
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 seven particular individuals and one collective negotiation pursuant to Article 14 of the Civil Service Law (the Taylor Law)

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- Neil Stringer***
- VI. Public Comments***
- VII. Board Meeting Minutes*** ***(BOARD ACTION)***
- VIII. February 2023 Warrant Review (Mr. Milton Johnson and Mrs. Julianne Miller)*** ***(BOARD ACTION)***
- IX. Transportation Purchase Bond Resolution*** ***(BOARD ACTION)***
- X. Transportation Purchase- Proposition 2*** ***(BOARD ACTION)***
- XI. Proposed 2023-2024 Budget***
- XII. Consensus Agenda*** ***(BOARD ACTION)***

Business

- 1. Treasurer's Report
- 2. Budget Status Report
- 3. Revenue Status Report
- 4. Canon of Literature- *Final Approval*
- 5. Practicum Placement (47/5 hours)
- 6. Field Trip- Initial Approval
- 7. Field Trip- Final Approval
- 8. Athletic Trip- Final Approval
- 9. Donation
- 10. Surplus Items
- 11. Budget Transfers
- 12. New Clubs
- 13. Award Request for Proposal
- 14. Board of Education Meeting/Workshop Dates- 2023-2024 School Year
- 15. Wood Library Association
- 16. Unpaid Internship
- 17. Recommendations of the Committee on Special Education

Personnel

End of Consensus Agenda

- XIII. Closing Remarks***

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 seven particular individuals and one collective negotiation pursuant to Article 14 of the Civil Service Law (the Taylor Law)

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

- Remarks
- Correspondence

IV. Superintendent's Report

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

V. Board Student Representative- Neil Stringer

VI. Public Comments

To allow for public participation and when time permits, a period not to exceed fifteen (15) minutes shall be set aside during each Board meeting for public participation. Individual comments will be limited to no more than three (3) minutes.

Persons wishing to address the Board are asked to contact the District Clerk at 585-396-3710 by noon on the day of a meeting to be added to the speakers list. Speakers will be permitted to speak in the order in which they have signed up, i.e., on a first come/first served basis, with priority given to people who register in advance. The privilege of speaking at the Board meeting is reserved first for District students, parents of District students, District residents, District taxpayers, and school personnel.

To avoid repetitive comments and to allow for a variety of perspectives, individuals who are members of a group that wishes to convey a particular message during a public comment period are asked to designate a representative to convey the message on behalf of the group.

VII. Board Meeting Minutes

(BOARD ACTION)

- March 6, 2023- Regular Meeting Minutes

VIII. February 2023 Warrant Review (Mr. Milton Johnson and Mrs. Julianne Miller)

(BOARD ACTION)

- A-76 General 9008449-9008515 (ACH)
- A-77 General 16664-16743 (Check Print)
- A-78 General 16655-16663 (In House)
- A-81 General 9008516-9008553 (ACH)*
- A-82 General 16751-16814 (Check Print)
- A-83 General 16744-16750 (In House)
- C-14 Cafeteria 2725-2741
- C-15 Cafeteria 2742
- F-30 Federal 9000403-9000407 (ACH)
- F-31 Federal 866-869 (Check Print)
- F-32 Federal 9000408-9000411 (ACH)
- F-33 Federal 870-874 (Check Print)
- H-28 Capital 546-549 (Check Print)
- H-29 Capital 9000179-9000180 (ACH)

H-30 Capital 550 (In House)
H-31 Capital 551-552 (Check Print)
H-32 Capital 9000181 (ACH)
HBU-1 Bus Purchase 5-7

*Federal Check #859 dated 12/30/22 was mistakenly voided on General Fund (ACH) Warrant A-81. The reissue (Check #9008516) was done on the same warrant to “zero” it out on 2/28/23.

IX. Transportation Purchase Bond Resolution

(BOARD ACTION)

BOND RESOLUTION DATED MARCH 20, 2023 OF THE BOARD OF EDUCATION OF THE CANANDAIGUA CITY SCHOOL DISTRICT AUTHORIZING GENERAL OBLIGATION BONDS TO FINANCE THE ACQUISITION OF SCHOOL BUSES, AUTHORIZING BOND ANTICIPATION NOTES IN CONTEMPLATION THEREOF, THE LEVY OF TAXES IN ANNUAL INSTALLMENTS IN PAYMENT THEREOF, THE EXPENDITURE OF SUCH SUMS FOR SUCH PURPOSE, AND DETERMINING OTHER MATTERS IN CONNECTION THEREWITH.

BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

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

Section 2. The Canandaigua City School District is hereby authorized to issue its General Obligation Serial Bonds in the aggregate principal amount of not to exceed \$585,189, pursuant to the Local Finance Law of New York, in order to finance the specific objects or purposes described herein.

Section 3. The specific objects or purposes to be financed pursuant to this resolution (hereinafter referred to as “purpose”) are the acquisition of five (5) 74-passenger buses at an estimated maximum cost of \$159,865 each and four (4) 74-passenger buses with luggage boxes at an estimated maximum cost of \$163,966 each, all at an estimated maximum aggregate cost of \$1,455,189.

Section 4. It is hereby determined and declared that (a) the maximum cost of said purpose, as estimated by the Board of Education, is \$1,455,189, and such amount is hereby appropriated therefor, (b) the Canandaigua City School District plan to finance the cost of said purpose is (i) to expend \$870,000 from the existing 2016 Transportation Vehicle Reserve Fund for such costs; and (ii) to provide up to \$585,189 from funds raised by the issuance of said Bonds and Bond Anticipation Notes hereinafter referred to or the Board of Education may appropriate in its discretion undesignated available fund balance therefor; and (c) no money has heretofore been authorized to be applied to the payment of the cost of said purpose.

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

Section 6. The Canandaigua City School District is hereby authorized to issue its Bond Anticipation Notes in the aggregate principal amount of not to exceed \$585,189, and is hereby authorized to issue renewals thereof, pursuant to the Local Finance Law of New York in order to finance the purpose in anticipation of the issuance of the above described Bonds.

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

Section 8. It is hereby determined and declared that the Canandaigua City School District reasonably expects to reimburse the general fund, or such other fund utilized, not to exceed the maximum

amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.

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

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

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

Section 12. This resolution shall be submitted to a referendum of the qualified electors of the School District on May 16, 2023 pursuant to Section 37.00 of the Local Finance Law of the State of New York and shall take effect immediately upon approval at such referendum.

Duly put to a vote as follows:

Mrs. Amy Calabrese	Voting _____
Mr. Milton Johnson	Voting _____
Mrs. Julianne Miller	Voting _____
Mrs. Megan Personale	Voting _____
Mr. John Polimeni	Voting _____
Dr. Jen Schneider	Voting _____
Ms. Jennifer Tessendorf	Voting _____
Mrs. Beth Thomas	Voting _____
Mrs. Jeanie Grimm	Voting _____

* * * * *

X. Transportation Purchase- Proposition 2

(BOARD ACTION)

BE IT RESOLVED BY THE BOARD OF EDUCATION AS FOLLOWS:

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

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

PROPOSITION #2

Shall the bond resolution adopted by the Board of Education of the City School District of the City of Canandaigua, New York, dated March 20, 2023, authorizing the acquisition of five (5) 74-passenger buses at an estimated maximum cost of \$159,865 each and four (4) 74-passenger buses with luggage boxes at an estimated maximum cost of \$163,966 each, all at an estimated maximum aggregate cost of \$1,455,189, less trade-in value, if any, and the appropriation and expenditure from the existing 2016 Transportation Vehicle Reserve Fund of \$870,000 for such cost; the levy of a tax to be collected in annual installments therefor; the issuance of debt obligations of the School District as may be necessary, not to exceed \$585,189, or the board of education may appropriate in its discretion undesignated available fund balance therefor, all be approved?

2. At such meeting taxes to be levied by installments will be proposed providing for payment of the acquisition of school buses. Such taxes shall be levied upon all the taxable property of the District, shall be levied in annual installments and shall be of such amounts and levied in such years as may be determined by the Board of Education.

3. The District Clerk or the Clerk's designee is hereby directed to add the above to the notice of the annual meeting of the School District.

4. This resolution shall take effect immediately upon its adoption.

Duly put to a vote as follows:

Mrs. Amy Calabrese	Voting _____
Mr. Milton Johnson	Voting _____
Mrs. Julianne Miller	Voting _____
Mrs. Megan Personale	Voting _____
Mr. John Polimeni	Voting _____
Dr. Jen Schneider	Voting _____
Ms. Jennifer Tessendorf	Voting _____
Mrs. Beth Thomas	Voting _____
Mrs. Jeanie Grimm	Voting _____

* * * * *

XI. Proposed 2023-2024 Budget

XII. Consensus Agenda

(BOARD ACTION)

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

Business

1. Treasurer's Report

The Treasurer's Report for the Period of January 1, 2023 - January 31, 2023. 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 which is a summary, for the period of July 1, 2022 - January 31, 2023. 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 July 1, 2022 - January 31, 2023. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

4. Canon of Literature- *Final Approval*

First grade is requesting the following additions be made to our Canon of Literature and were approved by Council of Instructional Excellence on February 2, 2023.

- *Nouns and Verbs Have a Field Day* by Robin Pulver
- *The Dot* by Peter Reynolds
- *My Mouth is a Volcano* by Julia Cook
- *Elmer* by David McKee
- *Eats, Shoots & Leaves* by Lynne Truss
- *Rocket Writes a Story* by Tad Hills
- *Avocado Asks What Am I?* by Momoko Abe

5. Practicum Placement (47/5 hours)

Mrs. Emily Bonadonna, Primary School Principal, is requesting approval of the below practicum placements:

- Sarah Keane, SUNY Geneseo with Ms. Elizabeth Doud, March 20-May 10, 2023 (Monday, Wednesday, Friday 8:00-11:00)
- Riley Bernier, SUNY Geneseo with Ms. Elizabeth Doud, March 20-May 10, 2023 (Tuesday, Thursday 8:00-11:00)
- Nicole Sniffen, SUNY Geneseo with Ms. Melinda Arist, March 20-May 10, 2023 (Monday, Wednesday, Friday 8:00-11:00)

6. Field Trip- Initial Approval

Mrs. Marissa Logue, Academy Principal, is requesting initial approval of the below field trip:

- Class of 2024- New York City, November 18-20, 2023

7. Field Trip- Final Approval

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

- Future Business Leaders of America- New York City, April 15-16, 2023 (*initial January 22, 2023*)

8. Athletic Trip- Final Approval

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

- Boys Lacrosse- Boston, MA, March 24-25, 2023 (*initial March 6, /2023*)

9. Donation

Acceptance of a donation from SquareOne Art Organization in the amount of \$2,394.72 to purchase 48 cameras, SD cards, and cases to be used in the Primary-Elementary Art classes.

10. Surplus Items

Mr. Brian Amesbury, Elementary School Principal, is requesting approval to declare as surplus items the below textbooks. The textbooks are still in good condition. The district will contact Follett to see if they are interested in buying them back.

- *The Librarian of Basra*, ISBN: 978-0-15-205445-8, Quantity: 218
- *Peter Pan: Classic Starts*, ISBN: 978-1-4027-5421-0, Quantity: 267
- *Peter Pan: Aladdin Classics*, ISBN: 978-0-689-86691-3, Quantity: 8

11. Budget Transfers

The below budget transfer is over \$20,000 and require Board approval.

This is to cover diesel fuel costs.

From: A9060.800-00-0000 Hospital, Medical, Dental Insurance. Employee Benefits-Districtwide
\$ 100,000.00

To: A5510.450-00-Fuel District Transportation Services, Supplies, Districtwide Fuel
\$ 100,000.00

This is to move building improvements from contractual to supplies to purchase needed door hardware.

From: A1621.400-00-IMPR Maintenance, Contractual, Districtwide, Site Improvements
\$ 23,355.60

To: A1621.450-00-IMPR Maintenance, Supplies, Districtwide, Site Improvements
\$ 23,355.60

12. New Clubs

Mrs. Marissa Logue is requesting approval for two new clubs:

- **Spanish Club**- for students to improve and practice Spanish. This club disbanded previously for lack of participation but now would like to return. The unpaid advisor is Mrs. Nicole Askin.
- **Chess Club**- for a place for students to play chess with their peers. The unpaid supervisors are Mrs. Jennifer Rotz and Mrs. Karen Brown.

13. Award Request for Proposal

Award of a Request for Proposal for photography services to Clix Portraits effective July 1, 2023-June 30, 2026. There is no cost to the district. The district has worked with Clix for the previous four years.

14. Board of Education Meeting/Workshop Dates- 2023-2024 School Year

The below dates are scheduled for Board of Education meetings/workshops dates for the 2023-2024 school year. Workshops will be held in various buildings throughout the school year on the second meeting of the month. The school district website will provide locations and times for these meetings. The Reorganizational meeting is approved to be held within the first two weeks of July.

