



The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, June 21, 2018 at 5:45 p.m. in the Canandaigua City School District Operations Center, President Grimm presiding.

**BOARD MEMBERS PRESENT:** Jeanie Grimm, Cheryl Bix, Bill Patrowicz, Michelle Pedzich, John Polimeni, Tom Reho, Jen Schneider, Beth Thomas (*arrived 5:48 p.m.*), Ralph Undercoffler

**LEADERSHIP TEAM PRESENT:** Jamie Farr, Matt Fitch, Brian Nolan, Matt Schrage

**ADMINISTRATIVE TEAM PRESENT:** Vernon Tenney, John Arthur, Cary Burke, Stephanie Knapp, John LaFave, Jim Simmons, Katie McFarland, Peter Jensen, Rachel Schading, Andy Thomas, Eric Jordan

**BOARD DISTRICT CLERK:** Deborah Sundlov

**OTHERS PRESENT:** Megan Personale, Leanne Ducharme, Megan Swing, Denise Champagne, Jessie Manning, summer athletics, coaches and families

***Executive Session***

Upon a motion made by Mrs. Pedzich, seconded Mr. Undercoffler, with all present voting yes, the Board of Education approved calling an Executive Session at 5:45 p.m. for the purposes of discussing employment history of two particular employees in matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employee and one proposed, pending or current litigation.

**APPROVED:**  
**EXECUTIVE**  
**SESSION**

***Return to Open Session***

Upon a motion made by Mrs. Bix, seconded by Dr. Schneider, with all present voting yes, the Board of Education returned to Open Session at 6:25 p.m.

**APPROVED:**  
**OPEN SESSION**

***Pledge of Allegiance to the Flag***

Mrs. Grimm called the meeting to order at 6:30 p.m. with third grader Jesse Manning leading all in the Pledge of Allegiance.

Mrs. Grimm read a special recognition:

*“Tonight we bid farewell to our friend and colleague, Ralph Undercoffler, who steps down from the board so that he and his wife, Linda, who is here, can relocate to Vermont where they will be grandparents extraordinaire to the children of their daughter, Mary, and her husband. We are as happy for him as we are sad for us.*

*Ralph has had an exemplary career with our district. He served as principal of the Middle School where he was beloved. Ralph was and is one of a kind. With nary an unkind bone in his body, he loves, unconditionally – he loved his job, he loves the profession of teaching, he loves Canandaigua and boy oh boy does he love kids. Ralph knew every student’s name at the Middle School, year after year after year - and then, again, at the Elementary School, where he filled in during a critical time for us. He’d stand in the hallway at dismissal and hold court. A true kid magnet, children flocked to his side and, while always respecting that he was their principal, seemed to also feel that he was their friend.*

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*When I told my kids that Ralph was stepping down, Ben said, "Mr. Undercoffler will always have a special place in my heart. He never stopped me for speeding." Ralph had a 3 MPH rule for walking through the middle school and would pull students over when he thought they'd exceeded the speed limit.*

*Ralph took such pleasure in what his students said and did. One day, I was in the main office of the middle school when Ralph walked in. He'd just observed a German class and asked a young man why he took German. "Are you German, he asked the student, or have you travelled to Germany?" Ralph was still laughing as he recalled that the student's answer was, "No. I'm taking German because I have a German Shepherd."*

*One parent's conversation with me about Ralph sums up his career and his character, which are one in the same. She told me that her child, an 11 year old boy in a special needs classroom, had never been invited to a birthday party. When Ralph learned this, he decided to celebrate his own birthday in the child's classroom. He sent out invitations, brought in a cake and his favorite party game, and gave away party favors. The mom cried as she told me this, and I thought, "That's just Ralph."*

*I happened to run into Ralph at the time that we were facing an open seat on the board and an impending search for a new superintendent. Ralph, at the time, was an interim administrator in a nearby district and was satisfied with the work he was doing. But the district he loved most called, and he answered the call. To the board he has brought the same joy and love and admiration that were hallmarks of his building leadership for years. He is measured, positive, thoughtful and unfailingly kind. It doesn't get any better than that.*

*Thank you for your service, Ralph. We hope this gift will remind you of the family you will always have here. We love you and we will miss you."*

Superintendent Farr presented Mr. Undercoffler with the Undercoffler Cup award that was donated back by Mr. Zach Gisleson, Middle School Teacher.

