



Canandaigua City School District Board of Education Meeting

Minutes ~ November 7, 2013
Operations Center, 5500 Airport Road

The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, November 7, 2013 at 6:35 p.m. in the Canandaigua City School District Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Jeannie Kesel, Bill Patrowicz, Michelle Pedzich, John Polimeni, Michelle Raeman, Beth Thomas

BOARD MEMBERS ABSENT: Joe Delforte (*excused*), Tom Reho (*excused*)

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

ADMINISTRATORS PRESENT: Kevin McNamara, Mike McClain, Brian Nolan, Mr. Andy Thomas

BOARD DISTRICT CLERK ABSENT: Deborah Sundlov (*excused*)

OTHERS PRESENT: Cheryl Birx, Andy Hart, John Refermat (*left at 7:08 p.m.*) Jeremy Trevvett, Abby Zanolwick

Meeting Called to Order

The meeting was called to order at 6:35 p.m. at the Operations Center by President Grimm.

Executive Session

Upon a motion made by Mrs. Kesel, seconded Mrs. Raeman, with all present voting yes, the Board of Education approved calling an Executive Session at 6:35 p.m. for the purposes of discussing possible litigation and three personnel matters.

APPROVED:
EXECUTIVE
SESSION

Return to Open Session

Upon a motion made by Mrs. Kesel, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education returned to Open Session at 7:30 p.m.

APPROVED:
OPEN SESSION

Meeting Called to Order

Mrs. Grimm reconvened the meeting at 7:30 p.m. and asked everyone to stand for the Pledge of Allegiance.

Superintendent's Report

CTA representatives presented a gift to the board of education in appreciation for all that the BOE does for the staff and students.

Superintendent Erdle shared that Sean Power will be part of the Rochester Philharmonic Youth Orchestra this year. He is one of 102 students from the region.

Superintendent Erdle read an email that Mr. John LaFave sent to Mr. Mike McClain regarding the recognition of two custodial employees, Mr. Jeff Quayle and Mr. Scott Bordwell who, whenever possible, greet children each morning and welcome them back for another day. Mr. LaFave referred to the gentlemen as ambassadors for the District.

Brian Nolan described a special project at the Middle School called Cookies for a Closer Community. The project closely aligns with the Community Breakfast effort to bring the school and Community together in partnership for the benefit of our children. Throughout the year, students will bake the cookies and deliver to the recipient business entity. November 18th will be the first meeting of the newly formed club. The cookies baked will be delivered shortly thereafter to the first business.



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Superintendent Erdle reminded the board that this weekend is the Christkindl festival. Superintendent Erdle shared that she reached out to the coordinator of the event and asked if participants of the event would like to display student artwork and the idea was well received. In addition to the artwork, the “We CANandaigua” posters will be distributed as well.

Finally, Superintendent Erdle reminded the Board of the Veteran’s Day Recognition program tomorrow.

Public Comments

There were no public comments.

Student Representative ~ Jeremy Trevvett

Kennedy Jensen will be running in the State Meet.

Blackout and Rehearsal for Murder are both now playing.

Academy students went to the Elementary School for Red Ribbon Week to talk with students about how to live healthy lifestyles.

A 3-on-3 Basketball Tournament was recently held.

Spaghetti Dinner scheduled for Election Day will be sponsored by Kiwanis.

The National Honor Society is running a blood drive tomorrow with over 100 people that have signed up.

Approval of Minutes

Upon a motion made by Mrs. Kesel, seconded by Mrs. Raeman, with all present voting yes, the Board of Education approved the meeting minutes of the Regular Board Meeting of October 17, 2013.

APPROVED:
MEETING
MINUTES

Educational Presentation

Teacher Evaluation System

Last year the Board learned about the new teacher evaluation system, merely an overview of the required pieces. The presenters revisited requirements and spoke directly about implementation in Canandaigua. The Board had the opportunity to hear from those impacted by the changes; both administrators and teachers.

One of the challenges was the implementation of announced and unannounced observations. Mr. Andy Hart spoke about the observations. Duration of the observation typically lasted 30 minutes or one class period. It was reported to Mr. Hart by fellow teachers that it generally took 4-20 hours to complete the three required lesson plans which was very time consuming for the teachers. Mr. Nolan explained the difference between how lesson plans are typically prepared as opposed to those that were required. The new lesson plans not only impacted the teachers but had tremendous impact on administrators as well. A great deal of stress was felt by all involved.

