
Masks will be required for all individuals at Canandaigua City School District Board of Education Meetings unless a medical note is provided stating a mask or face covering cannot medically be tolerated.
Masks will be available at door.

I. Meeting Called to Order

II. Pledge of Allegiance to the Flag

III. President's Comments

IV. Superintendent's Report

- Ferrara Update- Services Utilized by the District

V. Board Student Representative- Nate Teerlinck

VI. Warrant Review (Mrs. Thomas and Mr. Johnson)

(BOARD ACTION)

VII. Minutes

(BOARD ACTION)

VIII. Educational Presentation

- Update- Summer Programs and Overview

IX. Consensus Agenda

(BOARD ACTION)

Business

1. Treasurer's Report
2. Budget Status Report
3. Revenue Status Report
4. Athletic Trips- Initial
5. Donation
6. Student Teacher Placements
7. Surplus Items
8. Agreements
9. Attend Canandaigua Schools
10. Foster Grandparent
11. Recommendations of the Committee on Preschool Special Education
12. Recommendations of the Committee on Special Education

Personnel

End of Consensus Agenda

X. Public Comments

XI. Board Committee Reports

- Policy Committee- Mrs. Beth Thomas

XII. District Committee Reports

- COVID19 Safety Committee- Dr. Jen Schneider

XIII. Closing Remarks

Masks will be required for all individuals at Canandaigua City School District Board of Education Meetings unless a medical note is provided stating a mask or face covering cannot medically be tolerated.
Masks will be available at door.

I. Meeting Called to Order**II. Pledge of Allegiance to the Flag****III. President's Comments**

- Remarks
- Correspondence

IV. Superintendent's Report

- Ferrara Update- Services Utilized by the District
- Remarks
- Correspondence
- Updates to Agenda - (e.g., supplemental agenda items, revisions, etc.)

V. Board Student Representative- Nate Teerlinck**VI. Warrant Review (Mrs. Thomas and Mr. Johnson)****(BOARD ACTION)**

A-13 General 14091-14119 (Check Print)
A-14 General 9006489-9006522 (ACH)
A-17 General 14090 (In House) Void #13994
A-18 General 14120-14150 (Check Print) Void #13862
A-19 General 9006523-9006553 (ACH)
C-4 Cafeteria 2391-2398
C-5 Cafeteria 2399-2401
F-4 Federal 688 (Check Print)
F-5 Federal 9000231-9000233 (ACH)
F-6 Federal 9000234 (ACH)
F-7 Federal 689-692 (Check Print)
H-4 Capital 400-405 (Check Print)
H-5 Capital 9000084-9000086 (ACH)
H-6 Capital 9000087 (ACH)
H-7 Capital 406 (Check Print)

VII. Minutes**(BOARD ACTION)**

- August 30, 2021- Regular Board Meeting
- September 13, 2021- Regular Board Meeting

VIII. Educational Presentation

- Update- Summer Programs and Overview
 - > Mr. Matt Schrage, Assistant Superintendent for Instruction (Summer Workshop Programming)
 - > Mrs. Stephanie Knapp Yehl, Director of Special Programs (ESY)
 - > Mrs. Jean Mackenzie, Director of Intervention, (K-5 Summer School, YMCA Extension)
 - > Mr. Dan Bowman, Director of Technology (Overview of Technology)
 - > Mr. Jim Simmons, Athletic Director (Overview of Athletics)
 - > Mr. Vernon Tenney, Director of Student Support Services (Overview Health and Safety)

IX. Consensus Agenda**(BOARD ACTION)**

The Superintendent recommends that the Board of Education approve/accept the following:

Business**1. Treasurer's Report**

The Treasurer's Report for the Period of July 1, 2021 - July 31, 2021. Additional information is included as an attachment and will be filed in the Supplemental Minutes File.

2. Budget Status Report

The Amended Appropriation Status Report, which is a summary, for the period of July 1, 2020 - June 30, 2021 and the Appropriation Status Report, which is a summary, for the period of July 1, 2020 - July 31, 2021. Additional information is included as an attachment and will be filed in the Supplemental Minutes File.

3. Revenue Status Report

The Amended Revenue Status Report, which is a summary, for the period of July 1, 2020 - June 30, 2021 and the Revenue Status Report, which is a summary, for the period of July 1, 2020 - July 31, 2021. Additional information is included as an attachment and will be filed in the Supplemental Minutes File.

4. Athletic Trips- Initial

Mr. James Simmons, Athletic Director, is requesting initial approval of the below trips.

- Varsity Baseball- Orlando, FL- April 9-15, 2022
- Varsity Softball- Orlando, FL- April 9-15, 2022

5. Donation

A donation from CMAC for tips collected during the summer concert series.

- Class of 2023- Juniors - \$680.00

6. Student Teacher Placements

Mrs. Emily Bonadonna and Mr. Brian Amesbury, Primary-Elementary Principals recommend:

- Dana Dale, Nazareth with Ms. Jenna Bonvelli- September 27-December 17, 2021
- Ellie Gorall, Nazareth with Ms. Brooke Warren- October 4-December 17, 2021

7. Surplus Items

Mr. Brian Amesbury, Elementary School Principal, is requesting approval to declare as surplus items library books in poor condition or outdated.

Mr. John Arthur, Middle School Principal, is requesting approval to declare the below as surplus items:

- 130 copies- Course 1 Mathematics – Common Core. Pearson/Prentice Hall (Randall Charles et al). ISBN-13: 978-0-13-319667-2 Copyright 2012.

Mrs. Stephanie Knapp Yehl, Director of Special Programs, is requesting approval to declare as surplus the below items:

- WISC IV administration manual (1)
- PAL Test Battery (3)
- ECG and EEG materials (1 checktrode machine, 6 gel tubes, EEG probes)

8. Agreement

An agreement with Community Mediation Services Corp with the Center for Dispute Settlement, a partnership across the state to provide a variety of conflict resolution services in NY public Schools. At the Middle School, they will provide conflict coaching, mediation, and community building circles. The cost for will be paid through Title IV.

An agreement with Labella Associates, D.P.C. for Limited Pre-Renovation Regulation Building Materials Inspection and Design Services, 2019 capital Improvement Project- Phase 2.

9. Attend Canandaigua Schools

Mrs. Leah Stevens, Elementary AIS Interventionist, is requesting approval for her daughter, Teagan Stevens, to Canandaigua Schools beginning with the 2021-2022 school year.

10. Foster Grandparent

Mr. Brian Amesbury and Mrs. Emily Bonadonna are requesting approval for the below Foster Grandparents at the Primary-Elementary Building for the 2021-2022 school year:

- Elizabeth Ridgeway
- Patricia Bruch
- Deborah Cutter
- Patricia Bliss
- Pat Schmidhammer
- Linda Standard

11. Recommendations of the Committee on Preschool Special Education

For review and consideration are the recommendations of the Committee on Preschool Education. Additional information is included as an attachment and will be filed in the Supplemental Minutes File.

12. Recommendations of the Committee on Special Education

For review and consideration are the recommendations of the Committee on Special Education. Additional information is included as an attachment and will be filed in the Supplemental Minutes File.

Personnel**1. Non-Instructional Personnel****A. Retirement**

The Superintendent received a letter of 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 Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Laurie Dueland	Claims Auditor	11/15/2021	18

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Lisa Brunelli	Teacher Aide	Resignation in order to accept another position with the District	8/31/2021
Ashley Cuppernell	School Monitor	Resignation in order to accept another position with the District	8/22/2021

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Ashley Cuppernell	Teacher Aide	9/23/2021	\$12.60/hr.
Rachael McFadden	Teacher Aide	9/23/2021	\$12.60/hr.
Clyde Williams	Food Service Helper	9/27/2021	\$12.98/hr.
Alysha Bay	Substitute School Monitor	9/27/2021	\$12.50/hr.
Alysha Bay	Substitute Teacher Aide	9/27/2021	\$12.50/hr.
Andrea Garling	RN, LTS	9/27/2021-6/30/2022	Step 5 Pro-rated
Kathryn Bibbens	RN, LTS	10/4/2021-6/30/2022	Step 1 Pro-rated
Paul Graves	School Bus Driver Trainee	9/22/2021	\$12.50/hr.
Tom Wentworth	School Bus Driver Trainee	9/22/2021	\$21.00/hr.
Doreen Benshop	School Bus Driver Trainer	9/22/2021	\$21.00/hr.

D. Contract Substitute School Nurse

The following individual has been recommended to Contract Substitute RN position for the 2021–2022 school year:

Jennifer Hess

2. Instructional Personnel
A. Resignation

- 1) Amy VanDyke has resigned her Teaching Assistant position with the District effective September 17, 2021 in order to accept another position with District.

B. Appointments
1) Contract Substitute Teachers

The following individuals have been recommended to Contract Substitute Teacher positions for the 2021 – 2022 school year at the contractual rate:

Sarina Karito- Primary-Elementary School
Joseph Post- Academy

2) Non-Certified Substitute Teachers

The following individual has been recommended to Non-Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department and verification of 2 years of college where applicable.

Amy Hart

3) Stipend Positions 2021-2022 School Year

Co-Curricular Paid:

Musical – Orchestra Director

Employee:

Sean Perry

End of Consensus Agenda

X. Public Comments**XI. Board Committee Reports**

- Policy Committee- Mrs. Beth Thomas
 - > First Reading- 1095 Public Expression at Board Meetings
 - > First Reading- 1120 Organizational Chart
 - > First Reading- 4190 Cellular Phones
 - > Non-Substantive- 3310 Admission of Exchange Students
 - > Non-Substantive- 5070 Family and Medical Leave

XII. District Committee Reports

Although Board of Education members receive minutes from these District committees, highlights and special items for background information may need to be shared on an as needed basis.

- Character Education Committee
- Council for Instructional Excellence (CIE)
- Diversity, Equity, and Inclusion Task Force
- Safety / Health / Security Committee
- **COVID19 Safety Committee- Dr. Jen Schneider**

XIII. Closing Remarks

(President, Board of Education and/or Superintendent)

XIV. Upcoming Events

- September 30- Character Ed
- September 30- Athletic Hall of Fame
- September 30- Tax Bills Mailed
- October 1- Homecoming
- October 5- PES Farmers' Market Day
- October 8- District Emergency Drills (Early Dismissal)
- October 11- Columbus/Indigenous Peoples' Day
- October 13- Mental Health Community Forum
- October 14- Elementary Open House
- October 18- Regular Board Meeting
- October 21- UPK-2 Open House
- October 23- PES Fall Carnival
- October 27- Academy Jazz Concert
- October 31- Halloween

I. Consensus Agenda**(BOARD ACTION)**

The Superintendent recommends that the Board of Education approve/accept the following:

Personnel**1. Non-Instructional Personnel****A. Appointments**

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Amanda Jorgenson	Teacher Aide	10/4/2021	\$12.60/hr.

2. Instructional Personnel**A. Leave Of Absence**

- 1) Kathryn Reaves, English Teacher at the Middle School, has requested a leave of absence from February 19, 2022 through April 2, 2022.

B. Appointments

The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than "Ineffective" in the final year of the probationary period.

- 1) Genevieve Hamilton earned both her Bachelor's degree in Psychology and her Master's degree in Inclusive Education from Nazareth College. Ms. Hamilton has been working for the District as a Long-term Substitute Interventionist teacher at the Primary-Elementary School since the 2020-2021 school year. She will be appointed to a 1.0 FTE 3-year probationary Interventionist Teacher with a tenure area of Elementary effective September 27, 2021.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Genevieve Hamilton	Childhood Ed 1-6; Students w/ Disabilities 1-6	9/27/2021	Step 2

End of Consensus Agenda

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, August 30, 2021 at 4:00 p.m. at the District Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Milton Johnson, Julianne Miller, Megan Personale, John Polimeni, Jen Schneider, Beth Thomas

BOARD MEMBER ABSENT: Amy Calabrese, Michelle Pedzich

LEADERSHIP TEAM PRESENT: Jamie Farr, Matt Fitch, Brian Nolan, Matt Schrage

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Marc Carson, Joe Wheaton, Jean Seager

Meeting Called to Order and Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 4:00 p.m. with all saying the Pledge of Allegiance.

President's Comments

Mrs. Grimm welcomed all.

Superintendent's Report

Superintendent Farr noted that Personnel Item Number 12 Katherine Andrews and Colleen Pictor-Sall have resigned and will be removed. They have accepted other work.

Superintendent Farr gave great kudos to the 12-month employees; Mr. Mike McClain, Director of Facilities; Mr. Brian Nolan, Assistant Superintendent for Personnel; and Mr. Matt Fitch, Assistant Superintendent for Business; for their work throughout the summer and with the capital project.

The Leadership Team is conducting a book study with the book *Practices for Equity-Focused School Leadership*. If any Board member is interested in a copy of the book, one will be provided.

On Friday, August 27 we received updated information from Governor Hochul requiring masks to be worn in all buildings, at all times.

Mrs. Grimm read the following statement:

The Canandaigua City School District Board of Education meets to publicly conduct its business in accordance with the law.

The public is invited to observe these proceedings but is not entitled to respond or disrupt them, especially when such disturbances run counter to the District's Code of Conduct and the welcoming spirit of our District.

The public is reminded of the context of Board meetings: Board members are volunteers, audience members are visitors to school grounds, and student and staff well-being is at the heart of Board operations.

Visitors are reminded of the courage it takes to speak up as members of our community, and the importance of encouraging civic and civil engagement.

The Board strives to hear all community voices during its public meetings in a safe, respectful, and orderly manner.

The behavior that we expect of all students in our classrooms is also expected from visitors at board meetings.

In an effort to ensure that community members' concerns are heard, the Board reminds speakers to address the Board in a civil manner, refrain from discussing specific personnel or students, and all visitors to refrain from outbursts and to limit unnecessary noise.

The Board encourages an atmosphere of respect and tolerance and strict adherence to its Code of Conduct.

Our goal is to fully reopen school five days a week and to run all extra-curricular activities. To achieve this goal and stop the spread of covid-19 and its delta variant, the Canandaigua City School District requires all students, staff and visitors to properly wear face masks while indoors on school grounds.

This indoor mask requirement is in accordance with the Center for Disease Control's guidance, Ontario County Health Department guidance, School District Medical Director recommendation and in accordance with New York State Department of Health's universal masking requirement for k-12 schools which Governor Hochul issued.

Board of Education Minutes

Upon a motion made by Mrs. Thomas, seconded by Mrs. Personale, with all present voting yes, the Board of Education approved the July 26, 2021 Regular Board Meeting minutes.

APPROVED: MINUTES

Warrant Review

Upon a motion made by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the July Warrants.

APPROVED: WARRANTS

A-1 General 13995-14004 (Check Print)
A-2 General 9006422-9006426 (ACH)
A-3 General 14005-14036, 14038-14045, 14050 (Check Print-Payables)
A-4 General 9006389-9006421, 9006428-9006440 (ACH-Payables)
A-5 General 13994, 14037, 14089 (In House-Payables)
A-6 General 14046-14049 (In House)
A-9 General 14051-14088 (Check Print)
A-10 General 9006427, 9006441-9006488 (ACH)
A-101 General Void Check #9006195 (ACH)
C-1 Cafeteria 2379-2380 (Payables)
C-2 Cafeteria 2381-2387 (Void Check #2363)
C-3 Cafeteria 2388-2390
F-1 Federal 685-686 (Check Print)
F-2 Federal 9000230 (ACH)
F-3 Federal 687 (Check Print)
H-1 Capital 9000078-9000081 (ACH-Payables)
H-2 Capital 394-399 (Check Print-Payables)
H-3 Capital 900082-9000083 (ACH)

Proposed Tax Roll Resolution

Upon a motion made by Mr. Polimeni, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved voting on the Proposed Tax Roll Resolution.

APPROVED: TAX ROLL RESOLUTION

Superintendent recommended the following resolution be adopted to accept the tax roll.

WHEREAS the Board of Education has been authorized by the voters at the Annual School Meeting to raise for the current budget of the 2021-2022 school year a sum not to exceed \$48,357,766,

THEREFORE, BE IT RESOLVED, that the board fix the equalized tax rates by towns and confirm the extension of the taxes as they appear on the following described attached tax roll,

AND BE IT HEREBY DIRECTED THAT the tax warrant of this board, duly signed shall be affixed to the above described tax rolls authorizing the collection of said taxes to begin October 1, 2021 and end December 31, 2021 giving the tax warrant an effective period of 92 days at the expiration of which time the tax collector shall make an accounting in writing to the board;

AND IT IS FURTHER DIRECTED THAT the delinquent tax penalties shall be fixed as follows: 1st month no delinquent fee is due, 2nd month interest of 1 percent added, 3rd month or fraction thereof, interest of 3 percent.

The question of the adoption of the foregoing resolution will be a vote on roll call as follows:

Mrs. Amy Calabrese	Absent
Mr. Milton Johnson	Voting Yes
Mrs. Julianne Miller	Voting Yes
Mrs. Michelle Pedzich	Absent
Mrs. Megan Personale	Voting Yes
Mr. John Polimeni	Voting Yes
Dr. Jen Schneider	Voting Yes
Mrs. Beth Thomas	Voting Yes
Mrs. Jeanie Grimm	Voting Yes

Administrator Professional Development Update

Jamie Farr and Matt Schrage provided the Board of Education with an update on the professional learning activities that the administrative team completed in July and August.

Consensus Agenda

Upon a motion made by Mrs. Thomas, seconded by Mr. Johnson, with all present voting yes, the Board of Education approved/accepted the Consensus Agenda.

APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA

Business

1. Treasurer's Report

the Treasurer's Report for the Period of July 1, 2021 - July 31, 2021. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

2. Budget Status Report

the Appropriation Status Report, which is a summary, for the period of July 1, 2020 - July 31, 2021. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

3. Revenue Status Report

the Revenue Status Report, which is a summary, for the period of July 1, 2020 - July 31, 2021. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

4. Agreements/ Contracts

a contract with the City of Canandaigua for one full-time and one part-time School Recourse Officer (SRO) for the 2021-2022 school year.

a contract for tuition with Mary Cariola Children's Center for the 2021-22 school year per student(s) IEP.

a contract with School of the Holy Childhood for Music Therapy Services per student(s) IEP effective September 8, 2021-June 24, 2022 at a rate of \$46.35 per 30-minute session.

5. Attend Canandaigua Schools

the request of Mrs. Holly Thomas, Kindergarten Teacher, is requesting approval for her daughter, Keira Thomas (second grade) and son, Brett Thomas (sixth grade) to attend Canandaigua School beginning September 2021.

6. Athletic Trip- Initial and Final

the request of Mr. James Simmons, Athletic Director, for initial and final approval of the below trip.

- JV and Varsity Football- Camp Stella Maris- Livonia NY- August 27-28, 2021

7. Special Education Plan

the re-adoption of the Special Education District Plan.

8. Change Order

approval of Change Order Request COR-008, 2020 Capital Improvement Project- Phase 1 for removal of ACM insulation at the Middle School in the amount of \$65,127.

9. Donations

the request of Mr. John Arthur, Middle School Principal, to accept a donation of ten boxes of youth and adolescent Spanish Language books from Mr. Ken Poole and the Canandaigua Rotary.

Mrs. Marissa Logue, Academy Principal, is requesting approval to accept a donation in the amount of approximately \$2,000 from MRB Group to purchase t-shirts for Academy staff.

10. Fall- Student Teacher Placements

Mr. John Arthur, Middle School Principal recommends:

- Caitlin Canavan, Nazareth with Jeanne Canough- November 1-December 15, 2021
- Kendra Jeffers, Nazareth with Kelly Godfrey- September 7-October 21, 2021

Mrs. Emily Bonadonna and Mr. Brian Amesbury, Primary-Elementary Principals recommend:

- Jasmine Weiskopff, Nazareth with Patrick Davis- September 7-October 20, 2021
- Mira Cartwright, Nazareth with David Smith- October 27-December 15, 2021
- Lindsay Stelljes, Hobart and William Smith Colleges with Amber Pawlak, September 7-December 3, 2021

Mrs. Marissa Logue, Academy Principal recommends:

- John Lloyd, Hobart and William Smith Colleges with Becca McLaughlin- September 7-December 3, 2021

-
- Douglas Barnum, Hobart and William Smith Colleges with Matt Walters- September 7-December 3, 2021

11. Field Placement

of Ms. Katie Compton to work with Ms. Cindy Vanderlee, Prevention Services Specialist, for her field placement of an MSW (Master of Social Work) candidate from Keuka College. Katie will complete 400 hours between September 7 and Dec. 23, 2021. Vicki Gashlin will sign off on Katie's supervision during her field placement.

12. Surplus Items

of Mrs. Stephanie Yehl, Director of Special Programs, to declare as surplus items the below outdated school psychology materials:

- ASDS protocols and manual
- BASC-2 protocols
- BRIEF manual and protocols
- BRIEF preschool manual
- CARS record forms
- CRS-R
- CTOPP kit
- KTEA
- KTEA-2 kit and protocols
- NEPSY
- Neuropsychological battery
- PAL record forms
- RCMAS record forms
- The dyslexia screening test kit
- TONI-3 record forms and kit
- VMI
- WASI
- WIAT-2
- WIAT-3 kit
- WIAT-3 kit (stimulus book, oral reading fluency booklet, examiner's manual, scoring workbook)
- WIAT-3 record forms
- WIAT-3 response booklet
- WISC-III
- WISC-IV kit
- YCAT kit (examiners manual, record forms, picture book)
- 1 Braille typewriter
- 1 portable cd player
- 3 digital talking book players

13. Adult Meal Prices- Updated

the amended prices of school lunch for the 2021-2022 school year as follows:

- Adult Breakfast- \$2.80
- Adult Lunch- \$5.15

14. Foreign Exchange Student

the request of Mrs. Marissa Logue, Academy Principal, for an AFS exchange student **Rickeyssy Contreras Rodriguez** from Dominican Republic, for the 2021-2022 school year. Additional information is included in packet.