July 13, July 31, August 28, September 11 and *27, October 16 and *30, November 13, December 11, January 8 and *29, February 12, March 4 and *25, April 15 and *24, May 13 and **22, and June 10 ---- *workshop, **accept budget vote

15. Wood Library Association

The Board of Education acknowledges the request from Library trustees to add a referendum on the May 16, 2023 ballot as Proposition 4.

Resolved, that pursuant to Education Law, Section 259, the Board of Education of the Canandaigua City School District is authorized to levy and collect an annual tax, year after year, separate and apart from the annual school district budget, in the amount of \$920,150, which shall be paid to the Wood Library Association of Canandaigua for the support and maintenance of the library; with this

appropriated amount to be the annual appropriation until thereafter modified by a future vote of the electors of the Canandaigua City School District.

16. Unpaid Internship

Approval for Megan Myers, University of Rochester-Warner School of Education, to complete her 2023 Summer Internship with Mr. Dennis DesRosiers, Director of Special programs; and Ms. Christine Paige, Assistant Director of Special Programs. This unpaid internship will be Tuesdays April, May, and June and July 10-August 18.

17. Recommendations of the Committee on Special Education

Recommendations of the Committee on Special Education meeting dates of: January 5, 2023; January 10, 2023; January 17, 2023; January 23, 2023; January 26, 2023; January 30, 2023; January 31, 2023; February 1, 2023; February 2, 2023; February 3, 2023; February 6, 2023; February 7, 2023; February 9, 2023; February 10, 2023; February 13, 2023; February 14, 2023; February 16, 2023; February 17, 2023; February 22, 2023; February 27, 2023; March 2, 2023; March 3, 2023; March 6, 2023; March 29, 2023

Personnel

1) Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Emily Bonacci	School Monitor	Resignation	3/7/2023
John O'Mara	School Bus Monitor	Resignation	3/10/2023
David Emery	Non-Route Bus Driver	Resignation	3/17/2023

B. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Emily Bonacci	Substitute School Monitor	3/8/2023	\$14.20/hr.
Jessica Parks	Substitute Food Service Helper	3/17/2023	\$14.20/hr.
Jessica Castle	School Monitor	3/27/2023	\$14.70/hr.
Arleen McWilliams	Substitute Food Service Helper	3/27/2023	\$14.20/hr.

C. Classification of Position

In order to stay in compliance with Civil Service, it is requested that the Board of Education approve the classification of two (2) positions of **Information Technology Support Technician II**, formerly classified as Senior Computer Services Assistant.

2) Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Anna Krebbeks	Contract Substitute Teacher, Elementary School	Resignation	3/31/2023
Danielle Everts	Contract Substitute Teacher, Middle School	Resignation	3/13/2023
Alex Barna	Contract Substitute Teacher, Middle School	Resignation	3/31/2023

B. Appointments

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

- 1) Caroline Chapman is appointed to a 1.0 FTE 3-year probationary Director of Athletics and Communications with a tenure area of Director of Athletics and Communications effective March 13, 2023. Mrs. Chapman has worked for the District since 2005 and has been a tenured Administrator since August 2022. She has been the Acting Director of Athletics since December 2021.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Caroline Chapman	SBL; SDL	3/13/2023	Per Contract

- 2) Certified Substitute Teachers

The following individual has been recommended to Certified Substitute Teacher position conditional upon criminal history clearance from the New York State Education Department where applicable.

Danielle Everts

- 3) Stipend Position

The following individual has been recommended to a Stipend Position at the CTA contractual rate:

Heather Black Spring SAT Prep Classes - Math

End of Consensus Agenda

XIII. Board Committees

None have met since last Board meeting.

XIV. 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/ Mrs. Beth Thomas
- Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller
- Safety / Health / Security Committee- Mr. John Polimeni

XV. Closing Remarks

(President, Board of Education and/or Superintendent)

XVI. Upcoming Events

- March 22- Site Committee Meeting
- March 23- Character Education Meeting
- March 23- CA Symphonic Band & 8th Grade Band Concert
- March 28- CA Chorus Concert
- March 31- Audit Committee Meeting



- April 3- Kindergarten Registration Begins
- April 3-7- Spring Break- No School
- April 10- Board of Education meeting
- April 11- College Night
- April 12- Policy Committee Meeting
- April 17- Tentative Board of Education Meeting

I. Consensus Agenda

(BOARD ACTION)

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

Business

1. New Club

Mrs. Marissa Logue is requesting approval for the below new club:

- **Theater Club-** To provide theater friends a place to meet in the spring when there are no theater activities. This club will help to improve acting and singing skills in preparation for the next school year. The unpaid advisor or Ms. Metzger.

End of Consensus Agenda

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, March 6, 2023 at 6:30 p.m. at the Operations Center, President Grimm presiding.

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

BOARD MEMBERS ABSENT: John Polimeni, Jenny Tessendorf

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

BOARD DISTRICT CLERK ABSENT: Deborah Sundlov

OTHERS PRESENT: On file

Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 6:30 p.m. with kindergartner Adeline Wantuch leading all in the Pledge of Allegiance.

Superintendent's Report

Music in our Schools was recognized with Mr. Greg Kane, Music Curriculum Area Lead Teacher. Superintendent Farr provided an update on the Braves name.

Board Student Representative

Neil Stringer provided the Board an update on the happenings in the buildings.

Public Comments

Christine Ross, Canandaigua
Melanie Smith, Canandaigua
Kelly Mariano, Rochester
Terese Keys, Canandaigua

Board Meeting Minutes

Upon a motion made by Mrs. Thomas, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved the February 6, 2023 Regular Board Meeting Minutes and February 13, 2023 Special Meeting Minutes.

APPROVED: MINUTES

2023-2024 Budget and Department Budget Presentation

The below presented their draft budget for the 2023-2024 school year:

- Mrs. Marissa Logue- Academy
- Mr. John Arthur- Middle School
- Mr. Brian Amesbury- Elementary School
- Mrs. Emily Bonadonna- Primary School
- Mr. Dennis DesRosiers- Special Programs
- Mr. Greg Kane- Music
- Mr. Matt Schrage- Office of Instruction
- Mrs. Caroline Chapman/Mr. Jim Simmons- Athletics
- Mr. Dan Bowman- Technology

- Mr. Mike McClain- Buildings and Grounds
- Mr. Seth Clearman- Transportation

2023 Vehicle Purchase Reserve Fund

Upon a motion made by Mr. Johnson, seconded by Mrs. Personale, with all present voting yes, the Board of Education approved voting on the 2023 Vehicle Purchase Reserve Fund

APPROVED: RESERVE FUND

BE IT RESOLVED, by the Board of Education of the Canandaigua City School District, as follows:

Section 1. The proposition hereinafter set forth is hereby authorized to be submitted for the approval of the qualified voters of the District on the 16th day of May, 2023 (the "Vote").

Section 2. The proposition set forth below shall be submitted at the Vote and the District Clerk shall include notice of the proposition in substantially the following form in the notice of the Vote:

NOTICE IS HEREBY FURTHER GIVEN that at the Vote to be held on May 16, 2023, the following proposition will be submitted:

PROPOSITION 3- 2023 VEHICLE PURCHASE RESERVE FUND

Resolved, the Board of Education of the Canandaigua City School District is hereby authorized to establish a capital reserve fund pursuant to Section 3651 of the Education Law to be designated, "2023 Vehicle Purchase Reserve Fund", for the purchase of school buses, other vehicles, and other equipment for use in the transportation program of the School District, in an ultimate amount not to exceed Ten Million Dollars (\$10,000,000) inclusive of accrued interest and other investment earnings, with a probable term of ten (10) years. The Board of Education is hereby authorized to pay funds from the available fund balance, state aid reimbursement to the School District on account of bus purchases and the proceeds of the sale of used buses, and/or such other monies as the voters may direct, and/or other legally available funds of the School District to such reserve fund in an amount determined by the Board of Education up to the maximum authorized amount.

Section 3. This resolution shall take effect immediately.

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

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

Consensus Agenda

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

APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA

Business

1. Treasurer's Report

the Treasurer's Report for the Period of December 1, 2022 - December 31, 2022. Additional information is included as an attachment and is filed.

2. Budget Status Report

the Appropriation Status Report, which is a summary which is a summary, for the period of July 1, 2022 - December 31, 2022. Additional information is included as an attachment and is filed.

3. Revenue Status Report

the Revenue Status Report, which is a summary July 1, 2022 - December 31, 2022. Additional information is included as an attachment and is filed.

4. Field Trips- Final Approval

the request Mrs. Marissa Logue, Academy Principal, for final approval of the below trips:

- Academy Music Trip- Nashville, TN, March 30-April 2, 2023 (*initial 9/12/2022*)
- Distributive Education Clubs of America (DECA) State Conference- Rochester, NY, March 8-10, 2023 (*initial 10/17/2022*)

5. Athletic Trip- Initial Approval

the request from the Athletic Department for initial approval of the below trips:

- Boys Lacrosse- Boston, MA, March 24-25, 2023
- Varsity Softball- Binghamton, NY, April 29-30, 2023

6. Athletic Trip- Final Approval

the request from the Athletic Department for final approval of the below trip:

- Girls Lacrosse- Boston, MA, April 1-4, 2023 (*initial 2/6/2023*)

7. Agreements

an agreement with Jaqueline Messina-Cowles to provide Speech/Language Pathologist services for UPK screening from February 6-March 7, 2023.

an agreement with Sunbelt Staffing, LLC for the purpose of referring and placing a Teacher of the Deaf with the District, effective February 13, 2023-June 30, 2023.

8. Surplus Books

the request of Mr. John Arthur, Middle School Principal, to declare as surplus items the listing of library books.

9. Clinical Experience/Preceptorship

the request of Mr. John Arthur recommends:

- Emma Smithers, SUNY Alfred State College with Vicky Gashlin- February 14-April 13, 2023

10. Internal Risk Assessment Audit

acceptance of the Internal Audit 2022-2023- Annual Update to Risk Assessment completed by Bonadio & Co., LLP.

11. Surplus Items

the request of Mrs. Emily Bonadonna, Primary School Principal, to declare as surplus items the below:

- Four wooden balance beams (splintering)
- One rolling volleyball standard pole
- Two large physical education storage shelves (broken)

12. Canon of Literature- *Initial Approval*

following additions to be made for first grade Canon of Literature, approved by Council of Instructional Excellence on February 2, 2023.

- *Nouns and Verbs Have a Field Day* by Robin Pulver
- *The Dot* by Peter Reynolds
- *My Mouth is a Volcano* by Julia Cook
- *Elmer* by David McKee
- *Eats, Shoots & Leaves* by Lynne Truss
- *Rocket Writes a Story* by Tad Hills
- *Avocado Asks What Am I?* by Momoko Abe

13. Ontario County Mental Health

approval for Cassandra Webster to be a co-located services support provider, which is provided through Ontario County Mental Health.

14. New Clubs

the request of Mr. Brian Amesbury, Elementary School Principal, for the below clubs:

- **Building Braves After-School Tutoring Program.** This club will pair up fourth and fifth grade students with Academy students for help during the school year. The unpaid advisor is Ms. Kym McCarthy.
- **Primary-Elementary School Safety Patrol.** This club is for fifth grade students who model and teach appropriate behavior and safety on a peer-to-peer basis. They provide an extra sense of safety and security, while providing leadership and guidance to students UPK-fifth grade. The unpaid advisors are Ms. Mary Kate Cywinski and Ms. Shauna Karley.

15. Advanced Placement Proctor Rate

the rate for Advanced Placement proctors' rate will be \$20/hour.

