



Canandaigua City School District Board of Education Meeting

Minutes ~ February 7, 2013

Operations Center, 5500 Airport Road

The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, February 7, 2013 at 6:30 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 (*left at 7:30 p.m.*), Michelle Raeman, Tom Reho, Beth Thomas

BOARD MEMBERS ABSENT:

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

ADMINISTRATORS/SUPERVISORS PRESENT: Vern Tenney, Ralph Undercoffler

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Cheryl Birx, Roberta Bittel, Aliza Bridgeman, Carey Burke, Leanne Ducharme, Tyler Fisher, Kate Hill (*left at 7:23 p.m.*) Rick Lucitte, Christine McClain, Mike McClain, several teachers, students and families were also in attendance

Meeting Called to Order

The meeting was called to order at 6:30 p.m. at the Operations Center by President Grimm.

Executive Session

Upon a motion made by Mrs. Thomas, seconded Mrs. Pedzich, with all present voting yes, the Board of Education approved calling an Executive Session at 6:30 p.m. for the purposes of discussing three employment history of a particular employees and matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employee and seven collective negotiations pursuant to Article 14 of the Civil Service law (the Taylor Law).

APPROVED:
EXECUTIVE
SESSION

Return to Open Session

Upon a motion made by Mrs. Raeman, seconded by Mr. Delforte, 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 and Pledge of Allegiance to the Flag

Mrs. Grimm reconvened the meeting at 7:36 p.m. and asked everyone to stand for the Pledge of Allegiance.

President's Comments

Mrs. Grimm welcomed all in attendance.

Superintendent's Report

'Brag About'

Mr. Vernon Tenney, Academy Principal, introduced Mrs. Roberta Bittel, Academy Teacher and Student Government Advisor, and Ms. Aliza Bridgeman, Academy Senior. Ms. Bridgeman won the Kristen Haver Memorial Award in late 2012. This award is presented to a student who exemplifies the qualities of Kristen Haver. A student who through perseverance and determination showed her peers how hard work can pay off. Ms. Bridgeman read to the Board her winning letter. Mrs. Erdle noted the Music Department competed in All-County on February 1 and 2. Three Academy students were selected as National Merit Finalists for the National Merit Scholarship program. They are Alexandra Grimm, Evan Lustick, Selena Perrin.



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Middle School Musical ~ Buggy Malone

Mrs. Nancy Petrie, Middle School Music Teacher, and student Sarah Hughston presented a “teaser” for the Middle School play *Buggy Malone*. The play will be held the weekend of February 9.

Public Comments

There were no public comments.

Student Representative

Tyler Fisher, Student Representative, noted Love Your Schools were in the building last week meeting with student government and providing valentines to send to local legislators regarding funding and relief on unfunded mandates. Mr. Fisher noted it was great to see so many students involved. The week of February 11 is “Orange Crush” week. Students can have cans of Orange Crush sent to one another. The cast of the Legally Blonde have been busy practicing. Sectionals for wrestling will be held the weekend of February 8 and 9. The Academy will be hosting a cheer completion on February 10.

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 on January 17, 2013 and Budget Workshop on January 24, 2013.

**APPROVED:
MEETING
MINUTES**

Educational Presentation

Academy Highlight

Mr. Vernon Tenney, Academy Principal, Mrs. Leanne Ducharme, Lead Counselor, and Mrs. Kristin Smith, Academy Counselor, provided what role the Academy Counseling Department plays in helping students understanding the importance of being college and career ready. They highlighted the efforts of the counseling center in helping students in grades 9 through 12 prepare for their post-high school experience. They reviewed the stages freshman, sophomores, juniors and seniors go through with the counseling department.

Consensus Agenda

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

**APPROVED
CONSENSUS
AND
SUPPLEMENTAL
AGENDA**

There was a brief discussion about a concern with the Canon of Literature book, Buried Child.

