

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION  
BUSINESS MEETING**

**November 8, 2022**

139 Fairbanks Rd, Churchville, NY 14428

**6:00 P.M. – ANTICIPATED EXEMPT SESSION**

Professional Development Room A #3802

**6:30 P.M. – ANTICIPATED EXECUTIVE SESSION**

Professional Development Room A #3802

*It is anticipated that the BOE will enter into Executive Session to discuss confidential information regarding a legal issue, employment history of particular individuals and/or negotiations with collective bargaining units.*

**7:00 P.M. –REGULAR BUSINESS MEETING**

Administrative Board Room #3808

**AGENDA  
REGULAR BUSINESS MEETING  
Administrative Board Room #3808**

**I. Meeting Start-Up**

- A. Call to Order
- B. Pledge of Allegiance
- C. Board President's Remarks
- D. Appoint New Board of Education Member
- E. Approval/Amendment of Agenda
- F. Approval of October 25, 2022 Minutes

*(The Board will move to the Middle School Auditorium for the presentations).*

**II. Special Presentations**

- 1. Chestnut Ridge School Triple C Awards – Kim Hale and Jennifer Dixon
- 2. Monroe 2-Orleans BOCES – Jo Anne Antonacci
- 3. MCSBA Executive Director – Amy Thomas

**III. Student Representative Update – Jason Tolevski**

**IV. Superintendent Update – Lori Orologio**

**V. Privilege of the Floor**

**VI. Program**

**A. Action Item**

- 1. Committees on Special Education and Preschool Special Education Recommendations
- 2. Instrument Donation
- 3. Overnight Field Trip Varsity Baseball Team
- 4. Overnight Field Trip World Language Department
- 5. Overnight Field Trip Robotics Club

**B. Discussion**

1. None

**VII. Personnel**

**A. Action Items**

1. Classified & Non-Classified Personnel Actions
2. Mid-Year Tenure Recommendations
3. MOAs with five SHS Spanish Teachers regarding temporary instructional coverage:
  - MOA with CCEA A
  - MOA with CCEA B
  - MOA with CCEA C
  - MOA with CCEA D
  - MOA with CCEA E

**B. Discussion**

1. None

**VIII. Business**

**A. Action Items**

1. None

**B. Discussion**

1. Income Limits for Aged and Disabled Tax Exemptions

**IX. Committee and Event Reports**

**X. Adjournment**

**XI. \*Executive Session**

*\*The BOE may choose to enter into Executive Session to discuss confidential information regarding a legal issue, employment history of particular individuals and/or negotiations with collective bargaining units or any other confidential issue considered exempt by the NYS Department of State, Committee on Open Government.*

**Important Dates:**

**Friday, November 11:** Veteran's Day Observed, No School

**Monday, November 14:** PreK-6 Parent/Teacher Conferences, No School for Students in Grades PreK-8, Grades 9-12 in Session

**Monday, November 14:** JV and Varsity Winter Sports begin

**Wednesday, November 16:** CRSPTO Meeting

**Friday, November 18:** 6-8 Musical, CCPAC 7:00 pm

**Saturday, November 19:** 6-8 Musical, CCPAC, 2:00 pm & 7:00 pm

**Monday, November 21:** National Honor Society Induction, CCPAC, 7:00 pm

**Monday, November 21:** Winter Modified Sports Begin

**Tuesday, November 22:** BOE Meeting, BOE Room #3808, 7:00 pm

**Wednesday, November 23:** Ninth Grade Academy Career Day

**Thursday & Friday, November 24-25:** Thanksgiving Observed, No School

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
BOARD OF EDUCATION**

**October 25, 2022**

139 Fairbanks Rd, Churchville, NY 14428  
Middle School Auditorium

**6:00 PM WORK SESSION**

Professional Development Conference Room A

***MEMBERS PRESENT***

Tom Albano, Kristen Brumbaugh, Kathleen Dillon, Steve Hogan, Michael Iacucci, Alycia Nagle, Jonathan Payne, and Amy Wilson

***MEMBERS ABSENT***

Cheryl Repass

***OTHERS PRESENT***

Lori Orologio, Matt DeAmaral, Larry Vito, Giulio Bosco, Nicole Livingston-Neal, Barb Woo and Michelle Penner

*M. Iacucci left at 6:25 p.m.*

***EXECUTIVE SESSION***

Moved by A. Wilson and seconded by K. Brumbaugh to enter into Executive Session at 6:26 p.m. to discuss confidential information regarding a legal issue, the employment of particular individuals, and/or negotiations with collective bargaining units.

YES: All (7) ABSTAINED: None

NO: None Motion carried

*B. Woo and M. Penner stepped out of the room at 6:30 p.m.*

***RETURN FROM EXECUTIVE SESSION***

Moved by K. Dillon and seconded by S. Hogan to return from Executive Session at 6:55 p.m. and enter back into a public session.

YES: All (7) ABSTAINED: None

NO: None Motion carried

**7:00 PM REGULAR BUSINESS MEETING**

Administrative BOE Room

***MEMBERS PRESENT***

Tom Albano, Kristen Brumbaugh, Kathleen Dillon, Steve Hogan, Alycia Nagle, Jonathan Payne, and Amy Wilson

***MEMBERS ABSENT***

Mike Iacucci and Cheryl Repass

### ***OTHERS PRESENT***

Lori Orologio, Matt DeAmaral, Larry Vito, Giulio Bosco, Nicole Livingston-Neal, Barb Woo, Kathy Occhioni, Michelle Penner, Matthew Behlok, Tyler Meister, Erica Meister, Ava McNutt, Gretchen Foehner, Katelyn Wagenhauser, Patrick Irving, Damianos Strembenis, Maura Perry, Jamya Lloyd

### ***BUSINESS MEETING CALL TO ORDER***

Board of Education President Kathy Dillon called the business meeting to order at 7:00 p.m. She began with the Pledge of Allegiance.

### ***PLEDGE OF ALLEGIANCE***

### ***PRESIDENT'S REMARKS***

President Kathy Dillon stated that the Board met in an executive session prior to the meeting to discuss confidential information regarding a legal issue, the employment of particular individuals, and/or negotiations with collective bargaining units. President Dillon offered congratulations to the following individuals and teams for various athletic accomplishments: girls tennis, boys soccer, boys cross country who have won division titles this fall; John Mahoney for being named Monroe County Division 2 Boys Soccer Coach of the Year; Brock Osbourne for being named Section V Class A1 Football Defensive Player of the Week; Amelia Breton for breaking our school record in girls soccer for most career goals; Colton Shuman for being named Monroe County Boys Soccer Division 2 Player of the Week; our cheerleading team for taking 1st place at the Dansville Invitational; and to our boys cross country team for finishing with an undefeated season at 9-0. She then informed board members that there is an addendum to the Personnel Actions which needed to be approved at the same time as those in the packet. President Dillon then asked for an approval of the agenda as revised.

### ***AMENDED AGENDA APPROVAL***

Moved by S. Hogan and seconded by K. Brumbaugh to approve the agenda as amended.

YES: All (7) ABSTAINED: None

NO: None Motion carried

### ***APPROVAL OF MINUTES***

Moved by J. Payne and seconded by A. Nagle to approve the October 11, 2022 minutes as presented.

YES: All (6) ABSTAINED: Kristen Brumbaugh

NO: None Motion carried

### ***SPECIAL PRESENTATIONS***

#### ***SPECIAL PRESENTATIONS – BOE RECOGNITION***

Lori Orologio, Superintendent, announced that in honor of Board of Education Recognition Week, the District had prepared several special presentations for the board and she asked everyone to step across the hall to the Middle School Auditorium. Once all seated in the Auditorium, Dr. Orologio introduced the Board of Education and thanked them for all they do.



### **SENIOR HIGH SCHOOL CURRICULUM DEMONSTRATION**

Superintendent Orologio introduced Assistant Superintendent Giulio Bosco, who presented Ms. Wendy English and master educator Brian Young. Brian described the presentation that the students would be sharing. The demonstration was a result of many hours of coding done by the students. Students demonstrated the coding project using LED lights on a small demo house. The lights flashed, changed color and created different patterns all done to music.

Ava Briggs (absent)  
Kyler Thomas

Grayson Galliford

Malena Leastman

Mercy Payne

### **MIDDLE SCHOOL ORCHESTRAL PERFORMANCE**

Assistant Superintendent Giulio Bosco introduced Director of Fine Arts Jeff Smith who introduced middle school orchestra director Andrea Ryan. Andrea directed the following students in an orchestral performance:

Josh Bennett  
Anna Gale  
Delaney Klug  
Gabbie Nasca

Logan Bucciarelli  
Savanah Gamble  
Emma Maneiro  
Emma Paolucci

Athena Capuano  
Mia Hahn  
Marissa Morrison  
Marlee Terilli

Teagan Elnicky  
Keegan Johnson  
Melina Moscicki

### **FAIRBANKS ARTWORK PRESENTATION**

Dr. Orologio then introduced our final presentation in honor of the Board of Education by giving board members framed copies of student artwork which were created under the direction of master art educator Gretchen Foehner.

Abigal Baily-Greisch  
Harper Burnett  
Nicole Ward

Logan Brabant  
David Cerretto  
Katelynn Volkmuth

Ava Buisch  
Hailey Connor  
Ezekiel Sebastian

*Photographs of the presentations and our student participants present were taken. Kathy Dillon thanked our Administrators, Teachers and Staff on behalf of the board for the time taken to put together these presentations for this evening and for their commitment to excellence every day. The board members all enjoyed the special recognition provided in their honor.*

*Board of Education members and Audience moved back to the BOE Room for the remainder of the Regular Business Meeting*

### **SUPERINTENDENT UPDATE**

We are in the midst of recognizing Red Ribbon Week and celebrating a healthy life. Students across the district are participating in theme-based days such as wearing our school colors – proud to be healthy; and Wearing Red Day – “red-y” to live a healthy life.

I enjoyed the opportunity to watch the boys and girls sectional soccer games this weekend, along with a lot of students, parents and Board members, and wish them luck tonight and tomorrow. Congratulations and best wishes to all of our athletic teams who are participating in upcoming sectional games this week and next!

Our staff is currently taking the Energage survey in regard to school culture. The survey seeks staff feedback and input regarding their employment experiences, including school culture, compensation and how they feel about their position or role. The survey ends this Friday and we anticipate receiving the summary information in late November.

President Kathy Dillon and I are scheduled to attend the first day of the NYS School Boards convention in Syracuse this week Friday. We look forward to hearing the Keynote Address from Marlee Matlin,

Again, I would like to thank our Board of Education members for their dedication and commitment to our students, staff and families.

At this time I would like to share a short video from 3rd graders at Churchville Elementary School under the direction of Ms. Dubin, thanking our Board of Education for their support.

### ***PRIVILEGE OF THE FLOOR***

None

### ***PROGRAM ACTIONS***

#### **COMMITTEE ON SPECIAL EDUCATION RECOMMENDATIONS**

Moved by S. Hogan and seconded by A. Nagle to approve the CSE recommendations for meetings held on 9/26/2022, 9/28/2022, 9/29/2022, 9/30/2022, 10/5/2022, 10/11/2022, 10/12/2022, 10/13/2022, and 10/14/2022 and CPSE recommendations for meetings held on 9/13/2022, 9/15/2022, 9/23/2022, 9/29/2022, 9/30/2022, 10/5/2022, 10/17/2022, and 10/18/2022.

YES: All (7) ABSTAINED: None

NO: None Motion carried

#### **OVERNIGHT FIELD TRIP – SHS SCIENCE STUDENTS**

Moved by J. Payne and seconded by A. Nagle to approve the overnight field trip for senior high school science students to travel to Boston, MA. This trip will expose students to marine environment by experiencing a whale watch course and visiting the Boston Museum of Science.

YES: All (7) ABSTAINED: None

NO: None Motion carried

#### **OVERNIGHT FIELD TRIP – SHS BAND AND ORCHESTRA STUDENTS**

Moved by A. Wilson and seconded by K. Brumbaugh to approve the overnight field trip for senior high school band and orchestra members to travel to Hershey, PA for a performance competition.

YES: All (7) ABSTAINED: None

NO: None Motion carried

#### **ALPINE SKIING INCOMPLETE TEAM REQUEST**

Moved by A. Nagle and seconded by K. Brumbaugh to adopt the following resolution:

WHEREAS, the Churchville-Chili Central School District does not maintain an alpine ski team;

WHEREAS, the Churchville-Chili Central School District has an eleventh-grade student wishing to compete in this sport;

WHEREAS, the Fairport Central School District does maintain an alpine ski team and is willing to allow this student to compete and practice with their team;

THEREFORE, the Board of Education authorizes the District to enter into an agreement with the Fairport Central School District to permit a Churchville-Chili student athlete to practice and compete with the Fairport Alpine Ski team while still representing the Churchville-Chili District.

YES: All (7) ABSTAINED: None

NO: None Motion carried

#### **OVERNIGHT FIELD TRIP – VARSITY HOCKEY TEAM**

Moved by S. Hogan and seconded by A. Wilson to approve the overnight field trip for the varsity hockey team to travel to Plattsburgh/Lake Placid, NY to participate in two non-league hockey games.

YES: All (7) ABSTAINED: None

NO: None Motion carried

### ***PROGRAM DISCUSSION***

#### **PUPIL SERVICES UPDATE**

Director of Pupil Services Nicole Livingston-Neal shared with the Board an update on the related services offered to our students. She broke down the number of students receiving services at each school as well as the types of services provided.

### ***PERSONNEL ACTIONS***

#### **CLASSIFIED AND NON-CLASSIFIED PERSONNEL ACTIONS**

Moved by S. Hogan and seconded by J. Payne to adopt the following resolution:

BE IT RESOLVED, that the Churchville-Chili Central School District Board of Education, upon the recommendation of the Superintendent of Schools, does hereby approve the subsequent classified and non-classified personnel actions.

Upon the recommendation of the Superintendent of Schools, the following personnel actions shall be approved:

#### **I. RESIGNATIONS**

A. Certified - none

B. Classified

**Laura Volta**, employed by the District as an Office Clerk II at Chestnut Ridge Elementary School since December 15, 2021, has submitted her resignation effective at the end of the day November 4, 2022.

**Mary Beth Clark**, employed by the District as a Health Aide at the Middle School South since September 3, 1996, has submitted her resignation effective at the end of the day February 27, 2023.

C. Coaches - none

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- D. Extraclass Activities  
**Paul Dick**, previously appointed as the 2022-2023 FRS Intramural Coordinator has submitted his resignation effective October 13, 2022.

- E. Instructional Leaders - none

- F. Tutors – none

- II. TERMINATIONS

- A. Certified - none

- B. Classified - none

- C. Coaches - none

- D. Extraclass Activities - none

- E. Teacher Leaders – none

- F. Tutors – none

- III. LEAVE OF ABSENCE

- Chelsea Wahl**, employed as a Music Teacher since September 1, 2017, has requested an unpaid leave of absence effective approximately May 15, 2023 through June 23, 2023.

- IV. CHANGE IN EMPLOYMENT STATUS

- A. Certified – none

- B. Classified

- Nathaniel Madison**, change from a Probationary to a Permanent appointment as a Head Custodian, effective October 26, 2022.

