



## Canandaigua City School District Board of Education Meeting

Minutes ~ January 17, 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, January 17, 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

BOARD MEMBERS ABSENT:

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

LEADERSHIP TEAM ABSENT:

ADMINISTRATORS/SUPERVISORS PRESENT: John LaFave, Kevin McNamara, Brian Nolan, Deb Proffitt, Karen Salvia-Mottler, Andy Thomas, Ralph Undercoffler

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Haley Bickel, Cheryl Bowe, Rich Colosi, Elizabeth Consaul, Gail DeMuzio, Melissa DeMuzio, Tony DeMuzio, Beth Dombrowski, Cheryl Erhardt, Tyler Fisher, Maria Green, Karrie Hart, Daniel Hoch, Rachel Holzschuh, Erin Hopkins, Maureen Kaneley-Messina, Lori Kovalovsky, Lori LaFave, Mary Ann Pavone, Lisa Szczepkowski, Sharon Trumbull, Sandra Voigt

### ***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. Kesel, 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 sixteen employment history of a particular employees and matters leading to the appointment, employment, promotion, demotion or removal of a particular person or employee.

**APPROVED:**  
**EXECUTIVE**  
**SESSION**

### ***Return to Open Session***

Upon a motion made by Mrs. Pedzich, seconded by Mrs. Thomas, with all present voting yes, the Board of Education returned to Open Session at 7:26 p.m.

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

### ***Pledge of Allegiance to the Flag***

Mrs. Grimm reconvened the meeting at 7:33 p.m. and asked everyone to stand for the Pledge of Allegiance.

### ***President's Comments***

Mrs. Grimm welcomed all present.

Mrs. Grimm began by praising a special community event entitled "Chasin' the Blues IV" that **Mrs. Cheryl Drake**, Music Teacher, recently participated in with Academy student musicians and dancers. The event, which featured the students in a variety show/coffee house setting, supported Camp Good Days and Special Times raising approximately \$3,400.

The **Robotics Team (TAN(X))** will be competing in an ultimate Frisbee throwing contest for their robot build this year. The group has been practicing in the Academy hallway by the LGI Conference Room and the tech rooms Monday and Wednesday 6:00 p.m. – 9:00 p.m. and Saturday 9:00 a.m. to 4:00 p.m. if any Board members wishes to stop by.

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### **Superintendent's Report**

The West Point Leadership Award is a civic award presented by the West Point Society of Rochester to a high school student that best represents the ideals and values of West Point. This winner receives a \$100 scholarship and their name is added to the trophy. The trophy is then loaned to the high school and on display in the main office of that school. **Tyler Fisher** is this year's recipient.

Junior **Kennedy Jensen** received a perfect score on the ACT. Only 781 students out of 1.66 million obtained this score. Ms. Jensen also took four regents last year, scoring 100% on each one.

Superintendent Erdle then recognized the *Daily Messengers* Best Teacher of Ontario County, **Mrs. Sharon Trumbull**, Primary School Teacher by reading a short statement. Mrs. Trumbull stated while the award is nice, she is accepting it for every teacher in the District.

***Mrs. Trumbull and several teachers left at 7:44 p.m.***

### **Bus Proposition**

Dr. Mark Lavner, Assistant Superintendent for Personnel and Support Services, reported on the Bus Replacement plan. The plan calls for the purchase of six full size school buses if purchase approval is received at the May 2013 budget vote. The total cost for these buses (not offset by the value of any surplus buses) is \$ 659,000. With state aid reimbursement of \$456,687, the actual cost to the District is \$202,313 which will be paid for from reserves. There will be no impact on taxpayers. When these new buses are delivered, we will dispose of at least six full size buses that as of today are 10 and 11 years old and range in mileage between 107,000 and 132,000 miles.

### **Public Comments**

Mrs. Sandy Voigt, 177 Clark Street, stated she is a former Canandaigua teacher and area educator and what a treat it was to be in attendance to hear all the good things happening. In light of the recent tragedy in Connecticut, she urged school districts to create and nurture a culture of civility that includes inclusion of and respect for the mentally ill. She will also fight against any plans to arm civilians in schools.

### **Student Representative ~ Tyler Fisher**

Student Representative Tyler Fisher reported on the 38<sup>th</sup> Annual Robert Bradshaw Invitational which was held January 11-12, 2013. The Varsity and Junior Varsity boys basketball teams played in the New Year's Tournament. The week of January 22 is mid-term week and Regents will take place on January 24 and 25.

### **Approval of Minutes**

Upon a motion made by Mrs. Raeman, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the meeting minutes of the Regular Board meeting on January 3, 2013 and Special Board Meeting on January 8, 2013.

