



**Canandaigua City School District Board of Education  
Reorganizational Meeting - Minutes - July 1, 2016  
Canandaigua City School District ~ District Office ~ 143 N Pearl Street**

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The Reorganizational and Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, July 1, 2016 at 7:30 a.m. in the Canandaigua City School District Office.

BOARD MEMBERS PRESENT: Jeanie Grimm, Cheryl Birx, Joe Delforte, Bill Patrowicz, Michelle Pedzich, Tom Reho, Beth Thomas, Ralph Undercoffler

BOARD MEMBER ABSENT: John Polimeni

LEADERSHIP TEAM PRESENT: Lynne Erdle, John Zappia

BOARD DISTRICT CLERK: Deborah Sundlov

***Meeting Called to Order and Pledge of Allegiance to the Flag***

The meeting was called to order at 7:30 a.m. by the District Clerk who asked everyone to stand for the Pledge of Allegiance.

***Oath of Office - Newly Elected Board Members - District Clerk***

The Oath of Office was administered by Ms. Sundlov to Mrs. Jeanie Grimm and Mr. Ralph Undercoffler.

***Election of President for 2016-2017 and Oath of Office - District Clerk***

With one nomination for President of the Board of Education, Jeanie Grimm was declared the President of the Board of Education by unanimous consent.

**BOARD  
PRESIDENT**

Ms. Sundlov administered the Oath of Office to Mrs. Grimm

***Election of Vice President for 2016-2017 and Oath of Office - President***

With one nomination for Vice President of the Board of Education, Beth Thomas was declared the Vice President of the Board of Education by unanimous consent.

**BOARD VICE  
PRESIDENT**

Mrs. Grimm administered the Oath of Office to Mrs. Thomas.

***Oath of Office - Superintendent***

Mrs. Grimm administered the Oath of Office to Mrs. Lynne Erdle.

***Public Comments***

There were no public comments.

***Appointments, Designations and Authorizations***

Upon a recommendation by the Superintendent, a motion made by Mrs. Thomas, seconded by Mr. Delforte, with Mrs. Pedzich abstaining from item #2, Designations of Depositories, with all present voting yes, the Board of Education approved/accepted:

**APPROVED  
APPOINTMENTS,  
DESIGNATIONS &  
AUTHORIZATIONS**

1. a) Appointment of District Treasurer  
the appointment of **Sarah O'Brien** as District Treasurer for the 2016-2017 school year.
- b) Appointment of Deputy Treasurer  
the appointment of **Linda Eames** as Deputy Treasurer for the 2016-2017 school year.

**APPOINTMENTS**



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- c) Appointment of Tax Collector  
the appointment of **Linda Eames** as Tax Collector for the 2016-2017 school year.
  - d) Appointment of District Clerk  
the appointment of **Deborah Sundlov** as District Clerk for the 2016-2017 school year.
  - e) Appointment of District Clerk Pro Tem  
the appointment of **Lynne Erdle** as District Clerk Pro Tem for the 2016-2017 school year and **Brian Nolan** as alternate District Clerk Pro Tem.
  - f) Appointment of Claims Auditor  
the appointment of **Sonia Henry** as Claims Auditor for the 2016-2017 school year.
  - g) Appointment of Deputy Claims Auditor  
the appointment of **Laurie Dueland** and **Diane Rocca** as Deputy Claims Auditor for the 2016-2017 school year.
2. designation JP Morgan Chase & Co., Canandaigua National Bank and Trust Company, Five Star Bank and Bancorp Bank as depositories for the funds belonging to the school district during the 2016-2017 school year; and that the Tax Collector be instructed to deposit daily, taxes received from October 1 to December 31 in the General Account at the Canandaigua National Bank and Trust Company and to the special Tax Account at JP Morgan Chase & Co. and to deposit taxes at in a timely manner not to exceed one business day. **DEPOSITORIES**
3. the *Daily Messenger, A Messenger-Post Newspaper* as the official newspaper of the District. **OFFICIAL NEWSPAPER**
4. the District Clerk to sign renewal forms and monthly reports for participation in the National School Lunch Program. **NATIONAL SCHOOL LUNCH PROGRAM**
5. pf **John LaFave** to serve as the 504 Coordinator for all District students and **Brian Nolan** to serve as the 504 Coordinator for all District personnel and Title IX Coordinator in the Canandaigua City School District for the 2016-2017 school year. **504 AND TITLE IX COORDINATOR**
6. district Functions **AUTHORIZATIONS**
- the following persons to perform the function specified for the 2016-2017 school year:
- 1. Certification of Payrolls – **John Zappia**, Acting Assistant Superintendent for Business as designee; **Brian Nolan**, Assistant Superintendent of Personnel and Support Services as alternate; **Matthew Schrage**, Assistant Superintendent for Instruction as alternate
  - 2. Signatories on Checks – **Sarah O'Brien**, Treasurer; **Linda Eames**, Deputy Treasurer
  - 3. Budget Transfers not to exceed \$20,000 - **Lynne Erdle**, Superintendent of Schools
  - 4. Approval of Change Orders up to \$20,000 - **Lynne Erdle**
  - 5. Signatories for Report of Personnel Changes - **Brian Nolan**, Designee; **Aline Clement**, Employee Relations Assistant, Alternate
  - 6. Signatories for all OMNI 403(b) Plan, Benefit Resource, Inc. Cafeteria Plan Agreements, Benefit Resource, Inc. HRA and FSA, HSA Bank - HSA Agreement, Excellus Health and Dental Insurance, Finger Lakes Area School Health Plan, and Retirement Special Pay Plans 403 (b) - **John Zappia**, Designee; **Brian Nolan**, Alternate
  - 7. Trustees of Health Reimbursement Plans - **John Zappia**, **Brian Nolan** and **Sarah O'Brien**