- C. Coaching - none

- D. Extraclass Activities - none

- V. APPOINTMENTS

- A. Certified - none

- B. Substitute and Part-time Teachers and Administrators

- Mary Ellen Rague**

- Assignment

- Effective

- Certification

- Type of Appointment

- Tenure Area

- Tenure Date

- 1.0 FTE Mathematics Teacher

- Senior High School

- October 19, 2022 through January 20, 2023 or earlier at the discretion of the Board of Education (previously cleared by a fingerprinting check)

- Mathematics (7-12) / Business - Permanent

- Long-term Substitute

- N/A

- N/A

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**Victoria Pothaczky**  
Assignment  
Effective  
1.0 FTE Special Education Teacher  
Chestnut Ridge Elementary School  
October 18, 2022 through November 29, 2022 or earlier at the discretion of the Board of Education (previously cleared by a fingerprinting check)  
Certification  
Special Education - Pending  
Type of Appointment  
Long-term Substitute  
Tenure Area  
N/A  
Tenure Date  
N/A

**Katie Kovall**  
Assignment  
Effective  
November 28, 2022 (Previously cleared by a fingerprinting check)  
Certification  
Special Education (1-6) / Elementary (1-6) - Professional  
Type of Appointment  
Probationary  
Tenure Area  
Special Education  
Tenure Date  
November 28, 2026

C. Department Liaisons – none

D. Classified  
**Eric Holderle**  
Assignment  
Effective  
October 24, 2022 (Previously cleared by a fingerprinting check)  
Type of Appointment  
Probationary  
Cleaner  
Operations & Maintenance

**Kelsey Beauchamp**  
Assignment  
Effective  
November 1, 2022 (Conditional upon New York State Department of Education's notification to the District of clearance for employment after a fingerprinting check)  
Type of Appointment  
Probationary  
School Aide  
Senior High School

**Andrew Carson**  
Assignment  
Effective  
October 31, 2022 (Conditional upon New York State Department of Education's notification to the District of clearance for employment after a fingerprinting check)  
Type of Appointment  
Provisional  
Senior Network Technician  
Civil Service Administrators – Senior High School

E. Classified Substitutes and Part-time - none

F. Interim Administrator – none

G. Coaches & Athletic Activities

Winter 2023 Unit Member			
Basketball	Mod B	Kayla	Hare

Spring 2023 Non-Unit Members			
Baseball	Varsity	Guy	Puglia
Baseball	Mod A	Dave	Keller
Baseball	Program Assistant	Robert Randy	Rule 90% Shaffer 10%
Lacrosse - Boys	Program Assistant	Gino	Marcello
Lacrosse – Girls	Varsity	Sean	Marsh
Lacrosse - Girls	Mod B	Kevin	Callahan
Softball	Program Assistant	Brett	DiGiacomo
Softball	Varsity	Brian	Briggs
Softball	JV	Maria	Esposito
Softball	Mod B	Michaela	Youngblood
Track & Field - Boys	Assistant Coach	Chris	Memelo
Track & Field - Girls	Varsity	Lawrence	Lewis
Spring 2023 CCEA Unit Members			
Baseball	JV	Brandon	Phillips
Golf - Boys	Varsity	Brian	Young
Golf – Boys	JV	Joe	Eschberger
Lacrosse - Boys	Varsity	Chris	Fiala
Lacrosse – Girls	JV	Margaret	Smith
Tennis – Boys	Varsity	Kerry	Hallock
Tennis - Boys	Mod A	Dave	Childs
Track & Field - Boys	Varsity	Dennis	Pynn
Track & Field – Boys	Mod B	Tim	Olmsted
Track & Field – Boys	Mod B	Tim	O'Toole
Track & Field	Program Assistant	Pete	Tabone
Track & Field - Girls	Assistant Coach	Paul	Dick
Track & Field - Girls	Mod B	Elizabeth	Johnson

H. Extra-Curricular Activities & Clubs

Activity	Advisor
9-12 Gay/Straight Alliance	Eric Tytler
FRS Intramural Coordinator	David Santangelo

I. Mentors - none

J. Instructional Leaders - none

K. CSE / CPSE Chairperson - none

L. Tutors - none

M. Internship – none

N. Student Helpers – none

O. Other

Title	Name
Scoreboard Programmer	Robert Baldwin
Scoreboard Programmer Assistant	Jonathan Christiano

**SEPARATION AGREEMENT**

Moved by A. Wilson and seconded by J. Payne to approve the following resolution:

Resolved, that the Board of Education approves the written agreement between an employee of the District and the Superintendent of Schools, executed on October 24, 2022 and October 25, 2022, respectively.

YES: All (7) ABSTAINED: None

NO: None Motion carried

**RESOLUTION FOR APPROVAL OF MOA WITH CHURCHVILLE-CHILI EDUCATION ASSOCIATION**

Moved by K. Brumbaugh and seconded by A. Nagle to adopt the following resolution regarding Memorandum of Agreements (MOAs) with the Churchville-Chili Education Association:

WHEREAS, representatives of the Board of Education of the Churchville-Chili Central School District collectively bargained with representatives of the Churchville-Chili Education Association;

WHEREAS, issues brought forth in these negotiations have been resolved to the mutual satisfaction of both parties;

THEREFORE BE IT RESOLVED, that the Board of Education of the Churchville-Chili Central School District authorizes Superintendent Dr. Loretta Orologio to enter into memorandum of agreements (MOAs) with the Churchville-Chili Education Association effective October 18, 2022 through and including November 10, 2022 regarding temporary instructional coverage for the Spanish Department with 4 Spanish teachers.

YES: All (7) ABSTAINED: None

NO: None Motion carried

**PERSONNEL DISCUSSION**

None

**BUSINESS ACTIONS**

**TREASURER'S REPORTS FOR SEPTEMBER 2022**


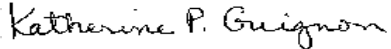
Moved by S. Hogan and seconded by A. Nagle to approve the following reports prepared by the District Treasurer for the month ending September 2022:

*Continued on next page*

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### Treasurer's Monthly Report

September 2022

<u>GL Acct.</u>	<u>Fund</u>	<u>Bank</u>	<u>Description</u>	<u>Beginning Balance</u>	<u>Monthly Receipts</u>	<u>Monthly Disbursements</u>	<u>Ending Balance</u>
<b>Cash Accounts</b>							
A200-01	General	M & T	Checking	\$1,685,345.12	\$10,787,440.26	\$8,067,797.35	\$4,404,988.03
A200-10	General	Bank of Castile	Checking	\$0.00	\$3,262,598.12	\$0.00	\$3,262,598.12
A200-12	General	M & T	Checking-ACH Payments	\$82,844.11	\$203,993.32	\$248,663.50	\$38,173.93
A200-20	General	M & T	Checking	\$2,136,585.93	\$2,112,786.83	\$3,338,629.72	\$910,743.04
A200-21	General	M & T	Checking-Payroll	\$371,862.41	\$2,190,192.14	\$2,552,560.61	\$9,493.94
A201-05	General	M & T	Savings	4,325,063.09	12,041,557.43	2,750,000.00	\$13,616,620.52
A201-10	General	Bank of Castile	Savings	4,797,922.48	36,424.61	4,543,015.00	\$291,332.09
C200-01	School Lunch	Bank of Castile	Checking	14,826.77	127,688.04	44,530.42	\$97,984.39
F200-01	Federal	M & T	Checking	24,251.87	83,500.00	83,351.40	\$24,400.47
H200-01	Capital	M & T	Checking	11,788.26	218,500.00	218,137.60	\$12,150.66
H201-11	Capital	M & T	Money Market	462,817.34	72.82	218,500.00	\$244,390.16
Multifund Checking		Chase	Checking	1,646,956.63	908.79	0.00	\$1,647,865.42
Multifund Savings		Chase	Savings	35,137,338.38	19,388.78	0.00	\$35,156,727.16
<b>Total Cash</b>				<b>50,697,602.39</b>	<b>31,085,051.14</b>	<b>22,065,185.60</b>	<b>59,717,467.93</b>
<b>US Treasury Bills</b>							
A450-00	General	Chase		0.00	0.00	0.00	\$0.00
A452-00	General-Reserve	Chase		0.00	0.00	0.00	\$0.00
H450-00	Capital	Chase		0.00	0.00	0.00	\$0.00
TE450-00	Expendable Trust	Chase		0.00	0.00	0.00	\$0.00
V450-00	Debt Service	Chase		0.00	0.00	0.00	\$0.00
<b>Total US Treasury Bills</b>				<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>District Totals</b>				<b>\$50,697,602.39</b>	<b>\$31,085,051.14</b>	<b>\$22,065,185.60</b>	<b>\$59,717,467.93</b>
Received by the Board of Education and entered as a as a part of the minutes of the board meeting held 10/25/2022				This is to certify that the above cash balances are in agreement with my bank statements as reconciled			
							
Clerk of the Board of Education				Treasurer of School District			



## Revenue Status Report As of September 30, 2022

A/C Code	Description	Original Budget	Adjusted Budget	Monthly Actual	Year to Date 9/30/22	Budget Variance	Year to Date 9/30/21	Year to Date Variance
1001	Real Property Tax Items	40,051,206.00	40,051,206.00	-1,043.89	35,296,793.43	-4,754,412.57	33,905,298.12	1,391,495.31
1081	Oth. Paymts in Lieu of Taxes	373,545.00	373,545.00	236,384.03	236,384.03	-137,160.97	210,102.76	26,281.27
1085	STAR Reimbursement	0.00	0.00	0.00	4,753,368.44	4,753,368.44	5,073,798.03	-320,429.59
1090	Int. & Penal. on Real Prop. Tax	5,000.00	5,000.00	0.00	0.00	-5,000.00	0.03	-0.03
1120	Nonprop. Tax Distrib. By Co.	3,900,000.00	3,900,000.00	0.00	0.00	-3,900,000.00	0.42	-0.42
1311	Other Day School Tuition	0.00	0.00	0.00	0.00	0.00	997.20	-997.20
1315	Continuing Ed Tuition(Individ)	78,568.00	78,568.00	1,946.55	5,081.15	-73,486.85	6,318.50	-1,237.35
1315	Swim	31,432.00	31,432.00	5,874.50	11,722.80	-19,709.20	11,293.40	429.40
1335	Oth Student Fee/Charges (Indiv	80,000.00	80,000.00	1,839.00	9,035.25	-70,964.75	16,025.00	-6,989.75
1335	Computer Protection Plans	0.00	0.00	3,236.00	3,236.00	3,236.00	847.00	2,389.00
1410	Admissions	1,500.00	1,500.00	200.00	200.00	-1,300.00	0.00	200.00
2230	Day School Tuit-Oth Dist. NYS	0.00	0.00	0.00	0.00	0.00	-4,285.50	4,285.50
2235	Svs Prov. BOCES-Oth Transport	66,189.00	66,189.00	0.00	0.00	-66,189.00	0.00	0.00
2304	Trans for Oth Dist.-Cont. Bus	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2308	Trans for BOCES-Shuttle Svs	2,000.00	2,000.00	0.00	0.00	-2,000.00	0.00	0.00
2401	Interest and Earnings	125,000.00	125,000.00	1,846.87	3,328.78	-121,671.22	905.48	2,423.30
2401	Interest and Earnings-Reserve F	0.00	0.00	15,144.56	24,486.41	24,486.41	857.72	23,628.69
2401	Interest and Earnings-Capital Res	0.00	0.00	434.30	702.19	702.19	1,072.73	-370.54
2410	Rental of Real Property, Indiv.	25,000.00	25,000.00	1,555.10	4,202.60	-20,797.40	995.00	3,207.60
2413	Rental of Real Property, BOCES	44,990.00	44,990.00	0.00	0.00	-44,990.00	0.00	0.00
2414	Rental of Equip. (Not Bus) Ind	0.00	0.00	590.00	1,180.00	1,180.00	170.00	1,010.00
2440	Rental of Buses	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2650	Sale Scrap & Excess Material	2,000.00	2,000.00	0.00	69.00	-1,931.00	551.45	-482.45
2665	Sale of Equipment	2,000.00	2,000.00	1,746.08	2,365.04	365.04	5,600.00	-3,234.96
2680	Insurance Recoveries-Trans Rel	5,000.00	5,000.00	4,516.18	4,516.18	-483.82	0.00	4,516.18
2690	Other Compensation for Loss	2,500.00	2,500.00	590.00	772.50	-1,727.50	610.33	162.17
2701	Refund of P/Y Exp. - BOCES	525,000.00	525,000.00	0.00	0.00	-525,000.00	0.00	0.00
2703	Refund of P/Y Exp.-Other	70,000.00	70,000.00	177.20	41,761.31	-28,238.69	6,213.10	35,548.21
2705	Gifts and Donations	0.00	0.00	0.00	96.00	96.00	0.00	96.00
2770	Other Unclassified Rev.(Spec)	100,000.00	100,000.00	21,524.80	36,657.78	-63,342.22	6,824.39	29,833.39
2801	Interfund Revenues	20,000.00	20,000.00	2,535.00	2,535.00	-17,465.00	2,406.00	129.00
3101	Basic Formula Aid-Gen Aids (Ex	35,041,477.00	35,041,477.00	962,978.43	969,473.23	-34,072,003.77	2,494,632.36	-1,525,159.13
3102	Lottery Aid (Sect 3609a Ed Law	7,574,085.00	7,574,085.00	6,563,965.02	6,563,965.02	-1,010,119.98	5,183,118.78	1,380,846.24
3103	BOCES Aid (Sect 3609a Ed Law)	3,221,693.00	3,221,693.00	0.00	0.00	-3,221,693.00	0.00	0.00
3104	Tuit for Students w/Disabilit.	0.00	0.00	0.00	116.00	116.00	0.00	116.00
3260	Textbook Aid (Incl Txtbk/Lott)	237,427.00	237,427.00	0.00	0.00	-237,427.00	0.00	0.00
3262	Computer Software Aid	57,583.00	57,583.00	0.00	0.00	-57,583.00	0.00	0.00
3263	Library Aid	24,025.00	24,025.00	0.00	0.00	-24,025.00	0.00	0.00
3289	Other State Aid	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4601	Medic.Ass't-Sch Age-Sch Yr Pro	55,000.00	55,000.00	0.00	5,236.81	-49,763.19	5,440.32	-203.51
5031	Interfund Transfers	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Revenue</b>		<b>91,722,220.00</b>	<b>91,722,220.00</b>	<b>7,826,039.73</b>	<b>47,977,284.95</b>	<b>-43,744,935.05</b>	<b>46,929,792.62</b>	<b>1,047,492.33</b>
Appropriated Fund Balance		1,662,181.00	1,662,181.00					
Appropriated Reserves		1,376,382.00	1,376,382.00					
Carryover Encumbrances		-	1,488,632.45					
<b>Total Budget</b>		<b>94,760,783.00</b>	<b>96,249,415.45</b>					

