

OFFICIAL PROCEEDINGS  
OF THE BOARD OF EDUCATION  
OF THE SPENCERPORT CENTRAL SCHOOL DISTRICT

Date: October 5, 2021  
Spencerport, New York

Members Present: Ms. Brown, Ms. Czarnecki, Mr. Gibbardo, Mr. Hutton,  
Mr. Kincaid, Ms. Stone

Absent: Mr. Bracken

Others Present: Ms. Clapper, Ms. Lissow, Ms. Swann, Mr. Wood, Mr. Zinkiewich

The Study Session of the Board of Education of the Spencerport Central School District was called to order at 7:08 p.m. E.D.S.T. by the President, Mr. Hutton, in the Board of Education Conference Room in the Administration Building.

**1. PLEDGE TO THE FLAG**

The Board of Education members and the audience recited the Pledge of Allegiance to the United States Flag.

**2. APPROVAL OF AGENDA**

A motion was made by Mr. Kincaid and seconded by Ms. Czarnecki that the Board of Education approve the Business Session Agenda.

Vote of the Board: 6

Yes: 6  
No: 0

**3. PRIVILEGE OF THE FLOOR**

Community member, Patricia Vicaretti of Silent Meadows Drive spoke before the Board. Ms. Vicaretti has been an employee for 21 years. She commented on the low morale amongst her peers regarding the rate of pay they receive. Ms. Vicaretti provided information regarding pay at various other businesses. She asked the Board to consider increasing their pay so that they may receive a living wage, and not just a minimum wage. Ms. Vicaretti feels that their duties increased during COVID, yet their pay did not. She indicated that the rate of pay may be a reason that it has been difficult to hire people.

Parent and former board member, Michael Miceli of Longbow Circle spoke before the Board. Mr. Miceli read a resolution to honor the Board for School Board Appreciation Week.

**4. CONSENT AGENDA**

**4.1 Old Business**

**4.11 Approval of the Board of Education meeting minutes held on September 21, 2021**

**4.2 New Business**

**4.21 Admission Fees 2021-2022**

Ms. Placito, Director of Athletics, recommended to accept these guidelines with the following additions for the 2021-2022 school year for Spencerport home regular season athletic contests, pending any adjustments to spectator guidelines as permitted from the New York State Public High School Athletic Association (NYSPHSAA) and the Monroe County Department of Health and charge admission for adults, allowing students to attend games at no cost.

**A. Admission**

SCS will charge admission for the following home athletic contests only: boys' varsity soccer, girls' varsity soccer and varsity football; boys' varsity/JV basketball, girls' varsity/JV basketball, varsity/JV wrestling, boys' varsity lacrosse, girls' varsity lacrosse. Admission rate will be \$2.00 for adults. Admissions for students will be free.

**B. Passes**

- Parents of Varsity/JV Athletes - Will be issued passes for the particular sport that their son/daughter participates in, if admission is charged for that sport.
- Senior Citizens - Available upon request. A letter will be sent to the Ogden Senior Citizens Center.
- Spencerport Central Schools Employees - All Spencerport Central Schools employees and immediate family will be admitted to regular season home games, sponsored by the school district, upon presentation of their Spencerport Central Schools employee pass.
- School Board - All School Board members will be provided passes for regular season home athletic events.

**C. Sectionals**

Admission rates for sectionals are set and approved by the Section V Athletic Council and vary from tournament to tournament.

**4.22 Capital Improvement Project Bid**

**Contract No. 301**

Site Work:	Massa Construction Inc.
Base Bid	\$412,600
<u>Alt. SW ME-1 – Munn Elementary Water Line Replacement</u>	<u>\$ 36,000</u>
Total for Award	\$448,600

A motion was made by Ms. Czarnecki and seconded by Mr. Kincaid to approve the Consent Agenda.

Vote of the Board: 6

Yes: 6

No: 0

## 5. BOARD OF EDUCATION

### 5.1 President's Report and Communication

Mr. Hutton attended the audit meeting and shared that it is an impressive process and he was happy to see so many community members on the committee. Mr. Hutton shared that he attended homecoming and appreciates all that the Spencerport Sports Booster Club does to support sporting events.

### 5.2 Board of Education Members' Reports

Mr. Kincaid gave a shout out to the homecoming planning committee. There was an amazing turn out and it was great to see the whole community come out to celebrate. Ms. Brown and Ms. Stone both attended the parade. Ms. Czarnecki shared that she was happy that students are able to participate in activities again. Mr. Gibbardo shared that it was good to see so many students and their families at events.

## 6. SUPERINTENDENT'S REPORT

Ms. Swann shared that earlier this evening, the district celebrated the new and recently tenured teachers and administrators. It was great to learn about our new staff. She also shared that she attended homecoming and it was a wonderful way to support our community. Ms. Swann recently attended professional development in Albany and had the opportunity to collaborate with other superintendents. She shared that the State is moving instructionally to increase graduation rates.

### 6.1 Student and Family Engagement

Mr. McCabe introduced Ms. Natalie Kirisits, our new Coordinator of Student and Family Engagement. He shared that we are fortunate to have her with us. The position was proposed to allow staff time to focus on the whole student experience as well as their social emotional well-being and reconnecting them to the high school. Mr. McCabe shared that the year was off to a good start with homecoming. Over 700 tickets were sold for the dance, which was held outside, and was successful despite the rain. Ms. Kirisits shared how she will be focused on individual student progress with bi-weekly meetings with counselors and students and on-going communication with teachers, staff, and parents. She has been working closely with student government on ways to connect with students by organizing and planning events such as freshman orientation, homecoming, and the senior parking spot painting project. Ms. Kirisits presented the list of clubs and activities that are offered at the high school. She will work with students to participate in the culturally responsive education and student COVID summits. She has begun to share information on restorative practices with staff and has informally used restorative circles with students as a form of peer mediation. Ms. Kirisits' position will continue to evolve over the coming months, with social emotional learning being the most important

component to support students. The greatest challenge for students has been being out of school and her main focus is working with students to re-acclimate them to the school setting. Ms. Swann publicly thanked Ms. Kirisits and the high school team for all their hard work.

## 6.2 Instructional Update – Quarantine and Isolation Support

Mr. Zinkiewich shared that he collaborated with Mr. Joe DiTucci, the president of the Spencerport Teacher's Association on these support measures. He provided an overview of what the district would do should COVID require us to transition to remote instruction. He first presented the K-5 plan for full remote, which would include instructional packets for Kindergarten students through first grade until the Thanksgiving holiday. This would allow students time to acclimate to routines and laptops. Teachers then would engage in synchronous and asynchronous teaching and learning. Students in grades 2 – 5 would work on laptops and Zoom. Mr. Zinkiewich presented a schedule for remote with half of the class in the morning and half in the afternoon. Special area teachers would provide synchronous services. To accommodate a move to remote instruction at the elementary level, our technology department will play a critical role, as we distribute laptops to all of our K-5 students. Students in grades 6 -8 would continue to follow their assigned schedule and attend all classes via Zoom. Mr. Zinkiewich shared that the balance between synchronous and asynchronous instruction is very important. He then presented the 9 – 12 transition to full remote learning. The high school would follow the same process and we already have systems in place to proceed.

Mr. Zinkiewich then presented information regarding students placed in quarantine or isolation. Students in isolation will be provided the opportunity to receive work remotely with the help of a District Learning Center (DLC) tutor. This will be contingent on capacity in the DLC. Students in quarantine will be provided their laptops within two days and teachers will provide work for the students to work asynchronously. They will have access to a DLC tutor who will provide virtual support. He shared that this will be a balancing act with the number of students the DLC can support, and the plan will be adaptable as the situation changes. Students will be allowed time to make up missed work and the high school is currently finalizing a proposal for an Academic Workshop that students can attend for additional support and assistance.

## 6.3 5000 Series Policies

Mr. Saltzberg presented part four of the 5000 series policies. He shared that Policy 5540 Publication of the District's Annual Financial Statement will include the disclaimer that the finished report is not final until the audit is complete. For Policy 5632 Pest Management and Pesticide Usage discussion ensued regarding Mr. Nelson Drake retiring and Mr. Darin Price, the New Director of Facilities being responsible for sending out the annual notification regarding pesticide usage. Mr. Saltzberg shared that Policy 5650 Energy/Water Conservation and Recycling of Solid Waste is recommended to have language removed regarding recycling by Erie 1. Ms. Stone felt that the updated policy does not have a lot of substance and would like language regarding recycling included. The Board would like to consider further revisions and review this policy after the Erie 1 revisions. Mr. Saltzberg then presented policies regarding transportation and shared that Urban/Suburban students are provided transportation by the Rochester City School District. For Policy 5731 Co-Operative Transportation, the Board felt that our policy is more comprehensive than Erie 1 and would like to keep our language. Discussion ensued regarding Policy 5741 Drug and Alcohol Testing for School Bus Drivers. Marijuana is a Federal Schedule 1 drug and drivers would not be allowed to keep their driver's license. He shared that drivers are randomly tested. The Board was supportive of the recommendations.

**6.4 Allocation to Fund Capital Reserve**

Mr. Wood provided Board members updated information regarding allocating additional year-end surplus to adding an allocation of funds to fund the capital reserve for building projects. Due to initial estimates that were low and a surplus of funds, the audit committee recommended making an allocation to fund capital reserves, not to exceed \$651,000. Discussion ensued regarding increased revenue from sales tax and many one-time revenues such as the process by which the State paying the 20% originally withheld 20% of funds during the last school year. As a result of this, excess money was available to allocate money to the capital reserve.

A motion was made by Mr. Kincaid and seconded by Ms. Czarnecki to approve the additional surplus of a not-to-exceed amount of \$651,000 to the 2014 Capital Reserve for building projects.

Vote of the Board: 6

Yes: 6  
No: 0

**6.5 Allocation of 2020-2021 Fund Balance and Reserves**

Mr. Wood presented the final amounts allocated to fund balance and reserves. Initial amounts for distribution were approved by the Board at the June 29, 2021 meeting. This did not include the additional allocation to fund the capital reserve which was just approved.

A motion was made by Mr. Kincaid and seconded by Ms. Stone to approve the Allocation of the 2020-2021 Fund Balance and Reserves, as presented.

Vote of the Board: 6

Yes: 6  
No: 0

**6.6 Acknowledgement of External Audit & Corrective Action Plan**

Mr. Wood introduced Mr. Tom Zuber, of Raymond F. Wager, CPA, P.C., a Division of Mengel Metzger Barr & Co. LLP. He shared that Mr. Zuber is an excellent source to provide information from the audit committee. Mr. Zuber shared that the district has an active audit committee with many community members. He provided highlights of the discussion regarding financial information, which was a result of the budget process that started two years ago. At that time, there was a lot of uncertainty about state aid being withheld. Mr. Zuber spoke about the three rounds of federal stimulus money and how decisions needed to be made on how to use them. The increase in sales tax was a surprise and yielded a positive financial result. He shared that reinvesting these surplus funds back into reserves is important not only to the district, but to bond agencies that look at how we maintain our reserves and fund balances. Mr. Zuber shared that the audit looked at control measures and there were very few procedural items. Overall, the audit yielded very good financial results.

A motion was made by Mr. Kincaid and seconded by Ms. Czarnecki to approve the Review of the External Audit prepared by Raymond F. Wager, CPA, P.C. and the Corrective Action Plan for the 2020-2021 school year, as presented.

Vote of the Board: 6

Yes: 6  
No: 0

7. **MEETING EVALUATION**

Mr. Gibbardo shared concerns regarding community member's ability to hear the Board members during meetings. He also wanted to clear up the confusion regarding what, if anything, a community member needs to do to attend a meeting. Discussion ensued regarding these items and the Board agreed that in order to meet the space needed for community members, they will be required to make a reservation to attend. All board meetings are open to the public.

8. **ADJOURN**

A motion was made by Mr. Kincaid and seconded by Ms. Czarnecki to adjourn the meeting at 8:52 p.m.

Vote of the Board: 6

Yes: 6

No: 0

As there was no further business, Mr. Hutton declared the meeting adjourned at 8:52 p.m.



District Clerk



Board President