



## Canandaigua City School District Board of Education Meeting

Minutes ~ March 28, 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, March 28, 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, Michelle Raeman, Tom Reho, Beth Thomas

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

ADMINISTRATORS/SUPERVISORS PRESENT: John LaFave (6:30 p.m. – 6:35 p.m.) Katie McFarland, Jim Simmons, Andy Thomas, Ralph Undercoffler (6:35 p.m. – 6:38 p.m.)

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Several teachers, student athletes and families

### ***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. Pedzich, seconded by Mrs. Kesel, with all present voting yes, the Board of Education approved calling an Executive Session at 6:30 p.m. for the purposes of discussing seven employment history of a particular employees and six 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. Kesel, seconded by Mrs. Thomas, with all present voting yes, the Board of Education returned to Open Session 7:26 p.m.

**APPROVED:**  
**OPEN SESSION**

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

Mrs. Grimm reconvened the meeting at 7:30 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'

Superintendent Erdle announced that the 20<sup>th</sup> Annual Regional Spelling Bee was held on Saturday, March 23. Our own eighth grader Max Roth finished in third place.

On March 27, eleven of our athletes signed to play Division I and II sports in college.

Mr. Jim Simmons, Athletic Director, introduced four winter coaches; Mr. Mike Madden, Ski Coach; Mr. Roy Weymouth, Boys Swimming; Mr. Matt Oberst, Boys Indoor Track; and Mrs. Alrene DeVinney, Girls Indoor Track. Coaches in turn introduced several from their team who had an outstanding season.

Student Athletes introduced were:

**Boys Swimming:** Alex Brion, Michael Cuciti, Trevor Dobies, Sean Carbary and Noah Barnard

**Boys Indoor Track:** Sam Harding



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**Girls Indoor Track:** Deanna Lane, Rebecca VanLaeken, Amanda Yavorek, Rachel Foster, Emily VanDerEems, Genevieve Rotz, Julia Gleason, Jessica Locke, Kennedy Jensen, Kendall D'Amore, Lauren D'Amore and Dana Garbinski, Jessica Colmerauer and Christine Lyttle.

Also recognized was Girls skiing Leah Norris, who was unable to attend the meeting.

***Athletes and their parents left at 7:57 p.m.***

**Public Comments**

There were no public comments.

**Approval of Minutes**

Upon a motion made by Mrs. Kesel, seconded by Mr. Reho, with all present voting yes, the Board of Education approved the meeting minutes of the Budget Workshop on March 7, 2013 and the Regular Board meeting on March 14, 2013.

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

**Approval of February Warrants**

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

**APPROVED:**  
**FEBRUARY**  
**WARRANTS**

- General Fund
  - # 2 Checks 005102 to 005354
- Federal Fund
  - # 2 Checks 000260 to 000263
- Cafeteria Fund
  - # 2 Checks 000419 to 000435
- Capital Fund
  - # 2 Checks 000290 to 000295

**Educational Presentation**

**Common Core Standard Implementation Models K-5**

Dr. Julie Winston, Assistant Superintendent for Instruction, showed the Board a video presentation from the K-5 complex of teachers who are implementing the new state ELA and math modules in their classes. Teachers have put in a lot of hard work and dedication to get as far as they have in these modules. The Board asked several questions of the teachers present.

***Most Teachers left at 8:33 p.m.***

**SEQR Resolution**

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

**APPROVED:**  
**SEQRA**  
**RESOLUTION**

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.

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This resolution shall take effect immediately.

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

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

The resolution passed.

\* \* \* \* \*

**Adopting Bond Resolution**

Upon a recommendation by the Superintendent, a motion was made by Mrs. Kesel, seconded by Mrs. Raeman, with all the Board members voting yes, the Board of Education approved adopting a bond resolution by a roll call vote:

**APPROVED:**  
**BOND**  
**RESOLUTION**

BOND RESOLUTION DATED MARCH 28, 2013 OF THE BOARD OF EDUCATION OF THE CANANDAIGUA CITY SCHOOL DISTRICT AUTHORIZING GENERAL OBLIGATION BONDS TO FINANCE THE ACQUISITION OF SCHOOL BUSES, AUTHORIZING BOND ANTICIPATION NOTES IN CONTEMPLATION THEREOF, THE LEVY OF TAXES IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, THE EXPENDITURE OF SUCH SUMS FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

Section 1. The City School District of the City of Canandaigua, New York ("Canandaigua City School District") shall undertake certain capital expenditures, as more particularly described in Section 3 hereof.

Section 2. The Canandaigua City School District is hereby authorized to issue its General Obligation Serial Bonds in the aggregate principal amount of not to exceed \$369,954, pursuant to the Local Finance Law of New York, in order to finance the specific object or purpose described herein.