- 8. Health Reimbursement Committee members - **John Zappia, Linda Eames and Sarah O'Brien**
- 9. Designee of Employee Sick Bank/Leave Reserve - **Lynne Erdle**

Authorization to Open Bids

the following five individuals be authorized to open bids:

- John Zappia**, Purchasing Agent
- Brian Nolan**, Assistant Superintendent of Personnel and Support Services
- Lynne Erdle**, Superintendent
- Devon Melious**, Purchasing Clerk
- Sarah O'Brien**, District Treasurer
- Linda Eames**, Deputy Treasurer

- 7. the following appointments for the 2016-2017 school year and authorize changes in writing and shared with the Board of Education:

**OTHER APPOINTMENTS**

- 1. Purchasing Agent - **John Zappia**
- 2. Records Access Officer - **Tracy Lindsay**
- 3. Special Counsel - Ferrara Fiorenza PC
- 4. External Auditor for the Records for Fiscal Year 2016-2017 - Raymond F. Wager, CPA, P.C.
- 5. Internal Auditor for the Records for Fiscal Year 2016-2017 - Freed, Maxick & Battaglia, P.C.
- 6. Athletic Training Services - F.F. Thompson Hospital Systems, Inc.
- 7. Employees Health Services - F.F. Thompson Hospital Systems, Inc. (Health Works Occupational Medicine)
- 8. Homeless Liaison Designee - **John LaFave**
- 9. Copyright Officer - **Dan Bowman**
- 10. Broker of Record Medical Consultant - Steve Smola, Smola Consulting, LLC
- 11. Broker of Record Liability Insurance Agency - Haylor, Freyer & Coon
- 12. Financial Advisor - Bernard P. Donegan, Inc.
- 13. Architecture Firm - SEI design group
- 14. Medicaid Compliance Officer - **Stephanie Knapp**
- 15. LEA Asbestos Designee - **Michael McClain**
- 16. Bond Counsel - Tim McGill Esq.
- 17. Dignity Act Coordinators - **Brian Nolan, Brian Amesbury, Peter Jensen, Eric Jordan**
- 18. Food Service Director - **Todd Fowler, Bloomfield**
- 19. Civil Rights Compliance Officer - **Lynne Erdle**
- 20. Integrated Pest Management (IPM) Coordinator - **Mike McClain**

- 8. the following payment rates for the 2016-2017 school year:

**PAYMENT RATES**

- |  |                   |
|--|-------------------|
| 1. Mileage Reimbursement Rate                  | IRS Standard Rate |
| 2. Daily Rate for Certified Teachers           | \$ 90             |
| 3. Daily Rate for Non-Certified Teachers       | \$ 75             |
| 4. Daily Rate for Preferred Substitute Teacher | \$ 95             |
| 5. Daily Rate for Preferred Aide Sub           | \$ 75             |
| 6. Daily Rate for Contract Subs                | \$100             |
| 7. General Counsel Attorney's Fees             |                   |
| a) Partner/Senior Associates - \$205/hr        |                   |
| b) Junior Associates - \$160-\$185/hr          |                   |
| c) Law Clerks - \$125/hr                       |                   |
| d) Paralegal - \$85/hr                         |                   |
| e) Special Counsel - Annual Retainer           | \$6,600           |



