

- I. Meeting Called to Order***
- II. Pledge of Allegiance to the Flag***
- III. President's Comments***
- IV. Superintendent's Report***
- V. Board Student Representative- Neil Stringer***
- VI. Public Comments***
- VII. Board Meeting Minutes*** ***(BOARD ACTION)***
- VIII. 2023-2024 Budget Presentation and Approval*** ***(BOARD ACTION)***
- IX. Consensus Agenda*** ***(BOARD ACTION)***

Business

- 1. Treasurer's Report
- 2. Budget Status Report
- 3. Revenue Status Report
- 4. Election Inspector Rate
- 5. Election Inspectors
- 6. Budget Transfer
- 7. Attend Canandaigua Schools
- 8. District Health and Safety Plan
- 9. WFL Cooperative Bid- Various Commodities and/or Services- 2023-2024 School Year
- 10. Proctors
- 11. Agreement
- 12. Robotics Volunteers
- 13. Fall 2023 Student Teachers Placement
- 14. Fall 2023 School Counseling Internship
- 15. School Psychologist Field Experience/ Internship
- 16. Volunteer Coaches
- 17. Field Trip- Initial
- 18. Property Tax Report Card
- 19. Recommendations of the Committee on Special Education

Personnel

End of Consensus Agenda

- X. Board Committees***
 - Site Committee- Mr. John Polimeni- March 22, 2023
- XI. Closing Remarks***
(President, Board of Education and/or Superintendent)

I. Meeting Called to Order

II. Pledge of Allegiance to the Flag

III. President's Comments

- Remarks
- Correspondence

IV. Superintendent's Report

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

V. Board Student Representative- Neil Stringer

VI. Public Comments

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

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

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

VII. Board Meeting Minutes (BOARD ACTION)

- March 20, 2023- Regular Meeting Minutes

VIII. 2023-2024 Budget Presentation and Approval (BOARD ACTION)

IX. Consensus Agenda (BOARD ACTION)

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

Business

1. Treasurer's Report

The Treasurer's Report for the Period of December 1, 2022 - February 28, 2023. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

2. Budget Status Report

The Appropriation Status Report, which is a summary which is a summary, for the period of July 1, 2022 – February 28, 2023. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

3. Revenue Status Report

The Revenue Status Report, which is a summary July 1, 2022 – February 28, 2023. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

4. Election Inspector Rate

Increase the pay rate to \$14.20/hr. for election inspectors beginning with the 2023-2024 election on May 16, 2023.

5. Election Inspectors

Dick Onze, Susan Onze, Elaine Williard, Larry Williard, Diane Olivet, Karen Demay, Jim Demay, Judith Flamini, Patricia Neprud-Mehls, Joan Houle, Sandy Delmonte, Pam Gilison, and others as need will be approved for May 16, 2023 at a future Board meeting.

6. Budget Transfer

The below budget transfer is over \$20,000 and require Board approval. This is to cover contract for Teacher of the Deaf services per student's IEPs

From: A2250.490-00-0000	Special Programs BOCES	\$ 54,400
To: A2250.400-00-0000	Special Programs Contractual	\$ 54,400

7. Attend Canandaigua Schools

Ms. Jasmin Allen, Primary School Aide, is requesting approval for her daughter, Aliyah Williams-Frigon to attend Canandaigua School beginning September 2023 as a third-grade student.

8. District Health and Safety Plan

Approval for the following to be added to the District Health and Safety Plan committee:

- Jon Canough- teacher
- Randy Boylan- parent, Academy
- Mike Giso- Turner Construction Company
- Kevin Rademacher- LaBella Associates

9. WFL Cooperative Bid- Various Commodities and/or Services- 2023-2024 School Year

WHEREAS, The Board of Education, Canandaigua City School District of New York State desires to participate in a Cooperative Bidding Program conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties from year to year or, until this Resolution is rescinded, for the purchase of Various Commodities and/or Services, and

WHEREAS, The Board of Education, Canandaigua City School District of New York State is desirous of participating with The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties in the joint bid of the commodities and/or services mentioned below as authorized by General Municipal Law, Section 119-o, and

WHEREAS, The Board of Education, Canandaigua City School District of New York State has appointed The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties as representative to assume the responsibility for drafting of specifications, advertising for bids, accepting and opening bids, tabulating bids, reporting the results to the Board of Education, Canandaigua City School District of New York State and making recommendations

THEREFORE BE IT RESOLVED, That The Board of Education, Canandaigua City School District of New York State and The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties hereby accepts the appointment of The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters related above, and

BE IT FURTHER RESOLVED, That The Board of Education, Canandaigua City School District of New York State authorizes the above-mentioned Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties to represent it in all matters regarding the entering into contract for the purchase of the below-mentioned commodities and/or services. and

BE IT FURTHER RESOLVED, That The Board of Education, Canandaigua City School District of New York State agrees to assume its equitable share of the costs incurred as a result of the cooperative bidding. and

NOW, THEREFORE, BE IT RESOLVED, That The Canandaigua City School District on behalf of the Board of Education, Canandaigua City School District of New York State hereby is authorized to participate in cooperative bidding conducted by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties for various commodities and/or services and if requested to furnish The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties an estimated minimum number of units that will be purchased by The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties. The Board of Cooperative Educational Services of Ontario, Seneca, Wayne and Yates Counties is hereby authorized to award cooperative bids to the bidder deemed to be the lowest responsive and responsible meeting the bid specifications and otherwise complying with Article 5-A of the General Municipal Law of the State of New York relating to public bids and contracts.