## Churchville-Chili Central School

Budget Status Report As Of: 9/30/2022

### Fund: GENERAL

<u>Budget Account</u>	<u>Description</u>	<u>Initial Budget</u>	<u>Adjusted Budget</u>	<u>Year-to-date Expenditures</u>	<u>Prior YTD Exp</u>	<u>Variance Prior / Current YTD</u>	<u>Encumbrance Outstanding</u>	<u>Unencumbered Balance</u>
10	Board of Education	62,910.00	62,211.91	11,243.34	18,216.53	-6,973.19	11,030.38	39,938.19
12	Central Administration	404,125.00	409,389.21	124,611.94	121,228.75	3,383.19	271,476.47	13,300.80
13	Finance	786,528.00	793,330.03	240,582.66	208,494.05	32,088.61	384,739.20	168,008.17
14	Staff	664,153.00	664,153.00	187,664.24	179,928.15	7,736.09	382,114.06	94,374.70
16	Central Services	6,307,366.00	7,147,871.80	1,417,171.42	1,278,395.38	138,776.04	4,286,753.97	1,443,946.41
19	Special Items (Contractual Expense)	1,764,170.00	1,770,525.00	628,295.23	619,857.21	8,438.02	1,094,594.88	47,634.89
20	Administration and Improvement	3,895,813.00	3,898,767.81	975,717.13	990,623.54	-14,906.41	2,368,876.36	554,174.32
21	Teaching	36,014,167.00	36,075,225.15	4,835,710.26	4,988,863.67	-153,153.41	26,210,371.72	5,029,143.17
26	Instructional Media	2,690,489.00	3,178,173.43	591,227.68	596,685.17	-5,457.49	1,550,110.84	1,036,834.91
28	Pupil Services	4,197,885.00	4,221,497.26	418,061.99	407,494.93	10,567.06	2,046,198.97	1,757,236.30
55	Pupil Transportation	6,573,158.00	6,628,251.85	639,410.11	626,657.67	12,752.44	3,323,312.91	2,665,528.83
8	Other Community Services	89,711.00	89,711.00	8,281.09	13,097.88	-4,816.79	750.00	80,679.91
90	Employee Benefits	22,944,595.00	22,944,595.00	5,961,361.53	5,417,505.07	543,856.46	9,303,116.65	7,680,116.82
99	Interfund Transfers	8,365,713.00	8,365,713.00	8,201,713.00	8,422,575.00	-220,862.00	0.00	164,000.00
<b>Total GENERAL FUND:</b>		<b>94,760,783.00</b>	<b>96,249,415.45</b>	<b>24,241,051.62</b>	<b>23,889,623.00</b>	<b>351,428.62</b>	<b>51,233,446.41</b>	<b>20,774,917.42</b>

YES: All (7) ABSTAINED: None

NO: None Motion carried

## **BUDGET TIMELINE AND GUIDELINES**

Moved by A. Wilson and seconded by A. Nagle to approve the budget guidelines and timeline as shown below:

### CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT PROPOSED BUDGET GUIDELINES

2023 – 2024

- Meet all applicable mandates, health, safety, and legal requirements.
- Fulfill all contractual obligations.
- Support educational programs and services vital to successful implementation of the District goals.
- Maintain bus purchase practice.
- Identify alternative funding sources & cost saving measures.
- Prepare the first draft of the 2023-2024 budget taking into consideration student enrollment, academic performance, current programs and services, along with state and federal funding.
- Tax levy within property tax cap calculation.
- To Consider:
  - Programmatic Needs and Administration Support
  - State Fiscal Condition
  - Continue funding of Pre-K
  - Finance & Utilization of Reserve Fund
  - Social, Emotional and Behavioral Needs of Students
  - Wellness Needs of Students and Staff
  - Safety of Students, Staff and Families
    - SRO/Security Staffing
  - Continue Implementation of the Phase VI Capital Project Middle School Renovations & Site Renovations
  - Continue Budgeting Skilled Nursing Services
  - Maintenance of Facility

## CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT 2023-2024 BUDGET DEVELOPMENT CALENDAR

DATE	ACTIVITY
<b>October 25, 2022</b>	Review Board of Education <i>Guidelines and Calendar</i>
<b>October 25, 2022</b>	Adopt Budget <i>Guidelines and Calendar</i>
<b>November 1, 2022</b>	Budget materials distributed to building and program leaders
<b>December 1, 2022</b>	Preliminary 2022-23 <i>BOCES Service Request</i> returned to BOCES #2
<b>December 5, 2022</b>	Preliminary budget proposal and personnel staffing requests returned to Asst. Superintendent for Business Services
<b>February 14, 2023</b>	BOE review of Budget Draft – Buildings and Grounds, Security, Debt Service, Transportation, Interscholastic Athletics, Interfund Transfers
<b>February 28, 2023</b>	BOE review of Budget Draft – BOCES, Curriculum and Instruction, Central Services
<b>March 14, 2023</b>	BOE review of Budget Draft – Personnel, Special Items
<b>March 28, 2023</b>	BOE review of Budget Draft – Revenue Estimates, Budget Draft
<b>April 1, 2023</b>	Final 2023-2024 <i>BOCES Service Request</i> submitted
<b>April 11, 2023</b>	Budget approved and adopted by Board of Education
<b>April 21, 2023</b>	Final Date for Board of Education to adopt 2023-2024-budget (information only)
<b>April 21, 2023</b>	Final Date to submit Property Tax Report Card to State Education Department (information only)
<b>April 25, 2023</b>	Budget Statement available in each school building (at least seven days before budget hearing)
<b>May 2, 2023</b>	Budget Hearing and Candidate Night
<b>May 16, 2023</b>	<b>Budget Vote – Noon to 9 p.m. in the MS North Cafeteria</b>
<b>May 23, 2023</b>	Voter approved budget adopted by Board of Education

YES: All (7) ABSTAINED: None

NO: None Motion carried

### FLASH DONATION

Moved by A. Nagle and seconded by T. Albano to accept the following donations which were used for the annual FLASH event, held on September 30, 2022, to welcome back families for the 2022-2023 school year.

VENDOR	DONATION	CONTACT
CESPA	\$100	Lily Maira
Cinemark Tinseltown	4 Movie passes (\$60 value)	Spencer Wren
Main Street Deli	\$25 gift card	Janice Armstrong
Rochester Americans/Knighthawks	1-set of 4 Amerks Tickets 1-set of 4 Knighthawk Tickets (\$200 value total)	Ryan Harr
4Imprint OnebyOne	\$500 Grant for Promotional Products	Mary Hille
Immediate Mailing Services	Calendar Magnets (\$375 value)	Stephen Schiano

YES: All (7) Abstained: None  
NO: None Motion carried

### ***BUSINESS DISCUSSION***

#### **NYSSBA ANNUAL MEMBERSHIP FEES**

President Kathy Dillon led a discussion regarding the cost and benefits of belonging to the New York State School Boards Association (NYSSBA) for the 2023 calendar year. These membership fees are determined and billed on an annual basis.

Board Member K. Dillon recommended that this item be moved to an action item which was seconded by A. Wilson and approved by all (7) members present.

### ***BUSINESS ACTION***

#### **NYSSBA ANNUAL MEMBERSHIP FEES**

Moved by A. Wilson and seconded by J. Payne to renew the membership in the New York State School Boards Association for the 2023 year at a cost of \$11,252.00.

YES: All (6) ABSTAINED: T. Albano  
NO: None Motion carried

### ***COMMITTEE & EVENT REPORTS***

**TOM ALBANO** – attended MCSBA Fiscal Training

**STEVE HOGAN** – attended girls and boys varsity soccer and volleyball games; modified volleyball games

**ALYCIA NAGLE** – attended Title I meeting; CESP meeting

**AMY WILSON** – attended NYSSBA Resolutions meeting; FLASH meeting

**JONATHAN PAYNE** – attended MCSBA Information Exchange meeting; boys and girls sectional games

**KATHY DILLON** – attended NYSSBA Resolutions meeting; BOCES Board meeting; MCSBA Fiscal Training; participated in Josh Jensen building tour

### ***ADJOURNMENT***

Moved by K. Brumbaugh and seconded by S. Hogan to adjourn the meeting at 8:05 p.m.

YES: All (7) ABSTAINED: None  
NO: None Motion carried

## CRS Triple C Award

2022-2023

### Nate Madison

Nate Madison has been the head custodian at Chestnut Ridge for nearly 3 years. During this time, Nate has proven to be an extraordinary professional in all aspects of his work. Nate is extremely hard working, is always consistent in his attention to detail, and is an excellent communicator. Nate stands out in his role at CRS for many reasons. We appreciate his ability to think quickly when needed, and to take his time and think through possible options to challenges as needed. He has proven himself to be an excellent problem solver. He seeks to understand and follows through with high quality decision making skills. Our school can count on the fact that Nate will not only fix anything that comes his way, but he will also cycle back around to check in on how things are going afterwards. Nate takes great pride keeping the building ship shape at all times.

Every staff member at CRS respects Nate and we know that when he is called upon to do a job, it will be completed quickly, efficiently, and with care. Nate is always willing to help, wherever needed, without complaint. He is proactive in nature as well as extremely organized. Nate is also extremely pleasant in all interactions with staff, students, and parents. We are very fortunate to have Nate on our team at CRS. Congratulations!

### Kelly Gifaldi

Kelly Gifaldi has spent the past 5 years as the occupational therapist at Chestnut Ridge. Kelly quickly became a highly valued member of the team at CRS. Her specialized knowledge, willingness to support students, educate staff, and work as a part of a team are just some of the many qualities that make Kelly a leader in the building. Kelly participates on many building level committees offering her ideas, time, and energy to help CRS shine. She has been a regular member of the Response to Intervention team, the School Improvement Team, the Open House committee, Flag Day committee, Veteran's Day committee, and many more. Kelly has helped to bring to fruition access to strategies that can benefit ALL students in the building – things like the sensory path, movement break stations in each hallway, and the creation of an area for students to take a break that supports a variety of sensory needs. Kelly has happily provided professional development to grade level teams and to the entire staff on several occasions. She is passionate about her work and helping children. Knowing we have such an awesome asset in the building who takes pride in a job well done makes our school shine. Thank you for all you do for CRS and CONGRATULATIONS!

Andrea Swartz

It is an honor and privilege to recommend Mrs. Andrea Swartz for the Triple C award. Mrs. Swartz is the driver of bus 475. Each day students are greeted with a smile and a kind word to start their school day. Mrs. Swartz understands the importance of building relationships with children and families as she is charged with an important job- bringing students to school safely! Another example of how Mrs. Swartz fosters building positive relationships is when she noticed that a student had forgotten their lunch on the bus after arriving back at the bus garage. Typically, items would be delivered to the child at the end of their school day however, noticing that this could cause a child to become upset, Mrs. Swartz drove her car to Chestnut Ridge to deliver the missing lunch! Needless to say the child was relieved. We appreciate Mrs. Swartz for going the extra mile to exemplify the core belief of building positive relationships- this truly has made a difference at CRS.

Additionally, Chestnut Ridge has benefitted from Andrea's commitment to support our building in other ways as well. This past summer Andrea helped to clean and prepare the building for the start of school. She can also sometimes be found filling in cleaning within the building during the school day. Andrea takes great pride in her work, is friendly to all, and demonstrates a willingness to support our students however she can. Thank you for the things you do both big and small that truly make each day better for students. Congratulations on earning the Triple C award!

Audrey Himes – 4<sup>th</sup> grade

Audrey Himes is a 4<sup>th</sup> grade student in Mrs. Melnyk's classroom. She has been nominated for the CCC Award for a number of reasons. The first, and most evident reason, is that she is **so** kind and considerate to others, no matter what the circumstance. She puts others first, and is always ready and willing to extend a heartfelt compliment to her peers, or even a helping hand. This pertains to how she interacts with her teachers, as well. You can always be expected to be greeted with a smile and friendly comment from Audrey, no matter what the day. She is also extremely committed to her school work and goes "Above and Beyond" in all her assignments. Her writing is well thought out and carefully executed, and is extremely pleasurable to read due to the "voice" that she always includes in her pieces. She is not afraid to try new strategies, and take risks while learning new concepts. You can always count on Audrey to put her best foot forward. She is a true "Bright Spot" in our classroom and truly exemplifies what this award stands for. Way to go, Audrey!!

#### Alyssa Thomas – 4<sup>th</sup> grade

Alyssa Thomas is a 4<sup>th</sup> grader in Ms. Chalifoux's classroom. Every day Alyssa comes to school with a positive, upbeat attitude eager to learn. She is kind and polite to her classmates and works well with partners and small groups with everyone in class. Alyssa works hard and is a careful worker who tries her best with all tasks in the classroom. The teacher can always count on Alyssa to have her homework done on time and sometimes even early! Alyssa sets a positive example for her peers across settings. She demonstrates that she is ready to learn by taking care of her materials as well as showing that she is an active listener and participant in class. Recently, Alyssa recited a poem at the Harriet Tubman celebration and then shared it (by memory) with the class. Chestnut Ridge is very lucky to have a role model such as Alyssa in our school. Congratulations on receiving the Triple C award and thank you for doing such a great job in school!

#### Will Sigmon – 3<sup>rd</sup>

Will Sigmon is a 3<sup>rd</sup> grader in Miss Acresti's classroom. Miss Acresti describes Will as "the epitome of a responsible, respectful, and ready learner." When given directions, Will follows them right away without hesitation. When given a task, he always tries his best and is willing to learn. He faces challenges with a positive attitude and perseverance!

Will is an amazing role model to his peers. He is consistently helping others, whether it is with math or picking up something they dropped. He accepts everyone, no matter what their differences are. His classmates know that they can rely on Will to help them, include them, and be a friend to them.

Miss Acresti shared the following, "I know that I can always count on Will to be a leader in our classroom. He has a caring and joyful personality that never fails to bring a smile to my face, and to everyone he interacts with. I am already so proud to call him my student and cannot wait to see the amazing things he achieves in life." Will works hard every day and is very deserving of the CCC award! Congratulations, Will and thank you for making Chestnut Ridge a better place for all!

#### Savannah Yates – 3<sup>rd</sup>

Savannah Yates is a 3<sup>rd</sup> grader in Mr. Meyers class who also works with Miss Cantleberry. These teachers recommended Savannah for the Triple C award because they have found her to be an outstanding role model and very supportive of her peers. Savannah is super responsible with her behavior, class work and homework as well. She lends a hand when she sees a classmate in need and offers an encouraging word. Her positive attitude and enthusiasm for doing her best every day are two of her best attributes. Savannah works incredibly hard to responsibly manage her time during class, and is always willing to come along side another student in the class whenever needed. She is attentive during instruction and respectful of all



those involved in the learning process. She is always ready to learn with a positive attitude! Savannah demonstrates that she is responsible, respectful, and ready to learn each day. Congratulations Savannah and thank you for doing such a great job!

Kyler Kaye – 2<sup>nd</sup> grade

Kyler Kaye is a 2<sup>nd</sup> grader in Mrs. Nowack's class. Kyler demonstrates respect, responsibility and readiness throughout all areas of the school day. He comes to school with a smile on his face and a positive attitude toward learning! Kyler consistently tries his hardest to complete his best work and encourages his friends to do so, too. When classmates are having a hard time, Kyler is always there to lend a hand and help them out to solve the problem. Kyler is engaged in all activities throughout the entire school day. He is willing to try new things and do so with a growth mindset. Kyler follows expectations and helps to explain expectations to his friends. He frequently helps the teacher and his classmates. Kyler is a great role model and encourages others to be one too!

Kyler is very deserving of the Triple C award and always strives to be the best learner he can be. Congratulations, Kyler!

Xander Pretko – 1<sup>st</sup>

Xander Pretko is a 1<sup>st</sup> grader in Mrs. Selvaggio's class. He is new to CRS but not new to Churchville-Chili. He went to FRS for Kindergarten.