Another change discussed by Mr. Hart was the tagging of evidence to Standards 3 and 4. Information collected during the observation was tagged to the rubric by administrators then discussed at the post-observation conference. Mrs. Abby Zanowick shared that she felt that the new observation methods left the teacher feeling unfulfilled. The evidence collected and tagged through the observation was not rated so teachers didn’t always know how they did. Administrators began to change the post-observation conference to provide more feedback.



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Mrs. Zanowick then discussed Standards 1, 2, 5, 6, and 7. She shared a sample of a binder used by teachers for the collection of evidence. The intent of the binder/folder was to provide proof of the teacher's work. The binders also created a great deal of anxiety because teachers did not know if they were collecting the proper evidence or how to show/document that they are doing their job to the best of their ability. With the number of responsibilities, it was sometimes difficult to meet with the administrator to determine if the evidence was appropriate and accurate in accordance with the expectations of the system. Different administrators in different buildings set different guidelines and expectations which created concern. Mr. Nolan's role was to create consistency among all administrators, and he met with them to review and rate evidence collected.

Mrs. Cheryl Birx discussed the intent for the teachers and Administrators to continue to learn from each in order to improve the process moving forward. She stated that there was a dramatic difference even between last year and this year. The stress, although it still exists, is much less this year as compared to last year. She then proceeded to describe the Composite Scoring Chart.

Budget Development Calendar

Upon a motion made by Mrs. Pedzich, seconded by Mr. Patrowicz, with all present voting yes, the Board of Education approved the Budget Development Calendar for the 2014-2015 school year.

APPROVED:
BUDGET
CALENDAR

SEQR Resolution - Security Project 2013

Upon a motion made by Mrs. Thomas, seconded by Mrs. Kesel, with all Board members present agreeing to vote on the SEQRA Resolution.

APPROVED:
SEQRA
RESOLUTION

This action will be applied to each of the school buildings, Canandaigua Academy, Middle School and the Primary/Elementary School, included in the Security Project.

Type II Actions are items that have been determined not to have a significant impact on the environment or are otherwise precluded from environmental review under Environmental Conservation Law, article 8. The actions identified in subdivision (c) of the SEQR regulations apply to all agencies.

Under Section 617.5 C, the following actions are not subject to review under this part:

1. Maintenance or repair involving no substantial character in the existing structure or facility.
2. Replacement, rehabilitation or reconstruction of a structure or facility, in kind, on this same site.

This resolution shall take effect immediately.

The motion having been duly seconded, it was adopted and the following votes were cast:

Joseph Delforte, Jr.	Absent
Jeannie Kesel	Voting Yes
Bill Patrowicz	Voting Yes
Michelle Pedzich	Voting Yes
John Polimeni	Voting Yes
Michelle Raeman	Voting Yes
Tom Reho	Absent
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. Pedzich, and seconded by Mrs. Raeman, with Mrs. Grimm abstaining from #6, and with the remaining present voting yes, the Board of Education approves/accepts the Consensus Agenda and Supplemental:

