



## Canandaigua City School District Board of Education Meeting

Minutes ~ March 27, 2014

Canandaigua Middle School, Auditorium

The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, March 27, 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, John Polimeni, Michelle Raeman, Tom Reho, Beth Thomas

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

**ADMINISTRATORS PRESENT:** John Arthur, Paula Gianforti, Scott Goble, Eric Jordan, John LaFave, Mike McClain, Kate McFarland, Kevin McNamara, Brian Nolan, Jim Simmons, Vernon Tenney, Andy Thomas, Marcie Ware, Karen Salvia-Mottler

**BOARD DISTRICT CLERK:** Deborah Sundlov

**OTHERS PRESENT:** Cheryl Birx, Jeff Bittel, Roberta Bittel, Sharon Boedo, Randy Boylan, Mria Bucci, Tom Davis, Margaret Gulvin, Joellen Hale, Petra Nelson, Laurie Riedman, Matt Rodgers, Leslie Mast, Suzanne Nicholson, Paul Ojeda, Dough Pereira, Mike Prusinowski, Heather Raulli, Danielle Zatkowsky

### ***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 welcomed all in attendance. She also advised the Board that a note will be sent to schedule a time for the upcoming BOCES vote, which will occur on Wednesday, April 23 and for the Reorganizational meeting which need to take place during the first week in July.

### ***Superintendent's Report***

Superintendent Erdle handed out an article on protecting trademarks of school district team names and logos. This is something the Board should discuss at an upcoming meeting.

### ***Fire Inspection Report***

Mr. Michael McClain, Director of Buildings and Grounds, presented the Board with an overview of the Fire Inspection that was recently completed. Only a few minor issues were detected and have been corrected.

### ***Student Representative***

Mr. Jeremy Trevvett, Board Student Representative, reported that seniors celebrated 100 days on March 25. The CA Idol took place on March 21 at the Academy. On March 24 former professional wrestler, Marc Mero gave an inspiring speech to the students. The Robotics team is competing at the Rochester Institute of Technology this weekend. The music department leaves for Virginia Beach on April 3.

### ***Approval of February Warrants***

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

General Fund

# 75 Checks 007935 to 008090

General Fund includes forty-five (45) electronic transfer credit card payments

Federal Fund

# 72 Checks 000441 to 000448

Cafeteria Fund

# 74 Checks 000638 to 000650

Capital Fund

# 73 Checks 000320 to 000321

**APPROVED:**  
**FEBRUARY**  
**WARRANTS**

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



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**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 February 13, 2014, March 6, 2014 and the Regular Board Meeting of March 13, 2014.

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

**Presentation**

Preliminary Budget

Superintendent Erdle began by stating we still do not know where Governor Cuomo's budget will end up. **All information provided in the presentation are preliminary numbers and will more than likely change once the state budget is passed.**

The budget presented is for a zero based budget (vs. a rollover budgeting approach). Administrators have been told that their budget is based on need not want. Everyone needs to be aware that these numbers will vary year to year, both up and down, because they are based on real needs. District strategies in constructing this budget include, in addition to zero based budgeting: shared services, right sizing, maximizing efficiencies, purchasing buses with cash, and educating our staff to become better consumers of their insurance plans. At a previous budget workshop, Mr. Mike McClain and Mr. Scott Goble reviewed particular services that are shared with the town and city. The District is also looking at cost savings measures, such as sharing some business office services with a smaller neighboring district. In addition, our employee negotiations have been completed with a win/win attitude.

Our Strategic Plan will allow us to chart the District's course over the next five years. We have compared ourselves to other districts (comparable schools and "reach" schools) and how they do business. We have held budget forums; although with low attendance there has been high support. We will be reviewing this process next year.

The following presented their departments' budgets:

- Mrs. Paula Gianforti, Interim Special Education Director
- Mr. Kevin McNamara, Director of Technology
- Mr. Jim Simmons, Athletic Director
- Mr. Scott Goble, Director of Transportation
- Mr. Mike McClain, Director of Operations and Facilities

Mrs. Carleen Pierce, Assistant Superintendent for Business, presented the proposed three part budget:

Administration	\$ 5,878,562
Program	\$51,867,828
Capital	<u>\$10,958,597</u>
Total	\$68,704,986

With the legislative budget not passed, the Revenue portion of the presentation was based on the Governor's proposal that was issued. The proposed State Aid portion would be \$22,655,231 up slightly over last year. This number will more than likely change when the state budget is passed. As of this afternoon, the tax levy cap calculation is: 4.52%. This number is expected to change.

