



Canandaigua City School District Board of Education Meeting

Minutes ~ September 19, 2013
Operations Center, 5500 Airport Road

The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, September 19, 2013 at 6:59 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, Tom Reho, Beth Thomas

BOARD MEMBERS ABSENT: Michelle Raeman (*excused*)

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

ADMINISTRATORS PRESENT: Anne Ceddia, Kevin McNamara, John LaFave, Scott Goble, Jim Simmons, Brian Nolan, Vernon Tenney, Val Schumbhel, Mike McClain, Marcie Ware

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Jeannie Calabrese, Andy Thomas, Abby Zanowick

Executive Session

Upon a motion made by Mrs. Kesel, seconded Mr. Delforte, with all present voting yes, the Board of Education approved calling an Executive Session at 6:59 p.m. for the purposes of discussing the employment history of six particular employees and matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employee and one collective negotiations pursuant to Article 14 of the Civil Service Law (the Taylor Law) and one discussion regarding proposed, pending or current litigation.

APPROVED:
EXECUTIVE
SESSION

Return to Open Session

Upon a motion made by Mrs. Kesel, seconded by Mr. Reho, with all present voting yes, the Board of Education returned to Open Session at 7:18 p.m.

APPROVED:
OPEN SESSION

The Board took a break from 7:18 p.m. - 7:30 p.m.

Meeting Called to Order and Pledge of Allegiance to the Flag

The meeting was called to order at 7:30 p.m. at the Operations Center by President Grimm with the Pledge of Allegiance.

President's Comments

Mrs. Grimm welcomed all in attendance and gave a special welcome to the new student representative, Jeremy Trevvett. Mrs. Grimm also passed around information about a Science, Technology, Engineering and Mathematics (STEM) Conference scheduled for Friday, October 24 at the Rochester Museum and Science Center on STEM careers for the 21st Century. Mrs. Grimm also noted the invitation in the Board members folders inviting them to the Community Breakfast on October 4.

Superintendent's Report

'Shout Outs'

Superintendent provided the Board with several shout outs for the District:

- A former CACC student who was placed three years ago at the Finger Lakes Animal Hospital as a veterinarian technician; was hired upon graduation. This year another CACC student placed there and this student now reports to our original student.

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- We have had several students score in the 99th percentile in math or ELA. We also have a fourth grade student who scored 399/400 on the third grade ELA and a fifth grade student who scored 398/400 on the Math 5.
- This past summer on two separate occasions, July and August; a "Bookmobile" visited four locations in the Canandaigua area to distribute free books to students so they could keep reading during the summer. Several staff members participated each time.
- Several students presented at the 9/11 Remembrance Ceremony at the American Legion:
 - o Anders Namestnik sang the National Anthem
 - o Daniel Sohn sang God Bless America
 - o Meredith Hutchings, Abbye Wyffels and Danielle Simmons sang America
 - o Bill Hobart, Anders Namestnik and Wilson Simmons play Taps
- In Special Programs for the 2012-2013 school year, all students participated in the New York State Alternative Assessment and reached either a 3 or 4 in ELA, Math, Science and Social Studies.
- Friday, September 20 is the girls soccer 4th Annual Pink Out fundraiser for Breast Cancer Awareness game against Pittsford Mendon.
- Mr. Scott Goble is working with Wegmans to provide a bus for a Fill the Bus campaign in conjunction with Food Link. We will be providing a bus October 12-26 at the local Wegmans store that will be filled with donated food.
- A special thank you to the Academy Custodial maintenance staff for a quick clean-up of Room 127 after the recent fire. They were literally waiting in the halls for the adjustor to leave.
- Dr. Mark Lavner will be running in the Rochester City Marathon on Sunday, September 22.

Public Comments

There were no public comments.

Student Representative

Jeremy Trevvett, Student Representative, reported the first home football game for Varsity Football was held on September 14. Pink Out for Girls Soccer is scheduled for September 20. Open House at the Academy was cancelled due to the fire in Room 127. A rescheduled date will be announced soon. An Activity Fair was held September 19, 20 to help students become more acquainted with the extra-curricular activities available to them. The week of September 23 is homecoming week with different dress days each day, parade on Saturday, September 28 and then the homecoming game and finally the homecoming dance.

