



## Canandaigua City School District Board of Education Meeting

Minutes ~ April 24, 2014

Operations Center, 5500 Airport Road

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The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, April 24, 2014 at 6:32 p.m. in the Canandaigua City School District Operations Center, Vice President Thomas presiding.

BOARD MEMBERS PRESENT: Joe Delforte, Jeannie Kesel, Bill Patrowicz, Michelle Pedzich (*left at 8:15 p.m.*), John Polimeni, Michelle Raeman (*arrived at 6:35 p.m.*), Tom Reho, Beth Thomas

BOARD MEMBERS ABSENT: Jeanie Grimm (*excused*)

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

LEADERSHIP TEAM ABSENT: Carleen Pierce (*excused*)

ADMINISTRATORS PRESENT: Dan Bowman

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Nick Ackerman, Matthew Cherwonik, Scott Chappell, Karl Dueland, Linda Gerstner, Richard Henry, Alex Moore, Kobe Sanders, Erin Schlegel, Steve Schlegel

### ***Meeting Called to Order***

The meeting was called to order at 6:32 p.m. at the Operations Center by Vice President Thomas.

### ***Executive Session***

Upon a motion made by Mrs. Kesel, seconded Mrs. Pedzich, with all present voting yes, the Board of Education approved calling an Executive Session at 6:32 p.m. for the purposes of discussing four employment histories of a particular employee(s) and matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employees and one discussion regarding proposed, pending or current litigation.

**APPROVED:**  
**EXECUTIVE**  
**SESSION**

### ***Return to Open Session***

Upon a motion made by Mrs. Pedzich, seconded by Mrs. Raeman, 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. Thomas reconvened the meeting at 7:31 p.m. and asked everyone to stand for the Pledge of Allegiance.

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

Dr. Julie Winston, Assistant Superintendent for Instruction, reported on a new option that will be available for grades kindergarten through six for school supplies. The District has reviewed pricing with several outside vendors and selected a vendor that will offer a package for each grade level of the yearly required supplies. This program is completely optional for parents. If a parent wishes to participate their order is due by June 28. The package will be on students' desks when they return in September 2014.

### ***Public Comments***

There were no public comments.



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**Approval of March Warrants**

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

**APPROVED:**  
**MARCH**  
**WARRANTS**

General Fund

# 83 Checks 008091 to 008299

General Fund includes fifty-seven (57) electronic transfer credit card payments

Federal Fund

# 84 Checks 000449 to 000467

Cafeteria Fund

# 82 Checks 000651 to 000680

Capital Fund

# 85 Checks 000322 to 000323

**Approval of Minutes**

Upon a motion made by Mrs. Kesel, seconded by Mr. Delforte, with all present voting yes, the Board of Education approved the meeting minutes of the Regular Board Meeting of April 10, 2014.

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

**Educational Presentation**

Robotics Team

Students Nick Ackerman, Matthew Cherwonik, Richard Henry, Alex Moore and Kobe Sanders from the Robotics Team presented a presentation that showed the various stages from beginning to end; brainstorming, design and creation of the robot. This year there are 36 students on the team and 12 mentors. The team was one of ten teams that won a \$10,000 NASA grant. After the presentation the Board viewed a demonstration of the robot.

***The Board took a break from 8:00 p.m. to 8:20 p.m. to see the students demonstrate their robot***

**Consensus Agenda**

Upon a recommendation by the Superintendent, a motion made by Mrs. Kesel, 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 Mr. Vernon Tenney, Academy Principal, for initial approval for the below field trip. Additional information is included as an attachment and is filed in the Supplemental Minutes File.
  - Class of 2015 Senior Trip, November 22-24, 2014, New York City, New York
2. the request of Mr. Brian Nolan, Middle School Principal, for final approval for the 8<sup>th</sup> Grade Washington, D.C. field trip. Initial Approval was given on August 22, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File.
  - 8<sup>th</sup> Grade Trip, May 8-10, 2014, Washington, D.C.
3. the below resolution:
 

The undersigned, being the Plan Administrator of Canandaigua City School District (the "Corporation"), a New York Corporation, do hereby consent to the following resolutions without a meeting:

**ACADEMY TRIP ~**  
**INITIAL**  
**APPROVAL**

**MIDDLE SCHOOL**  
**TRIP ~ FINAL**  
**APPROVAL**

**AMENDMENT TO**  
**RESOLUTION**



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WHEREAS, effective October 1, 2013, Canandaigua City School District ("Corporation") adopted the Canandaigua City School District Employee's Flexible Spending Account Plan ("Plan") for the benefit of its employees; and

**AMENDMENT TO  
RESOLUTION  
(cont'd)**

WHEREAS, pursuant to Section 8.1 of the Plan, the Corporation may amend the Plan at any time by an instrument in writing.