**APPROVED
CONSENSUS
AGENDA &
SUPPLEMENTAL
AGENDAS**

Business and District Matters

1. the Treasurer's Report for the period of July 1, 2013 - September 30, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **TREASURER'S
REPORT**
2. the Appropriation Status Report, which is a summary, for the period of September 1, 2013 - September 30, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **BUDGET STATUS
REPORT**
3. the Revenue Status Report, which is a summary, for the period of September 1, 2013 - September 30, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **REVENUE STATUS
REPORT**
4. the request of Mrs. Carleen, Pierce, Assistant Superintendent for Business, for the below assessment corrections that were received by the assessor's office:
 - 2041 County Road 8: Assessment change from \$131,400 to \$117,000 per clerical error at the Town of Canandaigua Assessor's Office; tax bill changing from \$2,002.34 to \$1,721.86, a difference of \$280.48.
 - 5555 Purdy Rd, Lot 40: Basic Star overlooked per clerical error at the Town of Canandaigua Assessor's Office; tax bill changing from \$29,085.86 to \$28,528.86, a difference of \$557.00.
 - 3872 Chatham Lane: Assessment change from \$428,400 to \$370,000 per clerical error at assessor's office. Tax bill changing from \$8,344.15 to \$7,206.67, a difference of \$1,137.48.
 - 5610 Rossier Rd: Enhanced Star overlooked per clerical error at the Town of Canandaigua Assessor's Office; tax bill changing from \$2,072.46 to \$1,514.46, a difference of \$558.00.
 - 5191 Laura Lane: Enhanced Star overlooked per clerical error at the Town of Canandaigua Assessor's Office; tax bill changing from \$3,143.72 to \$2,585.72, a difference of \$558.00.**REAL PROPERTY
TAX
CORRECTIONS**
5. the request of Mr. Brian Nolan, Middle School Principal, for **Melanie Nwaobia** to volunteer with Ms. Julie Glynn Friday mornings from 10:00 - 12:00 creating graphic organizers and other visual diagrams to support our Autism and 12:1:1 programs. **MIDDLE SCHOOL
VOLUNTEER**
6. the request of Mr. Vernon Tenney, Academy Principal, for Final Approval for the below trip. Initial approval was received on October 3, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File.
 - Council for Leadership and Student Activities (CLSA) New York State Conference, November 23-26, 2013, in Buffalo, New York**FIELD TRIP~
INITIAL APPROVA**
7. the request of Mrs. Marcie Ware, Elementary School Principal, for Final Approval of an Elementary School Read book, Wonder, by Palacio. This book was available for Board review. Initial Approval was given on October 17, 2013. The summary is included as an attachment and will be filed in the Supplemental Minutes File. **ELEMENTARY
SCHOOL READ ~
FINAL APPROVAL**



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- 8. the following textbook for use at the Middle School and is available for Board review at Thursday evening's meeting for final approval. Initial Approval was given on October 17, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **TEXTBOOK ADOPTIONS ~ FINAL APPROVAL**

Textbook: Discovering Our Past a History of the World

Publisher: McGraw-Hill

Course Title: 6th Grade Social Studies

the following textbook for use at the Academy and is available for Board review at Thursday evening's meeting for initial approval. Initial Approval was given on October 17, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

Textbook: IB Economics Skills and Practice for the IB Diploma

Publisher: Oxford University Press

Course Title: IB Social Studies Economics

- 9. the request of Mr. Vernon Tenney to discard Academy 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 LIBRARY BOOKS**

- 10. the below transfer is over \$20,000 and require Board of Education approval. This is necessary to cover the unanticipated additional expenditures associated with the settlement of contract negotiations related to Tax Shelter Annuity and Life Insurance expenditures:

To:	A9060-800-010-0000 Medical Insurance	\$29,000.00
From:	A9045-800-010-0000 TSA/Life Insurance	\$29,000.00

- 11. at the October 17, 2013 meeting, the Board approved Mrs. Diane McWilliams as an Independent Contractor. She has since declined the position. Mrs. Karen Salvia-Mottler, Director of Language Arts/Math K-5, is requesting approval for Ms. Sarah Gigliotti a certified reading teacher to work ten hours per week through the 2013-2014 school year at St. Mary's. Ms. Gigliotti will provide Title 1 services per an independent contract paid through Title 1 funds. **INDEPENDENT CONTRACTOR**

- 12. the Budget amendment to accommodate payout of earned sick days to eligible food service employees under new contract in the amount of \$45,684.30. This is an ordinary contingent expenditure that was unanticipated when budgets were approved. **BUDGET AMENDMENT**

<u>Cafe Expense:</u>		<u>Café Revenue:</u>	
C2860-160-110-3010	405.37	C5031 Interfund Transfer from General	\$45,684
C2860-160-210-3030	20,058.85		
C2860-160-220-3040	22,261.40		
C2860-160-120-3020	2,958.68		
	\$45,684.30		
<u>General Expense:</u>		<u>General Fund Revenue:</u>	
A2110-120-090-1230	\$45,684.30	A5999 Appropriated Fund Balance	\$45,684



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13. the request of Mr. John LaFave, Primary School Principal, for Dr. Steven L. Layne, Author and Judson University Professor, to visit the Primary/Elementary School on June 10 & 11, 2014. The cost will come from Arts in Education Funding, PTSA funding, K-5 Student Gand fundraising events. **AUTHOR VISIT**
- Tuesday, June 10 - Three sessions with students in either Primary or Elementary school, depending on building schedule. There will also be a 60 minute faculty meeting presentation entitled *Successful Strategies for Building Lifetime Readers: Great Ideas You Can Put in Place Tomorrow*.
 - Wednesday, June 11 - Three sessions with students in the building not done on Tuesday. There will be a 60 minute keynote presentation entitled *Where In The World Do Writers Get Their Ideas?* for students, parents, teachers, all caregivers, and community members from 6:00-7:00pm, as part of Literacy Night.

