



Canandaigua City School District Board of Education Meeting

Minutes ~ June 19, 2014

Operations Center, 5500 Airport Road

The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, June 19, 2014 at 6:33 p.m. in the Canandaigua City School District Operations Center, 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

LEADERSHIP TEAM ABSENT: Julie Winston (*excused*)

ADMINISTRATORS PRESENT: Dan Bowman, Brian Nolan, Jim Simmons, Vernon Tenney

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Alissa Clark, Arlene DeVinney, Beth Johnson, Jen Schneider, Brian Story, Joe Shields, Jeremy Trevvett, Mike Prusinowski, Margie Wright, many spring athletes and families

Meeting Called to Order

The meeting was called to order at 6:33 p.m. at the Operations Center by President Grimm.

Executive Session

Upon a motion made by Mrs. Pedzich, seconded Mrs. Thomas, with all present voting yes, the Board of Education approved calling an Executive Session at 6:33 p.m. for the purposes of discussing one employment history of a particular employee(s) and matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employee.

APPROVED:
EXECUTIVE
SESSION

Return to Open Session

Upon a motion made by Mrs. Pedzich, seconded by Mrs. Kesel, with all present voting yes, the Board of Education returned to Open Session at 7:26 p.m.

APPROVED:
OPEN SESSION

The Board took a break from 7:26 p.m. to 7:32 p.m.

Meeting Reconvened

Mrs. Grimm reconvened the meeting at 7:32 p.m. and asked everyone to stand for the Pledge of Allegiance.

Public Comments

Mr. Brian Story, 3639 East Ridge Run, Canandaigua

Superintendent's Report

Mr. Jim Simmons, Athletic Director, recognized the following spring athletes and coach, with most in attendance at the meeting:

BASEBALL - Monroe County League Champs - First time since moving into Monroe County

Adam Scott	Player of the Year, Monroe County D2
Chris Lovin	1st Team All- League
Patrick Coyne	1st Team All- League



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BOYS LACROSSE - Advanced to Section V Championship game

- Eric Munn** U.S. Lacrosse Academic All American, 1st Team All Monroe County, *Daily Messenger* Boys Lacrosse Player of the Year
- Connor Hulme** 1st Team All Monroe County
- Brian Feldman** 1st Team All Monroe County
- Mitchell Schaefer** 1st Team All Monroe County
- Joe Eddinger** 1st Team All Monroe County

GIRLS LACROSSE

- Dana Garbinski** 1st team All Monroe County and U.S. Lacrosse Academic All American
- Rebecca VanLaeken** 1st team All Monroe County and U.S. Lacrosse Academic All American
- Emily Young** U.S. Lacrosse Academic All American
- Mackenzie Hulme** U.S. Lacrosse Academic All American

SOFTBALL - Monroe County League Champs – 1st League title in program history

- Kaitlyn Schmeer** 1st Team All Monroe County, All Greater Rochester
- Amanda Gillen** 1st Team All Monroe County
- Alyssa Gillen** Team All Monroe County, Section V Class AA All - Tournament Team
- Danielle Owdienko** U Coach of the Year for Monroe County

TRACK - Monroe County League Champions

- Kevin Palmisano** Section V Champion (Pole Vault) New York State Championships 16th overall
- Samantha Carro** Section V Champion (100 Hurdles) New York State Championships 5th New York State, *Messenger* Female Track Athlete of the Year, All Greater Rochester - 100m hurdles
- Evan Kesel** Section V Champion (Pentathlon), Boys Team Most Valuable Player

SCHOLAR ATHLETE TEAMS

Softball	91.013
Boys Lacrosse	91.598
Golf	91.686
Tennis	91.726
Boys Track	95.368
Girls Lacrosse	97.834

Those not participating in the rest of the meeting left at 7:49 p.m.

Mr. Joe Delforte noted that at the Rotary meeting earlier in the day Jacob Braniecki was presented with the Student of Excellence Award.

General Educational Program (GED)

Superintendent Erdle passed out a cost sheet for creating a General Educational Development (GED) program in Canandaigua. She also informed the Board that the Wayne Finger Lakes BOCES have discontinued their program beginning the 2014-2015 school year.

Upon a motion made by Mrs. Thomas, seconded by Mrs. Kesel, with all present voting yes, the Board of Education approved the creation of a General Educational Program (GED) for the Canandaigua City School District.