15. Recommendations of the Committee on Preschool Special Education

for review and consideration are the recommendations of the Committee on Preschool Education. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

16. Recommendations of the Committee on Special Education

for review and consideration are the recommendations of the Committee on Special Education. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

Personnel

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Christine Pickles	School Monitor	Resignation in order to accept another position with the District	9/6/2021
Andrew Birchard	Teacher Aide	Resignation	8/3/2021
Edward Woodhams	Custodial Worker	Resignation	8/1/2021
Jenna Wilson	Contract Substitute RN	Resignation	8/2/2021
Brianna Liddiard	Teacher Aide	Resignation	8/9/2021
Joyce Sandman	School Bus Driver	Resignation	8/16/2021
Benjamin Loomis	Building Maintenance Asst.	Resignation	8/18/2021
Mary Kate Cywinski	Teacher Aide	Resignation in order to accept another position with the District	6/30/2021
David Emery	School Bus Driver	Resignation	9/1/2021
Tricia Partridge	Teacher Aide	Resignation	8/19/2021
Tori Walsh	Teacher Aide	Resignation	8/20/2021
Donna Schaertl	Secretary I	Resignation	9/10/2021
Tracy Falkery	Food Service Helper	Resignation	8/31/2021
Terry Dillon	Food Service Helper	Resignation in order to accept another position with the District	9/6/2021

B. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Advije Cakolli	Summer School Bus Monitor	7/1/2021	Current Rate
Emma Deibler	Summer Substitute Teacher Aide	7/1/2021	\$12.50/hr.
Danielle Sutton	Summer Substitute Teacher Aide	7/1/2021	\$12.50/hr.
Christine Pickles	Teacher Aide	9/7/2021	\$12.60/hr.
Jenna Wilson	Substitute RN	9/7/2021	\$20.00/hr.
Eileen Hulme	Secretary 1, FT 10-Month Provisional	9/1/2021	\$15.00/hr.
Tammy Cooper	Typist, FT	8/23/2021	\$14.00/hr.
Erin James	Teacher Aide	9/7/2021	\$12.60/hr.
Melinda Andrews	Substitute Teacher Aide	9/7/2021	\$12.50/hr.
Robert Bradley	Teacher Aide	9/7/2021	\$12.60/hr.
Genine Sheley	School Bus Driver Trainee	8/16/2021	\$12.50/hr.
Julie Pawlicki	Teacher Aide	9/7/2021	\$12.60/hr.
Rita Santos	Teacher Aide	9/7/2021	\$12.60/hr.
Meghan Davis	Teacher Aide	9/7/2021	\$12.60/hr.
Yaite Henrique Moreno	Teacher Aide	9/7/2021	\$12.60/hr.

Robert Morse	Teacher Aide	9/7/2021	\$12.60/hr.
Ethan Rheude	Lifeguard	9/7/2021	\$12.50/hr.
Terry Dillon	Cook	9/7/2021	\$14.47/hr.
Tracey Lortscher	Food Service Helper	9/7/2021	\$12.98/hr.
Hailey Young	Food Service Helper	9/7/2021	\$12.98/hr.
Kimberly Marple	Food Service Helper	9/7/2021	\$12.98/hr.

C. Addition of Position

- 1) In order to stay in compliance with Civil Service, the Board of Education needs to create one (1) new position of Head Custodian.

2. Instructional Personnel

A. Resignation

- 1) of Kelly Roller who has resigned from her Long-term Substitute Music Teacher position for the 2021-2022 school year in order to accept a Probationary position with the District.
- 2) of Olivia Renner, BOE approved as a Long-term Substitute 2nd Grade Teacher for the 2021-2022 school year, has resigned from the District.
- 3) of Eric Mullen who has resigned from his JV Cross Country Fall Coach position.
- 4) of Anthony Kunecki, Physical Education Teacher, who has resigned from the District effective August 12, 2021.
- 5) of Brian Crawford, Special Education Teacher, who has resigned from the District effective August 12, 2021.
- 6) of Charles DeTaeye, Physical Education Teacher, who has resigned from the District effective August 15, 2021.
- 7) of Anna Domiano, Interim Substitute Speech and Language Therapist, who has resigned from the District effective August 26, 2021.
- 8) of Leslie Mast, BOE approved to as a Long-term Substitute 4th Grade Teacher for the 2021-2022 school year, who has resigned from the District.
- 9) of Katherine Myers, Mathematics Teacher, who has resigned from the District effective September 1, 2021.
- 10) of Kristine VanDuyne has resigned from Teacher On Special Assignment, Dean of Students at the Academy and from the Social Studies 6-12 CALT position for the 2021-2022 school year.
- 11) of Brian Moore has resigned from the English CALT position for the 2021-2022 school year.
- 12) of Matthew Vanderlee, Special Education Teacher, has resigned from the District effective August 31, 2021.

B. Leave of Absence

- 1) of Alexandra Gingerich, Special Education Teacher at the Elementary School, for a leave of absence from November 17, 2021 through June 30, 2022.

-
- 2) of Caroline Prestano, Special Education Teacher at the Primary School, for a leave of absence from September 1, 2021 through November 28, 2021.

C. Appointments

The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than "Ineffective" in the final year of the probationary period.

- 1) of Kristine VanDuyne who has been teaching in the District since 2004. She has held various leadership roles including Dean of Students, Social Studies CALT, and BOCES Summer School Principal. Ms. VanDuyne is appointed to the 1.0 FTE, 4-year probationary Assistant Principal position with a tenure area of Assistant Principal effective August 16, 2021.
- 2) of Carlee Sossong who received her Bachelor's degree in Early Childhood Education from SUNY Geneseo. She is working on her Master's degree at Roberts Wesleyan College. She has been subbing for the District as an Aide and a Teacher since 2018. Ms. Sossong is appointed to a 1.0 FTE, Long-term Substitute 2nd Grade Teacher for the 2021-2022 school year.
- 3) of Meghan Teeter who received her Bachelor's degree in Childhood Education from Niagara University. She earned her Master's degree in Education from Nazareth College. She has been working in public and private education since 2008. Ms. Teeter is appointed to a 1.0 FTE, Long-term Substitute Intervention Teacher for the 2021-2022 school year.
- 4) of Patricia Symans who received her Bachelor's degree in Music Education from SUNY Fredonia. She has been working in public and private education for 20 years. Ms. Symans is appointed to a 1.0 FTE, Long-term Substitute Music Teacher for the 2021-2022 school year.
- 5) of Alexander Hennessy who received his Bachelor's degree in History from St. Bonaventure University. He earned his Master's degree in Education from SUNY Brockport. He has been teaching in public and private schools for 5 years. Mr. Hennessy is appointed to a 1.0 FTE, 3-year probationary Social Studies Teacher position with a tenure area of Social Studies effective September 20, 2021.
- 6) of Sheila Sullivan-Murphy who received her Bachelor's Degree in Education/Social Studies from Canisius College where she also earned her Master's degree. Ms. Sullivan-Murphy is appointed to a 1.0 FTE, 3-year probationary Special Education Teacher position with a tenure area of Special Education effective September 20, 2021.
- 7) of Deanna Bagley who received her Bachelor's degree in Interior Design from RIT. She Earned her Master's degree in Education from Nazareth College. She has been working in public and private education for 19 years. Ms. Bagley is appointed to a 1.0 FTE, Long-term Substitute 4th Grade Teacher for the 2021-2022 school year.
- 8) of Graham Klimasewski who received his Bachelor's degree in English from Ithaca College, where he also earned his Master's degree in Education. Mr. Klimasewski is appointed to a 1.0 FTE, Long-term Substitute English Teacher for the 2021-2022 school year.
- 9) of Teresa Casper who received her Bachelor's degree in Psychology from Nazareth College where she also earned her Master's degree in Elementary Education. She has been working in public education for 7 years. Ms. Casper is appointed to a 1.0 FTE, Long-term Substitute 4th Grade Teacher for the 2021-2022 school year.



<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Kristine VanDuyne	School Building Leader; School District Leader; Social Studies 7-12	8/16/2021	Per Contract
Carlee Sossong	Childhood Ed 1-6	9/1/2021 – 6/30/2022	Step 1
Meghan Teeter	Childhood Ed 1-6; Early Childhood Ed B-2; Literacy B-6	9/1/2021 – 6/30/2022	Step 1
Patricia Symans	Music K-12	9/1/2021 – 6/30/2022	Step 1
Alexander	Students w/ Disabilities 7-12	9/20/2021	Step 6
Hennessy	Generalist; Social Studies 7-12		
Sheila Sullivan-Murphy	Students w/ Disabilities 7-12	9/20/2021	Step 9
Deanna Bagley	Generalist; Social Studies 7-12		
	PreK, Kindergarten & Grades 1-6; Special Education	9/1/2021 – 6/30/2022	Step 1
Graham Klimasewski	English Language Arts 7-12	9/1/2021 – 6/30/2022	Step 1
Teresa Casper	Nursery, Kindergarten & Grades 1-6	9/1/2021 – 6/30/2022	Step 1

10) Teacher On Special Assignment

the following staff members for Special Assignments for the 2021-2022 school year and will remain on their current salary track and tenure area:

Marie Windover – Dean of Students, Academy

11) Interim Substitute Teacher

the following individual for an Interim Substitute Teacher position as indicated at an agreed upon rate for the duration of the assignment:

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Sophia Ruddock	English Teacher	Middle School	9/7/2021 – 12/13/2021

12) Contract Substitute Teachers

the following individuals to Contract Substitute Teacher positions for the 2021–2022 school year at the contractual rate:

Gretchen Colf – Primary-Elementary School
Amanda Furno – Primary-Elementary School
Courtney Furno – Primary-Elementary School
Sophia Ruddock – Middle School

13) Non-Certified Substitute Teachers

the following individuals to Non-Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department and verification of 2 years of college where applicable.

Byungmoon Cho
Emma Carey
Jeff Foley

14) Certified Substitute Teachers

the following individual to Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department where applicable.

Patrick Neureuter

15) Extended School Year Program 2021

Lucy Sauter, Foreign Language Teacher, MS
Kaylee Kelley, Foreign Language Teacher, MS

16) Fall Coaches – 2021-2022 School Year

the following individuals to Fall Coaching positions at contractual rates:

Elaine Mansfield, Modified Cheerleading
Bryan Peck, JV Cross Country
Kim Condon, Modified B Girls Soccer
Matthew Silco, Modified A Football

17) Stipend Positions 2021-2022 School Year**2021-2022 CALT:**

Doug Pereira
Marie Windover

Social Studies 6-12
English 7-12

MIDDLE SCHOOL:

Intramurals
Musical - Director
Musical - Vocal Director
Newspaper
Arts in Education Facilitator

EMPLOYEE:

Dale Werth / Dave Nieman (50/50)
Kathryn Reaves
Taylor Day
Greg Crystal
Tim Via

End of Consensus Agenda

Mrs. Grimm read the following statement:

The Board of Education invites you, the members of our community, to feel comfortable in sharing matters of interest or concern that you might have.

Concerns raised during public comments will not be responded to or discussed during the meeting. Those items brought to the attention of the Board during this time may be taken under consideration for future response or action. (Individual comments will be limited to 3 minutes and a total time for this portion of the agenda will be limited to 15 minutes).

Please begin by stating your name and address for the record.

Public Comments

Mr. Marc Carson, 245 Pickering Street commented on masking.
Mr. Joe Wheaton, 163 Clark Street commented on masking.

Mr. Carson and Mr. Wheaton left at 4:28 p.m.

Four County School Board Association

Mrs. Thomas reported that Dr. Marla Iverson, Executive Director, has taken a new position. There will be a new search for a replacement.

Board Committee Reports**Site Committee**

Mr. John Polimeni reported on the Site Committee which met on August 26. The architect and project manager went over specifics of the work that has been completed to date. The Committee then toured the Primary-Elementary building.

District Committee Reports**Diversity, Equity, and Inclusion Task Force**

Mrs. Julianne Miller has not recently met, but a few met with James and Connie Malone to begin talks through the specifics of the DEI plan. Included will be mentor and support groups for the student population.

COVID19 Safety Committee

Dr. Jen Schneider reported on a recent COVID19 Safety meeting where further ventilation options were discussed.

Upcoming Events

- September 6- Labor Day
- September 7-8- Superintendent Conference Day
- September 8- Council for Instructional Excellence
- September 9- First Day of School for Students
- September 10- Audit Committee
- September 13- Regular Board Meeting
- September 15- Policy Committee
- October 11- Columbus- Indigenous Peoples' Day
- October 13- Council for Instructional Excellence
- October 15- Audit Committee
- October 20- Policy Committee

Adjournment

Upon a motion made by Mrs. Thomas, seconded Mrs. Miller, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 4:37 p.m. The next Regular meeting will be on September 13, 2021 6:30 p.m.

Respectfully submitted,

Deborah Sundlov
District Clerk

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, September 13, 2021 at 6:30 p.m. at the District Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Milton Johnson, Julianne Miller, Megan Personale, John Polimeni, Jen Schneider, Beth Thomas

BOARD MEMBERS ABSENT: Amy Calabrese, Michelle Pedzich

LEADERSHIP TEAM PRESENT: Jamie Farr, Matt Fitch, Brian Nolan, Matt Schrage

BOARD DISTRICT CLERK: Deborah Sundlov

ADMINISTRATION PRESENT: Jim Simmons, Anne Ceddia, Marissa Logue, John Arthur, Brian Amesbury, Emily Bonadonna, Seth Clearman, Mike McClain, Caroline Chapman

OTHERS PRESENT: Melanie Smith, Christina Paquin

Meeting Called to Order and Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 6:30 p.m. with all saying the Pledge of Allegiance.

Superintendent's Report

Superintendent Farr Walk commented on how wonderful it is to walk around buildings and see kid enjoying what they love most including music and extracurricular activities. He invited any Board member to join him throughout the year.

We have received preliminary information regarding the new testing requirement for education. All staff members must be tested weekly. If a staff member is vaccinated, they can opt out of testing. Families are able to opt in their child for the weekly testing. All supplies will come from the Ontario County Public Health. Survey information will be sent to all staff this week. The district is working on hiring extra nurses for the anticipated extra work. The district has federal grant money to offset the costs.

Board Student Representative

Nate Teerlinck the Board Student Representative introduced himself to the Board. He is on the swim team, class treasurer, and has taken AP classes. There was a meeting about homecoming, spirit week, pep rally, dance and the Powder Puff Game. For Freshman orientation approximately 200 students participated. There are a few senior nights taking place for the sports teams.

Opening Day Reports

Mrs. Emily Bonadonna- Primary School Principal, reported the first few days very exciting and everyone was seemed happy to see all the students/staff. There was a UPK-Kindergarten bus run this year. Mr. Mike McClain's crew has worked wonders in the building, especially with the capital project.

UPK: 54 in the district buildings and 79 at the offsite

Kindergarten: 227 students - Kindergarten-First grade: 7 virtual

First grade: 223 students - 3 virtual

Second grade: 267 students - Second/Third grade: 20 virtual

Mr. Brian Amesbury, Elementary School Principal, reported parent pickup at the lollypop took a bit longer than normal. The first full day they had 34 fifth graders helping students with dismissal.

Third grade: 213 students with 7 virtual

Fourth grade: 227 students with 5 virtual

Fifth grade: 208 students with 6 virtual

Mr. John Arthur, Middle School Principal, thanked everyone that allowed for such a great opening. The Middle School had a great summer program with Ms. Kraft and Mr. Crawford, Braves Camp had almost 100 students.

Sixth grade: 233 students with 4 virtual

Seventh grade: 232 students with 5 virtual

Eighth grade: 264 students with 3 virtual

Mrs. Marissa Logue, Academy Principal, reported how amazing it was to see so many kids in school, with last year being her first year in the district and only half of the students at any one time. There was a positive buzz around the building, students really wanted to be there and teachers were excited to see them. Virtual Academy students are learning through Apex

Ninth grade: 273 students with 4 virtual

Tenth grade: 270 students with 9 virtual

Eleventh grade: 271 students with 5 virtual

Twelfth grade: 248 students with 3 virtual

Mrs. Logue also reported on behalf of Canandaigua Academic and Career Center. There are 23 students ninth-twelfth returning from the 2020-2021 school year and one returning from virtual. There are 12 new students in grades eighth-tenth this year. We are also hosting three students from Geneva and Naples. New this year is the ability to offer art classes for grades eight-ten. The eighth and ninth grade students are continuing to work on their outdoor classroom proposal and hope to present soon.

Mr. Mike McClain, Director of Facilities and Operations, reported a very busy summer. There has been a great deal of construction taking place. And summer was over in a flash.

Mr. Seth Clearman, Transportation Supervisor, reported their year began in the summer with the many summer camps. A ten-day break and they began all over again with opening of school. The transportation department last year removed over 2,000 students from routing and this year needed to add them all back into the system.

Those not participating in the rest of the meeting left at 7:08 p.m.

SEQR- District Office

Upon a motion made by Mr. Polimeni, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved voting on the SEQR.

APPROVED: SEQR

WHEREAS, the Board of Education of the Canandaigua City School District (the "Board") has considered the effect upon the environment of proposed capital work, including but not limited to the following:

Renovations and improvements to the District Office, including, but not limited to, electrical upgrades, emergency lighting, exhaust / ventilation upgrades, replacement of three RTU's, as well as door replacement, brick repointing and interior finishes.

WHEREAS, the Board has reviewed the scope of the project and has further received and considered the advice of its architects with respect to the potential for environmental impacts resulting from the proposed action; and

WHEREAS, the Board has reviewed the Proposed Action with respect to the Type II criteria set forth in 6 NYCRR Part 617.5(c), now therefore;

BE IT RESOLVED, by the Board of Education as follows:

1. The Proposed Action does not exceed thresholds established under 6 NYCRR Part 617, State Environmental Quality Review Act, (SEQRA).

2. The Board hereby determines the Proposed Action as a Type II action in accordance with the SEQRA regulations.
3. No further review of the Proposed Action is required under SEQRA.
4. This resolution shall be effective immediately.

The question of the adoption of the foregoing resolution will be a vote on roll call as follows:

Mrs. Amy Calabrese	Absent
Mr. Milton Johnson	Voting Yes
Mrs. Julianne Miller	Voting Yes
Mrs. Michelle Pedzich	Absent
Mrs. Megan Personale	Voting Yes
Mr. John Polimeni	Voting Yes
Dr. Jen Schneider	Voting Yes
Mrs. Beth Thomas	Voting Yes
Mrs. Jeanie Grimm	Voting Yes

Consensus Agenda

Upon a motion made by Mr. Johnson, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved/accepted the Consensus Agenda.

APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA

Business

1. Certification of Lead Evaluators- Teachers

BE IT RESOLVED THAT **Brian Amesbury, John Arthur, Emily Bonadonna, Cary Burke, Anne Ceddia, Caroline Chapman, Peter Jensen, Eric Jordan, Marissa Logue, Lindsay Lazenby, Jean MacKenzie, Jen Marafioti, Katie McFarland, Chris Paige, Michelle Reynolds, Rachael Schading, Matt Schrage, James Simmons, Vernon Tenney, Kris VanDuyne, and Stephanie Yehl** 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:

- 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

Specific considerations in evaluating Teachers of English language learners and students with disabilities.

2. Certification of Lead Evaluator- Principal

BE IT RESOLVED THAT **Matthew Schrage** is hereby certified as a Qualified Lead Evaluator of Principals having successfully completed the training requirements prescribed in 8 NYCRR §30-2.9(b), including:

- 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 principal rubric selected by the Canandaigua City School District for use in the evaluation of Principals, including training on the effective application of such rubric to observe a Principal practice;
- 5) Application and use of the assessment tools that the Canandaigua City School District utilizes to evaluate its Principals, including but 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 Principals;
- 7) The scoring methodology utilized by the Department and the Canandaigua City School District to evaluate a Principal under 8 NYCCR Subpart 30-2, including
 - a. how scores are generated for each subcomponent and the composite effectiveness score of Principals, 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 Principals and their subcomponent ratings; and
- 8) Specific considerations in evaluating Principals of English language learners and students with disabilities.

3. Donations

a donation from CMAC for tips collected during the summer concert series.

- Class of 2025- Freshman - \$1,930.00
- Class of 2024- Sophomores - \$830.00
- Class of 2022- Seniors - \$2,690.00

A donation from the Canandaigua Football Booster club in the amount of \$4,410 for payment of the assistant football coach salary.

4. Surplus Books

the request of Mrs. Marissa Logue, Academy Principal, to declare as surplus the below books:

- 100 copies- Kennedy, David M, Elizabeth Cohen, and Thomas A. Bailey. *The American Pageant: A History of the Republic*. Boston: Houghton Mifflin Co, 2002
- 20 copies- Allen, Frederick L. *Only Yesterday: An Informal History of the 1920's*. New York: Perennial Classics, 1964

5. Contracts/ Agreements

a contract with The Norman Howard School for tuition for the 2021-2022 school year per student(s) IEP at an estimated rate of \$38,531.00 per student.

an agreement with F. F. Thompson Hospital to provide physician services for the Canandaigua Varsity Football for the 2021-2022 school year.

a contract with Clinical Associates of the Finger Lakes to provide services for students during the 2021-2022 school year at an estimated cost of \$27,720.

an agreement with auction company Dann Auctioneers LLC to provide auction services for us on October 23rd for furniture and equipment that has previously been Board of Education approved to discard.

