



**Canandaigua City School District**  
**Minutes – September 22, 2016**  
Operations Center, 5500 Airport Road

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The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, September 22, 2016 at 6:12 p.m. in the Canandaigua City School District Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Cheryl Bix, Joe Delforte, John Polimeni, Beth Thomas, Tom Reho, Ralph Undercoffler,

BOARD MEMBERS ABSENT: Bill Patrowicz, Michelle Pedzich

LEADERSHIP TEAM PRESENT: Lynne Erdle, Brian Nolan, Matt Schrage, John Zappia

ADMINISTRATIVE TEAM PRESENT: Brian Amesbury, John Arthur, Deb Bowen, Dan Bowman, Tracy Lindsay, Mike McClain, Vernon Tenney, Stephanie Knapp, Jim Simmons, Julie Winston, Katie Piedici

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Scott Bischoping, Sarah O'Brien, Petrea Rae, Deb Sutherland, students and families

***Executive Session***

Upon a motion made by Mrs. Thomas, seconded Mr. Reho, with all present voting yes, the Board of Education approved calling an Executive Session at 6:12 p.m. for the purposes of discussing two employment history of a particular employees and matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employee.

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

***Return to Open Session***

Upon a motion made by Mr. Delforte, seconded by Mr. Reho, with all present voting yes, the Board of Education returned to Open Session at 6:26 p.m.

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

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

Mrs. Grimm convened the meeting at 6:31 p.m. and asked everyone to stand for the Pledge of Allegiance.

***President's Comments***

Mrs. Grimm began the meeting asking for a moment of silence for Mike Pane, a beloved staff member,

***Superintendent's Report***

Superintendent Erdle introduced Ms. Deb Sutherland, Academy Teacher, who was part of a video public service announcement with Academy students and in connection with the Substance Abuse Prevention Coalition of Ontario County. The board were able to view the three short videos. Ms. Petrea Rae, Coalition Coordinator, and students and families involved were in attendance: Hayden Carr, Tyler Iocco, Colten Cayward, and Brett Kissell.

***Those not participating in the rest of the meeting left at 6:39 p.m.***

Wayne Finger Lakes BOCES, Mr. Scott Bischoping

Mr. Scott Bischoping, District Superintendent, from Wayne-Finger Lakes BOCES, presented an overview of the search process for a new Superintendent. Included was a timeline from gathering information, application

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period and finally interview and appointment. A Board appointment is anticipated in March with a July 1, 2017 start date.

Mrs. Grimm commented “the difficult part is the long goodbye to our beloved leader, Lynne, over the course of the school year. Our district has seen a rebirth since she took over the position. She has restored a culture of trust, of collaboration, of family and friendships, and of excellence. We are able to work together, laugh together, disagree safely, celebrate the good, and shoulder the bad, all as a team.”

***Mr. Bishoping left at 6:50 p.m.***

Superintendent Erdle noted that Michelle Pedzich has been nominated for the Athena Award.

Four senior music students have received prestigious news from the New York State School Music Association (NYSSMA). They have earned Conference All-State status.

- Sarah Alling (flute) All-State Wind Ensemble
- Dani Callard (trumpet) All-State Alternate Status
- Colden Pro (bass) All-State Mixed Chorus
- Emma Sainsbury (clarinet) All-State Symphonic Band

They were selected from a pool of tens of thousands across New York State.

***Public Comments***

There were no public comments.

***August Warrants***

Upon a motion made by Mr. Reho, seconded by Mr. Undercoffler, with all present voting yes, the Board of Education approved August Warrants as follows:

**APPROVED:**  
**WARRANTS**

Warrant Number	Fund	Check Numbers
0024	General	ACH001977-ACH001992
0025	Capital	000136-000141 (Check Print)
0026	Federal	000162-000163 (Check Print)
0027	Capital	ACH000009
0028	General	003243-003248 (Positive Pay)
0029	Federal	ACH000017
0030	General	ACH001993- ACH002008
0032	Federal	000164-000165 (Check Print)
0033	General	003249-003250 (Positive Pay)
0034	Federal	000166 (Check Print)
0035	General	003251-003351 (Check Print)
0036	General	ACH002009- ACH002013
0037	General	003352-003355 (Positive Pay)
0038	Federal	000167 (Positive Pay)
0039	General	ACH002014- ACH002033
0040	Federal	000168 (Check Print)
0041	Federal	ACH000018
0042	General	003356-003403 (Check Print)
0044	General	ACH002034- ACH002047
0045	Cafeteria	001258-001265
0046	Federal	000169 (Positive Pay)
0047	Capital	000142-000144 (Positive Pay)
0048	General	003404-003419 (Positive Pay)



Approval of Minutes

Upon a motion made by Mrs. Birx, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the meeting minutes of the Regular Board Meeting of July 28, 2016, August 25, 2017 and September 8, 2016.

