



Canandaigua City School District Board of Education Meeting

Minutes ~ January 23, 2014

Operations Center, 5500 Airport Road

The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, January 23, 2014 at 6:30 p.m. in the Canandaigua City School District Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Joe Delforte, Bill Patrowicz, Michelle Pedzich, John Polimeni, Michelle Raeman, Tom Reho, Beth Thomas

BOARD MEMBERS ABSENT: Jeannie Kesel (*excused*)

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

ADMINISTRATORS PRESENT: John LaFave, Brian Nolan, Kevin McNamara, Karen Salvia-Mottler, Vernon Tenney

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Alison Albright, Geoffrey, Astles, Donna Bennett, Sharon Boedo, Chris Bruce, Chuck Caranci, Trish Christoforo, Beth Dombrowski, Debbie Gardner, bruce gardner, Dave Gioseffi, Greg Ferguson, Thomas Harvey, Alison Grems, Tamara Felker, Danielle Owdienko, Tim Poley, Belle Sargent, Julie Sherwood, Charles Symons, Richard Rising, Andy Thomas, Michael Townsend, other faculty/staff and community members

Meeting Called to Order

The meeting was called to order at 6:30 p.m. at the Operations Center by President Grimm.

Executive Session

Upon a motion made by Mrs. Pedzich, seconded Mrs. Raeman, with all present voting yes, the Board of Education approved calling an Executive Session at 6:30 p.m. for the purposes of discussing thirteen employment histories of a particular employee(s) and matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employees.

APPROVED:
EXECUTIVE
SESSION

Return to Open Session

Upon a motion made by Mrs. Raeman, seconded by Mrs. Thomas, with all present voting yes, the Board of Education returned to Open Session at 7:25 p.m.

APPROVED:
OPEN SESSION

The Board took a break from 7:25 p.m. to 7:31 p.m.

Meeting Reconvened

Mrs. Grimm reconvened the meeting at 7:31 p.m. and asked everyone to stand for the Pledge of Allegiance.

Superintendent's Report

Braves Ball to benefit Honor Flight

Mr. Vernon Tenney introduced teachers Mrs. Alison Albright, Mr. Dave Gioseffi and Mr. Robin Hulme. Each presented an overview of Braves Ball, a Canandaigua dodgeball-like tournament that began five years ago to benefit Honor Flight, which flies World War II Veterans to the Memorial in Washington D.C. Over this time there have been approximately 2,000 student participants. Mrs. Albright provided to the Board a few letters from students written over the years to Veterans to read during their flight, and responses from several Veterans. The tournament now includes Middle School students and, since its inception, has raised over \$16,000 for Honor Flight.

Those no participating in the rest of the meeting left at 7:48 p.m.

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



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New E-mail System

Dr. Julie Winston reported that on February 22 the District will make the cut over from GroupWise to Outlook e-mail system. Training will be held in February for all faculty and staff and any Board member who is not familiar with Outlook.

Veteran's Exemption

Mrs. Carleen Pierce, Assistant Superintendent for Business, presented to the Board an overview of a new Bill that was signed by Governor Cuomo on December 18, 2013. Under the legislation, school districts are allowed to adopt a resolution to all the exemption for school property taxes. Districts have the following options:

- Disallow the exemption
- Adopt the exemption at the basic state maximum
- Adopt the exemption at a reduced maximum exemption amount
- Adopt the exemption at an increased maximum exemption amount

In order to qualify the property must be owned by a qualified veteran, spouse of veteran or un-remarried surviving spouse of a veteran; property must be the primary residence of an honorably discharged veteran serving during specific times of war or conflict, or the un-remarried surviving spouse of a veteran.

Ontario County estimates the impact to Canandaigua City School District would be a reduction in our tax base of \$14,431,997 if we adopted the same levels as Ontario County. This amount is based on the current number of registered veterans who would qualify. If the District wishes to move forward a public hearing would be set for February and adoption of a resolution by March 1, 2014.

