors, 2 FTE English language instructors, student supports teacher on special assignment, and a Senior High School counselor. Additional needs based on staffing would be added including a .5 FTE Early Childhood School counselor, Social Emotional Learning Coordinator, clerical supports, 2 FTE daytime cleaners to support the large buildings, Director of Safety and Security, and 3 FTE youth assistants. There have been multiple requests for safety and security as well as youth assistants. Youth assistants will essentially have additional training in restorative practices. In summary this restores \$1.7 million in cuts, adds \$830,000 in new positions and eliminates the use of reserves. Mr. Schickling said the total budget would be \$78,786,700, a 6.85% budget increase. The projected tax rate would be \$17.30 per \$1,000 of assessed value and a tax rate increase of 7.9%. Mr. Schickling said a \$200,000 home with basic star would see an increase in taxes of \$227.28 per year or \$19.00 per month and enhanced star would be see an increase in taxes of \$185.77 per year or between \$15.00 and \$16.00 a month.

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### **2020-2021 BUDGET SUMMARY Continued**

Mr. Haugh, talked about the enhanced override. This scenario is similar to the initial override scenario in that the reduction for efficiency and program change remains the same, reducing the elementary foreign language program, phasing out the IB Program, and the elimination of 4 FTE teacher aides through attrition. Mandated or critically deficient additions as well as additional needs based on staffing from the initial override scenario remain the same other than the addition of a Primary School counselor, 1 FTE elementary classroom teacher to reduce class sizes, and a network administrator. Mr. Haugh said this would be an increase of about \$240,000 in new positions and eliminates the use of the reserves. Mr. Schickling said the total budget would be \$79,680,075, an 8.07% budget increase. The projected tax rate would be \$17.50 per \$1,000 of assessed value and a tax rate increase of 9.7%. Mr. Schickling said a \$200,000 home with basic star would see an increase in taxes of \$263.38 per year or \$22.00 per month and enhanced star would be see an increase in taxes of \$215.50 per year or \$18.00 a month. He said the important thing to remember is whatever the Board decides to bring to the community the projected tax rate from either of the override scenarios is almost \$2.00 less than the Ontario County average, \$4.00 less than the Wayne County Average and over \$6.00 less than the Monroe County average. The tax rate would still be less than the rate that was paid between 2000 and 2008.

Mr. Vistocco said regarding the New York State budget, that budget is due April 1<sup>st</sup> correct. Dr. Terranova said it is. He said right now we have budgeted what state aid we think we might be receiving based on the Foundation Aid and the Governor's budget. Mr. Vistocco said so we might receive additional aid when the budget is passed. Mr. Schickling said the state aid numbers are approved in April by the Governor. We could receive more or we could receive less. Mrs. Palumbo-Sanders said as we move forward I have confidence that the principals and directors will continue to look for reductions or efficiencies. It is important that as we go forward this would be of utmost importance for strategic planning. Dr. Terranova said being strategic in the budgeting practices is important. We will move forward with a lot of input from staff, students and community. We will strategically plan a long term goal. We will look at ways to be as efficient as possible with budgeting. Dr. Parks said the enhanced override gives us mandated additions, compliant additions and most significantly stabilizes the reserve situation for the fiscal management and risk management of the District going forward for the maximum potential amount of years. Dr. Terranova said that is correct. This would add the three additional positions and eliminate the use of savings. Dr. Parks said and still be the cheapest place to live even with the budget increase. He said we really want to make sure we are servicing our students and take the pressure off staff. He asked

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

### **2020-2021 BUDGET SUMMARY Continued**

Mr. Haugh when you are talking about student to teacher ratio were you talking about class sizes. Mr. Haugh said it depends on which position. It would be a ratio if you were talking about classroom teachers then you would be talking about class sizes. Dr. Parks said if we were under the tax cap it would increase the stress on the staff to deliver programming due to increased class sizes. It is educationally irresponsible to do that. You cannot just toss a couple more students in a classroom, it makes a difference to the teachers and the students. Superintendent Terranova said he needs direction from the Board which rate to look at and the build the budget towards. He said he needs the Board's perspective so Mr. Schickling can shape the budget. Mr. Vistocco said he thinks they have to see the big picture in April. Dr. Parks said the directive is we already know the minimum is the 7.9%, that's the lowest acceptable rate. He said we could start massaging all of the things the District is going to add, however the state aid could come back less. Dr. Terranova said potentially. Mrs. Palumbo-Sanders said she would look to stay around the \$17.30 tax rate and reassess in the grander scheme of things after the support of Albany. Mr. DeLucia said what scares him a little is the unknowns that have had the past few days and weeks on the financial side. The stock market has taken a dive and the economy has been effected by the Coronavirus. He said he is curious to see where the state is coming out with aid after all of these unknowns. Mr. DeLucia said he agrees with Mr. Vistocco that we need to concentrate on what we think we can do and look to what the effect will be when the state gives us their budget. Mr. Eckhardt said this is a fluid situation on all fronts. \$17.30 and 7.9% seems like a reasonable, practicable direction to move forward. He said he's not sure what changes will occur in state aid during this uncertain volatile economic time. The override scenarios restore dramatic avoidance of cuts. Mr. Eckhardt said he thinks the most practical step is to move forward with that. Dr. Parks said we want to be able to have our constituents such as the parents, teachers, and interest groups to be able to have a sense of, here is the message we need to go with. We know we are going for the override. Mrs. Elliott said everyone has an interest in their interest. We have done a really good job of listening on what their interests are. There are also mandates and we have to address those. There has been stress in terms of counseling and we have addressed that. She said she thinks what makes her feel very comfortable is we don't want to be over zealous. We have an opportunity to ask the community to help us move forward. She said she feels as though the Board has heard the voices from all of the different areas and has done the best they can with all of the moving targets from the state. She said she feels like the District can get creative and she doesn't feel like anyone was left out. There is only a certain amount of revenue to share and we have done the best we can. Mrs. Elliott said she is proud of the hard

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

### **2020-2021 BUDGET SUMMARY Continued**

work that has been accomplished as well as the transparency. She said the Board has read all of the feedback that has been submitted. Dr. Parks said a direction he would suggest from the Board is that the Superintendent and building leadership, along with the teachers work on what the message is going to be. The transparency is basically what the state says in April could influence this. The District moves forward to start the messaging with the things they know we are going to be doing. Dr. Terranova said so what he hears is a minimum of \$17.30 with a 7.9% increase. Keeping that in mind do whatever we can to add the positions we said we would and then creatively add the additional three positions in the enhanced override. The state aid will have a big impact on these two scenarios.

Mr. Vistocco asked if the Junior High plays and musicals could be added in. Mr. Haugh said there are several items they are recognizing that need to be added in such as the Unified Bowling Team next year and the annual Junior High Musical. Dr. Parks said we are not abandoning something else, this is the base start putting it together.

Dr. Terranova thanked everyone for their participation. In terms of communication, the District not only has the Office of School and Community Relations, Liz Welch and Sherri Lasky who are helping tremendously, Wayne Finger-Lakes BOCES will also be helping with communication and will help support and articulate the message to get out. He said in April, at the public meeting, the Board will make a decision on the final proposed budget. Between now and April significant conversations with stake holders, students, and community members will take place. Social media will be ramped up, including Facebook and Twitter, not only to showcase the great things in Victor but to talk about what we are doing with positions and reserves. Dr. Terranova said the District will move forward with a targeted communications plan when the Board adopts the budget.