Section 3. The specific object or purpose to be financed pursuant to this resolution (hereinafter referred to as "purpose") is the acquisition of six (6) 72-passenger-passenger school buses.

Section 4. It is hereby determined and declared that (a) the maximum cost of said purpose, as estimated by the Board of Education, is \$669,000, and such amount is hereby appropriated therefor, (b) the Canandaigua City School District plan to finance the cost of said purpose is (i) to expend \$299,046 from the existing bus reserve fund for such costs; and (ii) to provide up to \$369,954 from funds raised by the issuance of said Bonds and Bond Anticipation Notes hereinafter referred to; and (c) no money has heretofore been authorized to be applied to the payment of the cost of said purpose.

Section 5. It is hereby determined that the purpose is one of the class of objects or purposes described in Subdivision 29 of Paragraph a of Section 11.00 of the Local Finance Law, and that the period of probable usefulness of said purpose is five (5) years.

Section 6. The Canandaigua City School District is hereby authorized to issue its Bond Anticipation Notes in the aggregate principal amount of not to exceed \$369,954, and is hereby authorized to issue renewals thereof, pursuant to the Local Finance Law of New York in order to finance the purpose in anticipation of the issuance of the above described Bonds.

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Section 7. It is hereby determined and declared that (a) there are presently no outstanding Bond Anticipation Notes issued in anticipation of the sale of said Bonds, (b) the Bond Anticipation Notes authorized hereby are not issued in anticipation for Bonds for an assessable improvement.

Section 8. It is hereby determined and declared that the Canandaigua City School District reasonably expects to reimburse the general fund, or such other fund utilized, not to exceed the maximum amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.

Section 9. The faith and credit of the Canandaigua City School District, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such Bonds and Bond Anticipation Notes as the same respectively become due and payable. And annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied on all taxable real property of said School District, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 10. The power to further authorize the issuance of said Bonds and Bond Anticipation Notes and to prescribe the terms, form and contents of said Bonds and Bond Anticipation Notes, subject to the provisions of this resolution and the Local Finance Law of New York, including without limitation, the consolidation with other issues, the determination to issue Bonds with substantially level or declining annual debt service, and to sell and deliver said Bonds and Bond Anticipation Notes, is hereby delegated to the President of the Board of Education or to the Vice President of the Board in the event of the absence or unavailability of the President. The President of the Board of Education and the District Clerk are hereby authorized to sign by manual or facsimile signature any Bonds and Bond Anticipation Notes issued pursuant to this resolution, and are hereby authorized to affix to such Bonds and Bond Anticipation Notes the corporate seal of the School District and to attest the same.

Section 11. After compliance with Section 12 hereof, this resolution, or a summary hereof, shall be published in full by the District Clerk or the Clerk's designee together with a notice in substantially the form prescribed by Section 81.00 of said Local Finance Law, and such publication shall be in each official newspaper of the School District. The validity of said Bonds and Bond Anticipation Notes may be contested only if such obligations are authorized for an object or purpose for which said School District is not authorized to expend money, or the provisions of law which should be complied with, and an action, suit or proceeding contesting such validity, is commenced within twenty (20) days after the date of such publication; or if said obligations are authorized in violation of the provisions of the Constitution.

Section 12. This resolution shall be submitted to a referendum of the qualified electors of the School District on May 21, 2013 pursuant to Section 37.00 of the Local Finance Law of the State of New York and shall take effect immediately upon approval at such referendum.

Duly put to a vote as follows:

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

The resolution passed.

\* \* \* \* \*



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**Proposition # 2 – Bus Purchase**

Upon a recommendation by the Superintendent, a motion was made by Mrs. Thomas, seconded by Mr. Delforte, with all the Board members voting yes, that the Board of Education approve the Proposition No. 2, Bus Purchase by a roll call vote:

**APPROVED:**  
**PROPOSITION**  
**NO 2**

BE IT RESOLVED BY THE BOARD OF EDUCATION AS FOLLOWS:

1. The following notice shall be added to the notice of annual meeting and election:

AND NOTICE IS ALSO GIVEN that the following proposition will be submitted for voter approval at such time:

**PROPOSITION #2**

Shall the bond resolution adopted by the Board of Education of the City School District of the City of Canandaigua, New York, dated March 28, 2013, authorizing the acquisition of six 72-passenger school buses, at an estimated maximum aggregate cost of \$669,000, less trade-in value, if any, and the appropriation and expenditure from the existing bus reserve fund of \$299,046 for such cost; the levy of a tax to be collected in annual installments therefor; the issuance of debt obligations of the School District as may be necessary, or the use of undesignated unappropriated fund balance, not to exceed \$369,954, all be approved?