Approval of Minutes

Upon a motion made by Mrs. Kesel, seconded by Mrs. Thomas, 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

Approval of August Warrants

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

APPROVED:
AUGUST
WARRANTS

General Fund

8 Checks 006505 to 006648

General Fund includes one hundred twenty-four (124) electronic transfer credit card payments

Federal Fund

8 Checks 000332 to 000353

Cafeteria Fund

8 Checks 000524 to 000533

Capital Fund

8 Checks 000310 to 000311

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Educational Presentations

School Improvement Plan Review

Dr. Julie Winston, Assistant Superintendent for Instruction, introduced each building and department leader who presented one or two initiatives from their plan and why that initiative was included. Entire plans for all departments were provided to the Board for their review.

Primary and Elementary Schools

Mr. John LaFave, Primary School Principal and Mrs. Marcie Ware, Elementary School Principal, presented an overview of the below initiative:

- By the end of the 2013-14 school year, develop scheduling configurations to promote collaborative and instructional opportunities for all teachers

Middle School

Mr. Brian Nolan, Middle School Principal, presented an overview of the below initiative:

- Provide enhanced, comprehensive literacy program for the Middle School (MS) community

Academy

Mr. Vernon Tenney, Academy Principal, presented an overview of the below initiatives:

- College and Career: To investigate the feasibility of an online course experience for graduating students
- Character Education: To review our current Spring Fling format

Special Education

Mrs. Anne Ceddia and Mrs. Val Schubmehl, Assistant Directors of Special Education, presented an overview of the below initiative:

- To create a Special Programs website with a minimum of three (3) topics that will be completed and accessible on the Canandaigua City School District's website by June 30, 2014

Food Service

Dr. Mark Lavner, Assistant Superintendent for Personnel and Support Services, presented an overview of the below initiatives:

- Adopt the food-based menu planning approach according to the Healthy, Hunger-Free Kids Act of 2010
- Increase student participation rate in the lunch and breakfast program

A question was asked about what happened if a student is no longer here and there is remaining money in their account. Dr. Lavner will get back to the Board with the answer.

Transportation

Mr. Scott Goble, Director of Transportation, presented an overview of the below initiatives:

- Refine the newly developed Bus of the Month Program
- Enhance department website

Facilities and Operations

Mr. Mike McClain, Director of Facilities and Operations, presented an overview of the below initiatives:

- Develop a system of accountability
- Develop the department's knowledge base and skill set



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Athletics

Mr. Jim Simmons, Athletic Director, presented an overview of the below initiative:

- To become a NYSPHSAA Scholar Athlete School of Distinction for 2013-2014

Technology

Mr. Kevin McNamara, Director of Technology, presented an overview of the below initiative:

- A successful Groupwise to Exchange migration

Office of Instruction & Staff Development

Dr. Julie Winston, Assistant Superintendent for Instruction, presented an overview of the below initiatives:

- To facilitate the use of *Thoughtful Education* language and practices in teacher evaluation and classroom instruction.
- To assume a greater leadership role in the region as it relates to the implementation of state-wide initiatives

Business Office

Mrs. Carleen Pierce, Assistant Superintendent for Business, presented an overview of the below initiative:

- To develop a system of accountability for critical business office functions

Most not participating in the rest of the meeting left at 8:30 p.m.

APPR Growth Score Video

The Board was shown a video from the www.engageny.org website providing a description of the calculation of student growth scores on state tests from 2012-2013.

Consensus Agenda

Upon a recommendation by the Superintendent, a motion made by Mr. Delforte, and seconded by Mrs. Pedzich, with Mrs. Grimm abstaining from number 2, all present voting yes, the Board of Education approves/accepts the Consensus and Supplemental Agenda:

**APPROVED
CONSENSUS
AND
SUPPLEMENTAL
AGENDA**

Business and District Matters

1. the request of Dr. Julie Winston, Assistant Superintendent for Instruction, for consultant services from Cheri Modeen, Wayne Finger Lakes BOCES for the 2013-2014 school year for the Math Implementation Team. The cost of \$6,379 will be paid through the Race to the Top Grant.