Xander's teacher sees that he is a natural born leader. Not only does he lead by example but he also encourages others around him. He always produces his best quality work... going above and beyond to make sure his work quality is top notch and that not only is the teacher proud of it, but he is proud of it! Xander also encourages others around him to do their best and showcase responsible, respectful, ready behaviors!

Being new to a school can be intimidating, but Xander has been a leader from the start. He is outgoing and made many friends quickly and embraced those around him who were more introverted and not making friends as quickly as he was.

Xander is also an advocate for others. He speaks up for those around him who may need something or are struggling. He tries to help problem solve with his classmates as issues arise rather than going to the teacher for help first!

Mrs. Selvaggio says that Xander loves school and could run the classroom if the teacher is not there. He is often found handing out the "ask me" helper badges to classmates who were picked for helping hands for the day, explaining centers to those who may not know what to do, cheering on and patting classmates on the back that did a good job, and he is always engaged with every lesson no matter what subject area.

Congratulations and thank you for making Chestnut Ridge a better school!

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
ACCEPTING GIFTS FROM THE PUBLIC**

If you wish to have a gift considered for acceptance by the School District, please read Board Policy #5230 -- "Acceptance of Gifts, Grants and Bequests to the School District" and complete this form.

Name: Kristine Osterberg Phone: 704-4254

Address: 11 Robbin Crescent, Rochester, NY 14624

- 1) Describe the gift. What is it? List its condition, age, size, and other details as applicable.

Alt. saxophone, fair condition, 50 yrs. old

- 2) Describe the terms, if any, of the gift as follows:

- a) What is the purpose of the gift?

donation

- b) Describe any conditions or restrictions for its use.

N/A

- 3) If the gift is in trust, describe specifically your intentions for the use of the principal and for investment. (You may contact the District Treasurer to agree on a method for treating the principal.)

N/A

(Continued)

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
ACCEPTING GIFTS FROM THE PUBLIC (Cont'd.)**

4) Which of the following conditions does the gift fulfill?

☒ Is it in support of and a benefit to all District schools or to a particular District school?

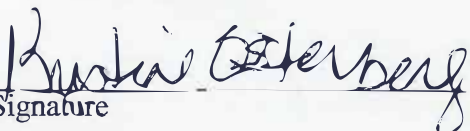
☐ Is it for a purpose for which the District could legally expend its own funds?

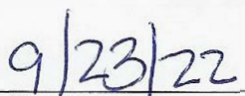
☐ Is it for the purpose of awarding scholarships to students graduating from the District?

Thank you for your consideration of the District as a recipient of a gift. We will consider your donation and respond to you about our ability to accept your gift as soon as possible.

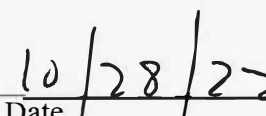
**PLEASE NOTE:**

All donations require an approval from an administrator in the department which will be receiving the gift.

  
Signature

  
Date

  
Signature

  
Date



# Churchville-Chili Central School District

*Where learning leads to a lifetime of opportunities*

**Michael Murray**  
*Director of Health, PE &  
Athletics, x3110*  
[mmurray@cccsd.org](mailto:mmurray@cccsd.org)

**To: Giulio Bosco, Assistant Superintendent for Instruction**  
**From: Michael Murray**  
**Re: Overnight Baseball Trip**  
**Date: October 21, 2022**

The varsity baseball team has submitted a request for an overnight trip to Myrtle Beach from April 2 to April 7, 2022. The information and required forms are attached. Their method of transportation planned is to have each parent drive their own child.

I would like to recommend that the Board of Education please approve of this trip. Once the team members have been selected and trip is fully booked, the coach will definitely secure all necessary paperwork from each student prior to departing.

Thank you for your consideration of this request.



# CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT FIELD TRIP CHECKLIST

**Teacher/Advisor:** Please fill in all information requested below and utilize the check list to ensure that all required documents are included in your request. Include this form with your submission.

Club/Organization: Varsity Baseball  
 Teacher/Advisor: Guy Puglia Administrator Attending: Guy Puglia, Coach  
 Purpose: to compete at National Level  
 Day: Sunday Date: 4/2/23 Time: \_\_\_\_\_ From: 4/2/23 To: 4/2/23  
 Lodging Accommodations (if overnight): Ocean Reef Resort  
 Chaperones: \* Guy Puglia Remy Shatter Bob Rule

Student/Parent/Chaperone Meeting Date(s) TBA

☒ Cost Estimates, including per student (include an attachment showing details)

☒ Itinerary (include an attachment showing details)

\* Refer to Policy 8460 **Field Trips** for restrictions regarding chaperones

**PLEASE SUBMIT THE FOLLOWING** (as applicable): Refer to policy regulation 8460R for detailed instructions.

☒ Field Trip Request form (8460F.1 for day trips **or** 8460F.2 for overnight or out-of-town)

☒ A copy of Field Trip Permission and Medication and Emergency Medical Treatment Authorization form (8460F.3)

☒ Overnight/Out of Country Trip Agreement form (8460F.4) (for overnight or out of country field trips)

☒ Field Trip Behavioral Contract (8460F. 5)

N/A Only **one** of the three transportation forms listed below is required; submit the appropriate form.

Please note: **The District will not be able to provide busing the last 3 weeks of school.**

District Transportation Request Form (8460F.6)

Charter or Rental Vehicle Trip Information Form (8460F.7)

Insurance Verification Form (8460F.8)

☒ Field Trip Cancellation Contract (for overnight field trips only; refer to 8460R.1)

☒ Parent Letter/Student Responsibilities

## FOR BUILDING USE:

\_\_\_\_\_ Cafeteria Notification (if lunches will be affected)

\_\_\_\_\_ Attendance Office Notification

\_\_\_\_\_ Substitute Requests with Funding Source

**For Central Office Use only:** checklist/packet reviewed and all required documents are included

Signature Kathleen Wilson

Date: 10/21/20

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
OVERNIGHT/OUT-OF-COUNTRY FIELD TRIP REQUEST FORM**

Date 10/13/22Club/Organization: Varsity BaseballTeacher/Advisor: Guy Puglia Administrator Attending Guy Puglia, CoachCurriculum Connection - explain: To Compete at National LevelMethod of Transportation: Parents to transport their own children  
(Please complete appropriate transportation form 8460F.6, 8460F.7 or 8460F.8)Date(s): 4/2 - 4/7 Day(s) of the week: Sunday to FridayDeparture Time: 9 AM Return Time: 6 PM

Point of Departure/Return: \_\_\_\_\_

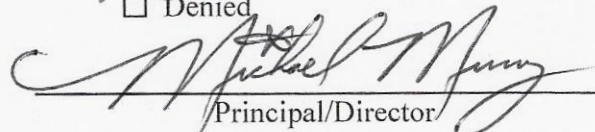
Destination: Myrtle Beach SCItinerary: See Attached

Insurance Coverage: \_\_\_\_\_

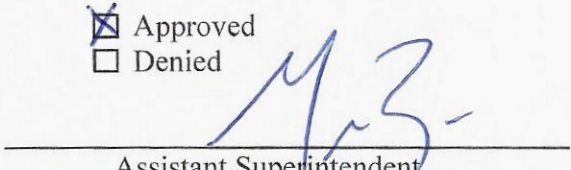
Estimated Cost: \$500 per student  
(\$5.75 per mile to and from destination per bus; MapQuest or Google map must be attached. Bus capacity is 44 Adults, or 66 Students and the minimum trip charge is \$70).Funding Sources: Fund Raising, Parents # of Students Attending Approved 162Chaperones (staff only) Puglia Shaffer etc

Parent Volunteer Help: \_\_\_\_\_

Substitute Needed: ☐ Yes ☒ No If yes, how many? \_\_\_\_\_
☒ Approved  
☐ Denied

  
 Principal/Director

☒ Approved  
☐ Denied

  
 Assistant Superintendent

☐ Approved  
☐ Denied Superintendent/Designee

BOE Approval Date \_\_\_\_\_

Copy to: Office of Instruction

## Itinerary for Myrtle Beach Trip

Arrival Date April 2, 2023

Departure Date April 7, 2023

Day 1 Monday April 3, 2023

Practice 11 am and Practice 4pm

Day 2 Tuesday April 4, 2023

Practice 830 am and Scrimmage game 4 pm

Day 3 Wednesday April 5, 2023

Scrimmage 11 am and Scrimmage 630 pm

Day 4 Thursday April 6, 2023

Scrimmage 11 am

Day 5 Friday April 7, 2023

Depart for home



Saints Varsity Baseball Spring Break Trip - Myrtle Beach	
Item	Expense
Ripken Field / Games	\$ 4,180.00
1 Coaches Suite	\$ 1,140.99
Travel Insurance ?	
<b>Total Team Expense</b>	<b>\$ 5,320.99</b>
Note: Parent Rooms (2 double beds) est.	\$1,000



# CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT

## FIELD TRIP PERMISSION AND

## MEDICATION AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION

Part I to be completed by field trip advisor. Parents/guardians are asked to complete Parts II, III, and IV of this permission form including the medication authorization section as necessary.

### PART I - Information for Field Trip:

Destination: Myrtle Beach SC Date: 4/2/23 to 4/7/23

Time: \_\_\_\_\_ to \_\_\_\_\_ Cost to Student: \$500

Mode(s) of Transportation: ☐ District Bus ☐ Charter or Rental Vehicle ☐ Airplane ☒ Drive with Parent

Activities of Trip poaches and Scrimmages

### PART II – Parent/Guardian Permission

Date: \_\_\_\_\_

\_\_\_\_\_ has my permission to attend the field trip as outline above as part of his/her school experience. I understand that the District Code of Conduct will be in effect at all times. The student may be removed from the trip for disciplinary, attendance, or grade issues that occur before the departure date as per the District Code of Conduct.

The student agrees to follow all school rules and guidance, including the Code of Conduct, prior to and during the trip. By signing, the student agrees to the rules and expectations, and consequences for any behaviors that violate the Code of Conduct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART III – Medical Information

If you have a student attending this field trip who will need to possess prescription or over the counter medication while on the trip, please complete Part IV of this form along with a duly executed prescription and/or doctor's order, which must be on file prior to the commencement of the field trip in order for the student to take medications with him/her on the trip.

- A. In case of an emergency, I understand that every effort will be made to contact me. If the school is unable to reach me, I hereby give the school permission, through my signature below, to act on my behalf in seeking emergency treatment for my child in the event such treatment is necessary and give my permission to those administering emergency treatment to do so using the measures necessary.

- B. My child is **allergic** to the following medications: \_\_\_\_\_  
\_\_\_\_\_
- C. My child has a **special medical problem** (if none so state, if yes, specify)  
\_\_\_\_\_
- D. My child is currently under **medical care**. Please describe nature of illness and treatment.  
Mark N/A if not applicable.  
\_\_\_\_\_
- E. Date of last tetanus vaccination \_\_\_\_\_

#### PART IV – Medication Authorization

**NOTE:** A physician's written order and parent/guardian written permission is required for not only prescription medications but over-the-counter medications as well.

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medication	Dosage	Time/Frequency

*Note: If more lines are required, please attach a form listing medication and dosage information.*

Check one:

☐

**Student may self-administer** (i.e. inhalers, epi-pen, and insulin). In the event that the need arises to self-administer Epinephrine or with administration of any injectable, the student must notify their assigned chaperone.

☐

**I will personally attend the field trip to administer the medication.**

☐

**I have designated** \_\_\_\_\_, my friend, family member, household member or other relationship appropriate in accordance with N.Y. Education Law §6908 (...*providers, employees or caregivers acting under the direction and authority of a parent of a child, legal guardian, legal custodian, or an adult in whose care a child has been entrusted and who has been authorized by the parent to consent to any health care for the child...*) to administer the above-listed medication(s) to my child at the school-sponsored event listed at the beginning of this form. I acknowledge that Churchville-Chili Central School District will not be liable for any problems that may arise as a result of the administration of such medication by the designee.

☐

**Student will require a licensed health professional to administer his/her medication.**

Physician's Printed Name: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

**PART V – Parent/Guardian Contact Information in Event of Emergency**

Parent/Guardian Phone #s: work \_\_\_\_\_ home \_\_\_\_\_ mobile \_\_\_\_\_

Parent/Guardian Phone #s: work \_\_\_\_\_ home \_\_\_\_\_ mobile \_\_\_\_\_

Emergency number if unable to reach parent(s) / guardian(s):

Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Relationship to student \_\_\_\_\_ Home Phone: \_\_\_\_\_

Insurance Policy - Provider \_\_\_\_\_

Policy # \_\_\_\_\_

I, \_\_\_\_\_ the undersigned, being the parent/legal guardian of \_\_\_\_\_, understand that trip chaperones will make every effort to contact me, but in the event that emergency treatment is necessary, I hereby authorize medical treatment on behalf of my child. I release the Churchville-Chili Central School District and district personnel from any claims or causes of action arising out of injuries that my child may sustain in connection with the field trip.

Parent/Guardian Signature \_\_\_\_\_

*\*\*If notarization is required, please wait to sign until you are in front of a notary public.*

Print or type name of person signing: \_\_\_\_\_

Notary Stamp

***\*\*Notarization Required for Out of Country/Overnight Field Trips Only***

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public, State of New York \_\_\_\_\_ Expires \_\_\_\_\_

Refer to: N.Y. Education Law § 6098(1)

Revised: 6/13/2017, 9/18/2018



## CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT OVERNIGHT/OUT OF COUNTRY TRIP AGREEMENT

The undersigned individuals hereby acknowledge and agree to the following:

The Churchville-Chili Central School District ("District") is providing the opportunity for the students to participate in a trip sponsored by the District. Since this trip will result in students leaving the District environ and traveling to and visiting places which the District considers to have educational value, there will be certain times when the student will be independent of District's supervision. When students are in their hotel rooms, for example, it is not possible to provide constant supervision. Curfews, however, will be enforced. It is important for the students and parents to acknowledge and accept that this is the type of supervision that will be provided by the District.

Additionally, the type of trip the student is participating in requires travel and overnight accommodations in another city. There are inherent risks involved in any type of overnight travel. These risks include, but are not limited to, accidents of the common carrier, theft of property, and inclement weather forcing a shortening or canceling of the trip. Additionally, the undersigned must understand that when either visiting other cities, especially overseas, that travel in a group or individually may be dangerous. The parents and students must accept such risks before the travel begins. By signing this Agreement, the undersigned parent and/or student agree not to hold the District liable for any dangers associated with travel to other cities and/or overseas.

The Board of Education reserves the right to cancel a field trip **at any time**, particularly if security and safety is in doubt. In the event a field trip is cancelled, the District **will not** be responsible for reimbursing any deposits or expenses incurred by students, parents or staff unless the District receives reimbursement from a third party vendor or supplier. The trip's sponsors and the parent(s)/guardian(s) are responsible for obtaining trip cancellation insurance and this expense must be included as part of the overall cost of the trip. No refund will be made if a participant's involvement is terminated during the trip due to behavioral issues.

