
On November 26, 2021 Governor Hochul issued Executive Order No. 11 allowing Board of Education meetings to be held without permitting in public in-person access to meetings and authorizing such meetings to be held remotely by conference call or similar service.

It is anticipated that the Board will entertain a motion to enter into executive session at 5:45 p.m. to discuss the employment history of fifteen particular persons.

The regular portion of the meeting will begin at 6:30 p.m.

- I. Meeting Called to Order**
 - II. Pledge of Allegiance to the Flag**
 - III. President's Comments**
 - IV. Superintendent's Report**
 - V. Board Student Representative- Nate Teerlinck**
 - VI. Minutes** (BOARD ACTION)
 - VII. December 2021 Warrant Review (Mrs. Personale and Mr. Polimeni)** (BOARD ACTION)
 - VIII. Educational Presentation**
 - CMS Highlight: Enhanced Summer Programming**
 - IX. Consensus Agenda** (BOARD ACTION)
 - Business**
 1. Surplus Items
 2. Uncollected Taxes for 2021-2022
 3. Donations
 4. Agreements
 5. Field Trip- Initial
 6. Athletic Trip- Initial
 7. Addition of Canon of Literature- Grade One- Initial Approval
 8. Practicum- Spring 2022
 9. Volunteer
 10. Recommendations of the Committee on Preschool Special Education
 11. Recommendations of the Committee on Special Education
 - Personnel**
- End of Consensus Agenda**
- X. Board Committee Reports**
 - Policy Committee- Mrs. Beth Thomas
 - XI. District Committee Reports**
 - Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mr. Milton Johnson
 - COVID19 Safety Committee- Dr. Jen Schneider
 - XII. Closing Remarks**

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I. Meeting Called to Order

II. Pledge of Allegiance to the Flag

III. President's Comments

- Remarks
- Correspondence

IV. Superintendent's Report

- Remarks
- Correspondence
- Updates to Agenda - (e.g., supplemental agenda items, revisions, etc.)

V. Board Student Representative- Nate Teerlinck

VI. Minutes

(BOARD ACTION)

- January 10, 2022- Regular Board Meeting
- January 14, 2022- Special Board Meeting

VII. December 2021 Warrant Review (Mrs. Personale and Mr. Polimeni)

(BOARD ACTION)

- A-54 General 14668-14730 (Check Print)
- A-55 General 9006937-9007013 (ACH)
- A-56 General 14649-14667 (In House)
- A-59 General 14731-14760, 14766-14773 (Check Print)
- A-60 General 9007014-9007060 (ACH)
- A-61 General 14761-14765 (In House)
- C-12 Cafeteria 2465-2476
- C-13 Cafeteria 2477-2479
- F-21 Federal 9000261-9000270 (ACH)
- F-22 Federal 712-719 (Check Print)
- F-23 Federal 9000271-9000274 (ACH)
- F-24 Federal 720-723 (Check Print)
- H-19 Capital 9000100 (ACH)
- H-20 Capital 425-426 (Check Print)
- H-21 Capital 9000111-9000113 (ACH)
- H-22 Capital 427-429 (Check Print)

VIII. Educational Presentation

CMS Highlight: Enhanced Summer Programming

CMS Principal John Arthur and Enrichment Teacher Becca Kraft will share updates made to our summer programming at the Middle School. The presentation will highlight goals of the program, an overview of the student experience and next steps.

IX. Consensus Agenda

(BOARD ACTION)

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

Business

1. Surplus Items

Mr. John Arthur, Middle School Principal, is requesting approval to declare as a surplus item a Bass ½ size, Meisel #43917. It is breaking in half and unable to be repaired.

Mrs. Marissa Logue, Academy Principal, is requesting approval to declare as a surplus item a wheelchair that is no longer functional.

Mrs. Marissa Logue is requesting approval to declare as surplus items the listing of books.

2. Uncollected Taxes for 2021-2022

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

<u>NAME OF TOWN</u>	<u>TAX TO BE RETURNED</u>	<u>6% INTEREST</u>	<u>TOTAL</u>
Canandaigua City	389,132.05	23,347.92	412,479.97
Canandaigua Town	588,055.63	35,283.34	623,338.97
Farmington	45,294.67	2,717.68	48,012.35
East Bloomfield	0.00	0.00	0.00
Bristol	11,835.11	710.11	12,545.22
Hopewell	76,623.20	4,597.39	81,220.59
Gorham	0.00	0.00	0.00
South Bristol	0.00	0.00	0.00
Total	\$1,110,940.66	\$66,656.44	\$1,177,597.10
Tax Levy			\$48,345,972.82
Library Levy			\$771,000.00
Less Star Reimbursement			\$3,348,673.78
Plus Chargeback			\$11,793.18
Plus Omitted STAR			\$0.00
Less: Small Claims			
Bill 4334- 2135 CR 8		\$4,270.01	
Bill 1215- 22 Scotland Rd		\$239.00	
			\$4,509.01
Plus/Minus Rounding			0.31
Tax to be collected			<u>\$45,950,314.78</u>
Tax collected 97.5823%			<u>\$44,839,374.12</u>
			<u>\$1,110,940.66</u>
Unpaid taxes to be returned:			
City Treasurer		\$389,132.05	
County Treasurer		\$721,808.61	
TOTAL			<u>\$1,110,940.66</u>

AND WHEREAS, the district treasurer has verified the accuracy and signed the report of the collector;

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

3. Donations

Acceptance of a donation from the Student Technical Services Club (STS) in the amount of \$9,927.50 to purchase an Ultimaker S5 Pro Bundle and Curriculum 3D printer to be used by the Technology Department at the Academy.

Acceptance of the following donations

- Donation from Badge Machine for \$1000
- Donation from Vance Metals for \$500
- Donation from Lake Country Woodworkers for \$1000

4. Agreements

An agreement with the County of Ontario by and through Ontario County Mental Health to provide outpatient mental health services to school aged children in the district at a school-based mental health clinic.

An agreement with the County of Ontario to prepare school tax bills for the 2022-2023 school year.

5. Field Trip- Initial

Mrs. Marissa Logue is requesting initial approval of the below trip:

- Robotics, Cleveland, Ohio, March 23-26, 2022

6. Athletic Trip- Initial

Mrs. Caroline Chapman, Interim Athletic Director, is requesting initial approval of the below trip:

- Boys Varsity Lacrosse, Sudbury, Massachusetts, March 25-26, 2022

7. Addition of Canon of Literature- Grade One- Initial Approval

Grade one is requesting following additions be made to our Canon of Literature. These texts will support recently revised units within our writing curriculum:

- *Jabara Jumps* by Gaia Cornwall
- *The Relatives Came* by Cynthia Rylant
- *The Camping Trip* by Jennifer Mann
- *Owl Moon* by Jane Yolen

8. Practicum- Spring 2022

Mr. Brian Amesbury, Elementary School Principal, recommends:

- Joseph Post, St. John Fisher with Ms. Melanie Dyroff- 1/24/22-2/18/22

Mr. John Arthur, Middle School Principal, recommends:

- Jessica Mattioli, SUNY Geneseo with Ms. Sarah Pennica- 2/14-4/22/22
- Maria Pawlak, SUNY Geneseo with Ms. Emily Williams- 2/14-4/22/22
- Kevin Reed, SUNY Geneseo with Mr. Donald Kitzel- 2/14-4/22/22

Mrs. Marissa Logue, Academy Principal, recommends:

- Makayla Horne, SUNY Geneseo with Ms. Reilly Figenscher, 2/14-4/22/22
- Marissa Bernard, SUNY Geneseo with Mr. Adam Stoler, 2/14-4/22/22
- Kaitlyn Eck, SUNY Geneseo with Ms. Wendy Mandarano, 2/14-4/22/22
- Kevin Rogers, SUNY Geneseo with Ms. Margaret Maves, 2/14-4/22/22

9. Volunteer

Mrs. Marissa Logue is requesting approval for Katie Compton to volunteer with Above the Influence, Sources of Strength, and Bigs and Littles.

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 will be 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 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>
Sharon Curran	Teacher Aide	1/31/2022	13

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Karen Naffziger	Secretary	Resignation	2/9/2022
Amanda Eisenhauer	School Monitor	Rescinded Offer	1/19/2022

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Elizabeth Kulpa	Cook	1/10/2022	\$14.47/hr.
Corrine Snell	Teacher Aide	1/18/2022	\$13.20/hr.
Katelyn Fullagar	Teacher Aide	1/12/2022	\$13.20/hr.
Carolyn Pollack	Teacher Aide	1/31/2022	\$13.20/hr.
Michael Hadsell	School Monitor	2/1/2022	\$13.20/hr.

2. Instructional Personnel

A. Resignation

- 1) Danielle Owdienko has resigned from Varsity Softball Coach effective January 12, 2022.

B. Leave of Absence

- 1) Timothy Via, Middle School Music Teacher, has requested a leave of absence from January 31, 2022 through June 30, 2022.

C. Appointments

The Board of Education of the Canandaigua City School District hereby accepts the recommendation of the Superintendent to appoint the following instructional employee. 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) Jean Phillips received her Bachelor’s degree in Education from Colgate University. She earned her Master’s degree in education from St. John Fisher College. She has been working in public education for over 6 years. Ms. Phillips will be appointed to a 1.0 FTE, 3-year probationary Special Education Teacher position with a tenure area of Special Education effective February 23, 2022.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Jean Phillips	Childhood Ed 1-6; Students w/ Disabilities 1-6	2/23/2022	Step 7 Pro-rated

2) **Interim Substitute Teacher**

The following individual has been recommended 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>
Courtney Furno	Special Ed Teacher	PS	2/28/2022 – 6/24/2022
Kelly Keys	Science Teacher	CACC	5/4/2022 – 6/24/2022

3) **Non-Certified Substitute Teachers**

The following individuals have 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.

Molly Dutcher
 Meghan Ferguson
 Hannah Ceravolo
 Kendra Christensen
 Samantha Cook
 Hannah Kelley

4) **Contract Substitute Teachers**

The following individuals have been recommended to Contract Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department for the remainder of the 2021 – 2022 school year at the contractual rate:

Anthony DeVito – Middle School
 Audrey Brown – Primary-Elementary School

5) Co-Curricular 2021-2022 School Year

The following individual is recommended to a co-curricular position at the contractual rate:
Greg Kane, Jazz Band Ensemble, effective January 19, 2022

6) Coach

The following individual is recommended to a Coaching position:
Randy Cook, Varsity Softball

7) 2021-2022 Mentor

The following staff member has been recommended to be a Mentor at the contractual rate:

<u>Mentor</u>	<u>Mentee</u>	<u>Building</u>	<u>Effective</u>
Tina Walters	Meghan Glover	PS	9/1/2021

End of Consensus Agenda

X. Board Committee Reports

- Policy Committee- Mrs. Beth Thomas

XI. 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- Mrs. Amy Calabrese/ Mr. Milton Johnson
- **Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mr. Milton Johnson**
- Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller
- Safety / Health / Security Committee- Mr. John Polimeni
- **COVID19 Safety Committee- Dr. Jen Schneider**

XII. Closing Remarks

(President, Board of Education and/or Superintendent)

XIII. Upcoming Events

- January 31- Regular Board Meeting
- February 1- Fourth Grade Instrumental Informance I
- February 3- Fourth Grade Instrumental Informance II
- February 4- First day School Board Candidate petitions available
- February 8- Frieda O'Hanlon District Spelling Contest
- February 9- Policy Committee
- February 9- Council for Instructional Excellence Committee
- February 10- Character Education Committee
- February 11- Audit Committee
- February 14- Regular Board Meeting
- February 21- President's Day
- February 22, 23, 24, 25- Winter Break

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, January 10, 2022 at 6:40 p.m. via a YouTube live stream Zoom meeting, President Grimm presiding.

