



Canandaigua City School District Board of Education Meeting

Minutes ~ February 28, 2013
Operations Center, 5500 Airport Road

The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, February 28, 2013 at 6:28 p.m. in the Canandaigua City School District Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Joe Delforte, Jeannie Kesel, Bill Patrowicz (*arrived at 6:31 p.m.*), 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 (*left at 6:45 p.m.*), Brian Nolan (*left at 6:50 p.m.*), Vernon Tenney (*left at 6:55 p.m.*), Ralph Undercoffler

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Cris Betlem, Randy Boylan, Cary Burke, Heather Fraser, Steve Guglielmo, Jim Kennedy, Sam Martina, Mike Prusinowski, Andy Thomas, Stephen Uebbing

Meeting Called to Order

The meeting was called to order at 6:28 p.m. at the Operations Center by President Grimm.

Executive Session

Upon a motion made by Mrs. Thomas, seconded by Mrs. Raeman, with all present voting yes, the Board of Education approved calling an Executive Session at 6:28 p.m. for the purposes of discussing thirteen employment history of a particular employees.

APPROVED:
EXECUTIVE
SESSION

Return to Open Session

Upon a motion made by Mrs. Raeman, seconded by Mrs. Thomas, with all present voting yes, the Board of Education returned to Open Session 7:32 p.m.

APPROVED:
OPEN SESSION

Meeting Called to Order and Pledge of Allegiance to the Flag

Mrs. Grimm reconvened the meeting at 7:40 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 began her report by handing out the publication *In The Driver's Seat*, a transportation newsletter. The February issue recognizes three Canandaigua City School District bus drivers in an article "Love What You Do". This devotion is a tribute to Mr. Scott Goble, Transportation Director's, strong leadership.

As part of Wayne Finger Lakes BOCES push for school advocacy, an Education Advocacy Toolkit was created to provide the community with information for contacting their Assemblymen and Senators for a sound state education policy. The Board was provided a *draft* copy and asked to review and provide suggested changes to Mrs. Erdle.

Public Comments

There were no public comments.



Canandaigua City School District Board of Education Meeting

Minutes ~ February 28, 2013
Operations Center, 5500 Airport Road

Approval of Minutes

Upon a motion made by Mrs. Pedzich, seconded by Mrs. Raeman, with all present voting yes, the Board of Education approved the meeting minutes of the Regular Board meeting on February 7, 2013.

APPROVED:
MEETING
MINUTES

Approval of January Warrants

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

APPROVED:
JANUARY
WARRANTS

General Fund

1 Checks 004794 to 005101

General Fund includes fifty-one (51) electronic transfer credit card payments

Federal Fund

1 Checks 000255 to 000259

Cafeteria Fund

1 Checks 000404 to 000418

Capital Fund

1 Checks 000285 to 000289

Educational Presentation

Safety Plan

Dr. Mark Lavner, Assistant Superintendent for Personnel and Support Services, introduced Mrs. Heather Fraser and Mr. Sam Martina, District administrative interns, who in September were charged with reviewing our District Safety Plan to ensure alignment with State requirements.

In their review process they contacted the below organizations for their input:

- Federal Emergency Management Agency (FEMA)
- U.S. Department of Homeland Security
- New York State Office of Emergency Management
- Ontario County Emergency Management Director
- New York State Troopers
- New York State Education Department (Project SAVE School Safety Plans Coordination)
- Canandaigua Police Department/School Resource Officer
- Canandaigua Fire Department
- Genesee Valley BOCES Health, Safety & Risk Management

The procedure they followed for their review:

- Reviewed the existing school emergency management plan
- Streamlined and unified titles and definitions
- Updated contact information
- Updated chain-of-command information
- Cross-referenced with safety organizations and school directors; proposed procedural changes based on professional input
- Met with the safety team to review proposed changes
- Outlined the plan for annual updating procedure
- Cross-referenced building-level binders; Highlighted discrepancies
- Explored and suggested professional development opportunities for various staff (custodial, paraprofessional, transportation, food service)
- Suggested online resources for parents regarding school and student safety (suggestions have been posted on the school's website)
- Reviewed non-classroom staff safety procedures. Made suggestions (custodial, transportation, food service)
- Sent the plan to Emergency Management Coordinator to ensure alignment with New York State school safety requirements
- Made suggested changes to plan based on input from Emergency Management Coordinator

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Minutes ~ February 28, 2013
Operations Center, 5500 Airport Road

Consensus Agenda

Upon a recommendation by the Superintendent, a motion made by Mr. Polimeni, and seconded by Mrs. Kesel, all present voting yes, the Board of Education approves/accepts:

**APPROVED
CONSENSUS
AND
SUPPLEMENTAL
AGENDA**

Business and District Matters

- 1. the Treasurer’s Report for the period of January 1, 2013 - January 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 - January 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 - January 31, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File.
- 4. the below resolution:

**TREASURER’S
REPORT**

**BUDGET STATUS
REPORT**

**REVENUE
STATUS REPORT**

**COOPERATIVE
SELF-INSURED
PLAN FOR
WORKERS’
COMPENSATION**

WHEREAS, a Cooperative Self-Insurance Plan for Workers’ Compensation, pursuant to Section 119-0 of the General Municipal Law has been established through the Wayne Finger Lakes BOCES Area Schools Workers’ Compensation Plan, and

WHEREAS, the Board of Education concludes that it would be in the best interest of the District to participate in the Plan, now, therefore,

BE IT RESOLVED that the District enter into membership in the Plan pursuant to Section 119-0 of the General Municipal Law; and

BE IT FURTHER RESOLVED that the Chief School Administrator be and hereby is authorized and instructed to execute the necessary documents on behalf of the District to participate in said Plan.

- 5. the book listed below for addition to the Canon of Literature at the Academy. Initial approval was given at the February 7, 2013 Board meeting. The summary is included as an attachment and is filed in the Supplemental Minutes File.

**CANON OF
LITERATURE ~
FINAL APPROVAL**

Buried Child

by Sam Shepard to be added to the IB English 12 Canon of Literature

- 6. transfer from interest to principal on serial bond:

From:	A9711-701-010-0000	Serial Bond Construct Int	\$50,000
To:	A9711-601-010-0000	Serial Bond Construc Prin	\$50,000

**BUDGET
TRANSFER**

- 7. the request from Mr. Vernon Tenney, Academy Principal, for Nicole Landon-Buck be able to speak to Fashion Merchandising students on Monday, March 11, 2013. Her background in fashion includes being the assistant to the Personal Shoppers for Nieman Marcus in Beverly Hills, and Bergdorf Goodman in NYC. She has five years of experience working with very high-end clients and their fashion needs. There is no cost to the District.

GUEST SPEAKER

- 8. the adoption of the 2013 - 2014 school calendar. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

**2013-2014
SCHOOL
CALENDAR**



Canandaigua City School District Board of Education Meeting

Minutes ~ February 28, 2013
Operations Center, 5500 Airport Road

9. a Municipal Cooperation Agreement between the County of Ontario and Canandaigua City School District for provision of school tax bill preparation services. For the period of April 1, 2013 through March 31, 2014. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **MUNICIPAL COOPERATION AGREEMENT**

10. the request from 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 BOOKS**

11. the request from Mrs. Jen Piskorowski, Middle School Reading Specialist, for her son, **Wesley Piskorowski**, to attend Canandaigua Schools in kindergarten beginning September 2013. This is in accordance with Policy # 7130 Non-Resident Students, allowing children of District employees to attend Canandaigua Schools on a tuition-free basis. **ATTEND CANANDAIGUA SCHOOLS**

12. three contractual agreements with Management Advisory Group of N.Y., Inc. for STAC, Medicaid and SLP Services. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **AGREEMENTS**

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 at the Ontario County Jail for the fiscal year ended 2013.

13. the request from Mr. John LaFave, Primary School Principal, for the following volunteers to help in the Primary School during the 2012-2013 school year: **PRIMARY SCHOOL VOLUNTEERS**

- | | | |
|--------------------|------------------|------------------------------|
| Laura Barone | Jennifer Bentley | Tarah Campbell |
| Jennifer Conklin | Shannon Gerace | Julie Heberle |
| Courtney Nicholson | Theodore Potts | Celia & Ruben Proano-Alm |
| Evelyn Rumsey | Emma Sakkali | David & Kimmie Schelleselman |
| Trisha Smith | | |

14. the recommendations of the Committee on Special Education, which is filed as an attachment in the Supplemental Minutes File. **SPECIAL EDUCATION**

15. the recommendations of the Committee on Special Education. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **COMMITTEE ON SPECIAL EDUCATION**

Personnel

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Derek Moore	Custodial Worker	Resignation in order to In order to accept another position	2/11/2013
Dylan Morath	Custodial Worker	Termination	2/22/2013

B. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Derek Moore	Groundskeeper	2/12/2013	\$12.33/hr.
Christopher Redington	Contract Substitute Teacher Aide	3/1/2013	\$8.33/hr.
Colletta Francese	Substitute Teacher Aide	3/1/2013	\$7.25/hr.



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2. Instructional Personnel

A. Resignation for the Purpose of Retirement

the resignation for the purpose of retirement from the following individual. On behalf of the District, sincere best wishes for a happy and healthy retirement are offered. Thank you for the many years of service to the youth of the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Amy Luccitti	Special Education Teacher	9/1/2013	10 years

A. Removal

the termination of Dax Koenig for the position of Rehearsal Accompanist effective February 26, 2013.

B. Appointments

(1) Substitute Teacher

the following individual as a Certified Substitute Teachers conditional upon their criminal history clearance from the New York State Education Department where appropriate.