Laws and customs of other nations may vary from our own. Regardless of local regulations, students will neither purchase nor use alcohol, tobacco or controlled substances of any kind at the time of, or during the trip. In addition, the student is expected to comply with all of the expectations outlined in the Churchville-Chili CSD Code of Conduct and to comply with the requests of adult chaperones at all times. Failure to do so will result in appropriate discipline action, including the prohibition of any further participation in the trip by a student violating the Code of Conduct. The parent or guardian signing below hereby agrees that he or she will promptly transport the student home after notification of a violation of the Code of Conduct, at the parent or guardian's sole expense.

To the extent that the undersigned student is a minor, it is understood by this Agreement that the parents will assume all risks, and further, the parent will agree to indemnify the District for any claim arising out of the trip or arising based in whole or in part in a failure of adequate supervision brought by or on behalf of the student now and in the future.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

*(must sign in front of a notary public)*

\_\_\_\_\_  
*printed name of parent/guardian*

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Expires: \_\_\_\_\_

Notary Public, State of New York

Notary Stamp:

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT****FIELD TRIP BEHAVIORAL CONTRACT*****To be completed by the student:***

I, \_\_\_\_\_, a student with the Churchville-Chili Central School District (the  
(printed student name)

“District”), seek to attend a field trip with the District to \_\_\_\_\_

on \_\_\_\_\_. By signing this Contract, I declare that I recognize that the District Code of Conduct applies to all activities on the field trip that I seek to attend. I will comply with all provisions within the District Code of Conduct, and recognize that any violation of the District Code of Conduct may result in my discipline as outlined in the Code of Conduct or my transport away from the trip and prohibition from continuing participation. If, as a result of my behavior, the District decides to preclude my further participation in the trip, I recognize that my parent or guardian will be telephoned and asked to pick me up for transport away from the trip, at their cost.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

***To be completed by the parent or guardian of a participating student:***

I, \_\_\_\_\_, parent or guardian of the above-named student, recognize that I  
(printed name of parent or legal guardian)

will be responsible for transporting the student home from the trip in the event that I am contacted to do so as a result of his or her violation of the District Code of Conduct. I acknowledge that I will be accessible for a telephone call during the course of the trip and will transport the student promptly after receipt of a telephone call, at my own cost.

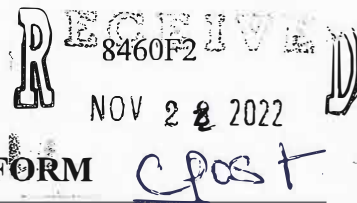
\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number



CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
OVERNIGHT/OUT-OF-COUNTRY FIELD TRIP REQUEST FORM



Date 10/26/2022

Club/Organization: World Language Department

Teacher/Advisor: Renee Sheelar Administrator Attending TBD

Curriculum Connection - explain: This trip provides cultural experiences and authentic opportunities to communicate in the target language.

Method of Transportation: airplanes, trains, & busses (all arranged through EF Tours)  
(Please complete appropriate transportation form 8460F6, 8460F7 or 8460F8)

Date(s): 7/11/24-7/31/24 Day(s) of the week: 13 days within the given time frame

Departure Time: TBD Return Time: TBD

Point of Departure/Return: Rochester Airport or CCHS-Toronto Airport, based on availability

Destination: Switzerland, Italy, France, & Spain

Itinerary: Lucerne, Cinque Terre, French Riviera, Provence, Barcelona, Madrid

Insurance Coverage: basic insurance included, additional coverage available at additional cost.

Estimated Cost: \$4669

(\$5.75 per mile to **and** from destination **per bus**; MapQuest or Google map must be attached. Bus capacity is 44 Adults, or 66 Students and the minimum trip charge is \$70).

Funding Sources: students pay their own way # of Students Attending ~45

Chaperones (staff only) SHS World Language teachers & 1 administrator 1/6 students

Parent Volunteer Help: none

Substitute Needed: ☐ Yes ☒ No If yes, how many? \_\_\_\_\_

☒ Approved  
☐ Denied

☒ Approved  
☐ Denied

[Signature]  
Principal/Director

[Signature]  
Assistant Superintendent

☐ Approved  
☐ Denied Superintendent/Designee

BOE Approval Date \_\_\_\_\_

Copy to: Office of Instruction





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teacher's Tour Website

[eftours.com/](http://eftours.com/)

This is also your tour number

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11 or 13 days | Switzerland | Italy | France | Spain

Each stop on your journey will leave you awe-inspired—from the tranquility of lakes Lucerne and Como, to the Mediterranean shores of Cinque Terre and Nice, to the culture and architecture of Provence and Barcelona. Museums will always have their place, but sometimes it's what's outside that really takes your breath away.

## YOUR EXPERIENCE INCLUDES:



Full-time Tour Director



**Sightseeing:** 1 sightseeing tour led by an expert, licensed local guide (2 *with extension*); 4 sightseeing tours led by your Tour Director; 2 walking tours (3 *with extension*)



**Entrances:** Swiss Alps experience; Cinque Terre: Pont du Gard; Nîmes Amphitheater; Palais de Papes; Park Güell; *with extension:* Prado; Palacio Real



**Personalized learning guide:** Our personalized learning experience engages students before, during, and after tour, with the option to create a final, reflective project for academic credit.



**All of the details are covered:** Round-trip flights on major carriers; comfortable motorcoach; 9 overnight stays in hotels with private bathrooms (11 *with extension*); European breakfast and dinner daily



Park Güell



Anyone can see the world.

# YOU'RE GOING TO EXPERIENCE IT.

As you can see, your EF tour includes visits to the places you've learned about in school. That's a given. But it's so much more than that. Immersing yourself in new cultures—surrounded by the people, the language, the food, the way of life—creates inspirational moments that can't be listed in an itinerary. They can only be experienced.

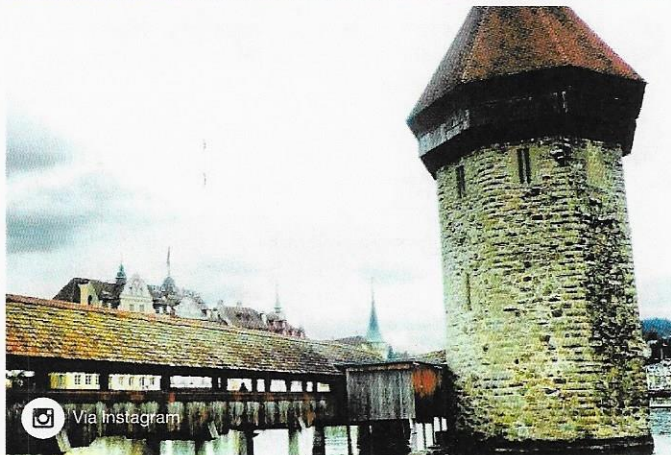
And the experience begins long before you get your passport stamped and meet your Tour Director in your arrival city. It begins the moment you decide to go. Whether it's connecting with other travelers on Facebook, Twitter, or Instagram, or delving deeper into your destinations with our personalized learning experience, the excitement will hit you long before you pack your suitcase.

When your group arrives abroad, everything is taken care of so you can relax and enjoy the experience. Your full-time Tour Director is with your group around the clock, handling local transportation, hotels, and meals while also providing their own insight into the local history and culture. Expert local guides will lead your group on sightseeing tours, providing detailed views on history, art, architecture, or anything you may have a question about.

When your journey is over and you're unpacking your suitcase at home, you'll realize the benefits of your life-changing experience do not end. They have just begun.

*@EFtours I attribute my college semester abroad to the love for travel I discovered on an EF Tour in high school #traveltuesday*

— MELISSA, TRAVELER



## CHECK OUT WHAT A TOUR IS ALL ABOUT

Watch the videos at  
[eftours.com/](http://eftours.com/)

Your teacher's Tour Website



## What you'll experience on your tour

### Day 1: Fly overnight to Switzerland

#### Day 2: Zurich | Lucerne

- Meet your Tour Director at the airport.
- Travel to Lucerne, where the majestic Swiss Alps rise behind the shores of Lake Lucerne and provide the stunning backdrop to one of Switzerland's most picturesque cities.

#### Day 3: Lucerne

- During your tour of Lucerne, you'll see the poignant Lion Monument, or Löwendenkmal, a sandstone statue commemorating the Swiss Guards slain in the 1792 Paris storming of the Tuileries. Follow Lucerne's winding cobbled streets past fairy-tale houses to the Chapel Bridge, or Kapellbrücke. Stroll along this covered bridge, which dates back to medieval days, and admire the colorful murals overhead.
- Enjoy a thoroughly Swiss experience as you travel to the top of the Alps, take a boat across Lake Lucerne (seasonal), and ride a cog railway to either Mount Pilatus or Mount Rigi.
- Enjoy a free evening or
  - attend a Swiss fondue evening.

#### Day 4: Lucerne | Lake Como | Cinque Terre

- Travel to Cinque Terre via the Italian Lake District, which stretches across Northern Italy.

#### Day 5: Cinque Terre

- Visit Cinque Terre, a UNESCO World Heritage Site since 1997. See the stunning, colorful houses built along the rugged landscape, and admire the captivating view of the surrounding hillsides.

#### Day 6: Cinque Terre | French Riviera

- Travel to the French Riviera. On the way, stop in Monaco to take in the sights and sounds. The kingdom of Monaco, ruled by the House of Grimaldi since 1297, is the second smallest country in the world. A tourist destination and a recreation center for the wealthy, picturesque Monaco is often romanticized in popular culture.
- Take a walking tour of Nice, known as *Nice la Belle* or "Nice the Beautiful." Such is the breathtaking allure of this port city that it has inspired countless geniuses—painters like Marc Chagall and Henri Matisse, composers such as Hector Berlioz, and philosophers like Friedrich Nietzsche.
- Enjoy dinner in Nice.

#### Day 7: French Riviera | Provence

- Continue on to Provence. Painter Paul Cézanne once said of Provence, "Everywhere are the fragrances of honey, thyme, lavender, all the herbs of the nearby hills." Discover for yourself what also inspired Picasso and van Gogh.
- Take a tour of Avignon, and see Pont d'Avignon.
- Visit the Palais des Papes, home to French native Pope Clement V, who moved the papacy here from Rome in 1309. View the stunning Italian frescoes in the chapel and see the hidden vaults where the church's riches were stored.

#### Day 8: Provence

- Visit Pont du Gard.
- Take a tour of Nîmes.
- Visit the Nîmes Amphitheater.

#### Day 9: Provence | Barcelona

- Travel to Barcelona, an art lover's dream city and the place where masters like Miró, Picasso, and Dalí flourished.
- Take a walking tour of Barcelona and stroll down Las Ramblas.

#### Day 10: Barcelona

- Take an expert-led tour of Barcelona.
- Enjoy free time in the city or
  - explore Barcelona by bike or
  - attend a Barcelona flamenco evening.

#### Day 11: Depart for home

### ➤ 3-DAY TOUR EXTENSION

#### Day 11: Madrid

- Travel by AVE train to Madrid.
- Take a walking tour of Madrid.
- Visit the Prado.

#### Day 12: Madrid

- Take an expert-led tour of Madrid and see Puerta del Sol and Plaza Mayor.
- Visit the Palacio Real.
- Enjoy time to see more of Madrid or
  - visit Toledo.

#### Day 13: Depart for home



*Salamander at Parque Güell. Built by Gaudí. #gaudi #parqueguell #barcelona #spain #españa #vivaespaña #eftours #iger #instagood #instalikes #instagammer*

—SHANNA, TRAVELER



Via Instagram

*My daughter just got home from France & Spain and I cannot say enough good things about her trip! We're already looking forward to picking a trip for next year! THANK YOU! EP!*

—NICKIE, PARENT



Via Facebook

## TOP THREE THINGS I WILL SEE, DO, TRY, OR EXPLORE

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_



— The easiest ways to —  
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EF Educational Tours  
Two Education Circle  
Cambridge, MA 02141

*My daughter has gained such an amazing view of the world and history from this experience. She has not stopped talking since I picked her up at the airport. Thank you for all the organization, helpful hints, flexible payment plan, and knowledgeable tour guides.*

—CHARLOTTE, PARENT OF TRAVELER



## **THE WORLD LEADER IN INTERNATIONAL EDUCATION**

For over 55 years, EF has been working toward one global mission: *Opening the World Through Education*. Your teacher has partnered with EF because of our unmatched worldwide presence, our focus on affordability, and our commitment to providing experiences that teach critical thinking, problem solving, collaboration, and global competence. What's more:

- We always offer the lowest prices so more students can travel.
- We're fully accredited, just like your school, so you can earn credit while on tour.
- All of our educational tours feature experiential learning activities and visits to the best sites.
- We're completely committed to your safety. We have more than 600 schools and offices in over 50 countries around the world, so local EF staff members can react quickly and in person wherever you travel.
- Your full-time Tour Director is with your group every step of the way on tour, providing insight about your destinations as well as great local tips.



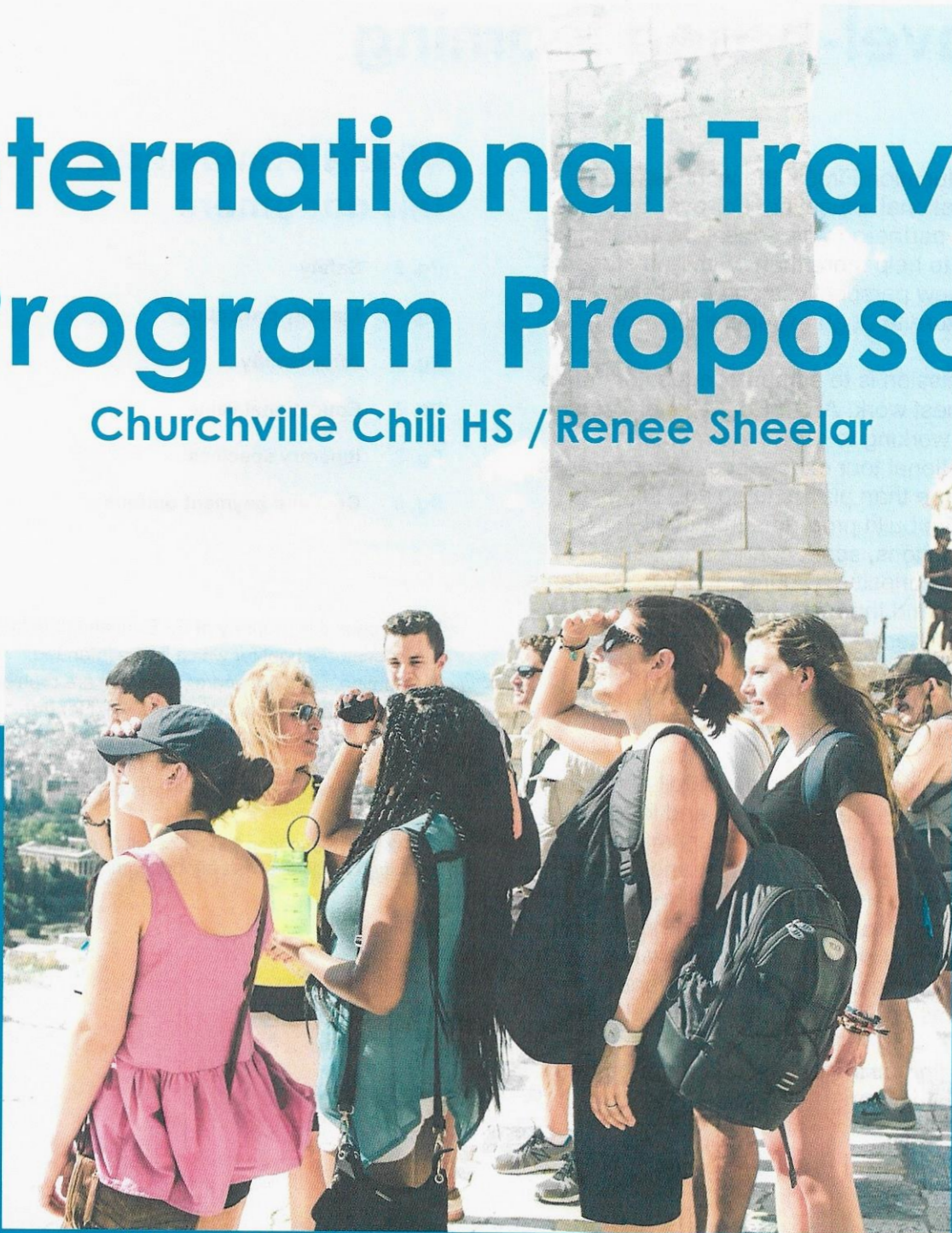




EDUCATIONAL  
TOURS

# International Travel Program Proposal

Churchville Chili HS / Renee Sheelar



Alps and the Mediterranean Coast - Summer 2024

[eftours.com/APM](http://eftours.com/APM)



# Your partner in travel-based learning

EF Education First is the world leader in international education. For over 55 years, we've partnered with educators around the world to help more than 15 million students gain new perspectives and build skills for the future through experiential learning.

