



## Canandaigua City School District Board of Education Meeting

Minutes ~ April 10, 2014

Canandaigua Middle School, Auditorium

The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, April 10, 2014 at 7:30 p.m. in the Canandaigua City School District Middle School auditorium, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Joe Delforte, Jeannie Kesel, Bill Patrowicz, Michelle Pedzich, Michelle Raeman (*arrived at 7:32 p.m.*), Tom Reho, Beth Thomas

BOARD MEMBERS ABSENT: John Polimeni (*excused*)

LEADERSHIP TEAM PRESENT: Lynne Erdle, Carleen Pierce, Mark Lavner, Julie Winston

ADMINISTRATORS PRESENT: John Arthur, Dan Bowman, Scott Goble, Bridget Harris, Eric Jordan, John LaFave Jennifer Marafioti, Katie McFarland, Karen Salvia-Mottler, Brian Nolan, Val Schubmehl, Jim Simmons, Vernon Tenney, Andy Thomas, Marcie Ware

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Cheryl Birx, Sharen Boedo, Randy Boylan, Cary Burke, Jeff Gelinas, Steve Holmes, Katelyn Lowry, Keith Pedzich, Matt Rodgers, Jim Terwilliger, Leslie Tomanovich, other faculty/staff and community members

### **Meeting Called to Order**

The meeting was called to order at 7:30 p.m. at the Middle School auditorium by President Grimm with everyone standing for the Pledge of Allegiance.

### **President's Comments**

Mrs. Grimm began by stating this week the Middle School was selected as a School of Character in New York and is a finalist for a national honor. This is such an honor for the Middle School. Mrs. Grimm, Superintendent Erdle, Mr. Nolan and Mr. Case went to Troy on Wednesday to accept this distinguished award.

Below is the wording on the proclamation honoring the Middle School:

*Proclamation  
Honoring  
Canandaigua Middle School  
As a New York school of Charter 2014*

*Whereas, today's children are the future of our country, and it is essential that our schools develop student's characters as well as their academics so our future will be bright; and*

*Whereas Canandaigua Middle School is being recognized as a New York State School of Character by The Sage Colleges for its achievements as an outstanding place of learning in the Canandaigua City School District and for instilling the qualities of excellence, trustworthiness, kindness and strong work ethic in its students; and*

*Whereas, this award honors an institution that helps cultivate admirable qualities in our community's youth by facilitating and infusing character education in the classroom; and*

*Whereas, this award honors an institution that helps cultivate admirable qualities in our community's youth by facilitating and infusing character education in the classroom; and*

*Whereas, New York State greatly benefits from having schools such as Canandaigua Middle School teaching and shaping the character of our youth; and*

*Whereas, our entire country thrives as a result of Canandaigua Middle School's commitment to help our youth grow into responsible adults; now therefore I do hereby Proclaim, that Albany County and its residents show their gratitude and recognize Canandaigua Middle School.*

***Academic success for every child we serve and the development of good character in all students***



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### **Superintendent's Report**

Superintendent Erdle commented that Kennedy Jensen has been selected as a scholar athlete for Time Warner Cable.

### **Public Comments**

There were no public comments.

### **Approval of Minutes**

Upon a motion made by Mrs. Kesel, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education approved the meeting minutes of the Special Board Meeting of March 20, 2014 and the Regular Board Meeting of March 27, 2014.

**APPROVED:**  
**MEETING**  
**MINUTES**

### **Educational Presentation**

#### IB Five Year Self-Evaluation

The International Baccalaureate (IB) requires an evaluation of our program every 5 years. Coordinator Mr. Keith Pedzich shared the results of the evaluation, as well as the action plan that resulted from the findings. The goals of the Self-Evaluation are: to determine the assessment of the implementation of the programme, according to the Programme standards and practices and programme requirements to identify major achievements during the period under review and to identify practices that need further development. The IB program began in 2004 and provided its first diplomas in 2005. To date, there have been 128 total diplomas issued. There are 19 teachers who teach IB along with their other classes. There are 192 students enrolled in the Diploma Programme.