6. Fall Semester- Social Work Internship

the request of Mr. Brian Amesbury, Primary-Elementary Principal, recommends:

- Marisa Andrews, Roberts Wesleyan with Ms. Deanna Dramer, September 7, 2021-May, 2022

7. Fall Semester- Observation Hours

the request of Mrs. Marissa Logue, Academy Principal, recommends:

- Michael Domizio, SUNY Brockport with Ms. Tricia Tepedino, September 7-December 6, 2021

8. Field Placement

the request of Ms. Katie Compton to work with Ms. Cindy Vanderlee, Prevention Services Specialist, for her field placement of an MSW (Master of Social Work) candidate from Keuka College. Katie will need to complete 400 hours during the 2021-2022 school year. This is amended from the August 30, 2021 Board agenda which had her in the district through December 23, 2021. Vicki Gashlin will sign off on Katie's supervision during her field placement.

9. Fall Athletic Program Volunteers

the request of Mr. Jim Simmons, Athletic Director, for the below volunteers:

- Football- Marc Tapscott, Raymond Shedrick, Gil Jackson
- Girls Volleyball- Heidi Haus
- Girls Soccer- Chris Teerlink
- Girls Swimming and Diving- John Taylor

10. Recommendations of the Committee on Preschool Special Education

for review and consideration are the recommendations of the Committee on Preschool Education. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

11. Recommendations of the Committee on Special Education

for review and consideration are the recommendations of the Committee on Special Education. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

Personnel

1. Non-Instructional Personnel

A. Retirement

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 Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Susan Austin	Teacher Aide	10/15/2021	26

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Suzette Cannan	Typist	Resignation	9/9/2021
Sandra Rennie	Teacher Aide	Resignation	9/7/2021
Tracey Lortscher	Food Service Helper	Resignation	9/1/2021
Kimberly Marple	Food Service Helper	Resignation	9/7/2021
Kathleen Welch	Teacher Aide	Resignation	9/1/2021
Jennifer Miller	Teacher Aide	Resignation in order to accept another position in the District	9/6/2021

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Jeannine Crudele	Teacher Aide	9/7/2021	\$12.60/hr.
Bobbette Bailey	Teacher Aide	9/7/2021	\$12.60/hr.
April Burke	Teacher Aide	9/7/2021	\$12.60/hr.
Donna Tyler	Teacher Aide	9/7/2021	\$12.60/hr.
Emily Brown	Food Service Helper	9/7/2021	\$12.98/hr.
Tammy Young	School Bus Monitor	9/7/2021	\$12.98/hr.
Elisha Turner	School Bus Driver	8/30/2021	\$23.70/hr.
Kevin Clark	School Bus Driver	8/30/2021	\$23.70/hr.
Jennifer Miller	Secretary 1 (Provisional)	9/7/2021	\$14.33/hr.
Raymond Young	School Bus Driver Trainee	9/13/2021	\$12.50/hr.
Kelly Petrucci	Teacher Aide	9/27/2021	\$12.60/hr.
Melanie Gallahan	Substitute Teacher Aide	9/9/2021	\$12.50/hr.
Wendy Ruggles	Substitute Teacher Aide	9/9/2021	\$12.50/hr.
Donald Morrill	Substitute School Bus Driver	9/8/2021	\$19.00/hr.
Robert Fredericks	Substitute School Bus Driver	9/8/2021	\$19.00/hr.
Tammy Johnson	Food Service Helper	9/13/2021	\$12.98/hr.
Randy Cook	School Monitor	9/14/2021	\$12.98/hr.

2. Instructional Personnel**A. Resignation**

- 1) of Angela Dana, Reading Teacher at the Middle School, has resigned from the District effective September 24, 2021.
- 2) of Colleen Pictor-Sall, appointed to a Contract Sub Teacher position at the August 30, 2021 BOE meeting, has resigned from the District.
- 3) of Kathryn Andrews, appointed to a Contract Sub Teacher position at the August 30, 2021 BOE meeting, has declined the position.

B. Appointments

The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employees. Eligibility for tenure as a classroom teacher or building principal is contingent upon his/her successful completion of the probationary term and having received composite or overall APPR rating of either "Effective" or "Highly Effective" in at least three of the four preceding years and a rating higher than "Ineffective" in the final year of the probationary period.

- 1) of Julia Kim received her Bachelor's degree in Childhood Education and Special Education from SUNY Geneseo. She is currently working on her Master's at SUNY Brockport. Ms. Kim is appointed to a 1.0 FTE, Long-term Substitute Primary Teacher for the 2021-2022 school year.
- 2) of Marre Violante received her Bachelor's degree in Elementary Education and Special Education from Niagara University. She earned her Master's degree in Special Education from DePaul University. Ms. Violante is appointed to a 1.0 FTE, Long-term Substitute 1st Grade Teacher for the 2021-2022 school year.
- 3) of Dante Giordano received his Bachelor's degree in Childhood Education and Special Education from St. John Fisher College. He earned his Master's degree in Physical Education from Canisius College. He has been working in public education for 2 years. Mr. Giordano is appointed to a 1.0 FTE 4-year probationary Physical Education Teacher with a tenure area of Physical Education effective October 2, 2021.
- 4) of Jacqueline Tapscott received her Bachelor's degree in Adolescence Education – Mathematics from SUNY Cortland. She earned her Master's degree in Education from Nazareth College. She has been teaching for 15 years. Ms. Tapscott is appointed to a 1.0 FTE 3-year probationary Mathematics Teacher with a tenure area of Mathematics effective October 14, 2021.
- 5) of Amy VanDyke received her Bachelor's degree in Education from Slippery Rock University. She earned her Master's degree at SUNY Geneseo. She has been working for District at a Teaching Assistant for 7 years. Ms. VanDyke is appointed to a 1.0 FTE 4-year probationary Reading Teacher with a tenure area of Reading effective September 18, 2021.



<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Julia Kim	Childhood Ed 1-6	9/1/2021 – 6/30/2022	Step 1
Marre Violante	Childhood Ed 1-6; Students w/ Disabilities 1-6	9/1/2021 – 6/30/2022	Step 1
Dante Giordano	Physical Education	10/4/2021	Step 2
Jacqueline	Mathematics 7-12; Students w/ Disabilities 7-12- Mathematics	10/13 /2021	Step 16
Tapscott	Childhood Ed B-2; Literacy B-6; Literacy 5-12	9/24/2021	Step 4

6) 2021-2022 Mentors

the following staff members to be Mentors for the 2021-2022 school year at the contractual rate:

<u>Mentor</u>	<u>Mentee</u>	<u>Building</u>
Kim Webb	Brittany Turner	HS
Kelly Elliott	Chelsea Northrop	HS
Peggy Maves	Michael Iati-LaFave	HS
Sue Ellis	Rachael Northrup	HS
Cindy Vanderlee	Angela Osso-Carbonaro	HS
Eric Harter	Haley Moore	HS
Theresa Morabito	Eric Mann	HS
Karen Kurowski	Sheila Sullivan-Murphy	HS
Mike Sisson	Graham Klimasewski	HS
Sara Costello	Building	HS
Julie Reinke	Erin Landcastle	MS
Angel Clark	Lisa Cooke	MS
Kelley Mariano	Amanda Sawall	MS
Jeanne Canough	Building	MS
Building	Sophia Ruddock	MS
Eric Ward	Colton Ceravolo	PES
Building	Melanie Dyroff	PES
Deanna Dramer	Mary Kate Cywinski	PES
Kory Massey	Kelley Petock	PES
Colleen Densmore	Carlee Sossong	PES
Josh Mull	Elena Tontoni	PES
Emily Phillips	Kelly Roller	PES
Katie Mathers	Morgan Amberg	PES
Dave Smith	Heather McElligott	PES
Nicki Boyer	Colby Genecco	PES
Lisa Carro	Abbey Baccari	PES
Stacy Bills	Casey Gross	PES
Catherine Kelley	Deanna Bagley	PES
Amy Rothermel	Kelsey Phillips	PES
Ann VonRhede	Meghan Teeter	PES
Amy Rothermel	Julia Kim	PES
Julie Lawrence	Building	PES
Building	Courtney Furno	PES
Building	Amanda Furno	PES
Building	Genevieve Hamilton	PES
Kellie Simpson	Herod Brandon	PES
Regina Czora	Lori Kovalovsky	PES
Lynn Coleates	Maria Green	PES

7) Interim Substitute Teacher

the following individuals for an Interim Substitute Teacher positions as indicated at an agreed upon rate for the duration of the assignment:

Amanda Furno- 5th Grade Teacher- ES- 9/7/2021 – 10/12/2021
Courtney Furno- Special Education Teacher- PS- 9/7/2021 – 11/28/2021

8) Contract Substitute Teachers

the following individuals to Contract Substitute Teacher positions for the 2021-2022 school year at the contractual rate:

Erica Murdaugh- Middle School
Taylor Ingalls Fogarty- Primary-Elementary School
Laurel Roeder- Academy
John Magnan- Academy
Stephanie Messegee – Primary-Elementary

9) Stipend Positions 2021-2022 School Year Co-Curricular- Paid

Kiwanis Kids Club- Amanda Harris, Meg Smith (50/50)

10) Fall Coaches – 2021-2022 School Year

the following to Fall Coaching positions at contractual rates:

James Davern- Varsity Boys Basketball

11) Non-Certified Substitute Teachers

the following individuals to Non-Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department and verification of 2 years of college where applicable.

Christine Hann-Laros, Daniel Russell, Jenna Brague, Heather Groot

End of Consensus Agenda***Public Comments***

There were no public comments.

Board Committee Reports**Audit Committee**

Mr. Milton Johnson reported on behalf of the Audit Committee which met on September 10. Mr. Dan Bowman, Technology Director, joined them to discuss the technology access controls audit. Mr. Fitch provided updates on the stimulus fund, Bond anticipation note with favorable rates and shared the tax rate that we originally estimated at \$19.25 per thousand has come in at \$18.17 per thousand.

District Committee Reports**Council for Instructional Excellence (CIE)**

Mr. Milton Johnson reported on behalf of CIE which met on September 8. They received an update of the work that took place through the summer, how New York Learns is capturing information, and Professional Learning.

Upcoming Events

- September 15- Policy Committee
- September 14- Yom Kippur begins
- September 15- Academy Open House
- September 22- First day of Autumn
- September 22 & 23- PES Picture Day
- September 23- Middle School Open House
- September 27- Regular Board Meeting
- September 30- Athletic Hall of Fame
- October 1- Homecoming
- October 7- PES Farmer's Market Day
- October 8- District Emergency Drills (Early Dismissal, No UPK Half Day Students)
- October 11- Columbus- Indigenous Peoples' Day
- October 13- Council for Instructional Excellence
- October 13- Mental Health Community Forum- 6:30 p.m. @ Academy
- October 15- Audit Committee
- October 20- Policy Committee

Adjournment

Upon a motion made by Mr. Johnson, seconded Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 7:15 p.m. The next Regular meeting will be on September 27, 2021 at 6:30 p.m. at the District Operation Center.

Respectfully submitted,

Deborah Sundlov
District Clerk

Treasurer's Report
Cafeteria
July 1 - July 31, 2021

Balance Forward: **July 1, 2021** 115,461.51

Receipts

NYS	154,459.00	
Prepaid Deposits - Cash		
Prepaid Deposits - Paypal	130.00	
Commissions	573.14	
Rebates		
Due from General		
Loan from general		
Xfer from General for Election Supplies		
Invoices	936.64	
Void of stale dated checks		
Interest	2.72	
	<hr/>	
Total Receipts		156,101.50

Disbursements

Warrant	(4,687.37)	
Due to General		
Sales Tax		
Payroll 7/15	(10,333.67)	
Payroll 7/30	(4,654.37)	
	<hr/>	
Total Disbursements		(19,675.41)

Balance on Hand: **July 31, 2021** \$ 251,887.60

Bank Reconciliation

Bank Statement	CNB 5115	0.03%	97,738.37
	CNB Paypal	0.00%	
Outstanding Checks			(376.77)
Deposit in-transit (Prepaid Lunch from Café PP)			30.00
Deposit in-transit (Stop payment fee reversal)			37.00
Deposit in-transit (Xfer from Gen Muni)			154,459.00
			<hr/>
			<u><u>\$ 251,887.60</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
9/1/2021

Treasurer's Report
Capital Muni
July 1 - July 31, 2021

Balance Forward:	July 1, 2021	35,198.71
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Receipts

Receipts

Due from General

24,041.05

Interest

1.55

Total Receipts

24,042.60

Disbursements

Due to General

Due to DS

Total Disbursements

—

Balance on Hand: **July 31, 2021**

\$ 59,241.31

Bank Reconciliation

Bank Statement	CNB 2223	0.03%
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59,241.31

Reconciled Balance

\$ 59,241.31

Respectfully Submitted,

Cullen Spencer

Cullen Spencer, Treasurer

9/1/2021

Treasurer's Report
Capital Now
July 1 - July 31, 2021

Balance Forward:	July 1, 2021	810,799.36
Receipts		

Due from General
Interest

2,000,000.00

Total Receipts

2,000,000.00

Disbursements

Warrant
Due to DS
Due to General

(1,377,610.07)

Total Disbursements

(1,377,610.07)

Balance on Hand: **July 31, 2021**

\$ 1,433,189.29

Bank Reconciliation

Bank Statement CNB

-

Chase 1109

2,487,282.41

Outstanding Checks

(1,054,093.12)

Reconciled Balance

\$ 1,433,189.29

Respectfully Submitted,



Cullen Spencer, Treasurer
9/1/2021

Treasurer's Report
Deductions
July 1 - July 31, 2021

Balance Forward: **July 1, 2021** 77,962.39

Receipts

PR 7-15	558,789.90	
PR 7-30	516,419.48	
Xfer for TSA contribution (ER)	229,808.12	
ERS		
Receipts		
Interest	4.18	
Total Receipts		1,305,021.68

Disbursements

Warrant	(1,075,209.38)	
Small Balance		
ERS Adjustments	(0.40)	
Omni TSA Contributions (ER)		
Correction for Aflac refund		
Xfer to General for ER FICA Correction	(1,797.29)	
Xfer to Leadership for Kings Catering	(2,341.70)	
Due to General		
Total Disbursements		(1,079,348.77)

Balance on Hand: **July 31, 2021** **\$ 303,635.30**

Bank Reconciliation

Bank Statement	CNB 8615	0.03%	317,352.96
Voided check 3465			
Charge in transit (ERS)			(11,333.77)
Charge in transit (OMNI)			
Outstanding Checks			(2,383.89)
Reconciled Balance			\$ 303,635.30

Respectfully Submitted,



Cullen Spencer, Treasurer
9/1/2021

Treasurer's Report
Federal
July 1 - July 31, 2021

Balance Forward:	July 1, 2021	614,111.74
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Receipts

20/21 Title IA	38,344.00
20/21 Title IIA	
19/20 Title ID	6,491.00
20/21 Title ID	
20/21 Title IV	1,114.00
20/21 Title IIIA	
20/21 IDEA 611	99,489.00
20/21 IDEA 619	
Summer 4408 (ESY)	98,061.42
Title III	
UPK	29,716.00
Xfer from Gen Now	

Total Receipts	273,215.42
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Disbursements

Warrant - Check	(755.15)
Warrant - ACH	(2,561.08)
PR Adjustments	
Xfer to General for UPK and IDEA grants	(25,493.94)
XFER to Gen for Summer School 2020	
PR 7-15	(4,120.75)
PR 7-30	(72,266.64)

Total Disbursements	(105,197.56)
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Balance on Hand:	July 31, 2021	\$ 782,129.60
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Bank Reconciliation

Bank Statement	Chase 1117	0.00%	509,370.34
Outstanding Checks			(456.16)
Charge in Transit (General)			
Deposit in Transit (General)			273,215.42

Reconciled Balance	\$ 782,129.60
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Respectfully Submitted,


Cullen Spencer

Treasurer's Report
General Muni
July 1 - July 31, 2021

Balance Forward: **July 1, 2021** 27,915,369.20
Receipts

STAR		
Gen Aid		
VLТ		
Excess Cost Aid		
Incarcerated Youth		
Summer Sch 4408		
E-rate		
MCD		
Retiree Health ACH		
CARES Act		
Xfer from Capital		
Xfer from Gen Now		
Due from Deductions		
Due from Payroll		
Chromebook sales		
Interest		
	3,724.37	
Total Receipts		3,724.37

Disbursements

Xfer to General Now	(2,000,000.00)	
Loan to Café		
Total Disbursements		(2,000,000.00)

Balance on Hand: **July 31, 2021** **\$ 25,919,093.57**

Bank Reconciliation

Bank Statement	CNB 4323	0.08%	7,029,741.06
	CNB CD	7702	7,770,301.66
	CNB CD	9567	-
	CNB CD	7215	4,005,452.64
	CNB CD	0307	7,603,923.12
	CNB CD	6577	-
In-transit (Xfer to Café)			(154,459.00)
In-transit (Xfer to Fed)			(273,215.42)
In-transit (Xfer to Gen Now)			(62,650.49)
Reconciled Balance			<u><u>\$ 25,919,093.57</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
9/1/2021

Treasurer's Report
Payroll
July 1 - July 31, 2021

Balance Forward: July 1, 2021 12,522.99

Receipts

Net Payroll 7/15	383,884.90
Net Payroll 7/30	352,678.21
ACH Return	
Interest	1.61

Total Receipts	736,564.72
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Disbursements

Payroll Checks	(8,714.87)
Payroll Dir Dep 7/15	(382,625.82)
Payroll Dir Dep 7/30	(345,222.42)
Due to General	

Total Disbursements	(736,563.11)
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Balance on Hand: July 31, 2021	\$ 12,524.60
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Bank Reconciliation

Bank Statement CNB 7815 0.03%	20,598.27
Deposit in transit (refund of ACH return fee)	
Outstanding Checks	(8,073.67)

Reconciled Balance	\$ 12,524.60
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Respectfully Submitted,



Cullen Spencer, Treasurer
9/1/2021

Treasurer's Report
Trust Memorial
July 1 - July 31, 2021

Balance Forward:	July 1, 2021
Receipts	

425,955.87

Dividends

Academy Trust

Sara Shenkman

Donations/Contributions

Anita Hope Morse

Nixon

250.00

Goodsell

Investment Results

Interest

0.88

Total Receipts

250.88

Disbursements

Warrant

Due to Extra Curricular

Total Disbursements

—

Balance on Hand: July 31, 2021

\$ 426,206.75

Bank Reconciliation

Bank Statement CNB Invest

401,951.58

Bank Statement	CNB 6516	0.03%
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31,280.17

Less Outstanding Checks

(7,025.00)

Reconciled Balance

\$ 426,206.75

Cullen Spencer

Cullen Spencer, Treasurer

9/1/2021

Treasurer's Report
Unemployment Reserve
July 1 - July 31, 2021

Balance Forward:	July 1, 2021	258,391.81
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Receipts

Interest Earnings on CD

Interest

14.87

Total Receipts

14.87

Disbursements

Xfer to general for premium pymnt

-

Total Disbursements

1

Balance on Hand: July 31, 2021

\$ 258,406.68

Bank Reconciliation

Bank Statement	CNB 5716	0.08%
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258,406.68

CNB CD 0910	2.10%
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Deposit in Transit (Matured CD Proceeds)

Reconciled Balance

\$ 258,406.68

Respectfully Submitted,

Cullen Spencer

Cullen Spencer, Treasurer
9/1/2021

Treasurer's Report
VEBA
July 1 - July 31, 2021

Balance Forward:	July 1, 2021	458,568.32
Receipts		

Veba Recon from General
Interest Earnings on CD
Due from General
Interest

26.38

Total Receipts

26.38

Disbursements

Funding to BRI
Xfer for Veba Reconciliation
BRI Admin Fees
Xfer to General for Admin Fees

-

Total Disbursements

-

Balance on Hand:	July 31, 2021
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\$ 458,594.70