NOW THEREFORE, BE IT RESOLVED, that the Plan is hereby amended and restated effective October 1, 2013 as an employee welfare benefit plan to be maintained by the Corporation pursuant to Section 125 of the Internal Revenue Code, and that a copy of the plan document, as amended and restated, be attached to these resolutions; and be it further

RESOLVED, that the proper officers of the corporation are authorized to execute the amended and restated Plan, to receive employee contributions and pay benefits as provided therein, and to do every other act or thing necessary or proper to meet and comply with the obligations of the Corporation as therein provided and to carry these resolutions into full force and effect, and to direct counsel to take such action as may be necessary to satisfy any applicable requirements of law.

IN WITNESS WHEREOF, this consent has been executed on this 24<sup>th</sup> day of April 2014.

*\*Effective October 1, 2013: Plan is hereby amended to add the rollover feature of \$500 and change the run-out to 6 days.*

4. the below resolution:

The undersigned, being the Plan Administrator of Canandaigua City School District (the "Corporation"), a New York Corporation, do hereby consent to the following resolutions without a meeting:

**AMENDMENT TO  
RESOLUTION**

WHEREAS, effective July 1, 2013, Canandaigua City School District ("Corporation") adopted the Canandaigua City School District Administrator's Flexible Spending Account Plan ("Plan") for the benefit of its employees; and

WHEREAS, pursuant to Section 8.1 of the Plan, the Corporation may amend the Plan at any time by an instrument in writing.

NOW THEREFORE, BE IT RESOLVED, that the Plan is hereby amended and restated effective July 1, 2013 as an employee welfare benefit plan to be maintained by the Corporation pursuant to Section 125 of the Internal Revenue Code, and that a copy of the plan document, as amended and restated, be attached to these resolutions; and be it further

RESOLVED, that the proper officers of the corporation are authorized to execute the amended and restated Plan, to receive employee contributions and pay benefits as provided therein, and to do every other act or thing necessary or proper to meet and comply with the obligations of the Corporation as therein provided and to carry these resolutions into full force and effect, and to direct counsel to take such action as may be necessary to satisfy any applicable requirements of law.

IN WITNESS WHEREOF, this consent has been executed on this 24<sup>th</sup> day of April, 2014.

*\*Effective July 1, 2013; Plan is hereby amended to add the rollover feature of \$500 and change the run-out to 60 days.*



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- 5. the below transfer is over \$20,000 and requires Board of Education approval. This is necessary provide funds for a pending order to Day Automation for the 2014 Capital Outlay Project.

**BUDGET TRANSFER**

From:	H2014CO-1620-200-220	Capital Outlay Equipment	\$ 26,566.17
	H2014CO-1620-400-220	Capital Outlay Contractual	\$ 10,000.00
To:	H2014CO-1620-293-220	Capital Outlay General Construction	\$ 36,566.17

- 6. the request of Mr. Vernon Tenney is requesting for the below proctors for AP and IB examinations for the 2013-2014 school year  
Richard Onze (Chief Proctor AP), Sue Buck, Loren Buck, Dottie Park

**AP AND IB PROCTORS**

- 7. the below resolution:

***Proposed Classical Charter School of the Finger Lakes***

**RESOLUTION ~ PROPOSED CLASSICAL CHARTER SCHOOL OF THE FINGER LAKES**

WHEREAS, the New York State Charter Schools Act authorizes the creation of charter schools in New York State; and

WHEREAS, a charter school application for the *Classical Charter School of the Finger Lakes*, to be located in Phelps, New York, has been submitted for review by the Charter School Institute of the State University of New York, and is available for public review online; and