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9. for faithful performance and blanket position bond coverage for the 2016-2017 school year, as follows: **OFFICIAL UNDERTAKINGS**
- The District Treasurer in the amount of \$1,000,000
  - The District Deputy Treasurer in the amount of \$1,000,000
  - The District Tax Collector in the amount of \$1,000,000
  - The District Claims Auditor in the amount of \$1,000,000
  - The Treasurer in the Extra-Classroom Activities Funds and employees associated with the Extra-Classroom Activities in the amount of \$1,000,000 per employee
  - The Superintendent of Schools in the amount of \$1,000,000
  - The Assistant Superintendent for Business in the amount of \$1,000,000
  - The Assistant Superintendent for Personnel and Support Services in the amount of \$1,000,000
10. the establishment of Petty Cash Funds for the school year 2016-2017, as follows: **PETTY CASH FUNDS**
- | <u>Building</u>           | <u>Amount</u> |
|---------------------------|---------------|
| Transportation Department | \$25.00       |
11. Approval of Change Funds
12. the establishment of Change Funds for the 2016-2017 school year, as follows: **CHANGE FUNDS**
- | <u>Change Fund</u>                        | <u>Amount</u> |
|---|---------------|
| Interscholastic Athletics - Fall Sports   | \$400.00      |
| Interscholastic Athletics - Winter Sports | \$400.00      |
| Tax Collection                            | \$100.00      |
| Cafeteria - four schools                  | \$450.00      |
| Primary School - Summer School            | \$ 20.00      |
| Extraclass - Summer School                | \$200.00      |
13. the Council for Instructional Excellence for the 2016-2017 school year: **CIE PARENT REPRESENTATIVE S**
- |                 |                    |               |             |
|-----------------|--------------------|---------------|-------------|
| Lynn White-Sohn | Jennifer Schneider | Karen Tricomi | Leslie Mast |
|-----------------|--------------------|---------------|-------------|
14. the following parents appointed as parent representatives to the CSE/CPSE to be consistent with NYS Part 200 Regulations and Board Policy: **CPSE/CSE APPOINTMENTS**
- CPSE Representatives
- Stacey Hober
- CSE Representatives
- Sally Alling and Lynn White Sohn
15. the membership of the Committee on Special Education (CSE), the sub-Committee on Special Education and the Committee on Preschool Special Education (CPSE) for the 2016-2017 school be appointed as follows: **COMMITTEE ON SPECIAL EDUCATION AND PRESCHOOL SPECIAL EDUCATION**
- The Committee on Special Education shall include, but not be limited to:
- (i) the parents or persons in parental relationship to the student;
  - (ii) not less than one regular education teacher of the student whenever the student is or may be participating in the regular education environment;
  - (iii) not less than one special education teacher of the student, or, if appropriate, not less than one special education provider of the student;

- (iv) a school psychologist;
- (v) a representative of the school district who is qualified to provide or supervise special education and who is knowledgeable about the general education curriculum and the availability of resources of the school district, provided that an individual who meets these qualifications may also be the same individual appointed as the special education teacher or the special education provider of the student or the school psychologist. The representative of the school district shall serve as the chairperson of the committee;
- (vi) an individual who can interpret the instructional implications of evaluation results. Such individual may also be the individual appointed as the regular education teacher, the special education teacher or special education provider, the school psychologist, the representative of the school district or a person having knowledge or special expertise regarding the student when such member is determined by the school district to have the knowledge and expertise to fulfill this role on the committee;
- (vii) a school physician, if specifically requested in writing by the parent of the student or by a member of the school at least 72 hours prior to the meeting;
- (viii) an additional parent member of a student with a disability residing in the school district or a neighboring school district, provided that the additional parent member may be the parent of a student who has been declassified within a period not to exceed five years or the parent of a student who has graduated within a period not to exceed five years, if specifically requested in writing by the parent of the student, the student or by a member of the committee at least 72 hours prior to the meeting;
- (ix) other persons having knowledge or special expertise regarding the student, including related services personnel as appropriate, as the school district or the parent(s) shall designate. The determination of knowledge or special expertise of such person shall be made by the party (parents or school district) who invited the individual to be a member of the committee on special education; and
- (x) if appropriate, the student.