Mrs. Grimm announced that the Board has had very thorough discussion and thought long and hard about how to proceed with filling the empty seat. The Board has decided to appoint previous member, Mr. Joe Delforte. He will be appointed at the July 2, 2018 Reorganizational meeting.

### ***Superintendent's Report***

End of Year Report ~ Vernon Tenney

Mr. Tenney, Academy Principal, provided the Board a year end summary for graduation. In total, 268 students will graduate, a 96.4% graduation rate. Five seniors will not graduate this week. Four will more than likely graduate in August and one will be enrolled in Finger Lakes Community College TASC program.

Spring Athletic Recognition

Mr. Jim Simmons, Athletic Director, along with coaches recognized the following Spring Athletic teams and individual students:

Baseball, Boys Lacrosse, Girls Lacrosse, Softball, Boys Tennis, and Track and Field

### ***Public Comments***

There were no public comments.

### ***Student Representative***

Student Representative, Megan Swing commented that today is a bittersweet day, the last day of school. Eighth graders had their "Walk to the Academy" earlier today. Academy seniors participated in their grad walk at the Primary-Elementary School on Monday. Friday will be graduation practice at Constellation Brands-

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Marvin Sands Performing Arts Center (CMAC) and, Sunday will be graduation. The Mural Club is completing a mural outside of Mr. Tenney's office and a group of seniors will be completing a mural at FF Thompson Hospital.

***Approval of Minutes***

Upon a motion made by Mr. Reho, seconded by Mr. Polimeni, with all present voting yes, the Board of Education approved the Regular Board Minutes of June 7, 2018.

**APPROVED: MINUTES**

***May Warrant Review***

Upon a motion made by Mr. Patrowicz, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education approved the May Warrants.

**APPROVED: MAY WARRANTS**

- 239 Federal ACH000082
- 241 General 007457-007466 (Positive Pay)
- 242 General ACH003431-003493
- 243 Federal ACH000083
- 244 Federal 000380-000381 (Check Print)
- 245 Capital 000296 (Check Print)
- 246 General 007467-007473 (Positive Pay)
- 247 Federal 000382 (Positive Pay)
- 248 General 007474-007624 (Check Print)
- 249 Federal ACH000084
- 250 General 007625-007627 (Positive Pay)
- 251 General ACH003494-003535
- 253 General 007628-007636 (Positive Pay)
- 254 Federal 000383-000385 (Check Print)
- 255 General 007637-007697 (Check Print)
- 256 General 007698-007704 (Positive Pay)
- 257 Capital 000297-000298 (Check Print)
- 258 Café 001652-001679

**Consensus and Supplemental**

***Retirement Acceptance with Regret***

Upon a motion made by Mrs. Thomas, seconded by Mr. Undercoffler, with all present voting yes, the Board of Education approved pulling the retirement of Andy Thomas:

**APPROVED: PULLING RETIREMENT OF ANDY THOMAS**

Upon a motion made by Mrs. Thomas, seconded by Mr. Undercoffler, with all present voting yes, the Board of Education approved the retirement of Andy Thomas, with regret.

**APPROVED: RETIREMENT OF ANDY THOMAS**

A. Retirement

- i. of Andrew Thomas, Community Relations Specialist, who submitted his letter of retirement from the District effective August 31, 2018. With regret on behalf of the District, sincere best wishes for a happy and healthy retirement are offered. Thank you for the many years of service to the Canandaigua City School District.

