



## Canandaigua City School District Board of Education Meeting

Minutes ~ September 5, 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, September 5, 2013 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, Julie Winston

ADMINISTRATORS/SUPERVISORS PRESENT: John LaFave, Deb Proffitt, Mike McClain, Scott Goble, Jim Simmons, Anne Ceddia, Kevin McNamara, Marcie Ware, Vernon Tenney, Brian Nolan

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Christine McClain, Mike Prusinowski, Heather Rauli Andy Thomas, Danielle Owdienko

### ***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. Raeman, with all present voting yes, the Board of Education approved calling an Executive Session at 6:33 p.m. for the purposes of discussing the employment history of nine particular employees and matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employee.

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

***The Board took a break from 7:23 p.m. to 7:35 p.m.***

### ***Meeting Called to Order and Pledge of Allegiance to the Flag***

Mrs. Grimm reconvened the meeting at 7:35 p.m. and asked everyone to stand for the Pledge of Allegiance.

### ***President's Comments***

Mrs. Grimm welcomed all in attendance.

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

Superintendent Erdle noted that she will begin "Lunch with your Administrators" for K-12 students on September 25 with grade 2. Grades K-5 will be invited to the District Office for a pizza lunch with the office Administrators and corresponding building Principal. This is a way for students to hear a little bit about the District Office Administrators and their Principals.

A letter to staff and families will be sent advising them the Board will be entering into a Strategic Planning process and asking for their participation. The following dates were provided to the Board:

- September 30; Strategic Planning Committee Meeting, Operations Center, 3:30 p.m. - 5:00 p.m.
- October 5; Vision Summit, Middle School Auditorium with Break-Out Groups, 9:00 a.m. - 12:00 p.m.
- October 9; Writing Group, 8:00 a.m. - 3:00 p.m.
- October 15; Strategic Planning Committee Meeting, Operations Center, 8:00 a.m. - 3:00 p.m.
- October 24, 25; Focus group meetings, Various Locations, All Day
- January 9; Board of Education Meeting - Adopt Vision
- January 13; March 1, Study Group Work
- March 18; Strategic Planning Committee meeting, Operations Center, 8:00 a.m. - 3:00 p.m.
- April 7; Strategic Planning Committee meeting, Operations Center, 8:00 a.m. - 3:00 p.m.
- April 24; Board of Education Meeting - Presentation
- May 22; Board of Education Meeting - Approve Strategic Plan

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Superintendent Erdle announced that the Academy has been selected as a Reward School. This is a celebration of New York State schools that have made the most progress or have the highest achievement in the state with no significant gaps in student achievement. A Reward School is leading New York State toward the accomplishment of educational excellence through an increase in student achievement and closing the gap in student performance.

**Public Comments**

There were no public comments.

**Approval of Minutes**

Upon a motion made by Mrs. Kesel, seconded by Mr. Polimeni with all present voting yes, the Board of Education approved the meeting minutes of the Regular Board Meeting of August 22, 2013.

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

**Educational Presentation**

**Opening Day Reports**

Dr. Julie Winston, Assistant Superintendent for Instruction, introduced each of the principals/directors for their reports.

**Middle School**

Mr. Brian Nolan reported it was a wonderful opening day. He gave kudos to the Building and Grounds Department, Technology Department, Transportation Department and secretaries for everything they did over the summer and the first day. At the end of the day Mr. Deven York was on the roof filming the students departure.

<u>Grade 6</u>	<u>Grade 7</u>	<u>Grade 8</u>
302	288	272

Mr. Nolan reported that a total of 12 students, six each from 7<sup>th</sup> and 8<sup>th</sup> grades are enrolled at the Canandaigua Academic and Career Center (CACC). This is the first school year that 7<sup>th</sup> graders have begun their school year at the CACC.

**Academy**

Mr. Vernon Tenney reported on a successful first day. He also complimented the Building and Grounds Department, Technology Department, Transportation Department, and secretaries for their work that made the first day a success. Students already seem to be fully engaged with staff.

<u>Grade 9</u>	<u>Grade 10</u>	<u>Grade 11</u>	<u>Grade 12</u>
300	290	299	309

Mr. Tenney reported there are nine freshman, six sophomores, five juniors and four seniors at CACC. He also reported on a new partnership with the Rochester Ad Council on distracted driving; juniors and seniors will view this documentary. Any junior or senior wishing to earn parking privileges must complete an on-line distracted driving lesson, in addition to submitting the proper paperwork, prior to receiving a parking permit.

**Elementary School**

Mrs. Marcie Ware reported that she the Elementary School looks fabulous. She also heard the same sentiment from many parents and staff. She also thanked all who made such a positive opening day possible.