2. At such meeting taxes to be levied by installments will be proposed providing for payment of the acquisition of school buses. Such taxes shall be levied upon all the taxable property of the District, shall be levied in annual installments and shall be of such amounts and levied in such years as may be determined by the Board of Education.
3. The District Clerk or the Clerk’s designee is hereby directed to add the above to the notice of the annual meeting of the School District.
4. This resolution shall take effect immediately upon its adoption.

Duly put to a vote as follows:

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

The resolution passed.

\* \* \* \* \*

**Consensus Agenda**

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

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



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**Business and District Matters**

1. the Treasurer's Report for the period of February 1, 2013 – February 28, 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 July 1, 2012 - February 28, 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 July 1, 2012 - February 28, 2013. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **REVENUE STATUS REPORT**
4. the request of Mr. John Arthur, Interim Middle School Principal, for **Glen Johnson**, 13 WHAM Meteorologist, to speak at Mrs. Peg Fusco's earth science class during March. There is no cost to the District. **GUEST SPEAKER**
5. the request of Mr. Vernon Tenney, Academy Principal, for Initial Approval for the below trips. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **FIELD TRIPS ~ INITIAL APPROVAL**
  - **NASC Lead Conference**, June 19-25, 2013, Las Vegas, Nevada
  - **Class of 2014 Senior Trip**, November 15-18, 2013, Chicago, Illinois
  - **FIRST Robotics**, April 24-28, 2013, St. Louis, Missouri
6. the request of Mr. John Arthur to accept a donation from **Constellation Brands** of a 10 foot projection screen. This electric screen is approximately \$550-\$690 new. **DONATION**
7. the request of Mr. John LaFave, Primary School Principal, for a group of six from Victor Central School, including Assistant Superintendent for Instruction, Ms. Pamela Sullivan, to attend "Listening and Learning" instruction in six classrooms. Mrs. Karen Salvia-Mottler and Mrs. Danielle Hoch, will also debrief with this visiting group, after the classroom visitations are finished. This visitors will not be interacting with our students. Their goal is to see how we are implementing this part of the new ELA modules. **VISITORS**
8. the request of Mr. John Arthur for Ms. Sue Huedpohl to host the following volunteers to present in her classroom on April 10 and 11, 2013. The presentation is part of her consumer unit and they will be presenting information in support of buying locally. **VOLUNTEERS**
  - **Sarah Lincoln**, Cornell University, Clifton Springs, New York
  - **Tammy Erick**, Ontario County ARC, Dundee, New York
  - **Jessica Williams**, Happiness House, Geneva, New York

the request of Mr. Ralph Undercoffler, Interim Elementary School Principal, for the following volunteers to work in the art classrooms through the 2012-2013 school year.  
**Adeline Rudolph, Erica Bacon, Colletta Francese, Karen Varricchio, Heather Vitticore, Jamie Volpe-Hughes**
9. the updated Safety Plan was presented to the Board of Education at their February 28, 2013 Board meeting. This updated plan requires submission to the State Education Department upon approval from the Board. Additional information is included as an attachment and is filed in the Supplemental Minutes File. **UPDATED SAFETY PLAN**
10. the request of Mrs. Karen Salvia-Mottler, Director of Language Arts, for a group from Nazareth College to participate in a research study at grade three. The purpose of the study is to investigate the reading comprehension of third graders who have specific language impairment and no other developmental delays. These students are also experiencing reading comprehension difficulties but seemingly have age appropriate decoding skills. **GUESTS**



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Grade three is being targeted because this is a critical time for the development of these skills and individuals who demonstrate difficulty at this age are at risk for continued reading difficulty as reading demands increase. The results of the study will provide information about strategic reading processes that may help teachers develop instructional strategies for reading comprehension. This will not take place until after state testing. The teacher will obtain consent and help make a recommendation for students in the study.

- 11. the request of Mr. John Arthur for the below Middle School Festival Adjudicators. This is part of the 2012-2013 music budget. SOLO FESTIVAL ADJUDICATORS
Richard Felice, Laura Lentz, Matthew Bond, Rebecca DelVillano, Zachary Pelton, Jeffrey Stempien, Annette Farrington
12. the request of Mr. Ralph Undercoffler for Michelle Rice, a graduate student in the Masters in Social Work program at Roberts Wesleyan, to visit the Elementary School on April 8th. She will be working with Lynn Pierce Morey to get a practical "real world" experience in a school building. STUDENT VISIT
13. the recommendations of the Committee on Special Education, which is filed as an attachment in the Supplemental Minutes File. SPECIAL EDUCATION
14. 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. Leave of Absence

the request from Michelle Marsh, a teacher aide at the Elementary School, for an extension of her current leave of absence to now end May 19, 2013.

