



Canandaigua City School District Board of Education Meeting

Minutes ~ March 14, 2013

Operations Center, 5500 Airport Road

The Regular meeting of the Canandaigua City School District Board of Education was held on Thursday, March 14, 2013 at 6:29 p.m. in the Canandaigua City School District Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Joe Delforte, Jeannie Kesel (*arrived at 6:35 p.m.*), 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: Michael McClain, Andy Thomas

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Cris Betlem, Maria Green, Zach Green, Alison Grems, Kate Hill (*left at 7:18 p.m.*) Brad Kovalovsky, Christie McClain, Denise Colaruotolo, Floyd Rayburn, Jim Spitz (*left at 7:18 p.m.*)

Meeting Called to Order

The meeting was called to order at 6:29 p.m. at the Operations Center by President Grimm.

Executive Session

Upon a motion made by Mrs. Pedzich, seconded by Mr. Delforte, with all present voting yes, the Board of Education approved calling an Executive Session at 6:29 p.m. for the purposes of discussing fourteen employment history of a particular employees 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. Kesel, seconded by Mrs. Pedzich with all present voting yes, the Board of Education returned to Open Session 7:30 p.m.

APPROVED:
OPEN SESSION

Meeting Called to Order and Pledge of Allegiance to the Flag

Mrs. Grimm reconvened the meeting at 7:34 p.m. and asked everyone to stand for the Pledge of Allegiance.

President's Comments

Mrs. Grimm welcomed all in attendance.

Public Comments

There were no public comments.

Superintendent's Report

'Brag About'

Superintendent Erdle reported that the Canandaigua Parent Teacher Student Association (PTSA) last year raised approximately \$70,000. Of the fundraising, 100 percent of the proceeds from the Book Fair go directly to the library; 100 percent of Square 1 Art goes to the art department and 100 percent of Shoppers Showcase goes to the K-8 instrument drive. The Entertainment Books, Box Tops for Education and smaller fund raisers are used to cover everything else the PTSA supports.



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In a letter from Dr. Barbara Risser, Finger Lakes Community College President, it was announced that Mr. Eric Cosmon, Academy Teacher will be awarded the "Distinguished Educator" award at a ceremony on March 28 at FLCC. Congratulations to Mr. Cosman.

High Deductible Insurance

Mrs. Carleen Pierce, Assistant Superintendent for Business, introduced Mrs. Denise Colaruotolo, Smola Consulting, who presented an overview of the High Deductible Insurance Plan (HDHP) offered to Canandaigua faculty and staff. The HDHP is a low premium medical plan with a tax advantage funding account which also introduces consumerism. If a member is enrolled in a family plan, they must meet the family deductible before benefits will be paid. Preventive health care services are covered in full with no out of pocket expenses. These include: well child visits, adult routine physicals, adult immunizations, mammograms, routine women's health services, routine preventive colonoscopy and prostate screenings. A Health Savings Account (HSA), administrated through JP Morgan Chase is a funding tool for deductible and coinsurance. It allows members to building savings to pay for eligible expenses not covered by the health plan. The HSA is funded with pre-tax dollars and may be withdrawn for qualified medical expenses. These accounts are portable if employment ends or insurance needs change. The account balances roll each year. The maximum out of pocket cost per family per plan (calendar) year is \$6,000.

Mrs. Colaruotolo left at 8:15 p.m.

Approval of Minutes

Upon a motion made by Mr. Reho, seconded by Mr. Patrowicz, with all present voting yes, the Board of Education approved the meeting minutes of the Budget Workshop on February 14, 2013 and the Regular Board meeting on February 28, 2013.

APPROVED:
MEETING
MINUTES

Educational Presentation

Young Entrepreneur Academy

Chamber of Commerce President/CEO Mrs. Alison Grems and instructor Mr. Floyd Rayburn provided the Board an update on the first year of the Young Entrepreneurs Academy. They shared what students are experiencing through their involvement with this unique program. This first year there are seven students participating; four are from Canandaigua City School District. In the first ten weeks they have focused on establishing an idea for a business. They have taken fieldtrips to two local business and met with owners firsthand. In the next ten classes the students focused on putting their business plan together and prepared their pitch for an investor panel. On April 17, 2013 at Finger Lakes Community College the students will present to the investor panel. One student selected to compete in the Saunders Scholarship competition later in April. The remaining classes will focus on the launch of the student businesses and field trips. The YEA graduation is scheduled for June 11, 2013 at 6:00 p.m. at FLCC.

Student, Zach Green, stated that his business is design and creation of original board games. He has put his business plan together and made speech cards. He has learned a great deal from this program. The Board wished him luck.