APPROVED: MEETING MINUTES

Educational Presentation

Building and Department Action Plans

Superintendent Erdle presented an overview of the 2016-2017 Management Plan. The plan this year includes several new initiatives and several from 2015-2016. Each of the following presented on one or two of their building/department initiatives:

- Mr. Matt Schrage, Assistant Superintendent for Instruction
- Mr. Dan Bowman, Director of Technology
- Ms. Deb Bowman, Director of Transportation
Mr. Mike McClain, Director of Facilities
- Mr. Jim Simmons, Athletics Director
- Ms. Stephanie Knapp, Director of Special Programs
- Mr. Vernon Tenney, Academy Principal
- Mr. John Arthur, Middle School Principal
- Mrs. Katie Piedici, Primary-Elementary Assistant Principal

Each were asked questions about their plans by the Board.

Consensus Agenda

Upon a recommendation by the Superintendent, a motion made Mrs. Thomas, seconded by Mr. Reho, with everyone present voting yes the Board of Education approved:

APPROVED: CONSENSUS AGENDAS

Business and District Matters

- 1. the Treasurer's Report for the Period of August 1, 2016 – August 31, 2016. Additional information is included as an attachment and is filed in the Supplemental Minutes File. TREASURER'S REPORT
2. the Appropriation Status Report, which is a summary, for the period of July 1, 2016 – August 31, 2016. Additional information is included as an attachment and is filed in the Supplemental Minutes File. BUDGET STATUS REPORT
3. the Revenue Status Report, which is a summary, for the period of July 1, 2016 – August 31, 2016. Additional information is included as an attachment and is filed in the Supplemental Minutes File. REVENUE STATUS REPORT
4. the request of Mr. Jim Simmons, Athletic Director, for Jeremy Herniman to provide training and certification for coaches in CPR/AED and First Aid. CPR/AED TRAINING
5. the request of Dr. Julie Winston, Interim Primary-Elementary School Principal to accept a donation from the PTSA in the amount of \$12,580.45. This came from Scholastic Dollars available through the PTSA book fair events. DONATION
6. the request of Dr. Julie Winston for Merry-Go-Round Youth Theatre Group out of Auburn, NY. The professional actors visit our school seven different times and GUEST PERFORMERS

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provide our students with outstanding performances with topics that align with the NYS Learning Standards. Each grade level's performance and program is different. Teachers and students also enjoy a 30-minute prep lesson conducted by one of the Merry-Go-Round actors which builds anticipation while giving students critical background information and vocabulary that they will hear in the performance. The cost is covered through a grant.

7. an agreement with **Roosevelt Children's Center** to provide assistive technology services and for a particular student for the 2016-2016 school year. **AGREEMENT**

8. the request of Dr. Julie Winston *for*. **TUTORING EXPERIENCE**

**Tutoring Experience for 50 Hours**

<b>Name</b>	<b>Institution</b>	<b>Teacher</b>	<b>Dates</b>
Kayleigh Sheppard	Nazareth	Karla Santoro	October 1-December 15

9. BE IT RESOLVED THAT **Cary Burke** and **Jeannie Calabrese** are hereby certified as a Qualified Lead Evaluator of Teachers having successfully completed the training requirements prescribed in 8 NYCRR §30-2.9(b), including: **CERTIFICATION OF LEAD EVALUATOR-TEACHER**

- 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 Teachers rubric selected by the Canandaigua City School District for use in the evaluation of Teachers, including training on the effective application of such rubric to observe a Teachers practice;
- 5) Application and use of the assessment tools that the Canandaigua City School District utilizes to evaluate its Teachers, including by not limited to evidenced based observation, evidenced 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 Canandaigua City School District to evaluate its Teachers;
- 7) The scoring methodology utilized by the Department and the Canandaigua City School District to evaluate a Teachers under 8 NYCCR Subpart 30-2, including
  - a. How scores are generated for each subcomponent and the composite effectiveness score of Teachers, and
  - b. Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of Teachers and their subcomponent ratings; and
- 8) Specific considerations in evaluating Teachers of English language learners and students with disabilities.