Mr. Eckhardt asked if he could go back to the slide with the impact of the tax cap compliant budget. He said there is a serious charge. One thing to keep in mind is the two scenarios that are being talked about are very similar and have strong steps towards improving overall righting things with the staff and the reserves. They are both very similar to each other. As a Board member he feels very good about being over the tax cap. Mr. DeLucia said the fact that we are still advocating with elected officials means we have an opportunity to influence them to do the right thing. Mr. DeLucia said he works with the Monroe County School Board's Association Legislative Committee and had made them aware of Victor's situation. He said that is something the District must continue to do even though it's not an easy thing to do. He said he has received mixed messages from legislators, however part of the communication plan is advocacy. The state aid for

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

### **2020-2021 BUDGET SUMMARY Continued**

Victor is in a deficit model, sales tax is not being utilized in Ontario County to support schools, although Monroe County and Wayne County does. Dr. Parks said the messaging going out is programmatic. Dr. Terranova reiterated again, to be clear is the baseline of \$17.30. When we get more information from the state and have more dialogue that can be adjusted. Dr. Parks said the state announces its budget on April 1<sup>st</sup>. Mr. Schickling said the budget is due April 1<sup>st</sup> it has been on time in recent history. His concern is right now the legislators are focused on public health. Dr. Parks said as a Board, if it is delayed then there would have to be an additional meeting if the number changes. That is information that will have to be communicated. Mrs. Elliott said we have educating to do and there is a great deal of enthusiasm to get started but again, there are going to be members of the community who have a different opinion or a different view of what we can ask for. |

### **POLICY REVIEW Second and Final Reading**

A motion was made by T. DeLucia, seconded by K. Ballard, to approve the following policy:

- Code of Conduct; Policy 5300
- The motion was carried. 7 yes 0 no

### **RESCIND THE FOLLOWING TRIPS**

A motion was made by C. Parks, seconded by K. Elliott, to rescind the following trips:

- Global Competence Certificate Club to San Juan, Puerto Rico from the beginning of spring break 2020 through the end of spring break 2020, which was approved by the Board of Education on September 12, 2019;
- 9-12 grade students to Rennes and Paris, France during spring break 2020 as part of the Sister City Educational Exchange Program, which was approved by the Board of Education on May 9, 2019;
- 8<sup>th</sup> Grade French Trip to Quebec City, Canada from 5/21/2020 – 5/24/2020, which was approved by the Board of Education on July 11, 2019;

Dr. Parks reminded the Board they will be rescinding the trips with the possibility for rescheduling them. Superintendent Terranova said he will work with the staff and students to make sure they get that opportunity. Mr. DeLucia asked if we know if these particular locations have the Coronavirus. Dr. Terranova said the decisions were made due to the serious concern of what might happen in the countries and the fact of being on airplanes and the carryover. He also said the Department of Health and the State Education Department are strongly discouraging intercontinental travel. Mr. DeLucia said there is a meeting in April could the Board wait to rescind the trips then. District Clerk Maureen Goodberlet said one of the advisors reached out to her and said they had to have a motion by the Board no later than Monday, March 16<sup>th</sup> in order to work on any refunds for the

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

students. Dr. Terranova said they are monitoring the New York City Senior Trip as well as the Varsity Cheerleading trip to Orlando, Florida. Mr. DeLucia said he is concerned about the health aspect but he is also concerned about families losing significant amounts of money. Dr. Terranova said he is looking into doing anything the District can to correct this. The motion was carried 7 yes 0 no

### **PUBLIC COMMENT**

Mike Modleski, Victor Teacher's Association President, thanked the Board for all of the work they have put into the budget over the past two months and the exceptional work of the administrative team. He is concerned about not having a consensus and not being able to get the message out to the people. He said we are going to lose control of the ability message tightly. He talked about bringing a Boardroom full of people for two months to the meetings who are ready to get to work. They need consensus and direction from the Board.

Clair Noonan, teacher and community member, said she met with legislators in Albany last week. She said if the District thinks we are getting more money from them we are the least of their problems.

Sherri Helmer, Co-chair of VOICE, said one of the things she has been hearing the Board talk about is making sure that everyone has something. She said the two things she sees for special education are mandated and reducing the number of teacher aides. The aides are the social emotional support for the children. She talked about sitting on the committee for the special education review and to only see something mandated to be on the list is really upsetting. She recommends the Board look at the review from last year to see what is needed.

### **MEETING REPORTS Monroe County School Board Association Committee Reports (MCSBA)**

Mr. DeLucia attended the Monroe County School Board's Association (MCSBA) March 4<sup>th</sup> Legislative Committee Meeting. Representative Bronson expressed support for a separate funding need for mental health. Mr. DeLucia said he gave Sherry Johnson, Executive Director of MCSBA, a copy of Victor's talking points from the legislative breakfast in February for advocacy.

Mr. DeLucia attended the MCSBA Information Exchange meeting today. He said the presentation was on unconscious bias. The presenter talked about diversity and raising consciousness out of our own biases in order to create change.

### **Standing Committee Updates**

Mrs. Elliott said the Graduates of Distinction Committee met. Decisions have been made and some alumni have been chosen. Calls are now being made to those chosen.



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

Mr. DeLucia attended a Wayne Finger-Lakes BOCES Meeting last evening. They had a presentation on a, eSports Section V Program for students to compete in. This program consists of competitive, organized video gaming. Wayne Finger-Lakes BOCES, Monroe 1 and Monroe 2 BOCES are part of this new league. There is a National eSports Association that BOCES is connected with.

### **UPCOMING EVENTS Regular Board Meeting**

The next regular Board of Education meeting will take place on Thursday, April 16, 2020 at 7:15 PM in the Early Childhood School Boardroom.

### **Special Board Meeting**

A special Board of Education meeting will be held on Wednesday, April 22, 2020 to vote on the Wayne Finger-Lakes BOCES Budget and Election. District Clerk Maureen Goodberlet will reach out to the Board to set-up a meeting for this vote.

### **EXECUTIVE SESSION**

A motion was made at 9:33 PM by K. Elliott, seconded by C. Parks, to return to executive session to discuss the employment history of a specific individual. The motion was carried. 7 yes 0 no

### **REGULAR SESSION**

A motion was made at 11:04 PM by M. Vistocco, seconded by C. Eckhardt, to return to regular session. The motion was carried. 7 yes 0 no

### **RESOLUTION FOR SCHOOL BUS PURCHASES**

A motion was made by K. Ballard, seconded by K. Elliott be it **RESOLVED**, that, upon recommendation of the Superintendent, the Bus Purchase Proposition for the May 19, 2020 vote be approved as submitted, for a total sum not to exceed \$865,000, subject to approval by the qualified voters of the District at the Annual Vote and Election on May 19, 2020. The motion was carried. 7 yes 0 no

### **ANNUAL VOTE AND ELECTION LEGAL NOTICE**

A motion was made by K. Ballard, seconded by K. Elliott to approve the legal notice for the May 5, 2020 public hearing on the budget and the May 19, 2020 Annual Vote and Election of Board members as submitted. The motion was carried. 7 yes 0 no

### **ADJOURN**

A motion was made by K. Ballard, seconded by C. Parks, to adjourn the meeting at 11:09 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 March 24, 2020  
Virtual Meeting via Zoom**

<b>CALL TO ORDER</b>	President Deborah Palumbo-Sanders called the meeting to order at 5:36 PM.
<b>Members Present</b>	Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Debbie Palumbo-Sanders, Christopher Parks, Mike Vistocco
<b>APPROVE AGENDA</b>	A motion was made by C. Eckhardt, seconded by K. Elliott, to approve the agenda. The motion was carried. 7 yes 0 no
<b>ENTER EXECUTIVE SESSION</b>	A motion was made by K. Elliott, seconded by K. Ballard, to enter executive session at 5:37 PM to discuss the employment history of specific individuals. The motion was carried. 7 yes 0 no.
<b>RETURN TO REGULAR SESSION</b>	A motion was made by T. DeLucia, seconded by K. Ballard, to return to regular session at 7:38 PM. The motion was carried. 7 yes 0 no
<b>ADJOURN</b>	A motion was made by K. Elliott, seconded by C. Eckhardt, to adjourn the meeting at 7:38 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 April 8, 2020  
Virtual Meeting via Zoom**

<b>CALL TO ORDER</b>	President Deborah Palumbo-Sanders called the meeting to order at 4:34 PM.
<b>Members Present</b>	Karen Ballard, Tim DeLucia, Chris Eckhardt, Kristin Elliott, Debbie Palumbo-Sanders, Christopher Parks, Mike Vistocco
<b>APPROVE AGENDA</b>	A motion was made by T. DeLucia, seconded by C. Parks, to approve the agenda. The motion was carried. 7 yes 0 no
<b>ENTER EXECUTIVE SESSION</b>	A motion was made by C. Eckhardt, seconded by K. Ballard, to enter executive session at 4:36 PM to discuss the employment history of specific individuals. The motion was carried. 7 yes 0 no.
<b>RETURN TO REGULAR SESSION</b>	A motion was made by T. DeLucia, seconded by K. Ballard, to return to regular session at 6:24 PM. The motion was carried. 7 yes 0 no
<b>ADJOURN</b>	A motion was made by C. Parks, seconded by C. Eckhardt, to adjourn the meeting at 6:25 PM. The motion was carried. 7 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 February 29, 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 - SMART SCHOOLS BOND ACT
- VII. CAPITAL FUND - CAMPUS IMPROVEMENT PROJECT
- VIII. CAPITAL FUND - 29M PROJECT



## TREASURER'S REPORT

## GENERAL FUND

I.