Consensus Agenda

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

APPROVED
CONSENSUS
AND
SUPPLEMENTAL
AGENDA



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Business and District Matters

1. of the Regular Board Meetings for the 2013-2014 school year, as follows:

**2013-2014
SCHOOL BOARD
MEETING DATES**

| | | |
|--------------------|-------------------|----------------|
| July 2, 2013 | November 7, 2013 | March 13, 2014 |
| July 25, 2013 | November 21, 2013 | March 27, 2014 |
| August 22, 2013 | December 12, 2013 | April 10, 2014 |
| September 5, 2013 | January 9, 2014 | April 24, 2014 |
| September 19, 2013 | January 23, 2014 | May 8, 2014 |
| October 3, 2013 | February 6, 2014 | May 22, 2014 |
| October 17, 2013 | February 27, 2014 | June 5, 2014 |
| | | June 19, 2014 |

2. the request of Mr. Ralph Undercoffler, Interim Elementary School Principal, for the below classroom visitors:

**CLASSROOM
VISITORS**

- **Maura Naioti**, a CA graduate, will visit as part of her program at FLCC. Maura to visit Mrs. Annette Annesi's 4th grade classroom as an observer with no instructional responsibilities during the last week in March. There is no cost to the District.
- **Alison Schenk** and **Elizabeth Gardner**, Marcus Whitman teachers, to visit Mrs. Jen Bay, Mrs. Meghan Smith, and Mrs. Shelly Sossong's classrooms.
- **Diane DeRuyter**, a Canandaigua resident, parent, and graduate student at St. John Fisher, to visit the Elementary School the week of March 25, 2013 for observational purposes only. She will not have any instructional responsibilities.

the request of Dr. Julie Winston, Assistant Superintendent for Instruction, for a team from Pal-Mac to visit the K-5 complex on March 15. They hope to understand the implementation of State modules through brief classroom visitations and conversations with teachers.

3. a Cooperative Bidding Agreement between Educational Data Services, Inc. and Canandaigua City School District for the 2013-2014 school year. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

**COOPERATIVE
BIDDING
AGREEMENT**

4. the request of Mr. Jim Simmons, Athletic Director, to accept two donations from the Canandaigua Hockey Booster Club. Checks in the amounts of \$7,000 and \$428.25 to be used toward the securing ice time for the varsity hockey team.

DONATIONS

| | | | |
|----------|--------------------|-----------------------|----------|
| Revenue: | A2705 | Gifts/Donations | \$7,000 |
| Expense: | A2855-400-030-0000 | Athletics/Contractual | \$7,000 |
| Revenue: | A2705 | Gifts/Donations | \$428.25 |
| Expense: | A2855-400-030-0000 | Athletics/Contractual | \$428.25 |

5. health services for students attending private and parochial schools as are provided for the children attending public school. The Education Law permits the School District to bill the district of residence for health services to non-resident students. It is necessary for the Board to approve the rate to be charged. This rate is based on a calculation of our per pupil health services cost using a formula prescribed by the State Education Department.

**2012-2013
HEALTH
SERVICES FEE**

The rate is \$545.55 per student, per year for the purpose of billing for health services provided to students attending private and parochial schools who are not residents of the Canandaigua City School District for the 2012-2013 school year. The total number of students for the 2012-2013 school year is 93.

6. the request of Mr. Ralph Undercoffler for the following retirees to help with state testing and testing modifications for the upcoming NY ELA and Math tests. Our volunteers include:
Mary Peck, Cindy Robbins, Kathy Pankratz, Dale Ledgerwood, Tina Blackwood and Karen Maynard

VOLUNTEERS



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- 7. the request of Mr. Ralph Undercoffler for the below to participate in the Elementary School Entrepreneur Day: **GUEST SPEAKERS**
 Bob Cowdery, Adam Dulski, John Baker, David Willett, Dawn Yehl, Donna Bennett, Becky Selvek, Cliff Weitzel, David Morse, Katy McCarthy, Jim Boseck, Jeremy Biernet, David Francisco, John Bayley

the request of Mr. Vernon Tenney, Academy Principal, for the below:

- **Mary Therese Friel** and **Kent Friel** to speak to Fashion and Merchandising students during May 2013. There is no cost to the District.
- For three members of the **John Ryan Band** to visit Brian Moore's Irish Literature class this spring. The group, along with Gaelic teacher, musician, singer, and Irish native Brian Clancy, will perform and discuss traditional Irish songs. Rochester native and Geneseo student John Ryan, the lead musician, has competed in the All-Ireland Festival and spends summers performing traditional music in Ireland. The cost is \$250 and will be paid from the Building Leadership fund.

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

- 9. 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. Appointments

| <u>Name</u> | <u>Position</u> | <u>Effective</u> | <u>Rate</u> |
|-------------------|----------------------------------|------------------|-------------|
| Vanessa Lombardi | Contract Substitute Teacher Aide | 3/7/2013 | \$8.33/hr. |
| Jessica Teerlinck | Contract Substitute Teacher Aide | 3/7/2013 | \$8.33/hr. |

2. Instructional Personnel

A. Resignation

the resignation from Nicholas DeIVillano, a Music Teacher at the Middle School, effective June 30, 2013.

B. Appointments

(1) 2012-2013 Contract Substitute Teachers

the following individual to be a Contract Substitute Teacher for a guaranteed minimum of 41 days at \$100 per day effective March 18, 2013 through June 30, 2013.

Heather Power Primary School

the following individual to be a Contract Substitute Teacher for a guaranteed minimum of 47 days at \$100 per day effective March 14, 2013 through June 30, 2013.