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

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

BOARD DISTRICT CLERK: Deborah Sundlov

ADMINISTRATION PRESENT: Tracy Lindsay

Meeting Called to Order and Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 6:40 p.m. with all saying the Pledge of Allegiance.

Superintendent's Report

Superintendent Farr shared the district's plans, in the event that we need to move to virtual.

Minutes

Upon a motion made by Mrs. Pedzich, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved the December 13, 2021 Regular Board Meeting.

APPROVED: MINUTES

2020 Capital Improvement Project- Middle School Auditorium Seating- Phase 2

Upon a motion made by Mr. Johnson, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved voting on the 2020 Capital Improvement Project- Middle School Auditorium Seating- Phase 2.

APPROVED: MIDDLE SCHOOL AUDITORIUM SEATING

Based on review and a meeting, Turner Construction Company created a scope of work that meets the priorities of the District. Due to current lead time for materials, it is necessary to release this order in advance of the Phase 2 project going out to bid. Pricing is based on New York State contract pricing.

Contract: Middle School Auditorium Seating- Phase 2
Contractor: KI
Base Bid: \$151,216.45

The Assistant Superintendent for Personnel and Support Services recommends that the Board of Education award the contract for the Middle School Auditorium Seating- Phase 2 as follows:

Contract: KI \$151,216.45

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Mrs. Amy Calabrese	Voting Yes
Mr. Milton Johnson	Voting Yes
Mrs. Julianne Miller	Voting Yes
Mrs. Michelle Pedzich	Voting Yes
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

Educational Presentation

Every Student Succeeds Act (ESSA) Updates

Mr. Matt Schrage, Assistant Superintendent for Instruction and Mr. Tracy Lindsay, Data Coordinator, provided an update to the Board of Education via video regarding the accountability measures associated with the Every Student Succeeds Act and related activities associated this data during the 2021-2022 school year to monitor student progress.

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 AGENDA

Business

1. Treasurer's Report

the Treasurer's Report for the period of November 1, 2021 - November 30, 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 - November 30, 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 - November 30, 2021. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

4. New Club

Mrs. Marissa Logue, Academy Principal, is requesting approval for a new club called **PlayStation/VR**. The club will create a fun and safe environment for students to gather who have the same interests in playing video games. The unpaid advisors will be Mr. Eric Mann and Mr. Jeremiah Johnson.

5. Agreements

an increase in the Professional Services Agreement with Jacqueline Messineo-Cowles by the amount of \$4,600. This is to cover the additional time that she substituted a medical leave. An original agreement was Board approved on October 18, 2021 and a second on November 8, 2021.

an agreement with Patti Larche to conduct APPR observations and evaluations for the remainder of 2021-2022 School Year.

6. Certification of Lead Evaluator-Teachers APPR

BE IT RESOLVED THAT **Patti Larche** is 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.

7. Prevention Specialist

the request of Mrs. Emily Bonadonna, Primary School Principal, for Ms. Colleen Owens as a prevention specialist at the Primary and Elementary schools. Ms. Owens is employed through the Council on Alcohol and Addition, and presents lessons for first, third and fifth grade classes for the “Too Good for Violence” program.

8. Donations

a donation to the Academy Players (extracurricular) from the **Canandaigua Rotary Club** for \$2,000. This is a portion of the money raised at their 'Banjos and Bumpers' fundraiser this summer.

a donation to the Technology Student Club from **DME Company LLC** for \$500 to design and purchase club t-shirts.

9. New Scholarships

the request of Mrs. Marissa Logue for the below new scholarships.

- **Jake Herendeen Memorial Wrestlers Scholarship.** This yearly scholarship of \$500 will be awarded at the awards assembly and will be presented to a senior of the Canandaigua Wrestling team. This student will perform to their ability both in the classroom and on the mat, exemplifies good sportsmanship, strong work ethic and is a positive team role model.
- **Town of Canandaigua Republican Committee Scholarship.** This yearly scholarship of \$500 will be awarded to a graduating senior who resides in the Town of Canandaigua. There is a 500-word essay on “Why the Bill of Rights is Important Today”.

- **Joseph “Edge” Eddinger Memorial Scholarship.** This yearly scholarship of \$500 will be awarded to a two-sport athlete that has helped others in the community. Students will write a 250-500-word essay on how they have helped others.
- **Evan Crowther Memorial Music Scholarship.** This year scholarship of \$1,000 will be awarded to a graduating senior who has at least an 80 high school GPA, be a music or band student, and will be pursuing music, music education, or music production.

10. Athletic Trip- Initial Approval

the request of Mrs. Caroline Chapman, Interim Athletic Director, for initial approval of the below trip:

- Varsity Girls Lacrosse- Boston, Massachusetts- April 9-13, 2022

11. Surplus Books

the request of Mrs. Emily Bonadonna to declare as surplus items the listing of books attached.

12. 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.

13. 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>
Jan Stevens	Receptionist	2/2/2022	12
Laurie Dueland	Claims Auditor (Amended Date)	1/5/2022	18

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Aubrey Dingman	School Monitor	Resignation	12/31/2021
Brenda Hoff	Cook	Resignation in order to accept another position in the District	1/2/2022
Judith Schreiber	School Bus Driver	Resignation	1/3/2022
Aleecea Denton	Teacher Aide	Declined position	12/17/2021
Zachary Crooks	Teacher Aide	Resignation	12/22/2021
Marjorie Consaul	Teacher Aide	Resignation in order to accept another position in the District	1/2/2022
Amanda Eisenhauer	Teacher Aide	Resignation in order to accept another position in the District	1/17/2022

C. Appointments



Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Elizabeth Malanga	Teacher Aide	10/27/2021	\$13.25/hr.
Marjorie Consaul	Receptionist	1/3/2022	\$13.53/hr.
Arlene DeVinney	Administrative Aide	1/3/2022	Current Rate
Mariah Defilippo	Teacher Aide	1/24/2022	\$13.20/hr.
Advije Cakolli	School Bus Driver	1/3/2022	\$23.70/hr.
Susan McElwee	School Monitor	1/13/2022	\$13.20/hr.
Oya Engin	School Monitor	1/24/2022	\$13.20/hr.
Amanda Eisenhauer	School Monitor	1/31/2022	\$13.20/hr.

2. Instructional Personnel

A. Resignation

- 1) of David Todd Moore as JV Girls Basketball Coach effective December 17, 2021.
- 2) of Sarah Vassello from her Mentor position effective December 23, 2021.
- 3) of Erika Murdaugh, Interim Substitute Teacher at the Middle School, from the District effective January 16, 2022.

B. Leave of Absence

- 1) of Jennifer Rosenbauer, Science Teacher at the CACC, a leave of absence from May 4, 2022 through June 30, 2022.
- 2) of Jessica Perry, Music Teacher at the Elementary School, an extension to her leave of absence through June 30, 2023.

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 **Kimberly Hassett** who earned her Bachelor's and Master's degrees in Speech & Language Pathology both from SUNY Buffalo. She has been working as a Speech Pathologist for the past 4 years. Mrs. Hassett is appointed to a 1.0 FTE, 4-year probationary Speech & Language Pathologist with a tenure area of Speech effective January 14, 2022.
- 2) of **Sophia Ruddock** who received her Bachelor's degree in Psychology from Anderson University. She earned her Master's in Counseling from Liberty University. She has worked in public education for 6 years and has been an Interim Substitute Teacher with the District since the beginning of the school year. Ms. Ruddock is appointed to a 1.0 FTE Long-term substitute ELA teacher for the 2021-2022 school year.
- 3) of **Abigail Wright** who received her Bachelor's degree in Education from Robert's Wesleyan College. She has been working as a substitute teacher in various districts for the past year. Ms. Wright is appointed to a non-tenured 0.5 FTE ESOL Teacher position effective January 6, 2022.



<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Kimberly Hassett	Speech and Language Disabilities	1/14/2022	Step 5 Pro-rated
Sophia Ruddock	English Language Arts 5-9; Students w/ Disabilities 7-9 Generalist	9/7/2021 – 6/30/2022	Step 1
Abigail Wright	ESOL	1/6/2022	Step 1 Pro-rated 0.5 FTE

4) 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:

Justine Olszewski, Special Education Teacher, Primary School- 1/3/2022 – 6/23/2022

5) 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.

Laurel Soulier
Daniel Vespi
Timothy Austin
Brandon Acevedo
Aleecea Denton
Jessica Hedges
Laura Panera

6) Contract Substitute Teachers

the following individual to Contract Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department for the remainder of the 2021 – 2022 school year at the contractual rate:

Abigail Wright, 0.5 FTE, Academy

7) Coach

the following individual to a Coaching position:

Abbey Notter, JV Girls Basketball

8) 2021-2022 Mentor

the following staff member to be a Mentor at the contractual rate:

<u>Mentor</u>	<u>Mentee</u>	<u>Building</u>	<u>Effective</u>
Ann Gleason	Teresa Casper	ES	1/3/2022

Board Committee Reports

Audit Committee

Mr. Milton Johnson reported out on the Audit Committee which met on January 7. They reviewed the Audit Committee Charter. There are additional questions that the Committee will be asking for additional feedback from the attorney. The next meeting is scheduled for February 11.

District Committee Reports

COVID19 Safety Committee

Dr. Jen Schneider noted the Committee discussed the current changes in quarantine and isolation for k-12 students.

Upcoming Events

- January 11- 5th Grade Instrumental Informance 1
- January 13- 5th Grade Instrumental Informance 2
- January 17- Martin Luther King, Jr. Birthday- No School
- January 19- Policy Committee
- January 19- Academy Combined Orchestra
- January 20- 5th Grade Chorus & Drum Club Concert
- January 24- PTSA Meeting
- January 25- 45h Grade Chorus & Drum Club Concert
- January 26- Academy Curriculum Night- Grades 8 and 10 Parents
- January 31- Regular Board Meeting

Adjournment

Upon a motion made by Mrs. Pedzich, seconded Mrs. Personale, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 7:24 p.m. The next Regular meeting will be on January 31, 2022 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov
District Clerk

The Special meeting of the Canandaigua City School District Board of Education was held on Friday, January 14, 2022 at 3:00 p.m. virtually and live streamed on YouTube, President Grimm presiding.

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

BOARD MEMBER ABSENT: Milton Johnson, Michelle Pedzich

LEADERSHIP TEAM PRESENT: Jamie Farr, Brian Nolan

LEADERSHIP TEAM ABSENT: Matt Fitch, Matt Scharage

BOARD DISTRICT CLERK: Deborah Sundlov

Meeting Called to Order and Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 3:00 p.m. with all saying the Pledge of Allegiance.