2/1/2020

34,289,424.10

## RECEIPTS:

ACCOUNTS RECEIVABLE	0.00
TAXES (INCLUDING LIBRARY TAX)	0.00
STATE AID	134,738.23
INTEREST & PENALTIES ON TAXES	0.00
ADMISSIONS	78.00
IN LIEU OF TAXES	0.00
INTEREST AND EARNINGS	42,972.09
BUILDING USE	1,632.51
REFUND PRIOR YEARS EXPENSE	30,795.36
BOCES AID	395,487.00
MISC.	969.32
DUE FROM OTHER FUNDS	150,569.92
TUITION	20,000.00
BOCES - REFUND PRIOR YEAR EXPENSE	244,661.91
MONROE CO. SALES TAX	22,792.55
WAYNE CO. SALES TAX	12,792.03
MEDICAID	5,429.03

TOTAL RECEIPTS	1,062,917.95
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TOTAL RECEIPTS & BAL.	35,352,342.05
DISBURSEMENTS	7,863,675.54

BAL. ON HAND 02/29/20	27,488,666.51
BANK RECONCILIATION	

BAL./BANK STATEMENT	937,798.09
IN TRANSIT	0.00
BANK ERROR	0.00
LESS CHECKS OUTSTANDING	821,589.30
RETURNED CHECKS	0.00
DEPOSIT IN TRANSIT	0.00

BAL. IN NOW ACCOUNT/CDGA NAT.	116,208.79
BAL. IN CERTIFICATES/MM	27,372,457.72
RETURNED CHECKS - FIVE STAR TAX ACCOUNT	0.00
IN TRANSIT	0.00
IN TRANSIT	0.00
IN TRANSIT	0.00

TOTAL BALANCE	2/29/2020	27,488,666.51
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

## EXTRACLASS TREASURER'S REPORT

II.

2/29/2020

0.00

ACTIVITIES	BEG. BAL.	RECEIPTS	TOTAL	DISBURSMTS	END. BAL.
CLASS OF 2019	0.00	0.00	0.00	0.00	0.00
CLASS OF 2020	5,067.59	0.00	5,067.59	0.00	5,067.59
CLASS OF 2021	2,401.53	8,010.00	10,411.53	204.77	10,206.76
CLASS OF 2022	2,148.28	0.00	2,148.28	0.00	2,148.28
CLASS OF 2023	0.00	0.00	0.00	0.00	0.00
AQUATIC L.	1,440.45	2,000.00	3,440.45	166.00	3,274.45
ART CLUB	308.36	0.00	308.36	0.00	308.36
BUSINESS CLUB	9,885.16	1,025.00	10,910.16	325.00	10,585.16
DRAMA CLUB	9,290.70	2,834.00	12,124.70	2,210.73	9,913.97
FRENCH CLUB	7,688.66	0.00	7,688.66	1,436.25	6,252.41
GO GREEN GARDEN TEAM	96.27	0.00	96.27	0.00	96.27
GLOBAL COMPETENCY	636.55	0.00	636.55	0.00	636.55
INTERNATIONAL CLUB	253.02	0.00	253.02	0.00	253.02
J.H. MUSICAL	47,596.58	0.00	47,596.58	0.00	47,596.58
J.H. STORE	1,273.44	0.00	1,273.44	0.00	1,273.44
J.H. ST. CO.	3,811.00	921.96	4,732.96	0.00	4,732.96
J.H. YEARBOOK	26.43	0.00	26.43	0.00	26.43
KEYCLUB	4,271.00	0.00	4,271.00	0.00	4,271.00
MANUFACTURING SYSTEMS	0.26	0.00	0.26	0.00	0.26
MEDICAL EXPLORERS	160.75	0.00	160.75	0.00	160.75
MENTORING CLUB	4,599.58	0.00	4,599.58	93.80	4,505.78
N.H.S.	2,046.59	0.00	2,046.59	0.00	2,046.59
OUTDOOR ACTIVITY	136.48	600.00	736.48	0.00	736.48
POSITIVE SCHOOL CLIMATE	8,158.88	778.00	8,936.88	3,516.50	5,420.38
SALES TAX	0.00	0.00	0.00	0.00	0.00
SEAS	581.00	0.00	581.00	0.00	581.00
S.H. ORCHESTRA	9,825.87	2,155.72	11,981.59	0.00	11,981.59
SH SCHOOL STORE	4,376.76	297.00	4,673.76	0.00	4,673.76
S.H. ST. CO.	9,814.65	377.85	10,192.50	356.56	9,835.94
SH YEARBOOK	8,965.09	0.00	8,965.09	0.00	8,965.09
SPANISH CLUB	1,859.68	625.00	2,484.68	0.00	2,484.68
TRI-M HONOR SOCIETY	1,287.50	0.00	1,287.50	0.00	1,287.50
VICTOR CARES	7,220.34	90.00	7,310.34	345.28	6,965.06
TOTALS	155,228.45	19,714.53	174,942.98	8,654.89	166,288.09
BAL/BANK	168,253.82				
CKS OUT	2,000.46		2/29/2020		166,288.09
INT. NOT POSTED	10.27				
BANK ERROR	0.00				
RETURNED CHECKS	45.00				
IN TRANSIT	0.00				
BAL. 02/29/2020	166,288.09				

Betty Post, Extraclass Treasurer

## TREASURER'S REPORT

## SCHOOL LUNCH

III.

BALANCE ON HAND 02/1/2020 652,450.72

## RECEIPTS:

ACCOUNTS RECEIVABLE	0.00
A LUNCHES	43,850.00
A BREAKFAST	2,701.50
OTHER SALES	35,832.72
SALES TAX	225.70
INTEREST POSTED	40.41
REFUND PRIOR YEAR EXPENSE	0.00
MISC	0.00
STATE AND FEDERAL AID	<u>59,948.00</u>

TOTAL RECEIPTS 142,598.33

TOTAL RECEIPTS AND BAL. 795,049.05

DISBURSEMENTS 163,587.67

BALANCE ON HAND 2/29/2020 631,461.38

## BANK RECONCILIATION

BAL. PER BANK STATEMENT 02/29/2020 AND CD'S 626,062.15

IN TRANSIT	0.00
BANK ERROR	0.00
IN TRANSIT ON LINE PAYMENTS	5,504.52
RETURNED CHECK	0.00
OUTSTANDING CHECKS (6722)	<u>105.29</u>

BALANCE IN SCHOOL LUNCH FUND 631,461.38

LYNNE LUBASZEWSKI  
DISTRICT TREASURER

BALANCE ON HAND 02/01/2020	630,760.87
TOTAL RECEIPTS:	<u>3,853,333.20</u>
TOTAL RECEIPTS AND BAL.	4,484,094.07
DISBURSEMENTS:	<u>3,849,176.68</u>
ENDING BALANCE 02/29/2020	<u><u>634,917.39</u></u>

## BANK RECONCILIATION

BAL. PER STATEMENT	TRUST & AGENCY ACCOUNT	802,273.84
P/R INTEREST-CNB		0.56
P/R INTEREST-FIVE STAR		0.00
OUTSTANDING CHECKS		164,939.65
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		978.13
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		677.73
IN TRANSIT (BENEFIT RESOURCE PAYMENTS)		761.50
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	2/29/2020	<u><u>634,917.39</u></u>

PAYROLL ACCOUNT...BAL. PER BANK STATEMENTS	43,562.76
LESS INTEREST NOT POSTED	0.56
IN TRANSIT TO GENERAL	0.00
DEPOSIT IN TRANSIT	0.00
BANK ERROR	<u>0.00</u>
BALANCE IN PAYROLL ACCOUNT	<u><u>43,562.20</u></u>
OUTSTANDING CHECKS IN PAYROLL ACCOUNT	<u><u>43,562.20</u></u>



## TREASURER'S REPORT

## SPECIAL AID FUND

V.

BALANCE ON HAND	2/1/2020	473,738.49
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## RECEIPTS:

INTEREST	30.98
DUE FROM OTHER FUNDS	141,057.91
STATE OF NY	106,160.00
REFUND PR YR EXPENSE	<u>0.00</u>

TOTAL RECEIPTS	<u>247,248.89</u>
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TOTAL RECEIPTS AND BALANCE	720,987.38
DISBURSEMENTS	<u>232,352.08</u>

BAL. ON HAND 02/29/2020	<u><u>488,635.30</u></u>
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## BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	491,252.40
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OUTSTANDING CHECKS (5706, 5745, 5758, 5761, 5762)	2,617.10
IN TRANSIT	<u>0.00</u>

BALANCE IN NOW/MM ACCOUNT 02/29/2020	<u><u>488,635.30</u></u>
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

TREASURER'S REPORT	CAPITAL FUND-SMART SCHOOLS BOND ACT	VI.
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BALANCE ON HAND	2/1/2020	4.57
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RECEIPTS:

INTEREST	0.00
AID	0.00
DUE TO OTHER FUNDS	<u>0.00</u>

TOTAL RECEIPTS	<u>0.00</u>
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TOTAL RECEIPTS AND BALANCE	4.57
DISBURSEMENTS	<u>4.57</u>

BAL. ON HAND 02/29/2020	<u><u>0.00</u></u>
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BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	0.00
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LESS CHECKS OUT	0.00
DEPOSIT IN TRANSIT	<u>0.00</u>
BALANCE IN CHECKING ACCOUNT	0.00
BALANCE IN CERTIFICATES OF DEPOSIT/MONEY MARKET	0.00
IN TRANSIT	<u>0.00</u>
BALANCE IN CAPITAL SMART SCHOOLS BOND ACT 02/29/2020	<u><u>0.00</u></u>

LYNNE LUBASZEWSKI  
DISTRICT TREASURER

## TREASURER'S REPORT

## CAPITAL FUND-CAMPUS IMPROVEMENT PROJECT

VII.