Business and District Matters

1. the Treasurer’s Report for the period of December 1, 2012 - December 31, 2012. 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 - December 31, 2012. 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 - December 31, 2012. 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 book listed below for addition to the Canon of Literature at the Academy. This book will be available at the meeting for review. The summary is included as an attachment and is filed in the Supplemental Minutes File.

Buried Child

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

**CANON OF
LITERATURE ~
INITIAL
APPROVAL**

5. of a donation from **Belle Sargent** to the District Office exercise equipment which includes a weight bench and weights, Total Gym and accessories, Orbitrek, Lifestyle 10.0 treadmill and Areo Pilates with reformer and evaluation stand valued at \$550.

DONATION

6. the below resolution:

BE IT RESOLVED THAT **John Arthur, Maaike Burr, Patrick Case, Anne Ceddia, Peter Jensen, Eric Jordan, Bridget Harris, John LaFave, Mark Lavner, Brian Nolan, Deb Proffitt, Karen Salvia-Mottler, Valerie Schubmehl, James Simmons, Vernon Tenney and Julie Winston** 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:

**CERTIFICATION
OF LEAD
EVALUATORS**

- 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.



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7. the below resolution:

That pursuant to Section 2606 of the Education Law that the date of May 7, 2013 be designated as the day of registration for the School Board Election and Budget Vote to be held on Tuesday, May 21, 2013; that the place of registration be designated as the Administrative Offices, 143 North Pearl Street, Canandaigua, New York; that the hours of registration be designated as from 8:00 a.m. through 4:00 p.m.; and that the Board of Registration consist of Ms. Deborah Sundlov and Dr. Mark Lavner.”

**ANNUAL
ELECTION AND
BUDGET VOTE
RESOLUTION**

“That pursuant to Sections 2606 and 2602 of the Education Law that the Canandaigua Elementary School, West Gibson Street, Canandaigua, New York, and Cheshire Fire Department, 4285 State Route 21, Canandaigua, New York, be designated as the locations where the Annual School Board Election and Propositions for Budget Vote and other Approved Propositions will be held on Tuesday, May 21, 2013 and that the hours for the polls to be open be designated as from 7:00 a.m. to 9:00 p.m.”

8. the request of Mr. Jim Simmons, Athletic Director, for the below trips. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

- **Varsity Softball**, Orlando, Florida, April 1-5, 2013, Initial approval was granted on September 20, 2012.
- **Varsity Baseball**, Orlando, Florida, April 1-5, 2013, Initial approval was granted on September 20, 2012.
- **Varsity Girls Lacrosse**, Baltimore, Maryland, April 2-6, 2013, Initial approval was granted on November 30, 2012.
- **Varsity Boys Lacrosse**, Bridgewater, New Jersey, March 22-23, 2013, Initial approval was granted on October 5, 2012.

**ATHLETIC FIELD
TRIPS ~ FINAL
APPROVAL**

9. the request of Mr. Vernon Tenney, Academy Principal, for the below trips. Initial approval was granted on January 3, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

- **NAfME All Eastern (National Association for Music Education) Choir**, Hartford, Connecticut, April 4-7, 2013
- **Canandaigua FIRST Robotics**, Cleveland, Ohio, March 27-28, 2013

**ACADEMY FIELD
TRIPS ~ FINAL
APPROVAL**

10. the request of Mr. John LaFave, Primary School Principal, for Sarah Bellows, Finger Lakes Community College student, to complete her internship for school counseling with Ms. Amy Wade effective February 8 through May 16, 2013.

INTERNSHIP

11. of smoke head replacement at the Elementary School. The money for this replacement will come from remaining funds of the \$8.4 million project that was approved on May 2010. The cost of this will be approximately \$70,000.

**ELEMENTARY
SCHOOL ~
SMOKE HEAD
REPLACEMENT**

12. of ventilator at the Elementary School link. The money for this replacement will come from remaining funds of the \$8.4 million project that was approved on May 2010. The cost of this will be approximately \$60,000.