**CONSULTING
SERVICES**

2. the request of Mr. Vernon Tenney, Academy Principal, for the below community members to volunteer for the Academy Players for the 2013-2014 school year:

**ACADEMY
PLAYERS
VOLUNTEERS**

Margaret Axtell	William Axtell	Heidi Bjorling
Chris Bjorling	Eileen Doran	Craig Doran
Diana Ellis	Connie Frye	David Grimm
Jeanie Grimm	Paul Haley	Matt Hoose
Patricia Hutchings	Rebecca Jones	Mark Karnisky
Lisa Kay	Tom Kay	Trish Kelley
Jim Kelley	Megan Kelley	Laura Kemler
Ray Kemler	Kurt Knoblauch	Laurie Kroon
Jeff Kroon	Bonnie MacGregor	Chris Michalko
Mike Michaelk	Mary Kay Naioti	Ellen Namestnik
Bill Namestnik	John Nichols	Shari Peck

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- Brad Peck, Dan Rice, Stephanie Riley, Dan Swartout, Guy Turchetti, Susan Proe, Jay Riley, Robert Stanton, Gina Swartout, Kathy Olschewske, Joe Proe, Patrick Riley, Tyler Struble, Sue Turchetti, Austin Wright

ACADEMY PLAYERS VOLUNTEERS (cont'd)

- 3. of a Title 1 contractual arrangement, in an amount not to exceed \$15,000 with Mr. Greg Freeland for a full array of transitional and educational services for youth ages 16-20 for the 2013-2014 school year.

AGREEMENTS

of an agreement with the Warner School of Education for two mentors for various administrative staff for the 2013-2014 school year.

- 4. of the following parent representatives to the Council for Instructional Excellence for the 2013-2014 school year: Cindy Bridgeford, Jennifer Schneider, Karen Tricomi, Nadia Harvieux

2013-2014 CIE PARENT REPRESENTATIVES

- 5. the request of Mr. Vernon Tenney for the below student teacher/field placement: - Cory Young, SUNY Geneseo, with Robert Black, October 28, 2013- December 11, 2013

STUDENT TEACHER

the request of Mr. Brian Nolan, Middle School Principal, for the below student teacher/field placements:

- Christiane Stellrect, SUNY Geneseo, with Holly Wolf, October 28, 2013-December 11, 2013
- Stephen Kelly, SUNY Geneseo, with Kelley Mariano, October 28, 2013-December 11, 2013

- 6. the below Resolutions:

FLEXIBLE SPENDING RESOLUTIONS

WHEREAS, effective October 1, 2013, the Canandaigua City School District (the "District") is restating the Canandaigua City School District Employees' Flexible Spending Account plan (the "Plan") as adopted for the benefit of its employees, through the adoption of the plan document provided by Benefit Resource, Inc.; and

WHEREAS, the District has reserved the right to amend the Plan; it is

RESOLVED, that the Plan be, and hereby is, amended and restated effective October 1, 2013 as an employee welfare benefit plan to be maintained by the District pursuant to Section 125 of the Internal Revenue Code, in the form of the plan document attached to these resolutions; and it is

RESOLVED, that the officers of the District be, and hereby 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 District as therein provided, and to direct counsel to take such action as may be necessary to satisfy any applicable requirements of law.

WHEREAS, effective October 1, 2013, the Canandaigua City School District (the "District") is restating the Canandaigua City School District Administrators' Flexible Spending Account plan (the "Plan") for the benefit of its employees who are members of the Administrative Team, through the adoption of the plan document provided by Benefit Resource, Inc.; and



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WHEREAS, the District has reserved the right to amend the Plan; it is

FLEXIBLE SPENDING RESOLUTIONS (cont'd)

RESOLVED, that the Plan be, and hereby is, amended and restated effective October 1, 2013 as an employee welfare benefit plan to be maintained by the District pursuant to Section 125 of the Internal Revenue Code, in the form of the plan document attached to these resolutions; and it is

RESOLVED, that the officers of the District be, and hereby 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 District as therein provided, and to direct counsel to take such action as may be necessary to satisfy any applicable requirements of law.