BALANCE ON HAND	2/1/2020	21,307.59
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## RECEIPTS:

INTEREST	0.33
BAN FUNDS & PREMIUM	0.00
DUE TO OTHER FUNDS	0.00

TOTAL RECEIPTS	0.33
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TOTAL RECEIPTS AND BALANCE	21,307.92
DISBURSEMENTS	21,307.92

BAL. ON HAND 02/29/2020	0.00
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## BANK RECONCILIATION

BAL./BANK STATEMENT	0.00
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LESS CHECKS OUT	0.00
DEPOSIT IN TRANSIT	0.00
BALANCE IN CHECKING ACCOUNT	0.00
BALANCE IN CERTIFICATES OF DEPOSIT/MONEY MARKET	0.00
IN TRANSIT	0.00
BALANCE IN CAPITAL CAMPUS IMPROVEMENT PROJECT 02/29/2020	0.00

LYNNE LUBASZEWSKI  
DISTRICT TREASURER

TREASURER'S REPORT	CAPITAL FUND-29M PROJECT	VIII.
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BALANCE ON HAND	2/1/2020	0.00
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RECEIPTS:

INTEREST	2,175.54
FROM CAPITAL RESERVE	2,500,000.00
DUE TO OTHER FUNDS	<u>0.00</u>

TOTAL RECEIPTS	<u>2,502,175.54</u>
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TOTAL RECEIPTS AND BALANCE	2,502,175.54
DISBURSEMENTS	<u>95,466.42</u>

BAL. ON HAND 02/29/2020	<u><u>2,406,709.12</u></u>
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BANK RECONCILIATION

<u>BAL./BANK STATEMENT</u>	4,533.62
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LESS CHECKS OUT	0.00
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DEPOSIT IN TRANSIT	<u>0.00</u>
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BALANCE IN CHECKING ACCOUNT	4,533.62
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BALANCE IN CERTIFICATES OF DEPOSIT/MONEY MARKET	2,402,175.50
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IN TRANSIT	<u>0.00</u>
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BALANCE IN CAPITAL 29M PROJECT 02/29/2020	<u><u>2,406,709.12</u></u>
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LYNNE LUBASZEWSKI  
DISTRICT TREASURER

**VICTOR CENTRAL SCHOOL  
BOARD OF EDUCATION**  
Personnel Agenda, April 16, 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**

**Leaves of Absence:** The granting of a maternity leave and subsequent childcare leave of absence for **Stacey Born**, Special Education Teacher, effective approximately May 14, 2020, and extending to June 30, 2020.

The granting of a maternity leave and subsequent childcare leave of absence for **Jessica Sapp**, Elementary Teacher, effective approximately June 6, 2020, and extending to November 10, 2020.

**Resignations:** The resignation, due to retirement, of **Laura Dash**, Reading Teacher, effective June 30, 2020.

The resignation, due to retirement, of **Darlene Cowles**, English Teacher, effective June 30, 2020.

The resignation of **Scott Miller**, School Psychologist, effective August 31, 2020.

<b>Athletics:</b>	<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Level</u></b>	<b><u>Years</u></b>
<b>Track</b>	Varsity Assistant	Leigha Tilton	5	5
	Modified B	Anthony Lupia	6	1

**Non-Instructional**

**Appointments:** The appointment of **Sarah Maslyn**, from Substitute Cleaner to Full Time Cleaner, effective March 16, 2020, at an hourly rate of \$12.18.

<b>Per Diem and Substitute Positions:</b>	<b><u>Candidate</u></b>	<b><u>Position</u></b>
	Sandra Allen	Food Service Helper
	Kelly Gelinas	Food Service Helper
	Anita Fickett	Food Service Helper
	Karen Lake	Food Service Helper
	Alexis Miller	Food Service Helper
	Paula Hills	Food Service Helper
	Deborah Whitehair	Food Service Helper
	Nicole Burger	Food Service Helper
	Jean Lorini-Jones	Food Service Helper

## **NOTICE OF VOTE UPON FUNDING FOR THE VICTOR FARMINGTON LIBRARY**

NOTICE IS HEREBY GIVEN that, as authorized by Education Law, a vote will take place on Monday, June 22, 2020, between the hours of Noon and 8:00 P.M. at the Victor Village Hall, 60 East Main Street, Victor, for the purpose of voting on an annual appropriation of taxes for the Victor Farmington Library in the amount of \$734,973.

NOTICE IS FURTHER GIVEN that pursuant to Education Law Section 259, the Board of Education of the Victor Central School District is authorized to levy and collect an annual tax, year after year, separate and apart from the annual school district budget, for the purpose of funding the Library.

NOTICE IS FURTHER GIVEN that the Victor Farmington Library budget and any tax levy supporting it is separate and distinct from the Victor Central School District budget.

NOTICE IS FURTHER GIVEN that a resolution in the following form shall be presented to the qualified voters of the school district at such special district meeting:

### **LIBRARY FUNDING PROPOSITION**

#### **RESOLVED:**

That the Victor Central School District, Ontario County, New York, be authorized to levy taxes in the amount of \$734,973, separate and distinct from the School District's tax levy, for the annual support of the Victor Farmington Library, Victor, New York, and pay over such monies to the trustees of the Victor Farmington Library for library services for the benefit of residents during the 2021 fiscal year and each year thereafter.

NOTICE IS FURTHER GIVEN that such Library Funding Proposition shall appear on the ballot labels to be inserted in the voting machines used for voting at said Victor Farmington Library Budget Vote in substantially the following form:

### **LIBRARY FUNDING PROPOSITION**

**YES**

**NO**

Shall the Victor Central School District, Ontario County, New York, be authorized to levy taxes in the amount of \$734,973, separate and distinct from the School District's tax levy, for the annual support of the Victor Farmington Library, Victor, New York, and pay over such monies to the trustees of the Victor Farmington Library for library services for the benefit of residents during the 2021 fiscal year and each year thereafter?

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

NOTICE IS FURTHER GIVEN that the Board of Registration shall meet to prepare the register of voters and any person shall be entitled to have his/her name placed upon such register provided that at such meeting he/she is known or proven to the satisfaction of such Board of Registration to be then or thereafter entitled to vote at the library budget vote for which such register is prepared. Pre-registration of voters will be held at the Victor Central School District Office, 953 High Street, Victor, on the following date: **Monday, June 15, 2020, between the hours of 3:00 P.M. and 7:00 P.M.**

The register of eligible voters will be filed in the office of the Clerk of the Victor Central School District and will be open for inspection by any qualified voter of the Library for five days immediately preceding the vote, except June 21, which is a Sunday. The hours for such inspection are: between 8:00 A.M. and 4:00 P.M. on June 16, 17, 18, and 19, and by prior appointment on Saturday, June 20.

PLEASE TAKE FURTHER NOTICE that in accordance with Section 2018a of the Education Law, applications for ABSENTEE BALLOTS for voters registered for said vote may be applied for at the office of the District Clerk. Absentee ballots must be applied for unless the voter's registration is marked "permanently disabled" by the County Board of Elections. Such applications must be received by the District Clerk at least seven (7) days before the election if the absentee ballot is to be mailed to the voter (June 15, 2020) OR the day before the election (June 19, 2020) if the ballot is to be picked up personally by the voter. Absentee ballots must be received in the office of the Clerk of the Victor Central School District not later than 5:00 P.M. on the day of the special meeting. A list of all persons to whom absentee ballots have been issued will be available in the Clerk's office for five days immediately preceding the vote, except June 21, which is a Sunday. The hours for such inspection are: between 8:00 A.M. and 4:00 P.M. on June 16, 17, 18, and 19, and by prior appointment on Saturday, June 20. Any qualified voter may file a written challenge of the qualifications of a voter whose name appears on such list, stating the reasons for the challenge.