**ELEMENTARY
SCHOOL ~ LINK
GYMNASIUM
VENTILATOR**

13. the request of Mr. John Arthur, Interim Middle School Principal for **Karen Tricomi** to serve as a volunteer at the Middle School for the 2012-2013 school year.

**MIDDLE SCHOOL
VOLUNTEER**



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- 14. the request of Mr. John Lafave for the following guest speakers:
 - **Pam Boy** to conduct a presentation on March 7 to our UPK classrooms on Seeing Eye Dogs. Ms. Boy trains and raises these dogs and is associated with the "Guiding Eyes for the Blind" organization. The presentation will be in conjunction with the UPK's "Senses" and "Careers" units. There will be at no cost to the District.
 - Beekeeper **Marianne Stahl** and her assistant **Vincent McNally** to present to our preschoolers on honey bees, their life cycle, and their body parts. The children will be able to see an active hive and its honeycomb. They will do this during one contiguous day. The exact date has not yet been set but will take place during the month of February. There will be no cost to the District.

GUEST SPEAKERS

- 15. the below resolution:

AMENDMENT OF PLAN

WHEREAS, the Canandaigua City School District ("District") maintains the Canandaigua City School District 403(b) Retirement Plan ("Plan"); and

WHEREAS, the Plan was duly adopted on the 7th day of February, 2013 by the District's Board of Education ("Board"); and

WHEREAS, the Board desires to amend the Plan to permit the in-plan rollover of a Non-Roth Account to a Roth Account;

NOW, THEREFORE, BE IT RESOLVED that the Plan shall include the following new section **6.7 In-plan rollover from a Non-Roth Account to a Roth Account;**

6.7 In-plan rollover from a Non-Roth Account to a Roth Account

If the Adoption Agreement so specifies-OR-If the Plan includes a qualified Roth contribution program, a Participant, Beneficiary, or Alternate Payee may, consistent with IRC § 402A(c)(4), direct an in-Plan qualified rollover contribution into a Roth Account of an amount under a Non-Roth Account that, for a transfer before January 1, 2013, the Participant, Beneficiary, or Alternate Payee otherwise was entitled to receive as an Eligible Rollover Distribution, or for a transfer after December 31, 2012 is consistent with IRC § 402A(c)(4)(E).

- 16. for Haylor, Freyer & Coon, Inc. to be the Broker of Record for the Canandaigua City School District.

BROKER OF RECORD

- 17. the recommendations of the Committee on Special Education, which is filed as an attachment in the Supplemental Minutes File.

SPECIAL EDUCATION

- 18. 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>
Lisa Brunelli	Teacher Aide	Resignation In order accept another position	1/27/2013
John Morrill	School Bus Monitor	Resignation In order accept another position	1/22/2013
Amy King	Food Service Helper	Resignation	3/28/2013
Marjorie Como	Contract Substitute Teacher Aide	Resignation	2/6/2013



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B. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Nicole Casellas	Substitute School Monitor	1/25/2013	\$7.25/hr.
Rebecca Donovan	Substitute Account Clerk Typist	1/25/2013	\$16.00/hr.
Chris Redington	Substitute Teacher Aide	2/7/2013	\$7.25/hr.
Laura Ouimette	Substitute Teacher Aide	2/5/2013	\$7.25/hr.
Beth Smythe	Substitute School Monitor	2/5/2013	\$7.25/hr.
Viki Perry	School Bus Monitor	2/7/2013	\$7.25/hr.
Marjorie Como	Substitute Teacher Aide	2/7/2013	\$7.25/hr.
Sally Colletti	Contract Substitute Nurse	2/8/2013	\$20.00/hr.

2. Instructional Personnel

A. Resignation

of Lyndsey Sanford, a contract substitute teacher at the Middle School, effective February 7, 2013.

B. Leave of Absence

of Lori Kovalovsky, a First Grade teacher at the Primary School, requesting a pregnancy-related leave of absence to begin on or about April 28, 2013 and to end on or about June 10, 2013 immediately followed by an unpaid leave of absence to end June 21, 2013.

of Kimberly Kane, a Music teacher at the Primary School, requesting an unpaid child-rearing leave of absence from September 1, 2013 through November 8, 2013.