Change Order- 2020 Capital Improvement Project

A motion by Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, a change order for Primary School C & D in accordance with Construction Bulletin Nos. CB-079 and CB-080R! in the amount of Area C - \$360,000 and Area D - \$515,000.

Adjournment

Upon a motion made by Dr. Schneider, seconded Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Special meeting at 3:01 p.m. The next Regular meeting will be on January 31, 2022 at 6:30 p.m. via Zoom.

Respectfully submitted,

Deborah Sundlov
District Clerk

Goals:

Call Numl	Title	Author	Publi	Barcode	Price
F AAR	Home to the sea	Aaron, Chester.	2004	CAS024238	8.95
F ABB	The bridesmaid	Abbott, Hailey.	2005	CAS024419	17.99
F ABO	Anatopsis	Abouzeid, Chris.	2006	CAS031000	16.99
F ACA	Defining Dulcie	Acampora, Paul.	2006	CAS027554	14.44
F ADL	The diary of Pelly D	Adlington, L. J. (Lucy J.	2005	CAS031055	15.99
F ADO	Jimi & me	Adoff, Jaime.	2005	CAS027448	13.59
F ADO	Names will never hurt me	Adoff, Jaime.	2005	CAS027098	14.44
F ALB	For one more day	Albom, Mitch, 1958-	2006	CAS083367	21.95
F ALB	What if it's us	Albertalli, Becky,	2018	CAS030054	16.34
F ALD	The king's shadow	Alder, Elizabeth.	1997	CAS023067	17.00
F ALE	Estrella's quinceañera	Alegría, Malín.	2006	CAS027528	12.70
F ALL	Kingdom of the Golden Dragon	Allende, Isabel.	2005	CAS027341	11.96
F ALM	Clay	Almond, David, 1951-	2006	CAS031221	15.95
F ALV	Finding miracles	Alvarez, Julia.	2004	CAS031809	15.95
F AMA	Claiming Georgia Tate	Amateau, Gigi, 1964-	2005	CAS024485	15.99
F AND	Peaches	Anderson, Jodi Lynn.	2005	CAS083882	10.00
F AND	Prom	Anderson, Laurie Hals	2005	CAS024359	16.99
F ANT	Flanders	Anthony, Patricia.	1998	CAS023046	23.95
F ANT	Mercy, unbound	Antieau, Kim.	2006	CAS027598	10.76
F ASH Boc	Confessions of a Teen Nanny	Ashton, Victoria.	2005	CAS024270	15.99
F ASH Boc	Rich Girls	Ashton, Victoria.	2006	CAS031001	15.99
F ATK	Alt ed	Atkins, Catherine.	2004	CAS026593	15.29
F ATT	Instant love : fiction	Attenberg, Jami.	2006	CAS031345	21.00
F ATW	The robber bride	Atwood, Margaret Ele;	1993	CAS016280	23.50
F AUC	Ashes of roses	Auch, Mary Jane.	2002	CAS026012	15.26
F AUS	Funny little monkey	Auseon, Andrew.	2005	CAS024486	17.00
F AVE	The rhyming season	Averett, Edward, 1951	2005	CAS024787	16.00
F AVI	The book without words : a fable of medi	Avi, 1937-	2005	CAS024455	15.99
F BAI	The grace that keeps this world	Bailey, Tom, 1961-.	2005	CAS082742	24.00
F BAK	Checkpoint	Baker, Nicholson.	2004	CAS022360	15.95
F BAK	The graveyard game	Baker, Kage.	2001	CAS019745	20.40
F BAK	In the garden of Iden : a novel of the com	Baker, Kage.	1997	CAS019766	19.55
F BAK	Mendoza in Hollywood : a novel of the co	Baker, Kage.	2000	CAS019804	20.40
F BAK	Sky coyote : a novel of the company	Baker, Kage.	1999	CAS019853	19.55
F BAL	The camel club	Baldacci, David.	2006	CAS024971	26.95
F BAL	Chasing Vermeer	Balliett, Blue, 1955-	2004	CAS033529	16.95
F BAN	The darling	Banks, Russell, 1940-	2004	CAS022339	25.95
F BAN	The golden mean : in which the extraordi	Bantock, Nick.	1993	CAS083327	13.00
F BAN	Griffin & Sabine : an extraordinary corresj	Bantock, Nick.	1991	CAS083330	14.00
F BAN	King of the creeps	Banks, Steven, 1954-	2006	CAS031281	15.95
F BAN	Sabine's notebook : in which the extraord	Bantock, Nick.	1992	CAS083324	13.00
F BAR	Angel's choice	Baratz-Logsted, Laurer	2006	CAS022589	6.99
F BAR	Company	Barry, Max, 1973-	2006	CAS031170	22.95
F BAR	The making of Dr. Truelove	Barnes, Derrick D.	2006	CAS027707	11.46
F BAR	Reality chick	Barnholdt, Lauren.	2006	CAS027656	12.26

Call Numl	Title	Author	Publi	Barcode	Price
F BAR	Scrambled eggs at midnight	Barkley, Brad.	2006	CAS031079	16.99
F BAT	Escape from Castle Cant	Bath, K. P. (Kevin P.)	2006	CAS031362	16.99
F BAT	Midnight at the Dragon Café	Bates, Judy Fong, 1945	2005	CAS027787	17.76
F BAT	The secret of Castle Cant : being an accou	Bath, K. P. (Kevin P.)	2004	CAS031361	16.99
F BAT Boo	Running with the Reservoir Pups	Bateman, Colin, 1962-	2005	CAS024194	15.95
F BAT Boo	Bring me the head of Oliver Plunkett	Bateman, Colin, 1962-	2005	CAS024789	15.95
F BAU	Best foot forward	Bauer, Joan, 1951-	2005	CAS024487	16.99
F BAX	Exultant	Baxter, Stephen.	2004	CAS027555	22.06
F BEA	Dear Zoe	Beard, Philip, 1963-	2005	CAS024882	21.95
F BEC	Spacer and rat	Bechard, Margaret.	2005	CAS024788	16.95
F BEH	All the way	Behrens, Andy.	2006	CAS031080	16.99
F BEL	Breach of promise	Bell, James Scott.	2004	CAS032017	12.99
F BEL	Spy : a thriller	Bell, Ted.	2006	CAS083300	25.95
F BEL	Store bought baby	Belton, Sandra.	2006	CAS031134	15.99
F BEN	Angelmonster	Bennett, Veronica, 195	2006	CAS031299	15.99
F BEN	The burning road : a novel	Benson, Ann.	2000	CAS031940	
F BEN	A heart divided	Bennett, Cherie.	2004	CAS027071	19.42
F BER	The faithful spy : a novel	Berenson, Alex.	2006	CAS082868	24.95
F BER	The ghost at the table	Berne, Suzanne.	2006	CAS022565	23.95
F BEZ	Natasha and other stories	Bezmozgis, David, 197	2004	CAS031826	18.00
F BIC	The sin eater's confession	Bick, Ilsa J.	2013	CAS037173	17.95
F BIR	Rift	Birch, Beverley.	2006	CAS028135	10.00
F BLA	Naughts and Crosses	Blackman, Malorie.	2005	CAS032240	15.95
F BLA	Parent swap	Blacker, Terence.	2006	CAS031224	16.00
F BLA	The year of the hangman	Blackwood, Gary L.	2002	CAS026343	14.44
F BLO	Necklace of kisses	Block, Francesca Lia.	2006	CAS032532	12.95
F BLO	Psyche in a dress	Block, Francesca Lia.	2006	CAS031225	15.99
F BLO	The rose and the beast : fairy tales retold	Block, Francesca Lia.	2000	CAS023017	14.89
F BLU	The healer	Blumlein, Michael.	2005	CAS024728	25.00
F BLU	Smart women	Blume, Judy.	2004	CAS022435	19.95
F BLU	Those who save us	Blum, Jenna.	2005	CAS033079	14.00
F BOG	Mia the Meek	Boggess, Eileen.	2006	CAS027990	14.40
F BOG	Mia the Melodramatic	Boggess, Eileen.	2008	CAS028011	16.95
F BOL	The good, the bad, and the ugly men I've	Bolks, Shane.	2005	CAS024729	12.95
F BON	The killer's tears	Bondoux, Anne-Laure.	2006	CAS027706	13.56
F BOO	Tyrell	Booth, Coe.	2006	CAS031395	16.99
F BOS	Swiped	Bossley, Michele Mart	2006	CAS027772	12.25
F BOV	Mercury	Bova, Ben, 1932-.	2005	CAS022489	24.95
F BOW	Apocalypse	Bowler, Tim.	2005	CAS024704	16.95
F BOW	Firmament	Bowler, Tim.	2004	CAS027065	14.40
F BOW	My lost and found life	Bowsher, Melodie.	2006	CAS031363	16.95
F BOY	The human fly and other stories	Boyle, T. Coraghessan.	2005	CAS024808	17.99
F BRA	The sand-reckoner	Bradshaw, Gillian, 195	2000	CAS027770	18.26
F BRA	The unthinkable thoughts of Jacob Green	Braff, Joshua, 1967-.	2004	CAS031847	22.95