Our mission is to empower educators to do their best work. At EF Educational Tours, we're working to define the modern educational tour experience. Our itineraries are more than places to go and things to see. We build programs that challenge assumptions, spark connections, and inspire curiosity in young students. Students will expand their knowledge of the world around them, discover more about themselves, grow more confident and independent, and understand new people, places, and cultures.

We take care of every last detail of the tour experience—transportation and lodging, meal reservations and menus, museum tickets and local tour guides, and much more. That also includes behind-the-scenes elements, like safety checks at hotels and background checks on adult travelers. With all that taken care of, educators and students can focus on the bigger picture.

You'll find all the details and more on the next few pages.

## What's contained in this document

- Pg. 2    Safety**
- Pg. 4    Liability protection**
- Pg. 6    Affordability**
- Pg. 7    Educational value**
- Pg. 8    Itinerary specifics**
- Pg. 8    Cost and payment options**

This proposal is property of EF Education First and the educator/school for which it was intended. Distributing, copying, and/or sharing it are prohibited. The proposal, including pricing, is valid for the educator, tour, and date(s) specifically mentioned herein. For additions, subtractions, or modifications, please contact your EF Tour Consultant.

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# Safety

**Your students' safety is our number one priority. We would never send a traveler to a location we believe to be unsafe—and with our extensive global presence, our best-in-the-industry experience, and our close working relationships with U.S. and international authorities, that's a statement we can back up with real insight. Whether it's a worldwide pandemic or a sprained ankle, a missed flight or confusing medical paperwork, we make sure every situation is taken care of.**

**\*For specific information on EF's response to COVID-19, visit [effours.com/covid](https://effours.com/covid)**

## **Worldwide presence**

EF's global presence is truly unmatched. We have staff on the ground 365 days a year in over 50 countries. And we don't just work in those countries—we call them home. EF team members live in nearly every one of our tour destinations, meaning we have the local knowledge to help keep our groups safe. That presence allows us to be there to support you on the ground wherever and whenever you need us.

## **24/7 emergency support**

In the event that anything on tour goes wrong, EF staff is always available to help. Your Tour Director is your group's constant companion and first point of contact in an emergency. Additionally, our fully trained support teams are on hand 24/7 to walk teachers through any issues and provide the resources necessary to get things back on track. Our Safety and Incident Response Team—comprised of industry experts, healthcare experts, and even former FBI personnel—is ready to spring into action 24 hours a day, 365 days a year. And when they aren't directly helping EF travelers, they're actively innovating on and shaping the new worldwide standards for cleanliness and safety.



## Your team

This group is fully committed to your school's trip and the safety of every traveler.

### **Operations Safety & Incident Response**

**Team** – This team is strategically based in our Boston, Panama, Tokyo, and Zurich offices to accommodate for all time zones. Available 24 hours a day, every day of the year, they are trained to react quickly if travelers need help. The team uses a combination of extensive training, simulations, incident response planning, and previous experience to manage emergencies. As needed, they can facilitate additional support for groups on tour, solve operational issues, arrange assistance from outside specialists, and liaise with local and international authorities.

### **Emergency Services & Support Team**

Our support team is available 24/7 to help resolve any issue, from a missed flight to a lost passport to more serious on-tour incidents. They also facilitate communication between travelers and families in the event of an emergency at home. The team is made up of highly trained and dedicated EF staff in our Boston and Denver offices who are equipped to solve problems and answer questions that may come up, even outside of regular business hours.

**Tour Director** – Assigned exclusively to your tour for the length of the stay at your destination, your Tour Director meets your group at the airport and travels with you until your departure. All Tour Directors undergo a background check as permissible by local law every two years and are required to participate in ongoing EF safety trainings. They're the first point of contact in an emergency and also communicate information to help travelers stay safe in a foreign destination. Tour Directors assist Group Leaders with hotel check-ins, coordinate meals, facilitate excursions with local guides, and much more. They're also culturally connected and expertly trained to support impactful learning experiences.

**Tour Consultant** – This itinerary expert is devoted to the growth of your students. They are your school's partner, working with you on everything from finding the perfect tour and enrolling students to offering fundraising advice and creating long-term travel programs for your school community. They work directly alongside the Group Leader (a.k.a. local teacher), right up until the moment of departure to make sure everything goes smoothly.

**Traveler Support** – Our team of support specialists are readily available to walk families through insurance inquiries, payment plans, food allergy issues, and any other topics that arise.

**Chaperones** – For every six travelers who enroll on your school's tour, your group is eligible to bring along a chaperone for free (the first spot goes to the Group Leader). This allows for a 6:1 ratio of students to chaperones, who assist Group Leaders with supervision of students to help keep them safe.



# Protection for travelers, schools, and districts

We understand that unpredictable things can happen, either on tour or before departure. We offer a variety of protections, programs, and policies to make sure that, no matter what happens, travelers, schools, and districts are covered. We're doing everything we can to make planning for the future as flexible as possible.

## General liability insurance

All Group Leaders, schools, and districts who travel with EF are automatically added as additional insureds under our **\$50 million General Liability Policy**, regardless of whether or not the tour is affiliated with the school. EF's liability coverage is primary and non-contributory for covered third-party claims. The policy helps safeguard Group Leaders and their schools for covered third-party claims related to bodily injury or property damage, which includes providing a legal defense and covering legal costs for such claims. In addition, all travelers are required to sign EF's Release and Agreement, which includes a release of liability of their Group Leader, school, and school board.

## Flexibility to change tours

The world is always changing. And while our belief in the positive impact of travel is unwavering, it can feel hard to predict what life, here in the U.S. and abroad, will look like several months, a year, or even two years from now. When you decide to travel with EF, we want you to feel secure in that decision. That's why these benefits are built into every EF program.

### *Peace of Mind*

#### *Provided to all groups*

We understand that plans can change due to unforeseen circumstances. EF provides this exclusive program to account for such situations. It provides groups with flexibility to change the dates and destination of their tours in uncertain times. This program accounts for such circumstances and can be enacted up to 45 days prior to departure at the group level for any reason, including terrorism or other world events.

### *COVID Care Promise*

#### *Provided to all groups*

If your child is diagnosed with COVID-19 while on tour, we will coordinate and facilitate support services and logistics including translation services, connections with local health care providers, communication with family, and flights home at no additional cost.

## Protection for individual travelers

Travelers can help protect their investment and themselves from certain unexpected events and expenses while on tour with the Global Travel Protection Plan and Global Travel Protection Plan Plus.

### ***Global Travel Protection Plan***

*Available to all travelers*

Designed specifically with EF travelers in mind, this plan provides both pre-departure and post-departure benefits, including medical expense coverage that may apply on tour and tour cancellation for specified reasons.

### ***Global Travel Protection Plan Plus***

*Available to all travelers*

To further protect your investment from the unexpected, this plan provides all of the benefits included in the Global Travel Protection Plan as well as expanded cancellation protection.

## Background checks for adult travelers

EF requires all adults (18 years and older) to pass a criminal background check before traveling on our student tours. This provides a safer tour experience for all travelers and aligns with the process and expectations of many school districts for adults who volunteer in schools or chaperone school activities. The secure process, provided by a leading professional provider, only identifies those individuals who could present a risk to student travelers while on tour.



# Affordability

We believe every student should have the opportunity to travel. That's why we're dedicated to providing the lowest prices possible and giving travelers multiple resources for managing payments.

Tour Consultants work closely with teachers to build a tour that's exactly right for your students. Through discussions with your teacher, they take into account learning objectives, cost, timing considerations, and any other factors to craft a tour that's accessible to as many students as possible.

## Resources for managing cost and payments

**Automatic Payment Plan** – Our recommended payment plan offers the ability to break the tour fee into smaller installments. With most tours planned well in advance, travelers can enroll for only \$95, then pay over a long period of time—often up to 18 months or two years—with final payment due 30 days before departure. Families make payments directly to EF, with no payments going through the school.

**Donation pages** – Each student has access to their own unique and customizable donation page. The easy-to-share page makes it simple for friends and family to contribute a little something that is automatically applied to the balance of the tour, with no fees whatsoever.

**Global Citizen Scholarship Fund** – EF Educational Tours provides \$100,000 worth of scholarships to students across the country every year. Any student is able to apply for the Global Citizen Scholarship, which is awarded on both a merit and need basis.

# Educational value

Our tours help prepare students for the future by teaching them more about the world, themselves, and the impact they can have on the world. Combining the power of experiential learning with the thrill of global travel, our tours help students:

- Expand their knowledge of the world around them
- Grow more confident and independent
- Understand new people, places, and cultures
- Discover more about themselves

To learn more about EF's educational philosophy, visit <https://www.eftours.com/our-story/educational-approach>

## EF is an accredited institution

We echo your commitment to education. Our travel-based learning approach is designed to blend classroom and experiential learning. This allows us to meet the same rigorous standards as schools like yours, ensuring students gain valuable experiences that transform the way they look at the world.



## Earning credit for new experiences

EF makes it easy for students to turn their tour experience into high school credit, college credit, or to get a head start on their college essays—all while making their travel experience even more engaging.

- Students in grades 6 - 12 can earn .5 elective high school credit by successfully completing the final project as part of EF's Personalized Learning Guide. Tuition is free.
- Students in grades 9 - 12 can earn 3.0 undergraduate credits, along with the confidence that comes with taking a college course, by completing a series of assignments and a final research project with our partner, Southern New Hampshire University—all for just \$215.
- Educators traveling on student tours may earn up to 45 free hours toward relicensure OR 3 or 6 graduate level credits (\$285/\$450) through Southern New Hampshire University.



# Itinerary specifics

For more robust details, the complete itinerary is attached to this document. It includes specific locations, each day's activities, travel plans, and more.

## Price of the proposed tour

The tour program price covers a wide range of services that ensure students have an incredible experience. It includes all the planning and preparation that leads up to departure, travel and accommodations, plus logistical support and details once the group reaches their destination.

## Tour Price Quote

The Alps and the Mediterranean Coast

Prepared For  
Renee Sheelar

Prepared On  
October 27, 2022

Your Tour Number  
2603259FH

Your Tour Website  
[www.eftours.com/2603259FH](http://www.eftours.com/2603259FH)

### Lowest Price

Price valid for travelers enrolled October 27, 2022 - October 31, 2022<sup>a</sup>

Student  
**\$4,669**

or \$229 / 20 mos

Adult  
**\$5,539**

or \$273 / 20 mos

#### Price Breakdown

Program Price (includes extension)	\$4,679
Global Travel Protection	\$190
Early Enrollment Discount	-\$200

## **CCHS Europe Trip 2024**

### **Trip Details**

**Group Leader:** Renee Sheelar, SHS Spanish Teacher/World Language Department IL

**Chaperones:** 1 CCCSD teacher or administrator/6 students

**Travelers:** ~40 students can be accepted for the trip. Students who are eligible to apply for the trip must currently be in grades 9-11, enrolled in a World Language class, AND continue to take a World Language class in 2023-2024 school year.

**Travel Company:** EF Tours, this is the company that we have used for all of our previous Europe trips. They have been in business for over 50 years and provide excellent service.

**Itinerary:** We will be traveling for 13 days between July 11, 2024 – July 31, 2024. The exact dates within that window of time are not firm until a few months before the trip.

**The Alps & the Mediterranean Coast:** On this tour we will be visiting 5 countries in 13 days!

#### **Locations included on the tour:**

- |                            |                        |
|----------------------------|------------------------|
| ❖ Lucerne, Switzerland (2) | ❖ Provence, France (2) |
| ❖ Cinque Terre, Italy (2)  | ❖ Barcelona, Spain (2) |
| ❖ Monaco                   | ❖ Madrid, Spain (2)    |
| ❖ Nice, France (1)         |                        |

#### **EF's guaranteed lowest price includes:**

- ❖ On-tour transportation: (flights, buses, trains, subways, etc)  
Transportation costs incurred during free-time activities, if any, are not included)
- ❖ Accommodations: 11 overnight stays in safe, comfortable hotels with private bathrooms
- ❖ Meals: European breakfast and dinner daily
- ❖ Full-time tour director: with us 24/7 to handle all on-tour logistics and provide cultural insights everywhere the group goes.
- ❖ Sightseeing tours: 2 led by expert local guides, 4 led by our tour director, 3 walking tours
- ❖ Entrance to many great attractions including: Swill Alps experience, Cinque Terre, Pont du Gard, Nimes Amphitheater, Palais de Papes, Park Güell, Palacio Real, Prado, etc.
- ❖ World-wide support, safety and security: EF Tours has offices in more than 50 countries with emergency staff ready (24/7) to react quickly in the event of an emergency.
- ❖ Global Travel Protection Plan (\$190 non-refundable, included in price)
- ❖ EF's Peace of Mind Program



**Not included:**

- ❖ passport fees
- ❖ lunches
- ❖ spending money
- ❖ optional excursions
- ❖ tips
- ❖ Global Protection Plus Plan (OPTIONAL additional insurance coverage \$300 non-refundable)

**Price: \$ 4669 (includes early enrollment discount of \$200)**

\$95 non-refundable deposit due upon enrollment (included in the program price)

\$190 non-refundable Global Travel Protection Plan (included in the program price)

**Payment Options:**

**All payments are made with EF Tours directly, no payments should be brought to CCHS.**

- ❖ Pay in full at enrollment (free): Pay the entire balance at the time you enroll. Payment methods accepted: Visa or MasterCard, ATM/debit card and personal check.
- ❖ Automatic payment plan (free): Convenient payments will be automatically deducted from a checking account (ATM/debit card) monthly or bi-weekly on a preferred date.
- ❖ Manual payment plan (\$50 plan fee): Travelers will receive invoices and make payments in three installments \$500 within 30 days of enrolling, \$500 90 days after enrolling, and the remaining balance 110 days prior to departure. Payments accepted by credit card (Visa/Mastercard), ATM/debit card, or a personal check.