Bank Reconciliation

Bank Statement CNB 3023



Reconciled Balance

458,594.70

\$ 458,594.70

Cullen Spencer, Treasurer
9/1/2021

Canandaigua City School District

Revenue Status Report From 7/1/2021 To 7/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Tax	48,357,766.00	0.00	48,357,766.00	0.00	48,357,766.00
A 1081	Other Payment in Lieu of Taxes	706,286.00	0.00	706,286.00	38,391.24	667,894.76
A 1090	Interest and Penalties on Real Property Taxes	175,000.00	0.00	175,000.00	0.00	175,000.00
A 1335	Other Student Fees/Charges - From Individuals	7,500.00	0.00	7,500.00	0.00	7,500.00
A 2230	Tuitions - Other Districts in NYS	160,000.00	0.00	160,000.00	0.00	160,000.00
A 2280	Health Services for Other Districts	50,000.00	0.00	50,000.00	0.00	50,000.00
A 2401	Interest and Earnings	75,000.00	0.00	75,000.00	4,438.88	70,561.12
A 2440	Rental of Buses	50,000.00	0.00	50,000.00	0.00	50,000.00
A 2650	Sale of Scrap and Excess Materials	2,500.00	0.00	2,500.00	0.00	2,500.00
A 2666	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	0.00	50,000.00
A 2701	Refund of Prior Year Expenses	75,000.00	0.00	75,000.00	2,016.90	72,983.10
A 2770	Other Unclassified Revenues	60,000.00	0.00	60,000.00	60,895.96	-895.96
A 3101	Formula Operating Aid	25,468,839.00	0.00	25,468,839.00	0.00	25,468,839.00
A 3103	BOCES Aid	2,250,000.00	0.00	2,250,000.00	0.00	2,250,000.00
A 3104	Tuition Aid (Chapters 47, 66, and 721)	415,000.00	0.00	415,000.00	0.00	415,000.00
A 3260	Textbook Aid	267,000.00	0.00	267,000.00	0.00	267,000.00
A 3261	Computer Hardware Aid	50,000.00	0.00	50,000.00	0.00	50,000.00
A 3289	Other State Aid	90,000.00	0.00	90,000.00	0.00	90,000.00
A 4601	Medicaid Assistance	110,000.00	0.00	110,000.00	0.00	110,000.00
A Totals:		78,419,891.00	0.00	78,419,891.00	105,742.98	78,314,148.02
C 1245	Other Breakfast Sales	6,000.00	0.00	6,000.00	0.00	6,000.00
C 1445	Other Lunch Sales	112,000.00	0.00	112,000.00	0.00	112,000.00
C 1446	Catering/Special Events	2,000.00	0.00	2,000.00	0.00	2,000.00
C 2401	Interest and Earnings	30.00	0.00	30.00	2.72	27.28
C 2770	Other Unclassified Revenue	500.00	0.00	500.00	71.68	428.32
C 2771	Commissions	12,000.00	0.00	12,000.00	501.46	11,498.54
C 3190	State Aid - School Lunch	22,000.00	0.00	22,000.00	0.00	22,000.00
C 3190.490	BOCES Aid	20,000.00	0.00	20,000.00	0.00	20,000.00
C 3290	State Aid - School Breakfast	10,570.00	0.00	10,570.00	0.00	10,570.00
C 4190	Surplus Food - Federal	50,000.00	0.00	50,000.00	0.00	50,000.00
C 4190.100	Federal Lunch	830,000.00	0.00	830,000.00	0.00	830,000.00
C 4190.200	Federal Breakfast	210,000.00	0.00	210,000.00	0.00	210,000.00

Canandaigua City School District

Revenue Status Report From 7/1/2021 To 7/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 5031	Transfer from General Fund	60,000.00	0.00	60,000.00	0.00	60,000.00
	C Totals:	1,335,100.00	0.00	1,335,100.00	575.86	1,334,524.14
F3E 4126.000.21	Title III ENL 2021	4,333.25	0.00	4,333.25	0.00	4,333.25
	F3E Totals:	4,333.25	0.00	4,333.25	0.00	4,333.25
FCR 4289	CRRSA REVENUES - GEER/ESSR	3,086,856.00	0.00	3,086,856.00	0.00	3,086,856.00
	FCR Totals:	3,086,856.00	0.00	3,086,856.00	0.00	3,086,856.00
FIA 4126.000.21	Title I Part A 2021	14,526.61	0.00	14,526.61	0.00	14,526.61
	FIA Totals:	14,526.61	0.00	14,526.61	0.00	14,526.61
FID 4126.000.21	Title I Part D 20/21	11,843.63	0.00	11,843.63	666.63	11,177.00
	FID Totals:	11,843.63	0.00	11,843.63	666.63	11,177.00
FII 4126.000.21	Title IIA State Aid 20/21	2,913.02	0.00	2,913.02	0.00	2,913.02
	FII Totals:	2,913.02	0.00	2,913.02	0.00	2,913.02
FIV 4129.000.21	Title IV State Aid 20/21	13,121.59	0.00	13,121.59	0.00	13,121.59
	FIV Totals:	13,121.59	0.00	13,121.59	0.00	13,121.59
FSS 3289	Summer School Aid	608,400.00	0.00	608,400.00	0.00	608,400.00
FSS 5031	Summer School Interfund Transfer	152,100.00	0.00	152,100.00	0.00	152,100.00
	FSS Totals:	760,500.00	0.00	760,500.00	0.00	760,500.00
H22 5031	Capital Outlay 21/22 Interfund Transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	H22 Totals:	100,000.00	0.00	100,000.00	0.00	100,000.00
HAP 2770	Other Miscellaneous Revenues	-1,100.00	0.00	-1,100.00	0.00	-1,100.00
HAP 5710	Asset Pres - Serial Bonds	51,100,000.00	0.00	51,100,000.00	0.00	51,100,000.00
	HAP Totals:	51,098,900.00	0.00	51,098,900.00	0.00	51,098,900.00
HSS 3297.000	Smart Schools State Sources	613,868.55	0.00	613,868.55	0.00	613,868.55

Canandaigua City School District

Revenue Status Report From 7/1/2021 To 7/31/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
	HSS Totals:	613,868.55	0.00	613,868.55	0.00	613,868.55
V 2401	Interest & Earnings	0.00	0.00	0.00	3.98	-3.98
	V Totals:	0.00	0.00	0.00	3.98	-3.98
	Grand Totals:	135,461,853.65	0.00	135,461,853.65	106,989.45	135,354,864.20

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2021 To 7/31/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	16,271.00	0.00	16,271.00	1,271.00	0.00	15,000.00
120	Instructional Salary	*	7,722,877.00	0.00	7,722,877.00	5,814.50	7,327,816.00	389,246.50
121	Instructional Salary	*	375,230.00	0.00	375,230.00	0.00	318,618.00	56,612.00
122	Instructional Salary	*	8,786.00	0.00	8,786.00	0.00	0.00	8,786.00
129	Instructional Salary	*	7,218.00	0.00	7,218.00	2,214.00	0.00	5,004.00
130	Instructional Salary	*	9,023,236.00	0.00	9,023,236.00	0.00	8,678,909.00	344,327.00
140	Instructional Salary Substitutes	*	773,750.00	0.00	773,750.00	70.88	0.00	773,679.12
141	Instructional Salary	*	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
150	Instructional Salary	*	11,028,175.00	0.00	11,028,175.00	287,730.61	6,463,052.31	4,277,392.08
151	Instructional Salary	*	9,500.00	0.00	9,500.00	0.00	0.00	9,500.00
160	Non-Instructional Salary	*	9,397,258.00	0.00	9,397,258.00	389,341.87	1,755,277.76	7,252,638.37
200	Equipment	*	443,618.00	36,967.41	480,585.41	40,754.55	95,146.39	344,684.47
220	Computer Hardware	*	132,600.00	-2,601.00	129,999.00	259.98	2,777.00	126,962.02
400	Contractual	*	3,105,205.00	298,017.81	3,403,222.81	424,383.82	1,354,448.29	1,624,390.70
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	1,556,840.00	47,161.01	1,604,001.01	59,718.36	689,374.25	854,908.40
460	Computer Software	*	119,547.00	0.00	119,547.00	870.00	11,170.00	107,507.00
470	Tuition	*	1,533,850.00	20,000.00	1,553,850.00	0.00	20,000.00	1,533,850.00
480	Textbooks	*	214,222.00	15,795.15	230,017.15	1,773.50	70,374.66	157,868.99
490	BOCES	*	8,709,538.00	400.00	8,709,938.00	0.00	0.00	8,709,938.00
600	Principal	*	3,715,000.00	0.00	3,715,000.00	330,000.00	0.00	3,385,000.00
700	Interest	*	772,506.00	0.00	772,506.00	97,290.63	0.00	675,215.37
800	Employee Benefits	*	20,332,851.00	0.00	20,332,851.00	2,772,912.67	4,788,384.03	12,771,554.30
900	Interfund Transfers	*	305,000.00	0.00	305,000.00	0.00	0.00	305,000.00
Fund ATotals:			79,330,078.00	415,740.38	79,745,818.38	4,414,406.37	31,575,347.69	43,756,064.32
160	Non-Instructional Salary	*	426,700.00	0.00	426,700.00	4,760.96	0.00	421,939.04
200	Equipment	*	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
400	Contractual	*	508,800.00	0.00	508,800.00	0.00	122,650.00	386,150.00
450	Supplies	*	51,000.00	0.00	51,000.00	0.00	30,800.00	20,200.00
490		*	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
800	Employee Benefits	*	248,600.00	0.00	248,600.00	2,809.43	0.00	245,790.57
Fund CTotals:			1,335,100.00	0.00	1,335,100.00	7,570.39	153,450.00	1,174,079.61

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2021 To 7/31/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
450		*	4,333.25	0.00	4,333.25	0.00	0.00	4,333.25
	Fund F3ETotals:		4,333.25	0.00	4,333.25	0.00	0.00	4,333.25
150		*	2,170,161.00	0.00	2,170,161.00	8,657.00	0.00	2,161,504.00
160		*	15,000.00	0.00	15,000.00	8,847.12	0.00	6,152.88
400		*	50,000.00	0.00	50,000.00	0.00	13,500.00	36,500.00
450		*	346,948.00	0.00	346,948.00	3,316.23	137,844.66	205,787.11
800		*	504,747.00	0.00	504,747.00	0.00	0.00	504,747.00
	Fund FCRTotals:		3,086,856.00	0.00	3,086,856.00	20,820.35	151,344.66	2,914,690.99
150	Instructional Salary	*	2.18	0.00	2.18	0.00	334,466.00	-334,463.82
400	Contractual	*	820.00	1,230.00	2,050.00	0.00	1,230.00	820.00
450	Supplies	*	11,210.99	1,263.44	12,474.43	0.00	1,263.44	11,210.99
	Fund FIATotals:		12,033.17	2,493.44	14,526.61	0.00	336,959.44	-322,432.83
150	Instructional Salary	*	0.00	0.00	0.00	0.00	708,451.90	-708,451.90
160	Non-Instructional Salary	*	0.00	0.00	0.00	0.00	0.00	0.00
	Fund FIBTotals:		0.00	0.00	0.00	0.00	708,451.90	-708,451.90
400	Contractual	*	8,412.73	2,206.90	10,619.63	0.00	2,206.90	8,412.73
450	Supplies	*	1,224.00	0.00	1,224.00	0.00	0.00	1,224.00
	Fund FIDTotals:		9,636.73	2,206.90	11,843.63	0.00	2,206.90	9,636.73
400	Contractual	*	1,269.50	0.00	1,269.50	0.00	0.00	1,269.50
800	Employee Benefits	*	1,643.00	0.00	1,643.00	0.00	0.00	1,643.00
	Fund FIITotals:		2,912.50	0.00	2,912.50	0.00	0.00	2,912.50
150	Instructional Salary	*	14.50	0.00	14.50	0.00	10,714.95	-10,700.45
400	Contractual	*	361.00	0.00	361.00	0.00	0.00	361.00
450	Supplies	*	12,746.97	0.00	12,746.97	0.00	0.00	12,746.97
	Fund FIVTotals:		13,122.47	0.00	13,122.47	0.00	10,714.95	2,407.52
150	Instructional Salary	*	80,000.00	0.00	80,000.00	22,781.75	0.00	57,218.25

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2021 To 7/31/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
160	Non-Instructional Salary	*	142,000.00	0.00	142,000.00	31,980.77	0.00	110,019.23
400	Contractual	*	18,000.00	0.00	18,000.00	0.00	2,300.00	15,700.00
450	Supplies	*	20,500.00	0.00	20,500.00	0.00	200.00	20,300.00
470	Tuition	*	125,000.00	0.00	125,000.00	0.00	125,000.00	0.00
490		*	325,000.00	0.00	325,000.00	0.00	325,000.00	0.00
800	Employee Benefits	*	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00
Fund FSSTotals:			760,500.00	0.00	760,500.00	54,762.52	452,500.00	253,237.48
150	Instructional Salary	*	0.00	0.00	0.00	0.00	200,239.00	-200,239.00
160	Non-Instructional Salary	*	0.00	0.00	0.00	0.00	0.00	0.00
Fund FUPTotals:			0.00	0.00	0.00	0.00	200,239.00	-200,239.00
240		*	7,853.23	2,146.77	10,000.00	3,853.23	2,146.77	4,000.00
294		*	90,000.00	0.00	90,000.00	0.00	83,300.00	6,700.00
Fund H22Totals:			97,853.23	2,146.77	100,000.00	3,853.23	85,446.77	10,700.00
201		*	17,000.00	2,429,759.33	2,446,759.33	95,439.18	2,334,320.15	17,000.00
240		*	1,936,931.45	331,317.38	2,268,248.83	0.00	242,759.40	2,025,489.43
243		*	0.00	57,304.00	57,304.00	0.00	18,754.00	38,550.00
244		*	-1,290.00	318,017.50	316,727.50	0.00	318,017.50	-1,290.00
245		*	114,458.49	1,044,052.97	1,158,511.46	0.00	1,044,052.97	114,458.49
246		*	490,700.00	-77,935.31	412,764.69	14,355.00	126,666.67	271,743.02
253		*	26,609,278.00	-305,032.00	26,304,246.00	0.00	0.00	26,304,246.00
270		*	3,153,000.00	0.00	3,153,000.00	0.00	0.00	3,153,000.00
293		*	0.00	10,880,087.18	10,880,087.18	0.00	10,383,549.36	496,537.82
294		*	0.00	6,697,777.33	6,697,777.33	0.00	6,311,188.93	386,588.40
295		*	0.00	1,193,811.10	1,193,811.10	0.00	1,112,622.20	81,188.90
296		*	0.00	1,895,774.00	1,895,774.00	0.00	1,621,600.00	274,174.00
297		*	0.00	1,045,478.00	1,045,478.00	0.00	972,993.00	72,485.00
Fund HAPTotals:			32,320,077.94	25,510,411.48	57,830,489.42	109,794.18	24,486,524.18	33,234,171.06
210		*	0.00	982,611.32	982,611.32	0.00	982,611.32	0.00
Fund HBUTotals:			0.00	982,611.32	982,611.32	0.00	982,611.32	0.00

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2021 To 7/31/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
241	*	0.00	1,500.00	1,500.00	0.00	1,500.00	0.00
245	*	41.05	0.00	41.05	0.00	0.00	41.05
293	*	0.00	34,706.81	34,706.81	0.00	34,706.81	0.00
Fund HSBTotals:		41.05	36,206.81	36,247.86	0.00	36,206.81	41.05
200	*	537,894.36	0.00	537,894.36	0.00	500,510.10	37,384.26
400	*	75,974.19	0.00	75,974.19	0.00	0.00	75,974.19
Fund HSSTotals:		613,868.55	0.00	613,868.55	0.00	500,510.10	113,358.45
Grand Totals:		117,586,412.89	26,951,817.10	144,538,229.99	4,611,207.04	59,682,513.72	80,244,509.23

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2020 To 6/30/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	36,025.00	0.00	36,025.00	2,162.75	0.00	33,862.25
120	Instructional Salary	*	7,557,092.00	-102,708.88	7,454,383.12	7,098,629.00	0.00	355,754.12
121	Instructional Salary	*	358,522.00	5,191.78	363,713.78	303,909.90	0.00	59,803.88
122	Instructional Salary	*	8,786.00	0.00	8,786.00	1,000.00	0.00	7,786.00
129	Instructional Salary	*	7,218.00	492.00	7,710.00	3,198.00	0.00	4,512.00
130	Instructional Salary	*	8,951,195.00	-49,567.34	8,901,627.66	8,780,458.27	0.00	121,169.39
140	Instructional Salary Substitutes	*	767,530.00	13,000.00	780,530.00	726,450.84	0.00	54,079.16
141	Instructional Salary	*	25,000.00	93,851.05	118,851.05	118,851.05	0.00	0.00
150	Instructional Salary	*	10,833,146.00	29,184.73	10,862,330.73	9,883,022.73	0.00	979,308.00
151	Instructional Salary	*	9,500.00	0.00	9,500.00	1,356.40	0.00	8,143.60
160	Non-Instructional Salary	*	9,180,451.00	18,887.50	9,199,338.50	8,384,639.80	0.00	814,698.70
200	Equipment	*	412,630.00	-19,226.63	393,403.37	264,724.87	56,467.41	72,211.09
220	Computer Hardware	*	857,950.00	-769,095.42	88,854.58	82,855.58	2,399.00	3,600.00
400	Contractual	*	3,135,974.00	-25,117.46	3,110,856.54	2,237,777.50	50,501.56	822,577.48
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	1,597,974.00	402,171.68	2,000,145.68	1,589,814.49	23,061.01	387,270.18
460	Computer Software	*	318,381.00	-195,863.30	122,517.70	105,410.98	0.00	17,106.72
470	Tuition	*	1,187,226.00	159,972.43	1,347,198.43	986,694.97	20,000.00	340,503.46
480	Textbooks	*	216,687.00	199,981.88	416,668.88	367,927.38	15,795.15	32,946.35
490	BOCES	*	8,113,887.00	117,574.97	8,231,461.97	7,187,643.40	0.00	1,043,818.57
600	Principal	*	3,205,000.00	20,000.00	3,225,000.00	3,225,000.00	0.00	0.00
700	Interest	*	585,569.00	-20,000.00	565,569.00	537,199.18	0.00	28,369.82
800	Employee Benefits	*	19,329,919.00	-8,700.00	19,321,219.00	18,432,358.79	0.00	888,860.21
900	Interfund Transfers	*	1,005,000.00	1,223,000.00	2,228,000.00	2,106,593.25	0.00	121,406.75
Fund ATotals:			77,702,662.00	1,093,028.99	78,795,690.99	72,427,679.13	168,224.13	6,199,787.73
160	Non-Instructional Salary	*	413,700.00	0.00	413,700.00	311,713.29	0.00	101,986.71
200	Equipment	*	50,000.00	0.00	50,000.00	-12,657.46	0.00	62,657.46
400	Contractual	*	496,800.00	-3,000.00	493,800.00	238,906.61	0.00	254,893.39
450	Supplies	*	51,000.00	3,000.00	54,000.00	30,657.53	0.00	23,342.47
490		*	50,000.00	0.00	50,000.00	44,639.00	0.00	5,361.00
800	Employee Benefits	*	235,508.00	0.00	235,508.00	193,987.90	0.00	41,520.10
Fund CTotals:			1,297,008.00	0.00	1,297,008.00	807,246.87	0.00	489,761.13

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2020 To 6/30/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
400		*	0.00	0.00	0.00	84,146.58	0.00	-84,146.58
	Fund CMTotals:		0.00	0.00	0.00	84,146.58	0.00	-84,146.58
450		*	5,042.00	0.00	5,042.00	708.75	0.00	4,333.25
	Fund F3ETotals:		5,042.00	0.00	5,042.00	708.75	0.00	4,333.25
400		*	2,000.00	1,000.00	3,000.00	3,000.00	0.00	0.00
450		*	29,932.00	-1,000.00	28,932.00	19,400.00	0.00	9,532.00
	Fund F3ITotals:		31,932.00	0.00	31,932.00	22,400.00	0.00	9,532.00
450		*	0.00	0.00	0.00	0.00	0.00	0.00
	Fund FCRTotals:		0.00	0.00	0.00	0.00	0.00	0.00
150	Instructional Salary	*	343,433.00	0.00	343,433.00	343,430.82	0.00	2.18
400	Contractual	*	16,023.00	-10,372.39	5,650.61	2,337.61	1,230.00	2,083.00
450	Supplies	*	82,369.61	14,487.39	96,857.00	68,882.78	1,263.44	26,710.78
800	Employee Benefits	*	61,476.00	-2,758.00	58,718.00	58,718.00	0.00	0.00
	Fund FIATotals:		503,301.61	1,357.00	504,658.61	473,369.21	2,493.44	28,795.96
150	Instructional Salary	*	681,795.00	-2,358.51	679,436.49	679,436.49	0.00	0.00
160	Non-Instructional Salary	*	183,834.00	-1,469.35	182,364.65	182,364.65	0.00	0.00
400	Contractual	*	77,880.00	-5,222.00	72,658.00	72,656.99	0.00	1.01
800	Employee Benefits	*	0.00	9,049.86	9,049.86	9,049.86	0.00	0.00
	Fund FIBTotals:		943,509.00	0.00	943,509.00	943,507.99	0.00	1.01
160	Non-Instructional Salary	*	18,029.00	4.60	18,033.60	18,033.60	0.00	0.00
400	Contractual	*	11,232.00	-413.99	10,818.01	10,818.01	0.00	0.00
450	Supplies	*	1,079.00	409.39	1,488.39	1,488.39	0.00	0.00
	Fund FICTotals:		30,340.00	0.00	30,340.00	30,340.00	0.00	0.00
400	Contractual	*	35,317.48	2,202.00	37,519.48	10,949.75	2,206.90	24,362.83
450	Supplies	*	13,188.00	-5,515.00	7,673.00	2,958.41	0.00	4,714.59
460	Travel	*	4,800.00	0.00	4,800.00	0.00	0.00	4,800.00