WHEREAS, as required by law, the Phelps-Clifton Springs Central School District held a public hearing regarding the proposed *Classical Charter School of the Finger Lakes* on April 22, 2014 in the auditorium of the Midlakes High School; and

WHEREAS, due to its proximity to the proposed location for the charter school, and given the proposed charter school's representations in its application regarding targeted student enrollment, it is likely that District students may seek to enroll in the proposed charter school; and

WHEREAS, the proposed charter school will likely have an impact on the District, its operations, and District students; and

WHEREAS, the Charter School Institute of the State University of New York accepts comments with respect to proposed charter school applications; and

WHEREAS, upon a review of the proposed charter school's application, as well as the information revealed during the public hearing on April 22, 2014, the District desires to submit comments to the Charter School Institute of the State University of New York with respect to the proposed charter school.

NOW, THEREFORE, IT IS RESOLVED, THAT

The Board of Education of the Canandaigua City School District hereby authorizes and directs the Superintendent of Schools to submit comments regarding the potential impact of the proposed *Classical Charter School of the Finger Lakes* on the Canandaigua City School District and its students to the State University of New York Charter School Institute.

- 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**



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**Personnel**

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Julie Searles	Clerk	Resignation for the Purpose of Retirement	4/24/2014

B. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Daniel Bowman	Director of Technology (Provisional)	4/22/2014	Per Contract

2. Instructional Personnel

A. Appointments

**Rebecca Mace** received her Bachelor's degree in Physical Education from Brockport State College and her Master's degree in Special Education from Nazareth College. She has been teaching at other Districts since 1997. Ms. Mace is appointed to a 2-year Probationary Teaching Assistant position at the Academy, with a tenure area of Teaching Assistant, effective May 6, 2014. This is a newly created position.

**Joan Lambert** received her Bachelor's degree in Psychology from SUNY Geneseo and her Master's degree in Childhood Education from St. John Fisher College. She has been working for the District as a substitute teacher since 2009. Ms. Lambert is appointed to a 3-year Probationary Teaching Assistant position at the Elementary School, with a tenure area of Teaching Assistant, effective February 24, 2014. This position is available as a result of a resignation.

<u>Name</u>	<u>Certification</u>	<u>Effective Dates</u>	<u>Step</u>
Rebecca Mace	Teaching Assistant, Continuing Physical Education, Permanent Health Education, Permanent Special Education, Permanent	5/6/2014	6
Joan Lambert	Childhood Education 1-6, Initial	2/24/2014	1

B. Substitute Teachers

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.

Lindsay Robinson, Jennifer Wells, Erin Weld

***End of Consensus Agenda***

***District Committee Reports***

Fiscal Advisory Committee

Mr. Reho reported on behalf of the Fiscal Advisory Committee which met on April 21. Superintendent Erdle reviewed the public budget presentation. The Committee offered thoughts on changes to the presentation that they feel the public would want to see. These changes were incorporated into the final budget presentation. The Committee also talked briefly about the Lakeshore PIF and moving forward with a potential capital project.



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### Operations and Facilities Committee

Mr. Polimeni reported on behalf of the Operations and Facilities Committee which met on April 24. The District's architecture firm, SIE Design Group were present and discussed the focus of the upcoming Capital Project Committee meetings that begin on April 29. There are approximately 27 people on this new committee. The first meeting will begin with a tour of the facilities at the Academy. The Committee discussed the potential of two propositions. The first would cover doors and locks security issues, field work with new track and grass infield at the Academy, reconditioned tennis courts at the Academy and the courts being rebuilt at the Middle School. The second proposition would include the lower field at the Academy, parking lot lighting and new seating. After brief discussion, the Board was in support of two proposition. Further discussion will take place at an upcoming Board meeting. The Policy Committee will be reviewing trademark, naming and advertising policies at their meeting on April 29.

### **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 8:47 p.m. The next Regular meeting will be on May 8, 2014, at the Operations Center at 6:30 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully Submitted,

Deborah Sundlov  
District Clerk

### **Upcoming Events**

- April 29 - Policy Committee 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 - Policy Committee Meeting
- 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