**Student Application Process:** Students must apply for a spot on the trip.

Please only submit an application if you are certain that you will be able to be a part of this trip.

1. Each student must obtain **all excellent** recommendations from 3 CC SHS staff members. 1 recommendation **MUST** be from your World Language teacher (from 22-23 school year), 1 **MUST** be from a principal or counselor, 1 from another **SHS** teacher.
2. Applications must be submitted in full by the due date (\_\_\_\_\_). Late applications will be accepted only if spots remain.
3. Trip chaperones will review the information and select participants based on recommendations and timely submission of required documents.
4. Emails will be sent to accepted students & parents to provide the information needed to register for the trip.

**\*\*If you are not initially accepted, there is still a chance that you will be able to attend the trip. Every year there are students that drop out of the trip for various reasons. At that time students from the waiting list will be invited to enroll.**

CCSHS  
World Language Department  
Europe Trip  
2024  
Application Packet

**All parts of this packet must be returned by** 

# EUROPE TRIP 2024

Applicant information sheet  
(Please print clearly)

Name: \_\_\_\_\_

Current grade in school: \_\_\_\_\_ Current Foreign Language teacher: \_\_\_\_\_  
First block teacher: day 1 \_\_\_\_\_ day 2 \_\_\_\_\_ day 3 \_\_\_\_\_ day 4 \_\_\_\_\_

Parents' names: Parent 1 \_\_\_\_\_ Parent 2 \_\_\_\_\_

Parents' phone: Parent 1 \_\_\_\_\_ Parent 2 \_\_\_\_\_

Parents' email: Parent 1 \_\_\_\_\_ Parent 2 \_\_\_\_\_

Student's cell phone: \_\_\_\_\_ Student's email: \_\_\_\_\_

## Parent Permission:

I have read and carefully considered the information regarding the trip and give my consent for my child, \_\_\_\_\_, to go on the Churchville-Chili trip to Europe should they be accepted.

I also understand that my child may be removed from this trip if s/he does not take a LOTE class during the 2023-2024 school year or if s/he is subject to disciplinary action at any point prior to this trip. If removal from the trip occurs, we understand that we may lose money already paid to EF Tours as per their cancellation policy.

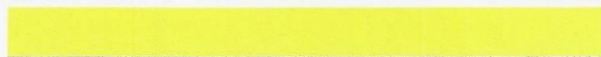
Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Recommendations Submitted by:

1. SHS World Language teacher \_\_\_\_\_
2. Other SHS teacher \_\_\_\_\_
3. SHS Administrator or SHS Counselor \_\_\_\_\_

THIS FORM AND ALL RECOMMENDATION FORMS ARE DUE BY





**2024 Student Behavior Guidelines for Travelers**  
**Please sign and return to Mrs. Sheelar with your trip application packet.**

As you travel abroad, you are representing your family, your school, your community and your country. The key to a successful trip is your open-mindedness and willingness to accept new cultures and the occasional inconveniences of international travel. If you keep your eyes and your mind open, you will bring home something of lasting value that you won't have to declare at customs. Here are the rules & expectations that you must abide by while on tour:

1. **ALCOHOL:** People under the age of 21 may not consume alcoholic beverages in the United States. Regardless of European laws, all regulations enforced by the CCCSD will be abided on this trip. It will be expected and reinforced by all chaperones that no one will break this law. Breaking this law will result in dismissal from the group and a return home at the expense of the parents/guardians.
2. **Non-participant guests or friends** may not, under any circumstances, ride on the bus with you or be in your hotel room.
3. **MEAL ATTENDANCE:** You are expected to be with your group at breakfast, lunch and dinner, unless special permission has been obtained by a chaperone.
4. **DRUGS:** Possession and/or use of illegal substances or paraphernalia are absolutely forbidden and will result in dismissal from the group and a return home at the expense of the parents/guardians.
5. **CURFEW:** A general curfew will be set by the chaperones on all nights. Unless there is a teacher-supervised activity running past this curfew, you must be in your hotel room until breakfast the next morning. Respect other hotel guests by keeping noise to a minimum.
6. **SEXUAL MISCONDUCT:** You may be sent home at the expense of your parents/guardians for sexual conduct while traveling with the group.
7. **HOTEL BEHAVIOR:** Hotel rooms are of good quality and accept reservations for both our group and other travelers. Group member misbehavior may result in the loss of a particular hotel for future groups. Be especially careful with your room. You will be held personally responsible for any damage you cause, and you will not be allowed to leave the hotel until the damage is paid for.
  - You will be responsible for phone calls made from your room and any extra hotel expenses (ex. items from a mini-fridge).
  - Stealing towels or other hotel items is forbidden.
  - No running and shouting in the hallways is allowed at any time, day or night.
  - Do not leave your passport, money or credit cards in your room
  - Non-participant guests or friends may not visit or spend the night in your hotel room under any circumstances.
8. **BUS & TOUR BEHAVIOR:** Be careful with your bus conduct, you will be held responsible for damages.
  - Respect to your tour director and bus driver. You are their guests on the bus.
  - Do not use headphones or electronic games during commentary when touring.
  - Be cooperative during group activities like sightseeing and local excursions. Patience and listening skills are a must!
  - You are never to stray from the group or go off on your own. Chaperones are to know where you are at ALL TIMES. Be sure to carry the name, address and phone numbers of your hotel on you at all times, in case of an emergency.
  - You are expected to be mindful of your own safety at all times. Be cautious in whatever you do and wherever you go, especially in unfamiliar areas.



9. RESPECT FOR LOCAL CULTURE: The local people you meet are not "tourist attractions". This is their city and their home. Act like a guest.

- Do not climb on monuments.
- Throw trash in public wastebaskets, not on the street.
- In cathedral and royal residences, behave the way you would expect to behave at the White House or the Vietnam Memorial.
- Dress appropriately. Nothing revealing or inappropriate is to be worn at ANY TIME!

10. ADAPTABILITY: You should be courteous and congenial at all times, even when encountering things that you do not like. Travel involves several inconveniences. Places get crowded, traffic may be busy and buses may be delayed. Pack tolerance, patience, and a sense of humor in your suitcases.

11. DISCIPLINE: If any guidelines are NOT followed, the following consequences may be given:

- A meeting with the tour director, the student(s), Mrs. Sheelar and/or other CCCSD chaperones to discuss the situation.
- A restriction may be imposed along with a call home to inform the parent/guardian of the situation.
- Student may be sent home at the expense of his/her parents/guardians.
- Disciplinary action may occur at the start of the next school year.

Please sign below to agree to the behavior guidelines for travel to Europe. By signing, you and your parents are giving Mrs. Sheelar and/or other CCCSD chaperones permission to act as they decide according to the guidelines stated.

I understand the guidelines and will follow the requests of all chaperones as stated above.

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the guidelines provided and give the trip chaperones permission to follow through with actions if my child does not comply with their requests.

Parent/Guardian signature: \_\_\_\_\_ Date: \_\_\_\_\_

Churchville-Chili Central School District  
LOTE Department  
EUROPE TRIP SUMMER 2024

**Student Recommendation Form**

This is a confidential recommendation letter. Please be as honest as possible as this will determine the student's eligibility for this trip.

Please return this form to Mrs. Sheelar's or Ms. Votsis' mailbox by \_\_\_\_\_

Student \_\_\_\_\_

SHS LOTE Teacher \_\_\_\_\_

School year you most recently taught, advised, or were in contact with this student: \_\_\_\_\_

Student...	Yes	No	If no, please explain
is responsible and respectful to peers and adults			
follows directions when asked the first time			
is mature and trustworthy			
is able to interact with peers outside their normal social circle.			
is kind and helpful to others.			
can remain calm and sensible in unfamiliar situations.			
is organized and can be trusted to look after their own possessions.			
is at ease communicating with peers and adults			
is considerate of other people's property and belongings.			

**Please respond honestly: (It all boils down to this.)**

If you were leading this trip, would you feel comfortable traveling abroad with this student for 14 days?

\_\_\_\_\_yes \_\_\_\_\_no-please explain

Feel free to make any additional comments on the back and or contact Renee Sheelar directly.

Thank you for your assistance. ☺

Churchville-Chili Central School District



Churchville-Chili Central School District  
LOTE Department  
EUROPE TRIP SUMMER 2024

**Student Recommendation Form**

This is a confidential recommendation letter. Please be as honest as possible as this will determine the student's eligibility for this trip.

Please return this form to Mrs. Sheelar's or Ms. Votsis' mailbox by \_\_\_\_\_

Student \_\_\_\_\_

Counselor/Administrator \_\_\_\_\_

School year you most recently taught, advised, or were in contact with this student: \_\_\_\_\_

Student...	Yes	No	If no, please explain
is responsible and respectful to peers and adults			
follows directions when asked the first time			
is mature and trustworthy			
is able to interact with peers outside their normal social circle.			
is kind and helpful to others.			
can remain calm and sensible in unfamiliar situations.			
is organized and can be trusted to look after their own possessions.			
is at ease communicating with peers and adults			
is considerate of other people's property and belongings.			

**Please respond honestly: (It all boils down to this.)**

If you were leading this trip, would you feel comfortable traveling abroad with this student for 14 days?

\_\_\_\_\_yes \_\_\_\_\_no-please explain

Feel free to make any additional comments on the back and or contact Renee Sheelar directly.

Thank you for your assistance. ☺

Churchville-Chili Central School District  
Churchville-Chili Central School District

LOTE Department  
EUROPE TRIP SUMMER 2024

**Student Recommendation Form**

This is a confidential recommendation letter. Please be as honest as possible as this will determine the student's eligibility for this trip.

Please return this form to Mrs. Sheelar's or Ms. Votsis' mailbox by \_\_\_\_\_

**Student** \_\_\_\_\_

**SHS Non-LOTE Teacher** \_\_\_\_\_

**School year you most recently taught, advised, or were in contact with this student:** \_\_\_\_\_

Student...	Yes	No	If no, please explain
is responsible and respectful to peers and adults			
follows directions when asked the first time			
is mature and trustworthy			
is able to interact with peers outside their normal social circle.			
is kind and helpful to others.			
can remain calm and sensible in unfamiliar situations.			
is organized and can be trusted to look after their own possessions.			
is at ease communicating with peers and adults			
is considerate of other people's property and belongings.			

**Please respond honestly: (It all boils down to this.)**

**If you were leading this trip, would you feel comfortable traveling abroad with this student for 14 days?**

\_\_\_\_\_yes \_\_\_\_\_no-please explain

**Feel free to make any additional comments on the back and or contact Renee Sheelar directly.**

Thank you for your assistance. ☺  
Churchville-Chili Central School District

# CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT FIELD TRIP CHECKLIST

**Teacher/Advisor:** Please fill in all information requested below and utilize the check list to ensure that all required documents are included in your request. Include this form with your submission.

Club/Organization: Robotics Team

Teacher/Advisor: Rees, Lasponara Administrator Attending: \_\_\_\_\_

Purpose: FIRST Robotics Regional Competition

Day: 3/29-4/1 Date: 3/29-4/1 Time: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Lodging Accommodations (if overnight): TBD

Chaperones: \* TBD

Student/Parent/Chaperone Meeting Date(s) 3/23/2023

☐ Cost Estimates, including per student (include an attachment showing details)

☐ Itinerary (include an attachment showing details)

\* Refer to Policy 8460 Field Trips for restrictions regarding chaperones

**PLEASE SUBMIT THE FOLLOWING** (as applicable): Refer to policy regulation 8460R for detailed instructions.

☐ Field Trip Request form (8460F.1 for day trips or 8460F.2 for overnight or out-of-town)

☐ A copy of Field Trip Permission and Medication and Emergency Medical Treatment Authorization form (8460F.3)

☐ Overnight/Out of Country Trip Agreement form (8460F.4) (for overnight or out of country field trips)

☐ Field Trip Behavioral Contract (8460F.5)

☐ Only **one** of the three transportation forms listed below is required; submit the appropriate form.

Please note: **The District will not be able to provide busing the last 3 weeks of school.**

District Transportation Request Form (8460F.6)

Charter or Rental Vehicle Trip Information Form (8460F.7)

Insurance Verification Form (8460F.8)

☐ Field Trip Cancellation Contract (for overnight field trips only; refer to 8460R.1)

☐ Parent Letter/Student Responsibilities

FOR BUILDING USE:

☐ Cafeteria Notification (if lunches will be affected)

☐ Attendance Office Notification

☐ Substitute Requests with Funding Source

**For Central Office Use only:** checklist/packet reviewed and all required documents are included

Signature Kathy W

Date: 10/14/22



RECEIVED  
8460F.2  
OCT 12 2022  
C Post

CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT  
OVERNIGHT/OUT-OF-COUNTRY FIELD TRIP REQUEST FORM

Date 10/6/2022

Club/Organization: Robotics Team

Teacher/Advisor: Rees, Lasponara Administrator Attending \_\_\_\_\_

Curriculum Connection - explain: FIRST Robotics New York Tech Valley Regional

Method of Transportation: Charter Bus  
(Please complete appropriate transportation form 8460F.6, 8460F.7 or 8460F.8)

Date(s): 3/29/2023 - 4/1/2023 Day(s) of the week: We d- Sat

Departure Time: 3/29/23 tbd Return Time: 4/1/23 tbd

Point of Departure/Return: Exit 42

Destination: MVP Arena, 51 S Pearl St, Albany, NY

Itinerary: See Attached

Insurance Coverage: \_\_\_\_\_

Estimated Cost: \$10,000  
(\$5.75 per mile to **and from destination per bus**; MapQuest or Google map must be attached. Bus capacity is 44 Adults, or 66 Students and the minimum trip charge is \$70).

Funding Sources: School/corporate sponsors/student contribution # of Students Attending 30 (est)

Chaperones (staff only): J. Rees, G. Lasponara

Parent Volunteer Help: TBD

Substitute Needed: ☒ Yes ☐ No If yes, how many? 4.5 Days (2 pe

1 - teacher Thurs/Fri  
1 - teacher wed/thurs/Fri

☒ Approved  
☐ Denied

☒ Approved  
☐ Denied

[Signature]  
Principal/Director

[Signature]  
Assistant Superintendent

☐ Approved  
☐ Denied Superintendent/Designee

BOE Approval Date \_\_\_\_\_

Copy to: Office of Instruction

**Greater Rochester Robotics**  
**Churchville-Chili High School**  
**FIRST Robotics Team 340**



**New York Tech Valley**  
**Regional Competition**  
**March 29 to Saturday, April 1, 2023**

#### In case of Emergency at The Event

The following procedures will be discussed with the team at the pre-trip meeting and reinforced by the mentors throughout the trip.

#### Fire or evacuation from Facility

Students will meet with their assigned chaperones outside of the event center at a pre determined location.

#### Other emergency

Students will meet with their assigned chaperones inside of the event center near the Main Entrance.

#### In case of Emergency at the hotel

The following procedures will be discussed with the team at the pre-trip meeting and reinforced by the mentors throughout the trip.

#### Fire or evacuation from Facility

Students will meet with their assigned chaperones outside of the hotel at a pre-determined location.

#### Other emergency

Students will meet with their assigned chaperones inside of the hotel in the lobby.