Maureen A. Goodberlet  
District Clerk  
Victor Central School District



953 High Street, Victor, New York 14564 www.victorschools.org p 585.924.3252 f 585.742.7090

**Kristin Swann**, *Associate Superintendent of Educational Services*

## MEMORANDUM

TO: Dr. Tim Terranova, Superintendent

FROM: Ms. Kristin Swann, Associate Superintendent

CC: Monitor Task Force Committee - Dorothy DiAngelo, Michelle Moore-Haarr, Claire Noonan, Cindy Riley, Kristin Swann, and Rosemary Viggiano

RE: Shared Decision Making Plan

DATE: March 5, 2020

This year, Monitoring Task Force members met to evaluate our Shared Decision Making (SDM) plan. The Monitoring Task Force was comprised of members from VASA, VTA, CSEA, PTSA and the community. The committee is respectfully requesting that the attached revisions to the SDM plan be approved by the Board of Education. The following areas of the plan were discussed extensively and revised to provide greater clarity and/or greater inclusivity:

**Component 2 Organizational Structure and Involvement of All (pages 5-10):** As in the past, any individual member of our school district community has the opportunity to address a concern or present a proposal to any SDM council. In order to encourage community participation, each council will continue to distribute copies of minutes via our website. District Council will be responsible for ensuring that shared decision making training is offered to all council members by September 30 of each school year. Councils will continue to ensure that all aspects of the individual school (building) community are represented.

This year, we have worked with Mr. Brian Siesto and have requested that students who are selected for building and/or district wide SDM councils are selected from a broader representation of the High School student body. Historically, students serving on SDM councils were selected from the Senior High student council. We have requested that in the future, any student who is interested in serving on a council be allowed to apply. We encourage all councils to create opportunities for students to participate in decisions about their education as a means of increasing student engagement and investing students in their education. We want to encourage students to provide input in their education ranging from input into the instructional topics, the way students learn, the way schools are designed, and more. Increasing



these opportunities are particularly important for historically marginalized populations, including students from minority and low-income communities as well as students with disabilities.

**Component 4 Accountability for Decisions (pages 14):** As in the past, all councils will work to make decisions that advance and support the Victor Central School District's mission and goals. Council members will continue to actively seek ideas from their council members and will also communicate decisions of their council to their constituency in a timely manner. It is recommended that future decisions made by each council will be captured in the final minutes of the school year. These decisions will be placed on the agenda of the respective councils for review the following year. The purpose of the review will be to evaluate implementation of the prior year's decisions. The SDM plan includes language that councils will implement, monitor and evaluate progress of action plans. This process will ensure that follow through takes place.

**Component 5 Dispute Resolution Process (pages 15 - 18):** Monitoring Task Force committee members spent considerable time streamlining the dispute resolution process. We recommend that each council designate two members as dispute panel delegates. These delegates will objectively hear the concern of any council member and meet with the administrator facilitating the council to share the concern and collaborate on a possible solution. This allows all parties an opportunity to be heard and to work together on a resolution. In the event a resolution can not be reached at a building or district level council, a Dispute Resolution Panel will convene in order to provide a neutral and unbiased consideration of the issues. This panel will include two dispute delegates from each SDM council, one administrator and an outside facilitator trained in mediation. The Dispute Resolution Panel will be responsible for listening to all sides of an issue with an open mind and making a decision.

**Future Planning (Appendix A):** As noted earlier, District Council is responsible for ensuring that all SDM councils have proper training. In order to assist District Council in understanding the needs of each unique council, the Monitoring Task Force has revised a shared decision making survey that will be administered by each council at the end of every school year. The purpose of the survey is to seek feedback on the the District's school based planning and shared decision making practices. Areas of professional learning will be identified by District Council and will influence subsequent professional learning opportunities.

I hope you can see from the revised plan, that shared decision making is a valued practice in the Victor Central School District. Please know that we look to you, our Superintendent and Board of Education, as an integral partner in our work. If you have any questions about our SDM plan, please do not hesitate to contact me. I, as well as my colleagues on the Monitor Task Force, would be happy to answer your questions.

**VICTOR CENTRAL SCHOOL**  
**SHARED DECISION-MAKING PLAN**

*Adopted by VCS Board of Education January 31, 1994*

*Revision adopted by Board of Education April 16, 2020*

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## **Introduction**

Rapid changes occurring in our society and in the world require dramatic improvement in education through fundamental changes in the way we educate. The vision of Victor Central Schools is to be a high performing learning organization where all children and adults thrive. We believe that all of our students can achieve social and academic skills leading to effective citizenship and learning.

## **History**

There is a tradition of shared decision-making and broad involvement within the Victor Central School community. Its genesis dates back to at least the early 1970's with the development of Victor's first mission statement. This mission statement was developed by a group of students, teachers, administrators, and community members, and it reflected the best of shared decision-making concepts. During the 1980's the Administrative Team and Board of Education responded to a shared future vision of Victor's schools and began to build structures to provide for shared decision-making in the schools. Our current mission statement was adopted in 1994:

To teach,  
    to learn,  
        to support,  
            to improve,  
                and to achieve.

Our vision recognizes that our community's greatest asset is its children. To serve our children well, we are committed to these five principles that must guide all our thoughts and actions.

## **Victor Central School District's Shared Decision-Making Plan**

We believe our plan broadens representation, provides expanded opportunity for ownership, expands the areas open for shared decision-making, makes the process more democratic, and ultimately enables each student to reach his/her potential.

To ensure that the Victor Central School District meets the ever-changing and challenging role to deliver high quality education, the Shared Decision-Making Plan set forth on the following pages has been implemented.

## Commissioner's Regulations 100.11

### **COMPONENT #1**

The educational issues which will be subject to cooperative planning and shared decision-making at the building level by teachers, parents, administrators, and, at the discretion of the board of education or BOCES, other parties such as students, school district support staff and community members.

#### **Educational Issues Subject to Shared Decision-Making**

The Victor Central School Building Councils have the authority and responsibility to plan, implement, monitor and evaluate decisions directly related to improving student achievement, as well as their physical, social and emotional well-being. The Councils discuss many school-related topics for the purpose of

- disseminating information
- making recommendations and/or
- making decisions

Following is a list of school-related topics; however, this list is not intended to be all-inclusive:

- Athletics
- Budgeting
- Code of Conduct, Discipline, and Safety
- Communication
- Curriculum
- Facilities
- Mental/Physical Wellness
- Mission Statements, Goals, Expectations
- Parent/Community Relationships
- Scheduling
- Staff Development
- Staffing
- Student Placement Process
- Transportation

Matters regulated by the following may limit decision making by councils:

- Available financial resources as approved by the Board of Education
- District collective bargaining agreements
- SED Regulations and Commissioner's decisions
- State and Federal Law
- The Victor Central School District Policy Manual
- Confidentiality

## Commissioner's Regulations 100.11

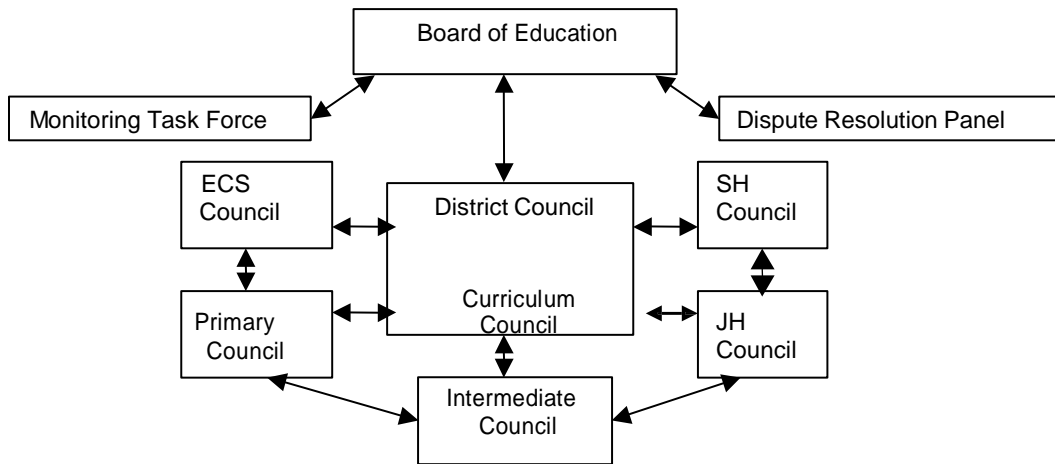
### COMPONENT #2

The manner and extent of the expected involvement of all parties to be outlined.

#### Involvement of All Parties

#### Shared Decision-Making Organizational Structure

Any individual member of the school district community has the opportunity to address a concern or present a proposal to the school district through any building council in accordance with established procedures. Concerns/issues/proposals may also originate within any of the shared decision-making structures and should follow the appropriate communication avenues.



Communication: All shared decision making councils shall distribute copies of minutes as outlined on page 14. Informal communication between shared decision making groups will occur as needed.