#### ESOL In Canandaigua

The number of students arriving to Canandaigua from other areas of the world has increased in recent years. English as Second Language Teachers, Ms. Leslie Tomanovich and Ms. Katelyn Lowry, described their program, their students, and the work they do in the different schools across our District. They began by providing a breakdown of the many acronyms that are used in their department. For the 2013-2014 school year they have 14 English as a Second Language (ESL) students speaking either Spanish, Chinese Mandarin, Albanian, Urdu, Vietnamese or Thai. A typical ESL lesson includes listening, speaking, reading and writing. They also follow the Common Core Standards and build upon what the ESOL student knows and likes.

***Those not participating in the rest of the meeting left at 8:43 p.m.***

#### Proposed Budget Presentation

Superintendent Erdle began by reviewing the District's new mission and vision statement that was approved by the Board of Education on February 6.

##### *Mission Statement*

We demonstrate our commitment to the whole child by:

- providing rigorous opportunities in academics, the arts and athletics;
- supporting the social, emotional, and developmental needs of all students;
- maintaining a focus on character development; and
- engaging families and our community.

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### *Vision Statement*

The Canandaigua City School District will lead and inspire a community of learners to fulfill their academic and creative potential.

These new statements are part of the work of the Strategic Planning Committee and the process that has taken place this year. She also reviewed the Budget Guidelines the Board approved on January 9, 2014:

- Maintain a commitment to the educational success and character development of all students as is reasonable and appropriate in today's financial climate.
- Balance the need for staffing based on enrollment data with the need to prepare students as successful 21<sup>st</sup> century learners.
- Search for viable options for reducing costs across all budget areas that include budget efficiencies.
- Utilize fund balance and reserve funds conservatively with a financial plan to transition back to a budget that does not rely on reserves.
- Maintain a transparent system of continual communication with the public.

This year's budget is zero based budgeting. It represents the hard work of everyone. The District is in a "need" mindset not a want mindset. A reminder though, this type of budgeting will impact fund balance and reserves moving forward as the budget gets tighter and tighter.

Several staffing changes for the 2014-2105 school year. The asterisk ones were generated out of the Strategic Plan.

- o 11 retirees
- o Reduction of 1.0 FTE science due to enrollment
- o Reduction of .5 FTE business due to enrollment
- o Increase in:
  - 1.0 FTE school counselor K - 5\*
  - .15 FTE art / .25 FTE art
  - .5 FTE PE / health
  - .5 FTE music
  - 1.0 FTE elementary\*
  - .5 FTE SRO\*
  - 1.0 FTE custodian\*

\* Strategic Plan recommendation

The budget as proposed represented a 2.56% increase year over year

Administration	\$ 5,873,576 (8.55% of budget)
Program	\$51,874,513 (75.5% of budget)
Capital	<u>\$10,958,603 (15.9% of budget)</u>
Total Expense	<u>\$68,706,692</u>

For the 2014-2015 school year the Allowable Tax Levy Cap is 3.05%. After the March 27, 2014 Board of Education meeting and with new information that was received from Albany Superintendent Erdle proposed a Tax Levy at 2.88%, lower than the allowable tax cap. This would be an *estimated* tax rate increase of .56 center per thousand of assessment or \$19.75 per thousand.

On the ballot May 20, 2014 the following propositions will be included with the budget:

- Proposition 2 ~ Transportation Purchase
- Proposition 3 ~ New Transportation Reserve
- Two Board of Education seats for five year terms each
- Proposition 4 ~ Wood Library Association

The Board thanked Superintendent Erdle, Assistant Superintendents, Principals and Directors for their dedication and hard work on providing a budget that is cognizant to the tax payer but also maintains programs for students.

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**Public Comments**

Mrs. Grimm opened the floor to public comments before the Board vote on the proposed 2014-2014 school budget. There were no comments.

**Budget Resolution for 2014-2015 School Year**

Upon a recommendation by the Superintendent, a motion made by Mrs. Pedzich, and seconded by Mrs. Ramen, all present voting yes, the Board of Education approved the proposed 2014-2015 budget in the amount of \$68,706,692.