<u>Grade 3</u>	<u>Grade 4</u>	<u>Grade 5</u>
263	256	261



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**Primary School**

Mr. John LaFave also expressed his appreciation for the positive work that was completed during the summer to culminate in a positive opening day. There are currently 79 pre-kindergarten students registered with five additional slots to be filled.

<u>Kindergarten</u>	<u>Grade 1</u>	<u>Grade 2</u>
269	244	286

**Special Education**

Mrs. Deb Proffitt reported there are 501 school age students with disabilities. Of that 447 are in district and 54 out of district. She also gave to all but special kudos to the Transportation Department. In the past there have been 12 different locations students need to be transported to. This year that has increased to 15. Working with the department is always a pleasure.

<u>Primary</u>	<u>Elementary</u>	<u>Middle</u>	<u>Academy</u>	<u>CACC</u>
79	114	115	131	8

**Food Service**

Dr. Mark Lavner noted there are five new food services workers this year. Everyone is eager to get going. Last year there were significant changes in the lunch guidelines. This year the breakfast program has changes. Lunch sales were down slightly to: 300 at the Middle school, 400 at the Academy, 250 at the Elementary School and 190 at the Primary School ( and noted that kindergarten is not yet in session). Free and reduced as it currently stands is 31% at the Primary, 29 at both the Elementary and Middle Schools and 22.4% at the Academy. Districtwide the number is 27%. Those numbers will likely change as more applications are received. The State Education Department will be conducting an audit on our lunch menus.

**Transportation**

Mr. Scott Goble reported that the District took delivery of six new buses before the start of school. This is good, because then students don't have to learn a new bus line up midyear. Timing was slightly off this opening day, but better on the second day. Friday will have the addition of the kindergarten students.

**Facilities**

Mr. Mike McClain reported that his staff did a wonderful job having everything up and running. He had a fairly smooth opening day.

**Athletics**

Mr. Jim Simmons reported that athletics actually begins at the end of summer. This year August 19. Coaches and students are working hard. Boys soccer has already completed two games, winning both. As it stands, we have slightly more girls signed up for fall sports than boys. Mr. Simmons has a new initiative this year, Twitter. Feel free to "follow" @CABravesSports.

**Technology**

Mr. Kevin McNamara began his report by providing an overview of what the Technology Departments goals were for the summer. With various items out of his hands, the department obtained about 85% of their goals. The department had six summer help students this year.

The Board then enjoyed a brief video Mr. Andy Thomas produced on his opening day visit from bus to the Academy.

***Most not participating in the rest of the meeting left at 8:28 p.m.***

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**Proposed Tax Roll Resolution**

Upon a motion made by Mr. Reho, seconded by Mrs. Kesel, with all present voting yes, the Board of Education approved voting on the Tax Roll Resolution:

**APPROVED:**  
**TAX ROLL**  
**RESOLUTION**

The Superintendent recommended the following resolution be adopted to accept the tax roll.

WHEREAS, the Board of Education was authorized by a vote of the people on May 21, 2013, the raising for the budget of the 2013 - 14 school year a sum not to exceed \$66,994,794, and

WHEREAS, no additional surplus funds are available for use against the levy.

THEREFORE BE IT RESOLVED, that the Board of Education fix the equalized tax rates by towns and city based on a tax levy of \$40,787,041 and confirm the extension of the taxes as they appear on the following described tax roll attached,

AND BE IT HEREBY DIRECTED, that the 2013 tax warrant of the Board of Education duly signed shall be affixed to the above described tax rolls authorizing the collection of said taxes to begin October 1, 2013

and to end December 31, 2013, and at the expiration of such time the tax collector shall make an accounting in writing to the Board.

Joseph Delforte, Jr.	Voting Yes
Jeannie Kesel	Voting Yes
Bill Patrowicz	Voting Yes
Michelle Pedzich	Voting Yes
John Polimeni	Voting Yes
Michelle Raeman	Voting Yes
Tom Reho	Voting Yes
Beth Thomas	Voting Yes
Jeanie Grimm	Voting Yes

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**Consensus Agenda**

Upon a recommendation by the Superintendent, a motion made by Mrs. Raeman, and seconded by Mrs. Thomas, with Mrs. Pedzich abstaining from the appointment of the Elementary School Contract Sub for a conflict of interest, and all other present voting yes, the Board of Education approves/accepts the Consensus and Supplemental Agendas.