APPROVED:
GED PROGRAM

Approval of May Warrants

Upon a motion made Mr. Patrowicz, seconded by Mr. Polimeni, with all present voting yes, the Board of Education approved the May Warrants as follows:

APPROVED:
MAY

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General Fund

103 Checks 008442 to 008796

General Fund includes sixty-one (61) electronic transfer credit card payments

Federal Fund

106 Checks 000480 to 000489

Cafeteria Fund

105 Checks 000707 to 000738

Capital Fund

104 Checks 000327 to 000330

WARRANTS

Approval of Minutes

Upon a motion made by Mr. Polimeni, seconded by Mrs. Raeman, with all present voting yes, the Board of Education approved the meeting minutes of the Regular Board Meeting of June 5, 2014.

APPROVED:
MEETING
MINUTES

Tax Certiorari Update ~ Mr. Joseph Shields, Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C.

Mr. Shields began by stating that a Tax Certiorari is a property owner's challenge for real property taxes. He discussed two properties; Centerpointe Apartments and Wal-Mart.

Centerpointe Apartments: There are currently seven years of pending tax certioraris on this property. There has been discussion without the school District involved because there was no Inter-Municipal Agreement. If we settle the District portion would be \$280,000. The Board asked Mr. Shields to see if there has been a sale of the property or if there is new ownership. Also discussed was the potential of the District requesting an appraisal. Mr. Shields will gather additional information and report back to the Board.

Wal-Mart: A petition has recently been filed to challenge the value of the property. The District has been asked to sign an Inter-Municipal Agreement. Mr. Shields recommended to the Board they sign the agreement to get a seat at the table for negotiations. Mr. Shields will get more information on where this stands.

The Board discussed what the best way to educate the public on the impact down the road on tax certioraris. An option would be an informational piece for a District newsletter.

Lakefront Update ~ Mr. Joseph Shields, Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C.

Mr. Shields discussed with the Board the draft PILOT that was distributed to all parties on May 13. There are some items that are not consistent with what the agreement that was approved and issued in February. Mr. Shields has talked with the attorneys for the Lakefront and they agreed they would amend the contract as was previously approved. Mr. Shields office will be preparing a letter with the differences and requesting the items be corrected. A final copy of the PILOT will be issued to the Board.

Mr. Shields and Mr. Simmons left at 8:34 p.m.

Plan for Excellence

President Grimm provided an overview with the Board of Education on the year-long process that was undertaken to develop the 2014-2019 Plan for Excellence, as well as, the 2014-2015 Management Plan.

Mr. Brian Nolan and Ms. Margie Wright reviewed the journey that took place from the Spring of 2013 through the Spring of 2014. Many individuals were involved in the process; from administrators, teachers, students and community members. The New District Mission and Vision was adopted by the Board on February 6, 2014. Four focus areas were created:

- Communication, Community & Traditions
- Educational Excellence
- Employee Life
- Stewardship

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- Student Life

Sub committees developed initiatives and the Writing Team met to fine tune all the data.

Dr. Jen Schneider shared the Initiative Areas for the above focus areas and goals. Superintendent Erdle then reviewed one initiative area under each goal, through the Management Plan 2014-2015. The Management Plan will be redeveloped each year. Superintendent Erdle plans to have the Management Plan be the focus throughout the 2014-2015 school year. She will provide updates through her News 'n Notes to the community. The Board presentation schedule will include quarterly updates.

Dr. Schneider and Mrs. Wright left at 9:00 p.m.

Consensus Agenda

Upon a recommendation by the Superintendent, a motion made by Mrs. Kesel, and seconded by Mr. Raeman, 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 discard Elementary School library books that are no longer in condition for student use. These books will be given away, donated to community groups or discarded. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

SURPLUS BOOKS

2. the request of Dr. Mark Lavner, Assistant Superintendent for Personnel & Support Services, to declare the below buses as surplus and to sell at a public auction. Below is specific information on the buses:

**SURPLUS
EQUIPMENT ~
BUSES**

- Bus #26 2002 Freightliner 133,362 miles
- Bus #31 2003 Freightliner 146,391 miles
- Bus #32 2003 Freightliner 158,972 miles
- Bus #33 2003 Freightliner 133,715 miles
- Bus #36 2004 Thomas 103,903 miles
- Bus #37 2004 Thomas 157,342 miles
- Bus #39 2004 Thomas 151,931 miles
- Bus #45 2005 Thomas 177,354 miles