B. Removals

Table with 4 columns: Name, Position, Reason, Effective. Rows include Ellen Quatrano (Electronic Work Station Operator), Calla Mellor (School Monitor), and Vanessa Lombardi (Contract Substitute Teacher Aide).

C. Appointments

Table with 4 columns: Name, Position, Effective, Rate. Rows include Angela Dutcher (Substitute Teacher Aide) and Vanessa Lombardi (Substitute Teacher Aide).

2. Instructional Personnel

A. Leave of Absence

the request from Michele Reynolds, a 5th Grade Teacher, for an extension of her unpaid child rearing leave of absence through the end of the 2012-2013 school year.



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**B. Resignation**

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>
Carol McKeown	Special Education Teacher	6/30/2013	20 years

resignation from Julie Wortmann, a Teaching Assistant at the Middle School, effective March 29, 2013.

**C. Appointment**

**Rebecca Haydanek** received her Bachelor's degree in Childhood Education from SUNY Geneseo. She has been working for the District as a Contract Substitute Teacher since January 2009. Ms. Haydanek will be appointed to a Long-Term Substitute 5<sup>th</sup> Grade Teacher position effective January 22, 2013 through June 30, 2013. This position is available as a result of a leave of absence.

<u>Name</u>	<u>Certification</u>	<u>Effective Dates</u>	<u>Step</u>
Rebecca Haydanek	Early Childhood Ed B-2, Initial; Mathematics 7-12, Initial; Childhood Ed 1-6	1/22/13 – 6/30/213	1 (Pro-rated)

***End of Consensus Agenda***

***Budget Update***

Superintendent Erdle announced that the recent passage of the New York State Budget includes an increase in state aid revenue of \$826,000 to the District compared to the original budget proposal. This increase in state aid is due to the efforts of Assemblyman Kolb and Senator Nozzolio's advocacy for our schools. They have listened to the concerns of Board members and community members over the past months and year.

With the increase in funding it will allow the Board to submit a budget at a lower amount than the tax levy cap. The current tax levy cap, with the updated information, is at 4.7% (up from the amount provided at the March 21 Budget Workshop of 4.47%). Given the increase in state aid and the increase in the tax levy cap, the Board had extensive discussion on the options for Superintendent Erdle to present on April 11. The Board agreed to have a budget at a 3.67% increase to the levy, which translates to a tax rate of \$19.19 per thousand, an increase of .46 cents per thousand over 2012-2013. The budget will be presented at the April 11 Board meeting, which will be held at the Middle School.

***Board Committee Reports***

**Audit Committee**

Mr. Tom Reho, reported on behalf of the Audit Committee which met on March 20. The Committee reviewed Policy #5410 Purchasing and Competitive Bids, Policy #5570 Financial Accountability and Regulation #5410 Purchasing and Competitive Bids. Changes will be forwarded to the Policy Committee for their review and presentation to the Board. The Committee discussed the current Reserve balances and was provided an updated of a recently awarded tax certiorari. Reconciliation of capital projects was reviewed and discussed. The next Audit Committee meeting is scheduled for April 17.

**Policy Committee**

Mrs. Thomas reported on behalf of the Policy Committee, with no second required the following policies were accepted for a Second Reading.

- **Second Reading** ~ #1450 Conflicts with Law or Regulation
- **Second Reading** ~ #3212 School Volunteers
- **Second Reading** ~ #5667 Pest Management and Pesticide Usage

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- **Second Reading** ~ #6470 Use of District-Owned Telecommunications by Staff
- **Second Reading** ~ #6479 Recognition Retirees
- **Second Reading** ~ #6480 Employee Personnel Records & Release of Information

The Committee met on March 25 and provided the following for a First Reading. No questions or comments were provided for the below:

- **First Reading** ~ #3160 Naming and Dedications
- **First Reading** ~ #6160 Equal Employment Opportunity
- **First Reading** ~ #7131 Foreign Exchange Students
- **Non Substantive** ~ #7111 Student Residency

The next Policy Committee meeting is April 29.

### ***District Committee Reports***

Educational Enrichment Fund (EEF)

Mrs. Kesel reported on behalf of the EEF Committee which met on March 25. The Committee reviewed seven applications with funding for three. The Committee had just over \$7,000 to award.

### ***Adjournment***

Upon a motion made by Mr. Delforte, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 9:35 p.m. The next Regular meeting will be on April 11, 2013 at the Middle school at 6:30 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully submitted,

Deborah Sundlov  
District Clerk

### ***Upcoming Events***

- March 29 - Superintendent Conference Day
- April 1-5 - Spring Break
- April 10 - District Orchestra Concert
- April 11 - **Regular Board Meeting ~ Middle School**
- 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 ~ Middle School**
- May 1 - Last Day to Submit Petitions