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| <p>10. the request of Ms. Stephanie Knapp, Director of Special Programs, to appoint the District’s school psychologists and administrative intern to the role of CPSE/CSE chairperson. In the event that the Director of Special Programs or Assistant Director(s) of Special Programs are unavailable to chair a scheduled CPSE/CSE meeting, the school psychologist or intern will chair in the Director/Assistant Director’s stead. Pursuant to section 200.3 (a) (1)(v) and 200.3 (a)(2)(iv) of the Regulations of the Commissioner of Education, “the representative of the school district, <u>must</u> serve as the Chairperson of the CSE, Subcommittee, and CPSE. The representative of the school district is an individual who is qualified to provide or supervise special education <u>and</u> knowledgeable about the general education curriculum and the availability of resources of the school district.”</p> <ul style="list-style-type: none"> <li>- Primary Elementary School - Lori Calcagni, Denise Shimmon and Amy Principato</li> <li>- Middle School - Lisa Kay</li> <li>- Middle School/CACC - Lisa Kay and Jennifer Danker-Stiles</li> <li>- High School - Gail Kass-Smith and Mandy Dedrick</li> <li>- Administrative Intern - Jean Calabrese</li> </ul> | <p><b><u>CSE CHAIR</u></b><br/><b><u>APPOINTMENTS</u></b></p>                        |
| <p>11. of the Basic Financial Statement (Ray Wager, CPA) for the year ended June 30, 2016. Additional information is included as an attachment and is filed in the Supplemental Minutes File.</p>   | <p><b><u>BASIC FINANCIAL</u></b><br/><b><u>STATEMENT</u></b></p>                     |
| <p>12. of the Internal Audit Report (Freed Maxick CPAs, P.C.) for the year ended June 30, 2016. Additional information is included as an attachment and is filed in the Supplemental Minutes File.</p>  | <p><b><u>INTERNAL AUDIT</u></b><br/><b><u>REPORT</u></b></p>                         |
| <p>13. the recommendations of the Committee on Preschool Education, which is filed as an attachment in the Supplemental Minutes File.</p>   | <p><b><u>PRESCHOOL</u></b><br/><b><u>SPECIAL</u></b><br/><b><u>EDUCATION</u></b></p> |
| <p>14. the recommendations of the Committee on Special Education, which is filed as an attachment in the Supplemental Minutes File.</p>   | <p><b><u>SPECIAL</u></b><br/><b><u>EDUCATION</u></b></p>                             |

**Personnel**

1. Non-Instructional Personnel

A. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Kelly Dixon	Substitute RPN	9/12/2016	\$20.00/hr.
Erin Colling	Teacher Aide	9/19/2016	\$10.02/hr.
Anne Bastian	Substitute Teacher Aide	9/23/2016	\$9.00/hr.
MaryKay Spanagel	Substitute Food Service Helper	9/23/2016	\$9.00/hr.
Anne Marie Reed	Substitute School Monitor	9/23/2016	\$9.50/hr.
Anne Marie Reed	Substitute Teacher Aide	9/23/2016	\$9.00/hr.
Bridget Hanna	Substitute Teacher Aide	9/23/2016	\$9.00/hr.
Colleen DeBalso	Substitute Teacher Aide	9/23/2016	\$9.00/hr.
Sandra Weiland	Substitute Teacher Aide	9/23/2016	\$9.00/hr.
Laurie Lo Temple	Substitute Teacher Aide	9/23/2016	\$9.00/hr.



2. Instructional Personnel

A. Leave of Absence

- (1) of Jessica Collins, a Music Teacher at the Middle School, for a pregnancy-related disability leave of absence to begin on or about January 17, 2017 and to end February 28, 2017, immediately followed by an unpaid leave of absence to end August 31, 2017.
- (2) of Kymberly McCarthy, 4<sup>th</sup> Grade Teacher, for an amendment to her leave of absence request originally approved at the June 23, 2016 Board meeting, to now return to work April 3, 2017.

B. Removal

of Corrine Hickey, who was recommended at September 8, 2016 BOE meeting to a K5 Contract Sub position, has declined the position.

C. Appointments

- (1) of **Kimberly Connal** who received her Bachelor’s degree in Restaurant Management from the Rochester Institute of Technology. She earned her Master’s degree in Inclusive Education and Special Education from Nazareth College. She has been working in public education for over 12 years. Ms. Connal is appointed to a 1.0 FTE 4–year probationary position as Home & Careers Teacher with a tenure area of Home Economics effective September 19, 2016.
- (2) of **Maureen Loeffler** who received her Bachelor’s degree in English from Albany State University. She earned a Master’s degree in Education from SUNY Brockport and her certification in ESOL from Nazareth College. She has been working in public education for 8 years and private education for 2 years. Ms. Loeffler is appointed to a 1.0 FTE, 4-year probationary position as an English To Speakers of Other Languages Teacher with a tenure area of ESOL starting October 24, 2016.