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2020 To 6/30/2021



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
800	Employee Benefits	*	11,998.00	-11,998.00	0.00	0.00	0.00	0.00
	Fund FIDTotals:		65,303.48	-15,311.00	49,992.48	13,908.16	2,206.90	33,877.42
150	Instructional Salary	*	92,288.00	0.00	92,288.00	92,288.00	0.00	0.00
400	Contractual	*	6,447.52	0.00	6,447.52	2,152.50	0.00	4,295.02
800	Employee Benefits	*	2,658.00	-1,015.00	1,643.00	0.00	0.00	1,643.00
	Fund FIITotals:		101,393.52	-1,015.00	100,378.52	94,440.50	0.00	5,938.02
150	Instructional Salary	*	10,369.00	0.00	10,369.00	10,354.50	0.00	14.50
200	Equipment	*	1,229.11	0.00	1,229.11	0.00	0.00	1,229.11
400	Contractual	*	13,563.01	0.00	13,563.01	9,914.00	0.00	3,649.01
450	Supplies	*	19,221.00	-10.00	19,211.00	6,464.03	0.00	12,746.97
	Fund FIVTotals:		44,382.12	-10.00	44,372.12	26,732.53	0.00	17,639.59
150	Instructional Salary	*	51,752.25	0.00	51,752.25	51,752.25	0.00	0.00
400	Contractual	*	2,000.00	0.00	2,000.00	1,838.99	0.00	161.01
470	Tuition	*	420,000.00	-233,891.04	186,108.96	107,205.61	0.00	78,903.35
490		*	0.00	225,000.00	225,000.00	209,503.00	0.00	15,497.00
800	Employee Benefits	*	0.00	8,891.04	8,891.04	8,891.04	0.00	0.00
	Fund FSSTotals:		473,752.25	0.00	473,752.25	379,190.89	0.00	94,561.36
150	Instructional Salary	*	162,031.00	2,346.59	164,377.59	164,377.59	0.00	0.00
160	Non-Instructional Salary	*	35,490.00	-656.59	34,833.41	34,833.41	0.00	0.00
400	Contractual	*	67,600.00	-1,690.00	65,910.00	65,910.00	0.00	0.00
	Fund FUPTotals:		265,121.00	0.00	265,121.00	265,121.00	0.00	0.00
900		*	0.00	0.00	0.00	12,859.00	0.00	-12,859.00
960		*	0.00	0.00	0.00	20,421.00	0.00	-20,421.00
	Fund HTotals:		0.00	0.00	0.00	33,280.00	0.00	-33,280.00
240		*	10,000.00	-1,918.69	8,081.31	7,936.81	0.00	144.50
293		*	90,000.00	1,918.69	91,918.69	91,913.00	0.00	5.69
	Fund H21Totals:		100,000.00	0.00	100,000.00	99,849.81	0.00	150.19

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
240	*	10,000.00	0.00	10,000.00	0.00	2,146.77	7,853.23
294	*	90,000.00	0.00	90,000.00	0.00	0.00	90,000.00
Fund H22Totals:		100,000.00	0.00	100,000.00	0.00	2,146.77	97,853.23
201	*	200,000.00	2,785,792.00	2,985,792.00	539,032.67	2,429,759.33	17,000.00
240	*	0.00	2,225,042.02	2,225,042.02	39,605.17	248,505.40	1,936,931.45
243	*	0.00	54,000.00	54,000.00	35,246.00	18,754.00	0.00
244	*	25,000.00	310,205.50	335,205.50	18,478.00	318,017.50	-1,290.00
245	*	200,000.00	2,959,258.99	3,159,258.99	2,000,747.53	1,044,052.97	114,458.49
246	*	200,000.00	363,157.00	563,157.00	71,435.33	1,021.67	490,700.00
253	*	61,075,000.00	-34,490,872.00	26,584,128.00	-25,150.00	0.00	26,609,278.00
270	*	0.00	3,153,000.00	3,153,000.00	0.00	0.00	3,153,000.00
293	*	0.00	11,127,037.00	11,127,037.00	371,743.82	10,755,293.18	0.00
294	*	0.00	7,066,731.00	7,066,731.00	390,312.67	6,676,418.33	0.00
295	*	0.00	1,275,000.00	1,275,000.00	81,188.90	1,193,811.10	0.00
296	*	0.00	1,937,000.00	1,937,000.00	157,700.00	1,779,300.00	0.00
297	*	0.00	1,117,963.00	1,117,963.00	72,485.00	1,045,478.00	0.00
Fund HAPTotals:		61,700,000.00	-116,685.49	61,583,314.51	3,752,825.09	25,510,411.48	32,320,077.94
210	*	0.00	1,834,260.83	1,834,260.83	851,260.83	982,611.32	388.68
900	*	0.00	0.00	0.00	39.41	0.00	-39.41
Fund HBUTotals:		0.00	1,834,260.83	1,834,260.83	851,300.24	982,611.32	349.27
241	*	50,000.00	-43,541.49	6,458.51	4,958.51	1,500.00	0.00
244	*	10,000.00	-10,000.00	0.00	0.00	0.00	0.00
245	*	50,000.00	-28,815.93	21,184.07	21,143.02	0.00	41.05
253	*	590,000.00	-590,000.00	0.00	0.00	0.00	0.00
293	*	0.00	639,157.42	639,157.42	604,450.61	34,706.81	0.00
294	*	0.00	33,200.00	33,200.00	33,200.00	0.00	0.00
Fund HSBTotals:		700,000.00	0.00	700,000.00	663,752.14	36,206.81	41.05
200	*	498,318.55	39,575.81	537,894.36	0.00	0.00	537,894.36
400	*	115,550.00	-39,575.81	75,974.19	0.00	0.00	75,974.19

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
	Fund HSTotals:	613,868.55	0.00	613,868.55	0.00	0.00	613,868.55
400	*	0.00	0.00	0.00	95,403.08	0.00	-95,403.08
440	*	0.00	0.00	0.00	720,268.00	0.00	-720,268.00
	Fund TCTotals:	0.00	0.00	0.00	815,671.08	0.00	-815,671.08
400	*	0.00	0.00	0.00	4,621,268.00	0.00	-4,621,268.00
	Fund VTotals:	0.00	0.00	0.00	4,621,268.00	0.00	-4,621,268.00
Grand Totals:		144,677,615.53	2,795,625.33	147,473,240.86	86,406,737.97	26,704,300.85	34,362,202.04

Canandaigua City School District

Revenue Status Report From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Tax	47,549,426.00	0.00	47,549,426.00	44,134,331.43	3,415,094.57
A 1081	Other Payment in Lieu of Taxes	589,144.00	0.00	589,144.00	825,730.50	-236,586.50
A 1085	School Tax Relief Reimbursement	0.00	0.00	0.00	3,348,673.78	-3,348,673.78
A 1090	Interest and Penalties on Real Property Taxes	175,000.00	0.00	175,000.00	169,003.42	5,996.58
A 1335	Other Student Fees/Charges - From Individuals	7,500.00	0.00	7,500.00	3,302.30	4,197.70
A 2230	Tuitions - Other Districts in NYS	150,000.00	0.00	150,000.00	324,846.66	-174,846.66
A 2280	Health Services for Other Districts	40,000.00	0.00	40,000.00	54,391.26	-14,391.26
A 2401	Interest and Earnings	25,000.00	0.00	25,000.00	94,210.50	-69,210.50
A 2440	Rental of Buses	50,000.00	0.00	50,000.00	310.25	49,689.75
A 2650	Sale of Scrap and Excess Materials	1,500.00	0.00	1,500.00	10,519.34	-9,019.34
A 2666	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	39,520.00	10,480.00
A 2680	Insurance Recoveries	0.00	0.00	0.00	6,971.55	-6,971.55
A 2701	Refund of Prior Year Expenses	75,000.00	0.00	75,000.00	267,855.12	-192,855.12
A 2705	Gifts and Donations	0.00	15,215.12	15,215.12	15,315.12	-100.00
A 2770	Other Unclassified Revenues	50,000.00	0.00	50,000.00	457,320.11	-407,320.11
A 2770.002	Use of Facilities	0.00	0.00	0.00	100.00	-100.00
A 3101	Formula Operating Aid	24,056,132.00	0.00	24,056,132.00	20,146,780.00	3,909,352.00
A 3102	VLT Lottery Aid	0.00	0.00	0.00	4,538,421.62	-4,538,421.62
A 3103	BOCES Aid	1,500,000.00	0.00	1,500,000.00	1,585,575.95	-85,575.95
A 3104	Tuition Aid (Chapters 47, 66, and 721)	415,000.00	0.00	415,000.00	65,623.00	349,377.00
A 3260	Textbook Aid	277,500.00	0.00	277,500.00	278,706.00	-1,206.00
A 3261	Computer Hardware Aid	50,000.00	0.00	50,000.00	51,736.00	-1,736.00
A 3289	Other State Aid	100,000.00	0.00	100,000.00	36,771.00	63,229.00
A 4286	CARES Act Education Stabilization Federal Funds	0.00	551,671.00	551,671.00	547,034.00	4,637.00
A 4289	Other Federal Aid (Specify)	548,882.00	-548,882.00	0.00	0.00	0.00
A 4601	Medicaid Assistance	110,000.00	0.00	110,000.00	97,662.99	12,337.01
A 5031	Interfund Transfers	0.00	0.00	0.00	12,898.41	-12,898.41
A Totals:		75,820,084.00	18,004.12	75,838,088.12	77,113,610.31	-1,275,522.19
C 1240	Qualified Breakfast Sales	40,000.00	0.00	40,000.00	0.00	40,000.00
C 1245	Other Breakfast Sales	6,000.00	0.00	6,000.00	0.00	6,000.00
C 1440	Qualified Lunch Sales	300,000.00	0.00	300,000.00	0.00	300,000.00
C 1445	Other Lunch Sales	112,000.00	0.00	112,000.00	2,394.00	109,606.00

Canandaigua City School District

Revenue Status Report From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1446	Catering/Special Events	2,000.00	0.00	2,000.00	56.00	1,944.00
C 2401	Interest and Earnings	30.00	0.00	30.00	16.79	13.21
C 2770	Other Unclassified Revenue	500.00	0.00	500.00	2,034.17	-1,534.17
C 2771	Commissions	12,000.00	0.00	12,000.00	3,450.86	8,549.14
C 3190	State Aid - School Lunch	19,000.00	0.00	19,000.00	17,560.00	1,440.00
C 3190.490	BOCES Aid	20,000.00	0.00	20,000.00	20,000.00	0.00
C 3290	State Aid - School Breakfast	10,000.00	0.00	10,000.00	0.00	10,000.00
C 4190	Surplus Food - Federal	45,478.00	0.00	45,478.00	68,610.11	-23,132.11
C 4190.100	Federal Lunch	510,000.00	0.00	510,000.00	15,614.00	494,386.00
C 4190.200	Federal Breakfast	160,000.00	0.00	160,000.00	0.00	160,000.00
C 4192	Summer Food Service Program	0.00	0.00	0.00	452,676.00	-452,676.00
C 5031	Transfer from General Fund	60,000.00	0.00	60,000.00	227,228.94	-167,228.94
C Totals:		1,297,008.00	0.00	1,297,008.00	809,640.87	487,367.13
CM 2401	Interest and Earnings	0.00	0.00	0.00	73,136.52	-73,136.52
CM 2705	Gifts and Donations	0.00	0.00	0.00	7,856.08	-7,856.08
CM 2770	Other Revenues	0.00	0.00	0.00	63,240.16	-63,240.16
CM Totals:		0.00	0.00	0.00	144,232.76	-144,232.76
F3E 4126.000.21	Title III ENL 2021	5,042.00	0.00	5,042.00	708.75	4,333.25
F3E Totals:		5,042.00	0.00	5,042.00	708.75	4,333.25
F3I 4256.000.21	Title III Immigrant Education Supplies	31,932.00	0.00	31,932.00	22,400.00	9,532.00
F3I Totals:		31,932.00	0.00	31,932.00	22,400.00	9,532.00
FIA 4126.000.20	Title I Part A 2020	22,088.00	0.00	22,088.00	5,299.00	16,789.00
FIA 4126.000.21	Title I Part A 2021	481,241.00	1,357.00	482,598.00	468,071.39	14,526.61
FIA Totals:		503,329.00	1,357.00	504,686.00	473,370.39	31,315.61
FIB 4256	IDEA Section 611	943,509.00	0.00	943,509.00	943,508.26	0.74
FIB Totals:		943,509.00	0.00	943,509.00	943,508.26	0.74
FIC 4256	IDEA Section 619	30,340.00	0.00	30,340.00	30,339.50	0.50

Canandaigua City School District

Revenue Status Report From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
	FIC Totals:	30,340.00	0.00	30,340.00	30,339.50	0.50
FID 4126.000.20	Title I Part D 19/20	31,821.48	0.00	31,821.48	7,580.79	24,240.69
FID 4126.000.21	Title I Part D 20/21	33,482.00	-15,311.00	18,171.00	6,327.37	11,843.63
	FID Totals:	65,303.48	-15,311.00	49,992.48	13,908.16	36,084.32
FII 4126.000.20	Title IIA State Aid 19/20	3,025.52	0.00	3,025.52	0.00	3,025.52
FII 4126.000.21	Title IIA State Aid 20/21	98,368.00	-1,015.00	97,353.00	94,439.98	2,913.02
	FII Totals:	101,393.52	-1,015.00	100,378.52	94,439.98	5,938.54
FIV 4129.000.20	Title IV State Aid 19/20	5,267.12	0.00	5,267.12	751.00	4,516.12
FIV 4129.000.21	Title IV State Aid 20/21	39,115.00	-10.00	39,105.00	25,983.41	13,121.59
	FIV Totals:	44,382.12	-10.00	44,372.12	26,734.41	17,637.71
FSS 3289	Summer School Aid	379,001.80	0.00	379,001.80	282,676.80	96,325.00
FSS 5031	Summer School Interfund Transfer	94,750.45	0.00	94,750.45	96,514.50	-1,764.05
	FSS Totals:	473,752.25	0.00	473,752.25	379,191.30	94,560.95
FUP 3289	Universal PreK	265,121.00	0.00	265,121.00	265,120.40	0.60
	FUP Totals:	265,121.00	0.00	265,121.00	265,120.40	0.60
H21 5031	Capital Outlay 20/21 Inter Transfer	100,000.00	0.00	100,000.00	99,849.81	150.19
	H21 Totals:	100,000.00	0.00	100,000.00	99,849.81	150.19
H22 5031	Capital Outlay 21/22 Interfund Transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	H22 Totals:	100,000.00	0.00	100,000.00	0.00	100,000.00
HAP 2770	Other Miscellaneous Revenues	0.00	0.00	0.00	1,100.00	-1,100.00
HAP 5031	Asset Pres - Interfund Transfer	10,600,000.00	-10,600,000.00	0.00	0.00	0.00
HAP 5710	Asset Pres - Serial Bonds	51,100,000.00	0.00	51,100,000.00	0.00	51,100,000.00
	HAP Totals:	61,700,000.00	-10,600,000.00	51,100,000.00	1,100.00	51,098,900.00
HBU 5031	Interfund Transfer from General Fund	0.00	983,000.00	983,000.00	983,000.00	0.00

Canandaigua City School District

Revenue Status Report From 7/1/2020 To 6/30/2021



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
	HBU Totals:	0.00	983,000.00	983,000.00	983,000.00	0.00
HSB 5031	Maint Barn - Interfund Transfer	700,000.00	0.00	700,000.00	700,000.00	0.00
	HSB Totals:	700,000.00	0.00	700,000.00	700,000.00	0.00
HSS 3297.000	Smart Schools State SOurces	613,868.55	0.00	613,868.55	0.00	613,868.55
	HSS Totals:	613,868.55	0.00	613,868.55	0.00	613,868.55
TC 2401	Interest and Earnings	0.00	0.00	0.00	55.01	-55.01
TC 2770	Other Revenues	0.00	0.00	0.00	135,325.09	-135,325.09
TC 2770.44	Taxes Collected - Wood Library	0.00	0.00	0.00	720,268.00	-720,268.00
	TC Totals:	0.00	0.00	0.00	855,648.10	-855,648.10
V 2401	Interest & Earnings	0.00	0.00	0.00	47.65	-47.65
V 2710	Premium on BANs/Bonds	0.00	0.00	0.00	146,268.00	-146,268.00
V 5032	Interfund Transfers (Other than General)	0.00	0.00	0.00	20,421.00	-20,421.00
V 5971	Proceeds from Advanced Refunding Bonds	0.00	0.00	0.00	4,475,000.00	-4,475,000.00
	V Totals:	0.00	0.00	0.00	4,641,736.65	-4,641,736.65
	Grand Totals:	142,795,064.92	-9,613,974.88	133,181,090.04	87,598,539.65	45,582,550.39



Request for Overnight Field Trip

To authorize overnight field trip approval, each section of this cover sheet must be filled out **in detail along with accompanying documents** (itinerary, permission slip, forms, etc.). Failure to complete this cover sheet and provide thorough documentation will result in the packet being returned without making it onto a board agenda thus delaying and jeopardizing potential approval. *At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching board approval, unless there is preapproval by the Superintendent.* Should you have questions regarding proper completion of the forms, please see your immediate supervisor for assistance.

Name of Group/Club (building/grade level): Varsity Baseball

Destination: Universal Studios, Orlando, Florida

Departure Date and Approximate Time: April 9th or 10th 2022 – departure time dependent on flights

Return Date and Approximate Time: April 15th 2022- arrival dependent on flights

Number of Students Expected to Attend: 15-20 students

Number of Chaperones (also detail how students will be supervised 24 hours / day):

3 adults (Head coach and two assistant coaches).

Please see the attached for an example of a schedule and supervision from a previous trip

Cost per Student (costs should include an itemized and realistic summary of travel, hotel, meals, and admission, etc. - include fundraising opportunities and arrangements made for those who cannot afford the trip as well):

Please see the side bar for more details. The cost of the Trip for students is 1989.00. This includes lodging for 4 Nights and 5 days as well as food, park passes, and Transportation.

Cost could decrease if they choose to travel with family, Or fundraise. We will be offering multiple fundraisers That can greatly reduce the out of pocket cost

Mode of Transportation (include bus service / airline):

Flying- we do not know the airline yet. Est. cost of flights are 400.00 but they could change. They will give us the Lowest rate if it drops

Cost per student	
Package Amount	
or Breakdown Amount	
Travel	400.00
Lodging and food package	1329.00
Meals	Included in package
Other (Explanation)	300.00+
Registration and insurance	
Less Club Contribution (this was already factored in to the cost we told parents)	00.00
Less Expected Fundraising	\$ 200-\$2,000
Final Cost to Student	\$0-\$2,000-



Request for Overnight Field Trip- Updated August 30, 2021

Overview

This process is intended to provide adequate information for necessary approvals and better timeframes for the advisors to plan and commit funds for the group / club involved. The process for BoE approval of overnight field trips involves **two** separate approvals. **Failure to complete all approval documentations and meet all approval deadlines risks the trip being declined and therefore not approved.**

1. Initial Approval (Planning)

- a. Submit Cover Sheet (*attached*) with all available information completed to the building Principal. Include any information available whether it is incomplete or not. The more information provided, the fewer questions asked. This should occur at or near the initial discussions of a possible trip, typically, at least 6/8 months before the trip dates. **Where appropriate, requests for approval for recurring field trips can be submitted 8 weeks prior to departure but prior to any student/parent commitments.**
- b. Principal or Athletic Director reviews/approves and forwards to Director of Transportation.
- c. The Director of Transportation reviews/signs and forwards to the Assistant Superintendent for Instruction (ASI) for review and approval.
- d. ASI forwards to Superintendent for review and approval as a recommendation to the BOE.
- e. BOE approves – this approval is with the knowledge that further planning and arrangements need to be made. This includes initial deposits. If deposits are over \$500, Superintendent approval is required.
- f. **No fund raising specific to the overnight trip shall begin until initial approval has been given by the BOE.**
- g. **It is understood that athletic tournaments pose a challenge in respect to time lines. When this occurs, the Athletic Director will speak with the Superintendent prior to submission of paperwork.**

2. Final Approval

- a. Submit completed cover sheet with all checklist items addressed and sample items attached. Complete chaperone lists and itineraries are required. The **original packet should be used** and submitted no later than one month prior to the trip. This submission goes to Principal or Athletic Director, then to the Director of Transportation, then ASI and Superintendent.
- b. Principal or Athletic Director, ASI and Superintendent will provide feedback on questions. Once acceptable, Superintendent will forward to BOE with recommendation to approve. **Any** significant changes to the itinerary, chaperone list and/or safety considerations, must be communicated to the building Principal as soon as possible.
- c. BOE approval – this is the final approval and allows for all other applicable deposits/payments to be made. There may be more information needed prior to final approval.
- d. Approval trips will be cc'd to Transportation and Food Service Directors.

3. Overnight Field Trip Procedures

- a. Student and parent signature required for rules/regulations documents.
- b. Parent meetings shall be held prior to the overnight field trip. The employee in charge of the field trip shall contact parents who do not attend by telephone to ensure an understanding of responsibilities.
- c. Director of Transportation shall be contacted to affirm the appropriateness of transportation secured, including but not limited to reviewing paperwork from the transportation company.
- d. **Student luggage shall be searched prior to departure for an overnight field trip. Procedure for doing so should be outlined and submitted to the building principal.**

Request for Overnight Field Trip

Accommodations (Hotel information such as address,
phone number and webpage link):

Cabana Bay. Universal Studios. Orlando, Florida

<https://www.universalorlando.com/web/en/us/places-to-stay/universals-cabana-bay-beach-resort>



Refund policy/ Insurance or other recoup options:

Refund Guarantee Protection (RGP)	15.00	\$ 129.00	\$ 1,935.00
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RGP is 10% of the Room Rate. Cancel for any reason up to 120 hours prior to the groups scheduled departure. Receive a refund less the cost of RGP, Airfare, NSF fees or Chargeback Fees. To reiterate, RGP does not cover refunds towards airfare.

In the space provided below, please detail your trip and how it connects to your content area, program or activity. Include the educational outcomes students will gain from the experience:

Often the baseball spring trip has been a real highlight of our student athletes' careers. Our program has found that traveling and getting out of the area, when feasible is a great way to bond. We have tried in the past to do a big trip every other year. There are many reasons why we plan these types of events. Living in upstate NY where the weather is very temperamental, it is a really nice situation to get into some of the consistently warm baseball weather that Florida offers to get on a field to practice and play games.

Traveling south is not just about practicing and games, though that is a major reason (competing against teams from other states is a challenge), it is more about the overall experience for each player and the team as a whole. It gives the players a chance to hang out and bond in a location that some of them have never been to and may never go to again. In addition to all the above, it is also an opportunity of cultural exchange. Universal Studios gets thousands of visitors a day from all over the world and it is a great opportunity for our players to see what else is out there. They will also get this experience playing teams from out of state. Things we cannot get playing the same teams over and over in our area.