Call Numl	Title	Author	Publi	Barcode	Price
F BRE	Wild orchid	Brenna, Beverley, 196	2006	CAS028603	7.95
F BRE	Boc Untold	Brennan, Sarah Rees,	2013	CAS084536	18.99
F BRI	Megan Meade's guide to the McGowan b	Brian, Kate, 1974-	2005	CAS034429	16.00
F BRI	Bool Private	Brian, Kate, 1974-	2006	CAS083056	
F BRI	Bool Invitation Only	Brian, Kate, 1974-	2006	CAS027725	12.26
F BRI	Bool Confessions	Brian, Kate, 1974-	2007	CAS027841	13.56
F BRI	Bool Vengeance	Brian, Kate, 1974-	2011	CAS028648	13.96
F BRO	The brief history of the dead	Brockmeier, Kevin.	2006	CAS031214	22.95
F BRO	Candy	Brooks, Kevin.	2005	CAS031798	16.95
F BRO	Deception point	Brown, Dan, 1964-	2006	CAS022384	19.95
F BRO	Desert crossing	Broach, Elise.	2006	CAS031135	16.95
F BRO	Digital fortress	Brown, Dan, 1964-	2004	CAS083479	8.00
F BRO	The road of the dead	Brooks, Kevin.	2006	CAS027548	14.44
F BRO	Sewer rats	Brouwer, Sigmund.	2006	CAS027663	11.46
F BRO	The story of stone	Browne, N. M.	2005	CAS024790	17.95
F BRU	The dark pond	Bruchac, Joseph, 1942	2004	CAS024082	16.89
F BRU	Finding Grace	Brugman, Alyssa, 1974	2004	CAS024132	15.95
F BRU	The return of Skeleton Man	Bruchac, Joseph, 1942	2006	CAS031228	15.99
F BRU	Skeleton man	Bruchac, Joseph, 1942	2001	CAS031227	15.99
F BRU	Walking naked	Brugman, Alyssa, 1974	2004	CAS024451	15.95
F BUC	Upstate	Buckhanon, Kalisha, 19	2005	CAS031056	19.95
F BUD	Ask me no questions	Budhos, Marina Tama	2006	CAS031454	16.95
F BUF	Out of focus	Buffie, Margaret.	2006	CAS027676	10.66
F BUN	The Lambkins	Bunting, Eve, 1928-	2005	CAS024639	15.99
F BUT	Beauty	Butcher, Nancy.	2005	CAS027260	10.56
F BUT	Chat room	Butcher, Kristin, 1951-	2006	CAS027633	11.46
F BUT	Boc Spy High Mission One : The Frankenstein	Butcher, A. J.	2004	CAS024175	15.95
F BUT	Boc Spy High : mission two : CHAOS rising	Butcher, A. J.	2004	CAS024176	15.95
F BUT	Boc Spy High : mission three : the serpent sce	Butcher, A. J.	2004	CAS024177	15.99
F BUT	Boc Spy High Mission Four : The Paranoia Plot	Butcher, A. J.	2004	CAS024178	15.99
F CAB	Avalon High	Cabot, Meg.	2006	CAS024976	16.99
F CAB	How to be popular	Cabot, Meg.	2006	CAS031381	16.99
F CAB	Size 12 is not fat : a Heather Wells myster	Cabot, Meg.	2006	CAS082874	12.95
F CAB	Teen idol	Cabot, Meg.	2005	CAS031382	15.99
F CAB	Boc The princess diaries	Cabot, Meg.	2000	CAS023381	15.95
F CAB	Boc Princess in the spotlight	Cabot, Meg.	2001	CAS080238	15.89
F CAB	Boc Princess in love	Cabot, Meg.	2002	CAS026302	15.89
F CAB	Boc Princess in waiting	Cabot, Meg.	2003	CAS026713	16.89
F CAB	Boc Princess in pink	Cabot, Meg.	2004	CAS024086	16.89
F CAB	Boc Princess in training	Cabot, Meg.	2005	CAS024411	17.00
F CAD	Blood gold	Cadnum, Michael.	2004	CAS027040	14.50
F CAL	The cloud atlas	Callanan, Liam.	2004	CAS022418	22.95
F CAL	Honey, Baby, Sweetheart	Caletti, Deb.	2004	CAS024173	15.95
F CAL	The rule of four	Caldwell, Ian, 1976-	2004	CAS024124	24.00

Call Numl	Title	Author	Publi	Barcode	Price
F CAL	Wild roses	Caletti, Deb.	2005	CAS024905	15.95
F CAL	The Year of Living Famously.	Caldwell, Laura.	2004	CAS022370	12.95
F CAN	California holiday, or, How the world's wo	Cann, Kate.	2005	CAS027416	9.76
F CAR	The adventures of Michael MacInnes	Carney, Jeff, 1962-.	2006	CAS031397	17.00
F CAR	Bloodline	Cary, Kate.	2005	CAS027413	14.44
F CAR	The hand of the devil	Carter, Dean Vincent.	2006	CAS083137	12.00
F CAR	Last dance on Holladay Street	Carbone, Elisa Lynn.	2005	CAS031820	15.95
F CAR	Love, football, and other contact sports	Carter, Alden R.	2006	CAS031137	16.95
F CAR	Reckoning	Cary, Kate.	2007	CAS031590	16.99
F CAS	Boy proof	Castellucci, Cecil, 1969	2005	CAS024420	15.99
F CAS	The queen of cool	Castellucci, Cecil, 1969	2006	CAS031002	15.99
F CHA	Inheritance	Chang, Lan Samantha.	2005	CAS028221	11.85
F CHA	The Marino mission : one girl, one missio	Chapman, Karen B.	2005	CAS027297	16.26
F CHA	The Mayan mission : another mission, and	Chapman, Karen B.	2006	CAS028305	10.95
F CHA	The turning	Chan, Gillian.	2005	CAS024272	16.95
F CHE	Kissing Vanessa	Cheshire, Simon.	2004	CAS024112	15.95
F CHE	Sun, moon, stars, rain	Cheripko, Jan.	2006	CAS024977	16.95
F CHO	Thunderbowl	Choyce, Lesley, 1951-	2004	CAS027612	12.26
F CLA	2061, odyssey three	Clarke, Arthur Charles, 1989	CAS022438	15.70	
F CLA	3001 : the final odyssey	Clarke, Arthur Charles, 1998	CAS083944	12.50	
F CLA	The Alison Rules	Clark, Catherine, 1962	2004	CAS024083	16.95
F CLA	Kalpana's dream	Clarke, Judith, 1943-	2004	CAS031914	16.95
F CLA	Maine squeeze	Clark, Catherine, 1962	2004	CAS027245	9.66
F CLA	Spin City	Clarke, Nicole.	2006	CAS027610	9.96
F CLE	Twenty questions : a novel	Clement, Alison, 1953-	2006	CAS031347	23.00
F CLE	What Erika wants	Clements, Bruce.	2005	CAS024669	16.00
F CLI	The Shalamar Code	Clifford, Mary Louise.	2006	CAS022590	8.95
F COB	LoveSick	Coburn, Jake.	2005	CAS024834	16.99
F COF	Tropical kiss	Coffey, Jan.	2005	CAS027474	9.76
F COL	All I need	Colasanti, Susane.	2014	CAS037239	17.99
F COL	Flash point	Collard, Sneed B.	2006	CAS027687	13.56
F COL	Introducing Vivien Leigh Reid : daughter c	Collins, Yvonne.	2005	CAS024979	9.95
F COL	The new and improved Vivien Leigh Reid	Collins, Yvonne.	2007	CAS031593	9.95
F COL	Now starring Vivien Leigh Reid : diva in tra	Collins, Yvonne.	2006	CAS024978	9.95
F COL	On the run	Coleman, Michael, 1962	2004	CAS027164	13.59
F COL	The vampire of Venice Beach : a novel	Colt, Jennifer.	2006	CAS031678	11.95
F COL	Wounded	Cole, Stephen, 1971-.	2003	CAS027331	10.26
F CON	Dead on town line	Connor, Leslie.	2005	CAS024273	15.99
F CON	Echelon	Conviser, Josh.	2006	CAS031215	13.95
F CON	The Lincoln lawyer	Connelly, Michael, 1955	2005	CAS024776	26.95
F COO	Crisis	Cook, Robin, 1940-	2006	CAS083295	17.00
F COO	A friend at midnight	Cooney, Caroline B.	2006	CAS031911	15.95
F COO	The girl from Charnelle	Cook, K. L.	2006	CAS031171	24.95
F COO	Marker	Cook, Robin, 1940-.	2005	CAS022485	25.95

Call Numl	Title	Author	Publi	Barcode	Price
F COO	Ostrich eye	Cooley, Beth.	2005	CAS023910	15.95
F COO	Shelter	Cooley, Beth.	2006	CAS022578	15.95
F COR	Splintering	Corrigan, Eireann, 197	2004	CAS027357	11.76
F COT	Disco for the departed	Cotterill, Colin.	2006	CAS022508	23.00
F COU	Summer's end	Couloumbis, Audrey.	2005	CAS031920	16.99
F COV	Odder than ever : stories	Coville, Bruce.	1999	CAS026294	13.60
F COX	The slow moon	Cox, Elizabeth, 1942-	2006	CAS022530	23.95
F COY	Crackback	Coy, John, 1958-	2005	CAS024835	16.99
F CRA	Bass ackwards and belly up	Craft, Liz.	2006	CAS031138	16.99
F CRA	Levi's will	Cramer, W. Dale.	2005	CAS032416	13.99
F CRI	State of fear	Crichton, Michael, 194	2004	CAS022451	27.95
F CRO	The black room	Cross, Gillian.	2006	CAS027518	14.44
F CRO	The dark ground	Cross, Gillian.	2004	CAS027239	13.59
F CRO	The nightmare game	Cross, Gillian.	2007	CAS032311	18.99
F CRU	The sledding hill	Crutcher, Chris.	2005	CAS024492	15.99
F CUM	Red kayak	Cummings, Priscilla, 1	2004	CAS027189	13.59
F CUN	Specimen days	Cunningham, Michael, 2005	2005	CAS024730	25.00
F CUR	Bucking the Sarge	Curtis, Christopher Pai	2004	CAS024103	17.99
F CUS	It begins	Cusick, Richie Tankersl	2005	CAS027447	10.96
F CUS	Lost city : a novel from the Numa files	Cussler, Clive.	2004	CAS022324	26.95
F CUS	The loud silence of Francine Green	Cushman, Karen.	2006	CAS031229	16.00
F CUS	Rest in peace	Cusick, Richie Tankersl	2005	CAS027465	10.96
F CZE	Grace happens	Czech, Jan M.	2005	CAS024274	15.99



Request for Overnight Field Trip- Updated September 23, 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

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): **FIRST Robotics**

Destination: **Cleveland, OH- FIRST Robotics Buckeye Regional**

Departure Date and Approximate Time: **Wednesday, March 23th 2022, 1:40 PM**

Return Date and Approximate Time: **Saturday, March 26th 2022, 10:30 PM**

Number of Students Expected to Attend: **25**

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

We will arrive as a team each day to the event venue. Students will have a very busy day with dedicated roles throughout the day. These roles might consist of driving the robot, being a human player, scouting, or pit crew to name a few. Students will not be allowed to leave the competition venue for any reason throughout the day. After the event is over for the day, the team as a whole, will go to dinner and then return to the hotel. Each night students will have a curfew and will be taped into their rooms. If there is any free time before the curfew, students must remain in the hotel and we will have chaperones walking around monitoring the various locations where the students are. Under no circumstance will students of opposite gender be allowed in the same hotel room unless there are both other students in the room and the door is propped open.

Chaperone Contact Information:

Steve Schlegel 585-770-3796 – schlegels@canandaiguaschools.org

Dan Bowman-585-905-2036 bowmand@canandaiguaschools.org



Request for Overnight Field 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):

Mode of Transportation (include bus service / airline):

**Charter Bus: Fitzgerald Brothers
Shared bus with PalMac to keep cost down
(same as 2019 and planned 2020 trip)**

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

**Drury Plaza Hotel Cleveland Downtown
1380 E 6th St
Cleveland, OH 44114**

Cost per student	
Package Amount	
<i>or</i> Breakdown Amount	
Travel	\$160
Lodging	\$150
Meals	
Breakfast	Inc. in hotel
Lunch	\$45
Dinner	\$80
Other (<i>Explanation</i>)	
Cost of Trip Per Student	\$435
<i>Less Club Contribution</i>	\$-385
<i>Less Expected Fundraising</i>	\$-50
Final Cost to Student	0.00

Refund policy/ Insurance or other recoup options:

80% of the bus payment is a credit we had from 2020 and hotel can be canceled 30 days prior with no fee, within 30 days there is a 75% cancelation fee.