The Committee on Preschool Special Education shall include, but not be limited to:

- (i) the parents of the preschool child;
- (ii) not less than one regular education teacher of the child whenever the child is or may be participating in the regular education environment;
- (iii) not less than one special education teacher of the child, or, if appropriate, not less than one special education provider of the child;
- (iv) a representative of the school district who is qualified to provide or supervise special education and who is knowledgeable about the general education curriculum and the availability of preschool special education programs and services and other resources of the school district and the municipality. The representative of the school district shall serve as the chairperson of the committee;



- (v) an additional parent member of a child with a disability residing in the school district or a neighboring school district and whose child is enrolled in a preschool or elementary level education program, if specifically requested in writing by the parent of the student or by a member of the committee at least 72 hours prior to the meeting;
- (vi) an individual who can interpret the instructional implications of evaluation results, provided that such individual may also be the individual appointed as the regular education teacher, the special education teacher or special education provider, the school psychologist, the representative of the school district or a person having knowledge or special expertise regarding the student when such member is determined by the school district to have the knowledge and expertise to fulfill this role on the committee;
- (vii) other persons having knowledge or special expertise regarding the child, including related services personnel as appropriate, as the school district or the parents shall designate. The determination of knowledge or special expertise of such person shall be made by the party (parents or school district) who invited the individual to be a member of the committee on special education;
- (viii) for a child in transition from early intervention programs and services, at the request of the parent, the appropriate professional designated by the agency that has been charged with the responsibility for the preschool child; and
- (ix) a representative of the municipality of the preschool child's residence, provided that the attendance of the appointee of the municipality shall not be required for a quorum.

16. for the 2016-2017 school year previously approved at their Regular Meeting on May 26, 2016. During the budgetary process additional meetings will be held as needed.

|                          |                     |                       |
|--------------------------|---------------------|-----------------------|
| July 1, 2016 (7:30 a.m.) | July 28 (4:00 p.m.) | August 25 (4:00 p.m.) |
| September 8              | September 22        | October 6             |
| October 20               | November 3          | November 17           |
| December 15              | January 5           | January 19            |
| February 2               | February 16         | March 9               |
| March 23                 | April 6             | April 26 (Wednesday)  |
| May 11                   | May 25              | June 8                |
| June 22                  |                     |                       |

**REGULAR BOARD MEETINGS**



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17. BE IT RESOLVED that the Canandaigua City School District, Location code 70008, hereby establishes an eight (8) hour per day standard work day for all its employees with the exception of those listed below. The District will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained. **STANDARD WORK DAY**

| <b>Title</b>                   | <b>Standard Work Day (Hrs/day)</b> |
|--------------------------------|------------------------------------|
| Coach – Fall Sports            | 7.5                                |
| Coach – Spring Sports          | 7.5                                |
| Coach – Winter Sports          | 7.5                                |
| Co-Curricular Activity         | 7.5                                |
| Family Services Facilitator    | 7.5                                |
| Occupational Therapists        | 7.5                                |
| Physical Therapist             | 7.5                                |
| Prevention Specialists         | 7.5                                |
| Registered Professional Nurses | 7.5                                |
| Summer Nurses                  | 7.5                                |
| Summer Occupational Therapists | 7.5                                |
| Summer Physical Therapists     | 7.5                                |
| Teacher Aide                   | 6.0                                |

18. BE IT RESOLVED, that the Board hereby determines that the standardized, average number of hours of service for assistant coaches, who are paid on a non-hourly basis, based on a fixed salary or stipend for each season, solely for the purpose of reporting under the Affordable Care Act, shall be deemed to be as follows: **ACA MEASUREMENT ASSISTANT COACHES**

Fall Season: 165 hours  
Winter Season: 206 hours  
Spring Season: 165 hours

The Superintendent of Schools, and the Superintendent's designee(s), are authorized to use any reasonable method to allocate the number of hours of service for each calendar month during each season.