The below examples were provided to the Board showing the impact to tax payers:

- 4.52% tax levy increase would be an increase of .87 per thousand to tax payer - \$20.06
- 3.2% tax levy increase would be an increase of .62 per thousand to tax payer - \$19.81
- 3.0% tax levy increase would be an increase of .58 per thousand to tax payer - \$19.77
- 2.88% tax levy increase would be an increase of .56 per thousand to tax payer - \$19.75

The next steps are we will be making adjustments to the preliminary budget. Final presentation of the 2014-2015 budget will be presented at the April 10 Regular Board meeting scheduled for the Middle School auditorium. The Board has until April 25 to approve a budget for the May 20, 2014 vote.

**Mr. Trevvett left at 8:42 p.m.**

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### **Public Comments**

Mrs. Laurie Riedman, 2630 East Street, commended the Board and Administration on their work with the proposed budget. She encouraged the Board to put a budget forth at the maximum amount. She stated even at the highest tax levy we will still have one of the lowest tax rates in the area.

Mrs. Sharon Boedo, 96 Forth Hill Avenue, also commended the Board and Administration and also encouraged to put forth a budget at the maximum amount. She also mentioned this is important with the discussions of a potential charter school, and the additional related costs to the home district.

### **Continued Board Discussion**

The Board reminded the public that there is an easy way to still provide their input. The Board has an e-mail set up at [talktotheboard@canandaiguaschools.org](mailto:talktotheboard@canandaiguaschools.org) and encouraged its use.

Discussion with the Board ranged from members stating no decision about going out at the tax levy cap or below could be made until Albany releases its budget. Several members stated they could support slightly higher than the proposed 2.88% if it would assist in using less reserves. There was discussion about a potential capital project vote that could be held in the fall, and wanting to be cognizant of what is being asked of the public.

### **Consensus Agenda**

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

**APPROVED  
CONSENSUS  
AND  
SUPPLEMENTAL  
AGENDAS**

### **Business and District Matters**

1. the Treasurer's Report for the period of July 1, 2013 - February 28, 2014. 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 February 1, 2014 – February 28, 2014. 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 February 1, 2014 – February 28, 2014. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **REVENUE STATUS REPORT**
4. the request of Mr. Brian Nolan, Middle School Principal for Zachary Pelton as a Middle School Solo Festival Adjudicators. This is part of the 2013-2014 music budget. **SOLO FESTIVAL ADJUDICATORS**
5. the request of Mr. John LaFave, Primary School Principal, to accept a donation from the American Heart Association of a toy duck and lanyard as a "Thank You" for our children raising \$4,259 for the Jump Rope for Heart event. The total amount of the gift is \$4,410. **DONATION**
6. the adoption of the 2014 - 2015 school calendar. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **CALENDAR**
7. the request of Mr. Vernon Tenney, Academy Principal, for the creation of a new club, Canandaigua Field Hockey Club. This club will provide an opportunity for students to learn and play the game of field hockey. This is a great way for students to form friendships in a fun and active way. There is no compensation for the advisor, Ashley Madden. **NEW CLUB ~ ACADEMY**



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8. the following to serve as Election Inspectors on May 20, 2014:

**ELECTION  
INSPECTORS**

**Elementary School Gymnasium and Cheshire Fire Hall**

Dee Valvano, Chief Inspector	Donna Middlebrook	Richard Onze, Chief Inspector
Joyce Connelly	Dottie Parke	Susan Onze
Ann Greth	Walajeon Saglett	Jeanne Guastafarro
Sue Howard	Dee Schwab	Joe Gusataferro
Jackie Jones	Lois Walker	Elaine Williard
Shirley Kennedy	Joan Weaver	Larry Williard
Diane Roach	Thomas Roach	

9. the request of Mr. Vernon Tenney, Academy Principal, for the Key Club to attend the 66<sup>th</sup> Annual Leadership Training Conference in Albany, New York on March 28-30, 2014. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

**FIELD TRIP ~  
ACADEMY**

10. the recommendations of the Committee on Preschool Education, which is filed as an attachment in the Supplemental Minutes File.