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Upon a motion made by Mr. Reho, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education approved:

**APPROVED: CONSENSUS AND SUPPLEMENTAL**

**Business and District Matters**

**1. Treasurer’s Report**

the Treasurer’s Report for the Period of May 1, 2018 –May 31, 2018. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

**2. Budget Status Report**

the Appropriation Status Report, which is a summary, for the period of July 1, 2017 – May 31, 2018. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

**3. Revenue Status Report**

the Revenue Status Report, which is a summary, for the period of July 1, 2017 – May 31, 2018. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

**4. FLASHP Contract Amendment**

**Whereas**, the municipalities and school districts located in Livingston, Monroe, Ontario, Seneca, Wayne and Yates counties have banded together to create an Intermunicipal Agreement pursuant to Article 5-g of the General Municipal Law to administer Health and Dental Plans for their employees known as the Finger Lakes Area School Health Plan (the “Plan”); and

**Whereas**, the Finger Lakes Area School Health Plan Board (the “Board”) has adopted the Municipal Cooperative Agreement (MCA) of the Plan; and

**Whereas**, the Plan was recently amended by the Board on May 3, 2018; and

**Whereas**, a copy of the Plan with the specified amendments is attached hereto as Exhibit A;

**Whereas**, the Canandaigua City School District (the “District”) desires to participate in the Plan and agrees to the terms and conditions, as amended, in the Plan document;

**Now, Therefore**, the Board of Education of the Canandaigua City School District hereby resolves to participate in the Plan as amended by the Board on May 3, 2018 and abide by the terms and conditions of the Plan.

**5. Transfer to Reserve Funds**

**WHEREAS**, Education Law Section 3653 requires that no monies may be paid or transferred into any reserve fund established by a school district unless expressly authorized by a resolution of its board of education; and

**WHEREAS** it has been determined by the Board of Education of the Canandaigua City School District (the "Board") that it is in the School District's best interest to transfer moneys pursuant to the School District's Reserve Fund Plan; and

**WHEREAS**, in compliance with Education Law Section 3653, the Board desires to authorize the transfers pursuant to its Reserve Fund Plan;

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**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Canandaigua City School District does hereby approve the following reserve funds transfers:

- Transfer of up to \$800,000 to the Retirement Contribution Reserve Fund created in accordance with General Municipal Law Section 6-r from unappropriated fund balance;
- Transfer of up to \$100,000 to the Tax Certiorari Reserve Fund created in accordance with Education Law Section 3651(1-a) from unappropriated fund balance;
- Transfer of up to \$250,000 to the Transportation Vehicle Reserve Fund created in accordance with Education Law Section 3651 from unappropriated fund balance;
- Transfer of up to \$200,000 to the Workers' Compensation Reserve Fund created in accordance with General Municipal Law Section 6-j from unappropriated fund balance;
- Transfer of up to \$4,750,000 to the 2016 Capital Reserve Fund created in accordance with Education Law Section 3651 from unappropriated fund balance;
- Transfer of up to \$250,000 to the 2017 Capital Equipment Reserve Fund created in accordance with Education Law Section 3651 from unappropriated fund balance;

This Resolution shall take effect immediately.

**6. New Club**

the request of Mr. Vernon Tenney, Academy Principal, for a new club called Tri-M Music Honor Society. This club will be open to all music students in grades 9-12 and is a program of the National Association for Music Education (NAfME). The club will focus on creating future leaders in music education and music advocacy. The unpaid advisor will be Diana Chase.

**7. Reserve Plan**

approval of the Financial Reserve Plan for the Fiscal year July 1, 2017 – June 30, 2018. Additional information is included as an attachment and will be filed in the Supplemental Minutes File.

**8. Agreement**

an agreement with Roberts Wesleyan College for Threat Assessment Training during August, 2018.

an Agreement with Toths Sports for scoreboard maintenance for the 2018-2019 school year.