16. Authorizing Partial Settlement of Vaping Litigation

WHEREAS, in recent years the use and abuse of e-cigarettes and vaping devices increased dramatically among high school and middle school students, leading to significant risks of addiction and potentially life-threatening respiratory ailments; and

WHEREAS, students attending the Canandaigua City School District (the "School District") have not been immune to this phenomenon with the School District observing students using e-cigarettes and vaping devices in school and on school grounds; and

WHEREAS, the use of e-cigarettes and vaping devices by students has caused the School District to incur costs in the form of staff time, disciplinary proceedings, and other costs, with the expectation that these costs will only increase unless and until student use of these devices decreases and stops; and

WHEREAS, the School District authorized the law firms of Ferrara Fiorenza PC, and the Frantz Law Group, APLC, to initiate litigation against Juul Labs, Inc. and other parties by board resolution relating to the production, marketing, sale, and distribution of e-cigarettes and vaping devices; and

WHEREAS, the litigation involved more than 1400 U.S. public school districts across more than 25 states; and

WHEREAS, a tentative settlement has been reached with Defendant Juul Labs, Inc. and certain individual board members, directors, executives and parties with whom Juul Labs, Inc. has indemnity agreements; and

WHEREAS, litigation against Altria and remaining defendants will continue; and

WHEREAS, partial settlement means the School District would forever release all claims against Juul Labs and the other released entities; and

WHEREAS, in return, the School District would receive certain cash payments; and

WHEREAS, the amount that the School District receives will be based on a final allocation framework recommended by the court-appointed Special Master Thomas Perrelli with the allocation framework for all governmental entities including factors such as population and litigation risk and be no less than \$16,166 for the School District; and

WHEREAS, an initial payment of approximately 54% of the settlement amount is anticipated to be paid by late 2023; and

WHEREAS, the remaining payments will be made in four installments anticipated in late 2023, 2024, 2025 and 2026; and

WHEREAS, the Board of Education (the "Board") has determined it is necessary, advantageous, desirable, and in the public interest and the best interests of the School District that it settle this litigation against Juul Labs, Inc. and continue the litigation against remaining other parties involved with e-cigarettes and vaping devices.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the School District, as follows:

1. The Board authorizes the partial settlement of the vaping lawsuit against defendant Juul Labs, Inc. and certain individual board members, directors, executives and parties with whom Juul Labs, Inc. has indemnity agreements.
2. A Settlement with the substantive terms contained herein is hereby approved in substantially the form reviewed by the Board and together with such minor modifications as are deemed necessary by the School District's attorneys and administrators to protect the best interests of the School District.
3. The Board President, Superintendent and their designee(s) are hereby authorized to finalize, sign and enter into the Settlement Agreement on behalf of the School District and take all actions and execute all documents necessary or appropriate to carry out the intent of this Resolution.
4. This Resolution shall take effect immediately.

17. Recommendations of the Committee on Special Education

of the Committee on Special Education meeting dates of: January 3, 2023; January 9, 2023; January 10, 2023; January 13, 2023; January 17, 2023; January 19, 2023; January 20, 2023; January 25, 2023; January 26, 2023; January 27, 2023; January 31, 2023; February 1, 2023; February 2, 2023; February 3, 2023; February 1, 203; February 6, 2023; February 7, 2023; February 8, 2023; February 9, 2023; February 14, 2023; February 16, 2023

Personnel

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Penelope Hastings	Teacher Aide	Resignation	2/9/2023
Brad Kovalovsky	Sr. Computer Services Assistant	Resignation	2/24/2023
Taylor Meade	School Bus Monitor	Resignation	2/17/2023
Kayla Ratka	School Monitor	Resignation	3/6/2023

B. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Charity Chrysler	School Bus Driver	2/27/2023	\$24.18/hr.
Emily Bonacci	School Monitor	2/27/2023	\$14.70/hr.
John Cooley	Substitute Teacher Aide	2/27/2023	\$14.20/hr.
Jordan Boylan	Teacher Aide	2/27/2023	\$14.75/hr.
Taylor Meade	Substitute School Bus Driver	2/17/2023	\$19.00/hr.
Beatriz Oyola Rodriguez	School Monitor	3/6/2023	\$14.70/hr.

2. Instructional Personnel

A. Leave of Absence

- 1) of Sheila Sullivan-Murphy, Special Education Teacher at the Academy, for a leave of absence from September 1, 2023 through November 28, 2023.

B. Resignation for the Purpose of Retirement

letter of resignation for the purpose of retirement from the following individuals. On behalf of the District, sincere best wishes for a happy and healthy retirement are offered. Thank you for the many years of service to the youth of the Canandaigua City School District.

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Lisa Carro	Elementary Teacher	6/30/2023	34
Kimberly Broderick-Webb	Instructional Support Teacher	6/30/2023	33
Pamela Welch	Elementary Teacher	6/30/2023	33
Donald J. Kitzel	English Teacher	6/30/2023	21
Catherine Kelley	Elementary Teacher	6/30/2023	33
Lorin Van Nostrand	Special Education Teacher	6/30/2023	30

C. Appointments

The Board of Education of the Canandaigua City School District hereby accepts the recommendation

1) Interim Substitute Teacher

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

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Matthew Johengen	Chemistry Teacher	Academy	2/13/2023 – 6/23/2023

2) Mentors

the following individuals to Mentor assignments for the 2022-2023 school year at the contractual rate:

Lauren O'Reilly for Sabrina Dziubek, Elementary School, Effective 2/7/2023
Adam Stoler for Matthew Johengen, Academy, Effective 2/13/2023

End of Consensus Agenda

Board Committees

Audit Committee

Mr. Milton Johnson reported out on behalf of the Audit Committee which met on March 3, 2023. The committee discussed the cafeteria fund balance. The next meeting is scheduled for March 31.

Policy Committee

Mrs. Beth Thomas reported out on behalf of the Policy Committee. With no second required, the below policy amendment was accepted.

- Policy 1120 District Organization Chart- Second Reading

Upcoming Events

- March 8- CIE Meeting
- March 7- Fifth Grade Band and Orchestra Concert
- March 10, 11- CA Musical
- March 14- Seventh Grade Band and Chorus Concert
- March 15- Sixth Grade Band and Chorus and Eighth Grade Chorus Concert
- March 16- 100 Days until Graduation
- March 17- Superintendent Conference Day- No School
- March 20- Regular Board Meeting
- March 21- Academy Orchestra Concert
- March 21- PTSA Meeting
- March 23- Character Education Committee
- March 23- CA Symphonic Band and Eighth Grade Band Concert
- March 27- Modified Sports Begin
- March 28- Academy Chorus Concert
- March 31- Audit Committee Meeting



Adjournment

Upon a motion made Dr. Schneider, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 8:06 p.m. The next Regular meeting will be on March 20, 2023 at 6:30 p.m.

Respectfully submitted,

Matt Fitch
District Clerk Pro Tem

Canandaigua City School District 2023-24 Budget

March 20, 2023



Canandaigua City School District

Summary

- Tax Levy Limit and History
- What's Driving the Budget?
- Staffing Changes
- Asset Preservation Capital Project
- Budget Status
- Reserves
- Next Steps



Canandaigua City School District

Budget Positives

- ❑ Foundation Aid fully funded
- ❑ Teacher Retirement System (TRS)
 - ❑ 0.53% rate decrease
- ❑ Retiree Over 65 Medicare Health Insurance
 - ❑ 50% decrease



Canandaigua City School District

Budget Challenges

- ❑ Employees' Retirement System (ERS)
 - ❑ 1.5% rate increase
- ❑ Health Insurance
 - ❑ 8% rate increase
- ❑ Inflation
 - ❑ Rise in cost of materials/supplies, heating, electricity and diesel fuel



Tax Cap Threshold

- ❑ Maximum Allowable Levy: 3.25% Increase
 - ❑ = \$1,622,524

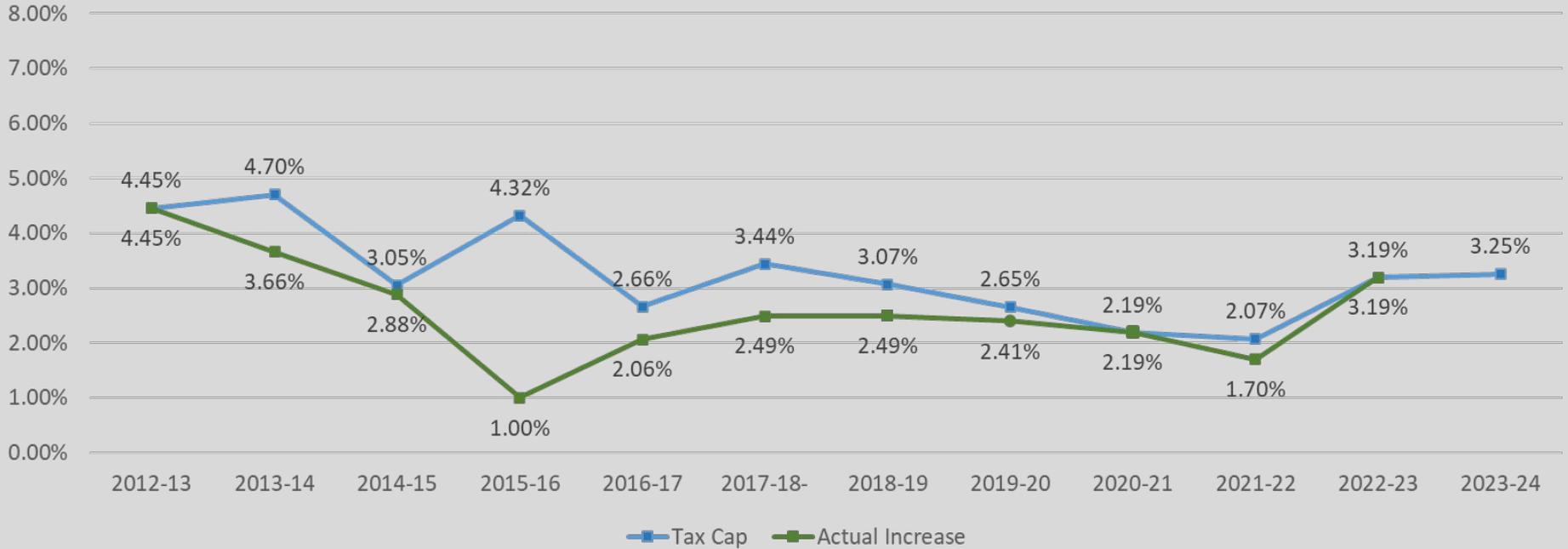
Tax Cap Calculation	2023-24
Prior School Year Tax Levy	49,900,441
Tax Base Growth Factor (x)	1.0124
Subtotal	50,519,206
Prior Year PILOTS received (+)	676,789
Tax Levy to Pay for Court Order/Judgements (-)	0
Tax Levy to Pay for Local Capital Costs (-)	1,543,046
Subtotal	49,652,949
Allowable Levy Growth Factor (x)	1.02
Subtotal	50,646,008
PILOTS in Coming School Year (-)	658,094
TAX LEVY LIMIT	49,987,914
Tax Levy to Pay for Court Order/Judgements	-
ERS Exclusion	-
TRS Exclusion	-
Local Capital Costs	1,535,051
Available Carryover	-
Maximum Allowable Tax Levy	51,522,965
Maximum Allowable Increase/(Decrease)	1,622,524
Maximum Allowable % Increase/(Decrease)	3.25%



Canandaigua City School District

Tax Levy History

Tax Cap vs. Actual Levy Increase



Staffing Changes

Additions & Reductions

Additions	Reductions
2.4 Special Education Teachers (PES, MS, DW)	1.0 Director of Communications (DW)
2.0 Speech Language Teachers (PES & MS)	1.0 Elementary Teachers (PES)
1.0 School Psychologists (PES)	1.0 Tech Integrators (DW)
1.9 Assistant Principals (PES & CA)	0.5 Dean of Students (CA)
0.1 Assistant Director of Special Programs (CA)	
0.5 TOSA for Communications	
1.0 Teacher Aide	
Net increase of 5.4 FTE	

Asset Preservation Capital Project

- 2nd year that a portion of this project will be added into the Budget
- Causes a large increase in the Budget, but is off-set by an equal amount of state aid increase

Capital Project	2022-23 Budget	2023-24 Budget	Increase
Revenue - Building Aid	4,371,478	5,865,804	1,494,326
Appropriation - Debt Service	5,652,567	7,145,814	1,493,247
Local Budget Contribution	1,281,089	1,280,010	(1,079)



Canandaigua City School District

Revenues

	2022-23 Budget	2023-24 Budget	Increase/ (Decrease)
Property Taxes/PILOTS/Penalties	50,752,230	51,931,094	1,178,864
State Aid (Excluding Building Aid)	25,688,976	28,344,361	2,655,385
State Aid - Building Aid	4,371,478	5,865,804	1,494,326
Medicaid	110,000	110,000	0
Miscellaneous (All Other Revenue)	520,000	567,500	47,500
Total	81,442,684	86,818,759	5,376,075

