



The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, February 25, 2016 at 6:03 p.m. in the Canandaigua City School District Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Joe Delforte, Jeannie Kesel, Michelle Pedzich, Tom Reho, Beth Thomas

BOARD MEMBERS ABSENT: Cheryl Birx, Bill Patrowicz, John Polimeni

LEADERSHIP TEAM PRESENT: Lynne Erdle, Brian Nolan, Carleen Pierce, Julie Winston

ADMINISTRATIVE TEAM PRESENT: John Arthur, Dan Bowman, Scott Goble, Stephanie Knapp, John LaFave, Tracy Lindsay, Mike McClain, Katie McFarland, Jim Simmons, Vernon Tenney, Andy Thomas, Marcie Ware

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Deb Bowen, Greg Kane, Christine McClain, Monica Morgan, Heather Rauli, Mike Prusinowski, Michele Reynolds, John Zappia, other faculty and staff, family members of spelling bee students

Executive Session

Upon a motion made by Mrs. Pedzich, seconded Mrs. Thomas, with all present voting yes, the Board of Education approved calling an Executive Session at 6:03 p.m. for the purposes of discussing nine 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 Mrs. Thomas, seconded by Mrs. Kesel, with all present voting yes, the Board of Education returned to Open Session at 6:23 p.m.

APPROVED:
OPEN SESSION

Pledge of Allegiance to the Flag

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

President's Comments

Mrs. Grimm welcomed all in attendance and asked for a moment of silence in remembrance of Mr. Tom Erbland who passed away earlier in the week.

Superintendent's Report

Mr. John LaFave, Director of Student Support Services, had four finalists of the Frieda O'Hanlon District Spelling Contest held on February 2 introduce themselves:

- Aidan Russell – 8th grade
- Hayley Smith – 4th grade
- Nick Muscato – 7th grade
- Tony Piper – 5th grade

Those not participating in the rest of the meeting left at 6:38 p.m.

Lead and inspire a community of learners to fulfill their academic and creative potential



Superintendent Erdle handed out a summary of the 2014-2015 School Report Card that Mr. Tracy Lindsay, Data Specialist, compiled.

The proposed 2016-2017 school calendar was provided to the Board. Our schedule will be slightly different than Wayne-Finger Lakes BOCES, but is what will work best for our district. This will be on the agenda for approval at the next Board meeting.

Public Comments

There were no public comments.

Student Representative ~ Monica Morgan

Student Representative Monica Morgan reported earlier in the evening the Braves Ball Tournament was held. The musical is in full swing with performances beginning the weekend of March 11. Winter sports are finishing up with teams preparing for States. The Robotics Team will be competing in two weeks in Troy, New York. She also noted that students at the Academy had Mr. Erbland as their counselor, he will be sadly missed as a counselor, confidante and friend.

January Warrant Review

Upon a motion made by Mr. Delforte, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved January Warrants as follows:

APPROVED:
WARRANTS

- | | | |
|--------------|----------------|---------------------------------------|
| Warrant 0109 | General Fund | Ck #'s 001977 – 001984 (Positive Pay) |
| Warrant 0111 | General Fund | Ck #'s 001985 – 001988 (Positive Pay) |
| Warrant 0112 | General Fund | Ck #'s ACH001416 – ACH001438 |
| Warrant 0113 | General Fund | Ck #'s 001989 – 001991 (Positive Pay) |
| Warrant 0114 | General Fund | Ck #'s 001992 – 002034 (Check Print) |
| Warrant 0115 | General Fund | 13 Credit Card payments |
| Warrant 0116 | General Fund | Ck #'s ACH001439 – ACH001443 |
| Warrant 0117 | General Fund | Ck #'s 002035 – 002039 (Check Print) |
| Warrant 0118 | General Fund | Ck #'s 002040 – 002042 (Positive Pay) |
| Warrant 0120 | General Fund | Ck #'s 002043 – 002051 (Positive Pay) |
| Warrant 0121 | General Fund | Ck #'s ACH001444 – ACH001469 |
| Warrant 0122 | General Fund | Ck #'s 0002052 – 002104 (Check Print) |
| Warrant 0123 | General Fund | 28 Credit Card payments |
| Warrant 0124 | General Fund | Ck #'s 002105 – 002111 (Positive Pay) |
| Warrant 0126 | General Fund | Ck #'s ACH001470 – ACH001496 |
| Warrant 0127 | General Fund | Ck #'s 002113 – 002121 (Positive Pay) |
| Warrant 0128 | General Fund | Ck #'s 002122 – 002202 (Check Print) |
| Warrant 0129 | General Fund | 1 Credit Card payment |
| Warrant 0130 | Capital Fund | Ck #'s 000422 – 000428 |
| Warrant 0131 | Cafeteria Fund | Ck #'s 001098 – 001120 |
| Warrant 0132 | Federal Fund | Ck #'s 000714 – 000731 |
| Warrant 0133 | Federal Fund | Ck # 000732 |
| Warrant 0134 | General Fund | Ck # 002203 |

Approval of Minutes

Upon a motion made by Mrs. Pedzich, seconded by Mrs. Kesel, with all present voting yes, the Board of Education approved the meeting minutes of the Regular Board Meeting of February 4, 2015.