**APPROVED:**  
**2014-2015**  
**SCHOOL**  
**BUDGET**

**RESOLVED**, that the Board approve the following proposition for inclusion on the ballot of the Annual School District Meeting and Election of May 20, 2014.

**RESOLVED**, that the annual school budget for the year commencing July 1, 2014, in the total of \$68,706,692 be approved, a statement thereof being filed in the Office of the District Clerk and available in accordance with Section 1716 of the New York State Education Law.

***Those not participating in the rest of the meeting left at 9:18 p.m.***

**Consensus Agenda**

Upon a recommendation by the Superintendent, a motion made by Mrs. Thomas, and seconded by Mr. Reho, all present voting yes, the Board of Education approves/accepts:

**APPROVED**  
**CONSENSUS**  
**AND**  
**SUPPLEMENTAL**  
**AGENDA**

**Business and District Matters**

1. the request of Mrs. Marcie Ware, Elementary School Principal, to accept a donation from Mr. Patrick Case of two telescopes for the Astronomy club valued between \$500 and \$750. The telescopes will be made available through the Science/Social Studies CALT to teachers as needed.

**DONATIONS**

the request of Mrs. Carleen Pierce, Assistant Superintendent for Business, to accept a donation from Express Scripts to pay for a conference fee, hotel room and food for the 2014 Outcomes Symposium-Creative Evolution of Healthcare, April 8-10, 2014 in Orlando, Florida. The total amount is approximately \$1,200.

2. the below transfers is over \$20,000 and requires Board of Education approval. This is necessary to purchase approved modules that were billed through BOCES.

**BUDGET**  
**TRANSFERS**

From:	A2110-480-110-0000	Instructional Textbooks - PS	\$15,000.00
	A2110-480-120-0000	Instructional Textbooks - ES	\$10,710.24
	A2110-480-210-000	Instructional Textbooks - MS	\$1,853.74
To:	A2630-495-010-0000	Computer Assisted Instruction	\$27,563.98

3. the request of Mr. Vernon Tenney, Academy Principal, for a one time scholarship in recognition of the **Class of 1974** for their fortieth reunion. This scholarship will be provided to two students from the class of 2014, one male and one female who plan to attend college and major in the fields of math and/or science. The amount of both awards will be \$1,000.

**NEW**  
**SCHOLARSHIPS**

4. the request of Mrs. Marcie Ware for a Memorandum of Understanding with the Wayne County Action Program, Inc. for a Foster Grandparent program through the end of June 30, 2017. There is a minimal cost to this District and will be paid through the budget's

**MEMORANDUM**  
**OF**  
**UNDERSTANDING**

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contractual code. Each Foster Grandparent will be approved separately.

- 5. the request of Mrs. Paula Gianforti, Interim Special Education Director, for Ms. Hope Galens of Finger Lakes Therapy Works work as an interpreter for the Special Education Department for the 2013-2014 school year. **TRANSLATOR**
  
- 6. the request of Mr. Brian Nolan, Middle School Principal, for the below guest speakers: **GUEST SPEAKERS**
  - **Mr. Doug Rougeux**, known as Bubbleman, on Wednesday, May 14. His fee will be paid through Arts in Education.
  - **Mr. Len Ortenzi**, Physics Instructor at FLCC, on Friday, May 23 during the Science Fair assembly. His fee is in the 6<sup>th</sup> grade budget.
  
- 7. the recommendations of the Committee on Preschool Education, which is filed as an attachment in the Supplemental Minutes File. **PRESCHOOL SPECIAL EDUCATION**
  
- 8. 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>
Jennifer Clark	Food Service Helper	Resignation	3/27/2014
Kiley Clingerman	Contract Substitute Teacher Aide	Termination	4/8/2014
Judith Creeley	School Bus Driver	Resignation	4/11/2014

B. Appointment

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Rhonda Almond	Food Service Helper	3/31/2014	\$9.05/hr.
Margaret Outhouse	School Bus Monitor	4/1/2014	\$8.00/hr.
April VanDusen	School Bus Monitor	4/1/2014	\$8.00/hr.
Martha Avendano	Substitute School Bus Monitor	4/7/2014	\$8.00/hr.
Sandy Shoemaker	Substitute School Bus Monitor	4/11/2014	\$8.00/hr.
Kaysone Klass	Teacher Aide	4/21/2014	\$9.82/hr.