C. Appointments

(1) **Rebecca Kraft** received her Bachelor's degree in Inclusive Early Childhood & Childhood Education from Nazareth College and her Master's degree in Reading and Literacy from SUNY Geneseo. She has been working for the District as a Contract Substitute Teacher for the past two school years. Ms. Kraft is appointed to a Long-term Substitute 6th Grade Teacher position effective January 28, 2013 through June 30, 2013. This position is available as a result of a teacher on special assignment.

(2) **Kathryn McFarland** received her Bachelor's and Master's degrees in Special Education and Reading from Buffalo State College. She obtained her Certificate of Advanced Study from SUNY Brockport. Ms. McFarland has worked in Education and Administration for over 16 years, focusing on professional development for nearly 14 of those years. She is appointed to a 3-year probationary position as Director of Professional Development with a tenure area of School District Administrator effective March 21, 2013. This position is available as a result of a resignation.

<u>Name</u>	<u>Certification</u>	<u>Effective Date</u>	<u>Step</u>
Rebecca Kraft	Students w/ Disabilities B-2, Initial Early Childhood Education B-2, Initial; Childhood Education 1-6, Initial Literacy 5-12, Initial; Literacy B-6, Initial; Students w/ Disabilities 5-9 Generalist, Initial Generalist MCE 5-9, Initial; Students w/ Disabilities 1-6, Initial	1/28/13 – 6/30/13	1 (Pro-rated)
Kathryn McFarland	Admin – SDA, Permanent Literacy – Reading, Permanent Special Education, Permanent	3/21/2013	Per Contract

(3) 2012-2013 Contract Substitute Teacher

The following individual has been recommended to be a Contract Substitute Teacher for a guaranteed minimum of 67.5 days at \$100 per day effective January 28, 2013 through June 30, 2013.

Alyssa Mulheron Middle School



(4) 2012-2013 Spring Coaching

the following individuals for Spring Coaching positions at a rate of pay in accordance with contract:

<u>Coach</u>	<u>Position</u>
Dale Werth	Head Baseball
Zach Gisleson	Assistant Baseball (JV)
Mike Tepper	Modified "B" Baseball
Matt Walters	Modified "B" Baseball
Danielle Owdienko	Head Softball
George McConville	Assistant Softball (JV)
Bill Bowe	Modified "B" Softball
Kristen Muscato	Modified "B" Softball
Ed Mulheron	Head Lacrosse (Boys)
Deven York	Assistant Lacrosse (JV Boys)
Adam Stoler	Modified "B" Lacrosse (Boys)
Dave Gioseffi	Modified "B" Lacrosse (Boys)
Sue Ellis	Head Lacrosse (Girls)
Jared Simpson	Assistant Lacrosse - (JV Girls)
Alyssa Mulheron	Modified "B" Lacrosse (Girls)
Eric Ward	Modified "B" Lacrosse (Girls)
Bruce Hawkins	Head Tennis (Boys)
Dave Ducharme	Assistant Tennis (JV Boys)
Mark Annesi	Modified "B" Tennis (Boys)
Arlene DeVinney	Head Track (Girls)
Matt Oberst,	Head Track (Boys)
Paul Sedita	Assistant Track (Boys)
Becca Kraft	Modified "B" Track
Mike Mahar	Modified "B" Track
Mike Broderick	Head Golf
Pat O'Hara	Assistant Golf (JV)

(5) 2012-2013 School Year Co-Curricular Appointment

the following individual has been recommended 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	Dax Koenig

(6) Substitute Teacher

the following individuals as substitute teachers conditional upon their criminal history clearance from the New York State Education Department where appropriate.