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

### **Approval of December Warrants**

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

**APPROVED:**  
**DECEMBER**  
**WARRANTS**

General Fund

# 12 Checks 004557 to 004793

General Fund includes twenty-nine (29) electronic transfer credit card payments

Federal Fund

# 12 Checks 000237 to 000254

Cafeteria Fund

# 12 Checks 000387 to 000403

Capital Fund

# 12 Checks 000279 to 000284

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**Educational Presentation**

**Special Education Budget Overview**

Mrs. Deb Proffitt, Director of Special Education, and Mrs. Carleen Pierce, Assistant Superintendent for Business, provided an overview of programs and funding. Services are driven by student need and documented on the Individualized Education Plan (IEP). Therefore, these are mandated services.

***Tyler Fisher left at 8:30 p.m.***

**Primary School Highlight**

The Primary School teachers have been piloting New York State ELA curriculum modules, specifically the Listening and Learning written by Core Knowledge. Members of the first grade team shared the background of the Common Core and what they have done collaboratively to make the lessons come alive in the classroom. First grade teachers Danielle Hoch, Rachel Holzchuh, Lori LaFave, Erin Hopkins, Cheryl Bowe, Lisa Szczepkowski, Elizabeth Consaul, Lori Kovalovsky and Haley Bickel each presented a portion of what they have been working on this school year.

***Remaining teachers left at 9:07 p.m.***

**Technology – Status of Wireless Network**

Mr. Kevin McNamara, Director of Technology, provided a Capital Project update to the Board on the District wireless infrastructure, as well as what it means for faculty and students. As a result of the May 2010 building project many upgrades have been made to our technology infrastructure. Over 330 wireless access points have been installed in all District buildings which are directed to the Network Operations Center (NOC) located at the North end of the Primary School. He reviewed the secure network for district owned and district sponsored mobile devices and the “Bring Your Own Device” network for staff and students. The possibility of a guest network will be discussed in the future.

***Consensus Agenda***

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

**APPROVED  
CONSENSUS  
AND  
SUPPLEMENTAL  
AGENDAS**

**Business and District Matters**

1. the Treasurer's Report for the period of November 1, 2012 - November 30, 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 - November 30, 2012. Additional information is included as an attachment and will be filed in the Supplemental Minutes File.
3. the Revenue Status Report, which is a summary, for the period of July 1, 2012 - November 30, 2012. Additional information is included as an attachment and is filed in the Supplemental Minutes File.
4. the request of Mr. Ralph Undercoffler, Interim Elementary Principal, for **Ms. Laura Lentz** to attend Mr. Greg Kane's music classes on February 8 as a guest musician. Ms. Lentz is highly acclaimed as a flutist with performing and teaching experience nationally and internationally. Some of her accomplishments are outlined on her website: [www.lauralenzflute.com](http://www.lauralenzflute.com). She will provide an excellent enrichment experience for Mr. Kane's students. There is no cost to the District.

**TREASURER'S  
REPORT**

**BUDGET  
STATUS  
REPORT**

**REVENUE  
STATUS  
REPORT**

**GUEST MUSICIAN**



**Canandaigua City School District Board of Education Meeting**

Minutes ~ January 17, 2013

Operations Center, 5500 Airport Road

- 5. the request of Mr. Ralph Undercoffler for **Tenley Albright**, Academy Senior, to volunteer at the Elementary School under the supervision of Ms. Lynne Pierce-Morey. Tenley will be working on special projects around the holidays, meeting with students in a non-confidential capacity, and serving as a "Big Sister" to an Elementary School student. **VOLUNTEERS**

the request of Mr. Brian Nolan, Middle School Principal, for **Tom Martin** and **Christina Ingalls** to volunteer for the Middle School Musical.

- 6. the request of Mr. Vernon Tenney, Academy Principal, for the below guest speakers for Mr. David Gioseffi's social studies class. There is no cost to the District: **GUEST SPEAKER**
  - **Sam Casella** (Town of Canandaigua Supervisor) - June 2013

- 7. the request of Mr. Vernon Tenney: **STUDENT TEACHER PLACEMENT**

<u>Name</u>	<u>Institution</u>	<u>Teacher</u>	<u>Dates</u>
Kristin Robinson	Mansfield University	Mr. Eric Bateman	1/28-5/10/2013

- 8. the following textbook for use at the Academy and was available for final Board review at Thursday evening's meeting. The book was also available for review at the January 3, 2013 Board meeting.