19. BE IT RESOLVED, that the Board hereby determines that the standardized, average number of hours of service for accompanists, who are paid on a non-hourly basis, based on a fixed salary or stipend for each season, solely for the purpose of reporting under the Affordable Care Act, shall be deemed to be as follows: **ACA MEASUREMENTS ACCOMPANISTS**

|           | <u><b>Rehearsal Services</b></u> | <u><b>Performance Services</b></u> | <u><b>NYSSMA Services</b></u> | <u><b>Total Estimated Hours*</b></u> |
|-----------|----------------------------------|------------------------------------|-------------------------------|--------------------------------------|
| September | 4                                | 0                                  | 0                             | 2.33                                 |
| October   | 10                               | 0                                  | 0                             | 5.83                                 |
| November  | 12                               | 5                                  | 0                             | 14.50                                |
| December  | 12                               | 6                                  | 0                             | 16.00                                |
| January   | 8                                | 0                                  | 0                             | 4.67                                 |
| February  | 12                               | 2                                  | 0                             | 10.00                                |
| March     | 12                               | 3                                  | 20                            | 24.83                                |
| April     | 15                               | 1                                  | 20                            | 23.58                                |
| May       | 15                               | 3                                  | 0                             | 13.25                                |
| June      | 15                               | 7                                  | 0                             | 19.25                                |

*\*Total estimated hours split amongst at least three different accompanists.*



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The Superintendent of Schools, and the Superintendent's designee(s), are authorized to use any reasonable method to allocate the number of hours of service for each calendar month during each season.

- 20. to re-adopt Board of Education Policies for the 2016-2017 school year. **POLICIES**
  
- 21. to re-adopt Code of Conduct for the 2016-2017 school year. **CODE OF CONDUCT**
  
- 22. to re-adopt the AIS/Rtl Plan for the 2016-2017 and 2017-2018 school years. **AIS/Rtl PLAN**
  
- 23. to re-adopt the District Safety Plan for the 2016-2017 school year. **SAFETY PLAN**
  
- 24. The OMNI Group Contract **CONTRACTS**  
 Renewal of the contract with The OMNI Group as the District's Third Party Administrator for the Employee Benefits Program for the 2016-2017 school year.  
  
Health Reimbursement Account (VEBA) and Flexible Spending Account  
 Renewal of the contract with Benefit Resource Inc. as Third Party Administrator for the Health Reimbursement Fund for the Canandaigua City School District (VEBA) the Flexible Spending Account Contract for the 2016-2017 school year.  
  
Finger Lakes Area School Health Plan (FLASHP) Contract  
 Renewal of the FLASHP Contract for the 2016-2017 school year.  
  
Employee Assistance Program  
 Renewal of contract with Associates in Employee Assistance for the 2015-2018 school years.  
  
F.F. Thompson Health Systems, Inc. - Athletic Trainers  
 Renewal of contract with F.F. Thompson Health System, Inc. for athletic trainers for the 2016-2019 school years.  
  
F.F. Thompson Health Systems, Inc. - Employee Health Services  
 Renewal of contract with F.F. Thompson Health System, Inc. for employee health services for the 2015-2018 school years.  
  
Management Advisory Group Business Operations, Inc. – Medicaid Services  
 Renewal of contract with Management Advisory Group Business Operations, Inc. for Medicaid consultant services the 2016-2017 school year.  
  
Management Advisory Group Business Operations, Inc. – Medicaid Services  
 Renewal of contract with Management Advisory Group Business Operations, Inc. for STAC services the 2016-2017 school year.
  
- 25. the prices of school lunch for the 2016-2017 school year as follows: **SCHOOL LUNCH PRICES**  
     Student breakfast - \$1.50  
     Student lunch K-5 - \$2.40  
     Grades 6-12 - \$2.50  
     Adult lunch - \$3.85
  
- 26. WHEREAS, The Board of Education, Canandaigua City School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of Various Commodities and/or Services. And... **COMPETITIVE BIDDING**





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WHEREAS, The Board of Education, Canandaigua City School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o... And...

WHEREAS, The Board of Education, Canandaigua City School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Canandaigua City School District of New York State and making recommendations thereon...

THEREFORE...

BE IT RESOLVED, That The Board of Education, Canandaigua City School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above... And...

BE IT FURTHER RESOLVED, That The Board of Education Canandaigua City School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services... And...

BE IT FURTHER RESOLVED, That The Board of Education Canandaigua City School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding... And...