APPROVED:
MEETING
MINUTES



Building and Department Budget Presentations

Superintendent Erdle began the presentation by stating the Fiscal Advisory Committee has met several times to review the various aspects of the budget. The Committee was provided with background budget information, tax levy cap data, budget *Digest* and have had the opportunity to ask many questions. The Committee consists of three Board members, five community members and several staff members. The budget is aligned with initiatives in the Plan for Excellence and zero based budgeting, and staffing decisions are based on data. The district continues to look at shared services opportunities.

Superintendent Erdle reviewed the staffing changes that will be taking place for the next school year.

The Board was provided back ground information and an overview of the below budgets.

- > Primary-Elementary School
- > Middle School
- > Academy
- > Music Department
- > Office of Instruction

The Board was also provided back ground information. Mr. Jim Simmons, Mr. Dan Bowman, Ms. Stephanie Knapp, Mr. Scott Goble and Mr. Mike McClain each provided a brief overview of their budgets.

- > Athletics
- > Technology
- > Special Programs
- > Transportation
- > Building and Grounds

Mrs. Carleen Pierce, Assistant Superintendent for Business, reported the district's tax levy cap is computed at 3.6%. She provided the Board five different scenarios ranging from 3.6% to 1% tax levy increases, with each one using various amounts of Reserves and Appropriated Fund Balance. Each Board member provided their thoughts about how much of our reserves and fund balance would be prudent to use, and how well that number balances with how much we are asking from our community. The input of Board members who did not attend the meeting was considered in the discussion. Although the cap and a 2% increase were mentioned, the discussion centered on a range between 2.25% and 3%. Following discussion, the Board agreed to have Administration to present a 3% tax levy on March 3.

Consensus Agenda

Upon a recommendation by the Superintendent, a motion made Mrs. Kesel, seconded by Mrs. Pedzich, 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 January 1, 2016 – January 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, 2014 – January 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, 2014 – January 31, 2016. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **REVENUE STATUS REPORT**



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4. the request of Mr. Jim Simmons, Athletic Director, for the below Spring Athletic Program Volunteers.

ATHLETIC VOLUNTEERS

<u>Baseball</u>	<u>Boys Lacrosse</u>	<u>Softball</u>
Al Almansberger	Collin Carson	Jeffrey Principio
<u>Track and Field</u>	Darren Debs	Randy Cook
Jack Coons	Chris Mulheron	Roger Gardner

5. of the addition of a budget work session on March 3, 2016 at 5:30 p.m. for the 2015-2016 school year.

BUDGET WORK SESSION

6. the request of Mr. Dan Bowman, Directory of Technology, to accept a donation from Dirk Schumacher from **Light Speed Systems**, a portable classroom audio enhancement system valued at \$1,367.

DONATIONS

the request of Mr. Jim Simmons to accept a donation in the amount of \$7,000 from the **Canandaigua Hockey Booster Club**. This will be used toward securing ice time for the varsity hockey team.

Revenue:	A2705	Gifts/Donations	\$7,000
Expense:	A2855-400-030-0000	Athletics/Contractual	\$7,000

the request of Mr. Jim Simmons to accept a donation in the amount of \$ 1,000 from **Robert Guy** with intent to help offset costs associated with our Unified Basketball program. Funds will assist with items such as coach salary, transportation, team uniforms, and or officiating fees.

7. the request of Mr. Vernon Tenney, Academy Principal, to discard Academy library books that are no longer in condition for student use. These books will be given away, donated to community groups or discarded. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

LIBRARY BOOKS ~ SURPLUS

the request of Mr. John Arthur, Middle School Principal, to discard Middle School library books that are no longer in condition for student use. These books will be given away, donated to community groups or discarded. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

8. the request of Mr. Vernon Tenney for final approval of the below Academy field trip. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

FIELD TRIP ~ FINAL APPROVAL

- Future Business Leaders of America (FBLA), May 28-29, 2016, New York City (initial 11/19/15)

9. the request of Mr. John Arthur for **Scott Brophy** to volunteer for the debate/mock trial club. Mr. Brophy has significant experience as a Mock Trial coach in his capacity as a professor at Hobart/William Smith Colleges.