**9. Memorandum of Understanding**

a Memorandum of Understanding with the **Family Counseling Service of the Finger Lakes** to join the Network's 2018-2109 Trauma-informed Learning Community.

**10. Amendment of Board Meeting Dates**

An amendment to the Board of Education meeting dates for the 2018-2019 School Year that were originally Board approved at the Regular Board meeting on May 10, 2018. The new dates will change the regular meeting day from Thursday to Monday for all meetings except summer and April 24, 2019.

July 2, 2018 ( <i>reorg</i> )	July 26, 2018	August 23, 2018	September 10, 2018
September 24, 2018	October 15, 2018	October 29, 2018	November 26, 2019
December 10, 2018	January 14, 2019	January 28, 2019	February 11, 2019
February 25, 2019	March 11, 2019	March 25, 2019	April 8, 2019
April 24, 2019	May 6, 2019	May 20, 2019	June 3, 2019
June 17, 2019			

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## 11. Recommendations of the Committee on Preschool Special Education

the recommendations of the Committee on Preschool Education, which is filed as an attachment in the Supplemental Minutes File.

## 12. Recommendations of the Committee on Special Education

the recommendations of the Committee on Special Education, which is filed as an attachment in the Supplemental Minutes File.

### Personnel

#### 1. Non-Instructional Personnel

##### A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Christian Ballet	Teacher Aide	Resignation	6/30/2018
Aaron Santiago	Teacher Aide	Resignation	6/30/2018
Patricia Steele	Teacher Aide	Retirement	6/28/2018

##### B. Appointments

*Pending Civil Service approval and NYSED fingerprint clearance where applicable:*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Matthew Hovey	Student Helper – Technology	7/5/2018	\$10.40/hr.
Eric Cooper	Custodian, Night Supervising	7/2/2018	\$11.72/hr.
Michel McClain	Student Helper – Maintenance	7/1/2018	\$10.40/hr.
Connor McClain	Student Helper – Maintenance	7/1/2018	\$10.40/hr.
Joe Mergenthaler	Student Helper – Maintenance	7/1/2018	\$10.40/hr.
Brandon Moore	Student Helper – Maintenance	7/1/2018	\$10.40/hr.
Tannery Bussey	Student Helper – Maintenance	7/1/2018	\$10.40/hr.
Sam DeMuzio	Student Helper – Maintenance	7/1/2018	\$10.40/hr.
Sam Johnson	Student Helper – Custodial	7/1/2018	\$10.40/hr.
Marissa Ross	Student Helper – Custodial	7/1/2018	\$10.40/hr.
Zack Scammell	Student Helper – Custodial	7/1/2018	\$10.40/hr.
Nick Scammel	Student Helper – Custodial	7/1/2018	\$10.40/hr.
Alyssa Lloyd	Student Helper – Custodial	7/1/2018	\$10.40/hr.
Stephanie Bach	Summer Helper – Custodial	7/1/2018	\$10.40/hr.
Devon Hobbs	Student Helper – Custodial	7/1/2018	\$10.40/hr.

##### C. Summer Clerical Support

The following individuals were recommended to provide clerical support in the District Health Offices for the summer at their current rate of pay:

Christine Palmer  
Lisa Brunelli

#### 2. Instructional Personnel

##### A. Abolishment of Positions 2018-2019 School Year

Due to approved budget changes, the District is abolishing the following positions and replacing them as indicated effective July 1, 2018:

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<b>Abolished Position:</b>	<b>Replaced By:</b>
0.5 FTE Music Teacher	1.0 FTE Music Teacher
0.5 FTE Art Teacher	1.0 FTE Art Teacher

B. Leave Of Absence

of Heather Black, Math Teacher at the CACC, for a pregnancy-related disability leave of absence to begin on or about October 29, 2018 and the end on or about December 7, 2018.

C. Resignation

i. of Caroline Chapman from her position as a Social Studies teacher with the District effective July 1, 2018.