NOW, THEREFORE, BE IT RESOLVED, That The Canandaigua City School District on behalf of the Board of Education, Canandaigua City School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for various commodities and/or services and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

***End of Appointments, Designations and Authorizations***

***Resolution Authorizing Issuance of Notes and Bonds***

Upon a recommendation by the Superintendent, a motion made by Mrs. Thomas, seconded by Mrs. Birx, with all present voting yes, the Board of Education approved roll count vote:

**APPROVED:  
AUTHORIZING  
ISSUANCE OF NOTES  
AND BONDS**



the following resolution statement for issuance of notes and bonds.

A RESOLUTION CLARIFYING THE PROCEDURE FOR THE AUTHORIZATION OF THE ISSUANCE OF, AND THE EXECUTION OF, BOND ANTICIPATION NOTES, REVENUE ANTICIPATION NOTES AND TAX ANTICIPATION NOTES, OF THE CITY SCHOOL DISTRICT OF THE CITY OF CANANDAIGUA, ONTARIO COUNTY, NEW YORK.

BE IT RESOLVED, by the Board of Education of the Canandaigua City School District of the City of Canandaigua, Ontario County, New York, as follows:

Section 1. Whenever the President of the Board of Education of the Canandaigua City School District of the City of Canandaigua, Ontario County, New York, is absent and/or is unable to exercise any powers or duties heretofore delegated to him or her by this Board of Education pertaining or incidental to the authorization of the issuance of bond anticipation notes, revenue anticipation notes and tax anticipation notes of said School District or renewals thereof, such powers and duties shall be deemed to have been delegated to the Vice-President of said Board of Education who shall have been selected in the manner provided by subdivision 1 of Section 2504 of the Education Law.

Section 2. The School District Clerk is hereby authorized to execute any of the notes described in Section 1 hereof as if he or she were the President or Vice-President of the Board of Education of said School District acting as the chief fiscal officer of said School District and the signature of the President or the Vice-President of the Board of Education of said School District on any such notes shall not be required.

Section 3. It is hereby determined that the office of the School District Clerk and the office of the Clerk of the School Board (Board of Education), if any, of said School District are one and the same and that henceforth such office shall be known as the office of the School District Clerk and holder of such office shall be known as the School District Clerk and that whenever any law requires action by the "Clerk of the School Board", the "School Board Clerk" or the "Clerk of the Board of Education" such action shall be performed on behalf of said School District by its School District Clerk.

Section 4. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution will be a vote on roll call as follows:

|                      |            |
|----------------------|------------|
| Cheryl Birx          | Voting Yes |
| Joseph Delforte, Jr. | Voting Yes |
| Bill Patrowicz       | Voting Yes |
| Michelle Pedzich     | Voting Yes |
| John Polimeni        | Absent     |
| Tom Reho             | Voting Yes |
| Beth Thomas          | Voting Yes |
| Ralph Undercoffler   | Voting Yes |
| Jeanie Grimm         | Voting Yes |

**End of Reorganizational Agenda**

**Consensus Agenda**

Upon a recommendation by the Superintendent, a motion made by Mrs. Birx seconded by Mrs. Pedzich, with all present voting yes, the Board of Education approved/accept:

**APPROVED:  
CONSENSUS AND  
SUPPLEMENTAL  
AGENDA**



**Business & District Items**

1. the request of Mrs. Marcie Ware, Primary-Elementary School Principal, to declare surplus material the below items. These items are outdated material that are no longer used.