Mr. Bill Patrowicz originally recused himself from discussion at the January 9, 2014 Board of Education meeting. Since then he has researched and discovered that because the District offers this exemption, it does not mean it would automatically be applied. He stated that, were the District to adopt the resolution, he would not apply for an exemption; therefore he is striking his intent to recuse himself from discussion and voting.

Mrs. Michelle Raeman did recuse herself from any discussion or voting as she currently works at the Ontario County Veteran's Administration and feels it would be a conflict of interest.

Please forward any questions regarding this new Bill, please forward to Mrs. Pierce and Superintendent prior to the next meeting.

Public Comments

Mrs. Donna Bennett, 222 North Main Street, stated her disapproval of the new Common Core Standards.

Mr. Tom Harvey, 20 Ontario Street, Ontario County Planning department Director, stated his and the Planning department's support of the North Shore Development project.

Mr. Geoff Astels, 1739 Birchwood Drive, stated his approval for the North Shore Development project.

Mrs. Alison Gremis, 34 South Main Street, Chamber of Commerce President, stated the Chamber fully supports the North Shore Development.

Approval of December Warrants

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

General Fund

12 Checks 007423 to 007673

General Fund includes one hundred and five (105) electronic transfer credit card payments

Federal Fund

12 Checks 000404 to 000427

APPROVED:
DECEMBER
WARRANTS



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Cafeteria Fund
12 Checks 000598 to 000616
Capital Fund
12 Checks 000318

Those not participating in the rest of the meeting left at 8:17 p.m.

Presentations

Mrs. Grimm noted that Mr. Polimeni was seated at the Board table, but that he was attending this portion of the meeting as a community member. Mr. Polimeni has recused himself from discussion and possible voting on the Lakefront Development project.

Lakefront Development

Mr. Chuck Caranci, Executive Vice President and Chief Financial Officer of Morgan-LeChase, expressed to the Board that the developers feel the Lakefront Development will have a positive economic impact on the community. The Board discussed the uncertainties that remain about how the financial proposal for the Canandaigua North Shore lakefront development project will potentially impact District revenues and local school taxpayers.

Mrs. Grimm thanked the group from the North Shore project for attending the meeting. She stated that further communication between the Board and developers would be through the school district's attorney. She also assured the developers that these communications would occur in a timely fashion, and would meet the developers timeline.

Those not participating in the rest of the meeting left at 8:42 p.m.

Hiring Process

Drs. Julie Winston and Mark Lavner provided the Board with an overview of the staff hiring process describing the steps from posting a vacancy to the faculty member's first day on the job. Certification, interview, background check, and new teacher training will be topics covered during this presentation. Posting requests are generated from the Principals and Directors. A review is completed of each position to verify if the position is still essential and if so, what are the requirements we are looking for. Timelines are established and interviews are scheduled. For the interview process a team, involving stakeholders as appropriate on the position is created, paperwork is distributed, interview questions are created and six to eight candidates are scheduled for interviews for one day. After finalists are determined references are checked. For Instructional or administrative openings, the top two to three candidates are then interviewed by the Central Office Management Team. For Civil Service positions references are checked and final interviews as appropriate. All applicants who were not selected for an interview receive an email message and those who interviewed but were not hired receive a letter.

Consensus Agenda

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

**APPROVED
CONSENSUS
AGENDA**

Business and District Matters

1. the below textbook for use at the Academy. The textbook was available for the Board to review. This is a required text from FLCC for Gemini credit in teaching College Business Math. Initial approve was given on January 9, 2014.

**TEXTBOOK
ADOPTION ~
FINAL APPROVAL**

Textbook: The Mathematics of Money
Publisher: Lulu
Course Title: College Business Math (11th and 12th grade)



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- 2. of health services to students attending private and parochial schools as are provided for the children attending public school. The Education Law permits the School District to bill the district of residence for health services to non-resident students. It is necessary for the Board to approve the rate to be charged. This rate is based on a calculation of our per pupil health services cost using a formula prescribed by the State Education Department.