**Textbook:** Environmental Systems and Societies for the IB Diploma

**Publisher:** Pearson Baccalaureate

**Course Title:** IB Environmental Systems & Societies Course

- 9. the request of Mr. Vernon Tenney for final approval for the below field trip. Initial approval was provided on December 13, 2012. Additional information is included as an attachment and will be filed in the Supplemental Minutes File:
  - Future Business Leaders of America, Boston, Massachusetts, on March 22-24, 2013

- 10. after receiving approval from the Commissioner of Labor for the release of the withholdings for Absolute General Contractors. **TRANSFER**

Revenue: A5031	Interfund Transfers from Capital	\$80,311.76
Expense: A1930-400-010-0000	Claims/Judgments	\$80,311.76

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

- 12. 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>
Pamela Hildman	School Monitor	Resignation	1/18/2013
Jennifer Migliore	Teacher Aide	Resignation	1/11/2013
Mardella Welch	Contract Substitute RN	Resignation	1/11/2013
James Fogarty	Groundskeeper	Resignation	1/11/2013



**Canandaigua City School District Board of Education Meeting**

Minutes ~ January 17, 2013

Operations Center, 5500 Airport Road

B. Appointments

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Wendy Ruggles	Substitute Food Service Helper	12/10/2012	\$7.25/hr.
Wendy Ruggles	Substitute School Monitor	1/18/2013	\$7.25/hr.
Wendy Ruggles	Substitute Teacher Aide	1/18/2013	\$7.25/hr.
Shirley Baker	School Bus Monitor	1/10/2013	\$10.09/hr.
Lisa Brunelli	Typist, FT	1/28/2013	\$11.61/hr.
John Morrill	School Monitor	1/22/2013	\$8.16/hr.

2. Administrative

A. Appointments

- (1) Mr. Brian Nolan as Administrator on Special Assignment effective January 28, 2013 through June 30, 2013.
- (2) Mr. John Arthur as Interim Middle School Principal effective January 28, 2013 through June 30, 2013.
- (3) Mr. Jim McGory as Teacher on Special Assignment as Middle School Assistant Principal .

3. Instructional Personnel

A. Resignations

- (1) of resignation from Alicia Charland, an English Teacher at the Middle School, effective June 30, 2013.

B. Appointments

(1) 2012-2013 Mentor

a Mentor for the 2012-2013 school year at a rate of pay in accordance with contract:  
Carol Nicholson: Effective 1/2/2013

(2) Substitute Teacher

the following individual as a Certified Substitute Teacher, conditional upon criminal history clearance from the New York State Education Department where appropriate.  
Vicki Cook

***End of Consensus Agenda***

***Board Committee Reports***

Audit Committee

Mr. Reho reported on behalf of the Audit Committee which met on January 16. The Committee reviewed the tax collection for the 2012-2013.

Tax Collection for 2012-2013

Upon a motion made by Mr. Reho, with no second required, and all present voting yes, the Board of Education approved the Tax Collection Report for 2012-2013.

**APPROVED:**  
**TAX**  
**COLLECTION**  
**REPORT FOR**  
**2012-2013**



**Canandaigua City School District Board of Education Meeting**

Minutes ~ January 17, 2013

Operations Center, 5500 Airport Road

WHEREAS, the Education Law provides that the tax collector shall be relieved of responsibility for the uncollected portion of the tax list when a complete list of delinquent tax items has been certified to the Board of Education, and since the collector has affixed her affidavit to such statement and filed a statement accounting for handling of the tax warrant and list as follows:

<u>NAME OF TOWN</u>	<u>TAX TO BE RETURNED</u>	<u>6% INTEREST</u>	<u>TOTAL</u>
Canandaigua City	459,134.07	27,548.04	486,682.11
Canandaigua Town	554,529.28	33,271.76	587,801.04
Farmington	68,063.57	4,083.81	72,147.38
East Bloomfield	0.00	0.00	0.00
Bristol	11,844.71	710.68	12,555.39
Hopewell	110,120.00	6,607.20	116,727.20
Gorham	0.00	0.00	0.00
South Bristol	0.00	0.00	0.00
Total	<u>\$1,203,691.63</u>	<u>\$72,221.50</u>	<u>\$1,275,913.13</u>
TAX LEVY			\$39,343,772.00
LIBRARY LEVY			\$600,000.00
LESS STAR REIMBURSEMENT			\$3,800,521.60
LESS: Small Claims			
Ballman 6 Hamlin Dr 70.68-3-42		95.09	
Brazill 52 Cove Rd 98.21-1-55		627.61	
			722.70
Plus/Minus Rounding			1.59
TAX TO BE COLLECTED			<u>\$36,038,157.57</u>
TAX COLLECTED 96.66%			\$34,834,465.94
			<b><u>\$1,203,691.63</u></b>
UNPAID TAXES TO BE RETURNED:			
CITY TREASURER		\$668,639.68	
COUNTY TREASURER		\$535,051.95	
TOTAL			<u>\$1,203,691.63</u>