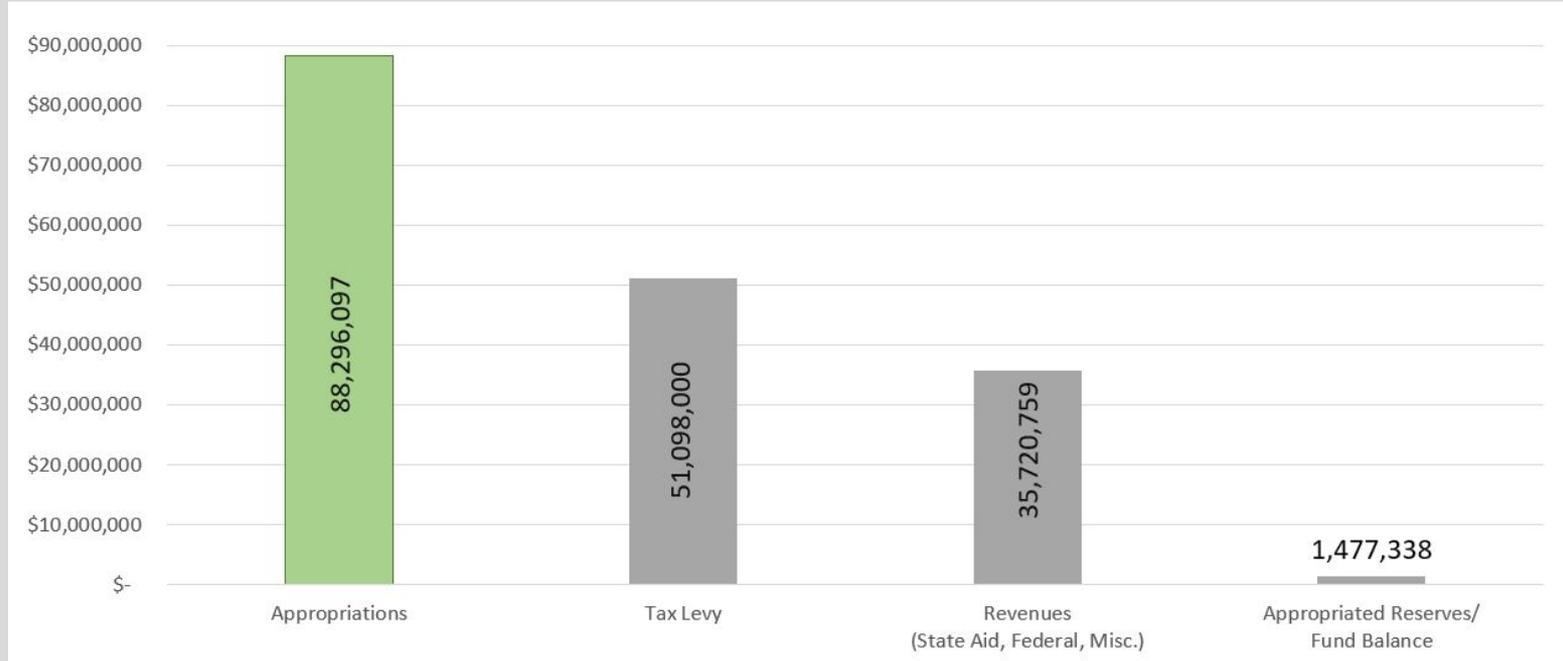


Canandaigua City School District

3-Part Budget

	2022-23 Budget	2023-24 Budget	Increase/(Decrease)
Administration	\$6,745,922	\$6,870,999	\$125,077
Program	\$64,143,352	\$67,202,402	\$3,059,050
Capital	\$12,359,529	\$14,222,696	\$1,863,167
Total	\$83,248,803	\$88,296,097	\$5,047,294
	% of Total Budget	% of Total Budget	Increase/(Decrease)
Administration	8.10%	7.78%	-0.32%
Program	77.05%	76.11%	-0.94%
Capital	14.85%	16.11%	1.26%

Current Budget Status



Canandaigua City School District

Reserves Appropriated in Balancing Budget

Employees' Retirement System (ERS)	\$924,338
Workers' Compensation	\$333,000
Unemployment Insurance	\$20,000
Employee Benefit Accrued Liability	\$100,000
Tax Certiorari	\$100,000
Fund Balance	\$0



Canandaigua City School District

Proposed Tax Levy Options

	2% Tax Levy Increase	2.4% Tax Levy Increase	3.25% Tax Levy Increase (Limit)
Tax Levy	50,898,449	51,098,000	51,522,965
Appropriated Reserves & Fund Balance	1,676,889	1,477,338	1,052,373
Projected Tax Rate	\$17.42	\$17.49	\$17.64



Canandaigua City School District

2023-24 Foundation Aid Plan

- A requirement for NY school receiving an increase greater than 10% in NYS Foundation Aid
 - Canandaigua: Increase of \$2,620,385 or 13.17%
- Our plan is to dedicate this funding to maintain instructional programming, to ensure proper class sizes, resources for ELL and SWD, improve graduation rates & achievement gaps, and for SEL, all aligned to district goals and ratios for learner support.
- Public comment is encouraged & appreciated prior to final plan.
 - Please share your thoughts on the proposed 2023-24 Foundation Aid Plan by completing this [survey](#).
- Posted on District website on July 1st



Canandaigua City School District

Next Steps

- Determine tax levy and reserves
- Budget Adoption- April 10th (Must be completed by April 21st)
- Budget Hearing- May 8th
- Budget Vote- May 16th



Canandaigua City School District

Treasurer's Report
Cafeteria
January 1 - January 31, 2023

Balance Forward:	January 1, 2023	935,224.72
Receipts		
	NYS Meal Claims	5,651.00
	Cafeteria Deposits	12,620.58
	Account Deposits - Online	54,354.64
	Federal Meal Claims	78,093.00
	Refunds	
	Commissions	668.24
	Excess lunch deposit	
	Due from General	
	Transfers for District Catering Invoices	339.15
	Federal Supply Chain Assistance	
	Donation	1,100.00
	Invoices	
	Interest	24.31
		152,850.92
	Total Receipts	
Disbursements		
	Warrant	(57,335.18)
	Sales Tax	
	Payroll 1/15/23	(20,273.96)
	Payroll 1/31/23	(26,923.20)
		(104,532.34)
	Total Disbursements	
Balance on Hand:	December 31, 2022	\$ 983,543.30

Bank Reconciliation

Bank Statement			
	CNB 5115	0.03%	886,017.29
	CNB Paypal	0.00%	25,304.90
	Deposit in transit (Café sales)		
	Deposit in transit (From general)		83,744.00
	Outstanding Checks		(11,522.89)
			(11,522.89)
	Reconciled Balance		\$ 983,543.30

Respectfully Submitted,


Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
Capital Savings
January 1 - January 31, 2023

Balance Forward: January 1, 2023 5,448,252.02

Receipts

Receipts		
Xfer from Capital Checking CNB		
BAN Proceeds		
Print Deposits		
Due from General		
Interest	18,413.02	
Total Receipts	18,413.02	18,413.02

Disbursements

Xfer to Gen to pay back loan for Asset Preservation		
Xfer to Capital Checking for Asset Preservation	(2,003,291.37)	
Due to DS		
Total Disbursements	(2,003,291.37)	(2,003,291.37)

Balance on Hand: January 31, 2023 \$ 3,463,373.67

Bank Reconciliation

Bank Statement CNB 2223	0.03%	38,524.15
Bank Statement NYCLASS		3,424,849.52
Xfer in transit (to Correct NYCLASS Acct)		

Reconciled Balance \$ 3,463,373.67

Respectfully Submitted,


Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
Capital Now
January 1 - January 31, 2023

Balance Forward: January 1, 2023 1,692,629.67
Receipts

Loan from General for Asset Preservation		
Loan from General for Bus Purchase		
Smart Schools Bond		
Xfer from BAN Proceeds for Asset Preservation	2,003,291.37	
Xfer from General for Bus Delivery	263,728.56	
Refund (Terracon)		
Interest	0.22	
Total Receipts	2,267,020.15	

Disbursements

Warrant		(1,929,083.76)
Xfer to Capital Savings		
Due to DS		
Due to General		
Total Disbursements	(1,929,083.76)	

Balance on Hand: January 31, 2023 \$ 2,030,566.06

Bank Reconciliation

Bank Statement	CNB 5645	263,728.78
	Chase 1109	3,393,223.32
Deposit in Xfer		
Outstanding Checks		(1,626,386.04)
Reconciled Balance		\$ 2,030,566.06

Respectfully Submitted,


Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
Debt Service
January 1 - January 31, 2023

Balance Forward:	January 1, 2023		478,453.16
Receipts			
	Due from Capital		
	BAN Premium		
	Interest	104.87	
	Total Receipts	<hr/>	104.87
Disbursements			
	Xfer to General	-	
	Total Disbursements	<hr/>	-
Balance on Hand:	January 31, 2023		<u><u>\$ 478,558.03</u></u>
Bank Reconciliation			
Bank Statement	CNB 7123	0.04%	478,558.03
	Reconciled Balance		<u><u>\$ 478,558.03</u></u>

Respectfully Submitted,


Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
Deductions
January 1 - January 31, 2023

Balance Forward: January 1, 2023 91,649.22

Receipts

PR 1/15	1,828,109.93	
PR 1/31	2,054,876.21	
Xfer for TSA contribution (ER)	66,000.00	
XFER from VEBA for funding		
Retiree Accrued benefit payouts		
ERS Adjustments	665.60	
Xfer from General Now		
OMNI Refund	1,165.00	
Interest	5.44	
Total Receipts	3,950,822.18	

Disbursements

Warrant	(3,882,986.14)	
Small Balance		
ERS Adjustments	(579.74)	
Omni TSA Contributions (ER)	(66,000.00)	
Xfer to Gen Now		
VEBA Funding		
Due to General		
Total Disbursements	(3,949,565.88)	

Balance on Hand: January 31, 2023 **\$ 92,905.52**

Bank Reconciliation

Bank Statement CNB 8615	0.03%	203,888.41
Charge in-transit (ERS)		(17,240.20)
Charge in transit (Omni)		(78,356.07)
NYS Payroll tax payment in-transit		
Outstanding Checks		(15,386.62)

Reconciled Balance **\$ 92,905.52**

Respectfully Submitted,



Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
Federal
January 1 - January 31, 2023

Balance Forward: January 1, 2023 664,701.87

Receipts

IDEA 611	
IDEA 619	
ARP-IDEA 611	
Federal COVID Stimulus - CRRSA	
Federal COVID Stimulus - ARPA	
Summer 4408 (ESY)	
Title IA	187,312.00
Title III ENL	
Title IIIA	
Title IV	12,151.00
Title IIA	22,015.00
UPK	
UPK - ARPA	92,332.00
HWB	102,267.50

Total Receipts 416,077.50

Disbursements

Warrant - Checks	(305,175.00)
Warrant - ACH	(11,319.13)
Due to General	
PR Adjustments	
XFER to Gen for Summer School 2020	
PR 1-15	(138,625.94)
PR 1-31	(253,648.32)

Total Disbursements (708,768.39)

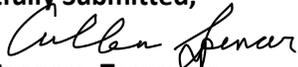
Balance on Hand: January 31, 2023 \$ 372,010.98

Bank Reconciliation

Bank Statement	Chase 1117	0.00%	414,410.98
Outstanding Checks			(42,400.00)
Charge in transit (11/30/22 Payroll)			
Deposit in transit (xfer from Gen Muni)			

Reconciled Balance \$ 372,010.98

Respectfully Submitted,



Cullen Spencer, Treasurer

2/23/2023

Reviewed by: _____

Treasurer's Report
General Muni
January 1 - January 31, 2023

Balance Forward:	January 1, 2023	49,055,823.24
Receipts		
	STAR	2,981,320.79
	Gen Aid	
	VLT	159,161.56
	Excess Cost Aid	
	Nonresident Homeless Aid	
	Incarcerated Youth	
	Summer Sch 4408	
	E-rate	
	MCD	
	Ch. 47/66/721	
	IB Exam Waivers	
	FEMA	
	Xfer from Deductions	
	Xfer from Leadership for PSAT Proctors	
	Xfer from Tax Collections	1,184,769.97
	Xfer from Gen Now	4,000,000.00
	Xfer from Gen Paypal	51,582.21
	Due from Payroll	
	Chromebook sales	
	Interest	113,687.31
	Total Receipts	8,490,521.84

Disbursements		
	Xfer to General Now	(8,000,000.00)
	Xfer to VEBA	
	Xfer to Capital	(263,728.56)
	Loan to Capital for Bus purchase	
	Total Disbursements	(8,263,728.56)

Balance on Hand: January 31, 2023 **\$ 49,282,616.52**

Bank Reconciliation

Bank Statement	CNB 4323	2,894,067.71
	NYCLASS 01-1165-0006	8,050,278.80
	CNB CD 9981	7,625,040.03
	CNB CD 7795	7,254,778.48
	CNB CD 0307	2,716,889.52
	CNB CD 8460	8,475,453.53
	CNB CD 9187	4,349,852.45
	CNB CD 1006	5,000,000.00
	CNB CD 2894	3,000,000.00
	In-transit (Xfer from Deductions for 8/15/22 Payroll)	
	In-transit (Xfer to Fed)	
	In-transit (Xfer to Gen now)	
	In-transit (Xfer to Cafe)	(83,744.00)
	Reconciled Balance	\$ 49,282,616.52

Respectfully Submitted,



Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
General Now
January 1 - January 31, 2023