VOLUNTEER

10. the request of Mr. Vernon Tenney for a new scholarship in the amount of \$500 **In Memory of Michele Cuminale**. The recipient must be planning to pursuer a college degree in the field of Education, exemplify traits of “Good Character” in around the school community and be an active participant in school based activities. Will be presented at the Awards Assembly.

NEW SCHOLARSHIP

11. the request of Mrs. Marcie Ware, Primary-Elementary Principal, to accept support from the **Erie Canalway Heritage Corridor**. The organization will cover transportation costs (estimated to be \$1,123) and admission costs for all of our grade 4 students to experience a field trip to the Erie Canal.

FIELD TRIP SUPPORT

Lead and inspire a community of learners to fulfill their academic and creative potential

12. the request of Mrs. Marcie Ware for an agreement with Franklin-Covey. They will be provide training and support in the implementation of the Leader in Me at the Primary-Elementary School. This work will be funded through the Elementary School Counseling grant.

AGREEMENTS

the request of Mr. Brian Nolan, Assistant Superintendent for Personnel and Support Services, to contract with **Security Credit Systems, Inc.** as a collection agency for the Food Service program.

13. the request of Dr. Julie Winston, Assistant Superintendent for Instruction, for **Train to Save** to provide CPR/AED training for school nurses and building emergency teams on March 25, 2016 Superintendent's Conference Day.

TRAINING

14. the request of Mrs. Marcie Ware for the following individuals from Cornell University to work with our first grade students. They are creating a hands-on insect program to present to first grade as part of our Habitat module. One of the main learning objectives for the module is how plants and animals adapt to the different environments. They will create an insect adaptation experience for the children.

VOLUNTEERS

- **Matt Boucher**, volunteer, PhD student
- **Natalie Bray**, volunteer, PhD student
- **Ashley Leach**, volunteer, MS student
- **Tessa Lessord**, co-organizer, MS student
- **Dan Olmstead**, co-organizer (parent), researcher/lab manager
- **Rebecca Schmidt-Jeffris**, volunteer, Postdoctoral associate
- **Mike Wolfin**, volunteer, PhD student

the Council for Instruction reviewed and is recommending the following textbook for use at the Academy and was available for Board review at Thursday evening's meeting for initial approval. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

**TEXTBOOK
ADOPTION ~
INITIAL APPROVAL**

<u>Textbook</u>	<u>Publisher</u>	<u>Course Title</u>
<u>Forensic Science Fundamentals and Investigations</u>	Cengage Learning 2016	Forensic Science

15. of the book listed below for addition for the 4th grade Canon of Literature. Initial approval was received on February 4, 2016. This book was available for Board review. The summary is included as an attachment and is filed in the Supplemental Minutes File.

**CANON OF
LITERATURE ~
FINAL APPROVAL**

George vs. George
by Rosalyn Schanzer

16. the request of Mr. Vernon Tenney for **Camille Thurman**, a saxophonist and vocalist, to work with student musicians on May 4-6 across each building culminating with the District Jazz Concerts. Mrs. Thurman's appearance and travel expenses (no more than \$2,500) will be made possible through ticket sales and possible Phelps Gorham Fund.

**MUSIC GUEST
ARTIST/EDUCATOR**

17. the request of Mr. Vernon Tenney for final approval for the below Academy field trips. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

**ACADEMY FIELD
TRIP ~ FINAL
APPROVAL**

- FIRST Robotics, March 16-19, 2016, Troy, NY (initial December 10, 2015)



18. the appointment of **Diane Rocca** as Deputy Claims Auditor for the 2015-2016 school year. **APPOINTMENTS**

the appointment of **Susan Sharza, M.D.** as the Opioid Overdose Prevention Program Clinical Director for the 2015-2017 school year.

the appointment of **Lynne Erdle** as the Opioid Overdose Prevention Program Director for the 2015-2017 school year.

19. the recommendations of the Committee on Preschool Education, which is filed as an attachment in the Supplemental Minutes File. **PRESCHOOL SPECIAL EDUCATION**
20. the recommendations of the Committee on Special Education, which is filed as an attachment in the Supplemental Minutes File. **SPECIAL EDUCATION**

Personnel

1. Non-Instructional Personnel

A. Appointments (Conditional upon Civil Service Approval as required)

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Jacqui Tessena	Substitute RPN	2/25/2016	\$20.00/hr.
Jack Bolster	Substitute School Bus Driver	2/25/2016	\$14.05/hr.
Sandra Best	Teacher Aide	6/30/2016	Retirement

B. Addition of Position

in order to stay in compliance with Civil Service, the Board of Education needs to create one (1) new position of *Information Technology Network Analyst II*.