District Council will be responsible for ensuring that shared decision making training is offered to all shared decision making council members by September 30 of each school year.

**Selection Process for:**

The purpose of the selection process is to achieve balance and to ensure all aspects of the individual school (building) community are represented. The selection process will include notice to all constituent groups. The District's webpage will be utilized to actively invite community members to take part on shared decision making councils. This may include utilization of pop-up notifications and posting information under the parent tab of the website. Council members will be selected annually by constituents before annual shared decision making training. Existing membership on any District shared decision-making team does not preclude appointment to the Monitoring Task Force.

Every effort will be made to ensure the composition of the committee is met.

**Meeting Dates and Times for:**

- Building Council: will meet monthly or as needed
- District Council: will meet quarterly or as needed
- Curriculum Council: will meet monthly or as needed
- Monitoring Task Force: will meet biennially or as needed

Consideration must be given to the time needs of all Council members in setting meetings on a "shared sacrifice" basis. It is understood that service on any shared decision-making committee is voluntary.

**Operational Procedures for:**

- Building Council - The principal is responsible for assuring decisions are in compliance with previously determined limitations as stated in Component #1.
- District Council
- Curriculum Council
- Monitoring Task Force

Councils will develop visitor protocols, working agreements, and group norms, which will be referenced in meeting minutes. Councils will develop agendas in advance. Unapproved meeting minutes and agendas will be distributed within one week prior to the next regularly scheduled meeting. Building Council, District Council and Curriculum Council will choose a facilitator; the facilitator of the Monitoring Task Force will be the Associate Superintendent of Educational Services. All four groups can form ad hoc committees. Decisions will be made by consensus. When making decisions with a limited time frame, the Council may consider moving to the backup plan of a 75% vote of those Council members present.

**Training:**

The District will provide basic group training as needed and as requested in the following areas:

- Decision-Making
- Facilitation
- Problem Solving
- Team Building
- Communication
- The District's Shared Decision-Making Plan
- Et al

## Building Councils

### Composition:

1	Principal .....	
3	Council Designee (optional) ..	as selected by the councils when determining the appropriateness of adding members, either individuals or representatives of a specific group, not to exceed three
4	Parents .....	as selected by the Parent Representative Nominating Committee (PRNC)
2	Students in grades 10-12 ..... (for SH Council)	as selected by the Senior High Administration
2	Support Staff .....	as selected by CSEA President or designee
6	Employees represented by the VTA contract	as selected by VTA President or designee

---

15 - 18 Members  
+ Superintendent (ex-officio member)

### Length of Service: 1 year

### Roles/Responsibilities:

- create action plans to improve student achievement based on analyzed data regarding student assessment
- implement, monitor, and evaluate progress of action plans
- establish goals and priorities for buildings as related to Component #1
- evaluate the SDM process at the building level
- facilitate communication between school and community
- identify training needs of council members
- share information with each standing SDM group

### Dispute Resolution Panel Delegate:

2 members, one employee represented by the VTA contract and one parent, will be selected from each building council to serve on the Dispute Resolution Panel if needed.



## District Council

### Composition:

1	Chairperson.....	Director of Educational Services
2	Administrators	as selected by VASA
1	Business/Community Member...	as selected by the Superintendent/Board of Education
4	Parents .....	as selected by the Parent Representative Nominating Committee (PRNC)
2	Students (Grades 10-12) .....	as selected by the Senior High Administration
2	Support Staff .....	as selected by CSEA President or designee
6	Employees represented by the VTA contract .....	A minimum of one from each building, as selected by VTA President or designee

---

18 Members  
+ Superintendent (ex-officio member)

**Length of Service:** 2 years (staggered expiration of terms); it is suggested to all constituent groups that service be limited to two consecutive terms.

### Roles/Responsibilities:

- monitor the development, implementation and evaluation of building council goals
- provide support for all Pre-K–12 instructional program initiatives and district-wide goals
- serve as a forum for all issues raised which may have a District-wide impact on student achievement (issues affecting more than one building)
- review and respond, in writing, to the originating group, regarding program issues with district-wide impact (issues affecting more than one building)
- provide input and support for Curriculum Council
- disseminate information and maintain communication between buildings and constituency groups, such as reviewing and distributing requested data to all building councils
- serve within the dispute resolution process as needed
- assure that shared decision making training occurs on an annual basis

### Dispute Resolution Panel Delegate:

2 members, one employee represented by the VTA contract and one parent, will be selected from District Council to serve on the Dispute Resolution Panel if needed.

## Monitoring Task Force

### Composition:

1	Facilitator.....	Associate Superintendent of Educational Services
1	Administrator .....	as selected by VASA
1	Business/Community Member...	as selected by the Superintendent/Board of Education
2	Parents .....	as selected by the Parent Representative Nominating Committee (PRNC)
1	Student (Grades 10-12).....	as selected by the Senior High Administration
1	Support Staff.....	as selected by CSEA President or designee
1	Employee represented by the VTA contract .....	as selected by VTA President or designee

---

8 Members  
+ Superintendent (ex-officio member)

**Length of Service:** 1 year

### Roles/Responsibilities:

To review effectiveness of the SDM process biennially, or as needed, as stated by the Board of Education. Reports will be submitted to the Board of Education regarding:

- areas of strengths and weaknesses;
- recommendations for change, or recommendations to continue implementation of the plan;
- attend shared decision making training biennially

## Curriculum Council

### Composition:

1	Chairperson.....	Associate Superintendent of Educational Services
2	Administrators .....	as selected by VASA
1	Business/Community Member...	as selected by the Superintendent/Board of Education
10	Employees represented by the VTA contract .....	Two from each building, as selected by VTA
3	Parents .....	as selected by the Parent Representative Nominating Committee (PRNC)
2	Students (Grades 10 – 12) .....	as selected by the Senior High Administration

---

19 Members  
+ Superintendent (ex-officio member)

**Length of Service:** 2 years (staggered expiration of terms); it is suggested to all constituent groups that service be limited to two consecutive terms.

### Roles/Responsibilities:

- serve as the governing body for systemic review and coordination of district-wide curriculum
- make recommendations for new curriculum development or curriculum revisions to the Superintendent or his/her designee
- continually assess district curriculum for compliance with SED and Regents directions;
- solicit and review proposals for curriculum modification
- provide a vehicle for coordination of requests for proposed course additions and deletions to the Superintendent or his/her designee
- share processes, updates and products with District Council, on an ongoing basis, for communication and input
- annually develop and review the Professional Development Plan

### Dispute Resolution Panel Delegate:

2 members, one employee represented by the VTA contract and one parent, will be selected from Curriculum Council to serve on the Dispute Resolution Panel as needed.

Commissioner's Regulations 100.11

**COMPONENT #3**

The means and standards by which all parties shall evaluate improvement in student achievement.

**Means and Standards Used to Evaluate Improvement of Student Achievement**

Improving student achievement at Victor Central Schools requires measurement, planning, and implementation of those plans on a regular cycle.

Shared decision making councils will consider student learning, behavioral, social/emotional and wellness data to determine goals. Data considered may include standardized testing, authentic data collection, performance measures, and qualitative data such as observation.

## **Program Review Process**

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### **CHARGE:**

The charge of any content area Program Review Committee is to evaluate the current K-12 program and students' academic achievement. The Program Review Committee will determine the data to be analyzed (i.e., State and National Standards, alignment of curriculum, disaggregated assessment data, past program review recommendations, best practice research, comparison to other districts, feedback from surveys, and feedback from higher education). An analysis of qualitative and quantitative data will be conducted to determine possible causes of achievement gaps and potential best practices that will support programmatic improvement. Within each key priority area, an action plan will be developed. This action plan will identify areas of growth and/or recommendations for improvement.

### **Composition:**

Program Review Committee members shall include:

- A representative group of teachers in a content area
- Community/Parent/Student Representatives
- Administrator(s)

\*The number of representatives will be recommended by the Associate Superintendent of Educational Services and approved by Curriculum Council. Representatives will be selected by their constituent groups.

### **IMPLEMENTATION**

Administrators and instructional staff members will have the opportunity to:

- Write curriculum, including assessments
- Review and select instructional resources that will support the curriculum
- Provide input on staff development necessary to successfully implement the curriculum
- Provide support and act as resources during the implementation phase

Curriculum writing positions will be posted by June 1 and individuals will be selected by the Associate Superintendent and/or Assistant Superintendent of Human Resources.

Victor Central School District  
Program Review Phases

---

**Phase 1: Review /Evaluation**

The Program Review Committee is formed to review the status of the current program, including the curriculum, school leadership, infrastructure, professional development, and resources. The committee will complete the year by issuing recommendations to the Associate Superintendent and Superintendent on the strengths of the program and areas in need of improvement and growth. The committee will also complete an action plan outlining steps to be taken to improve the program and the individuals responsible for follow-up on these items.