3. the below transfers that are over \$20,000 and require Board of Education approval. This is necessary to accommodate the purchase of maintenance trucks in accordance with the replacement plan:

**BUDGET
TRANSFERS**

From: A1620-543-010-8000	Operations Paper	\$33,509.77
A1620-559-010-8000	Operations Supplies	\$26,638.50
To: A1621-200-010-8000	Buildings and Grounds Equipment	\$60,148.27

This is necessary to purchase bus tires:

From: A5510-443-010-9000	Transportation Liability Insurance	\$20,200.00
To: A5510-451-010-9000	Transportation Tires	\$20,200.00

These are necessary for year-end adjustments within the BOCES codes:

From: A2250-490-010-0000	Special Education BOCES Services	\$42,000.00
To: A2630-495-010-0000	Computer Assisted Instruction	\$42,000.00

From: A1981-492-010-0000	BOCES Administrative Services	\$32,000.00
To: A2110-490-010-0000	Instructional BOCES Services	\$32,000.00



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- 4. the request of Mrs. Carleen Pierce, Assistant Superintendent of Business, for the District retain, in unrestricted fund balance, an amount equal to 4% for the ensuing year's budget as allowed by section 1318 of the real property tax law as of June 19, 2014. Any amount in excess of the 4% will be funded in the following reserves: Retirement Contribution Reserve, Capital Reserve and Capital Transportation Reserve. **FUNDING OF RESERVES**
- 5. the school lunch operation, which has incurred deficits that are considered an ordinary contingent expenditure and therefore a budget amendment to increase the interfund transfer out to school lunch up to \$213,000 which represents the beginning of the year deficit plus the current year operating loss, to be funded from appropriated fund balance. **ELIMINATING DEFICIT AND OPERATING LOSS**
- 6. the board has declared the operating loss of the school lunch to be an ordinary contingent expense and therefore increases the interfund transfer line item to the school lunch fund by \$70,792 to be funded from (appropriated fund balance). **EXPENDITURE CODE UPDATE**
- 7. of an Inter-Municipal Cooperation Agreement between the Canandaigua City School District, the Town of Hopewell and the County of Ontario. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **INTER-MUNICIPAL COOPERATION AGREEMENT**
- 8. the request of Mr. Vernon Tenney, Academy Principal, for initial approval for the below Academy field trip. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **ACADEMY FIELD TRIP ~ INITIAL APPROVAL**
 - Advanced Placement/Honors/International Baccalaureate English, October 11-13, 2014, Boston, Massachusetts
- 9. the following textbook for use at the Academy and was available for Board review at Thursday evening's meeting for initial approval. Additional information is included as an attachment and filed in the Supplemental Minutes File. **TEXTBOOK ADOPTION ~ INITIAL APPROVAL**

<u>Textbook</u>	<u>Publisher</u>	<u>Course Title</u>
Personal Finance 5 th Edition	Pearson	College Business Math
- 10. the request of Mr. Vernon Tenney for a new club at the Academy. The Fellowship of Christian Athletes (FCA). This club is a student led gathering for athlete to discuss the Christian faith and applications to their lives and athletic activities. The unpaid advisor will be Elizabeth Johnson. **NEW CLUB ~ ACADEMY**
- 11. the negotiated agreement between the Superintendent of Schools of the Canandaigua City School District and the Canandaigua City School District Clerical and Paraprofessional Association for the 2013-2014, 2014-2015 and the 2015-2016 school years and authorization for the Board President and Superintendent to sign the contract for the District. **AGREEMENT**

Personnel

1. Non-Instructional Personnel

A. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Scott Brassie	Building Maintenance Assistant	6/30/2014	\$12.94/hr.
Catherine Heeb	Substitute Teacher Aide	6/19/2014	\$8.00/hr.

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
John Morrill	School Monitor	Resignation	6/25/2014



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C. Leave Of Absence

of Christopher Redington, for a personal unpaid leave of absence from his position as a teacher aide at the Primary School from September 4, 2014 through December 24, 2014.

D. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Suzette Cannan	Typist, FT	6/30/2014	\$11.61/hr.
Patrick Wegman	Summer Custodial, Maintenance	7/1/2014	\$9.00/hr.
Matthew Jones	Student Helper, Maintenance	7/1/2014	\$8.00/hr.
Michel McClain	Student Helper, Maintenance	7/1/2014	\$8.00/hr.
Connor McClain	Student Helper, Maintenance	7/1/2014	\$8.00/hr.
Dillon Mergenthaler	Student Helper, Maintenance	7/1/2014	\$8.00/hr.
Maxwell Mahoney	Student Helper, Custodial	7/1/2014	\$8.00/hr.
Samuel Johnson	Student Helper, Custodial	7/1/2014	\$8.00/hr.
Christopher Bordwell	Student Helper, Custodial	7/1/2014	\$8.00/hr.
Dane Jensen	Student Helper, Custodial	7/1/2014	\$8.00/hr.
Branden Murphy	Student Helper, Custodial	7/1/2014	\$8.00/hr.
Preston Herbst	Student Helper, Custodial	7/1/2014	\$8.00/hr.
Cody Ham	Substitute Custodial Worker	7/1/2014	\$8.00/hr.

E. Extended School Year

the following for the Extended School Year Program effective July 7, 2014 through August 15, 2014 at their current hourly rate:

Camille Sheesley, Teacher Aide
Sue Manaco, Teacher Aide
Jason Bryant, Teacher Aide
Reese Agyepong, Teacher Aide
Pam Johnson, Teacher Aide
Barb Langdon, Teacher Aide
Sharon McMillan, Teacher Aide
Sue Hockenberry, Teacher Aide
Mary Santella, Teacher Aide
Wendy Buskey, Teacher Aide
Joan Reed, Teacher Aide
Nicole Tillotson, Teacher Aide
Pat Mondore, Teacher Aide
Lynda Bullock, Teacher Aide
Chris Redington, Teacher Aide
Stephanie Boylan, Teacher Aide
Elaine Mangan, Teacher Aide
Theresa D'Agostino, Substitute Teacher Aide
Ann Skinner, Substitute Teacher Aide
Susan Wilkins, Substitute Teacher Aide
Tammy Moore, Substitute Teacher Aide
Suzanne Debs, Substitute Teacher Aide
Charlene Cummings, School Bus Monitor
Christa Schneider, School Bus Monitor
Margaret LaRocca, School Bus Monitor
Dan Slack, School Bus Monitor
Shirley Baker, School Bus Monitor
Dave Shoemaker, School Bus Monitor
Jim Angus, School Bus Monitor
Tiffany Manaco, School Bus Monitor
Margaret Outhouse, School Bus Monitor

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F. Individual Contracts

approval to allow the Superintendent and the Board President to finalize the following individual contracts:

- Linda Eames, School Tax Collector
- Gordon Estey, Audio Visual Technician
- Joni Mergenthaler, Family Services Facilitator
- Matthew Rodgers, Audio Visual Assistant
- Celeste Trickler, Prevention Service Specialist

2. Instructional Personnel

A. Resignation

of Veronique Cheniaux as a French Teacher at the Academy effective June 30, 2014.

B. Appointments

- (1) **Michael Cutaia** received his Bachelor's degree in Business & Marketing from Nazareth College and his Master's degree in Education from Nazareth College. Mr. Cutaia is appointed to a 0.5 FTE Business Teacher position at the Academy effective September 1, 2014. This position is available as a result of a retirement.
- (2) **Cassandra Broton** received her Bachelor's degree in Spanish from SUNY Geneseo and her Master's degree in Special Education from Simmons College. She has been working as a Teacher/Case Manager in the field of Special Education in Massachusetts for the past 3 years. Ms. Broton is appointed to a 3-year probationary position as a Special Education teacher at the Middle School with a tenure area of Special Education effective September 1, 2014. This position is available as a result of a retirement.
- (3) **Jessica Perry** received her Bachelor's degree in Music from Ithaca College and is currently working on her Master's degree in Music Education from the Eastman School of Music. Ms. Perry has worked as a Music teacher in other Districts since 2009. Ms. Perry is appointed to a 3-year probationary 1.0 FTE Music Teacher position with a tenure area of Music effective September 1, 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 Cutaia	Business, Professional	9/1/2014	(0.5) of 4
Cassandra Broton	Spanish 7-12, Initial; Students w/ Disabilities 1-6, Pending; Students w/ Disabilities 7-12 Generalist, Pending; Students w/ Disabilities B-2, Pending	9/1/2014	3
Jessica Perry	Music, Initial	9/1/2014	5