- 7. 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

Table with 4 columns: Name, Position, Reason, Effective. Row 1: Marieta Thomas, Teacher Aide, Resignation for the Purpose of Retirement, 9/28/2013

B. Appointments

Table with 4 columns: Name, Position, Effective, Rate. Row 1: Kay Griffin, Teacher Aide, 9/3/2013, \$9.82/hr. Row 2: Nissa Deibler, Teacher Aide, 9/17/2013, \$9.82/hr.

- (2) of a Contract Substitute Teacher Aide appointment at an hourly rate of \$8.33 for a minimum of 135 days effective September 10, 2013 through June 30, 2014. Wendy Flacco K-5

2. Instructional Personnel

A. Leave of Absence

- (1) of Jessica Wood, a Kindergarten Teacher at the Primary School, for a pregnancy related disability leave of absence to commence on or about November 4, 2013 and to end on or about December 16, 2013, immediately followed by an unpaid child-rearing leave of absence to end April 21, 2014.
(2) of Jessica Collins, a Music Teacher at the Middle School, for a pregnancy related disability leave of absence to commence on or about February 24, 2014 and to end on or about April 7, 2014, immediately followed by an unpaid child-rearing leave of absence to end June 30, 2014.
(3) of Heather Pawlak, a School Counselor at the Academic & Career Center, for a pregnancy related disability leave of absence to commence on or about January 17, 2014 and to end on or about February 28, 2014, immediately followed by an unpaid child-rearing leave of absence to end June 30, 2014.

B. Resignation for the Purpose of Retirement

- (1) of Margaret Vecchi, an Elementary School Teacher, effective February 1, 2014.



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(2) of **Georgia Graves**, a Special Education Teacher at the Middle School, effective February 22, 2014

C. Termination

(1) of Richard DiGiacomo, Assistant Girls Soccer Coach terminated, effective September 6, 2013.

D. Appointment

(1) 2013-2014 Contract Substitute Teachers

of the following individual to a Contract Substitute Teacher position for a guaranteed minimum of 122 days at \$100 per day effective September 30, 2013 through June 30, 2014.

Andrea Hendershot Academy

(2) 2013-2014 School Year Co-Curricular Appointments

of the following individual for a 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>
AV Coordinator	K-5	Linda Galante

(3) 2013-2014 School Year Mentors

of the below Mentors for the 2013 – 2014 school year at a rate of pay in accordance with contract:

<u>Mentor</u>	<u>Beneficiary</u>
Heather Black	Christine Jacobs
Karen Brown	Katelyn Lowry
Cheryl Drake	Tim Via
Rebecca Moss	Julie Wortmann
Heather Raulli	Regina Swartout
Karen Rosekrans	Brett Sabin
Lisa Rounds	Kristen Marsjanik
Heather Smeatin	Rebecca Kraft
Holly Wolf	Emily Williams

End of Consensus Agenda

Northeast Park Update

Superintendent Erdle passed out draft amended agreement between the City of Canandaigua and Canandaigua City School District for Northeast Park. The Board entered into discussion on whether to sign a new agreement, including the cost of utilities. The Board asked what the utilities costs are for the property. The Board asked to see Exhibit A which is referenced in the agreement. If a new agreement were to be signed, several changes and clarifications would need to be made such as the District should not be under any financial obligation for future development costs, appropriate insurance terms, length of agreement, and the termination clause. Mrs. Erdle will follow up with the City.

Board Committee Reports

Audit Committee

Mr. Patrowicz reported on behalf of the Audit Committee which met on September 18, 2013. The Committee reviewed the External Audit and Management Letter. Once everything is finalized Mr. Tom Zuber, External Auditor from Raymond F. Wager, CPA, P.C., will present to the Board. The Committee received an updated on the formation of the Educational Enrichment Fund (EEF) from Mrs. Tarry Shipley. The Committee was presented a draft Reserve Plan,

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which is now required by the state, to illustrate what reserves the District has, how they are to be used and a management plan.