Request for Overnight Field Trip

Before submitting approval, you must submit supporting documentation. Attached are templates which needs to be updated with detailed information for your proposed trip. These documents should be submitted in the following order (check list):

- *A detailed itinerary*
- *Introductory letter*
- *Field trip permission form*
- *Overnight trip parent meeting agenda*
- *Emergency medical information for overnight trips/camps*
- *Behavior expectations/monitoring guidelines*
- *Trip parent/student survey*
- *Chaperone responsibilities and trip tips*

____ Dale Werth _____
Name (print) of Trip Coordinator

____ Dale Werth ____ 9-13-21____
Signature of Trip Coordinator

Date

Approvals: (Office Use Only)

Principal/AD/Supervisor: (Initial)  (Final) _____

Director Of Transportation: (Initial) _____ (Final) _____

ASI: (Initial) _____ (Final) _____

Superintendent: (Initial)  (Final) _____

Board of Education: (Initial) _____ (Final) _____

Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **The Canandaigua Baseball boosters is sponsoring a varsity baseball trip to Universal Studios, Orlando, Florida.**

Enclosed you will find the following important forms that must be completed and RETURNED by **March 28,2022**:

- Student rules for behavior
- Student Profile and Medical form: a medical release form that is required in the event that your son/daughter requires immediate medical care.
- Trip cancellation policy/ insurance
- COVID Plan
- a permission slip

Because this is a school-sponsored activity, the rules that govern our students at the Academy will be in full effect. Please refer to our Parent/Student handbook and the Student Agenda for a complete listing of expectations, consequences, and penalties for inappropriate conduct or behavior.

If you have any questions, please feel free to contact us at:

Chris Brinza at chris.brinza@nutrien.com 585-734-3409
Or Coach Werth- WerthD@canandaiguaschools.org 585-396-3877

The final payment for this trip was due on **TBD**. Any outstanding balances must be paid immediately. All payments are non-refundable (except for those covered under the insurance policy). Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.

Attachment 1 – Tentative Itinerary

Accommodations: Cabana Bay Beach Resort- Universal Studios, Orlando, Florida

Restaurants: There are numerous restaurants on site at the hotel as well as City Walk (similar to Disney Springs). Some examples: Bayline Diner, The Hiway Grill, Atomic Tonic, Galaxy Bowl Restaurant, Starbucks, Chik Fil A, Hard Rock, Jimmy Buffets, Big Fire, And many more options

Travel/Motor Coach: Flights are out of Rochester or Buffalo tbd

We are not sure of our airline yet. Once we have arrived in Orlando, a motor coach from Universal Studios will pick us up and bring us to our hotel

KSA – sponsors of the baseball portion and is responsible for travel from the hotel to the fields as well

Chaperone Contact Information:

Dale Werth- Werthd@canandaiguaschools.org

Mike Tepper-TepperM@canandaiguaschools.org

Dave Maine -Dmaine@rochester.rr.com

EXAMPLE TENTATIVE Itinerary

Example from previous trip

Friday 4/8

Baggage Being Driven Down to Disney must be checked by District Administrator - Checked at Airport-No need for school to check them.

**** Pack Thursday Night** so you are ready for Friday. Carry-on bag with uniform, glove, hat, & cleats. Bag to check with your cloths, shower/shave kit, bathing suit, etc.

Saturday 4/9

2:30pm – Meet at Airport (Buffalo)

8:00 – Hotel check-in (Cabana Bay)

9:00- practice at KSA

11:15 – Back in own rooms

3:45pm – 6:27pm – Flight to Orlando, FL

8:00 – Team time- around the hotel

10:30 – Free Time around hotel

11:30pm – Room check- Lights out – get to sleep!

Sunday 4/10

7:00am wake-up / Registration

9-10:30 - practice

12:00 – Lunch

3:30pm – Game vs TBD.

6:30pm – Dinner Together

11:30pm – Lights out – get to sleep!

8:30am - Depart for practice at Softball Complex

10:30 – return to hotel

1:00pm – depart for BP/Game

6:00pm – Return to Hotel

7:30-11:00pm – Free Time-Park(s)

Monday 4/11

6:30am WAKE UP & SNACK

8:00am Game vs TBD - KSA

12:00noon – Lunch Together

2:30pm- Game vs TBD - KSA

6:00pm – Dinner Together

11:30pm – Lights out – get to sleep!

7:15am depart for Game

10:30 – Return to Hotel

1:00pm – Depart for game

5:00pm – Return to Hotel

7-11:00pm- Free Time-Park(s)

Tuesday 4/12

Wake up at 7:00am – Breakfast

10:30 Game vs TBD

1:00-5pm – Disney Theme Parks, free time

6-10:30 – Free Time Park(s)

11:30- Lights Out

8:00am depart for BP

Lunch – at sports complex between games

5:00pm – Dinner Together

11:00pm – Back at resort for room check

Wednesday 4/13

8:45am – Check out of Hotel

12:06-2:42pm – Flight to Buffalo

5:00pm – Home in Canandaigua

9:00am - Depart for Orlando International on Magical Express

2:45pm - Parent pick/Transport back to Canandaigua

Attachment 2 - FIELD TRIP PERMISSION FORM

Field trips are an important part of a child's school experience. Your child has the opportunity to participate in a field trip. The purpose of this form is to obtain your permission for your child to participate in this trip and to obtain information regarding your plans for that day in case there is an emergency of any kind. Please call the teacher indicated if you have any questions. In the event that the field trip is cancelled due to extenuating circumstances, we will make every effort to reimburse students when possible. For any extended (overnight) Co-curricular or Extra-curricular field trips students must have no illegal absences the two (2) days prior to the field trip and also must be within the school's attendance policy.

Trip Date April 9-15, 2022

Class/Group Varsity Baseball

Teacher/Supervisor Dale Werth

Trip Destination Orlando, Florida

Other Planned Stops None

Planned Departure Time TBD Planned Return Time TBD

Departing From Buffalo International Airport Returning To Buffalo/Rochester International Airport

Additional

Transportation

Bus

Walk

Other x

To be completed by parent:

_____ has my permission to attend the school sponsored trip to
Name of Student

Orlando, FL on April 9-15, 2022.
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration **for any extended (overnight) field trips.**

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

In the event that I cannot be reached for return transportation, I have arranged for the following person to pick up my child:

Name _____

Address _____

Telephone _____ Alternate number _____

By signing this, I agree to the pre-trip search described above and that if according to the school administration my child may not continue to participate in the trip due to my child's conduct, I will provide transportation home for my child at my expense.

**I agree to abide by all school rules,
trip safety (including COVID) and local
authority policies.**

Signature of Parent/Guardian

Date

Signature of Student

Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date: First communication was June 2021. A zoom meeting with KSA will be scheduled for the end of September

Date of trip: April 15-22, 2022

Hotel: Cabana Bay Beach Resort, Universal Studios, Orlando, FL

Costs: 1989.00 Remember payments will be made right to KSA, once boosters has been reimbursed deposit amounts

Room Assignments: TBD

Rules/Behavior: See Attached Sheet

Students with Medication: See attached sheet

Trip cancellation policy/ insurance: See attached sheet

COVID plan : See attached sheet

Other:

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to Orlando, FL on 4/9-4/15

From: Name of nursing staff, Canandaigua Academy

Re: Medication for Varsity Baseball Trip to Orlando, FL

The guidelines for students taking prescription and non-prescription drugs on the trip are as follows:

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by 4/07.
- Parents/Guardians need to sign the health information sheet.
- Medication ***must be*** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Students **will not** be allowed to carry non-prescription medication (over-the-counter). The nurse/chaperone will administer these to students as necessary.
- Mouthwash is not permitted on the trip.

Please call us at # of nurse in charge or district lead nurse if you have any questions.

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Student's Name : _____ AGE: _____

Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

Emergency Contact* _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

STUDENT'S HEALTH STATUS BEFORE THE TRIP The School Nurse will review health records of students.

Does your child have any health problems? (Please check all that apply and tell us about them):

____ Allergies to food, medicine, or bites

____ Asthma

____ Breathing or lung problems

____ Cardiac (Heart) problems

____ Diabetes

____ Seizure disorder

____ Bones or Joints

____ Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

MEDICATIONS: If your child already has a health care provider's note on file, you do not need to have the following verified by the health care provider. If you do not, you must have your health care provider sign at the bottom giving your child permission to take medicine on the trip. All medication except authorized self-carry inhalers, epinephrine auto injectors, diabetes supplies, or other emergency medications must be carried by and dispensed by a medical provider/chaperone.

1) I request that my child receive the following medications on the field trip or at camp:

NAME OF MEDICATION	DOSE / HOW MUCH?	WHEN?	WHERE? (BY MOUTH, SKIN, etc.)

I attest that this student has demonstrated to me that they can self-administer the medication (s)

☐ Inhaler, ☐ Epi Pen, ☐ insulin/glucagon/diabetic supplies safely and effectively, and may carry and use this medication independently at school/for school sponsored activities.

Health Care Provider's Signature

Date

Parent/Guardian signature

Date

2) I give permission to a health care provider or hospital to secure proper treatment including (but not limited to) medications, injections, anesthesia or surgery for my child as named above:

Parent / Guardian Signature

Date

*If your student requires emergency care while on the trip, the supervising teacher will call you to inform you of the circumstances and to obtain permission for treatment. If you cannot be reached promptly, please name another person (relative or close friend) who can speak for you. If no contact person can be reached, the health care providers(s) will act in the child's best interest.

Revised Oct 2017

Attachment 7

Behavior Expectations/Monitoring Guidelines

This trip is a school sponsored activity provided for you by the Board of Education, your family—and through your own effort and cooperation. Its intent is that of an enjoyable, educational, cultural, and social event free from distractions and stresses caused by negative behavioral situations. All school rules are in effect at all times. Violators will be disciplined through standard district channels upon return to Canandaigua. Immediate and necessary action will be handled by administrators while on the trip. In severe cases parents will be notified that a serious violation has occurred, and the student involved will be transported home immediately **by a parent, at the parent's expense.**

It is assumed by your participation in this trip that you agree to the following:

- To refrain from the use of alcohol, tobacco, controlled substances, and any form of illegal and/or illicit substances. Violations will carry severe consequences **including police action** if necessary. Similarly, any attempt at shoplifting or theft at any location will involve the police.
- If the use of illegal and/or illicit drugs or alcohol is suspected, the chaperones and a building administrator will IMMEDIATELY confront the student(s). The administrator will call parents and local police.
- **It will be each parent's responsibility to provide immediate transportation home for their child if he/she is found in violation of the school's alcohol, drug, weapons, or theft/vandalism policy.**
- Students are required to abide by any trip safety plan including COVID requirements and local authority and host requirements.
- There will be no smoking or burning of incense/candles in hotel rooms.
- Students are **ONLY** allowed in their assigned hotel room. If a student is in another student's hotel room, the door must be **WIDE OPEN AT ALL TIMES.**
- To respond immediately and with due respect to directives issued by the chaperones, tour guides, bus drivers, hotel and restaurant personnel, and any others in authority.
- To adhere to the itinerary sites as a group, with the understanding that "side trips" on your own are not allowed. No one is to walk or take any public or private transportation to any other location for any reason. Your whereabouts must be known by the trip chaperones at all times.
- To strictly adhere to all announced time schedules, including all meeting times and locations and curfews. Once "lights out" time occurs at the hotel, no one is to leave his or her assigned room until the next morning.
- To conduct yourself in an adult fashion at all times. You are representing your family and your school, as well as yourself. Immature behavior of **any type** will be immediately halted, and students involved will be reprimanded. You will be expected to dress and conduct yourself with dignity and class at all times. Loud, raucous, disruptive, or distracting behavior will not be allowed.
- To show respect for others and the property of others - students, chaperones, hosts at attractions, and at the hotel restaurants and other locations we will be visiting.
- To feel confident to report any complaints or problems to the appropriate chaperone(s).
- At no time will students be allowed to sleep in areas other than those assigned.
- Visits by local family members are to be pre-arranged and PRECEDED with a note from your parent.
- Visits by local friends are specifically not allowed.
- Students will be taped into their hotel rooms each night.

We are all responsible for making this a safe trip that is totally incident-free so that we can continue to build on this kind of activity in the future.

Parent Signature

Date

Student Signature

Date

**CANANDAIGUA Varsity Baseball Trip
Trip**

**PARENT/STUDENT CONTRACT
TO BE READ, SIGNED and RETURNED**

1. Drugs, Alcohol and Tobacco

The students of **Canandaigua Varsity Baseball** must follow the policy concerning the possession and use of drugs, alcohol and tobacco. At no time during the trip, from the time **we depart Canandaigua on 4/10 and return to Canandaigua on 4/15** are students to be in the possession of and/or using illegal and/or illicit drugs, alcohol or tobacco products (including smokeless tobacco products). Violation of this rule will result in a call home, disciplinary action upon returning to Canandaigua, and the loss of the right to participate in senior year activities for the remainder of the year (i.e. senior ball, possibly graduation ceremony). In the case of drug possession and use, we will notify the local authorities. Be aware that violation of the drug, alcohol, and tobacco contract will have training rule implications. As mentioned several times already, the trip will be immediately cancelled for violation of the school's drug, alcohol, weapons, or thievery/vandalism policy and an immediate parent-accompanied return home will take place.

2. Being on Time

Many of the activities planned while in **Orlando, FL** involve appointments and reservations that have been made months in advance. Therefore, it is very important that everyone is punctual. The necessary times and meeting points will be indicated to you each day; it is your responsibility to be on time.

3. Body piercing/tattooing

Students are NOT allowed to have any part of their bodies pierced or tattooed while on this trip. **Orlando** is a large city with the potential for contracting a communicable disease if one engages in an activity such as piercing or tattooing, as there is no way to be sure if the equipment used is properly sterilized. We would also have no way of knowing or keeping track of whether or not the student had parental permission; therefore it will NOT be allowed.

4. Free Time

The trip we have planned for students **on the varsity baseball team** allows for little free time. Students must stay together in groups of at least three people (with at least one person with a cell phone) for their own safety and must remain in the areas designated by the chaperones and tour guides. You may not fully appreciate how large **Universal Studios/Orlando** is and how quickly the potential for problems may arise if you are not cautious. We want this to be a fantastic experience, as it has been the past, and therefore you must act responsibly.

5. Curfew

Each night you will be given a curfew which will be based on the next day's activities. Upon returning to the hotel there will be time to socialize, etc. Students must be in their rooms before curfew. At designated times, chaperones will do room checks. All persons assigned to the room must be in that room for room check. Once the room is checked, the chaperones will place a small piece of masking tape over one corner of the door. The door must then remain shut and students in their room until the next morning. We do not do this because we mistrust the students. It is done in the hopes of removing any temptation to wander around at night. We take our responsibility for your safety seriously.

6. Serious Infractions of Any of the Rules, Safety Plan or local authority or host requirements

If you violate any of the above rules/regulations, causing a serious situation, or if you continuously and willfully violate any of the above, you will be sent home with your parent at their expense. The chaperones and tour

director will make this decision in consultation with school district officials. You will also face school consequences as a result.

7. Theft and Loss of Personal Items

At no time is CCSD, the coaches, KSA, Universal Studios, or the airline, or the motor coach company responsible for the theft or loss of personal items.

8. Parent/Guardian Signature

After you and your parents have read this, please sign below.

_____	_____
Student Signature	Date

_____	_____
Parent/Guardian Signature	Date

Attachment 8
Trip Parent/Student Survey
Evaluation of Trip

1. Was the trip a positive experience for you/your child?

Yes No

2. Would you recommend this trip for future teams/students?

Yes No

3. Were there fundraising opportunities provided for you/your family to meet the financial requirements of this trip?

Yes No

4. Would you recommend any changes for this trip in the future?

Yes No

Comments: _____

Attachment 9

General Trip Tips

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. Do not leave money or personal items (jewelry, etc) out in your room.
4. Valuables should either be left at home or be kept in the **hotel safe**. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS travel WITH A CHAPERONE (OR YOUR GROUP OF 3 OR MORE WHEN GIVEN FREE TIME)!**
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus, hotel and plane neat and clean at all times. Continually police your own area!
9. PACK:
 - One suitcase.
 - One very small soft carry-on bag to keep with you on the flight, must have glove, cleats, uniform. You are allowed another carry on as well- see guidelines below (Will complete when know airline)
 - Bring appropriate clothing for the trip.
 - A cell phone or watch. It is critical that you are always ON TIME!
 - **You may not bring opened drinks on the plane, but you may bring wrapped snacks, like granola bars and such. You can pack snacks in checked bags**
10. Budget money for:
 - Items, souvenirs, and snacks sold in Orlando.
 - Snacks/food while in the parks (more than meal plan allows).
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

Attachment 10

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

1. Have the students keep all areas neat and clean at all times.
2. Certain foods are okay on the bus, but students need to be considerate of others.
3. Students need to remember to respect others in terms of noise levels.
4. Personal music devices (mp3 players) are acceptable; however, *no open speakers are permitted*.

BE SURE THAT STUDENTS ASSIGNED TO YOU ARE ON THE BUS EVERY TIME WE DEPART.

1. In addition to taking role call at designated areas and times, you should also remain in contact with your group at all times.

INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

1. The advisor may suggest ways for you to handle the problem or may opt to handle it him/herself

BE AVAILABLE FOR CHAPERONE MEETINGS AT ANY OR ALL OF THE FOLLOWING:

1. Immediately after attendance is taken on each bus
2. Upon arrival to each location- before students are allowed to unload
3. Every organized meal
4. After curfew
5. Other times as necessary

ENFORCE THE SCHOOL RULES

Please read the school rules and become familiar with them. As chaperones we set the tone for the entire trip, not only with our attitude and disciplinary style, but also with our actions and words. As chaperones, we all assume the responsibility of being a role model.

One item that we would like to call to your attention is the school rule regarding the use of tobacco and alcohol. As adults, we have the freedom to make personal choices about the consumption of these products, but as *leaders* of young adults we are models of healthy choices. Whether your personal philosophy advocates the use of these products or not, you should not be seen smoking nor should you consume alcohol at any time!

We are each parent's proxy on this trip. A mishandled "chaperone - student" situation can easily be attributed to an error in judgment.

Attachment 11:
COVID Safety Plan:

1. Site has a written plan that is attached that meets or (can) exceed district plan, especially in evolving situation.

Universal Studios current Status 09/10/2021
Updated Safety Guidelines

We encourage all our guests to follow CDC guidelines and local directives to wear face coverings while indoors across Universal Orlando Resort. Face coverings are optional while outdoors. We also encourage all guests to keep a safe distance between travel parties, and we remain focused on maintaining the highest cleanliness and sanitization standards.

Here are the latest safety updates for your visit.

- We encourage all guests – regardless of vaccination status – to wear face coverings while indoors
- We do not require proof of vaccinations
- We encourage all guests to keep a safe distance between travel parties
- We remain focused on maintaining the highest cleanliness and sanitization standards

Each guest must confirm the following before visiting:

- You are not feeling sick or experiencing flu-like symptoms such as Fever and/or
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
- You have not been in contact with someone with known or suspected COVID-19 symptoms
- You are not under any self-quarantine orders

If you cannot confirm all of the above, you must refrain from visiting. For more information, please visit www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

We ask that all guests continue to comply with the following:



Face covering guidelines

Face coverings are encouraged for all guests while indoors and are optional while outdoors.



Wash hands often

Wash your hands with soap and water often for at least 20 seconds.



Social distancing

We encourage all guests to keep a safe distance between your travel party and others.



Avoid contact with people who are sick



Hand sanitizer available

Hand sanitizer will be available for use prior to boarding ride vehicles, as well as in other areas around the destination.



Follow Team Member direction

Please follow directions from our team members and have patience as we work through these new operational procedures.

2. Trip policies to limit transmission if required by district or authorities – limit to 4 in sleeping cohort, etc. selected by family or social group; activities structured to decrease possible transmission, etc.

- + Players will be in rooms of 4
- + Players will not be allowed in any other room but their own room
- + If players want to hang out with other players not in their room, they have to do so outside
- + Players, coaches, supervisors will be asked to wear masks while in doors at restaurants, or while waiting for a ride
- + Players, coaches will wear masks on transportation to and from the parks
- + Activities will attempt to be mostly outside.

3. Process to report/ respond to COVID outbreak prior, during or after trip.

- + Players who are not feeling well, MUST communicate with a coach ASAP.
- + Accommodations will attempt to be made to limit that players interactions and contact with other players and coaches. If parents are there, will be moved to parents room if possible.
- + Coach will contact appropriate people in Cdga and follow guidance from there
- + Coach will keep track of seating chart on return flight and again ask players to communicate if not feeling well

- + Will follow NYSDoH guidelines

4. Process to manage vulnerable/fragile participants.

- + Mask

- + Social Distance

- + Minimize/ Eliminate contact with people in travel party not feeling well

- + Attempt most activities outside

5. Other specific safety requirements.

Attachment 12

Trip Safety Plan

Outline below your safety considerations and plans specific to COVID:

Players will travel to airport with family. If they need a ride to the airport, we will attempt to have them travel with a roommate or a coach.

Masks will be worn in the airport and on the flight

Masks will be worn on the bus from airport to hotel, hotel to fields, hotel to parks, etc- any time we are on a bus or in transportation with others outside the travel party we will wear masks

Masks worn when a ride is inside a building.

Social distancing while waiting in lines and when ever possible.