(4) Extended School Year

the following persons for the Extended School Year Program effective July 7, 2014 through August 15, 2014 at a rate in accordance with contract:

- Brett Sabin – Special Ed Teacher
- Andrea Smith – Special Ed Teacher
- Deb VanDeMortel – Special Ed Teacher
- Kathy Keating – Special Ed Teacher
- Jeff McCarthy – Special Ed Teacher
- Carol Nicholson – Special Ed Teacher
- Kay Nemecek – Special Ed Teacher
- Jennifer Griffin – Occupational Therapist
- Chris D'Amato – Physical Therapist
- Claire Mendick – Speech Therapist



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- Mary Gleason – Nurse
- Lynnette Jones – Nurse
- Lorraine Ryan – Nurse
- Deanna Dramer – Social Worker

(5) Extended School Year

the following persons for summer work in the Technology Department effective July 1, 2014 through August 31, 2014 at the contractual rate.

- Cheryl Bournival
- Linda Galante
- Rose Rhode

(6) Substitute Teacher

the following individual as a Certified Substitute Teacher conditional upon verification of certification and criminal history clearance from the New York State Education Department where appropriate.

- Lisa Emerald-Kaufman

(7) Tenure Appointments

the following staff members for tenure appointments pending successful completion of their probationary periods. They have been reviewed by their Building Principal, the Superintendent and the Board of Education. The Superintendent recommends that the Board of Education approve the appointment to tenure in the Canandaigua City School District the following staff members:

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
Heidi Connell	Special Subject Tenure Area - Foreign Language	9/1/2014
Maria Green	Elementary Tenure Area - Childhood Education 1-6	9/1/2014
Eric Harter	Special Subject Tenure Area - Technology	9/1/2014
Ashley Madden	Special Subject Tenure Area - Speech	9/1/2014
Kathryn Michalko	Academic Subject Tenure Area – English	9/1/2014
Laura Randall	Special Subject Tenure Area - Special Education	9/1/2014
Margaret Wright	Special Subject Tenure Area - Special Education	9/1/2014

End of Consensus Agenda

Board Committee Reports

Audit & Finance Committee

Mr. Patrowicz reported on behalf of the Audit & Finance Committee which met on June 18. The committee discussed the Senior Citizen and Disability exemption. This is normally reviewed bi-annually. After brief discussion, is we agreed that the Audit & Finance Committee would review on an annual basis. The annual review the committee completed recently was discussed. Overall, very positive with a few comments for improvement that the committee will review. The Committee was not able to review the Educational Enrichment Fund or review the Claims Audit Report.

Mrs. Carleen Pierce, Assistant Superintendent for Business, reviewed there will be approximately \$2M in fund balance. With the discussion of a proposed capital project, a portion would be added to the Capital Project Reserve. Also another portion will be added to the Transportation Reserve and the Retirement Reserve. She reported that we currently have enough balance in our Tax Certiorari Reserve for use over the next several years.

Policy Committee

Mrs. Thomas reported on behalf of the Policy Committee. With the upcoming changes, the District Organizational Chart has been updated.



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- First Reading - Policy # 4111 Organizational Chart

The Committee met on June 18 with representatives from the current policy provider and New York State School Boards Association (NYSSBA). The Committee reviewed the services of each organization and it was agreed to change services to NYSSBA effective July 1, 2014.

District Committee Reports

Council for Instructional Excellence (CIE)

Mr. Delforte reported on behalf of CIE which met on June 11. The Committee approved a new college business math textbook. They also received a similar presentation of the Plan for Excellence as the Board received earlier in the evening. The Committee welcomed three new committee members who will begin in September.

Adjournment

Upon a motion made by Mrs. Pedzich, seconded by Mrs. Raeman, with all voting yes, the Board of Education approved the adjournment of the Regular meeting at 9:15 p.m. The next Regular meeting will be on July 24, 2014, at the Operations Center at 6:30 p.m.

APPROVED:
ADJOURNMENT

Respectfully Submitted,

Deborah Sundlov
District Clerk

Upcoming Events

- June 29 - Class of 2014 Commencement
- July 1 - Reorganizational Meeting ~ 8:00 a.m. (District Office)
- July 24 - Regular Board Meeting ~ 6:30 p.m.
- August 21 - Regular Board Meeting ~ 6:30 p.m.
- September 1 - Labor Day
- September 2 - Superintendent Conference Day
- September 3 - First Day of School