- Shawn Riley
- Tierney Coyne
- Robert Woodard

End of Consensus Agenda



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Board Committee Reports

Operations & Facilities Committee

Dr. Mark Lavner, Assistant Superintendent for Personnel and Support Services, reported on behalf of the Operations and Facilities Committee which met on January 23, 2013. The Committee reviewed security options for each of the buildings. They included locked main entrances with an A-phone for audio-visual communication with the receptionist, second set of locked doors at Primary, Elementary and Academy south entrances, an enclosure for Academy south entrance reception area and constructing a Primary receptionist area within the existing book room. The approximate cost for these items would be \$55,000 and would be covered in the security project that was approved as part of the \$9.5m authorization. This would only need Board approval.

Interior doors and hardware at the Academy also pose a security concern. Work to update would fall under our previous project approved in the \$9.5m authorization and would cost approximately \$35,000. This would only need Board approval.

The Committee reviewed the replacement of smoke heads at the Elementary school and a ventilator replacement in the Elementary Link Gym, which the Board approved in their consensus agenda earlier in the evening.

The Committee will meet on February 27 with Mr. Jim Simmons, Athletic Director, to talk about additional site work for Exhibition Field track.

The Rail-to-Trail project was discussed. The city's revised proposal to extend the duration of the agreement to 99 years was accepted. However, the reluctance to install fencing to the area that is immediately accessible to the Primary playground is unacceptable and was communicated to the City Manager.

The next meeting is scheduled for February 27.

Upon a recommendation Mrs. Raeman on behalf of the Committee with no second needed, a motion was made to approve both the building entrance upgrades and security upgrade of interior doors and hardware at the Academy at approximately \$55,000 and \$35,000 respectively, with Mrs. Grimm, Mr. Delforte, Mrs. Thomas, Mrs. Kesel, Mrs. Pedzich and Mr. Reho voting yes, Mr. Patrowicz voting no, the Board of Education approved.

**APPROVED
PROJECT**

Policy Committee

Mrs. Thomas reported on behalf of the Policy Committee which met on February 4. The Committee reviewed twenty policy, several that are non-substantive. There are five policies that will be brought to the next Board meeting for an Initial Reading. The next meeting is scheduled for February 25.

District Committee Reports

Character Education / Wellness Committee (CEC)

Superintendent Erdle reported on behalf of the Character Education/Wellness Committee which met on February 6. The Committee received updates from each building around what is happening at the building level with character education and wellness.

Upcoming Events

- February 8 - First Day School Board Candidate Petitions Available
- February 8,9 & 10 - Middle School Musical - Buggy Malone
- February 9 - CA Winter Semi-Formal
- February 12 - Middle School Concert
- February 13 - Audit Committee Meeting
- February 13 - Academy Mid-Winter Concert



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- February 14 - **Budget Workshop - Middle School - Expenditures - Cost Analysis of Several District Programs**
- February 18 - President's Day
- February 19-22 - February Break
- February 25 - Policy Committee
- February 27 - Operations & Facilities Committee
- February 28 - BOE Middle School Visit
- February 28 - **Regular Board Meeting - Operations Center**
- March 7 - **Budget Workshop - Middle School - Survey Analysis - Revenues - Reserves**
- March 14 - **Regular Board Meeting - Operations Center**
- March 20 - Audit Committee Meeting
- March 21 - **Budget Work Workshop - Middle School - Executive Review of Preliminary Budget Estimates**
- March 25 - Policy Committee Meeting
- March 28 - **Regular Board Meeting - Operations Center**
- April 11 - **Regular Board Meeting - Operations Center**
- April 17 - Audit Committee Meeting
- April 22 - Policy Committee Meeting
- April 23 - Elementary Principal Final Interviews
- April 24 - **Special Board Meeting**
- April 25 - **Regular Board Meeting - Operations Center**
- May 1 - Last Day to Submit Petitions

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 8:55 p.m. The next Regular meeting will be on February 28, 2013 at the Operations Center at 6:30 p.m.

APPROVED:
ADJOURNMENT

Respectfully submitted,

Deborah Sundlov
District Clerk