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:

- **Additional competition to give students an opportunity to learn and build upon what they experienced at the RIT competition**
- **Inspire students to explore, experience, and appreciate technology, math, science, and engineering through hands-on participation in team activities.**
- **Prepare students for leadership roles through shared decision making on our team.**
- **Promote teamwork**



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):

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

<u>Steve Schlegel & Dan Bowman</u>	<u>Steve Schlegel</u>	<u>11/16/2021</u>
Name (print) of Trip Coordinator	Signature of Trip Coordinator	Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:	(Initial) <u>MS</u>	(Final) _____
Director Of Transportation:	(Initial) <u>MS</u>	(Final) _____
ASI:	(Initial) <u>MS</u>	(Final) _____
Superintendent:	(Initial) <u>[Signature]</u>	(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 FIRST Robotics Team is sponsoring a trip, trip to Cleveland, OH.**

Enclosed you will find the following important forms that must be completed and RETURNED by 2/28/2022:

- 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:

The final payment for this trip was due on (no payment due). Any outstanding balances must be paid immediately. All payments are non-refundable. Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.

Attachment 1 – Tentative Itinerary

WEDNESDAY, MARCH 23

1:15 P.M. 1 – 56 PASSENGER MOTOR COACH ARRIVES AT:
**CANANDAIGUA ACADEMY
435 EAST STREET
CANANDAIGUA, NY**

1:45 P.M. DEPART FOR CLEVELAND

6:15 P.M. ARRIVE AT:
**CLEVELAND STATE UNIVERSITY
WOLSTEIN CENTER
2000 PROSPECT AVENUE
CLEVELAND, OH 44115**

6:30 P.M. – 7:00 P.M. UNLOAD ROBOT

7:15 P.M. DEPART FOR HOTEL

7:30 P.M. CHECK INTO HOTEL:
**DRURY PLAZA HOTEL CLEVELAND DOWNTOWN
1380 E 6TH ST
CLEVELAND, OH 44114**

7:45 P.M. DINNER @ HOTEL

8:30 P.M. RETURN TO HOTEL

9:30 P.M. INTRO ROOMS FOR THE NIGHT

THURSDAY, MARCH 24

6:45 A.M. BREAKFAST AT THE HOTEL

7:45 A.M. DEPART HOTEL FOR WOLSTEIN CENTER

7:00 P.M. DEPART FOR HOTEL

7:15 P.M. – 8:15 PM DINNER @ HOTEL

9:30 P.M. INTRO ROOMS FOR THE NIGHT

FRIDAY, MARCH 25

6:15 A.M. BREAKFAST AT THE HOTEL

7:15 PM DEPART HOTEL FOR WOLSTEIN CENTER

6:45 P.M. DEPART FOR HOTEL

7:15 P.M. – 8:15 P.M. DINNER @ HOTEL

9:30 P.M. INTRO ROOMS FOR THE NIGHT

SATURDAY, MARCH 26

6:15 A.M. BREAKFAST AT THE HOTEL

7:00 A.M. LOAD LUGGAGE ON BUS

7:00 A.M. CHECK OUT AND DEPART THE HOTEL FOR WOLSTEIN CENTER

6:15 P.M. DEPART FOR HOME

7:30 P.M. STOP FOR DINNER EN ROUTE HOME

10:30 P.M. RETURN TO CANANDAIGUA ACADEMY

Accommodations:

Drury Plaza Hotel Cleveland Downtown
1380 E 6th St
Cleveland, OH 44114

Restaurants:

Hotel Banquet Room

Travel/Motor Coach:

Charter Bus: Fitzgerald Brothers

Chaperone Contact Information:

Steve Schlegel 585-770-3796 – schlegels@canandaiguaschools.org

Dan Bowman-585-905-2036 bowmand@canandaiguaschools.org

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 March 23-26, 2022

Class/Group Canandaigua FIRST Robotics

Teacher/Supervisor Steve Schlegel & Dan Bowman

Trip Destination Cleveland State Wolstein Center

Other Planned Stops Various stops for food

Planned Departure Time 3/23/2022 @ 1:45 PM Planned Return Time 3/26/2022@10:30 PM

Departing From Canandaigua Academy Returning To Canandaigua Academy

Additional

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

To be completed by parent:

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

Buckeye Regional on 3/23/22-3/26/22
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.

Signature of Parent/Guardian Date

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

Signature of Student Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date 2/9/2022

Date of trip: March 23-March 26, 2020

Hotel: TBD

Costs: At this point all deposits should be collected and only spending money will be necessary

Room Assignments

Rules/Behavior

Students with Medication

Trip cancellation policy/ insurance

COVID plan:

- For the safety of our team, we are going to ASK that all students take a test at the school nurse Wednesday Morning, 3/23/2022 using a rapid antigen test. All mentors and chaperons will also be ASKe to test Wednesday morning. If anyone tests positive for Covid-19 they will not be able to go on the trip.
- If a student or adult has recently had covid-19, they must be past their 10-day isolation period. 5 days is not sufficient as they may be times during sleeping and meals where masks are not able to be worn.
- In the event a student or adult comes down with symptoms on the trip, we will have rapid tests on hand, and they will have to self-test. In the event they test positive for Covid-19 they will need to return home immediately at their own expense and not continue traveling with the team. In the event it is a student who tests positive, a parent or guardian will have to come to Cleveland, OH to pick them up and bring them back home.

- We will reserve an extra hotel room. This extra room will give our team flexibility if we need a location to isolate someone for a few hours until they are able to leave and return home.
- Breakfast will be provided in the hotel in a private banquet room to limit exposure from the general public.
- Lunch will be provided at the venue. The venue is VERY large and students will be required to space out as much as possible. They should easily be able to space out 6' if not 12' or more.
- Dinners will be either catered into the hotel in a private banquet room or we will secure a private banquet room at a restaurant.
- Whenever possible for meals, bus rides, etc. we will group students based on room assignments to limit their exposure to others.
- We will be traveling with the Pal-Mac team and they will be following the same set of Covid-19 guidelines
- Students will be required to be masked at all times unless eating.

Other: _____

IMPORTANT TRIP NOTICE

The Canandaigua City School District recognizes the importance of field trips (day trips and overnight experiences) and how they enhance both our instructional and co-curricular programs. We are excited to support field trips during the 2021-2022 school year and we have worked with our staff to make sure that safety protocols are in place for those traveling on the field trips.

As we continue to learn to operate in a world with COVID-19, we offer these programs with student safety in mind, but understand that there are some additional challenges associated with traveling at this time. Trip insurance is available therefore please review the information related to the coverage so you can make an informed decision which makes the most sense for your family. Furthermore, please understand that while a trip may be approved, it is conceivable that it could be cancelled by the school district or the travel company if there are travel restrictions or other factors that would lead to an unsafe situation.

Essentially, we want to be clear and transparent that it is the district's intention to acknowledge that we must learn to live in a world with COVID and provide these meaningful experiences for our school community but along with that comes inherent risks of quarantines, isolations, and cancellations which could result in lost money for families. Please only commit to trips if you believe it is worth the risks mentioned.

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to Cleveland, OH on 3/23/2022-3/26/2022

From: Marica Jewell & Mary Green, Canandaigua Academy

Re: Medication for Cleveland, OH Trip

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 2/28/2022.
- 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 585-396-3820 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
- Breathing or lung problems
- Diabetes
- Bones or Joints
- Asthma
- Cardiac (Heart) problems
- Seizure disorder
- 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.

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 thievery 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 thievery/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 **FIRST ROBOTICS Cleveland, OH**

Trip

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. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
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 BUDDY!**
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 and plane neat and clean at all times. Continually police your own area!
9. PACK:
 - One suitcase for under the bus.
 - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
 - Bring appropriate clothing for the trip.
 - A cell phone or watch. It is critical that you are always ON TIME!
 - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
 - Lunch each day of competition
 - Snack throughout the day
 - Souvenirs
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.

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.



Request for Overnight Field Trip- Updated September 23, 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

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:

An overnight trip is an excellent way for my team to bond with each other. The time spent off the field is so valuable. From a lacrosse standpoint it has been sop beneficial to see how other great programs play the game in surrounding states and regionals hotbeds.

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):

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

_____ Deven York _____
Name (print) of Trip Coordinator

Signature of Trip Coordinator

Date 1/13/22

Approvals: (Office Use Only)

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

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

ASI: (Initial) _____ (Final) _____

Superintendent: (Initial) FA (Final) _____

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



Request for Overnight Field Trip

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:

An overnight trip is an excellent way for my team to bond with each other. The time spent off the field is so valuable. From a lacrosse standpoint it has been so beneficial to see how other great programs play the game in surrounding states and regional hotbeds.

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*
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- *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*

_____ Deven York _____
Name (print) of Trip Coordinator

Signature of Trip Coordinator

Date 1/13/22

Approvals: (Office Use Only)

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

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

ASI: (Initial) _____ (Final) _____

Superintendent: (Initial) _____ (Final) _____

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



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):

Boys Varsity Lacrosse

Destination:

Sudbury, Massachusetts

Departure Date and Approximate Time:

3/25/22 8 am

Return Date and Approximate Time:

3/26/22 10pm

Number of Students Expected to Attend:

25 students

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

5 chaperones

The team will always be with us. Tape placed onto room door jams at night.

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):

Mode of Transportation (include bus service / airline):

FLWT & FitzGerald Brothers

PO Box 221 Geneva, NY 14456
US
Tel: (315) 828-6289 Fax: (315) 362-9015
Email: sales@fingerlakeswinertours.com

Coach Bus

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

Fairfield inn boston Sudbury
738 Boston Post Road
Sudbury, Massachusetts 01776 USA
+1 978-443-2223

<https://www.marriott.com>

Refund policy/ Insurance or other recoup options:

Boosters provide full refund

Cost per student	
Package Amount	4,800
or Breakdown Amount	
Travel	3,600
Lodging	1,320
Meals	
Breakfast	0
Lunch	0
Dinner	0
Other (Explanation)	
Cost of Trip Per Student	192
Less Club Contribution	92
Less Expected Fundraising	
Final Cost to Student	100



Request for Overnight Field Trip

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 Boys Varsity Lacrosse team will be traveling to Massachusetts on March 25 and 26 to scrimmage.**

Enclosed you will find the following important forms that must be completed and RETURNED by 3/19/22:

- 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 me at 585-766-7499

The final payment for this trip was due on 3/19/22. Any outstanding balances must be paid immediately. All payments are non-refundable. Money cannot be returned in the case of last minute student discipline or an unforeseen and previously unscheduled athletic event.

Thank You,

Deven York

Attachment 1 – Tentative Itinerary

2022 Canandaigua Lacrosse Massachusetts Itinerary

Important Locations

Lincoln Sudbury High School

390 Lincoln Rd, Sudbury, MA 01776 | Phone 978-443-9961

Medfield High School

88 South St, Medfield, MA 02052

Phone: (508) 359-4367

Fairfield Inn Boston Sudbury

738 Boston Post Road Sudbury Massachusetts 01776 USA

+1-978-443-2223

Itinerary

Friday, March 25

8:30 am	Depart for Lincoln Sudbury Highschool
3:30 pm	Arrive at Chatham for scrimmage
6:00 pm	Dinner at the field provided by L.S.
7:30 pm	<u>Fairfield Inn Boston Sudbury</u> 738 Boston Post Road Sudbury Massachusetts 01776 USA +1-978-443-2223
7:30 – 9:30pm	Team Meeting
10pm	Report to assigned Rooms

Lights out. All rooms will be sealed and players will remain in them until morning.