**SURPLUS  
EQUIPMENT**

| <b>Title</b>                               | <b>Publisher</b>            | <b>#</b> |
|--|-----------------------------|----------|
| Music And You                              | MacMillan                   | 88       |
| Music And You Piano Accompaniments         | MacMillan                   | 2        |
| Music And You Orchestrations               | MacMillan                   | 1        |
| The Music Connection 4                     | Silver Burdett              | 1        |
| The Music Connection 5                     | Silver Burdett              | 1        |
| Music And You Copying Masters              | MacMillan                   | 2        |
| Music And You Orchestrations               | MacMillan                   | 1        |
| The Music Connection 4 Orff Orchestrations | Silver Burdett              | 1        |
| The Music Connection 5 Resource Book       | Silver Burdett              | 1        |
| Silver Burdett Music                       | Silver Burdett              | 20       |
| World of Music                             | Silver Burdett              | 1        |
| Share the Music 3 Teacher Resource Book    | MacMillan                   | 1        |
| Music and You                              | MacMillan                   | 4        |
| Music And You Piano Accompaniments         | MacMillan                   | 1        |
| Share the Music Piano Accompaniments       | MacMillan                   | 1        |
| Music And You Piano Accompaniments         | MacMillan                   | 1        |
| Share the Music                            | MacMillan                   | 1        |
| Silver Burdett Making Music                | Silver Burdett              | 1        |
| Silver Burdett Making Music                | Silver Burdett              | 1        |
| Silver Burdett Music                       | Silver Burdett              | 1        |
| The Music Connection Grade 3               | Silver Burdett              | 32       |
| The Music Connection Grade 4               | Silver Burdett              | 42       |
| The Music Connection Grade 5               | Silver Burdett              | 31       |
| The Music Connection 3                     | Silver Burdett              | 1        |
| The Music Connection 4                     | Silver Burdett              | 1        |
| The Music Connection 5                     | Silver Burdett              | 1        |
| Music Connection Resource Book             | Silver Burdett              | 2        |
| The Music Connection Teacher Edition       | Silver Burdett              | 2        |
| Music Expressions                          | Warner Bros.                | 2        |
| Music Expressions Teacher Edition          | Warner Bros.                | 3        |
| Music Expressions Piano Accompaniment      | Warner Bros.                | 1        |
| Making Music                               | Silver Burdett              | 1 ea     |
| Making Music 6-8 Piano Accompaniments      | Silver Burdett              | 1        |
| Making Music Student Book Grade 4          | Silver Burdett              | 1        |
| Making Music Student Book Grade 5          | Silver Burdett              | 1        |
| Making Music Teacher's Edition             | Silver Burdett              | 1 ea     |
| Share The Music Grade 4 Teacher's Edition  | MacMillan                   | 1        |
| Music And You Teacher's Edition            | MacMillan                   | 1        |
| Music Connection CD Collection             | Silver Burdett              | 5        |
| Music and You CD Collection                | MacMillan                   | 3        |
| The Music Book                             | Holt, Rinehart and Winston  | 1        |
| Music, Music, Music: Teacher's Edition     | Holt, Rinehart and Winston  | 9        |
| Music Evaluations                          | Holt, Rinehart, and Winston | 12       |
| Silver Burdett Music Records               | Silver Burdett              | 1        |



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|  |                             |    |
|--|-----------------------------|----|
| Making Music your own                    | Silver Burdett              | 1  |
| Learning to Listen to Music              | Silver Burdett              | 1  |
| Spotlight on Music                       | Macmillian/McGraw-Hill      | 1  |
| Spotlight on Music, Master Index         | Macmillian/McGraw-Hill      | 1  |
| Spotlight on Music Teacher resources     | Macmillian/McGraw-Hill      | 1  |
| The Magic of Music                       | Ginn and Company            | 6  |
| Music Play, Student book                 | Themes and Variations       | 23 |
| The Congdon Music Readers: Primer        | C.H. Congdon                | 14 |
| Share the Music                          | Macmillian/McGraw-Hill      | 4  |
| Discovering Music Together               | Follett                     | 18 |
| Music and You: Teacher's Resources       | Macmillian/McGraw-Hill      | 2  |
| Music and you: Teacher's Edition         | Macmillian/McGraw-Hill      | 6  |
| Music and you: Piano Accompaniment       | Macmillian/McGraw-Hill      | 4  |
| New Music Horizons                       | Silver Burdett Company      | 11 |
| World of Music                           | Silver Burdett & Ginn       | 1  |
| A Holiday Book: Jewish Holidays          | Garrad Publishing Company   | 1  |
| Silver Burdett Music: Teacher's Edition  | Silver Burdett Company      | 10 |
| The Magic Ark                            | Brian Price-Thomas          | 1  |
| The Many Moods of Christmas              | Robert Shaw/Robert Bennett  | 1  |
| Verse Choir                              | Clifford E. Barton          | 1  |
| Sing Worship                             | Edith Lovell Thomas         | 1  |
| Fourth Year Music                        | Hollis Dann                 | 1  |
| Music for Young Musicians                | American Book Company       | 14 |
| Music for Young Musicians                | American Book Company       | 15 |
| Music for Young Musicians                | American Book Company       | 2  |
| RCA Victor: Listening Activities         | RCA Victor                  | 16 |
| Music in the Air: A Singing School       | Boston, C.C. Brichard, & Co | 2  |
| Our land of Song: A Singing School       | Boston, C.C. Brichard, & Co | 1  |
| Tuning up: The World of Music            | Ginn and Company            | 1  |
| The Music Hour: First Book               | Silver Burdett              | 2  |
| The American Singer                      | American Book Company       | 10 |
| Christmas Carols                         | Western Publishing Co       | 21 |
| Silver Burdett Music: Student Book       | Silver Burdett              | 12 |
| Making Music Your Own: Student Book      | Silver Burdett              | 24 |
| Making Music Your Own: Teacher's Edition | Silver Burdett              | 4  |
| Music and You: Master Song Index         | Macmillian/McGraw-Hill      | 1  |