14. the request of Mr. Brian Nolan for the Center for Dispute Settlement to work with Joni Mergenthaler and our Peer Mediator students on Peer Mediation training. The cost is paid through Federal Grant money. **CONSULTANTS**

15. the request of Mr. Jim Simmons, Athletic Director, for the below winter athletic volunteers for the 2013-2014 school year. Each volunteer coach has completed necessary NYS licensing paperwork including up to date CPR/AED and First Aid Certification. **ATHLETIC VOLUNTEERS**

Boys Basketball

Christopher Herpich
Andrew Knoblauch
Jadon O'Donnell
Mike Emerson
Connor Henderson

Girls Basketball

Megan Krebbeks
Abby Notter

Hockey

Steven Chesler
Daniel Goldstein

Indoor Track

Jack Coons
Ashley Wistner

Boys Swimming

Marcy Adams

16. the request of Mr. John LaFave for the below volunteers for the 2013-2014 school year: **PRIMARY SCHOOL VOLUNTEERS**

John/Marion	Ada	Michele	Albrecht
Cathy	Babcock	Michelle	Barrett
April	Beagley	Anne	Beyer
Elice	Bowerman	Tiffany	Boyd
Stephen	Buck	Amy	Cecere
Marianne	Coons	Jean	Cooper
Lycy/Nester	Couvertier	Leslie	Craft
MaryKate	Cywinski	Lindsay	D'Agostino
Dave	D'Agostino	Karen	Dean
Larissa	Dundon	Renee	Fitzpatrick
Colletta	Francese	Tracey	Fuller
Tricia	Griepsma	Jennifer	Harris
Kelly	Haugh	Allyson	Haymes
Maria	Hemingway	Betsy	Kelley
April	Langholz	Rayna	Laranjo
Jammie	Layton	Tami	Lewis
Heather	Luna	Brooke	Lupton
Marilyn	MacIntyre	Deb	Marshall
Amy	Martin	Kayley	McDonald
Carrie	McKeegan	Heather	Meyer
Sheryl	Meyer	Irene	Mirras
Sarah	Mohammed	Jen	Moles
Kristy	Moore	Lisa	Peck
Lindsay/Dan	Pennise	Susan	Plummer
Barb/Tom	Ray	Christina	Reed



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Stephen M. Richardson	Stephen W. Richardson
Shannon Rogers	Kelly Roller
Heather Ross	Lee Rowland
Sara/Bill Scharr	Jessica Schojan
George Smith	Trisha Smith
Randy Spurling	Greta de Torres Steele
Alessandra Sunderlin	Erika Sutter
Michael Sweet	Diana Tenney
Sara Thiel	Karen Tricomi
Gina Viggiani	Erin Volpe
Leah Welch	Brandie Ziegler

- 17. the request of Mr. Jim Simmons for Final Approval of the below athletic field trips. Additional information is included as an attachment and is filed in the Supplemental Minutes File.
 - Varsity Wrestling, Scheetz Classic, December 13-14, 2013, Penn Cambria, Pennsylvania
 - Varsity Wrestling, Windsor Tournament, December 27-28, 2013, Windsor, New York**ATHLETIC FIELD TRIPS ~ FINAL APPROVAL**

- 18. the recommendations of the Committee on Preschool Education, which is filed as an attachment in the Supplemental Minutes File.
 PRESCHOOL SPECIAL EDUCATION

- 19. 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. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
April VanDusen	School Monitor	10/22/2013	\$7.25/hr.
Marcia Rebmann	Substitute RPN	10/29/2013	\$20.00/hr.
Stacy Sabin	Teacher Aide	10/25/2013	\$9.82/hr.
Amanda Adams	Teacher Aide	12/16/2013	\$9.82/hr.
Mary Jane Welch	Substitute Teacher Aide	11/8/2013	\$7.25/hr.

2. Instructional Personnel

A. Leave of Absence

(1) The Superintendent received a letter from **Abby Zanowick**, a Special Education teacher at the Academy, requesting a pregnancy-related disability leave of absence to commence on or about April 28, 2014 and to end on or about June 6, 2014 immediately followed by an unpaid child-rearing leave of absence to end June 30, 2014.