Saturday, March 26

9:00 am – Wake up call, pack and eat breakfast. Continental breakfast will be provided.

10 am – Board bus and head to field. Scrimmages will be played at Medfield High School

10:30 am – Arrive at field for day of lacrosse. Lunch will be provided.

4:00pm – Load bus and head for Canandaigua. We may stop along the way for dinner at some type of fast food restaurant.

10:30pm – Arrive back at the Academy **Coach York– Cell – 585-766-7499**

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 3/25/22-3/26/22

Class/Group Boys Varsity Lacrosse

Teacher/Supervisor Deven York

Trip Destination Sudbury Massachusetts

Other Planned Stops None

Planned Departure Time 8:00am Planned Return Time 10:00pm

Departing From Academy Returning To Academy

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

Additional

To be completed by parent:

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

Sudbury MA on 3/25-26, 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 3/12/22

Date of trip: 3/25-26/2022

Hotel: Fairfield inn boston Sudbury
738 Boston Post Road
Sudbury, Massachusetts 01776 USA
+1 978-443-2223
<https://www.marriott.com>

Costs: At this point all deposits should be collected and only spending money will be necessary
100\$

Room Assignments -TBD after team is finalized _____

Rules/Behavior Code of Conduct. No leaving rooms after 9pm. Bag searched, only bring approved items _____

Students with Medication : Complete form from DR. I will pick up from nurse _____

Trip cancellation policy/ insurance Boosters will reimburse _____

COVID plan: Players will be masked when in doors at all times unless eating or drinking. _____

Other: _____

IMPORTANT TRIP NOTICE

The Canandaigua City School District recognizes the importance of field trips (day trips and overnight experiences) and how they enhance both our instructional and co-curricular programs. We are excited to support field trips during the 2021-2022 school year and we have worked with our staff to make sure that safety protocols are in place for those traveling on the field trips.

As we continue to learn to operate in a world with COVID-19, we offer these programs with student safety in mind, but understand that there are some additional challenges associated with traveling at this time. Trip insurance is available therefore please review the information related to the coverage so you can make an informed decision which makes the most sense for your family. Furthermore, please understand that while a trip may be approved, it is conceivable that it could be cancelled by the school district or the travel company if there are travel restrictions or other factors that would lead to an unsafe situation.

Essentially, we want to be clear and transparent that it is the district's intention to acknowledge that we must learn to live in a world with COVID and provide these meaningful experiences for our school community but along with that comes inherent risks of quarantines, isolations, and cancellations which could result in lost money for families. Please only commit to trips if you believe it is worth the risks mentioned.

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to Sudbury, MA

From:

Re: Medication for Trip

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 **DATE.**
- 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.

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 thievery 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 thievery/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
CANANDAIGUA TBD
Trip

Date

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

1. Drugs, Alcohol and Tobacco

The students of Canandaigua Boys Varsity Lacrosse 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 3/25/22 and return to Canandaigua on 3/26/22** 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 Massachusetts 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. Sudbury 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 in Massachusetts 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 Massachusetts 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 CSD, CA Lax, 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: _____

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. The maid will take money left out in your room. He/She will think it is a tip. So unless it is intended as a tip, keep it on you at all times.
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 BUDDY!**
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 and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
 - One suitcase for under the bus.
 - One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
 - Bring appropriate clothing for the trip.
 - A cell phone or watch. It is critical that you are always **ON TIME!**
 - **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
 - Lunch each day of competition
 - Snack throughout the day
 - Souvenirs
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.

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.

Committee Recommendations for Board of Education Review with Details (January 31, 2022)

Meeting	Alt ID#	Age	Committee	Grade	Reason	Decision	Disability	Recommended School	
01/06/2022	1007020	2:11	CPSE	Preschool	Initial Eligibility Determination Meeting	Classified Preschool/No Services Continued EI	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>
		Speech/Language Therapy		01/07/2022	06/24/2022	Individual	2	Weekly	30 mins
12/16/2021	1007023	2:10	CPSE	Preschool	Initial Eligibility Determination Meeting	Classified Preschool/No Services Continued EI	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>
		Speech/Language Therapy		12/17/2021	06/24/2022	Individual	2	Weekly	30 mins
12/16/2021	1007021	2:7	CPSE	Preschool	Initial Eligibility Determination Meeting	Classified Preschool/No Services Continued EI	Preschool Student with a Disability	Roosevelt Children's Center	
		<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		12/17/2021	06/24/2022	12:1+1	5	Weekly	3 hrs
		Occupational Therapy		12/17/2021	06/24/2022	Individual	2	Weekly	30 mins
		Occupational Therapy		12/17/2021	06/24/2022	Individual	1	Weekly	30 mins
		Physical Therapy		12/17/2021	06/24/2022	Individual	2	Weekly	30 mins
		Physical Therapy		12/17/2021	06/24/2022	Individual	1	Weekly	30 mins
		Speech/Language Therapy		12/17/2021	06/24/2022	Individual	2	Weekly	30 mins
		Speech/Language Therapy		12/17/2021	06/24/2022	Individual	1	Weekly	30 mins
01/06/2022	1006620	4:3	CPSE	Preschool	Initial Eligibility Determination 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		01/24/2022	06/24/2022	Individual	2	Weekly	30 mins
		Physical Therapy		01/24/2022	06/24/2022	Individual	2	Weekly	30 mins
01/06/2022	1007034	3:11	CPSE	Preschool	Initial Eligibility Determination 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>
		Speech/Language Therapy		01/24/2022	06/24/2022	Individual	2	Weekly	30 mins
12/02/2021	1007022	2:10	CPSE	Preschool	Initial Eligibility Determination Meeting	Classified Preschool/No Services Continued EI	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		12/03/2021	06/24/2022	Individual	2	Weekly	30 mins
01/03/2022	1006777	3:1	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	5	Weekly	3 hrs
Occupational Therapy	01/05/2022	06/23/2022	Individual	2	Weekly	30 mins
Speech/Language Therapy	09/09/2021	06/23/2022	Individual	2	Weekly	30 mins

01/06/2022	1006708	3:3	CPSE	Preschool Requested Review	Classified Preschool	Preschool Student with a Disability	Preschool Itinerant Services Only
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<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	01/24/2022	06/23/2022	10:1+1	5	Weekly	3 hrs
Occupational Therapy	01/24/2022	06/23/2022	Individual	2	Weekly	30 mins
Speech/Language Therapy	01/24/2022	06/23/2022	Individual	2	Weekly	30 mins

Committee Recommendations for Board of Education Review with Details (January 31, 2022)

Meeting	Alt ID#	Age	Committee Grade		Reason	Decision	Disability	Recommended School	
12/13/2021	1005243	6:3	CSE	01	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>
		Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	1 hr 30 mins
		Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	1 hr
		Psychological Counseling Services		12/13/2021	06/24/2022	Small Group	1	Weekly	30 mins
		Speech/Language Therapy		09/20/2021	06/24/2022	Individual	4	Weekly	15 mins
11/02/2021	1005106	17:3	Sub CSE	12	Annual Review	Classified	Other Health Impairment	Canandaigua Academy	
		<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
		Resource Room Program		09/09/2021	06/24/2022	Group	5	Weekly	42 mins
		Special Class		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins
		Special Class		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins
		Counseling Services		09/20/2021	06/24/2022	Individual	2	Monthly	30 mins
01/07/2022	1005171	9:2	CSE	03	Initial Eligibility Determination Meeting	Classified	Other Health Impairment	Canandaigua Elementary 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		01/24/2022	06/24/2022	8:1+1	5	Weekly	4 hrs 50 mins
		Occupational Therapy		01/24/2022	06/24/2022	Individual	2	Weekly	30 mins
01/07/2022	1005531	6:0	CSE	Kdg.	Initial Eligibility Determination Meeting	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>
		Speech/Language Therapy		01/24/2022	06/24/2022	Small Group	3	Weekly	30 mins
12/16/2021	1005983	13:1	Sub CSE	08	Amendment - Agreement No Meeting	Classified	Learning Disability	Canandaigua Academic and Career Center	
		<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
		Integrated Co-teaching Services		12/17/2021	06/24/2022		2	Weekly	42 mins
		Integrated Co-teaching Services		12/17/2021	06/24/2022		1	Weekly	42 mins
11/09/2021	1000543	17:5	Sub CSE	12	Annual Review	Classified	Autism	Canandaigua Academy	
		<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	06/24/2022	15:1	5	Weekly	42 mins
01/12/2022	1007060	14:6	CSE	09	Requested Review Transfer Student	Classified	Other Health Impairment	Canandaigua Academy	

<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Resource Room Program				01/13/2022	06/24/2022	Group	5	Weekly	42 mins	
Special Class				01/03/2022	06/24/2022	15:1	5	Weekly	42 mins	
Special Class				01/03/2022	06/24/2022	15:1	5	Weekly	42 mins	
Special Class				01/13/2022	06/24/2022	15:1	5	Weekly	42 mins	
Special Class				01/13/2022	06/24/2022	15:1	5	Weekly	42 mins	
Counseling Services				01/03/2022	06/24/2022	Individual	1	Monthly	30 mins	
12/20/2021	1006981	14:11	CSE	09	Initial Eligibility Determination Meeting		Classified		Autism	Canandaigua Academy
<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Integrated Co-teaching Services				01/03/2022	06/24/2022		5	Weekly	42 mins	
Integrated Co-teaching Services				01/03/2022	06/24/2022		5	Weekly	42 mins	
Integrated Co-teaching Services				01/03/2022	06/24/2022		1	Every Other Day	42 mins	
Integrated Co-teaching Services				01/03/2022	06/24/2022		1	Every Other Day	1 hr 24 mins	
Counseling Services				01/03/2022	06/24/2022	Individual	2	Monthly	30 mins	
01/06/2022	1005463	14:0	Sub CSE	07	Requested Review		Classified		Learning Disability	Norman Howard 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				11/02/2021	06/24/2022	12:1+1	5	Weekly	6 hrs 30 mins	
Speech/Language Therapy				11/02/2021	06/24/2022	Small Group	1	Weekly	45 mins	
11/05/2021	1000390	17:3	Sub CSE	12	Annual Review		Classified		Learning Disability	Canandaigua Academy
<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Integrated Co-teaching Services				09/09/2021	06/24/2022		5	Weekly	42 mins	
01/11/2022	1006226	5:9	CSE	Kdg.	Initial Eligibility Determination Meeting		Classified PP Within District Dual Enrollment		Speech or Language Impairment	Student is Parentally Placed in a Nonpublic 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				01/31/2022	06/24/2022	Direct	3	Weekly	40 mins	
Occupational Therapy				01/31/2022	06/24/2022	Small Group	2	Weekly	30 mins	
Speech/Language Therapy				01/31/2022	06/24/2022	Individual	1	Weekly	30 mins	
Speech/Language Therapy				01/31/2022	06/24/2022	Small Group	2	Weekly	30 mins	
01/04/2022	1003989	12:1	Sub CSE	07	Amendment - Agreement No Meeting		Classified		Learning Disability	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	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	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	5	Weekly	40 mins	
Counseling Services				09/20/2021	06/24/2022	Individual	1	Every 2 weeks	30 mins	