**Phase 2: Writing / Development**

The curriculum writing process begins upon the commencement of the program review in June. Summer curriculum writing days will address any action items that require new curriculum to be written or existing curriculum that needs to be updated.

**Phase 2A: Writing / Development (throughout the school year)**

The writing process continues throughout the school year with piloting changes made to the curriculum and professional development for teachers needed for the full implementation of the new curriculum. Depending on the degree of changes to the curriculum and the extent of needed professional development, the development process could last the entire year. Any additional changes to curriculum will be completed in the summer.

**Phase 3: Implementation**

Major changes to the curriculum and professional development will be completed by the beginning of this year and are subject to Board of Education approval. Teachers will make notes of any adjustments the new curriculum may need throughout the year, and will discuss potential changes at department or grade-level meetings.

**Phase 4: Modification**

Any necessary adjustments to the curriculum noted during the Implementation phase, or any unfinished action items involving curriculum writing from the initial program review will be written and completed during the summer. All action items from the initial review committee action plan should be completed in this phase.

**Phase 4A: (Sept-June, Year 4) - Modification**

All changes to the program from the action plan should be in place by September. Departments and grade levels will continue to note any adjustments that may need to be made to curriculum documents as a result of student achievement data or changing external circumstances. Small changes to documents can be made during curriculum writing day.

## Commissioner's Regulations 100.11

### **COMPONENT #4**

The means by which all parties will be held accountable for the decisions which they share in making comprises this component.

#### **Accountability for Decisions**

SDM council members are accountable to the community, students, parents, staff, and the Board of Education for decisions they make and for the effect these decisions have on student outcomes.

- All meetings must be open to those wishing to attend.
- Each council will follow the District's uniform format for the agenda and minutes that will be provided during the annual Shared Decision Making training.
- Unapproved minutes will be distributed in a timely manner to the members of the councils.
- Approved minutes and the next meeting agenda will be distributed to the specific Building Council members and the District Clerk. The District Clerk will post the approved minutes on the website and send a link to district employees, the Board of Education, PIE, PTSA, and VOICE.
- Minutes of the meetings will be a matter of public record. Shared Decision Making Councils must recognize that certain decisions with a wide-range of impact should be communicated through District and Building newsletters and other media.
- Times of regular meetings will be posted on the District website.

#### **Council members are also accountable:**

##### **To the Mission Statement and District Goals**

- All decisions will advance and support the Victor Central School District's mission and goals.

##### **To Each Member's Own Constituency**

- Members will actively seek ideas from their group.
- Members will communicate proposals and decisions of the council to their constituency in a timely manner.

##### **For Implementation of Decisions**

- Each council must decide how its decisions will be carried out and designate a person/group to implement the decision.
- Decisions made by each council will be captured in the final minutes of the school year. These decisions will be placed on the agenda of the respective councils for review the following year. The purpose of the review will be to evaluate implementation of the prior year's decisions. Review of decisions will be completed by the final council meeting.

## Commissioner's Regulations 100.11

### **COMPONENT #5**

The process whereby disputes presented by the participating parties about the educational issues being decided upon will be resolved at the local level.

#### **Dispute Resolution Process**

**Issue:** A decision has been made by an administrator and someone believes the decision should have been made through the Shared Decision Making Process.

**What process should be followed to make the determination on who should make this decision in the future?**

#### **Steps in the Dispute Process:**

1. The individual who has the concern should contact their council's Dispute Resolution Panel delegates to discuss the situation. The discussion should include why the decision should be made through the shared decision making process as well as the perceived rationale for how and why the decision was made by the administrator.
2. The council's Dispute Resolution Panel delegates should then meet with the administrator. Again, the discussion should include why the decision should be made through the Shared Decision Making process as well as the perceived rationale for how and why the decision was made by the administrator. This allows all parties an opportunity to hear each other's thoughts and possibly come to a resolution.
3. If a resolution cannot be reached, the issue will be brought to the appropriate shared decision making council for discussion.
  - a. The administrator will place the issue on the next shared decision making council's meeting agenda. If the issue is time sensitive and needs to be discussed prior to the next monthly meeting scheduled, it may be necessary to schedule an additional meeting.
  - b. Using the information detailed as part of Component #1 of the Shared Decision Making Plan, the council will discuss the concern and make a decision. The decision will be disseminated by the administrator's secretary to all appropriate parties.
4. If a decision cannot be made at the building level,
  - a. The Building Council will ask District Council to consider the issue. If District Council cannot make a decision, the issue will go through the Dispute Resolution Panel (outlined in the flowchart on page 18).



## **Dispute Resolution Panel**

**Membership:** The Dispute Resolution Panel will include two dispute delegates from each SDM Council, one administrator and an outside facilitator trained in mediation.

**Length of Service:** For the period of time it takes to resolve the issue.

**Roles/Responsibilities:**

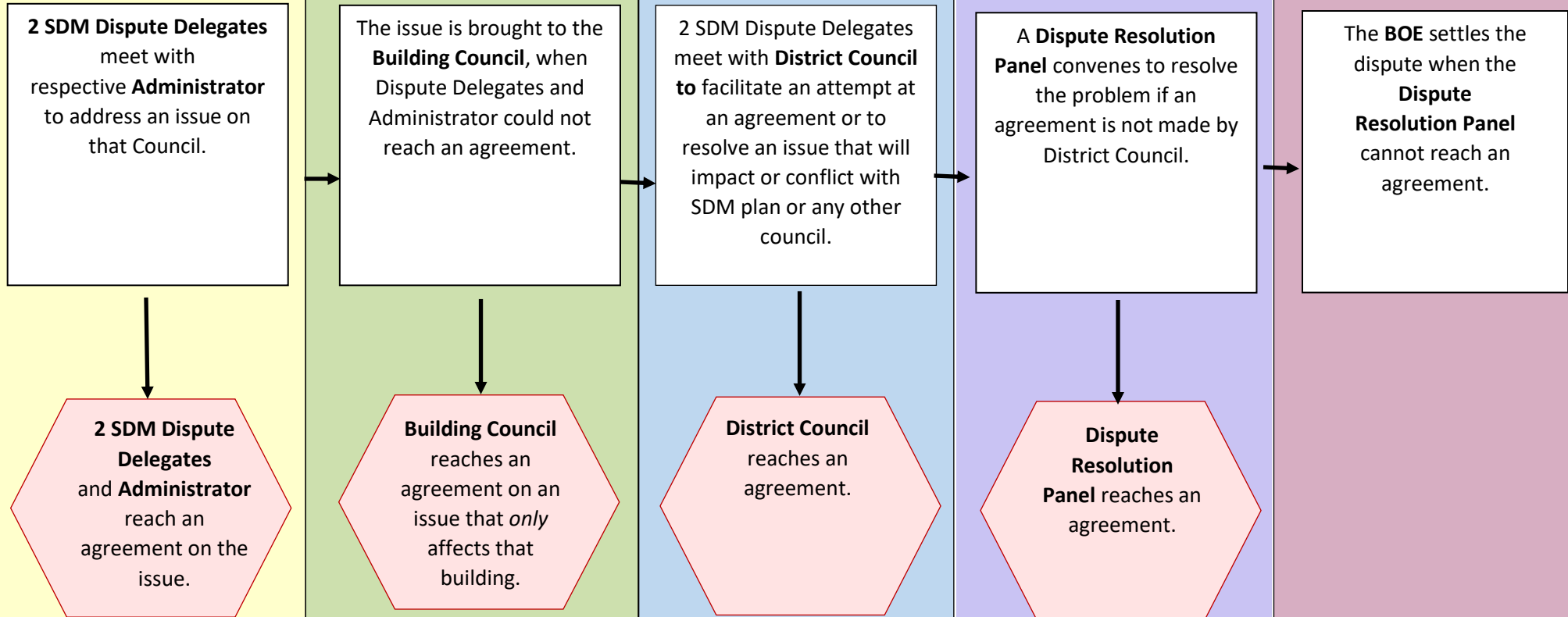
- to attend all meetings as required
- to provide a neutral and unbiased consideration of the issues
- to listen to all sides of the issue with an open mind
- to maintain confidentiality during panel proceedings
- to make a decision

**Meeting Dates and Times:** As determined by the panel

**Operational Procedures:**

- A newly formed panel will be convened by the Superintendent of Schools for each dispute within 30 calendar days of notice of dispute.
- Panel will determine the time allotted for an open hearing of the issues.
- Panel will determine number of hearings.
- Panel will give written notice of hearing date, time and place.
- Minutes of panel proceedings will be kept.
- A minimum of 10 members must be present for a quorum.
- A minimum of 10 members on the Dispute Resolution Panel must be present for the panel to vote. The independent facilitator will not vote.
- Decisions will be made by majority vote.
- Panel deliberations will be held in private.
- Panel should render a decision in writing (to SDM Councils, the Superintendent and the Board of Education) within ten calendar days after the conclusion of the final hearing.
- Written decisions of the panel will specify how each panel member voted.
- An appeal to the Board of Education is taken by petitioning the Board to hear the dispute.
- The Board of Education will decide, by majority vote, whether or not to hear an appeal. If the Board declines to hear an appeal, the decision of the Dispute Resolution Panel stands.
- The Board of Education is the final appeal body for all disputes in the Dispute Resolution Process.