B. Resignation

(1) The Superintendent received a letter of resignation from **Erin Haley**, a contract substitute teacher at the Middle School, effective November 8, 2013.

(2) The Superintendent received a letter of resignation from **Rebecca Haydanek**, a contract substitute teacher at the Elementary School, effective November 15, 2013.



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C. Appointments

- (1) of **Angelica Clark** who received her Bachelor's degree in Elementary and Special Education and her Master's degree in Special Education both from Daemen College. She has been working as a Special Education Teacher Since 2004 at a school district in Buffalo, NY. Ms. Clark is appointed to a Long-term substitute Special Education position at the Middle School effective January 31, 2014 through June 30, 2014. This position is available as a result of a leave of absence.

<u>Name</u>	<u>Certification</u>	<u>Effective Date</u>	<u>Step</u>
Angelica Clark	Special Education, Permanent PreK-6, Permanent	1/31/14-6/30/14	5 (pro-rated)

- (2) 2013-2014 Winter Coaching

the following individual for Winter Coaching positions at a rate of pay in accordance with contract:

<u>Coach</u>	<u>Position</u>
Tanner Mosher	Modified "B" Wrestling

- (3) 2013-2014 School Year Mentor

the following individual to be a Mentor for the 2013 – 2014 school year effective October 7, 2013, at a rate of pay in accordance with contract:

<u>Mentor</u>	<u>Beneficiary</u>
Lauren O'Reilly	Amy Rothermel
Karen Rosekrans	Laura Randall

- (4) Substitute Teachers

the following individuals as Certified Substitute Teachers conditional upon verification of certification and their criminal history clearance from the New York State Education Department where appropriate.

Leanne LaMondie, Nadia Harvieux, Bryn Kowba, Don McWilliams, Caroline Menaguale, Jessica Witkowski, Christine DeTurck, Kristen Brackley, Matthew Ackerman, Lauren Schallmo, Robert Lawton

End of Consensus Agenda

New York State School Boards Update

Mrs. Beth Thomas provided the overview of the NYSSBA Conference. She shared a video from the conference which featured Mr. Bill Daggett. Superintendent Erdle shared that it appears that Mr. Bill Dagget will be presenting at our March 14th Conference Day.

Board Committee Reports

Mrs. Thomas reported on behalf of the Policy Committee which met on October 22, 2013. Policy # 7490 Supervision of Students was pulled and will be sent back to the Committee for further review for events supervised by a District volunteer.

- Reviewed-No Changes
 - o Policy # 7511 Immunization of Students
 - o Policy # 7516 Health Records
- Non Substantive Changes
 - o Policy # 7510 School Health Services
 - o Policy # 7512 Student Physicals
- First Readings
 - o Policy # 7514 Students with HIV-Related Illness
 - o Policy # 7515 Accidents

Recognition was given by Mrs. Thomas to Ms. Sundlov for the job she continues to do with respect to the quality performance she provides to the Policy Committee. The next meeting is scheduled for November 19.

Academic success for every child we serve and the development of good character in all students



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District Committee Reports

Strategic Planning Committee

Mr. Bill Patrowicz reported on behalf of the Strategic Planning Committee which met on November 6. The process is continuing. The discussion this week focused on District strengths, weaknesses, challenges and a revisit of items previously discussed.

Fiscal Advisory Committee

Mr. John Polimeni reported on behalf of the Fiscal Advisory Committee which met on November 6. He shared how well the Committee is performing together and how all appear to be learning and working to gain knowledge of the budget process.

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 9:03 p.m. The next Regular meeting will be on November 21, 2013 at the Operations Center at 6:30 p.m.

APPROVED:
ADJOURNMENT

Upcoming Events

- November 8 - K-5 Early Dismissal
- November 8,9,10 - Academy Players Drama
- November 9 - PTSA Shoppers Showcase
- November 11 - Veteran's Day
- November 12 - Parent Night ~ Wellness
- November 13 - Academy Fall Concert II
- November 14 - Middle School Small Ensemble Concert
- November 19 - Policy Committee
- November 20 - Audit Committee Meeting
- November 20 - Employee Appreciation Day
- November 21 - **Regular Board Meeting**
- November 22 - Early Dismissal K-5
- November 27,28,29 - Thanksgiving Holiday - No School

Respectfully Submitted,

Lynne Erdle
District Clerk Pro Tem