	Speech/Language Therapy Special Class	09/20/2021 07/05/2021	06/24/2022 08/13/2021	Small Group 15:1	2 1	Weekly Daily	30 mins 3 hrs				
12/29/2021	1006757	14:10	Sub CSE	09	Amendment - Agreement No Meeting	Classified	Learning Disability	Canandaigua Academy			
	<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	Indirect	3	Weekly	42 mins	
	Integrated Co-teaching Services				09/09/2021	06/24/2022		5	Weekly	42 mins	
	Integrated Co-teaching Services				09/09/2021	06/24/2022		1	Every Other Day	42 mins	
	Integrated Co-teaching Services				09/09/2021	06/24/2022		1	Every Other Day	1 hr 24 mins	
	Integrated Co-teaching Services				09/09/2021	06/24/2022		5	Weekly	42 mins	
	Resource Room Program				09/09/2021	06/24/2022	Group	5	Weekly	42 mins	
	Psychological Counseling Services				01/03/2022	06/24/2022	Individual	1	Every 2 weeks	30 mins	
11/16/2021	200156	18:0	Sub CSE	12	Annual Review	Classified	Learning Disability	Canandaigua Academy			
	<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>		<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
	Integrated Co-teaching Services				09/09/2021	06/24/2022			5	Weekly	42 mins
12/10/2021	1005166	12:3	CSE	06	Reevaluation Review	Classified	Learning Disability	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	
	Consultant Teacher Services				09/09/2021	06/24/2022	Direct	1	Daily	40 mins	
	Special Class - English				09/09/2021	06/24/2022	15:1	5	Weekly	1 hr 20 mins	
	Special Class - Math				09/09/2021	06/24/2022	15:1	1	Every Other Day	40 mins	
	Special Class - Math				09/09/2021	06/24/2022	15:1	1	Every Other Day	1 hr 20 mins	
	Speech/Language Therapy Special Class	09/20/2021 07/05/2021			06/24/2022 08/13/2021	15:1	Small Group 15:1	2 1	Weekly Daily	30 mins 3 hrs	
12/17/2021	200326	14:7	CSE	09	Reevaluation Review	Classified	Learning Disability	Canandaigua Academy			
	<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	06/24/2022	15:1	5	Weekly	42 mins	
	Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	42 mins	
	Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	42 mins	
	Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	1 hr 24 mins	
11/03/2021	1002415	17:6	Sub CSE	12	Annual Review	Classified	Learning Disability	Canandaigua Academy			
	<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>		<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
	Integrated Co-teaching Services				09/09/2021	06/24/2022			5	Weekly	42 mins
	Integrated Co-teaching Services				11/04/2021	06/24/2022			5	Weekly	42 mins
11/10/2021	1000110	17:0	CSE	12	Reevaluation/Annual Review	Classified	Other Health Impairment	Canandaigua Academy			
	<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
	Integrated Co-teaching Services				09/09/2021	06/24/2022			5	Weekly	42 mins

			Special Class		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
			Special Class		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
11/10/2021	1000111	17:0	CSE	12	Reevaluation/Annual Review		Classified		Learning Disability	Canandaigua Academy		
			<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>		
			Resource Room Program		09/09/2021	06/24/2022	Group	5	Weekly	42 mins		
			Special Class		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
			Special Class		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
10/04/2021	1004077	14:8	Sub CSE	09	Transfer Student - Agreement No Meeting		Classified		Learning Disability	Canandaigua Academy		
			<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>		
			Integrated Co-teaching Services		01/05/2022	06/24/2022		5	Weekly	42 mins		
			Integrated Co-teaching Services		01/05/2022	06/24/2022		5	Weekly	42 mins		
			Integrated Co-teaching Services		01/05/2022	06/24/2022		1	Every Other Day	42 mins		
			Integrated Co-teaching Services		01/05/2022	06/24/2022		1	Every Other Day	1 hr 24 mins		
			Resource Room Program		01/05/2022	06/24/2022	Group	5	Weekly	42 mins		
			Special Class		01/05/2022	06/24/2022	15:1	5	Weekly	42 mins		
11/05/2021	200429	17:2	CSE	12	Annual Review		Classified		Other Health Impairment	Canandaigua Academy		
			<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>		
			Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	42 mins		
			Special Class		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
			Special Class		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
			Special Class		09/09/2021	06/24/2022	15:1	1	Every Other Day	42 mins		
11/12/2021	403472	17:11	Sub CSE	12	Annual Review		Classified		Other Health Impairment	Canandaigua Academy		
			<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>		
			Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	42 mins		
			Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	42 mins		
11/04/2021	403015	19:11	Sub CSE	12	Annual Review		Classified		Learning Disability	Canandaigua Academy		
			<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 - Social Studies		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
11/08/2021	1000422	17:9	Sub CSE	12	Annual Review		Classified		Learning Disability	Canandaigua Academy		
			<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>		
			Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	42 mins		
			Resource Room Program		09/09/2021	06/24/2022	Group	5	Weekly	42 mins		
12/22/2021	1004447	13:7	CSE	08	Reevaluation Review		Classified		Multiple Disabilities	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		
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	Every Other Day	40 mins		
Special Class				09/09/2021	06/24/2022	15:1	1	Every 2 weeks	1 hr 20 mins		
Special Class				09/09/2021	06/24/2022	15:1	1	Daily	40 mins		
Counseling Services				01/03/2022	06/24/2022	Individual	1	Weekly	15 mins		
11/09/2021	1000536	17:9	CSE	12	Reevaluation/Annual Review	Classified			Autism		Canandaigua Academy
<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>		
Integrated Co-teaching Services				09/09/2021	06/24/2022		5	Weekly	42 mins		
Integrated Co-teaching Services				09/09/2021	06/24/2022		5	Weekly	42 mins		
12/21/2022	1007058	16:3	CSE	10	Initial Eligibility Determination Meeting	Classified			Emotional Disturbance		Avalon School at the Villa of Hope
<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				01/11/2022	06/24/2022	6:1+1	5	Weekly	6 hrs		
Counseling Services				01/11/2022	06/24/2022	Individual	1	Weekly	1 hr		
12/29/2021	1007072	5:3	Sub CSE	Kdg.	Transfer Student - Interim IEP	Classified			Other Health 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>		
Occupational Therapy				02/07/2022	06/24/2022	Individual	2	Weekly	30 mins		
12/17/2021	1005532	5:5	CSE	Kdg.	Initial Eligibility Determination Meeting	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>		
OT/Speech Co-Treat				01/17/2022	06/24/2022	Individual	1	Weekly	30 mins		
01/11/2022	1004948	17:2	Sub CSE	11	Amendment - Agreement No Meeting	Classified			Other Health Impairment		Canandaigua Academy
<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>		
Resource Room Program				09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	1 hr 24 mins		
01/03/2022	1002977	11:1	Sub CSE	05	Amendment - Agreement No Meeting	Classified			Speech or Language Impairment		Canandaigua Elementary 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	11/02/2021	06/24/2022	12:1+1	5	Weekly	4 hrs 50 mins		
					Psychological Counseling Services	01/05/2022	06/24/2022	Individual	1	Weekly	30 mins		
					Speech/Language Therapy	11/02/2021	06/24/2022	Small Group	1	Weekly	30 mins		
					Speech/Language Therapy	11/02/2021	06/24/2022	Individual	1	Weekly	30 mins		
					Speech/Language Therapy	11/02/2021	06/24/2022	Individual	1	Weekly	30 mins		
					Special Class	07/05/2021	08/13/2021	12:1+1	5	Weekly	3 hrs 30 mins		
					Speech/Language Therapy	07/05/2021	08/13/2021	Small Group (5:1)	5	Weekly	30 mins		
01/14/2022	1002305	13:2	Sub CSE	08	Amendment - Agreement No Meeting							Other Health Impairment	Canandaigua Academic and Career Center
					Program/Service	Start Date	End Date	Ratio	Freq.	Period	Duration		
					Integrated Co-teaching Services	09/09/2021	06/24/2022		5	Weekly	40 mins		
					Integrated Co-teaching Services	01/18/2022	06/24/2022		2	Weekly	40 mins		
					Counseling Services	09/20/2021	06/24/2022	Individual	1	Every 2 weeks	30 mins		
12/20/2021	1002776	12:10	CSE	07	Initial Eligibility Determination Meeting							Other Health Impairment	Canandaigua Middle School
					Program/Service	Start Date	End Date	Ratio	Freq.	Period	Duration		
					Integrated Co-teaching Services	01/10/2022	06/24/2022		5	Weekly	40 mins		
					Integrated Co-teaching Services	01/10/2022	06/24/2022		5	Weekly	40 mins		
					Counseling Services	01/10/2022	06/24/2022	Individual	1	Weekly	30 mins		
12/06/2021	200356	17:2	CSE	12	Reevaluation/Annual Review							Learning Disability	Canandaigua Academy
					Program/Service	Start Date	End Date	Ratio	Freq.	Period	Duration		
					Resource Room Program	09/09/2021	06/24/2022	Group	5	Weekly	42 mins		
					Special Class - Social Studies	09/09/2021	06/24/2022	15:1	5	Weekly	42 mins		
01/04/2022	1002068	14:6	CSE	09	Annual Review							Multiple Disabilities	BOCES WFL Wayne Education Center
					Program/Service	Start Date	End Date	Ratio	Freq.	Period	Duration		
					Special Class	01/31/2022	06/24/2022	6:1+1	5	Weekly	6 hrs		
					Counseling Services	01/31/2022	06/24/2022	Individual	1	Weekly	30 mins		
12/20/2021	1005656	7:3	CSE	02	Initial Eligibility Determination Meeting							Speech or Language Impairment	Canandaigua Primary School
					Program/Service	Start Date	End Date	Ratio	Freq.	Period	Duration		
					Speech/Language Therapy	01/10/2022	06/24/2022	Small Group	2	Weekly	30 mins		
12/21/2021	1003207	10:4	Sub CSE	05	Requested Review							Speech or Language Impairment	Home
					Program/Service	Start Date	End Date	Ratio	Freq.	Period	Duration		
					Hearing Services	10/19/2021	06/24/2022	Individual	2	Weekly	15 mins		
					Hearing Services	10/19/2021	06/24/2022	Individual	1	Weekly	30 mins		
					Speech/Language Therapy	10/19/2021	06/24/2022	Individual	4	Weekly	15 mins		