2013-2014 HEALTH SERVICES FEE

The rate is \$612.37 per student, per year for the purpose of billing for health services provided to students attending private and parochial schools who are not residents of the Canandaigua City School District for the 2013-2014 school year. The total number of students for the 2013-2014 school year is 81.

the request of Dr. Mark Lavner, Assistant Superintendent of Personnel and Support services, for Casella Waste Management of NY, Inc. to be appointed the Canandaigua City School District's vendor for Waste Removal and Recycling services. This is a new vendor for this service. We will enter into a 2-year contract.

WASTE MANAGEMENT AND REMOVAL

- 3. the request of Mrs. Carleen Pierce, Assistant Superintendent for Business, to enter into a contractual agreement with Immediate Mailing Services, Inc. (IMS) for first class mailing processing. IMS is a mail processing service whereby the District's first class mail will be picked up by an IMS courier, delivered to their processing site in Rochester, sorted, and processed for bulk delivery to the US Post Office. The preparation processing allows IMS to receive compensation from the US Postal Service because the US Postal Service does not have to process that mail. In return for that compensation, IMS is able to offer its customers a discount in postage rates. Therefore, we will not pay a fee to enter into this agreement. Given our current volume of outgoing mail, we will save \$0.027 per item which would equate to a \$2,700 annual savings for the District. We are guaranteed next day delivery for local mailings.

- 4. the request of Mr. Brian Nolan, Middle School Principal, of the below Middle School Festival Adjudicators. This is part of the 2013-2014 music budget.
Laura Lentz, Nicole Sterner, Alan Woy, Jeff Stempien, Matthew Bond, Rich Felice, Robert Humphrey

SOLO FESTIVAL ADJUDICATORS

- 5. the request of Mr. Vernon Tenney, Academy Principal, to accept two computer workstations from the Victor Public Library, estimated value is \$2,600 retail. The only cost to the District will be transportation from Victor to the Academy.

DONATION

- 6. the request of Mr. John LaFave, Primary School Principal, of the below volunteers for the 2013-2014 school year:

PRIMARY SCHOOL VOLUNTEERS

Tara Algegre	Amy Ahlheit	Bryan Allison
Vickie Allison	Ginger Bogaert	Dan Bowman
Melanie Bowman	Melida Brocklebank	Tyler Brocklebank
Erika Brown	Laurel Carey	Tracy Catlin
Lisa Comella	Todd Comella	Megan Carver
Christopher Currier	Rachel Daum	Julie Davis
Peter Drock, Sr.	Mike Dundon	Adrian Egbert
Michelle Enos	Kimberly Fleming	Rebecca Gable
Nicole Gallo	Alisha Garlock	Bill Garlock
Patrick Geitner	Melissa Hartwig	Kristin Heath
Ashley Hetzel	Matthew Hey	Brad Jacobs
Jennifer Jordan	Kelly Keys	Dana Kincaid
Mark Lincoln	Kim Lincoln	Elizabeth Malanga
Cecilia Martin	James Morrow	Christine Mullen
Kathy Payne	Scott Pickles	Christine Pickles
Jennifer Post	Lisa Quayle	Jeff Quayle
Melissa Ribble	Craig Ross	Toni Ross
David Schlesselman	Kasey Schmitt	Nicki Sciermammano



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Erika Senglaub	Juliana Tyler	Wendy Voisey
Tiffany Wheeler	Dan White	Samantha Johnson
Joe Luna	Sarah Hamlin	Christine Sanchez
Jeff Belles	Shawn Campbell	Lisa Shaw
Tonya Hall	Craig Foster	Heather Lucas

7. the request of Dr. Julie Winston to approve representatives from Train to Save to conduct AED/CPR training for Academy staff working in the life skills program. Training will be held on January 31, 2014, therefore no substitutes will be required. The Office of Instruction and Academy will cover the cost of this training. **AED/CPR TRAINING**

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

9. 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>
Erica Brown	Secretary I, Part-time	Resignation in order to Accept another position	1/26/2014
Scott VanDuyne	School Bus Driver	Lay-Off	1/12/2014
Deborah Bradford	Teacher Aide	Resignation	1/24/2014

B. Appointment

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Erica Brown	Secretary I, Full-time	1/27/2014	\$13.10/hr.
Amanda Strange	School Monitor	1/24/2014	\$8.00/hr.
Scott VanDuyne	Substitute School Bus Driver	1/13/2014	\$13.63/hr.