<u>Name</u>	<u>Certification</u>	<u>Effective Start Date</u>	<u>Step</u>
Kimberly Connal	Family & Consumer Science; Special Ed K-12; Childhood Ed 1-6; Students w/ Disabilities Generalist	9/19/2016	1
Maureen Loeffler	English 7-12; ESOL	10/24/2016	2

(3) 2016-2017 Mentor Assignments

the following persons for Mentor Assignments at a rate of pay in accordance with contract:

<u>Mentor</u>	<u>Mentee</u>
Doug Pereira	Amy Bolognino
Stacy Bills	Robert Lawton

(4) Contract Substitute Teachers

the following to Contract Substitute Teacher positions for the 2016-2017 school year at \$100 per day:

Kerri Ellison	K-5 Complex
Antoinette Shama	K-5 Complex
Keith Polanski	Academy
Jason Shelton	Academy

(5) Non-Certified Substitute Teacher

the following individuals as Non-Certified Substitute Teachers conditional upon verification of 2-years of college and criminal history clearance from the New York State Education Department where appropriate.

Megan Gillson  
Jane Richter  
Christine Chang  
Scott Chamberlin  
Bridget Hanna

(6) Certified Substitute Teacher

the following individual as a Certified Substitute Teachers conditional upon verification of certification and criminal history clearance from the New York State Education Department where appropriate.

Jennifer Navarra  
Mark Finke  
Corrine Hickey

***End of Consensus Agenda***

***Resolution Approving Acceptance of Donation of Gift for Improvements to Athletic/Physical Education Facilities***

The following resolution was duly moved by Mr. Delforte, that it be adopted and was seconded by Mrs. Bix.

**APPROVED:**  
**RESOLUTION ON**  
**DONATION**

**WHEREAS**, the Board of Education has put forward Proposition 2 for public referendum on December 9, 2014; and

**WHEREAS**, the elements of Proposition 2 include:

- New multi-purpose turf field (located below Exhibition Field on CA campus)
- Bleachers – 1,000 seat capacity to serve new field
- Field lighting
- Locker Room Facility – multiple access to serve Exhibition Field and new field
- Press Box- centrally located to serve Exhibition Field and new field
- Equipment Storage Facility – Centrally located to serve both areas with competition and physical education equipment
- Public Rest Rooms – available from both areas
- North Road Access & Parking Lot – located to north of proposed new field, primarily to serve that facility; and

**WHEREAS**, the Board of Education has adopted Policy 5240, regarding the acceptance of gifts by the District; and

**WHEREAS**, an *Brian Nolan* has donated \$100 to the District to be put towards offsetting the cost of Proposition 2; and

**WHEREAS**, the Board of Education wishes to indicate its willingness to accept the proposed gift on behalf of the District, provided that Proposition 2 passes by public referendum.

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NOW, THEREFORE, BE IT RESOLVED, that after careful consideration, and in accordance with its authority under Sections 1709(12) and 1718(2) of the Education Law as well as Board Policy 5420, the Board of Education hereby accepts with gratitude the proposed gift from the Brian Nolan in the amount of \$100 to be applied to offset the costs associated with Proposition 2, subject to the passage of Proposition 2 by public referendum.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Table with 2 columns: Name and Voting Status. Includes Cheryl Birx, Joseph Delforte, Bill Patrowicz, Michelle Pedzich, John Polimeni, Tom Reho, Beth Thomas, Jeanie Grimm, and Ralph Undercoffler.

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Resolution Approving Acceptance of Donation of Gift for Improvements to Athletic/Physical Education Facilities

The following resolution was duly moved by Mr. Undercoffler, that it be adopted and was seconded by Mr. Polimeni.

APPROVED: RESOLUTION ON DONATION

WHEREAS, the Board of Education has put forward Proposition 2 for public referendum on December 9, 2014; and

WHEREAS, the elements of Proposition 2 include:

- New multi-purpose turf field (located below Exhibition Field on CA campus)
Bleachers – 1,000 seat capacity to serve new field
Field lighting
Locker Room Facility – multiple access to serve Exhibition Field and new field
Press Box- centrally located to serve Exhibition Field and new field
Equipment Storage Facility – Centrally located to serve both areas with competition and physical education equipment
Public Rest Rooms – available from both areas
North Road Access & Parking Lot – located to north of proposed new field, primarily to serve that facility; and

WHEREAS, the Board of Education has adopted Policy 5240, regarding the acceptance of gifts by the District; and

WHEREAS, an Matt Schrage has donated \$100 to the District to be put towards offsetting the cost of Proposition 2; and

WHEREAS, the Board of Education wishes to indicate its willingness to accept the proposed gift on behalf of the District, provided that Proposition 2 passes by public referendum.