Balance Forward: January 1, 2023 4,625,007.31

Receipts

Tax Collections - Net of NSF & Adjustments	518,795.95	
County Prior Year Taxes		
County Tax Penalty		
Medical Payroll Deductions	101,499.46	
Dental Payroll Deductions	12,501.48	
Invoices	50,242.09	
City Prior Year Taxes		
City Tax Penalty		
PILOT		
BOCES		
Refunds	2,731.00	
Student Fees	58.22	
Donations	100.00	
Insurance Recovery		
ACH Returns		
E-rate		
Scrap	853.20	
Square Chromebook sales		
Xfer from Gen Muni	8,000,000.00	
Xfer from Payroll		
Xfer from Leadership (AP Exam Proctors)	1,930.00	
Xfer from Deductions		
Retiree Health ACH	51,582.21	
Due from Capital		
Due from Federal		
Interest	426.82	
Total Receipts	8,740,720.43	

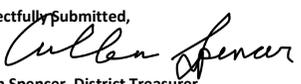
Disbursements

Warrant	(1,349,728.27)	
Xfer to Café for Catering		
Payroll 1/13	(1,669,210.03)	
Payroll 1/31	(1,774,304.69)	
Xfer to Deductions	(66,000.00)	
Xfer to Extracurricular for Coffee		
Health Insurance Wire		
ERS Annual Invoice		
Xfer to Payroll		
Loan to Capital for Asset Pres		
Xfer to Gen Muni	(5,236,352.18)	
BAN Principal Paydown		
BAN Interest		
H S A Fundings	(84,858.33)	
Loan to Federal		
Bond Interest	(90,590.63)	
Bond Principal		
Check Print Postage	(66.24)	
Total Disbursements	(10,271,110.37)	

Balance on Hand: January 31, 2023 \$ 3,094,617.37

Bank Reconciliation

Bank Statement		
CNB 9172	1,973,066.42	
Tax Collection 6026	5.13	
Chase Lockbox 6841	1,893,972.20	
CNB 3427	-	
Outstanding Checks	(757,933.90)	
Charge in-transit (Lenovo to XC)		
Charge in-transit (OMNI return to Deductions)		
Charge in-transit (Payroll HSA)	(14,501.48)	
Small Bal Adj	9.00	
Reconciled Balance	\$ 3,094,617.37	

Respectfully Submitted,

Cullen Spencer, District Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
Leadership
January 1 - January 31, 2023

Balance Forward: January 1, 2023 \$ 134,245.16

Receipts

Interest	3.53	
PSAT Student Collections		
Project Lead the Way Grant		
Donations		
FLACE Spelling Bee Prize Money	360.00	
VPA HOF Change Fund Return		
Clix Student Portrait Commissions		
PES Book Fair		
PES Yearbooks		
PES T-shirt collections		
AP Exam Fee		
Total Receipts		363.53

Disbursements

Warrant	(4,136.99)	
Xfer to Extracurricular		
Xfer to General for Proctor Pay	(1,130.00)	
Xfer to General for DECA Donation	(800.00)	
Xfer to Café for Catering Invoices		
Write-off NSF check #500 (Crockton)		
Total Disbursements		(6,066.99)

Balance on Hand: January 31, 2023 \$ 128,541.70

Bank Reconciliation

Bank Statement CNB 4762		132,511.40
Less Outstanding Checks		(3,969.70)
Deposit in-transit - Stop payment fee reversal		
Reconciled Balance		<u><u>\$ 128,541.70</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
Payroll
January 1 - January 31, 2023

Balance Forward: January 1, 2023 12,595.04

Receipts

Net Payroll 1/13	1,185,033.18
Net Payroll 1/31	1,353,408.04
Xfer from Gen Now	
ACH Return	124.67
Interest	2.62

Total Receipts 2,538,568.51

Disbursements

Payroll Checks	(16,132.38)
Payroll Dir Dep 1/13	(1,179,398.17)
Payroll Dir Dep 1/31	(1,343,035.34)
Adj for negative PR checks	
Xfer to General Now	

Total Disbursements (2,538,565.89)

Balance on Hand: December 31, 2022 \$ 12,597.66

Bank Reconciliation

Bank Statement CNB 7815 0.03%	25,868.15
Outstanding Checks	(13,344.49)
Deposit in transit - Stop payment fee refund	74.00
Reconciled Balance	<u><u>\$ 12,597.66</u></u>

Respectfully Submitted,


Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
Trust Memorial
January 1 - January 31, 2023

Balance Forward: January 1, 2023 385,128.52

Receipts

Dividends		
Academy Trust		
Sara Shenkman		
Donations/Contributions	200.00	
Investment Results		
Stale-Dated Check write-offs		
Interest	0.54	
	<hr/>	
Total Receipts		200.54

Disbursements

Warrant		
Investment Results		
Due to Extra Curricular		
	<hr/>	
Total Disbursements		-

Balance on Hand: January 31, 2023 \$ 385,329.06

Bank Reconciliation

Bank Statement	CNB Invest		365,021.16
Bank Statement	CNB 6516	0.03%	20,557.90
Less Outstanding Checks			(250.00)
Deposits in-transit			
		Reconciled Balance	<u><u>\$ 385,329.06</u></u>

Respectfully Submitted,


Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
Unemployment Reserve
January 1 - January 31, 2023

Balance Forward: January 1, 2023 467,828.25

Receipts

Interest Earnings on CD
Xfer from General
Interest

102.54

Total Receipts

102.54

Disbursements

Xfer to general for Claim pymnt

Total Disbursements

-

Balance on Hand: January 31, 2023

\$ 467,930.79

Bank Reconciliation

Bank Statement CNB 5716 0.08%

467,930.79

Reconciled Balance

\$ 467,930.79

Respectfully Submitted,



Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Treasurer's Report
VEBA
January 1 - January 31, 2023

Balance Forward: January 1, 2023 412,303.93
Receipts

Veba Recon from General		
Interest Earnings on CD		
Due from General		
Interest	90.37	
Total Receipts	90.37	90.37

Disbursements

Funding to BRI		
Xfer for Veba Funding		
BRI Admin Fees		
Xfer to General for Admin Fees	-	
Total Disbursements	-	-

Balance on Hand: January 31, 2023 \$ 412,394.30

Bank Reconciliation

Bank Statement CNB 3023		412,394.30
Reconciled Balance		<u><u>\$ 412,394.30</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
2/23/2023

Reviewed by: _____

Canandaigua City School District

Revenue Status Report By Function From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Tax	49,900,441.00	0.00	49,900,441.00	46,919,120.19	2,981,320.81
A 1081	Other Payment in Lieu of Taxes	676,789.00	0.00	676,789.00	234,668.10	442,120.90
A 1085	School Tax Relief Reimbursement	0.00	0.00	0.00	2,981,320.79	-2,981,320.79
A 1090	Interest and Penalties on Real Property Taxes	175,000.00	0.00	175,000.00	92,344.39	82,655.61
A 1335	Other Student Fees/Charges - From Individuals	7,500.00	0.00	7,500.00	1,510.89	5,989.11
A 2230	Tuitions - Other Districts in NYS	160,000.00	0.00	160,000.00	97,594.53	62,405.47
A 2280	Health Services for Other Districts	50,000.00	0.00	50,000.00	0.00	50,000.00
A 2401	Interest and Earnings	75,000.00	0.00	75,000.00	465,303.27	-390,303.27
A 2440	Rental of Buses	40,000.00	0.00	40,000.00	6,817.43	33,182.57
A 2650	Sale of Scrap and Excess Materials	2,500.00	0.00	2,500.00	7,424.20	-4,924.20
A 2666	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	98,130.00	-48,130.00
A 2680	Insurance Recoveries	0.00	0.00	0.00	57,865.40	-57,865.40
A 2701	Refund of Prior Year Expenses	75,000.00	0.00	75,000.00	3,939.52	71,060.48
A 2705	Gifts and Donations	0.00	9,304.00	9,304.00	9,404.00	-100.00
A 2770	Other Unclassified Revenues	60,000.00	0.00	60,000.00	80,382.24	-20,382.24
A 3101	Formula Operating Aid	27,416,454.00	0.00	27,416,454.00	4,334,678.94	23,081,775.06
A 3102	VLT Lottery Aid	0.00	0.00	0.00	5,298,188.63	-5,298,188.63
A 3103	BOCES Aid	2,100,000.00	0.00	2,100,000.00	0.00	2,100,000.00
A 3104	Tuition Aid (Chapters 47, 66, and 721)	215,000.00	0.00	215,000.00	232.00	214,768.00
A 3260	Texbook Aid	195,000.00	0.00	195,000.00	49,545.00	145,455.00
A 3261	Computer Hardware Aid	50,000.00	0.00	50,000.00	0.00	50,000.00
A 3262	Computer Software Aid	49,000.00	0.00	49,000.00	0.00	49,000.00
A 3263	Library Media Aid	20,000.00	0.00	20,000.00	0.00	20,000.00
A 3289	Other State Aid	15,000.00	0.00	15,000.00	4,915.55	10,084.45
A 4286	CARES Act Education Stabilization Federal Funds	0.00	0.00	0.00	51.99	-51.99
A 4289	Other Federal Aid (Specify)	0.00	0.00	0.00	43,826.65	-43,826.65
A 4601	Medicaid Assistance	110,000.00	0.00	110,000.00	75,984.49	34,015.51
A Totals:		81,442,684.00	9,304.00	81,451,988.00	60,863,248.20	20,588,739.80
C 1240	Qualified Breakfast Sales	40,000.00	0.00	40,000.00	35,182.80	4,817.20
C 1245	Other Breakfast Sales	6,000.00	0.00	6,000.00	5,473.44	526.56
C 1440	Qualified Lunch Sales	330,000.00	0.00	330,000.00	172,132.40	157,867.60
C 1445	Other Lunch Sales	115,000.00	0.00	115,000.00	83,240.28	31,759.72

Canandaigua City School District

Revenue Status Report By Function From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1446	Catering/Special Events	2,000.00	0.00	2,000.00	4,862.80	-2,862.80
C 2401	Interest and Earnings	200.00	0.00	200.00	132.15	67.85
C 2402	Over/Short	0.00	0.00	0.00	61.24	-61.24
C 2770	Other Unclassified Revenue	800.00	0.00	800.00	4,356.69	-3,556.69
C 2771	Commissions	5,000.00	0.00	5,000.00	4,293.01	706.99
C 3190	State Aid - School Lunch	20,000.00	0.00	20,000.00	7,470.00	12,530.00
C 3290	State Aid - School Breakfast	10,000.00	0.00	10,000.00	3,761.00	6,239.00
C 4190	Surplus Food - Federal	60,000.00	0.00	60,000.00	29,729.07	30,270.93
C 4190.100	Federal Lunch	550,000.00	0.00	550,000.00	263,100.00	286,900.00
C 4190.200	Federal Breakfast	150,000.00	0.00	150,000.00	85,605.00	64,395.00
C 4190.300	Other Federal Revenues	0.00	0.00	0.00	172,501.00	-172,501.00
C 4192	Summer Food Service Program	0.00	0.00	0.00	22,560.00	-22,560.00
C 5031	Transfer from General Fund	60,000.00	0.00	60,000.00	0.00	60,000.00
C Totals:		1,349,000.00	0.00	1,349,000.00	894,460.88	454,539.12
F3E 4126.000.21	Title III ENL 2021	4,073.25	0.00	4,073.25	0.00	4,073.25
F3E 4126.000.22	Title III ENL 2022	2,998.43	0.00	2,998.43	740.00	2,258.43
F3E 4126.000.23	Title III ENL 2023	4,247.00	0.00	4,247.00	0.00	4,247.00
F3E Totals:		11,318.68	0.00	11,318.68	740.00	10,578.68
F3I 4256.000.22	Title III Imigrant Education Revenues	1,440.00	0.00	1,440.00	1,439.80	0.20
F3I Totals:		1,440.00	0.00	1,440.00	1,439.80	0.20
FAR 4289	Federal Stimulus Revenues - ARPA	2,754,503.44	0.00	2,754,503.44	280,827.44	2,473,676.00
FAR Totals:		2,754,503.44	0.00	2,754,503.44	280,827.44	2,473,676.00
FCR 4289	CRRSA REVENUES - GEER/ESSR	1,738,052.20	0.00	1,738,052.20	463,694.20	1,274,358.00
FCR Totals:		1,738,052.20	0.00	1,738,052.20	463,694.20	1,274,358.00
FEC 4289	ECF Program Revenues	11,150.00	0.00	11,150.00	9,498.83	1,651.17
FEC Totals:		11,150.00	0.00	11,150.00	9,498.83	1,651.17
FHB 3289	Healthcare Workers Bonus	102,267.50	0.00	102,267.50	102,267.50	0.00