C. Individual Contract

For the Superintendent to be allowed by the Board to finalize the following individual contract:
Tammy Brand, (Typist) Secretary to the Assistant Superintendent for Instruction

2. Instructional Personnel

A. Leave of Absence

(1) of Heather Carson, a 3rd Grade teacher at the Elementary School, for a pregnancy-related disability leave of absence to commence on or about February 24, 2014 and to end on or about April 21, 2014 immediately followed by an unpaid child-rearing leave of absence to end June 30, 2014.

(2) of Jessica-Kimble Wood, a Kindergarten teacher at the Primary School, to extend her unpaid child-rearing leave of absence which was to end April 21, 2014 to now end June 30, 2014.



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C. Removal

of Kim Webb from the co-curricular position of Key Club at the High School for the 2013-2014 school year.

D. Termination

of Scott Dillon from the position of Mod "B" Boys Swimming Coach effective January 22, 2014.

E. Appointments

(1) *Michael O'Connor* received his Bachelor's degree from SUNY Fredonia. He completed his student teaching at Spry Middle School in Webster. Mr. O'Connor has been working for the District as a substitute teacher since October 2013. Mr. O'Connor is now appointed to a Long-Term Substitute Music teacher position at the Middle School effective February 14, 2014 through June 30, 2014. This position is available as a result of a leave of absence.

(2) *Adam Philipp* received his Bachelor's Degree in Childhood Education and Special Education from St. John Fisher College. He received his Master's Degree in Childhood Education from SUNY Brockport. Mr. Philipp has been working as a long-term substitute teacher and probationary teaching assistant in various school districts in New York and Pennsylvania since 2006. Mr. Philipp is appointed to a 3-year probationary position as a 4th Grade Teacher in the Elementary School with a tenure area of Childhood Education effective February 6, 2014. This position is available as a result of a retirement.

<u>Name</u>	<u>Certification</u>	<u>Effective Date</u>	<u>Step</u>
Michael O'Connor	Music, Initial	2/14/2014-6/30/2014	1 (Pro-rated)
Adam Philipp	Childhood Ed 1-6, Professional Students w/ Disabilities 1-6, Professional	2/6/2014	3 (Pro-rated)

(3) 2013-2014 School Year Co-Curricular Appointment

of the following individual for a co-curricular appointment for the 2013-2014 school year at a rate of pay in accordance with contract:

<u>Name</u>	<u>Position</u>	<u>Building</u>
Karen Brown	Key Club	HS

(4) Substitute Teachers

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

- Ashleigh Mix
- Kaylee Shepard
- Kristine Macumber

(5) Tenure Appointment

of the following staff members for a tenure appointments pending successful completion of their probationary period. They have been reviewed by their Building Principal, the Superintendent and the Board of Education.

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
Elizabeth Kimmel	Special Subject – Reading	2/1/2014
Kathryn Miller	Elementary – PreK-6	2/1/2014



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(6) Contract Substitute Teacher

of the following individual to a Contract Substitute Teacher position for a guaranteed minimum of 67 days at \$100 per day effective January 24, 2014 through June 30, 2014.

Jordan Buck Middle School

End of Consensus Agenda

Board Committee Reports

Audit Committee ~ Mr. Bill Patrowicz

Payroll In-Depth Audit Report – 2013 Payroll Processing

Upon a motion made by Mr. Patrowicz, with no second required, and all present voting yes, the Board of Education accepted the Payroll In-Depth Audit 2012-2013.

APPROVED:
ACCEPTANCE
OF PAYROLL
IN-DEPTH
AUDIT

Tax Collection 2013-2014

Upon a motion made by Mr. Patrowicz, with no second required, and all present voting yes, the Board of Education approved the Tax Collection Report for 2012-2013.