11/08/2021	1000490	17:1	Sub CSE	12	Annual Review	Classified	Other Health Impairment	Canandaigua Academy
<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		10/11/2021	06/24/2022	Indirect	5	Weekly	1 hr 20 mins	
01/03/2022	1004013	8:9	Sub CSE	03	Transfer Student - Interim IEP	Classified	Other Health Impairment	Canandaigua Elementary 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>	
Integrated Co-teaching Services		01/03/2022	06/24/2022		5	Weekly	1 hr 30 mins	
Integrated Co-teaching Services		01/03/2022	06/24/2022		5	Weekly	1 hr	
Counseling Services		01/03/2022	06/24/2022	Individual	1	Weekly	30 mins	
Physical Therapy		01/03/2022	06/24/2022	Individual	2	Weekly	30 mins	
11/04/2021	1000686	17:2	Sub CSE	12	Annual Review	Classified	Other Health Impairment	Canandaigua Academy
<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	Indirect	3	Weekly	42 mins	
Special Class		09/09/2021	06/24/2022	15:1	5	Weekly	42 mins	
11/05/2021	1000560	17:4	Sub CSE	12	Annual Review	Classified	Learning Disability	Canandaigua Academy
<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	42 mins	
11/16/2021	1001331	17:8	Sub CSE	12	Annual Review	Classified	Other Health Impairment	Canandaigua Academy
<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	42 mins	
Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	42 mins	
11/08/2021	1004583	18:5	Sub CSE	12	Annual Review	Exited	Other Health Impairment	Canandaigua Academy
<u>Program/Service</u>		<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>	
Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	42 mins	
Integrated Co-teaching Services		09/09/2021	06/24/2022		5	Weekly	42 mins	
Resource Room Program		09/09/2021	06/24/2022	Group	5	Weekly	42 mins	
01/11/2022	1001382	15:5	Sub CSE	Ungraded Secn. 7-12	Annual Review	Classified	Multiple Disabilities	Mary Cariola Children's Center
<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		09/08/2021	06/23/2022	7:1+4	5	Weekly	5 hrs 30 mins	
Occupational Therapy		09/08/2021	06/23/2022	Small Group (5:1)	1	Weekly	30 mins	
Skilled Nursing Services		01/12/2022	06/23/2022	Individual	1	Daily	15 mins	
Speech/Language Therapy		09/08/2021	06/23/2022	Individual	1	Weekly	30 mins	

	Speech/Language Therapy	09/08/2021	06/23/2022	Small Group	1	Weekly	30 mins			
	Special Class	07/12/2021	08/20/2021	7:1+4	5	Weekly	5 hrs 30 mins			
	Occupational Therapy	07/12/2021	08/20/2021	Small Group (5:1)	1	Weekly	30 mins			
	Skilled Nursing Services	07/12/2021	08/20/2021	Individual	1	Daily	15 mins			
	Speech/Language Therapy	07/12/2021	08/20/2021	Small Group (5:1)	1	Weekly	30 mins			
12/07/2021	1006817	14:10	CSE	09	Reevaluation/Annual Review	Declassified	Speech or Language Impairment	Canandaigua Academy		
	<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				09/17/2021	06/24/2022	Indirect	2	Weekly	1 hr 20 mins
	Speech/Language Therapy				09/20/2021	06/24/2022	Individual	1	Weekly	30 mins
12/17/2021	1003310	12:6	CSE	07	Reevaluation Review	Classified	Learning Disability	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
	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	1 hr 20 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	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
	Speech/Language Therapy				09/20/2021	06/24/2022	Small Group	2	Weekly	30 mins
12/29/2021	1006521	7:6	Sub CSE	02	Amendment - Agreement No Meeting	Classified	Multiple Disabilities	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				09/09/2021	06/24/2022	12:1+1	5	Weekly	4 hrs 50 mins
	Speech/Language Therapy				09/13/2021	06/24/2022	Individual	2	Weekly	30 mins
	Speech/Language Therapy				09/13/2021	06/24/2022	Small Group	2	Weekly	30 mins
	Special Class				07/05/2021	08/13/2021	12:1+1	5	Weekly	5 hrs
	Speech/Language Therapy				07/05/2021	08/13/2021	Individual	2	Weekly	30 mins
01/04/2022	1001975	14:4	Sub CSE	09	Amendment - Agreement No Meeting	Classified	Learning Disability	Canandaigua Academy		
	<u>Program/Service</u>				<u>Start Date</u>	<u>End Date</u>	<u>Ratio</u>	<u>Freq.</u>	<u>Period</u>	<u>Duration</u>
	Resource Room Program				09/09/2021	06/24/2022	Group	5	Weekly	42 mins
	Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	42 mins
	Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	42 mins
	Special Class				09/09/2021	06/24/2022	15:1	5	Weekly	42 mins
	Special Class				01/05/2022	06/24/2022	15:1	5	Weekly	1 hr 24 mins
	Psychological Counseling Services				10/12/2021	06/24/2022	Individual	1	Bi-weekly	30 mins

Committee Recommendations for Board of Education Review with Details (January 31, 2022)

Meeting	Alt ID#	Age	Committee	Grade	Reason	Decision	Disability	Recommended School			
01/06/2022	1007020	2:11	CPSE		Preschool Initial Eligibility Determination 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>
					Speech/Language Therapy	09/08/2022	06/23/2023	Individual	2	Weekly	30 mins
12/16/2021	1007023	2:10	CPSE		Preschool Initial Eligibility Determination 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>
					Speech/Language Therapy	09/08/2022	06/23/2023	Individual	2	Weekly	30 mins
12/16/2021	1007021	2:7	CPSE		Preschool Initial Eligibility Determination Meeting	Classified Preschool	Preschool Student with a Disability	Roosevelt Children's Center			
					<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	09/08/2022	06/23/2023	12:1+1	5	Weekly	3 hrs
					Occupational Therapy	09/08/2022	06/23/2023	Individual	2	Weekly	30 mins
					Occupational Therapy	09/08/2022	06/23/2023	Individual	1	Weekly	30 mins
					Physical Therapy	09/08/2022	06/23/2023	Individual	2	Weekly	30 mins
					Physical Therapy	09/08/2022	06/23/2023	Individual	1	Weekly	30 mins
					Speech/Language Therapy	09/08/2022	06/23/2023	Individual	2	Weekly	30 mins
					Speech/Language Therapy	09/08/2022	06/23/2023	Individual	1	Weekly	30 mins
12/02/2021	1007022	2:10	CPSE		Preschool Initial Eligibility Determination 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	09/08/2022	06/23/2023	Individual	2	Weekly	30 mins

Committee Recommendations for Board of Education Review with Details (January 31, 2022)

Meeting	Alt ID#	Age	Committee	Grade	Reason	Decision	Disability	Recommended School				
01/07/2022	1005171	9:2	CSE	04	Initial Eligibility Determination Meeting	Classified	Other Health Impairment	Canandaigua Elementary 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		09/08/2022	06/23/2023	8:1+1	5	Weekly	4 hrs 50 mins
					Occupational Therapy		09/08/2022	06/23/2023	Individual	2	Weekly	30 mins
					Special Class		07/05/2022	08/13/2022	8:1+1	1	Daily	3 hrs
01/07/2022	1005531	6:0	CSE	01	Initial Eligibility Determination Meeting	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>
					Speech/Language Therapy		09/08/2022	06/23/2023	Individual	5	Weekly	15 mins
01/06/2022	1002933	11:5	Sub CSE	Ungraded Elem. K-6	Annual Review	Classified	Autism	BOCES WFL Midlakes Education Ctr-Middle/High 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		09/08/2022	06/24/2023	6:1+1	5	Weekly	6 hrs
					Occupational Therapy		09/08/2022	06/24/2023	Individual	6	Monthly	30 mins
					Physical Therapy		09/08/2022	06/24/2023	Individual	4	Monthly	30 mins
					Speech/Language Therapy		09/08/2022	06/24/2023	Individual	6	Monthly	30 mins
					Special Class		07/05/2022	08/13/2022	6:1+1	5	Weekly	6 hrs
					Occupational Therapy		07/05/2022	08/13/2022	Individual	6	Monthly	30 mins
					Physical Therapy		07/05/2022	08/13/2022	Individual	4	Monthly	30 mins
					Speech/Language Therapy		07/05/2022	08/13/2022	Individual	6	Monthly	30 mins
01/13/2022	1005555	5:8	CSE	01	Reevaluation/Annual Review	Classified	Autism	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		09/08/2022	06/23/2023	12:1+1	5	Weekly	4 hrs 50 mins
					Occupational Therapy		09/08/2022	06/23/2023	Individual	1	Weekly	30 mins
					Occupational Therapy		09/08/2022	06/23/2023	Individual	1	Weekly	15 mins
					Occupational Therapy		09/08/2022	06/23/2023	Small Group	2	Weekly	15 mins
					OT/Speech Co-Treat		09/08/2022	06/23/2023	Individual	2	Monthly	30 mins
					Physical Therapy		09/08/2022	06/23/2023	Individual	2	Weekly	30 mins
					Speech/Language Therapy		09/08/2022	06/23/2023	Individual	1	Weekly	30 mins
					Speech/Language Therapy		09/08/2022	06/23/2023	Small Group	4	Weekly	15 mins
					Speech/OT Co-Treat		09/08/2022	06/23/2023	Individual	2	Monthly	30 mins
					Special Class		07/04/2022	08/12/2022	12:1+1	5	Weekly	5 hrs
					Occupational Therapy		07/04/2022	08/12/2022	Individual	2	Weekly	30 mins
					Physical Therapy		07/04/2022	08/12/2022	Individual	2	Weekly	30 mins
					Speech/Language Therapy		07/04/2022	08/12/2022	Individual	1	Weekly	30 mins
					Speech/Language Therapy		07/04/2022	08/12/2022	Individual	1	Weekly	30 mins

01/11/2022	200128	16:9	Sub CSE	Ungraded Secun. 7-12	Annual Review	Classified	Autism	Mary Cariola Children's Center
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<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	09/08/2022	06/23/2023	7:1+4	5	Weekly	5 hrs 30 mins
Occupational Therapy Special Class	09/08/2022	06/23/2023	Individual	1	Weekly	30 mins
	07/11/2022	08/19/2022	7:1+4	5	Weekly	5 hrs 30 mins

01/11/2022	200127	18:3	CSE	Ungraded Secun. 7-12	Reevaluation/Annual Review	Classified	Autism	Mary Cariola Children's Center
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<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	09/08/2022	06/23/2023	7:1+4	5	Weekly	5 hrs 30 mins
Speech/Language Therapy	09/08/2022	06/23/2023	Small Group (5:1)	1	Weekly	30 mins
Special Class	07/11/2022	08/19/2022	7:1+4	5	Weekly	5 hrs 30 mins
Speech/Language Therapy	07/11/2022	08/19/2022	Small Group (5:1)	1	Weekly	30 mins

01/12/2022	1001382	15:5	Sub CSE	Ungraded Secun. 7-12	Annual Review	Classified	Multiple Disabilities	Mary Cariola Children's Center
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<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	09/08/2022	06/23/2023	7:1+4	5	Weekly	5 hrs 30 mins
Skilled Nursing Services	09/08/2022	06/23/2023	Individual	1	Daily	15 mins
Speech/Language Therapy	09/08/2022	06/23/2023	Individual	1	Weekly	30 mins
Speech/Language Therapy	09/08/2022	06/23/2023	Small Group	1	Weekly	30 mins
Special Class	07/11/2022	08/19/2022	7:1+4	5	Weekly	5 hrs 30 mins
Skilled Nursing Services	07/11/2022	08/19/2022	Individual	1	Daily	15 mins
Speech/Language Therapy	07/11/2022	08/19/2022	Small Group (5:1)	1	Weekly	30 mins