D. Resignation for the Purpose of Retirement

the Superintendent received a letter of resignation for the purpose of retirement from the following individual. On behalf of the District, sincere best wishes for a happy and healthy retirement are offered. Thank you for the many years of service to the youth of the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Anita Morse	Reading Teacher, Elementary School	7/1/2018	32

E. Appointments

*The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than "Ineffective" in the final year of the probationary period.*

- i. of Jonathan Zacharias who received his Bachelor's degree in Childhood and Special Education from SUNY Geneseo. He earned his Master's degree in Literacy from SUNY Geneseo. He has been working in the public school system for 6 years. Mr. Zacharias is appointed to a 3-year probationary, 1.0 FTE Elementary teacher with a tenure area of Elementary effective September 1, 2018.
- ii. of Sarah Massey who received her Bachelor's degree in International Government and Spanish from Wells College. She earned her Master's degree in Elementary Education from the University of North Carolina, Charlotte. She has taught in public education for 3 years and worked for the District as a Long-term Substitute 2<sup>nd</sup> Grade Teacher for the 2017-2018 school year. Ms. Massey is appointed to a 3-year probationary, 1.0 FTE Elementary teacher with a tenure area of Elementary effective September 1, 2018.
- iii. of Erika Maxwell who received her Bachelor's degree in Psychology from SUNY Brockport. She earned her Master's degree in School Psychology from Roberts Wesleyan College. She has taught in public education for 5 years. Ms. Maxwell is appointed to a 4-year probationary, 1.0 FTE School Psychologist with a tenure area of Psychology effective July 1, 2018.
- iv. of Amy Hoskins received who her Bachelor's degree in Music from SUNY Potsdam-Crane School of Music and she earned her Master's degree in Music Education from the University of Hartford-Hartt School of Music. She has been in public education for 6 years. Ms. Hoskins is appointed to a 3-year probationary 1.0 FTE Music Teacher position with a tenure area of Music effective September 1, 2018.

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- v. of Victoria Gashlin who received her Bachelor's degree in Sociology from SUNY Brockport and earned her Master's degree in Social Work from the Greater Rochester Collaborative MSW Program. She has 6 years of experience in the public school system and 3 years in the private sector. Ms. Gashlin is appointed to a 1.0 FTE 4-year probationary Social Worker position effective July 1, 2018.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Jonathan Zacharias	Literacy 5-12; Literacy B-6; Childhood Ed 1-6; Students w/ Disabilities 1-6	9/1/2018	Step 4
Sarah Massey	Childhood Ed 1-6	9/1/2018	Step 4
Erika Maxwell	School Psychologist	7/1/2018	Step 3
Amy Hoskins	Music	9/1/2018	Step 4
Victoria Gashlin	School Social Worker	7/1/2018	Step 6

- vi. Summer Reading Program – 2018-2019

the following teachers for the Summer Reading Program at the contractual rate:

Kristina Cahoon  
 Lisa Carro  
 Genial Close  
 Regina Czora  
 Kelly Edinger-Scammell  
 David Fronczak  
 Kathryn Hanford  
 Brandon Herod  
 Lori LaFave  
 Lisa Lupton  
 Christine McClain  
 Tabitha Metz  
 Michele Reynolds  
 Shelley Sossong  
 Leslie Tomanovich  
 Kathy Tyler  
 Debra VanDeMortel

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vii. Extended School Year Summer Program

the following staff members for the Extended School Year Summer Programs at rates in accordance with contract:

**Professional Staff**

Angelica Clark – Special Education Teacher  
Courtney Lomber – Occupational Therapist  
Lisa Cooke – Special Education Teacher  
Jennifer Costanza – Speech/Language Therapist  
Christine D’Amato – Physical Therapist  
Riane Flint – Special Education Teacher  
Lynnette Jones - Nurse  
Cele Munn - Nurse  
Carol Nicholson – Special Education Teacher  
Chris Rodriguez – Special Education Teacher  
Lorraine Ryan - Nurse  
Brett Sabin – Special Education Teacher  
Kelly Smith - Nurse  
Lorin VanNostrand – Special Education Teacher  
Maria Wade – Special Education Teacher  
Rachael Casella – Special Education Teacher