Canandaigua City School District

Revenue Status Report By Function From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
	FHB Totals:	102,267.50	0.00	102,267.50	102,267.50	0.00
FHL 4289	ARP - Homeless (HCY) Revenues	11,980.00	0.00	11,980.00	0.00	11,980.00
	FHL Totals:	11,980.00	0.00	11,980.00	0.00	11,980.00
FIA 4126.000.21	Title I Part A 2021	13,320.29	0.00	13,320.29	0.00	13,320.29
FIA 4126.000.22	Title I Part A 2021-22	59,015.92	0.00	59,015.92	55,629.40	3,386.52
FIA 4126.000.23	Title I Part A 2022-23	509,007.00	0.00	509,007.00	0.00	509,007.00
	FIA Totals:	581,343.21	0.00	581,343.21	55,629.40	525,713.81
FIB 4256	IDEA Section 611	966,098.00	0.00	966,098.00	193,219.00	772,879.00
	FIB Totals:	966,098.00	0.00	966,098.00	193,219.00	772,879.00
FIC 4256	IDEA Section 619	31,873.00	0.00	31,873.00	6,374.00	25,499.00
	FIC Totals:	31,873.00	0.00	31,873.00	6,374.00	25,499.00
FIE 4289	ARP-IDEA 611 Revenues	164,955.88	0.00	164,955.88	0.00	164,955.88
	FIE Totals:	164,955.88	0.00	164,955.88	0.00	164,955.88
FIF 4289	ARP-IDEA 619 Revenues	20,010.00	0.00	20,010.00	0.00	20,010.00
	FIF Totals:	20,010.00	0.00	20,010.00	0.00	20,010.00
FII 4126.000.21	Title IIA State Aid 20/21	1,270.02	0.00	1,270.02	0.00	1,270.02
FII 4126.000.22	Title IIA State Aid 21/22	2,836.52	0.00	2,836.52	1,890.00	946.52
FII 4126.000.23	Title IIA State Aid 22/23	88,870.00	0.00	88,870.00	0.00	88,870.00
	FII Totals:	92,976.54	0.00	92,976.54	1,890.00	91,086.54
FIV 4129.000.21	Title IV State Aid 20/21	13,121.59	0.00	13,121.59	0.00	13,121.59
FIV 4129.000.22	Title IV State Aid 21/22	8,355.86	0.00	8,355.86	0.00	8,355.86
FIV 4129.000.23	Title IV State Aid 22/23	34,771.00	0.00	34,771.00	0.00	34,771.00
	FIV Totals:	56,248.45	0.00	56,248.45	0.00	56,248.45
FSS 3289	Summer School Aid	663,200.00	0.00	663,200.00	0.00	663,200.00

Canandaigua City School District

Revenue Status Report By Function From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
FSS 5031	Summer School Interfund Transfer	165,800.00	0.00	165,800.00	0.00	165,800.00
	FSS Totals:	829,000.00	0.00	829,000.00	0.00	829,000.00
FUP 3289	Universal PreK	265,121.00	0.00	265,121.00	132,560.00	132,561.00
FUP 3289.FX	Universal PreK - Federal Expansion	461,664.00	0.00	461,664.00	92,332.00	369,332.00
	FUP Totals:	726,785.00	0.00	726,785.00	224,892.00	501,893.00
H23 5031	Capital Outlay 2022-23 Interfund transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	H23 Totals:	100,000.00	0.00	100,000.00	0.00	100,000.00
HAG 2680	Insurance Recoveries	900,000.00	0.00	900,000.00	0.00	900,000.00
HAG 5031	Interfund Transfer from General Fund	100,000.00	0.00	100,000.00	0.00	100,000.00
	HAG Totals:	1,000,000.00	0.00	1,000,000.00	0.00	1,000,000.00
HAP 2770	Other Miscellaneous Revenues	-1,810.00	0.00	-1,810.00	100.00	-1,910.00
HAP 5031	Asset Pres - Interfund Transfer	-2,000,000.00	0.00	-2,000,000.00	0.00	-2,000,000.00
HAP 5710	Asset Pres - Serial Bonds	51,100,000.00	0.00	51,100,000.00	0.00	51,100,000.00
HAP 5731	Asset Pres - BANS Redeemed	-660,000.00	0.00	-660,000.00	0.00	-660,000.00
	HAP Totals:	48,438,190.00	0.00	48,438,190.00	100.00	48,438,090.00
HSS 3297.000	Smart Schools State Sources	246,672.00	0.00	246,672.00	0.00	246,672.00
	HSS Totals:	246,672.00	0.00	246,672.00	0.00	246,672.00
TC 2770.44	Taxes Collected - Wood Library	0.00	0.00	0.00	844,250.00	-844,250.00
	TC Totals:	0.00	0.00	0.00	844,250.00	-844,250.00
V 2401	Interest & Earnings	0.00	0.00	0.00	78,109.24	-78,109.24
V 2710	Premium on BANs/Bonds	0.00	0.00	0.00	35,925.00	-35,925.00
	V Totals:	0.00	0.00	0.00	114,034.24	-114,034.24
	Grand Totals:	140,676,547.90	9,304.00	140,685,851.90	64,056,565.49	76,629,286.41

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 1/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	21,700.00	-5,000.00	16,700.00	1,741.36	0.00	14,958.64
120	Instructional Salary	*	7,888,926.00	-73,148.50	7,815,777.50	3,021,726.99	3,725,036.44	1,069,014.07
121	Instructional Salary	*	351,157.00	3,700.00	354,857.00	149,212.50	184,577.50	21,067.00
122	Instructional Salary	*	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
129	Instructional Salary	*	7,218.00	1,500.00	8,718.00	5,607.00	0.00	3,111.00
130	Instructional Salary	*	8,870,080.00	0.00	8,870,080.00	3,868,993.31	4,827,914.17	173,172.52
140	Instructional Salary Substitutes	*	773,750.00	0.00	773,750.00	372,081.89	36,830.79	364,837.32
141	Instructional Salary	*	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
150	Instructional Salary	*	10,927,241.00	44,692.50	10,971,933.50	5,304,280.49	5,122,429.81	545,223.20
151	Instructional Salary	*	9,500.00	0.00	9,500.00	1,877.00	0.00	7,623.00
160	Non-Instructional Salary	*	10,204,932.00	-28,137.00	10,176,795.00	5,129,699.78	1,952,273.42	3,094,821.80
200	Equipment	*	490,178.00	34,246.93	524,424.93	303,924.03	25,899.27	194,601.63
220	Computer Hardware	*	130,600.00	0.00	130,600.00	26,875.47	2,586.98	101,137.55
400	Contractual	*	3,186,609.00	535,005.56	3,721,614.56	1,776,628.54	1,299,134.96	645,851.06
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	1,631,916.00	67,757.44	1,699,673.44	974,805.70	424,540.45	300,327.29
460	Computer Software	*	118,596.00	5,131.08	123,727.08	53,032.32	34,033.50	36,661.26
470	Tuition	*	1,485,421.00	8,311.80	1,493,732.80	455,738.70	732,736.12	305,257.98
480	Textbooks	*	208,766.00	39,257.30	248,023.30	137,062.69	25,058.69	85,901.92
490	BOCES	*	8,622,657.00	-27,350.00	8,595,307.00	3,971,668.83	3,630,988.17	992,650.00
600	Principal	*	4,345,000.00	0.00	4,345,000.00	340,000.00	0.00	4,005,000.00
700	Interest	*	1,307,567.00	0.00	1,307,567.00	304,240.64	0.00	1,003,326.36
800	Employee Benefits	*	22,304,989.00	-81,000.00	22,223,989.00	12,100,072.80	3,303,883.94	6,820,032.26
900	Interfund Transfers	*	330,000.00	0.00	330,000.00	0.00	0.00	330,000.00
Fund ATotals:			83,248,803.00	524,967.11	83,773,770.11	38,299,270.04	25,327,924.21	20,146,575.86
160	Non-Instructional Salary	*	515,000.00	0.00	515,000.00	266,863.28	31,250.00	216,886.72
200	Equipment	*	20,000.00	-300.00	19,700.00	4,383.10	0.00	15,316.90
400	Contractual	*	507,800.00	0.00	507,800.00	292,014.88	135,144.24	80,640.88
450	Supplies	*	51,000.00	300.00	51,300.00	32,225.80	7,554.91	11,519.29
800	Employee Benefits	*	255,200.00	0.00	255,200.00	108,871.98	2,326.62	144,001.40
Fund CTotals:			1,349,000.00	0.00	1,349,000.00	704,359.04	176,275.77	468,365.19

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
150	*	4,850.75	0.00	4,850.75	0.00	0.00	4,850.75
450	*	5,727.93	740.00	6,467.93	740.00	0.00	5,727.93
Fund F3ETotals:		10,578.68	740.00	11,318.68	740.00	0.00	10,578.68
450	*	1,440.00	0.00	1,440.00	1,440.00	0.00	0.00
Fund F3ITotals:		1,440.00	0.00	1,440.00	1,440.00	0.00	0.00
150	*	1,648,474.53	331,926.79	1,980,401.32	464,505.95	138,471.10	1,377,424.27
160	*	30,000.00	-30,000.00	0.00	0.00	0.00	0.00
400	*	304,740.00	-196,061.20	108,678.80	43,351.98	53,300.00	12,026.82
450	*	280,135.03	-113,056.85	167,078.18	47,297.06	4,157.54	115,623.58
800	*	479,276.82	19,068.32	498,345.14	0.00	0.00	498,345.14
Fund FARTotals:		2,742,626.38	11,877.06	2,754,503.44	555,154.99	195,928.64	2,003,419.81
150	*	1,279,499.82	154,232.00	1,433,731.82	704,671.71	610,149.72	118,910.39
160	*	-18,853.05	52,519.00	33,665.95	38,192.37	0.00	-4,526.42
400	*	81,911.00	-15,000.00	66,911.00	17,350.00	7,000.00	42,561.00
450	*	138,129.11	-65,129.44	72,999.67	46,359.88	100.81	26,538.98
800	*	255,677.76	-124,934.00	130,743.76	0.00	0.00	130,743.76
Fund FCRTotals:		1,736,364.64	1,687.56	1,738,052.20	806,573.96	617,250.53	314,227.71
200	*	11,150.00	0.00	11,150.00	0.00	0.00	11,150.00
Fund FECTotals:		11,150.00	0.00	11,150.00	0.00	0.00	11,150.00
150	*	95,000.00	0.00	95,000.00	94,500.00	0.00	500.00
800	*	7,267.50	0.00	7,267.50	0.00	0.00	7,267.50
Fund FHBTotals:		102,267.50	0.00	102,267.50	94,500.00	0.00	7,767.50
450	*	11,980.00	0.00	11,980.00	3,080.00	8,900.00	0.00
Fund FHLTotals:		11,980.00	0.00	11,980.00	3,080.00	8,900.00	0.00
150	Instructional Salary	338,031.18	0.00	338,031.18	149,080.70	186,050.30	2,900.18
200	Equipment	22,100.00	-4,450.00	17,650.00	17,650.00	0.00	0.00

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 1/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
400	Contractual	*	29,978.35	753.00	30,731.35	18,955.00	2,188.00	9,588.35
450	Supplies	*	38,182.66	1,528.38	39,711.04	15,389.76	0.00	24,321.28
800	Employee Benefits	*	150,605.00	4,614.64	155,219.64	4,614.64	0.00	150,605.00
Fund FIATotals:			578,897.19	2,446.02	581,343.21	205,690.10	188,238.30	187,414.81
150	Instructional Salary	*	617,961.00	0.00	617,961.00	266,097.00	312,811.00	39,053.00
160	Non-Instructional Salary	*	184,931.00	0.00	184,931.00	78,188.32	18,151.74	88,590.94
400	Contractual	*	52,428.00	7,865.00	60,293.00	60,293.00	0.00	0.00
800	Employee Benefits	*	110,778.00	-7,865.00	102,913.00	0.00	0.00	102,913.00
Fund FIBTotals:			966,098.00	0.00	966,098.00	404,578.32	330,962.74	230,556.94
160	Non-Instructional Salary	*	21,037.00	0.00	21,037.00	12,271.29	8,765.31	0.40
400	Contractual	*	10,007.00	613.00	10,620.00	10,620.00	0.00	0.00
800	Employee Benefits	*	829.00	-613.00	216.00	0.00	0.00	216.00
Fund FICTotals:			31,873.00	0.00	31,873.00	22,891.29	8,765.31	216.40
150		*	116,902.50	-2,700.00	114,202.50	37,658.64	52,928.36	23,615.50
400		*	0.00	2,700.00	2,700.00	2,700.00	0.00	0.00
800		*	48,053.38	0.00	48,053.38	0.00	0.00	48,053.38
Fund FIETotals:			164,955.88	0.00	164,955.88	40,358.64	52,928.36	71,668.88
150		*	17,000.00	0.00	17,000.00	0.00	0.00	17,000.00
800		*	3,010.00	0.00	3,010.00	0.00	0.00	3,010.00
Fund FIFTotals:			20,010.00	0.00	20,010.00	0.00	0.00	20,010.00
150	Instructional Salary	*	84,165.00	0.00	84,165.00	38,158.35	46,173.67	-167.02
400	Contractual	*	7,506.50	0.00	7,506.50	2,072.56	0.00	5,433.94
460	Travel	*	1,304.52	0.00	1,304.52	1,280.00	0.00	24.52
Fund FIITotals:			92,976.02	0.00	92,976.02	41,510.91	46,173.67	5,291.44
150	Instructional Salary	*	19,965.50	0.00	19,965.50	8,313.76	11,639.09	12.65
400	Contractual	*	16,091.00	0.00	16,091.00	0.00	0.00	16,091.00
450	Supplies	*	20,192.83	0.00	20,192.83	0.00	0.00	20,192.83