AND WHEREAS, the district treasurer has verified the accuracy and signed the report of the collector; THEREFORE, BE IT RESOLVED, that the Board of Education accept the report of the tax collector and having determined that the collector has accounted for the full amount of the tax warrant, directs that the lists of the delinquent tax items with the addition of 6% penalty be certified to the offices of the City and County Treasurers.

The Committee also reviewed the Claims Auditor Report. The new process of making payments with the District Credit card has allowed the District to receive back about \$5,000. The Committee received a report on the Educational Enrichment Fund (EEF). The EEF has provided an award to the First Robotics Club in the amount of \$2,600. Applications for EEF funds may still be received through March. Fund balance was reviewed as well as state aid and the tax levy. The Committee was also provided a tax certiorari update of Ferris Hills.

The next meeting is scheduled for February 13.



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---

### Policy Committee

Mrs. Thomas reported on behalf of the Policy Committee. The below policies were accepted on behalf of the Policy Committee, with no second required.

- **Second Reading** - Policy #6121 Misuse of Alcohol, Drugs and Other Substances (School Personnel)
- **Second Reading** - Policy #6155 Appropriate Staff-Student Relations

The below policy was pulled and will be sent back to the Policy Committee with recommendations from Mr. Polimeni.

- Policy #1450 Conflicts with Law or Regulations

The next meeting is scheduled for January 28.

### **Closing Remarks**

Superintendent Erdle reviewed the schedule moving forward with Board of Education meetings and Budget Workshop meetings. The Regular Board meetings will return to having an educational presentation and not be dedicated to the budget, although they may include budget updates, as available. The Budget Workshops will be held at the Middle School Auditorium beginning at 6:30 p.m. with the below topics as follows:

- **February 14** – expenditures including overview of building and program budgets, cost analysis of several programs in District
- **March 7** – analysis of budget survey results, revenue sources and reserves
- **March 21** – preliminary draft of the budget

The Board will reserve the option that if there are many in attendance who wish to speak about the budget, they will break into small groups and conduct roundtable conversations facilitated by Board Members and Administrators. The budget forum/roundtable formats will serve in place of open microphones at Budget Workshops in order to facilitate better communication.

The Regular Board meetings will be held at the Operations Center at their regular time of 7:30 p.m.

Dr. Julie Winston, Assistant Superintendent for Instruction, provided the Board with a brief overview of how to facilitate a Group. The presentation was forwarded to the Board for their review.

### **Upcoming Events**

- January 18/19/20 - Madrigal Dinner
- January 21 - Martin Luther King Jr. Day
- January 22 - 4<sup>th</sup> Grade Band & Orchestra
- January 23 - Operations & Facilities Meeting
- January 23-25 - Regents Testing
- January 24 - **Budget Forums & Work Session**
- January 25-26 - FLMEA Jr./Sr. High Music Festival
- January 28 - Policy Committee Meeting
- January 31 - 4<sup>th</sup> Grade Band & Orchestra
- February 1 - Early Dismissal
- February 5 - Frieda O'Hanlon District Spelling Contest
- February 7 - **Regular Board Meeting**
- February 8 - First Day School Board Candidate Petitions Available
- February 8,9 & 10 - Middle School Musical - Bugsy Malone
- February 12 - Middle School Concert
- February 13 - Audit Committee Meeting
- February 13 - Academy Mid-Winter Concert
- February 14 - **Budget Workshop**
- February 18-22 - February Break
- February 25 - Policy Committee
- February 28 - BOE Middle School Visit

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Minutes ~ January 17, 2013

Operations Center, 5500 Airport Road

---

- February 28 - **Regular Board Meeting**
- March 7 - **Possible Budget Work Session**
- March 14 - **Regular Board Meeting**
- March 20 - Audit Committee Meeting
- March 21 - **Budget Work Session**
- March 25 - Policy Committee Meeting
- March 28 - **Regular Board Meeting**
- April 11 - **Regular Board Meeting**
- 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**
- 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 10:05 p.m. The next Regular meeting will be on February 7, 2013 at the Operations Center at 6:30 p.m.

**APPROVED:**  
**ADJOURNMENT**

Respectfully submitted,

Deborah Sundlov  
District Clerk