2. Instructional Personnel

A. Resignation for the Purpose of Retirement

of resignations for the purpose of retirement from the following individuals. 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>
Roy Weymouth	Physical Education Teacher, Academy	6/30/2016	25
Jay Blaufuss	Music Teacher, Academy	6/30/2016	15
Constance Wolcott	Math Teacher, Academy	6/30/2016	13
Nancy Petrie	Music Teacher, Middle School	6/30/2016	10
Lauren Bolonda	Science Teacher, Academy	6/30/2016	28
Eric Cosman	Science Teacher, Academy	6/30/2016	30
Sharon Henehan-Trumbull	Elementary Teacher, K-5 Complex	6/30/2016	31

Resignation

of Justin Stuck, Contract Substitute Teacher at the Middle School, effective February 23, 2016.



B. Appointments

(1) Contract Substitute Teachers

of the following individuals to Contract Substitute Teacher positions for a guaranteed minimum of 53 days at \$100 per day effective February 26, 2016 through June 30, 2016.

- Christopher Sullivan
- Heather Power

End of Consensus Agenda

Board Committee Reports

Audit Committee

Mrs. Kesel reported on behalf of the Audit Committee which met on February 24. The Committee talked about the Tax Levy Cap being at 3.61%.

The Committee reviewed vendor approval requirement of the Board of Education. It was agreed that all vendors who work with teachers and/or students will require approval by the Board of Education, regardless of the amount of the contract. All other vendors will be reviewed by the Board through the warrant process with the exception of those vendors who have commitments with the District that are \$20,000 and over. Consistent with law and District policy, these vendors will be brought forward for approval by the Board through the normal bidding/request for proposal process.

The Committee received an update on the 2016-2017 tax collection year. Chase Bank will now require Optical Character Recognition (OCR) on tax bills. They will also no longer process escrow payments. Going forward escrow companies will send their data file directly to the District Tax Collector who will upload the file into the tax collection system. Once the file is reconciled to the check, the payments will be posted and the check will be deposited.

Under the Affordable Health Care Act the 1095-C forms have been printed and mailed to all employees and identified retirees.

The next meeting is scheduled for March 23.

Policy Committee

Mrs. Beth Thomas reported on behalf of the Policy Committee. With no second required the below policy was accepted.

- Second Reading ~ #3270 Operations of Motor-Driven Vehicles on District Property

Wave Second Reading

Upon a motion made by Mrs. Kesel, seconded Mrs. Delforte, with all present voting yes, the Board of Education approved waiving a second reading of Policy #5678 Opioid Overdose Prevention

APPROVED:
WAIVE SECOND
READING

Acceptance of Policy # 5678 Opioid Overdose Prevention

Upon a motion made by Mrs. Thomas, seconded Mrs. Pedzich, with all present voting yes, the Board of Education approved Policy #5678 Opioid Overdose Prevention

APPROVED:
POLICY



Site Committee

Mr. Brian Nolan reported on behalf of the Site Committee which met on February 23. The district received notification from the State Education Department on the capital project regarding no heat in the locker rooms. There was some disagreement at the State level, but they ultimately ruled that the ability to heat the locker rooms was needed. SEI design group have updated the drawings and resubmitted to SED. We anticipate approval within two weeks.

Upcoming Events

- March 3 - **Budget Workshop ~ 5:30 p.m.**
- March 4 - Middle School Fun Night
- March 10 - Regular Board Meeting
- March 11,12,13 - CA Players - *The Little Mermaid Musical*
- March 9 - K-5 Parent-Teacher Conferences (evening)
- March 9 - Rotary Ziti Dinner
- March 10 - **Regular Board Meeting**
- March 11,12,13 - CA Players: *The Little Mermaid Musical*
- March 15 - Middle School Concert
- March 17 - Middle School Concert
- March 18,19, - CA Players - *The Little Mermaid Musical*
- March 23 - District Orchestra Concert
- March 24 - **Regular Board Meeting**
- March 25 - Superintendent Conference Day
- March 28-April 1 - Spring Break

Adjournment

Upon a motion made by Mrs. Pedzich, seconded Mrs. Kesel, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 8:11 p.m. The next Regular meeting will be on March 10, 2016 at the Operations Center at 6:30 p.m.

APPROVED:
ADJOURNMENT

Respectfully submitted,

Deborah Sundlov
District Clerk