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 1/31/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
Fund FIVTotals:			56,249.33	0.00	56,249.33	8,313.76	11,639.09	36,296.48
150	Instructional Salary	*	85,000.00	0.00	85,000.00	79,150.50	0.00	5,849.50
160	Non-Instructional Salary	*	150,000.00	0.00	150,000.00	124,544.94	0.00	25,455.06
400	Contractual	*	43,500.00	0.00	43,500.00	14,009.35	0.00	29,490.65
450	Supplies	*	500.00	0.00	500.00	18,599.33	0.00	-18,099.33
470	Tuition	*	125,000.00	0.00	125,000.00	123,976.20	0.00	1,023.80
490		*	350,000.00	0.00	350,000.00	242,085.00	107,915.00	0.00
800	Employee Benefits	*	75,000.00	0.00	75,000.00	57,564.03	0.00	17,435.97
Fund FSSTotals:			829,000.00	0.00	829,000.00	659,929.35	107,915.00	61,155.65
150	Instructional Salary	*	209,598.00	0.00	209,598.00	99,529.44	110,338.56	-270.00
160	Non-Instructional Salary	*	55,187.00	0.00	55,187.00	34,280.23	0.00	20,906.77
400	Contractual	*	462,000.00	0.00	462,000.00	173,250.00	288,750.00	0.00
Fund FUPTotals:			726,785.00	0.00	726,785.00	307,059.67	399,088.56	20,636.77
240		*	10,000.00	1,500.00	11,500.00	10,175.94	1,181.87	142.19
294		*	90,000.00	-1,500.00	88,500.00	0.00	85,700.00	2,800.00
Fund H23Totals:			100,000.00	0.00	100,000.00	10,175.94	86,881.87	2,942.19
160		*	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
240		*	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
243		*	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
244		*	20,000.00	0.00	20,000.00	4,545.00	15,455.00	0.00
245		*	13,000.00	0.00	13,000.00	0.00	13,000.00	0.00
246		*	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
253		*	492,500.00	0.00	492,500.00	0.00	0.00	492,500.00
293		*	400,000.00	0.00	400,000.00	0.00	243,313.45	156,686.55
400		*	22,500.00	0.00	22,500.00	0.00	0.00	22,500.00
450		*	10,000.00	0.00	10,000.00	0.00	3,262.00	6,738.00
Fund HAGTotals:			1,000,000.00	0.00	1,000,000.00	4,545.00	285,030.45	710,424.55
201		*	17,000.00	1,390,251.65	1,407,251.65	547,623.36	842,628.29	17,000.00

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 1/31/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
240	*	2,019,199.25	-393,953.04	1,625,246.21	45,537.57	135,667.90	1,444,040.74
243	*	38,550.00	3,726.00	42,276.00	0.00	3,726.00	38,550.00
244	*	-1,290.00	301,265.13	299,975.13	18,747.08	282,518.55	-1,290.50
245	*	114,458.49	358,830.55	473,289.04	199,686.44	159,144.11	114,458.49
246	*	268,723.02	43,741.12	312,464.14	72,743.00	8,768.12	230,953.02
253	*	3,660,757.09	1,037,364.49	4,698,121.58	0.00	0.00	4,698,121.58
270	*	1,725,000.00	-1,070,000.00	655,000.00	0.00	0.00	655,000.00
293	*	342,130.81	15,132,975.73	15,475,106.54	7,920,992.14	7,314,702.59	239,411.81
294	*	10,963.00	8,468,317.05	8,479,280.05	4,617,149.57	3,864,113.19	-1,982.71
295	*	7,829.00	1,084,072.36	1,091,901.36	601,842.62	487,751.74	2,307.00
296	*	10,411.00	3,308,247.70	3,318,658.70	1,243,707.70	2,077,672.00	-2,721.00
297	*	270,526.00	684,707.59	955,233.59	840,813.00	114,420.59	0.00
Fund HAPTotals:		8,484,257.66	30,349,546.33	38,833,803.99	16,108,842.48	15,291,113.08	7,433,848.43
210	*	369.60	1,069,045.00	1,069,414.60	0.00	1,069,045.00	369.60
900	*	-758.28	0.00	-758.28	0.00	0.00	-758.28
Fund HBUTotals:		-388.68	1,069,045.00	1,068,656.32	0.00	1,069,045.00	-388.68
200	*	170,697.81	0.00	170,697.81	0.00	0.00	170,697.81
400	*	75,974.19	0.00	75,974.19	0.00	0.00	75,974.19
Fund HSSTotals:		246,672.00	0.00	246,672.00	0.00	0.00	246,672.00
440	*	0.00	0.00	0.00	844,250.00	0.00	-844,250.00
Fund TCTotals:		0.00	0.00	0.00	844,250.00	0.00	-844,250.00
Grand Totals:		102,511,595.60	31,960,309.08	134,471,904.68	59,123,263.49	44,204,060.58	31,144,580.61



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): **Class of 2024**

Destination: **New York City**

Departure Date and Approximate Time: **Saturday, November 18th, 2023 - 7am**

Return Date and Approximate Time: **Monday, November 20th, 2023 - 6pm**

Number of Students Expected to Attend: **hopefully 200**

Number of Chaperones (also detail how students will be supervised 24 hours / day): **This depends on the number of students who go on the trip. We will have 1 chaperone for every 10 students.**

Cost per student	
Package Amount	< \$600
<i>or</i> Breakdown Amount	
Travel	
Lodging	
Meals	
Breakfast	
Lunch	1 lunch included
Dinner	2 dinners included
Other (Explanation)	Students will bring breakfast for the morning we leave. After that, each student will be responsible for 2 breakfasts, 3 lunches, and 1 dinner
Cost of Trip Per Student	We are working hard to keep the cost below \$600 so that any interested student can afford to go. We will apply for the Arts in Education grant. We will update this information as soon as possible.
Less Club Contribution	
Less Expected Fundraising	Students will be able to lower the trip cost with two fundraisers (chicken barbeque and Finger Lakes coffee sales). These will reduce the individual's cost of the trip. There will also be fundraisers that lower the cost of the trip as a whole - Chipotle night and Tom Wahl's night.
Final Cost to Student	We will let you know as soon as possible.



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):

The trip will be less than \$600. Each student can reduce the price of his or her trip by participating in two fundraisers (Chicken barbeque and Finger Lakes coffee sales).

Mode of Transportation (include bus service / airline):

Niagara Scenic Transportation

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

Manhattan Times Square Hotel

Refund policy/ Insurance or other recoup options:

The trip cost is 90% refundable up to 90 days prior. Within 60 days it is 50% refundable and after 45 days it is not refundable. However our travel agent does try and get back as much of the meal and attraction money as possible. The insurance is approximately \$50 but only includes sickness and medical or death issues with the immediate family. No insurance covers not having the grades or getting into trouble in school. Again, she always tries to get them back as much as possible. Please feel free to call our travel agent with questions.

Sue Ann Taft-Manager
VIP Group Travel and Tours LLC
585-748-7173

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:

This will be a trip in the fall to create memories and friendships for the rest of the students' senior year.

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*

Mary Eckdahl
Name (print) of Trip Coordinator

M Eckdahl
Signature of Trip Coordinator

2-2-23
Date



Request for Overnight Field Trip

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>MS</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 Class of 2024 is sponsoring a Senior trip to New York City**

Enclosed you will find the following important forms that must be completed and RETURNED by April 28, 2023:

- 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:

eckdahlm@canandaiguaschools.org & gleasonk@canandaiguaschools.org

The final payment for this trip was due on June 13, 2023. 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, please see attachment

Accommodations:

please see attachment

Restaurants:

please see attachment

Travel/Motor Coach:

please see attachment

Chaperone Contact Information:

please see attachment

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 <u>11/18/23 - 11/20/23</u> Class/Group <u>Class of 2024</u> Teacher/Supervisor <u>Eckdahl & Gleason</u> Trip Destination <u>New York City</u> Other Planned Stops <u>X</u> Planned Departure Time <u>7am</u> Planned Return Time <u>TBD</u> Departing From <u>Academy</u> Returning To <u>Academy</u>	Transportation Bus <u>X</u> Walk _____ Other _____
---	--

To be completed by parent:

_____ has my permission to attend the school sponsored trip to

Name of Student

New York City on 11/18/23 - 11/20/23

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 **approximately 10 days before the trip**

Date of trip: 11/18/23 - 11/20/23

Hotel: Niagara Scenic Transportation

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

Room Assignments 4 students / room - They will pick.

Rules/Behavior see attachment 7

Students with Medication We will follow the rules listed in the letter from school nurses regarding medications. It is included in this packet.

Trip cancellation policy/ insurance The trip cost is 90% refundable up to 90 days prior. Within 60 days it is 50% refundable and after 45 days it is not refundable. However our travel agent does try and get back as much of the meal and attraction money as possible. The insurance is approximately \$50 but only includes sickness and medical or death issues with the immediate family. No insurance covers not having the grades or getting into trouble in school. Again, she always tries to get them back as much as possible. Please feel free to call our travel agent with questions.

Sue Ann Taft-Manager
VIP Group Travel and Tours LLC
585-748-7173

COVID plan We will follow the COVID plan that is in place.

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 2022-2023 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 **New York City on 11/18/23 - 11/20/23**.

From: **Marcia Jewell or Mary Green, Canandaigua Academy**

Re: Medication for **Senior Trip to New York City**

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 **11/8/23**.
- 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, birth control pills and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Students will be allowed to carry non-prescription medication (over the counter) if they already have a health care provider note on file. Furthermore, they will only be allowed to carry enough for the **3 Day Trip**. They should **not** have a bottle with 50 or more.
- 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.
- 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 ___ 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, birth control pills, other emergency medications or prior approved over the counter 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) listed above 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 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 theft at any location will involve the police.
- If the use of illegal and/or illicit drugs or alcohol is suspected, the chaperones and a building administrator will IMMEDIATELY confront the student(s). The administrator will call parents and local police.
- **It will be each parent's responsibility to provide immediate transportation home for their child if he/she is found in violation of the school's alcohol, drug, weapons, or theft/vandalism policy.**
- Students are required to abide by any trip safety plan including COVID requirements and local authority and host requirements.
- There will be no smoking or burning of incense/candles in hotel rooms.
- Students are **ONLY** allowed in their assigned hotel room. If a student is in another student's hotel room, the door must be **WIDE OPEN AT ALL TIMES.**
- To respond immediately and with due respect to directives issued by the chaperones, tour guides, bus drivers, hotel and restaurant personnel, and any others in authority.
- To adhere to the itinerary sites as a group, with the understanding that "side trips" on your own are not allowed. No one is to walk or take any public or private transportation to any other location for any reason. Your whereabouts must be known by the trip chaperones at all times.
- To strictly adhere to all announced time schedules, including all meeting times and locations and curfews. Once "lights out" time occurs at the hotel, no one is to leave his or her assigned room until the next morning.
- To conduct yourself in an adult fashion at all times. You are representing your family and your school, as well as yourself. Immature behavior of **any type** will be immediately halted, and students involved will be reprimanded. You will be expected to dress and conduct yourself with dignity and class at all times. Loud, raucous, disruptive, or distracting behavior will not be allowed.
- To show respect for others and the property of others - students, chaperones, hosts at attractions, and at the hotel restaurants and other locations we will be visiting.
- To feel confident to report any complaints or problems to the appropriate chaperone(s).
- At no time will students be allowed to sleep in areas other than those assigned.
- Visits by local family members are to be pre-arranged and **PRECEDED** with a note from your parent.
- Visits by local friends are specifically not allowed.
- Students will be taped into their hotel rooms each night.

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

Parent Signature

Date

Student Signature

Date

CANANDAIGUA Senior Trip

PARENT/STUDENT CONTRACT TO BE READ, SIGNED and RETURNED

1. Drugs, Alcohol and Tobacco

The students of **Canandaigua Class of 2024** 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 November 18, 2023** and **return to Canandaigua on November 20, 2023** 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 **New York City** 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. **New York City** 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 **New York City** 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 **New York City** 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 Canandaiua School District, Sue Ann Taft, or Niagara Scenic Transportation 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.
1. Students need to remember to respect others in terms of noise levels.
2. 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
1. Upon arrival to each location- before students are allowed to unload
2. Every organized meal
3. After curfew
4. 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.