**APPROVED**  
**CONSENSUS**  
**AND**  
**SUPPLEMENTAL**  
**AGENDAS**

**Business and District Matters**

1. the Treasurer's Report for the period of July 1, 2013 - July 31, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File.
2. the Appropriation Status Report, which is a summary, for the period of July 1, 2012 - July 31, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File.
3. the Revenue Status Report, which is a summary, for the period of July 1, 2012 - July 31, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

**TREASURER'S**  
**REPORT**

**BUDGET STATUS**  
**REPORT**

**REVENUE STATUS**  
**REPORT**



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4. the below resolution:

**CERTIFICATION  
OF LEAD  
EVALUATORS**

BE IT RESOLVED THAT **John Arthur, Maaike Burr, Patrick Case, Anne Ceddia, Peter Jensen, Eric Jordan, Bridget Harris, John LaFave, Mark Lavner, Brian Nolan, Karen Salvia-Mottler, Valerie Schubmehl, James Simmons, Vernon Tenney and Marcie Ware** are hereby certified as a Qualified Lead Evaluator of Teachers having successfully completed the training requirements prescribed in 8 NYCRR §30-2.9(b), including:

- 1) The New York State Teaching Standards, and their related elements and performance indicators/the Leadership Standards and their related functions;
- 2) Evidence-based observation techniques that are grounded in research;
- 3) Application and use of the student growth percentile model and the value-added growth model as defined in 8 NYCRR §30-2.2;
- 4) Application and use of the State-approved Teachers rubric selected by the Canandaigua City School District for use in the evaluation of Teachers, including training on the effective application of such rubric to observe a Teachers practice;
- 5) Application and use of the assessment tools that the Canandaigua City School District utilizes to evaluate its Teachers, including by not limited to evidenced based observation, evidenced based school visits, artifact collection and review and professional goals;
- 6) Application and use of the State-approved locally selected measures of student achievement used by the Canandaigua City School District to evaluate its Teachers;
- 7) The scoring methodology utilized by the Department and the Canandaigua City School District to evaluate a Teachers under 8 NYCCR Subpart 30-2, including
  - a. How scores are generated for each subcomponent and the composite effectiveness score of Teachers, and
  - b. Application and use of the scoring ranges prescribed by the Commissioner for the four designated rating categories used for the overall rating of Teachers and their subcomponent ratings; and
- 8) Specific considerations in evaluating Teachers of English language learners and students with disabilities.

5. the request for Michael Zemla, Spanish translator, for our ESL students/families to continue during the 2013-2014 school year. Mr. Zemla has a BA in Spanish Business Translation from Northern Illinois University and a Masters of Business Administration from Cardean University, Deerfield, Il. He lived in Bogota for 5 years running a large finance company. In addition, he has translated Federal Documents for Visas, interpreted for Newark Central School parent meeting and written translations of state required school documents for special needs children from English to Spanish for Little Face LLC. Mr. Zemla can accommodate a request within 24 hours when necessary. His rate of pay includes \$25 per page for translations and \$35 per hour with mileage reimbursement (or \$45 per hour w/out mileage reimbursement) for his interpreting services at meetings, parent-teacher conferences.

**TRANSLATOR**



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- 6. an agreement between the Veterans Administration Medical Center and Canandaigua City School District for a Revocable License allowing the use of space in Building 36, a total of 18,298 square feet. This is for the time period September 1, 2013 through August 31, 2018. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **AGREEMENT**
  
- 7. the approval of the establishment of Change Fund for summer school, as follows: **CHANGE FUND**

<u>Change Fund</u>	<u>Amount</u>
Primary School Cafeteria	\$20.00
  
- 8. the request of Mr. Jim Simmons, Athletic Director, for approval of the below field trip. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **ATHLETIC FIELD TRIP ~ APPROVAL**
  - Cross Country Team, Adirondacks Classic Invitational Meet, Queensbury, New York, September 20-21, 2013.
  
- 9. the recommendations of the Committee on Preschool Education, which is filed as an attachment in the Supplemental Minutes File. **PRESCHOOL SPECIAL EDUCATION**
  
- 10. 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. Resignation

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Charles Osborne	Custodial Worker	Resignation for the Purpose of Retirement	11/16/2013
Deborah Frangakis	Food Service Helper	Resignation for the Purpose of Retirement	9/3/2013
Michelle Marsh	Teacher Aide	Resignation	9/3/2013

B. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Wendy Flacco	Substitute Teacher Aide	9/1/2013	\$7.25/hr.
Patricia Yarger	Substitute Teacher Aide	9/1/2013	\$7.25/hr.
Margaret Smith	Substitute School Monitor	9/1/2013	\$7.25/hr.
Dawn Dittmer	Teacher Aide	9/1/2013	\$9.82/hr.
Jennifer Clark	Food Service Helper	9/1/2013	\$8.15/hr.
Cynthia Caputo	Teacher Aide	9/1/2013	\$9.82/hr.
Tanya Hoover	Food Service Helper	9/1/2013	\$8.15/hr.
Cynthia Molina	Food Service Helper	9/1/2013	\$8.15/hr.
Jennifer Hogle	Food Service Helper	9/1/2013	\$8.15/hr.
Tammy Burnett	Food Service Helper	9/1/2013	\$8.15/hr.
Dawn Valente	School Monitor	9/4/2013	\$7.25/hr.
Catherine Heeb	Substitute RN	9/4/2013	\$20.00/hr.