**PRESCHOOL  
SPECIAL  
EDUCATION**

11. 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>
Karin Vinci	Teacher Aide	Resignation	3/28/2014
Dale Gysel	Laborer	Termination	3/25/2014

B. Leave of Absence

from Tammy Burnett, a Food Service Helper at the Middle School, requesting an unpaid leave of absence from March 19, 2014 through April 19, 2014.

2. Instructional Personnel

A. Resignation

The Superintendent received a letter from Katherine Finn-McElhiney, a Primary School Teacher, resigning her position effective June 30, 2014.

B. Appointments

- (1) of **Kevin McNamara** to serve as a consultant Director of Technology approximately 2 days per week through the remainder of the school year, per agreement. Effective April 2, 2014 through June 30, 2014.
- (2) of **Dawn Marcano** received her Bachelor's degree in Sociology from Ithaca College and her Master's degree in Liberal Studies from SUNY Brockport. She has been teaching at other Districts since 2007. Ms. Marcano is appointed to a Long-term Substitute position as a Family and Consumer Science teacher at the Middle School effective March 28, 2014 through June 30, 2014. This position is available as a result of a leave of absence.

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<u>Name</u>	<u>Certification</u>	<u>Effective Dates</u>	<u>Step</u>
Dawn Marcano	Family and Consumer Science, Professional Nursery, Kindergarten & Grades 1-6, Permanent	3/28/14-6/30/14	2.5 (pro-rated)

(3) Mentor

the following individual to be a Mentor at a pro-rated rate of pay in accordance with contract:

<u>Mentor</u>	<u>Beneficiary</u>	<u>Effective Date</u>
Andrea Best	Angelica Clark	2/6/2014

(4) Co-Curricular

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

<u>Employee</u>	<u>Position</u>	<u>Effective Date</u>
Michael O'Connor	Fiddler's Club	2/24/2014
Heidi Bjorling	Musical Accompanist	7/1/2013
Timothy Via	Band Technical Asst.	7/1/2013

(5) 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.

- Dennis Barrett
- Theresa Cole
- Jennifer Worden

***End of Consensus Agenda***

***Board Committee Reports***

Audit Committee

Mr. Patrowicz reported on behalf of the Audit Committee which met on March 19. On behalf of the Audit Committee, with no second **required**, the Risk Assessment and Internal Audit Plan was accepted. The next meeting is scheduled for April 9, 2014

Policy Committee

Mrs. Grimm reported on behalf of the Policy Committee which met on March 25. The below policies were submitted and accepted for a First Reading:

- **First 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

The next meeting is scheduled for April 29, 2014



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### **Closing Remarks**

Mrs. Thomas stated she will be attending the Four County General Membership meeting on March 31 and encouraged others to do so.

Mrs. Pedzich, Mrs. Thomas and Mrs. Grimm will be attending a free NYSSBA conference in Buffalo entitled Heeding the Call for Higher Student Achievement on March 28, 2014

### **Adjournment**

Upon a motion made by Mrs. Kesel, seconded by Mrs. Raeman, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 9:11 p.m. The next Regular meeting will be on April 10, 2014, at the Middle School Auditorium at 6:30 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully Submitted,

Deborah Sundlov  
District Clerk

### **Upcoming Events**

- April 1, 2 - Kindergarten Registration
- April 1 - Academy Choral Concert
- April 10 - **Regular Board Meeting**
- April 14-18 - Spring Break
- April 22 - Earth Day
- 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 8 - **Regular Board Meeting**
- May 10 - CA Junior Prom
- May 11 - Mother's Day
- May 12 - Public Presentation on 2014-2015 Budget
- May 14 - 5<sup>th</sup> Grade Parent Night
- May 18 - National Honor Society Induction
- May 20 - District Budget 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