Lori Kohl

(2) 2012-2013 School Year Co-Curricular Appointment

the following individual for a co-curricular appointment effective January 30, 2013 at a rate of pay in accordance with contract:

<u>Position</u>	<u>Building</u>	<u>Employee</u>
Rehearsal Accompanist	Academy	Amy Story

End of Consensus Agenda

Board Committee Reports

Audit Committee

Mr. Tom Reho reported on behalf of the Audit Committee which met on February 27. The Committee met with Mrs. Kathie Barrett, Freed Maxick CPAs, P.C. Internal Auditor, who reported on the recent audit that was performed for the District. Overall the audit showed that the District has very solid internal controls. Upon a recommendation from Mr. Reho, on behalf of the Audit Committee with no second required, the Risk Assessment and Internal Audit Plan was accepted. The Committee then discussed the area for the next District audit. The Committee reviewed the status of the reserves; the Transportation Reserve was the only one with a change which reflects the recent bus acquisition. The Committee had a discussion about creating two new reserves; Insurance Reserve and a Workers Comp Reserve this. These two reserves require Board of Education Resolution approval to establish. The Board discussed what the benefits would be for the creation of these two Reserves. It was requested that further information be forwarded to the Board and that the Board have further discussion. The Committee was provided updates on the Tax Cap Levy and tax certiorari, including the recent settlement in favor of Ferris Hills. The next meeting is scheduled for March 20, 2013.

Policy Committee

Mrs. Beth Thomas reported on behalf of the Policy Committee which met on February 25. The Committee reviewed six polices which will be brought forth at the March 14 meeting for a First Reading, five policies with non-substantial changes, eight with no changes and two were pulled for further review and to be submitted back to the Policy Committee. The below policies were reviewed at the February 4 Policy Meeting and submitted to the Board for a First Reading. It was requested to have Policy #6160 Equal Employment Opportunity reviewed by legal counsel before returning back to the Board for approval.

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Minutes ~ February 28, 2013
Operations Center, 5500 Airport Road

- **First Reading** ~ #4111 Organization Chart
- **First Reading** ~ #6160 Equal Employment Opportunity
- **First Reading** ~ #6170 Evaluation of Personnel: Purposes
- **First Reading** ~ #6220 Substitute Teachers
- **First Reading** ~ #6230 Instructional Staff Development Program
- **First Reading** ~ #6420 Diagnosis of Substance Abuse
- **Non-Substantive Change** ~ #6410 Maintaining Discipline and Conduct
- **Non-Substantive Change** ~ #6422 School Bus Monitors and Attendants

The next Policy Committee meeting is scheduled for March 20, 2013.

Executive Session

Upon a motion made by Mrs. Kesel, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education approved calling an Executive Session at 8:11 p.m. for the purposes of discussing the employment history of a particular employee 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 8:11 p.m. to 8:19 p.m.

Return to Open Session

Upon a motion made by Mr. Reho, seconded by Mr. Delforte, with all present voting yes, the Board of Education returned to Open Session 9:12 p.m.

APPROVED:
OPEN SESSION

Adjournment

Upon a motion made by Mrs. Pedzich, seconded by Mrs. Raeman, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 9:12 p.m. The next Regular meeting will be on March 14, 2013 at the Operations Center at 6:30 p.m.

APPROVED:
ADJOURNMENT

Respectfully submitted,

Deborah Sundlov
District Clerk

Upcoming Events

- March 7 - **Budget Work Session & Forum ~ Middle School ~ Survey Analysis Revenues – Reserves**
- March 8 - Early Dismissal
- March 8,9,10 - Academy Players Musical ~ *Legally Blonde*
- March 10 - Daylight Savings Time Begins
- March 13 - 5th Grade Band, Orchestra & Chorus
- March 14 - **Regular Board Meeting ~ Operations Center**
- March 15 - Middle School Fun Night
- March 20 - First Day of Spring
- March 20 - Audit Committee Meeting
- March 20 - Middle School Concert
- March 21 - **Budget Work Session ~ Middle School ~ Executive Review of Preliminary Budget Estimates**
- March 25 - Policy Committee Meeting
- March 26 - Middle School Concert
- March 28 - **Regular Board Meeting ~ Operations Center**
- March 29 - Superintendent Conference Day
- April 1-5 - Spring Break
- April 10 - District Orchestra Concert
- April 11 - **Regular Board Meeting ~ Operations Center**

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Minutes ~ February 28, 2013
Operations Center, 5500 Airport Road

- April 16 - Academy Choral Concert
- April 17 - Audit Committee Meeting
- April 22 - Policy Committee Meeting
- April 23 - Elementary Principal Final Interviews
- April 24 - **Special Board Meeting ~ District Office**
- April 25 - **Regular Board Meeting ~ Operations Center**
- May 1 - Last Day to Submit Petitions