2. Instructional Personnel

A. Appointments

a) 2013-2014 Spring Coach

the following individual for a Spring Coaching position at a salary in accordance with contract:  
Claire Mendick – Mod Track/Field

b) Contract Substitute Teacher

the following individual to a Contract Substitute Teacher position for a guaranteed minimum of 27 days at \$100 per day effective April 11, 2014 through June 30, 2014.

Jordan Buck                      Middle School



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### c) Substitute Teachers

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

Andrea Jones, Mollie Phillips, Mary Anne Buckley, Sarah Gigliotti, Jordan Hayes, Bruce Benton, Sarah Briggs, Connor Church, Sarah Diakogiannis

### ***End of Consensus Agenda***

### ***BOCES Vote***

The BOCES Annual vote is scheduled for Wednesday, April 23 at 4:15 p.m. in the District Office.

### ***Board Committee Reports***

#### Audit Committee

Mr. Patrowicz reported on behalf of the Audit Committee which met on April 9. The Committee received updates on the Tax Levy Cap and Tax Certioraris. They also had a first look at the five-year projections. The next meeting is scheduled for May 7, 2014

#### Policy Committee

Mrs. Thomas reported on behalf of the Policy Committee to accept, with no second needed, the following policies as a second reading.

- Second Readings
  - o Policy # 0010 District Mission and Vision Statement
  - o Policy # 5570 Financial Accountability
  - o Policy # 7131 Foreign Exchange Students
  - o Policy # 7535 Education of Homeless Children and Youth
    - Original and Proposed Policy
  - o Policy # 7552 Student Privacy, Parental Access to Information, and Administration of Certain Physical Examinations to Minors (with edits as discussed)

The Committee has also been reviewing Codes of Conducts from other district and vetting them with ours. Our Code is in line with those of other schools. The Code of Conduct will be reviewed and discussed by the Board at the May 8 Board of Education meeting.

The next Policy Committee meeting is scheduled for April 29, 2014.

### ***District Committee Reports***

#### Council for Instructional Excellence (CIE)

Mr. Joe Delforte reported on behalf of the CIE Committee which met on April 9. The received an update on the IB Action Plan along with curriculum reviews. The Committee also received an update on adjustments from Albany on the Common Core Curriculum. The next meeting is scheduled for May 14, 2014.

### ***Closing Remarks***

The Board had a discussion about the Classical Charter School of the Finger Lakes and its application that was recently submitted. There will be a public hearing on April 22 at 6:30 p.m. at the Mid Lakes High School auditorium.



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***Adjournment***

Upon a motion made by Mrs. Kesel, seconded by Mrs. Thomas, with all voting yes, the Board of Education approved the adjournment of the Regular meeting at 9:41p.m. The next Regular meeting will be on April 24, 2014, at the Operations Center at 6:30 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully Submitted,

Deborah Sundlov  
District Clerk

***Upcoming Events***

- April 14-18 - Spring Break
- April 22 - Earth Day
- April 23 - **Special Board Meeting ~ BOCES Vote 4:15 p.m. ~ District Office**
- April 24 - **Regular Board Meeting**
- April 30 - Last Day to file for school Board Candidate
- May 1 - Drawing for Placement of Candidates
- May 2 - Academy Jazz Club Night
- May 7 - Audit Committee Meeting
- May 8 - **Regular Board Meeting**
- May 10 - CA Junior Prom
- May 11 - Mother's Day
- May 12 - Public Presentation on 2014-2015 Budget
- May 14 - Policy Committee Meeting
- May 14 - 5th Grade Parent Night
- May 18 - National Honor Society Induction
- May 20 - District Budget Vote and Board Election
- May 21 - Rotary Club Ziti Dinner
- May 22 - Middle School Spring Concert
- May 22 - **Regular Board Meeting**
- May 26 - Memorial Day
- May 27 - Middle School Art Show
- May 28 - Academy Spring Concert I
- May 29 - Middle School Spring Concert