#### Student monitoring procedures

Each chaperone will be assigned a group of 5 students and will be directly responsible for their students' safety. The chaperones have agreed to monitor the students and know of their location and status at all times.



**FIRST Robotics Competition FIRST Robotics NYTVRRegional**  
Albany NY

**Hotel information**

Hampton Inn & Suites Albany-Downtown  
25 Chapel Street  
Albany, New York, 12210, USA

**Event Information**

MVP Arena  
51 S Pearl St  
Albany, NY USA

**Charter Bus Information**

Trailways of New York

**Emergency Contact Information**

Mr. Rees – (585) 747-6797

## FIRST Robotics Competition NYTVRRegional Competition

Wednesday, March 29, 2023

12:00 pm Drive team leaves for Albany  
6:00 pm – 8:00 pm 5 Team Reps to Load In

5/6 students missing school  
wed/Thurs/Fri

Thursday, March 30, 2023

7:30 am Bus leaves CCHS for Albany  
8:00 am Drive team leaves for Arena  
8:30 am Pits and Machine Shop OPEN  
8:30 am Registration and Robot Inspection Start  
9:00 am Bus arrives at event  
10:00 am - 12:00 Noon Practice Rounds  
12:00 pm - 1:00 pm LUNCH  
1:00 pm - 4:30 pm Practice Rounds  
4:30 pm Bus leaves for hotel  
5:30 pm Bus leaves for dinner  
6:30 pm Bus arrives back at hotel for the night  
8:00 pm Pits and Machine Shop CLOSE

Friday, March 31, 2022

7:15 am Bus leaves hotel for event  
8:00 am Pits and Machine Shop OPEN  
8:30 am - 9:00 am Opening Ceremonies  
9:00 am - 12:00 Noon Qualification Matches  
12:00 Noon - 1:00 pm LUNCH  
1:00 pm - 5:45 pm Qualification Matches  
5:45 pm - 6:30 pm Awards Ceremony  
6:30 pm Bus leaves event for dinner  
7:00 pm Pits and Machine Shop CLOSE  
7:30 pm bus arrives back at hotel for the night

Saturday, March 26, 2022

7:15 am Bus leaves hotel for event  
8:00 am Pits and Machine shop OPEN  
8:30 am - 9:00 am Opening Ceremonies  
9:00 am - 12:15 pm Qualification Matches  
12:15 pm - 12:30 pm Alliance Selections  
12:30 pm - 1:30 pm LUNCH  
1:30 pm - 4:30 pm Final Rounds  
4:30 pm - 5:30 pm Awards Ceremony  
6:00 pm Bus leaves event for CCHS  
6:30 pm Team stops for dinner on route home

6:30 pm  
11:30 pm

Pits close; crates packed  
Team arrives at CCHS

Dear Parents,

This year the High School Robotics team will be attending two FIRST Robotics regional competitions and, if we qualify, the FIRST World Championship in Houston Texas. Our first competition will be the Finger Lakes Regional (FLR) at RIT March 16th - 18th. This will be a school approved field trip and students will miss up to 2 days of school. There is no cost for the event except for food and beverages. The competition runs from 8am to 6pm each day and is open to the public. Thursday is a practice day and Friday and Saturday are competition days. Our second event of the year will be the New York Tech Valley Regional in Albany NY March 29th - April 1st. This will be an overnight field trip and is not mandatory. Most of the expenses will be covered including travel, lodging, breakfast and dinner. We are asking each student to pay \$75 to help cover the cost of robot transportation and travel expenses. Please reach out to me if you have any issues with this expense.

Our final competition of the year may be a trip to Houston Texas for the FIRST Robotics World Championship. We will need to qualify through our performance at our two Regional Competitions. We are currently looking into finding the most cost effective trip for as many students as possible.

If you have any questions about our trips please reach out to me at your earliest convenience. My contact information is listed below.

Thank you

Jason Rees  
FIRST Robotics Team Leader  
FRC 340  
Greater Rochester Robotics  
Churchville-Chili High School  
[jrees@cccsd.org](mailto:jrees@cccsd.org)  
585-747-6797

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT**  
**FIELD TRIP PERMISSION AND**  
**MEDICATION AND EMERGENCY MEDICAL TREATMENT AUTHORIZATION**

Part I to be completed by field trip advisor. Parents/guardians are asked to complete Parts II, III, and IV of this permission form including the medication authorization section as necessary.

**PART I - Information for Field Trip:**

Destination: NYTVR Date: 3/29/2023 - 4/1/2023

Time: all day to  Cost to Student: \$0

Mode(s) of Transportation: ☐ District Bus ☒ Charter or Rental Vehicle ☐ Airplane

Activities of Trip FIRST Robotics New York Tech Valley Regional

**PART II – Parent/Guardian Permission**

Date: \_\_\_\_\_

\_\_\_\_\_ has my permission to attend the field trip as outline above as part of his/her school experience. I understand that the District Code of Conduct will be in effect at all times. The student may be removed from the trip for disciplinary, attendance, or grade issues that occur before the departure date as per the District Code of Conduct.

The student agrees to follow all school rules and guidance, including the Code of Conduct, prior to and during the trip. By signing, the student agrees to the rules and expectations, and consequences for any behaviors that violate the Code of Conduct.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Printed Name: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PART III – Medical Information**

If you have a student attending this field trip who will need to possess prescription or over the counter medication while on the trip, please complete Part IV of this form along with a duly executed prescription and/or doctor's order, which must be on file prior to the commencement of the field trip in order for the student to take medications with him/her on the trip.

- A. In case of an emergency, I understand that every effort will be made to contact me. If the school is unable to reach me, I hereby give the school permission, through my signature below, to act on my behalf in seeking emergency treatment for my child in the event such treatment is necessary and give my permission to those administering emergency treatment to do so using the measures necessary.



- B. My child is **allergic** to the following medications: \_\_\_\_\_  
 \_\_\_\_\_
- C. My child has a **special medical problem** (if none so state, if yes, specify)  
 \_\_\_\_\_
- D. My child is currently under **medical care**. Please describe nature of illness and treatment.  
 Mark N/A if not applicable.  
 \_\_\_\_\_
- E. Date of last tetanus vaccination \_\_\_\_\_

#### PART IV – Medication Authorization

**NOTE:** A physician's written order and parent/guardian written permission is required for not only prescription medications but over-the-counter medications as well.

Name of Student: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Medication	Dosage	Time/Frequency

*Note: If more lines are required, please attach a form listing medication and dosage information.*

Check one:

- ☐ **Student may self-administer** (i.e. inhalers, epi-pen, and insulin). In the event that the need arises to self-administer Epinephrine or with administration of any injectable, the student must notify their assigned chaperone.
- ☐ **I will personally attend the field trip to administer the medication.**
- ☐ **I have designated** \_\_\_\_\_, my friend, family member, household member or other relationship appropriate in accordance with N.Y. Education Law §6908 (...*providers, employees or caregivers acting under the direction and authority of a parent of a child, legal guardian, legal custodian, or an adult in whose care a child has been entrusted and who has been authorized by the parent to consent to any health care for the child...*) to administer the above-listed medication(s) to my child at the school-sponsored event listed at the beginning of this form. I acknowledge that Churchville-Chili Central School District will not be liable for any problems that may arise as a result of the administration of such medication by the designee.
- ☐ **Student will require a licensed health professional to administer his/her medication.**

Physician's Printed Name: \_\_\_\_\_

Physician's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Address \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_

**PART V – Parent/Guardian Contact Information in Event of Emergency**

Parent/Guardian Phone #s: work \_\_\_\_\_ home \_\_\_\_\_ mobile \_\_\_\_\_

Parent/Guardian Phone #s: work \_\_\_\_\_ home \_\_\_\_\_ mobile \_\_\_\_\_

Emergency number if unable to reach parent(s) / guardian(s):

Name: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

Relationship to student \_\_\_\_\_ Home Phone: \_\_\_\_\_

Insurance Policy - Provider \_\_\_\_\_

Policy # \_\_\_\_\_

I, \_\_\_\_\_ the undersigned, being the parent/legal guardian of  
 \_\_\_\_\_, understand that trip chaperones will make every effort to  
 contact me, but in the event that emergency treatment is necessary, I hereby authorize medical treatment  
 on behalf of my child. I release the Churchville-Chili Central School District and district personnel from  
 any claims or causes of action arising out of injuries that my child may sustain in connection with the field  
 trip.

 Parent/Guardian Signature \_\_\_\_\_  
 \*\*If notarization is required, please wait to sign until you are in front of a notary public.

Print or type name of person signing: \_\_\_\_\_

Notary Stamp

**\*\*Notarization Required for Out of Country/Overnight Field Trips Only**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Notary Public, State of New York \_\_\_\_\_ Expires \_\_\_\_\_

Created: 6/13/2017

Revised: 9/18/2018, Reviewed: 1/14/2020

Refer to: N.Y. Education Law § 6098(1)

**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT**  
**FIELD TRIP BEHAVIORAL CONTRACT**

***To be completed by the student:***

I, \_\_\_\_\_, a student with the Churchville-Chili Central School District (the  
(print student name)

“District”), seek to attend a field trip with the District to \_\_\_\_\_

on \_\_\_\_\_. By signing this Contract, I declare that I recognize that the District Code of Conduct applies to all activities on the field trip that I seek to attend. I will comply with all provisions within the District Code of Conduct, and recognize that any violation of the District Code of Conduct may result in my discipline as outlined in the Code of Conduct or my transport away from the trip and prohibition from continuing participation. If, as a result of my behavior, the District decides to preclude my further participation in the trip, I recognize that my parent or guardian will be telephoned and asked to pick me up for transport away from the trip, at their cost.

\_\_\_\_\_  
Student signature

\_\_\_\_\_  
Date

***To be completed by the parent or guardian of a participating student:***

I, \_\_\_\_\_, parent or guardian of the above-named student, recognize that I  
(printed name of parent or legal guardian)

will be responsible for transporting the student home from the trip in the event that I am contacted to do so as a result of his or her violation of the District Code of Conduct. I acknowledge that I will be accessible for a telephone call during the course of the trip and will transport the student promptly after receipt of a telephone call, at my own cost.

\_\_\_\_\_  
Parent or Guardian signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone number



**CHURCHVILLE-CHILI CENTRAL SCHOOL DISTRICT**

139 Fairbanks Road  
Churchville, New York 14428

Board of Education Meeting  
November 8, 2022

Personnel Actions  
Page 1 of 2

Upon the recommendation of the Superintendent of Schools, the following personnel actions shall be approved:

**I. RESIGNATIONS**

A. Certified - none

B. Classified

**Elizabeth Johnston**, employed by the District, most recently as a Cleaner at the Middle School South, since September 13, 2016, has submitted her resignation effective at the end of the day November 11, 2022.

C. Coaches - none

D. Extraclass Activities - none

E. Instructional Leaders - none

F. Tutors – none

**II. TERMINATIONS**

A. Certified - none

B. Classified - none

C. Coaches - none

D. Extraclass Activities - none

E. Teacher Leaders – none

F. Tutors – none

**III. LEAVE OF ABSENCE - none**

**IV. CHANGE IN EMPLOYMENT STATUS**

A. Certified – none

B. Classified

**Douglas McCane**, change from a Probationary to a Permanent appointment as a Senior Purchasing Clerk, effective November 12, 2022.

C. Coaching - none

D. Extraclass Activities - none

**V. APPOINTMENTS**

A. Certified - none

B. Substitute and Part-time Teachers and Administrators – none

C. Department Liaisons – none

D. Classified - none

E. Classified Substitutes and Part-time

**Tiana Charles** Cafeteria Monitor  
Assignment Middle School North  
Effective November 4, 2022 (Previously cleared by a fingerprinting check)  
Type of Appointment Part-time

**Michelle Horne** Cafeteria Monitor  
Assignment Senior High School  
Effective November 7, 2022 (Previously cleared by a fingerprinting check)  
Type of Appointment Part-time

F. Interim Administrator – none

G. Coaches & Athletic Activities

Activity	Name	Name
Varsity Bowling	Dave Childs (60%)	Joe Eschberger (40%)
Girls Basketball Volunteer Assistant	Sean Osborne	
Unified Basketball	Tim Miller	

H. Extra-Curricular Activities & Clubs

Activity	Name
CRS Intramural Coordinator	Benji Parkes

I. Mentors - none

J. Instructional Leaders

Name	Building	Position
Korinne Long	MS-N	Grade 5 (Red House)

K. CSE / CPSE Chairperson - none

L. Tutors - none

M. Internship – none

N. Student Helpers - none

O. Other - none

**Churchville-Chili Central School District**

139 Fairbanks Road

Churchville, New York 14428

November 9, 2021 Board of Education Meeting

**Tenure Recommendation**

<b>Name</b>	<b>Tenure Area</b>	<b>Commencement of Probationary Appointment</b>	<b>Tenure Date</b>
Hallock, Kerry	Social Studies	3/16/2020	3/16/2023
Lasponara, Gerard	Technology	1/2/2019	1/2/2023
Ozkaynak, Shannon	Teaching Assistant	12/3/2018	12/3/2022
Pries, Carley	Special Education	1/29/2019	1/29/2023
Sparks-Stewart, Sarah	Elementary	9/1/2019	4/29/2023
Willis, Hannah	Elementary	9/1/2019	4/22/2023





# Churchville-Chili Central School District

*Where learning leads to a lifetime of opportunities*

**Loretta J. Orologio, Ed.D.**

*Superintendent of Schools  
x2300*

**Superintendent's  
Executive Cabinet**

Mr. Matthew DeAmaral, CPA  
*Assistant Superintendent for Business  
Services  
x2330*

Mr. Giulio Bosco, Jr.  
*Assistant Superintendent for  
Instruction  
x2310*

Mr. Lawrence M. Vito  
*Assistant Superintendent for Human  
Resources  
x2320*

Ms. Nicole A. Livingston-Neal  
*Assistant Superintendent for Student  
Services  
x2460*

## DISCUSSION ITEM

### MEMO

**To: Board of Education  
Dr. Loretta J. Orologio, Superintendent**

**From: Matthew J. DeAmaral  
Asst. Superintendent for Business Services**

**Re: Income Limits for Aged and Disabled Tax Exemptions**

**Date: November 4, 2022**

New York State recently increased the income ceilings for the Limited Income Senior and the Limited Income Disabled Tax Exemptions. Currently the district allows for these exemptions at what used to be the maximum level. Currently, qualifying homeowners can receive a 50% reduction in their taxable assessment if their household income is under \$29,000. There is a sliding scale of exception percentages that is currently capped at \$37,400; meaning any household with income over that amount would receive no exemption.

The state has increased the maximum income allowed to \$50,000 for a 50% reduction and \$58,400 for full phase-out. Counties, towns, villages, and school districts have the option of adopting these increased limits. Monroe County has indicated that they will be adopting the increased limits; however, at this time, none of the towns or villages within our boundaries are moving toward the increased limits.

Currently, there is not an accurate way to estimate the impact this change would have on our tax base because we do not know how many additional taxpayers would qualify for this exemption. If Monroe County does adopt this change, assessors will begin to receive this data in order to record the exemption. At that time, the district would have a much more accurate picture of the impact that increase the limit would have on all other taxpayers.

At this point, my recommendation is for the board to leave the income limits at the current level and consider making this change once more data is available. This will allow the board to make a more informed decision.

If you have any questions, please give me a call.

MJD/br