APPROVED:
TAX
COLLECTION
REPORT FOR
2013-2014

WHEREAS, the Education Law provides that the tax collector shall be relieved of responsibility for the uncollected portion of the tax list when a complete list of delinquent tax items has been certified to the Board of Education, and since the collector has affixed her affidavit to such statement and filed a statement accounting for handling of the tax warrant and list as follows:

NAME OF TOWN	TAX TO BE RETURNED	6% INTEREST	TOTAL
Canandaigua City	481,160.18	27,548.09	508,708.27
Canandaigua Town	672,870.10	33,271.84	706,141.94
Farmington	64,975.37	4,083.77	69,059.14
East Bloomfield	0.00	0.00	0.00
Bristol	7,932.46	475.95	8,408.41
Hopewell	106,605.44	6,607.19	113,212.63
Gorham	922.54	55.35	977.89
South Bristol	0.00	0.00	0.00
Total	\$1,334,466.09	\$72,042.19	\$1,406,508.28

TAX LEVY	\$40,791,514.39
LIBRARY LEVY	\$600,000.00
LESS STAR REIMBURSEMENT	\$4,007,193.08

LESS: Small Claims

Horvath 38 Island Lane 87.78-1-34	350.61
Bault 153 Kennedy Street 70.68-2-54	350.61

LESS: Assessor Clerical Errors

Gilbert 151 Laura Lane 112.02-1-50.100	558.00
Tyler 2041 Co Rd 8 56.00-2-36	280.48
Burt 5610 Rossier Rd 111.00-1-18.111	558.00
Tessendorf 3872 Chatam 112.04-1-02.011	1,137.48



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Cdga Country Est 5555 Purdy 55.00-1-19	557.00	3,792.18
Plus/Minus Rounding		-1.13
TAX TO BE COLLECTED		<u>\$37,380,528.00</u>
TAX COLLECTED 96.43%		\$36,046,061.91
		<u>\$1,334,466.09</u>
UNPAID TAXES TO BE RETURNED:		
CITY TREASURER	\$481,160.18	
COUNTY TREASURER	\$853,305.91	
TOTAL		<u>\$1,334,466.09</u>

AND WHEREAS, the district treasurer has verified the accuracy and signed the report of the collector; THEREFORE, BE IT RESOLVED, that the Board of Education accept the report of the tax collector and having determined that the collector has accounted for the full amount of the tax warrant, directs that the lists of the delinquent tax items with the addition of 6% penalty be certified to the offices of the City and County Treasurers.

District Committee Reports

Strategic Planning Committee

Mrs. Pedzich reported on behalf of the Strategic Planning Committee which met on January 15. This meeting pulled everything together that the group has been working on. They received an updated version on the Vision and Mission statement. The draft version will be provided to the Board at their February 6 meeting. Five topics that have been identified:

- Educational excellence
- Employee life
- Student Life
- Stewardship
- Communication, Community and Traditions

Five committees will be formed to examine further into these initiatives. Board members were asked to look at the topics and determine which, if any, committee they wish to be part of.

Adjournment

Upon a motion made by Mrs. Pedzich, seconded by Mr. Patrowicz, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 9:26 p.m. The next Regular meeting will be on February 6, 2014, at the Operations Center at 6:30 p.m.

APPROVED:
ADJOURNMENT

Respectfully Submitted,

Deborah Sundlov
District Clerk

Upcoming Events

- January 29 - Policy Committee
- January 31 - K-12 Early Dismissal

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- February 2 - Groundhog Day
- February 6 - Frieda O'Hanlon District Spelling Contest
- February 6 - **Regular Board Meeting**
- February 7 - First day for School Board Candidate Petitions
- February 7,8,9 - Middle School Musical ~ *Wizard of Oz*
- February 12 - Audit Committee Meeting
- February 12 - Academy Mid-Winter Choral Concert
- February 13 - Board of Education Budget Workshop-Forum
- February 13 - Middle School Mid-Winter Concert
- February 17-22 - Winter Break
- February 25 - Policy Committee Meeting
- February 27 - **Regular Board Meeting**