# Victor Central School District Dispute Resolution Flow Chart



Commissioner's Regulations 100.11

**COMPONENT #6**

The manner in which all State and Federal requirements for the involvement of parents in planning and decision-making will be coordinated with and met by the overall plan.

**Coordination of State and Federal Requirements for Parental Involvement**

The Victor Central School District will continue to comply with all State and Federal requirements for the involvement of parents.

The Superintendent will ensure all State and Federal regulations for involvement of parents in planning and decision-making are coordinated and met.

## ABBREVIATIONS

BC	-	Building Council
BOCES	-	Board of Cooperative Educational Services
BOE	-	Board of Education
CSEA	-	Civil Service Employees' Association
DC	-	District Council
PDP	-	Professional Development Plan
PIE	-	Partners in Education
PRNC	-	Parent Representative Nominating Committee
PTSA	-	Victor Central School District Parent, Teacher, Student Association
SDM	-	Shared Decision-Making
SED	-	State Education Department
VASA	-	Victor Administrators' and Supervisors' Association
VCS	-	Victor Central Schools
VOICE	-	Victor's Outreach in Children's Education
VTa	-	Victor Teachers' Association

## GLOSSARY OF TERMS

Ad Hoc	committees of specific focus, usually within a limited time frame, and may include non-council members
Biennially	every two years
Consensus	a process which enables all participants to arrive at and support a decision
Council Designee	additional members, either individuals or representatives of a specific group, as determined by individual building councils. The Council Designee is a voting member.
Guest	a non-voting attendee
Notice	by District publication, e.g., District newsletter or mailing to all residents and employees, or direct written notice to all members of an affected group
Parent Representative	someone who has children currently attending Victor Central Schools
Parent Representative Nominating Committee	a parent committee made up of a PTSA, PIE and VOICE representative that will select parents to serve on shared decision making councils
Subcommittee	a subgroup of a council, may include non-council members
Support Staff	buildings and grounds, cafeteria, clerical, teacher aide, and transportation personnel
VCS Electronic Policy Manual	electronic manual that contains all policies approved by the Board of Education and is accessible via District website

**REGULATIONS OF THE COMMISSIONER OF EDUCATION**  
**100.11 Participation of parents and teachers in school-based planning and shared decision making**

(a) *Purpose.* The purpose of school-based planning and shared decision making shall be to improve the educational performance of all students in the school, regardless of such factors as socioeconomic status, race, sex, language background, or disability.

(b) By February 1, 1994, each public school district board of education and each board of cooperative educational services (BOCES) shall develop and adopt a district plan for the participation by teachers and parents with administrators and school board members in school-based planning and shared decision making. Such district plan shall be developed in collaboration with a committee composed of the superintendent of schools, administrators selected by the district's administrative bargaining organization(s), teachers selected by the teachers' collective bargaining organization(s), and parents (not employed by the district or a collective bargaining organization representing teachers or administrators in the district) selected by school-related parent organizations, provided that those portions of the district plan that provide for participation of teachers or administrators in school-based planning and shared decision making may be developed through collective negotiations between the board of education or BOCES and local collective bargaining organizations representing administrators and teachers. For the purpose of this subdivision, "school-related parent organization" means a nonprofit organization of parents of children attending the schools of the school district whose purposes include the promotion of parental involvement in public education and that is chartered or incorporated under the laws of New York, or is affiliated with a statewide or regional parent organization that is so chartered or incorporated, or is an unincorporated association authorized to do business under an assumed name in New York. In districts in which teachers or administrators are not represented by a collective bargaining organization or there are no school-related parent organizations, teachers, administrators and/or parents shall be selected by their peers in the manner prescribed by the board of education or BOCES to participate in the development of such district plan. In the City School District of the City of New York, each board of education of each community school district and each high school superintendent shall develop a plan in the manner prescribed by this subdivision, and each such plan shall be incorporated into a plan by the central board of education, which plan shall comply with this section.

(c) The plan for participation in school-based planning and shared decision making shall specify:

1. the educational issues which will be subject to cooperative planning and shared decision making at the building level by teachers, parents, administrators, and at the discretion of the board of education or BOCES, other parties such as students, school district support staff, and community members;
2. the manner and extent of the expected involvement of all parties;
3. the means and standards by which all parties shall evaluate improvement in student achievement;
4. the means by which all parties will be held accountable for the decisions which they share in making;
5. the process whereby disputes presented by the participating parties about the educational issues being decided upon will be resolved at the local level; and
6. the manner in which all State and Federal requirements for the involvement of parents in planning and decision making will be coordinated with and met by the overall plan.

(d)(1) The district's plan shall be adopted by the board of education or BOCES at a public meeting after consultation with and full participation by the designated representatives of the administrators, teachers, and parents, and after seeking endorsement of the plan by such designated representatives. The plan shall be made available to the public. Each board of education or BOCES shall file such plan with the district superintendent or, in the case of city school districts having a population of 125,000 inhabitants or more or a BOCES, with the commissioner within 30 days of adoption.

(2) Each board of education or BOCES shall submit its district plan to the commissioner for approval within 30 days of adoption of the plan. The commissioner shall approve such district plan upon a finding that it complies with the requirements of this section and makes provision for effective participation of parents, teachers, and administrators in school-based planning and decision making.

(e)(1) In the event that the board of education or BOCES fails to provide for consultation with, and full participation of, all parties in the development of the plan as required by subdivisions (b) and (d) of this section, the aggrieved party or parties may commence an appeal to the commissioner pursuant to section 310 of the Education Law. Such an appeal may be instituted prior to final adoption of the district plan and shall be instituted no later than 30 days after final adoption of the district plan by the board of education or BOCES.

(2) Any aggrieved party who participated in the development of the district plan may also appeal to the commissioner pursuant to section 310 of the Education Law from action of the board of education or BOCES in adopting, amending, or recertifying the plan. The grounds for such an appeal may include, but shall not be limited to, noncompliance with any requirement of subdivision © of this section and failure to provide within the district plan for meaningful participation in school-based planning and shared decision making within the intent of this section.

(f) The district's "Plan for the Participation by Teachers and Parents in School-based Planning and Shared Decision Making" shall be reviewed biennially by the board of education or BOCES in accordance with subdivision (b) of this section. Any amendment or recertification of a plan shall be developed and adopted in the manner prescribed by subdivision (b) and paragraphs (d)(1) and (2) of this section. The amended plan or recertification of the previous plan, together with a statement of the plan's success in achieving its objectives, shall be filed with the district superintendent where applicable, and submitted to the commissioner for approval no later than February 1<sup>st</sup> of each year in which such biennial review takes place, commencing with February 1, 1996.

(g) Notwithstanding the provisions of subdivisions (b) through (f) of this section, where a district has implemented a plan for participation in school-based planning and shared decision making as of February 1, 1994 through its excellence and accountability pilot district program, such district shall not be required to develop a new district plan pursuant to this section.

(h) A school district or BOCES which has developed or implemented a plan for participation of teachers and/or administrators in school-based decision making as the result of a collective bargaining agreement between the board of education or BOCES and local collective bargaining organizations representing teachers and/or administrators shall incorporate such negotiated plan as a part of the district plan required by this section. The board of education or BOCES shall develop the remainder of the district plan, including the portion relating to parental involvement, in the manner prescribed by subdivision (b) of this section.

## **RESOLUTION FOR COVID-19 EMERGENCY WORK HOURS/PAID LEAVE AUTHORIZATION**

**BE IT RESOLVED**, that the Board of Education empowers the Superintendent of Schools to shorten the workweek or work hours of any District employee during the period of time (or any portion thereof) in which the District remains open to staff but is mandatorily closed to students in response to the COVID-19 emergency only.

**BE IT FURTHER RESOLVED**, pursuant to its authority under New York General Municipal Law Section 92, that the Superintendent may place any District employee on a paid leave of absence for any portion or all days in which the District is mandatorily closed to students due to the COVID-19 emergency only.

**BE IT FURTHER RESOLVED**, that the Board of Education authorizes the Superintendent of Schools to negotiate any agreements necessary in furtherance of the above.

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**District Clerk**

**Victor Central School District**