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):

FBLA - Future Business Leaders of America

Destination:

NYC

Departure Date and Approximate Time:

Saturday, April 15, 2023 5:30 am

Return Date and Approximate Time:

Sunday, April 16, 2023 8:07 pm

Number of Students Expected to Attend:

8

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

Two Canandaigua Academy employees, We are paying for private security for the 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): \$0

Mode of Transportation (include bus service / airline):

Amtrak train-Rochester, NY

<https://www.amtrak.com/stations/roc>

Hop-on-hop-off tour bus (1 day pass)

<https://www.bigbustours.com/en/new-york/hop-on-hop-off-new-york>

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

FAIRFIELD BY MARRIOTT® INN & SUITES
338 WEST 36TH STREET,
NEW YORK, NEW YORK, USA, 10018
TOLL FREE:+1-800-228-2800
FAX: +1 212-216-9266

<https://www.marriott.com/en-us/hotels/nycmw-fairfield-inn-and-suites-new-york-mahattan-times-square-south/overview/>

Includes Hot Breakfast Buffett

Refund policy/ Insurance or other recoup options:

N/A

Estimated Cost per student	
Package Amount	
or Breakdown Amount	
Travel	\$97 round trip
Lodging	\$419
Meals	
Breakfast	Included w/hotel
Lunch	1 @ \$35
Dinner	1 @ \$50
Other (Explanation)	\$54 hop on/off tour bus day pass Broadway musical Entertainment \$130
Cost of Trip Per Student	\$785
Less Club Contribution	\$785
Less Expected Fundraising	0
Final Cost to Student	0

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:

Future Business Leaders have taken a business-related trip to NYC annually until the pandemic. Our last trip was 2016 with Barb Landon. We have fundraised since then and have enough to return. Our students will take a tour to experience the beating heart of American business today. The students in the club want to learn more about the history and significance of marketing, retail, educational and financial aspects of the attractions we'll be touring. We'll be going over the attractions and what we'll glean from our tours prior and after our visit. Students will prepare questions they will want answered prior to departing for the trip.

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

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

Tammy Franz
Name (print) of Trip Coordinator

Tammy Franz
Signature of Trip Coordinator

1/12/23
Date

Approvals: (Office Use Only)

Principal/AD/Supervisor:	(Initial) <u>YJ</u>	(Final) <u>YJ</u>
Director Of Transportation:	(Initial) <u>[Signature]</u>	(Final) <u>[Signature]</u>
ASI:	(Initial) <u>NS</u>	(Final) <u>[Signature]</u>
Superintendent:	(Initial) <u>[Signature]</u>	(Final) <u>[Signature]</u>
Board of Education:	(Initial) <u>DS 1/23/23</u>	(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 FBLA Future Business Leaders of American club is sponsoring a trip to NYC to tour business and financial districts.**

Enclosed you will find the following important forms that must be completed and RETURNED by February 15, 2023.

- 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/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:

585-396-3800
435 East Street
Canandaigua, NY 14424

Chaperone Contact Information:

Braves Square group message

Tammy Franz Franzt@canandaiguaschools.org

Lisa Bellis bellisl@canandaiguaschools.org

To PARENT Attachment 1 – Itinerary

**CANANDAIGUA ACADEMY
NEW YORK CITY ITINERARY
April 15-16, 2023**

FBLA Students 7 count

Advisor: Tammy Franz and Lisa Bellis

Saturday, April 15, 2023, Leave Canandaigua and be at Amtrak Train Station (Est. 45 min drive) DEPART: Boarding at 5:30 am Amtrak- Train Station - Station Building (with waiting room) https://www.amtrak.com/stations/roc Location: 320 Central Avenue Rochester, NY 14605 (Each passenger may bring two personal items, 25 lbs. (12 kg) and 14 x 11 x 7 inches each, and two carry-on items, 50 lbs. (23 kg) and 28 x 22 x 14 inches each, onboard. Make sure you have a tag with your name and address on the outside of all your bags.)	5:30 am
Bag lunch and snacks for the train (Optional-Cafe cart available at student expense) ARRIVE in NYC and check in to hotel for bag drop off. FAIRFIELD BY MARRIOTT® INN & SUITES NEW YORK 338 West 36Th Street, New York, New York, USA, 10018 TOLL FREE:+1-800-228-2800 FAX: +1 212-216-9266 https://www.marriott.com/en-us/hotels/nycmw-fairfield-inn-and-suites-new-york-manhattan-times-square-south/overview/ 4 Rooms Room 1 -Tammy Franz, Lisa Bellis-Advisors Room 2- Regan Bennett, Quinn Evans, Carly Stevens Room 3 -Shirley Chen, JeXuan Lian Liu, JeYuan Lian Liu Room 4 -Tad Zerges Jeremy Loblaw	12:45 pm
Lunch at Stardust Diner https://www.ellensstardustdiner.com/	1 pm
Get bus tickets and start the tour to the financial district. (Federal Reserve Bank, Wall Street, Stock Exchange, Charging bull, etc)	1-5 pm
Dinner in Little Italy	5-6 pm
Bus back to the hotel to freshen up for Broadway play-Finish the scenic tour with Hop-on hop-off bus to iconic landmarks such as the Empire State Building, Statue of Liberty, One World Observatory, and Brooklyn Bridge https://www.bigbustours.com/en/new-york/hop-on-hop-off-new-york	6-7 pm
Broadway Play	8-10 pm
Return to hotel & room check	11 pm
Sunday, April 16, 2023 Hot Breakfast Buffet at the hotel (Included)	7-10 am
Depart for Home Via Amtrak Penn Station	1:20 pm
Arrive at Rochester Train Station for parent pick up	8:07 pm
Chaperone Contact Information: Braves Square group message, Tammy Franz Franzt@canandaiguaschools.org Lisa Bellis- bellisl@canandaiguaschools.org	

Parent Attachment 2 - FIELD TRIP PERMISSION FORM

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

Trip Date __April 15- 16____(1 night)_____

Class/Group __FBLA Future Business Leaders of America_____

Teacher/Supervisor __Tammy Franz and Lisa Bellis_____

Trip Destination __NYC_____

Other Planned Stops __NONE_____

Planned Departure Time ____5:30 am____

Planned Return Time ____8:07 pm_____

Departing From: ____Meet at Rochester train station (parent/guardian drop off)

Returning To ____Rochester train station (parent/guardian pick up)

Additional

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



PRESENT THIS DOCUMENT FOR BOARDING

RESERVATION NUMBER 2892CF

RES# 2892CF-01MAR23

ROC



NYP

Round-Trip

Rochester, NY
Louise M. Slaughter Station

New York, NY
Moynihan Train Hall at Penn Sta.

APRIL 15, 2023

Depart

TRAIN	EMPIRE SERVICE	DEPARTS	ARRIVES
280	Apr 15, 2023	5:40 AM Rochester, NY Louise M. Slaughter Station	12:45 PM New York, NY Moynihan Train Hall at Penn Sta.
10 Coach Seats			

Return

TRAIN	EMPIRE SERVICE	DEPARTS	ARRIVES
283	Apr 16, 2023	1:20 PM New York, NY Moynihan Train Hall at Penn Sta.	8:07 PM Rochester, NY Louise M. Slaughter Station
10 Coach Seats			

PASSENGERS (10)

FRANZ, TAMMY	ADULT
BELLIS, LISA	ADULT
BENNETT, REGAN	ADULT
EVANS, QUINN	ADULT
STEVENS, CARLY	ADULT
CHEN, SHIRLEY	ADULT
LIAN LIU, JEXUAN	ADULT
LIAN LIU, JAYUAN	ADULT
ZERGES, TAD	ADULT
LOBLAW, JEREMY	ADULT

AMTRAK GUEST REWARDS

No member number provided. Join at Amtrak.com
No member number provided. Join at Amtrak.com
No member number provided. Join at Amtrak.com
No member number provided. Join at Amtrak.com
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No member number provided. Join at Amtrak.com
No member number provided. Join at Amtrak.com
No member number provided. Join at Amtrak.com

Proper identification is required for all passengers. This document is valid for only passengers listed. See www.amtrak.com/ID for details.

IMPORTANT INFORMATION

- CANCELLATION FEE MAY APPLY.
- NOT VALID ON OTHER DATES/TRAINS

- NON-REFUNDABLE, EXCHANGES PERMITTED FOR OTHER RAIL FARE PURCHASES

To be completed by parent:

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

_____ on _____ . I agree to drop off and pick up my student at the Rochester Train Station.
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 from the Rochester Train station, 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: Tuesday, April 11, 2023
ZOOM Link will be provide via Braves/Parent Square group

Date of trip: _ Saturday, April 15, 2023

Hotel:

FAIRFIELD BY MARRIOTT® INN & SUITES NEW YORK

338 West 36Th Street,

New York, New York, USA, 10018

TOLL FREE:+1-800-228-2800

FAX: +1 212-216-9266

<https://www.marriott.com/en-us/hotels/nycmw-fairfield-inn-and-suites-new-york-manhattan-times-square-south/overview/>

Costs: No cost to students due to fundraising. Student may bring money to shop at their own expense.

Room Assignments: 4 Rooms

Room 1 -Tammy Franz, Lisa Bellis-Advisors

Room 2- Regan Bennett, Quinn Evans, Carly Stevens

Room 3 -Shirley Chen, JeXuan Lian Liu, JeYuan Lian Liu

Room 4 -Tad Zerges Jeremy Loblaw

Rules/Behavior: Canandaigua Academy student handbook rules apply along with following detailed instructions from chaperones. Students will be with chaperones at all times.

Students with Medication: None on file at school. Forms will be completed by parent/guardians for any other medications.

Trip cancellation policy/Covid plan: Due to FBLA club contribution, student will not be held responsible for financial loss if they test positive for Covid and can't attend. The club will have the loss.

IMPORTANT TRIP NOTICE

Parent/Guardian

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 2022-2023 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 NYC on April 15.

From: Marcia Jewell, RN

Academy School Nurse

Phone# 585-396-3821

Fax # 585-396-3957

Re: Medication for NYC 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 April 11, 2023
- 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 585-396-3821 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 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 FBLA
Trip
PARENT/STUDENT CONTRACT
TO BE READ, SIGNED and RETURNED**

1. Drugs, Alcohol and Tobacco

The students of FBLA 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 April 15 and return to Canandaigua on April 16** 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 NYC 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. NYC 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 NYC 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 NYC 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

At 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 Canandaigua City School District or the Chaperones 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 train neat and clean at all times. Continually police your own area!
9. **PACK:**
 - One bag so you don't have to carry a lot on our walk to and from hotel.
 - 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. Check the weather for the weekend.
 - A cell phone or watch. It is critical that you are always **ON TIME!**
 - **Bring some snacks or money for the café cart on the train. 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:
 - Shopping (Souvenirs)
 - Extra Snacks in between meals
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 train, 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 and train.
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

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:

3/24/23 - 8 am - Friday

Return Date and Approximate Time:

3/25/23 - 10pm – Saturday

Number of Students Expected to Attend:

25 student-athletes

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@fingerlakeswinerytours.com

Coach Bus * Paid by Booster Club

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	7000 Bus *
or Breakdown Amount	
Travel	
Lodging	53
Meals	
Breakfasts	16
Lunches	24
Dinners	32
Other (Explanation)	
Cost of Trip Per Student	405 include bus
Less Club Contribution	285
Less Expected Fundraising	
Final Cost to Student	\$120



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 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):

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

Deven York
 Name (print) of Trip Coordinator Signature of Trip Coordinator Date 1/10/23

Approvals: (Office Use Only)

Principal/AD/Supervisor:	(Initial) <u>AWC</u>	(Final) <u>AWC</u>
Director Of Transportation:	(Initial) <u>MS</u>	(Final) <u>MS</u>
ASI:	(Initial) _____	(Final) _____
Superintendent:	(Initial) <u>JA</u>	(Final) <u>JA</u>
Board of Education:	(Initial) <u>3/6/2023</u> <u>DS</u>	(Final) _____

Introductory Letter

Dear Parent:

Your child is being provided a wonderful opportunity to extend his/her learning beyond the classroom and assume adult responsibilities at the same time. **The Canandaigua 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
- 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

Accommodations:

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

Restaurants:

none

Travel/Motor Coach:

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

Chaperone Contact Information:

Deven York
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*
Sudbury Massachusetts

Other Planned Stops None

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

Departing From Academy Returning To 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

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.

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 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 _____

Forms to NURSES

Trip cancellation policy/ insurance _____ Boosters will reimburse _____

Other: _____

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. Revised Oct 2017

Attachment 7

Behavior Expectations/Monitoring Guidelines

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

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

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

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

Parent Signature

Date

Student Signature
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.
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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*.

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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.

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