Following guidelines set forth by airlines, motor coaches, hotels and parks

Seating at meals by room

Minimize activities in doors.

Attachment 13

INSURANCE INFORMATION

RGP protects the school or any individual that needs to cancel for any reason up to 7 days prior to your departure. It guarantees a full refund for all monies paid for your land travel package.

RGP also protects your package rates. If one person cancels out of a Quad Room the other individuals' rates do not increase to the triple occupancy rate. They will remain at the Quad Rate with no penalties.

Refund Guarantee Protection an additional 10% of your LAND Package price per person. This charge for RGP will be deducted from your first deposit and is non-refundable. RGP is not insurance and is an aggressive cancellation policy.

Your airline tickets are NOT protected with RGP. Most carriers will offer a voucher for future use of the ticket.

For 10% of your land trip cost, you can guarantee a full refund for any reason. No exceptions or hidden cancellation fees. We highly recommend this policy for all of our groups!



Request for Overnight Field Trip

To authorize overnight field trip approval, each section of this cover sheet must be filled out **in detail along with accompanying documents** (itinerary, permission slip, forms, etc.). Failure to complete this cover sheet and provide thorough documentation will result in the packet being returned without making it onto a board agenda thus delaying and jeopardizing potential approval. *At no point should there be any parent or student meeting(s) nor money collected prior to this form reaching board approval, unless there is preapproval by the Superintendent.* Should you have questions regarding proper completion of the forms, please see your immediate supervisor for assistance.

Name of Group/Club (building/grade level): Varsity Softball

Destination: Universal Studios, Orlando, Florida

Departure Date and Approximate Time: April 9th or 10th 2022 – departure time dependent on flights

Return Date and Approximate Time: April 15th 2022- arrival dependent on flights

Number of Students Expected to Attend: 12-14 students

Number of Chaperones (also detail how students will be supervised 24 hours / day):

3 adults (2 coaches and a manager).

Please see the attached for an example of a schedule and supervision from a previous trip

Cost per Student (costs should include an itemized and realistic summary of travel, hotel, meals, and admission, etc. - include fundraising opportunities and arrangements made for those who cannot afford the trip as well):

Please see the side bar for more details. The cost of the Trip for students is 1989.00. This includes lodging for 4 Nights and 5 days as well as food, park passes, and Transportation.

Cost could decrease if they choose to travel with family, Or fundraise. We will be offering multiple fundraisers That can greatly reduce the out of pocket cost

Mode of Transportation (include bus service / airline):

Flying- we do not know the airline yet. Cost of flights are 415.00 but they could be lower. They will give us the Lowest rate if it drops

Cost per student	
Package Amount	26,825.75
or Breakdown Amount	
Travel	415.00
Lodging and food package	1329.00
Meals	Included in package
Other (Explanation)	200.00+
Registration and insurance	
Less Club Contribution (this was already factored in to the cost we told parents)	200.00
Less Expected Fundraising	200-650
Final Cost to Student	1989.00



Request for Overnight Field Trip- Updated August 30, 2021

Overview

This process is intended to provide adequate information for necessary approvals and better timeframes for the advisors to plan and commit funds for the group / club involved. The process for BoE approval of overnight field trips involves **two** separate approvals. **Failure to complete all approval documentations and meet all approval deadlines risks the trip being declined and therefore not approved.**

1. Initial Approval (Planning)

- a. Submit Cover Sheet (*attached*) with all available information completed to the building Principal. Include any information available whether it is incomplete or not. The more information provided, the fewer questions asked. This should occur at or near the initial discussions of a possible trip, typically, at least 6/8 months before the trip dates. **Where appropriate, requests for approval for recurring field trips can be submitted 8 weeks prior to departure but prior to any student/parent commitments.**
- b. Principal or Athletic Director reviews/approves and forwards to Director of Transportation.
- c. The Director of Transportation reviews/signs and forwards to the Assistant Superintendent for Instruction (ASI) for review and approval.
- d. ASI forwards to Superintendent for review and approval as a recommendation to the BOE.
- e. BOE approves – this approval is with the knowledge that further planning and arrangements need to be made. This includes initial deposits. If deposits are over \$500, Superintendent approval is required.
- f. **No fund raising specific to the overnight trip shall begin until initial approval has been given by the BOE.**
- g. **It is understood that athletic tournaments pose a challenge in respect to time lines. When this occurs, the Athletic Director will speak with the Superintendent prior to submission of paperwork.**

2. Final Approval

- a. Submit completed cover sheet with all checklist items addressed and sample items attached. Complete chaperone lists and itineraries are required. The **original packet should be used** and submitted no later than one month prior to the trip. This submission goes to Principal or Athletic Director, then to the Director of Transportation, then ASI and Superintendent.
- b. Principal or Athletic Director, ASI and Superintendent will provide feedback on questions. Once acceptable, Superintendent will forward to BOE with recommendation to approve. **Any** significant changes to the itinerary, chaperone list and/or safety considerations, must be communicated to the building Principal as soon as possible.
- c. BOE approval – this is the final approval and allows for all other applicable deposits/payments to be made. There may be more information needed prior to final approval.
- d. Approval trips will be cc'd to Transportation and Food Service Directors.

3. Overnight Field Trip Procedures

- a. Student and parent signature required for rules/regulations documents.
- b. Parent meetings shall be held prior to the overnight field trip. The employee in charge of the field trip shall contact parents who do not attend by telephone to ensure an understanding of responsibilities.
- c. Director of Transportation shall be contacted to affirm the appropriateness of transportation secured, including but not limited to reviewing paperwork from the transportation company.
- d. **Student luggage shall be searched prior to departure for an overnight field trip. Procedure for doing so should be outlined and submitted to the building principal.**

Request for Overnight Field Trip

Accommodations (Hotel information such as address,
phone number and webpage link):

Cabana Bay. Universal Studios. Orlando, Florida

<https://www.universalorlando.com/web/en/us/places-to-stay/universals-cabana-bay-beach-resort>



Refund policy/ Insurance or other recoup options:

Refund Guarantee Protection (RGP)	15.00	\$ 129.00	\$ 1,935.00
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RGP is 10% of the Room Rate. Cancel for any reason up to 120 hours prior to the groups scheduled departure. Receive a refund less the cost of RGP. Airfare, NSF fees or Chargeback Fees. To reiterate, RGP does not cover refunds towards airfare.

In the space provided below, please detail your trip and how it connects to your content area, program or activity. Include the educational outcomes students will gain from the experience:

In the past, our spring trips have always been the highlight of the players year or sports season. Even years later, when talking to former players, the trips we have went on, and the experiences we have had during those times are always on the top of their lists of things they remember. Obviously, Covid has put a damper on all most everything but definitely spring sports teams in upstate NY. We missed out on seasons, and experiences.

Our program has found that traveling and getting out of the area, when feasible is a great way to bond. We have tried in the past to do a big trip every other year, with a smaller trip on the off year. There are many reasons why we plan these types of events instead of just playing local teams and sticking to our area. First, spring teams have a unique opportunity with spring break happening during their season. No school and lots of time equals enormous opportunity to do some things different. Second, we live in Upstate NY where the weather is as temperamental as a two-year-old who has not taken a nap. It could be 90 one week or a blizzard and we do not have a turf field to play on in incremental weather (though I do not think anyone should softball in snow). Florida, on the other hand usually is a little warmer during April which means we can get outside and on a field to practice and play games. Even if it rains, it is usually only briefly and its followed but more heat and humidity (yay).



Request for Overnight Field Trip

Traveling south is not just about practicing and games, though that is a major reason (competing against teams from other states is a challenge), it is more about the overall experience for each player and the team as a whole. It gives the players a change to hang out and bond in a location that some of them have never been to and may never go to again. In addition to all the above, it is also an opportunity of cultural exchange. Universal Studios gets thousands of visitors a day from all over the world (due to covid most likely all of the country this year) and it is a great opportunity for our players to see what else is out there. They will also get this experience playing teams from out of state. Things we cannot get playing the same teams over and over in our area.

Before submitting approval, you must submit supporting documentation. Attached are templates which needs to be updated with detailed information for your proposed trip. These documents should be submitted in the following order (check list):

- *A detailed itinerary*
- *Introductory letter*
- *Field trip permission form*
- *Overnight trip parent meeting agenda*
- *Emergency medical information for overnight trips/camps*
- *Behavior expectations/monitoring guidelines*
- *Trip parent/student survey*
- *Chaperone responsibilities and trip tips*

Name (print) of Trip Coordinator

Signature of Trip Coordinator

____ 9-11-21____
Date

Approvals: (Office Use Only)

Principal/AD/Supervisor: (Initial) _____ (Final) _____

Director Of Transportation: (Initial) _____ (Final) _____

ASI: (Initial) _____ (Final) _____

Superintendent: (Initial) _____ (Final) _____

Board of Education: (Initial) _____ (Final) _____

Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **The Canandaigua Softball boosters is sponsoring a varsity softball trip to Universal Studios, Orlando, Florida.**

Enclosed you will find the following important forms that must be completed and RETURNED by **March 28, 2022**:

- Student rules for behavior
- Student Profile and Medical form: a medical release form that is required in the event that your son/daughter requires immediate medical care.
- Trip cancellation policy/ insurance
- COVID Plan
- a permission slip

Because this is a school-sponsored activity, the rules that govern our students at the Academy will be in full effect. Please refer to our Parent/Student handbook and the Student Agenda for a complete listing of expectations, consequences, and penalties for inappropriate conduct or behavior.

If you have any questions, please feel free to contact us at:

Jenny Baxter at jebnjen@rochester.rr.com 585-813-7167

Or Coach Owdienko- owdienkod@canandaiguaschools.org or 585-396-3878

The final payment for this trip was due on TBD. Any outstanding balances must be paid immediately. All payments are non-refundable (except for those covered under the insurance policy). Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.

Attachment 1 – Tentative Itinerary

Accommodations: Cabana Bay Beach Resort- Universal Studios, Orlando, Florida

Restaurants: There are numerous restaurants on site at the hotel as well as City Walk (similar to Disney Springs). Some examples: Bayline Diner, The Hiway Grill, Atomic Tonic, Galaxy Bowl Restaurant, Starbucks, Chik Fil A, Hard Rock, Jimmy Buffets, Big Fire, And many more options

Travel/Motor Coach: Flights are out of Buffalo

We are not sure of our airline yet. Once we have arrived in Orlando, a motorcoach from Universal Studios will pick us up and bring us to our hotel

KSA – sponsors of the softball portion- is responsible for travel from the hotel to the fields as well

Chaperone Contact Information:

Danielle Owdienko- owdienkod@canandaiguaschools.org

Becca Kraft- kraft@canandaiguaschools.org

Jeff Prinicipio- flhi01@yahoo.com

EXAMPLE TENTATIVE Itinerary

Example from previous trip

Friday 4/8

Baggage Being Driven Down to Disney must be checked by District Administrator - Checked at Airport-No need for school to check them.

** Pack Thursday Night so you are ready for Friday. Carry on bag with uniform, glove, hat, & cleats. Bag to check with your cloths, shower/shave kit, bathing suit, etc.

Saturday 4/9

2:30pm – Meet at Airport (Buffalo)

8:00 – Hotel check-in (Cabana Bay)

9:00- practice at KSA

11:15 – Back in own rooms

3:45pm – 6:27pm – Flight to Orlando, FL

8:00 – Team time- around the hotel

10:30 – Free Time around hotel

11:30pm – Room check- Lights out – get to sleep!

Sunday 4/10

7:00am wake-up / Registration

9-10:30 - practice

12:00 – Lunch

3:30pm – Game vs TBD.

6:30pm – Dinner Together

11:30pm – Lights out – get to sleep!

8:30am - Depart for practice at Softball Complex

10:30 – return to hotel

1:00pm – depart for BP/Game

6:00pm – Return to Hotel

7:30-11:00pm – Free Time-Park(s)

Monday 4/11

6:30am WAKE UP & SNACK

8:00am Game vs TBD - KSA

12:00noon – Lunch Together

2:30pm- Game vs TBD - KSA

6:00pm – Dinner Together

11:30pm – Lights out – get to sleep!

7:15am depart for Game

10:30 – Return to Hotel

1:00pm – Depart for game

5:00pm – Return to Hotel

7-11:00pm- Free Time-Park(s)

Tuesday 4/12

Wake up at 7:00am – Breakfast

10:30 Game vs TBD

1:00-5pm – Disney Theme Parks, free time

6-10:30 – Free Time Park(s)

11:30- Lights Out

8:00am depart for BP

Lunch – at sports complex between games

5:00pm – Dinner Together

11:00pm – Back at resort for room check

Wednesday 4/13

8:45am – Check out of Hotel

12:06-2:42pm – Flight to Buffalo

5:00pm – Home in Canandaigua

9:00am - Depart for Orlando International on Magical Express

2:45pm - Parent pick/Transport back to Canandaigua

Attachment 2 - FIELD TRIP PERMISSION FORM

Field trips are an important part of a child's school experience. Your child has the opportunity to participate in a field trip. The purpose of this form is to obtain your permission for your child to participate in this trip and to obtain information regarding your plans for that day in case there is an emergency of any kind. Please call the teacher indicated if you have any questions. In the event that the field trip is cancelled due to extenuating circumstances, we will make every effort to reimburse students when possible. For any extended (overnight) Co-curricular or Extra-curricular field trips students must have no illegal absences the two (2) days prior to the field trip and also must be within the school's attendance policy.

Trip Date April 9-15, 2022

Class/Group Varsity Softball

Teacher/Supervisor Danielle Owdienko

Trip Destination Orlando, Florida

Other Planned Stops None

Planned Departure Time TBD Planned Return Time TBD

Departing From Buffalo International Airport Returning To Buffalo International Airport

Transportation
Bus <u> </u>
Walk <u> </u>
Other <u>x</u>

Additional

To be completed by parent:

_____ has my permission to attend the school sponsored trip to
Name of Student

Orlando, FL on April 9-15, 2022.
Location Date(s)

I am fully aware that all District and school policies are in effect during this trip and for safety purposes, a pre-trip search of all luggage and carry-on items may be conducted by the school administration **for any extended (overnight) field trips.**

If my child violates the District's Code of Conduct or District policy during the trip, I understand that the school administration may decide that my child cannot continue to participate in the trip. If that happens, I agree that it will be my responsibility to provide transportation home for my child. During the trip I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

In the event that I cannot be reached for return transportation, I have arranged for the following person to pick up my child:

Name _____

Address _____

Telephone _____ Alternate number _____

By signing this, I agree to the pre-trip search described above and that if according to the school administration my child may not continue to participate in the trip due to my child's conduct, I will provide transportation home for my child at my expense.

**I agree to abide by all school rules,
trip safety (including COVID) and local
authority policies.**

Signature of Parent/Guardian

Date

Signature of Student

Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date: First communication went out at the end of August. A zoom meeting with KSA will be scheduled for the end of September

Date of trip: April 15-22, 2022

Hotel: Cabana Bay Beach Resort, Universal Studios, Orlando, FL

Costs: 1989.00 Remember payments will be made right to KSA, once boosters has been reimbursed deposit amounts

Room Assignments: TBD

Rules/Behavior: See Attached Sheet

Students with Medication: See attached sheet

Trip cancellation policy/ insurance: See attached sheet

COVID plan : See attached sheet

Other:

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to Orlando, FL on 4/9-4/15

From: Name of nursing staff, Canandaigua Academy

Re: Medication for Varsity Softball Trip to Orlando, FL

The guidelines for students taking prescription and non-prescription drugs on the trip are as follows:

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by 4/07.
- Parents/Guardians need to sign the health information sheet.
- Medication ***must be*** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Students **will not** be allowed to carry non-prescription medication (over-the-counter). The nurse/chaperone will administer these to students as necessary.
- Mouthwash is not permitted on the trip.

Please call us at # of nurse in charge or district lead nurse if you have any questions.

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Student's Name : _____ AGE: _____
Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____
Home address: _____ Cell phone: _____
(W) phone: _____

Emergency Contact* _____ (H) phone: _____
Home address: _____ Cell phone: _____
(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

STUDENT'S HEALTH STATUS BEFORE THE TRIP The School Nurse will review health records of students.

Does your child have any health problems? (Please check all that apply and tell us about them):

____ Allergies to food, medicine, or bites ____ Asthma
____ Breathing or lung problems ____ Cardiac (Heart) problems
____ Diabetes ____ ____ Seizure disorder
____ Bones or Joints ____ Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

MEDICATIONS: If your child already has a health care provider's note on file, you do not need to have the following verified by the health care provider. If you do not, you must have your health care provider sign at the bottom giving your child permission to take medicine on the trip. All medication except authorized self-carry inhalers, epinephrine auto injectors, diabetes supplies, or other emergency medications must be carried by and dispensed by a medical provider/chaperone.

1) I request that my child receive the following medications on the field trip or at camp:

NAME OF MEDICATION	DOSE / HOW MUCH?	WHEN?	WHERE? (BY MOUTH, SKIN, etc.)

I attest that this student has demonstrated to me that they can self-administer the medication (s)

☐ Inhaler, ☐ Epi Pen, ☐ insulin/glucagon/diabetic supplies safely and effectively, and may carry and use this medication independently at school/for school sponsored activities.

Health Care Provider's Signature

Date

Parent/Guardian signature

Date

2) I give permission to a health care provider or hospital to secure proper treatment including (but not limited to) medications, injections, anesthesia or surgery for my child as named above:

Parent / Guardian Signature

Date

*If your student requires emergency care while on the trip, the supervising teacher will call you to inform you of the circumstances and to obtain permission for treatment. If you cannot be reached promptly, please name another person (relative or close friend) who can speak for you. If no contact person can be reached, the health care providers(s) will act in the child's best interest.

Revised Oct 2017

Attachment 7

Behavior Expectations/Monitoring Guidelines

This trip is a school sponsored activity provided for you by the Board of Education, your family—and through your own effort and cooperation. Its intent is that of an enjoyable, educational, cultural, and social event free from distractions and stresses caused by negative behavioral situations. All school rules are in effect at all times. Violators will be disciplined through standard district channels upon return to Canandaigua. Immediate and necessary action will be handled by administrators while on the trip. In severe cases parents will be notified that a serious violation has occurred, and the student involved will be transported home immediately **by a parent, at the parent's expense.**

It is assumed by your participation in this trip that you agree to the following:

- To refrain from the use of alcohol, tobacco, controlled substances, and any form of illegal and/or illicit substances. Violations will carry severe consequences **including police action** if necessary. Similarly, any attempt at shoplifting or theft at any location will involve the police.
- If the use of illegal and/or illicit drugs or alcohol is suspected, the chaperones and a building administrator will IMMEDIATELY confront the student(s). The administrator will call parents and local police.
- **It will be each parent's responsibility to provide immediate transportation home for their child if he/she is found in violation of the school's alcohol, drug, weapons, or theft/vandalism policy.**
- Students are required to abide by any trip safety plan including COVID requirements and local authority and host requirements.
- There will be no smoking or burning of incense/candles in hotel rooms.
- Students are **ONLY** allowed in their assigned hotel room. If a student is in another student's hotel room, the door must be **WIDE OPEN AT ALL TIMES.**
- To respond immediately and with due respect to directives issued by the chaperones, tour guides, bus drivers, hotel and restaurant personnel, and any others in authority.
- To adhere to the itinerary sites as a group, with the understanding that "side trips" on your own are not allowed. No one is to walk or take any public or private transportation to any other location for any reason. Your whereabouts must be known by the trip chaperones at all times.
- To strictly adhere to all announced time schedules, including all meeting times and locations and curfews. Once "lights out" time occurs at the hotel, no one is to leave his or her assigned room until the next morning.
- To conduct yourself in an adult fashion at all times. You are representing your family and your school, as well as yourself. Immature behavior of **any type** will be immediately halted, and students involved will be reprimanded. You will be expected to dress and conduct yourself with dignity and class at all times. Loud, raucous, disruptive, or distracting behavior will not be allowed.
- To show respect for others and the property of others - students, chaperones, hosts at attractions, and at the hotel restaurants and other locations we will be visiting.
- To feel confident to report any complaints or problems to the appropriate chaperone(s).
- At no time will students be allowed to sleep in areas other than those assigned.
- Visits by local family members are to be pre-arranged and PRECEDED with a note from your parent.
- Visits by local friends are specifically not allowed.
- Students will be taped into their hotel rooms each night.

We are all responsible for making this a safe trip that is totally incident-free so that we can continue to build on this kind of activity in the future.

Parent Signature

Date

Student Signature

Date

CANANDAIGUA Varsity Softball Trip
Trip

PARENT/STUDENT CONTRACT
TO BE READ, SIGNED and RETURNED

1. Drugs, Alcohol and Tobacco

The students of Canandaigua Varsity Softball must follow the policy concerning the possession and use of drugs, alcohol and tobacco. At no time during the trip, from the time we depart Canandaigua on 4/9 and return to Canandaigua on 4/15 are students to be in the possession of and/or using illegal and/or illicit drugs, alcohol or tobacco products (including smokeless tobacco products). Violation of this rule will result in a call home, disciplinary action upon returning to Canandaigua, and the loss of the right to participate in senior year activities for the remainder of the year (i.e. senior ball, possibly graduation ceremony). In the case of drug possession and use, we will notify the local authorities. Be aware that violation of the drug, alcohol, and tobacco contract will have training rule implications. As mentioned several times already, the trip will be immediately cancelled for violation of the school's drug, alcohol, weapons, or thievery/vandalism policy and an immediate parent-accompanied return home will take place.

2. Being on Time

Many of the activities planned while in Orlando, FL involve appointments and reservations that have been made months in advance. Therefore, it is very important that everyone is punctual. The necessary times and meeting points will be indicated to you each day; it is your responsibility to be on time.