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2. Instructional Personnel

A. Resignation

- (1) of **Laura Sufлита**, a contract substitute teacher at the Elementary School, effective August 21, 2013.
- (2) of **Emily Williams**, a contract substitute teacher at the Academy, effective August 29, 2013.
- (3) of **Deana Cleason**, a Teaching Assistant at the Elementary School, effective August 30, 2013.
- (4) of **Jessica Sheridan**, a Grade 3 Teacher at the Elementary School, effective September 6, 2013.

B. Appointments

- (1) of **Emily Williams** received her Bachelor's degree in English and her Master's degree in Liberal Studies both from Nazareth College. Ms. Williams has been working as a per diem substitute teacher for the District since 2010. Ms. Williams will now be appointed to a .5 FTE English Teacher position and a .5 FTE Long Term Substitute English Teacher position for the 2013-2014 school year.
- (2) **Corrine Bristol** received her Associate of Nursing degree from Finger Lakes Community College. She has been working at Newark Wayne Community Hospital for the past year. Ms. Bristol is appointed to a probationary position as a School Nurse at the Academy effective September 16, 2013. This position is available as a result of a resignation.

<u>Name</u>	<u>Certification</u>	<u>Effective Date</u>	<u>Step</u>
Emily Williams	English 7-12, Professional	9/1/2013-6/30/2014	3
Corrine Bristol	Registered Professional Nurse	9/16/2013	2

(3) 2013-2014 Contract Substitute Teachers

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

Sarah Swartout	Elementary School
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***End of Consensus Agenda***

***New York State School Board Association Delegate***

Upon a motion made by Mrs. Thomas, seconded by Mrs. Raeman, with all present voting yes, the Board of Education approved Mr. Joe Delforte as Voting Delegate at the New York State Board Association annual meeting on October 26, 2013. Also agreed, if there is a cost for Mr. Delforte to attend the vote only, he will not attend.

**APPROVED:**  
**VOTING**  
**DELEGATE**

***Board Committee Reports***

Operations & Facilities Committee

Mrs. Michelle Raeman reported on behalf of the Operations & Facilities Committee which met on August 29, 2013. The Committee continued to review the athletic fields and discussed the potential for a project. The Committee hopes to have a more definitive thought in the next meeting or two and will present to the Board for their consideration. The next meeting is scheduled for September 12.

Mrs. Pierce, Assistant Superintendent for Business, was asked to provide to the Board an updated list of when current projects will be off the rolls.



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### **APPR Disclosure**

Superintendent Erdle stated that by law the Board is required to appoint a person to disclose to parents who request a teachers' Composite Effectiveness Score (CES) and Final Quality Ratings. The Board was provided copies of the requirements and procedures for APPR Disclosure, an APPR Rating Explanation sheet, and Teacher/Principal APPR Disclosure Request Form. The Board discussed the process and agreed that Mrs. Erdle will be appointed with Dr. Julie Winston as her designee. The Board also agreed that scores will be made via an in person meeting with the requesting parent after the request form is completed and verified. This process has been reviewed by the school attorney.

Upon a motion made by Mrs. Pedzich, seconded by Mr. Delforte, with all present voting yes, the Board of Education approved the APPR Disclosure process and the appointment of Mrs. Lynne Erdle to meet with parents and provide verbal scores after Disclosure Request Form is received and verified.

**APPROVED:**  
**APPR PROCESS**  
**AND**  
**APPOINTMENT**

### **Closing Remarks**

Mr. Patrowicz noted that the Board of Regents met in July. He will provide the Board with a summary write up of what was discussed.

Mr. Patrowicz also commented that he put his name in to meet with the Commissioner on September 13. He was not selected. He has been copied in on many emails from people around that state who also tried and were not successful in securing a spot.

Superintendent Erdle was asked to provide to the Board an update on the Gemini program.

### **Adjournment**

Upon a motion made by Mrs. Kesel, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 8:45 p.m. The next Regular meeting will be on September 19, 2013 at the Operations Center at 6:30 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully submitted,

Deborah Sundlov  
District Clerk

### **Upcoming Events**

- September 6 - First Day of School
- 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