The Committee was also advised of a correction to the tax rate per thousand. Ontario County had informed the District of a change in methodology regarding the STAR related charge-backs. The original tax rate per thousand as shared with the board on September 5, 2013 was .19193. Given the change in methodology, the new tax rate per thousand is now calculated at .19195. The Board discussed the situation and it was decided that the appropriated fund balance would be increased by \$1,950 and the tax levy would be decreased by \$1,950 so that the tax rate per thousand would remain at \$19.19 as originally estimated during the budget process.

The next Audit Committee meeting is scheduled for October 16, 2013.

Operations & Facilities Committee

Mrs. Raeman will report at the October 3, 2013 Board meeting on behalf of the Operations & Facilities Committee.

The Board had a discussion about a potential referendum and the timing of such. Several Board members felt that the timing of presenting a referendum for athletic fields in January is not good, even though there is a need. They discussed what a potential referendum could include, such as building security and athletic fields. The potential of presenting two separate propositions would give the community a choice. The Committee again meets on September 26, 2013 and the members of the committee will discuss the concerns of the Board.

Policy Committee

Mrs. Thomas reported on behalf of the Policy Committee which met on September 16, 2013.

The Committee reviewed the following policies. There was discussion on Policy #7410 Extracurricular Activities and 7414 Eligibility to Participate in Extracurricular Activities, which were asked to be pulled and reviewed further.

- Reviewed-No Change
 - Policy #7430 Student Spectators Using School District Buses
 - Policy #7450 Standards of Student-Sponsored Speech, Publications, Productions and Activities
 - Policy #7464 Interscholastic Athletics: Practice Sessions
 - Policy #7470 Fund Raising by Students
- Non Substantive Changes
 - Policy #7411 Home Schooling-Participation in Extracurricular Activities
 - Policy #7412 Extracurricular Activities, Limited Open Forum
 - Policy #7413 Student Membership in the National Honor Society
 - Policy #7420 Prohibited Student Organizations
 - Policy #7462 Mixed Competition in Interscholastic Athletics
 - Policy #7463 Student Athletic Injuries
 - Policy #7465 Assignment to Athletic Teams
 - Policy #7466 Athletic Trainers
 - Policy #7480 Student Award and Scholarship
- First Readings
 - Policy #5572 Audit and Finance Committee
 - Policy #7440 Musical Instruments
 - Policy #7460 Interscholastic Athletics
 - Policy #7461 Athletic and Co-Curricular Intersectional-Interstate Competition
 - Policy #7472 Solicitation of Charitable Donations

The next Policy Committee meeting is scheduled for October 21, 2013.



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Appropriated Fund Balance

Upon the recommendation of the Assistant Superintendent for Business, the Board authorizes an increase to the 2013-2014 Appropriated Fund Balance in the amount of \$1,950 and a decrease in the 2013-2014 tax levy by \$1,950.

Upon a motion made by Mr. Reho, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education approved voting on an increase to the Appropriated Fund Balance by \$1,950.

APPROVED:
INCREASE
APPROPRIATED
FUND BALANCE

By a Roll Count Vote:

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

Adjournment

Upon a motion made by Mrs. Pedzich, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 9:47 p.m. The next Regular meeting will be on October 3, 2013 at the Operations Center at 6:30 p.m.

APPROVED:
ADJOURNMENT

Respectfully submitted,

Deborah Sundlov
District Clerk

Upcoming Events

- September 22 - Fall Begins
- September 24-26 - Norma Barton PTSA Book Fair
- September 26 - Facilities & Operations Committee Meeting
- September 26 - Elementary School Open House
- September 28 - Homecoming Parade, Game and Dance
- September 30 - Senior Parent Night
- October 1 - School Tax Bills Mailed
- October 3 - **Regular Board Meeting**
- October 7 - Parent Night - District Safety
- October 9 - Academy Fall Concert I
- 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 16 - Audit Committee Meeting
- October 16 - IB Pinning Ceremony
- October 17 - **Regular Board Meeting**
- October 18 - Middle School Fun Night
- October 22 - Policy Committee Meeting