2. the request of Mr. Brian Nolan, Assistant Superintendent for Personnel & Support Services, to sell at a public auction surplus the below bus. Below is more specific information: **SURPLUS BUS**  
**Bus #57**  
 - 2008 27 passenger, plus 2 wheelchair 141,955 miles V.I.N. 4UZABPCS88CY49089
  
3. for Karen Salvia-Mottler to serve as a general consultant for the district for the 2016-2017 school year. She will be paid a per diem rate. **CONSULTANT**
  
4. the recommendations of the Committee on Preschool Education, which is filed as an attachment in the Supplemental Minutes File. **PRESCHOOL  
SPECIAL  
EDUCATION**
  
5. 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. Removals

| <u>Name</u>           | <u>Position</u> | <u>Reason</u> | <u>Effective</u> |
|-----------------------|-----------------|---------------|------------------|
| Christopher Redington | Teacher Aide    | Resignation   | 6/30/2016        |

B. Resignation

The Superintendent received a letter of resignation from Marcie Ware, Building Principal at the K-5 Complex, effective July 31, 2016.

C. Abolishment of Position in Tenure Area

due to budget reduction in the indicated professional areas, the following positions have been reduced effective July 1, 2015:

0.5 FTE Business Teacher

D. Appointments

| <u>Name</u>  | <u>Position</u>               | <u>Effective</u> | <u>Rate</u> |
|--------------|-------------------------------|------------------|-------------|
| John Morrill | Substitute School Bus Monitor | 7/1/2016         | \$9.50/hr.  |

A. Individual Contracts

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

- Sonia Henry, Claims Auditor
- John Zappia, Acting Assistant Superintendent of Business
- Debora Bowen, Transportation Supervisor
- Robert Corey, Head Bus Driver
- Tammy Brand, Secretary to Assistant Superintendent of Instruction
- Linda Eames, School Tax Collector
- Susan Friend, Senior Computer Services Assistant
- Brad Kovalovsky, Senior Computer Services Assistant
- Tracy Lindsay, School District Data Specialist
- Richard Lucitte, IT Network Analyst I
- Kelli McMillan, Computer Services Assistant
- Sarah O'Brien, Treasurer
- Deborah Sundlov, District Clerk
- Andrew Thomas, Community Relations Specialist

2. Instructional Personnel

A. Extended School Year

the following person the Extended School Year Program at a rate in accordance with contract:  
Jeannie Halterman, Teaching Assistant

B. Interim Principal

for Dr. Julie Winston will be appointed Interim K-5 Principal effective August 1, 2016 at a rate in accordance with contract.



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- C. for the Board President to finalize the Superintendent contract, copy of which will be in the Supplemental Minutes file:  
Lynne Erdle, Superintendent

***End of Consensus Agenda***

***Exit Open Session***

Upon a motion made by Mrs. Birx, seconded by Mr. Reho, with all present voting yes, the Board of Education approved ending Open Session to adjourn to Executive Session at 7:46 a.m.

**APPROVED:  
ADJOURNMENT**

***Executive Session***

Upon a motion made by Mrs. Birx, seconded by Mr. Delforte, with all present voting yes, the Board of Education approved ending Open Session to adjourn to Executive Session at 7:46 a.m. to discuss the employment history of five particular employee and matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employee.

**APPROVED:  
ADJOURNMENT**

***Return to Open Session***

Upon a motion made by Mrs. Birx, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education returned to Open Session at 8:12 a.m.

**APPROVED:  
OPEN SESSION**

***Adjournment***

Upon a motion made by Mrs. Thomas, seconded by Mr. Delforte, with all present voting yes, the Board of Education approved the adjournment of the Reorganizational meeting at 8:12 a.m. The next Regular meeting will be on July 28, 2016 at the Operations Center at 4:00 p.m.

**APPROVED:  
ADJOURNMENT**

Respectfully Submitted,

Deborah Sundlov  
District Clerk