NOW, THEREFORE, BE IT RESOLVED, that after careful consideration, and in accordance with its authority under Sections 1709(12) and 1718(2) of the Education Law as well as Board Policy 5420, the Board of Education





hereby accepts with gratitude the proposed gift from the Matt Schrage in the amount of \$100 to be applied to offset the costs associated with Proposition 2, subject to the passage of Proposition 2 by public referendum.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Table with 2 columns: Name and Voting Status. Includes Cheryl Birx, Joseph Delforte, Bill Patrowicz, Michelle Pedzich, John Polimeni, Tom Reho, Beth Thomas, Jeanie Grimm, and Ralph Undercoffler.

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Resolution Approving Acceptance of Donation of Gift for Improvements to Athletic/Physical Education Facilities

The following resolution was duly moved by Mr. Reho, that it be adopted and was seconded by Mr. Undercoffler.

APPROVED: RESOLUTION ON DONATION

WHEREAS, the Board of Education has put forward Proposition 2 for public referendum on December 9, 2014; and

WHEREAS, the elements of Proposition 2 include:

- New multi-purpose turf field (located below Exhibition Field on CA campus)
Bleachers – 1,000 seat capacity to serve new field
Field lighting
Locker Room Facility – multiple access to serve Exhibition Field and new field
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Equipment Storage Facility – Centrally located to serve both areas with competition and physical education equipment
Public Rest Rooms – available from both areas
North Road Access & Parking Lot – located to north of proposed new field, primarily to serve that facility; and

WHEREAS, the Board of Education has adopted Policy 5240, regarding the acceptance of gifts by the District; and

WHEREAS, an John Zappia has donated \$100 to the District to be put towards offsetting the cost of Proposition 2; and

WHEREAS, the Board of Education wishes to indicate its willingness to accept the proposed gift on behalf of the District, provided that Proposition 2 passes by public referendum.

NOW, THEREFORE, BE IT RESOLVED, that after careful consideration, and in accordance with its authority under Sections 1709(12) and 1718(2) of the Education Law as well as Board Policy 5420, the Board of Education hereby accepts with gratitude the proposed gift from the John Zappia in the amount of \$100 to be applied to offset the costs associated with Proposition 2, subject to the passage of Proposition 2 by public referendum.



The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Table with 2 columns: Name and Voting Status. Includes Cheryl Birx, Joseph Delforte, Bill Patrowicz, Michelle Pedzich, John Polimeni, Tom Reho, Beth Thomas, Jeanie Grimm, and Ralph Undercoffler.

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Board Committee Reports

Audit Committee Report ~ Mr. Bill Patrowicz

Mr. Zappia presented a brief report on the Audit Committee which met on September 16. The Committee reviewed and approved the two audit reports. Mr. Zappia received a note from Mr. Patrowicz expressing his desire to acknowledge the Business Office and their diligence throughout the year. The next meeting is scheduled for October 21

District Committee Reports

Council for Instructional Excellence (CIE)

Mrs. Grimm reported on behalf of CIE which met on September 14. The Committee received a presentation from Ms. Knapp on the alternatives assessment report card. They reviewed the summer writing and received a professional development update. The next meeting is scheduled for October 12.

District Technology Committee

Mrs. Birx reported on behalf of the District Technology Committee which met earlier in the day. The Committee discussed a slogan and a logo for the Committee and discussed the communication timeline. They will at a later date review information about insurance for the Chromebooks. The next meeting is scheduled for October 13.

Upcoming Events

- September 23 - CA Athletics Hall of Fame Dinner & Induction
- September 24 - Homecoming
- September 30 - School Tax Bills Mailed
- October 3-7 - PES Screen Free Week
- October 4 - Farm-to-School Market
- October 5 - Walk to School Day
- October 5 - Academy Jazz Concert
- October 6 - Regular Board Meeting
- October 7 - K-12 Early Release-Emergency Drill Day
- October 10 - Columbus Day - No School
- October 11 - CMS EnCompass Session 1 Begins



***Adjournment***

Upon a motion made by Mr. Undercoffler, seconded Mr. Delforte, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 8:05 p.m. The next Regular meeting will be on October 6, 2016 at the Operations Center at 6:30 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully submitted,

Deborah Sundlov  
District Clerk