**Work Study Coordinator**

Barb Landon

**Teacher Substitutes**

Kay Nemecek  
Theresa Morabito

**Aide Substitutes**

Stephanie Boylan  
Jamie Shelters  
Ashlee Lliberatore  
Nissa Deibler

**Teacher Aides**

Jason Bryant  
Lynda Bullock  
April Burke  
Wendy Buskey  
Mary Connor  
Dee Culhane  
Colleen DeBalso  
Christine DeRyke  
Linda Gerstner  
Sue Hockenberry  
Cynde Lyke  
Sue Manaco  
Sharon McMillan  
Pat Mondore  
Tammy Moore  
Barb Newtown  
Shelly O’Brien  
John Rivera  
Ann Rodak  
Mary Santella  
Heather Schroeder  
Camelia Sheesley  
Cay-Lee Sick  
Margie Strain  
Trish Vattimo  
MaryJane Welch

viii. Individual Contracts

to allow the Superintendent and the Board President to finalize the following individual contracts, copies of which will be in the Supplemental Minutes file:

Debora Bowen – Transportation Supervisor  
Robert Corey – Head Bus Driver  
Dennis Bradley – IT Network Analyst II

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ix. Tenure Appointments

the following staff members for tenure appointments pending successful completion of their probationary periods. They have been reviewed by their Building Principal, the Superintendent and the Board of Education. The Superintendent recommends that the Board of Education approve the appointment to tenure in the Canandaigua City School District the following staff members:

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
Arthur, John O.	Principal	6/30/2018
Bishop, Melanie M.	Social Studies	9/1/2018
Canough, Jonathan	Social Studies	9/1/2018
Ceddia, Anne N.	Assistant Principal	7/1/2018
Corbett, Jacqueline M.	Elementary	9/1/2018
Crawford, Brian D.	Special Education	9/1/2018
Danker-Stiles, Jennifer R.	Psychologist	9/1/2018
Fikes, Melinda R.	Special Education	9/1/2018
Kelley, Kaylee A.	Foreign Language	9/1/2018
Kunecki, Anthony	Physical Education	9/1/2018
Polimeni, Karen L.	Elementary	9/1/2018
Powell, Kelli E.	English to Speakers of Other Languages	9/1/2018
Sabin, Stacy M.	Elementary	9/1/2018
Shimmon, Denise L.	Psychologist	9/1/2018
Windover, Marie C.	English	9/1/2018

***End of Consensus Agenda***

***Board Committee Reports***

Policy Committee

Upon a motion by Mrs. Thomas, seconded by Mr. Polimeni, with all present voting yes, the Board of Education approved the below second reading.

- > Second Reading ~ 5650 Charging School Meals and Prohibition Against Shaming (new name)

***District Committee Reports***

Character Education

Mr. Undercoffler reported on behalf of the Character Education Committee which met on June 14 for their second community partnership meeting. There were about 13 organizations that participated with many signing their agreement.

***Closing Remarks***

Superintendent Farr commented on classroom Ed Camp that took place at the Primary-Elementary and Middle Schools on Wednesday. For two hours students taught other students things such as cooking, guitar and making craft items.

Mr. Reho thanked the Board and Administrators for the time he spent as a Board member stating he will miss all.

***Upcoming Events***

- June 24 - Graduation
- July 2 - Reorganizational Meeting
- July 26 - Regular Board Meeting

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- August 23 - Regular Board Meeting

***Adjournment***

The Board of Education approved the adjournment of the Regular meeting at 7:10 p.m. The Reorganization meeting will be on July 2, 2018 at the District Office at 8:00 a.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk