



## Canandaigua City School District Board of Education Meeting

Minutes ~ August 22, 2013

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, August 22, 2013 at 7:31 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, Julie Winston

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Cary Burke, Henry Peris, Joe Shields, Andy Thomas

### **Meeting Called to Order**

The meeting was called to order at 7:31 p.m. at the Operations Center by President Grimm with the Pledge of Allegiance.

### **President's Comments**

Mrs. Grimm asked the Board if going forward they are able to begin their anticipated Executive Session portion of the meeting 15 minutes earlier. It was agreed to try the earlier time.

### **Superintendent's Report**

Superintendent Erdle began by noting that the 2013-2014 school calendar has been delayed by the printer. The District has been told they would hopefully be in the mail on Monday, August 26. In the meantime, it has been posted on line.

The Board will continue their quick video informational tips with Mrs. Pedzich discussing the Strategic Plan. The videos will be posted on the school website.

Superintendent Erdle passed around the August 2013 issue of *School Bus Fleet*. The issue included a winning photo submitted by Mr. Scott Goble, Transportation Director, and Mr. Andy Thomas, Community Relations Coordinator, of two young students taking their first bus ride on Kindergarten Orientation Day.

Dr. Mark Lavner, Assistant Superintendent for Personnel and Support Services, reported on a meeting held earlier in the day regarding Northeast Park. The agreement with the city for the park is up for renewal this year. With the park being District property, the city would like to relinquish the day-to-day responsibilities and maintenance costs, and retain an option to discuss future development of the park, specifically a playground and/or walking path. The Board ensued in discussion about either not renewing the agreement or to leave the agreement as is. It was agreed that Superintendent Erdle will respond back to the City and then report back to the Board.

### **Public Comments**

There were no public comments.

### **Approval of Minutes**

Upon a motion made by Mrs. Raeman, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education approved the meeting minutes of the Regular Board Meeting of July 25, 2013 and the Special Board Meeting of August 5, 2013.

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



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**Approval of July Warrants**

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

**APPROVED:**  
**JULY**  
**WARRANTS**

General Fund

# 7 Checks 006313 to 006504

General Fund includes one hundred eight (108) electronic transfer credit card payments

Federal Fund

# 7 Checks 000322 to 000331

Cafeteria Fund

# 7 Checks 000516 to 00523

Capital Fund

# 7 Checks 000308 to 000309

**PILOTS and PIF's**

Mr. Joe Shields, Ferrara, Fiorenza, Larrison, Barrett & Reitz, P.C., provided the Board with an overview of Payment in Lieu of Taxes (PILOTS) and PILOT Increment Financing (PIF) ,Tax Certioraris and how to protect our real property tax base.

**Mr. Shields left at 8:28 p.m.**

**Strategic Plan**

Dr. Henry Peris, Warner School of Education, presented the Board with an overview of the Strategic Planning process that will occur over the 2013-2014 school year.

**Dr. Henry Peris left at 8:52 p.m.**

**3-8 ELA and Math Results**

Dr. Julie Winston, Assistant Superintendent for instructions, reviewed the 2012-2013 Grades 3-8 State Assessments. On August 7 the Commissioner released a statement saying the numbers do not mean that kids are not learning. The scores are a new baseline.

**Mrs. Grimm left at 9:02 p.m. during 3-8 Results and returned at 9:18 during Operations and Facilities Report**

**Consensus Agenda**

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

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

**Business and District Matters**

1. the request of Mr. John LaFave, Primary School Principal, to accept school materials donated from the Dollar Tree with a value of approximately \$600.
2. the request of Mr. Brian Nolan, Middle School Principal, for initial approval for the below field trips. Additional information is included as an attachment and is filed in the Supplemental Minutes File.
  - **Natural Helpers** on November 6-8, 2013 to Camp LeTourneau in Rushville, New York
  - **8<sup>th</sup> Grade Class Trip** on May 8-10, 2014 to Washington, D.C.

**DONATION**

**FIELD TRIPS ~**  
**INITIAL**  
**APPROVAL**



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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.

- **NAFME National Honors Ensemble** on October 27-30, 2013 to Nashville, Tennessee

- the request of Mr. Brian Nolan to approval for Philip R. Fusco to conduct a half day workshop with a team from Canandaigua Middle School engaged in support of Character Education. The cost of \$250 will be paid by the Middle School Leadership account. **GUEST SPEAKER**
- the request of Dr. Mark Lavner, Assistant Superintendent for Personnel and Support Services, is to declare the below list of buses as surplus equipment and to sell them at public auction: **SURPLUS EQUIPMENT**
  - **Bus #22** 2002 full size bus with 136,183 miles on it. VIN # 4UZAAXBV52CJ12969
  - **Bus #23** 2002 full size bus with 149,314 miles on it. VIN # 4UZAAXBV72CJ57623
  - **Bus #24** 2002 full size bus with 134,573 miles on it. VIN # 4UZAAXBV92CJ57624
  - **Bus #30** 2004 full size rear engine bus with 88,932 miles on it. VIN # 1T7YR4B2841131517
  - **Bus #34** 2003 full size bus with 125,864 miles on it. VIN # 4UZAAXCSX3CL70622
  - **Bus #38** 2004 full size bus with 149,249 miles on it. VIN # 4UZAAXCS54CM58480
- the request to amend the 2013-2014 school calendar by removing the K-5 half day scheduled for September 27, 2013. **SCHOOL CALENDAR**
- the District Safety Plan for the 2013-2014 school year. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **DISTRICT SAFETY PLAN**
- the request of Mr. Jim Simmons, Director of Athletics, approval for the following volunteers. **ATHLETIC VOLUNTEERS**
  - Kelly Broderick for Girls Soccer
  - Cheri Chinn for Girls Volleyball
- the request of Mr. John LaFave, for the below: **STUDENT TEACHER/FIELD PLACEMENT**
  - Katie Jones from Nazareth College, with Emily Phillips, September 3 to October 14, 2013
- 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. **Resignations**

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Amanda Wilson	Teacher Aide	Resignation	7/28/2013
Jennifer Coles-Lloyd	Teacher Aide	Resignation in order to Accept another position	6/30/2013
Linda Gonzalez	Food Service Helper	Resignation	6/20/2013
Kay Griffin	Food Service Helper	Resignation in order to Accept another position	9/1/2013
Fredrick Barnhart, Sr.	Custodial Worker	Resignation for the Purpose Of Retirement	9/27/2013
Harry Parks	School Monitor	Resignation in order to Accept another position	8/12/2013
Harry Parks	School Bus Driver	Resignation in order to Accept another position	8/22//2013
Melanie Nwaobia	Teacher Aide	Resignation	8/16/2013



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<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Carol Conner	School Bus Driver	Resignation for the Purpose of Retirement	8/27/2013

### B. Appointments

(1) <u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Christopher Redington	Teacher Aide	9/1/2013	\$9.82/hr.
Scott VanDuyne	Substitute School Bus Driver	8/29/2013	\$13.63/hr.
Kay Griffin	Substitute Teacher Aide	9/1/2013	\$7.25/hr.
Harry Parks	Substitute School Bus Driver	8/23/2013	\$13.63/hr.
Carol Rowley	Custodial Worker	9/2/2013	\$10.89/hr.
Lucy Fernandez	School Monitor	9/1/2013	\$7.25/hr.
Vanessa Lombardi	Teacher Aide	9/1/2013	\$9.82/hr.
Jennifer Rotz	Teacher Aide	9/1/2013	\$9.82/hr.
Tracy Arthur	Teacher Aide	9/1/2013	\$9.82/hr.
Diane Rocca	Account Clerk-Typist	9/3/2013	\$12.25/hr.

- (2) the following individual for a Contract Substitute Teacher Aide appointment at an hourly rate of \$8.33 for a minimum of 135 days effective September 1, 2013 through June 30, 2014.

Nissa Deibler	K-5
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### 2. Instructional Personnel

#### A. Leave of Absence Rescinded

- (1) of **Kimberly Kane**, a Music Teacher at the Primary School, to withdraw her request for an unpaid child-rearing leave of absence from September 1, 2013 through November 8, 2013 which was approved at the February 7, 2013 BOE meeting.
- (2) of **Nathan Bohn**, a Teaching Assistant at the Elementary School, requesting a leave of absence from his position effective September 1, 2013 to December 16, 2013.

#### B. Resignation

of **Nicole Steger**, a Part-time English Teacher and Long Term Substitute at the Middle School effective August 2, 2013.

- (1) of **Maureen Kanaley-Messina**, a Contract Substitute Teacher at the Primary School effective August 16, 2013.

#### C. Appointments

- (1) of **Kristen Marsjanik** who received her Bachelor's degree in Human Development from SUNY Binghamton and her Master's degree in School Counseling from SUNY Buffalo. She worked as a School Counselor in Virginia since 2011. Ms. Marsjanik is appointed to a 3-year Probationary position as a School Counselor with a tenure area of School Counselor effective August 19, 2013. This position is available as a result of a resignation.
- (2) of **Jennifer Kirby** who received her Bachelor's degree in Counseling and her Master's degree in Education Administration both from Old Dominion University. Ms. Kirby has been in the field of Special Education since 1997. She has been working for the District as a per diem substitute teacher since the 2012-2013 school year. Ms. Kirby is appointed to the position of Long-Term Substitute Teaching Assistant, Math at the Middle School for the 2013-2014 school year. This position is available as a result of a leave of absence.



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- (3) of **Maureen Kanaley-Messina** who has worked for the District as a Teacher Aide since 2007 and as a Long-Term Substitute teacher in the 2008-2009 and 2012–2013 school year. Ms. Messina is appointed to a 3-year probationary position as a Kindergarten teacher with a tenure area of PreK-6. This is a new position.
- (4) of **Katelyn Lowry** who received her Bachelor's degree in Italian and her Master's degree in Education both from Nazareth college. Ms. Lowry has been subbing as an ESOL teacher at other school districts in this area since 2012. She is appointed to a .65 FTE ESOL position effective September 1, 21013. This is a new position.

<u>Name</u>	<u>Certification</u>	<u>Effective Date</u>	<u>Step</u>
Kristen Marsjanik	School Counselor, Provisional	8/19/2013	3
Jennifer Kirby	Students W/ Dis Gen. 7-12, Initial Student s W. Disabilities 6-12, Initial	9/1/2013-6/30/2014	7
Maureen Messina	PreK-6, Permanent	9/1/2013	2
Katelyn Lowry	ESOL K-12, Initial	9/1/2013	.65 of 2

(5) 2013-2014 Contract Substitute Teachers

the following individuals have to Contract Substitute Teacher positions for a guaranteed minimum of 135 days at \$100 per day effective September 1, 2013 through June 30, 2014.

Jeffrey Scott	Academy
Erin Haley	Middle School
Lyndsey Sanford	Middle School
Jonathan Canough	Middle School
Alexa Walters	Middle School
Kimberly Martin	Primary School
Heather Power	Primary School
Ellen Weeks	Primary School

(6) 2013-2014 School Year Co-Curricular Appointments

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

<u>Position</u>	<u>Building</u>	<u>Employee</u>
Peer Mediator	MS	Joni Mergenthaler

(7) Substitute Teacher

The following individual is recommended as a Certified Substitute Teacher conditional upon criminal history clearance from the New York State Education Department.

Nathan Bohn (Preferred)

***End of Consensus Agenda***

***District Committee Reports***

Operations & Facilities Committee

Mrs. Raeman Reported on behalf of the Operations & Facilities Committee which met on July 29 and August 15. The Committee reviewed the Building Condition Survey. The Committee will be meeting again on August 29 to continue the discussion on the various items, including the track and fields that could be completed under a potential athletic project.



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### Audit/ Finance Committee

Mr. Bill Patrowicz reported on behalf of the Audit Finance Committee which met on August 21. The Committee decided to pursue a formal evaluation on the Internal Auditor this school year. The committee discussed an In-depth Payroll Audit and Informational Technology Audit. The District will proceed with the Payroll Audit first and then the Information Technology Audit. The quarterly Claims Audit Report was presented showing a few violations that were caught and rectified. In October the Committee will have updated information on the Senior Citizen and Disability Exemptions. Fund balances were updated to the Committee. The next meeting is scheduled for September 18, 2013.

### **Board Committee Discussion**

Upon a motion made by Mrs. Pedzich, seconded by Mrs. Kesel, with all present voting yes, the Board of Education approved the Board Committee Assignments and Charges for the 2013-2014 school year.

**APPROVED:**  
**COMMITTEE**  
**ASSIGNMENTS AND**  
**CHARGES**

### **New York State School Board Association**

Mrs. Grimm advised the Board the current New York State School Board (NYSSBA) Resolutions have been issued and will be added to the Board website. Mrs. Grimm and Mrs. Thomas are available to attend the convention for each day except Saturday. She asked if any Board member is able to attend, please let Mrs. Grimm know. The convention is October 24-26

### **District Committee Reports**

#### Educational Enrichment Fund (EEF)

Mrs. Kesel reported on behalf of the EEF Committee which met on August 19 for their Annual Reorganizational Meeting. The committee discussed future fund raising and building awareness of EEF. Mrs. Pierce will investigate the By-Laws for District responsibilities and options and report back to the Board.

### **Adjournment**

Upon a motion made by Mrs. Kesel, seconded by Mr. Reho, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 9:54 p.m. The next Regular meeting will be on September 5, 2013 at the Operations Center at 6:30 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully submitted,

Deborah Sundlov  
District Clerk

### **Upcoming Events**

- August 26 - New Employee Breakfast
- August 27 - UPK Orientation
- August 28 - Freshman and New Student Orientation
- August 28 - Freshman Parent Night
- August 29 - Kindergarten Orientation Day Bus Run
- August 29 - Site Committee Meeting
- September 2 - Labor Day
- September 3 - Superintendent's Conference Day
- September 3 - 6<sup>th</sup> Grade Open House
- September 4 - First Day of School Grades 1-12
- September 5 - **Regular Board Meeting**
- September 6 - First Day of School - Kindergarten



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- September 9 - First Day of School - UPK
- September 11 - Academy Open House
- September 12 - Site Committee Meeting
- September 12 - 7<sup>th</sup> & 8<sup>th</sup> Grade Open House
- September 16 - Policy Committee Meeting
- September 18 - Audit Committee Meeting
- September 19 - **Regular Board Meeting**
- September 22 - Fall Begins
- September 26 - Elementary School Open House
- September 28 - Homecoming Parade and Game
- October 3 - **Regular Board Meeting**
- October 7 - Parent Night - District Safety
- October 10 - Primary School Open House
- October 11 - Emergency Drill - Half Day K-12
- October 14 - Columbus Day
- October 15 - Superintendent's Conference Day
- October 15 - Audit Committee Meeting
- October 17 - **Regular Board Meeting**