3. Body piercing/tattooing

Students are NOT allowed to have any part of their bodies pierced or tattooed while on this trip. Orlando is a large city with the potential for contracting a communicable disease if one engages in an activity such as piercing or tattooing, as there is no way to be sure if the equipment used is properly sterilized. We would also have no way of knowing or keeping track of whether or not the student had parental permission; therefore it will NOT be allowed.

4. Free Time

The trip we have planned for students on the varsity softball team allows for little free time. Students must stay together in groups of at least three people (with at least one person with a cell phone) for their own safety and must remain in the areas designated by the chaperones and tour guides. You may not fully appreciate how large Universal Studios/Orlando is and how quickly the potential for problems may arise if you are not cautious. We want this to be a fantastic experience, as it has been the past, and therefore you must act responsibly.

5. Curfew

Each night you will be given a curfew which will be based on the next day's activities. Upon returning to the hotel there will be time to socialize, etc. Students must be in their rooms before curfew. At designated times, chaperones will do room checks. All persons assigned to the room must be in that room for room check. Once the room is checked, the chaperones will place a small piece of masking tape over one corner of the door. The door must then remain shut and students in their room until the next morning. We do not do this because we mistrust the students. It is done in the hopes of removing any temptation to wander around at night. We take our responsibility for your safety seriously.

6. Serious Infractions of Any of the Rules, Safety Plan or local authority or host requirements

If you violate any of the above rules/regulations, causing a serious situation, or if you continuously and willfully violate any of the above, you will be sent home with your parent at their expense. The chaperones and tour

director will make this decision in consultation with school district officials. You will also face school consequences as a result.

7. Theft and Loss of Personal Items

At no time is CCSD, the coaches, KSA, Universal Studios, or the airline, or the motor coach company responsible for the theft or loss of personal items.

8. Parent/Guardian Signature

After you and your parents have read this, please sign below.

_____	_____
Student Signature	Date

_____	_____
Parent/Guardian Signature	Date

Attachment 8
Trip Parent/Student Survey
Evaluation of Trip

1. Was the trip a positive experience for you/your child?

Yes No

2. Would you recommend this trip for future teams/students?

Yes No

3. Were there fundraising opportunities provided for you/your family to meet the financial requirements of this trip?

Yes No

4. Would you recommend any changes for this trip in the future?

Yes No

Comments: _____

Attachment 9

General Trip Tips

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. Do not leave money or personal items (jewelry, etc) out in your room.
4. Valuables should either be left at home or be kept in the **hotel safe**. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS travel WITH A CHAPERONE (OR YOUR GROUP OF 3 OR MORE WHEN GIVEN FREE TIME)!**
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus, hotel and plane neat and clean at all times. Continually police your own area!
9. PACK:
 - One suitcase.
 - One very small soft carry-on bag to keep with you on the flight, must have glove, cleats, uniform. You are allowed another carry on as well- see guidelines below (Will complete when know airline)
 - Bring appropriate clothing for the trip.
 - A cell phone or watch. It is critical that you are always ON TIME!
 - **You may not bring opened drinks on the plane, but you may bring wrapped snacks, like granola bars and such. You can pack snacks in checked bags**
10. Budget money for:
 - Items, souvenirs, and snacks sold in Orlando.
 - Snacks/food while in the parks (more than meal plan allows).
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

Attachment 10

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

1. Have the students keep all areas neat and clean at all times.
2. Certain foods are okay on the bus, but students need to be considerate of others.
3. Students need to remember to respect others in terms of noise levels.
4. Personal music devices (mp3 players) are acceptable; however, ***no open speakers are permitted.***

BE SURE THAT STUDENTS ASSIGNED TO YOU ARE ON THE BUS EVERY TIME WE DEPART.

1. In addition to taking role call at designated areas and times, you should also remain in contact with your group at all times.

INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

1. The advisor may suggest ways for you to handle the problem or may opt to handle it him/herself

BE AVAILABLE FOR CHAPERONE MEETINGS AT ANY OR ALL OF THE FOLLOWING:

1. Immediately after attendance is taken on each bus
2. Upon arrival to each location- before students are allowed to unload
3. Every organized meal
4. After curfew
5. Other times as necessary

ENFORCE THE SCHOOL RULES

Please read the school rules and become familiar with them. As chaperones we set the tone for the entire trip, not only with our attitude and disciplinary style, but also with our actions and words. As chaperones, we all assume the responsibility of being a role model.

One item that we would like to call to your attention is the school rule regarding the use of tobacco and alcohol. As adults, we have the freedom to make personal choices about the consumption of these products, but as ***leaders*** of young adults we are models of healthy choices. Whether your personal philosophy advocates the use of these products or not, you should not be seen smoking nor should you consume alcohol at any time!

We are each parent's proxy on this trip. A mishandled "chaperone - student" situation can easily be attributed to an error in judgment.

Attachment 11:
COVID Safety Plan:

1. Site has a written plan that is attached that meets or (can) exceed district plan, especially in evolving situation.

Universal Studios current Status 09/10/2021
Updated Safety Guidelines

We encourage all our guests to follow CDC guidelines and local directives to wear face coverings while indoors across Universal Orlando Resort. Face coverings are optional while outdoors. We also encourage all guests to keep a safe distance between travel parties, and we remain focused on maintaining the highest cleanliness and sanitization standards.

Here are the latest safety updates for your visit.

- We encourage all guests – regardless of vaccination status – to wear face coverings while indoors
- We do not require proof of vaccinations
- We encourage all guests to keep a safe distance between travel parties
- We remain focused on maintaining the highest cleanliness and sanitization standards

Each guest must confirm the following before visiting:

- You are not feeling sick or experiencing flu-like symptoms such as Fever and/or
 - Cough
 - Shortness of breath or difficulty breathing
 - Chills
 - Muscle pain
 - Sore throat
 - New loss of taste or smell
- You have not been in contact with someone with known or suspected COVID-19 symptoms
- You are not under any self-quarantine orders

If you cannot confirm all of the above, you must refrain from visiting. For more information, please visit www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

We ask that all guests continue to comply with the following:



Face covering guidelines

Face coverings are encouraged for all guests while indoors and are optional while outdoors.



Wash hands often

Wash your hands with soap and water often for at least 20 seconds.



Social distancing

We encourage all guests to keep a safe distance between your travel party and others.



Avoid contact with people who are sick



Hand sanitizer available

Hand sanitizer will be available for use prior to boarding ride vehicles, as well as in other areas around the destination.



Follow Team Member direction

Please follow directions from our team members and have patience as we work through these new operational procedures.

2. Trip policies to limit transmission if required by district or authorities – limit to 4 in sleeping cohort, etc. selected by family or social group; activities structured to decrease possible transmission, etc.
 - + Players will be in rooms of 4
 - + Players will not be allowed in any other room but their own room
 - + If players want to hang out with other players not in their room, they have to do so outside
 - + Players, coaches, supervisors will be asked to wear masks while in doors at restaurants, or while waiting for a ride
 - + Players, coaches will wear masks on transportation to and from the parks
 - + Activities will attempt to be mostly outside.
3. Process to report/ respond to COVID outbreak prior, during or after trip.
 - + Players who are not feeling well, MUST communicate with a coach ASAP.
 - + Accommodations will attempt to be made to limit that players interactions and contact with other players and coaches. If parents are there, will be moved to parents room if possible.
 - + Coach will contact appropriate people in Cdga and follow guidance from there
 - + Coach will keep track of seating chart on return flight and again ask players to communicate if not feeling well

- + Will follow NYSDoH guidelines

4. Process to manage vulnerable/fragile participants.

- + Mask

- + Social Distance

- + Minimize/ Eliminate contact with people in travel party not feeling well

- + Attempt most activities outside

5. Other specific safety requirements.

Attachment 12

Trip Safety Plan

Outline below your safety considerations and plans specific to COVID:

Players will travel to airport with family. If they need a ride to the airport, we will attempt to have them travel with a roommate or a coach.

Masks will be worn in the airport and on the flight

Masks will be worn on the bus from airport to hotel, hotel to fields, hotel to parks, etc- any time we are on a bus or in transportation with others outside the travel party we will wear masks

Masks worn when a ride is inside a building.

Social distancing while waiting in lines and when ever possible.

Following guidelines set forth by airlines, motor coaches, hotels and parks

Seating at meals by room

Minimize activities in doors.

Attachment 13

INSURANCE INFORMATION

RGP protects the school or any individual that needs to cancel for any reason up to 7 days prior to your departure. It guarantees a full refund for all monies paid for your land travel package.

RGP also protects your package rates. If one person cancels out of a Quad Room the other individuals' rates do not increase to the triple occupancy rate. They will remain at the Quad Rate with no penalties.

Refund Guarantee Protection an additional 10% of your LAND Package price per person. This charge for RGP will be deducted from your first deposit and is non-refundable. RGP is not insurance and is an aggressive cancellation policy.

Your airline tickets are NOT protected with RGP. Most carriers will offer a voucher for future use of the ticket.

For 10% of your land trip cost, you can guarantee a full refund for any reason. No exceptions or hidden cancellation fees. We highly recommend this policy for all of our groups!

Attachment 14- Example of cost per player and fundraising opportunities

EXAMPLE STUDENT NOT FLYING WITH TEAM:

Hello

Below is a break down of fundraising so far. The cost of the room may vary depending on how many girls are on the team and will be finalized in March. If the cost is less than what is below, boosters will give a refund back, if it is more we will send out a note w the cost difference which could be as much as \$234 more. I am still waiting on the 31 Bag breakdown. Any questions let me know.

Player	Apparel	Wickedly Sent	Pampered Chef	Haunted House	Coupon Books	Fundraising Total	Initial Deposit Due (1/24/19)	Final Balance Due(2/28/19)	Trip Cost	Airfare Refund *	CSB Donation	Total Due
S.B	\$27	\$195.92		\$65	\$187.50	\$475.42	\$175.46	\$175.46	\$1373.29	\$346.95	\$200	\$350.92

** Airfare refund for players who are not travelling with team*

**Boosters are giving each player \$200 towards their trip.*

Please review and let me know if you have any questions or concerns. If there are any mistakes in the calculations let me know and we can recheck the numbers. Thank you.

EXAMPLE STUDENT FLYING WITH TEAM:

Hello

Below is a break down of fundraising so far. The cost of the room may vary depending on how many girls are on the team and will be finalized in March. If the cost is less than what is below, boosters will give a refund back, if it is more we will send out a note w the cost difference which could be as much as \$234 more. I am still waiting on the 31 Bag breakdown. Any questions let me know.

Player	Beef Stick Sale	Pampered Chef	Haunted House	Coupon Books	Fundraising Total	Initial Deposit Due (1/24/19)	Final Balance Due (2/28/19)	Trip Cost	Airfare Refund *	CSB Donation	Total Due
KB	\$110.50	\$55.25	\$35	\$37.50	\$238.25	\$467.52	\$467.52	\$1373.29		\$200	\$935.04

** Airfare refund for players who are not travelling with team*

Please review and let me know if you have any questions or concerns. Thank you.

Committee Recommendations for Board of Education Review with Details (September 27, 2021)

Meeting	Alt ID#	Age	Committee	Grade	Reason	Decision	Disability	Recommended School			
08/26/2021	1006303	4:0	CPSE	Preschool	Requested Review	Classified Preschool	Preschool Student with a Disability	FLUCP Happiness House Canandaigua			
					<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
					Special Class	09/09/2021	06/23/2022	8:1+2	5	Weekly	3 hrs
					Occupational Therapy	09/09/2021	06/23/2022	Individual	3	Weekly	30 mins
					Physical Therapy	09/09/2021	06/23/2022	Individual	2	Weekly	30 mins
					Speech/Language Therapy	09/09/2021	06/23/2022	Individual	3	Weekly	30 mins
					Speech/Language Therapy	09/09/2021	06/23/2022	Individual	1	Weekly	30 mins
05/27/2021	1005720	4:5	CPSE	Preschool	Annual Review	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only			
					<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
					Occupational Therapy	09/09/2021	06/24/2022	Individual	2	Weekly	30 mins
					Physical Therapy	09/09/2021	06/24/2022	Individual	2	Weekly	30 mins
					Speech/Language Therapy	09/09/2021	06/24/2022	Individual	2	Weekly	30 mins
09/03/2021	1006703	4:1	CPSE	Preschool	Amendment - Agreement No Meeting	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only			
					<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
					Occupational Therapy	09/09/2021	06/24/2022	Individual	2	Weekly	30 mins
					Speech/Language Therapy	09/09/2021	06/24/2022	Individual	2	Weekly	30 mins
05/20/2021	1006552	2:5	CPSE	Preschool	Amendment - Agreement No Meeting	Classified Preschool	Preschool Student with a Disability	FLUCP Happiness House Canandaigua			
					<u>Program/Service</u>	<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
					Special Class in an Integrated Setting	09/09/2021	06/23/2022	8:1+1	1	Daily	3 hrs
					Occupational Therapy	09/09/2021	06/23/2022	Individual	2	Weekly	30 mins
					Physical Therapy	09/09/2021	06/23/2022	Individual	3	Weekly	30 mins
					Speech/Language Therapy	09/09/2021	06/23/2022	Individual	3	Weekly	30 mins

Committee Recommendations for Board of Education Review with Details (September 27, 2021)

Meeting	Alt ID#	Age	Committee	Grade	Reason	Decision	Disability	Recommended School																																																																																																																																																
09/14/2021	1002631	11:0	Sub CSE	Ungraded Elem. K-6	Amendment - Agreement No Meeting	Classified	Multiple Disabilities	School of the Holy Childhood																																																																																																																																																
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09/09/2021	1006886	13:7	Sub CSE	08	Transfer Student - Agreement No Meeting	Classified	Emotional Disturbance	Halpern Education Center																																																																																																																																																
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08/12/2021	1004685	13:1	Sub CSE	08	Amendment - Agreement No Meeting	Classified	Other Health Impairment	Canandaigua Middle School																																																																																																																																																
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05/18/2021	1003605	11:2	Sub CSE	06	Amendment - Agreement No Meeting	Classified	Learning Disability	Canandaigua Middle School																																																																																																																																																
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09/08/2021	1002273	11:9	Sub CSE	07	Amendment - Agreement No Meeting			Classified	Other Health Impairment	Canandaigua Middle School
<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Consultant Teacher Services				09/09/2021	06/24/2022	Direct	1	Daily	40 mins	
Integrated Co-teaching Services				09/09/2021	06/24/2022		5	Weekly	40 mins	
Resource Room Program				09/09/2021	06/24/2022	Group	1	Every Other Day	40 mins	
Special Class				09/09/2021	06/24/2022	15:1	1	Every Other Day	40 mins	
Special Class				09/09/2021	06/24/2022	15:1	1	Every Other Day	1 hr 20 mins	
Special Class				09/09/2021	06/24/2022	15:1	1	Daily	40 mins	
Counseling Services				09/20/2021	06/24/2022	Individual	1	Weekly	30 mins	
Special Class				07/05/2021	08/13/2021	15:1	1	Daily	3 hrs	
09/17/2021	1006350	5:2	CSE	Kdg.	Requested Review			Classified	Speech or Language Impairment	Canandaigua Primary School
<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Special Class				09/20/2021	06/24/2022	12:1+1	5	Weekly	4 hrs 50 mins	
Occupational Therapy				09/20/2021	06/24/2022	Individual	2	Weekly	30 mins	
Physical Therapy				09/20/2021	06/24/2022	Individual	2	Weekly	30 mins	
Speech/Language Therapy				09/20/2021	06/24/2022	Small Group	3	Weekly	30 mins	
09/02/2021	1004406	8:11	CSE		Initial Eligibility Determination Meeting			Ineligible		Canandaigua Elementary School

Public Expression at Board Meetings

The Board of Education encourages public participation on school related matters at Board meetings, as outlined in this policy.

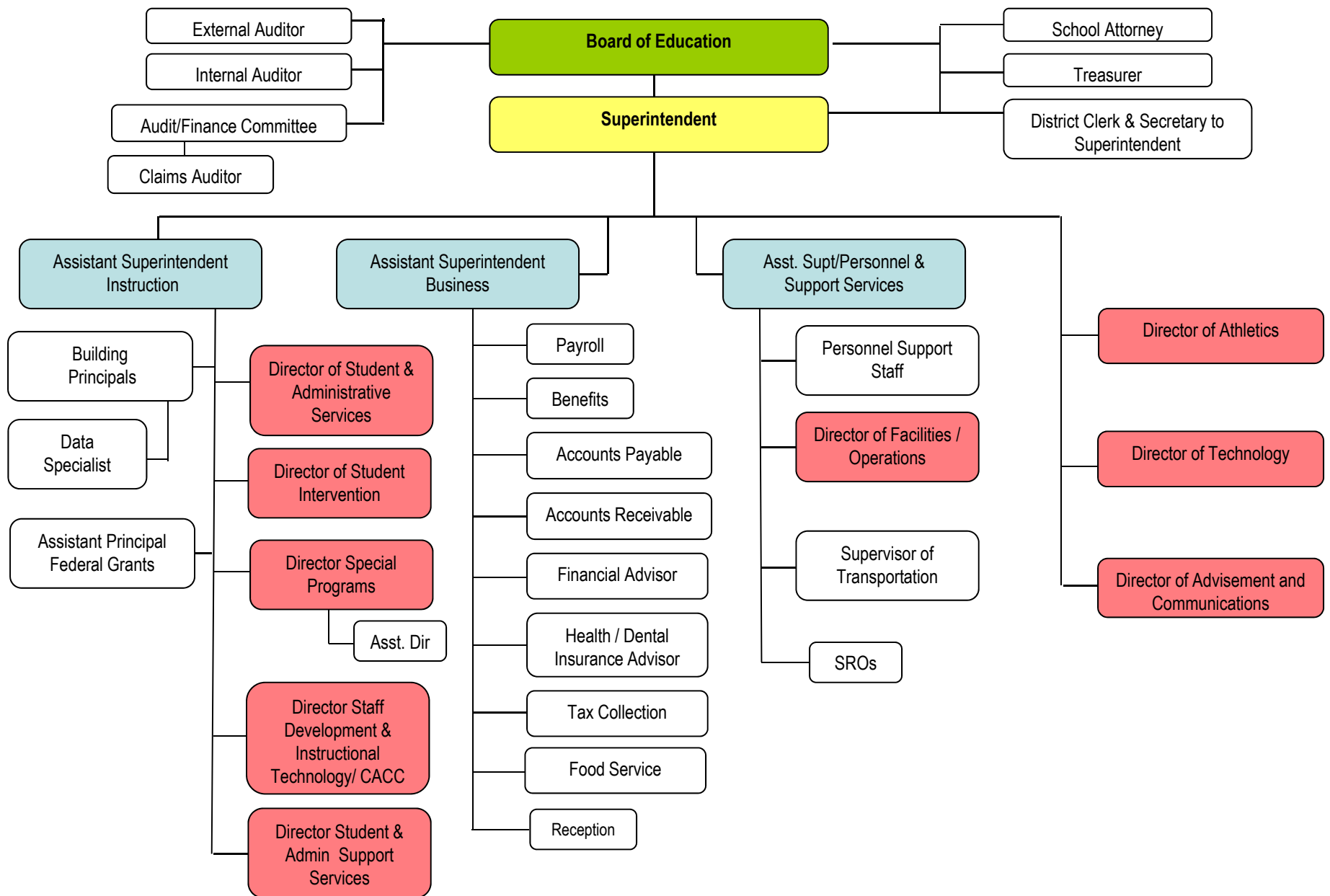
Regular meetings of the Board are conducted in public for the purpose of carrying out the business of the schools, and the public has a right to attend such meetings. Board meetings are conducted in public so that the public can observe its school government in action. However, this is not a public meeting, therefore, the public comment portion of our business meeting is the only time for the Board to hear from those in attendance who are from the school community and/or Canandaigua City School District residence.

1. Persons wishing to address the Board are asked to contact the District Clerk at 585-396-3710 by noon on the day of a meeting and to state a brief description of the topic to be addressed.
2. Speakers must sign in at the front door. Speakers must be recognized by the President and then identify themselves by stating their name and address.
3. A period not to exceed fifteen minutes shall be set aside during the first part of each Board meeting for public participation. Individual comments will be limited to three minutes.
4. Any group or organization wishing to address the Board must identify a single spokesperson.
5. Those items brought to the attention of the Board during this time may be taken under consideration for future response or action, but will not be discussed during the meeting.
6. As a matter of courtesy, we ask that issues related to specific District personnel or students be brought to the attention of the Superintendent privately.
7. Speakers must conduct themselves in a civil and respectful manner.
8. The President is the spokesperson for the Board and is responsible for the orderly conduct of the meeting.
9. In the event of a virtual meeting, the person wishing to speak will be given a link by the District Clerk to join the public session for the duration of their comments.

PROPOSED- Rewrite of Policy 1095- First Reading

Public Expression During Board Meetings

The Board encourages public expression at Board meetings. Time permitting, the Board will designate a specific portion of its meeting agenda for this participation. In all circumstances, reasonable decorum and order must be maintained during the public comment period. The Superintendent shall create and as warranted, periodically update regulations setting forth requirements and procedures relating to the conduct of public comment periods during Board meetings consistent with this Policy and applicable law.



First Reading: September 27, 2021

Cellular Phones

The Board of Education supports the appropriate use of cellular telephones as a means to improve efficiency, reduce costs or enhance the safety and security of students, staff, visitors and facilities.

The district will provide a stipend to an employee when said employee is required to utilize a mobile phone because of the nature of their job duties and as determined by the Superintendent or designee.

Board Approved: September 23, 2019