Erin Haley Middle School

(2) Substitute Teacher

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

Ronald Oiumette
Jennifer Mosher

End of Consensus Agenda



Board Committee Reports

Audit Committee

Mr. Reho reported on behalf of the Audit Committee which met on February 27, 2013.

At the recommendation of the Audit Committee, with no second required, the audit selected to be performed is in the area of benefits. The internal audit will be performed by Raymond F. Wager, CPA, PC.

The next Audit Committee meeting is March 20, 2013.

Policy Committee

Mrs. Thomas reported on behalf of the Policy Committee. The below policies were reviewed and non-substantive changes were made:

- *Non Substantive* ~ #6450 Theft of Services or Property
- *Non Substantive* ~ #6475 Employee Meals
- *Non Substantive* ~ #6476 Travel Conference Guidelines
- *Non Substantive* ~ #6478 Alumni Recognition Programs
- *Non Substantive* ~ #6510 Workers' Compensation

The Below policies were reviewed and are submitted to the Board for a First Reading:

- *First Reading* ~ #1450 Conflicts with Law or Regulation
- *First Reading* ~ #3212 School Volunteers
- *First Reading* ~ #5667 Pest Management and Pesticide Usage
- *First Reading* ~ #6470 Use of District-Owned Telecommunications by Staff
- *First Reading* ~ #6479 Recognition Retirees
- *First Reading* ~ #6480 Employee Personnel Records & Release of Information

The Below policies are accepted on behalf of the Committee with no second required:

- *Second Reading* ~ #4111 Organization Chart
- *Second Reading* ~ #6170 Evaluation of Personnel: Purposes
- *Second Reading* ~ #6220 Substitute Teachers
- *Second Reading* ~ #6230 Instructional Staff Development Program
- *Second Reading* ~ #6420 Diagnosis of Substance Abuse

The next Policy Committee meeting is March 25, 2013.

Operations & Facilities Committee ~ Mrs. Michelle Raeman

Mrs. Raeman and Mr. Polimeni reported on behalf of the Operations and Facilities Committee which met on March 6, 2013. The Committee discussed the track at the Academy and the infield surface area. There are a multitude of issues regarding several areas, and most importantly the pole vault area. The track and field were recently inspected by Section V Track Official, Mr. Tom Mooney. In his report he states that he would not allow competition on the pole vault runway in its current condition. Because pole vaulting is a required component for varsity competitions, home meets would no longer be scheduled at the Academy. Mr. Mike McClain, Director of Buildings and Grounds, and his crew will work on repairing the pole vault area, allowing us to continue to have home meets. This will be a temporary fix that will need to be reviewed at a future time. The Committee also discussed the major issues with the fields, exhibition field, Evans Field and field house and the tennis courts. A group will be convening to discuss private donations and acknowledgements. The Rail-to-Trail project was discussed with a conclusion to move forward; however, shortly after the meeting the City notified us that the project had been taken off the table.

There was discussion of a request to plant a tree for a teacher who recently passed away. The Policy Committee will be reviewing Policy # 3160 Dedications/Naming. Dr. Mark Lavner, Assistant Superintendent for Personnel and Support Services, discussed the Capital Outlay Project that was approved by the Board of Education to be used at the Academy during the 2012-2013 school year. The work is underway for the pool filter and heating system. There was a need to scale back the work because of cost. The Committee discussed the Capital Outlay Project for the 2013-2014 school year also be used at the Academy to complete the necessary work.



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Mrs. Grimm asked the Board for their thoughts on pursuing private funding and would there be anything that would be not acceptable. One Board member expressed a concern about corporate naming of assets. There will be further discussion on this at the Policy Committee level and then brought back to the Board.

District Committee Reports

Council for Instructional Excellence (CIE)

Mr. Reho reported on behalf of the Council for Instructional Excellence meeting which met on March 13, 2013. The Committee received of the mid-year Enrichment Program. A Grant for Excellence was made for Ballroom Dance at the Canandaigua Academic and Career Center (CACC).

Safety / Health / Security Committee

Mr. Polimeni reported on behalf of the Security Committee which met on February 28, 2013. The Committee discussed nurse response to bus accidents along with inconsistency in buildings with dispensing aspirin to faculty/staff.

Closing Remarks

The Board was asked for comments on the Advocacy Tool Kit that was handed out at the February 28. There was a suggestion to rewrite the letter. If there are any further suggestions, please send to Superintendent Erdle.

Adjournment

Upon a motion made by Mr. Polimeni, seconded by Mrs. Pedzich, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 9:11 p.m. The next Regular meeting will be on March 28, 2013 at the Operations Center at 6:30 p.m.

APPROVED:
ADJOURNMENT

Respectfully submitted,

Deborah Sundlov
District Clerk

Upcoming Events

- 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/Forum ~ Middle School ~ Executive Review of Preliminary Budget Estimates**
- March 25 - Policy Committee Meeting
- March 25 - Educational Enrichment Fund
- March 26 - Middle School Concert
- March 28 - **Regular Board Meeting ~ Middle School**
- 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 ~ Operations Center**
- May 1 - Last Day to Submit Petitions