10. Proctors

Mrs. Marissa Logue, Academy Principal, is requesting approval of the below Advance Placement/ International Baccalaureate Proctors:

Laure Blazey	Laure Blazey	Chris Crater
Chris Crater	Robin Hulme	Gail Kass-Smith
Barb Landon	Arlene McDonald	Sue Intel
Mike Prusinowski	Laurie Roeder	Karen Salvia-Mottler
Robb Sloan		

11. Agreement

Agreement with Management Advisory Group Business Operations, Inc. from July 1, 2023- June 30, 2024 for Medicaid Consultant Services in the amount of \$18,730.

12. Robotics Volunteers

Mrs. Marissa Logue is requesting approval of the below Robotics volunteers:

Andrew Lev	David Talbot	David Russell
Connor Russell	Nancy Gingold	Benjamin Baxter
Craig Perrin	Ben Perrin	Brian Snyder

13. Fall 2023 Student Teachers Placement

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

- Emma Donahue, Hobart William Smith with Lauren O'Reilly- September 5-October 20, 2023

Mr. John Arthur, Middle School Principal recommends:

- Joseph McCoy, Hobart William Smith with Deven York- September 5-October 20, 2023
- Joseph McCoy, Hobart William Smith with Zachary Gisleson- October 23-December 25, 2023
- Mackenzie Chapman, Keuka College with Maria Wade- September 5-October 19, 2023

Mrs. Marissa Logue, Academy Principal recommends:

- Mackenzie Chapman, Keuka College with Heather Black- October 23-December 14, 2023

14. Fall 2023 School Counseling Internship

Mr. John Arthur, Middle School Principal recommends:

- Madison Ross, SUNY Brockport with Michelle Jones- September 5-December 8, 2023

15. School Psychologist Field Experience/ Internship

Mr. Brian Amesbury, Primary-Elementary Principal recommends:

- Mikayla Coleates, Nazareth College with MaryAnne Duncan- May 16-June 16, 2023

16. Volunteer Coaches

Mrs. Caroline Chapman, Athletic Director, is requesting approval of the below volunteer coaches:

- Rebecca Holtby, Mod Softball
- Leo Saladino, Mod Boys Lacrosse

17. Field Trip- Initial

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

- AP Language/IB English, Boston, MA- October 5-7, 2023

18. Property Tax Report Card

Approval of the 2023-2024 Property Tax Report Card.

19. Recommendations of the Committee on Special Education

Recommendations of the Committee on Special Education meeting dates of: September 23, 2022; December 21, 2022; January 12, 2023; January 20, 2023; January 23, 2023; January 26, 2023; January 30, 2023; February 1, 2023; February 2, 2023; February 3, 2023; February 6, 2023; February 7, 2023; February 9, 2023; February 12, 2023; February 15, 2023; February 16, 2023; February 17, 2023; February 27, 2023; March 2, 2023; March 3, 2023; March 6, 2023; March 8, 2023; March 9, 2023; March 10, 2023; March 13, 2023; March 15, 2023; March 16, 2023; March 17, 2023; March 21, 2023; March 22, 2023; March 23, 2023; March 27, 2023; March 28, 2023;

Personnel

1. Non-Instructional Personnel

A. Retirement

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

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Years of Service</u>
Debora Bowen	Head Bus Driver	6/29/2023	32

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Mary Henninger	Food Service Helper	Employment Offer Withdrawn	3/22/2022
Wendy Flacco	Teacher Aide	Resignation	6/22/2023

C. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Jasmin Allen	Teacher Aide	4/10/2023	\$14.75/hr.
John Bement	School Bus Driver – Non-Route	3/16/2023	\$19.00/hr.
Chris McConnell	Information Technology Support Technician I	5/1/2023	Per Contract
Jacque Jantzen	School Monitor	4/10/2023	\$14.70/hr.
Emily Bonacci	Substitute Teacher Aide	3/24/2023	\$14.20/hr.

2. Instructional Personnel

A. Leave of Absence

- 1) Karrie Hart, 1st Grade Teacher, has requested a leave of absence from May 8, 2023 through June 30, 2023.

B. Appointments

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

- 1) Dana Olson received her Bachelor's degree in the Education of the Speech and Hearing Handicapped from SUNY Fredonia and earned her Master's degree in Communication Disorders from SUNY Buffalo. She worked for the District as an interim substitute in the 2021-2022 school year. Ms. Olson will be appointed to a 1.0 FTE 4-year probationary Speech & Language Pathologist effective March 22, 2023.

<u>Name</u>	<u>Certification</u>	<u>Effective</u>	<u>Step/Rate</u>
Dana Olson	Speech-Language Pathologist; Speech and Hearing Handicapped	3/22/2023	14



2) Interim Substitute Teacher

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

<u>Name</u>	<u>Position</u>	<u>Building</u>	<u>Effective</u>
Samantha Holdredge	Physical Education Teacher	Primary School	4/10/2023-6/23/2023

3) Mentors

The following individual is recommended to a Mentor assignment for the 2022-2023 school year at the contractual rate:

Kim Kane mentor to Samantha Holdredge effective 4/10/2023

End of Consensus Agenda

X. Board Committees

- Site Committee- Mr. John Polimeni- March 22, 2023

XI. District Committee Reports

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

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

XII. Closing Remarks

(President, Board of Education and/or Superintendent)

XIII. Upcoming Events

- April 11- College Night
- April 26- Policy Committee Meeting
- April 26- Last day to File Candidate Petitions
- April 26- Board of Education Meeting
- April 29- Fifth Saturday Student Enrichment
- May 4- Rotary Budget Presentation
- May 6- Junior Prom
- May 8- Budget Public Hearing and Regular Board Meeting
- May 9- Kiwanis Budget Presentation
- May 9- PTSA Meeting & Budget Presentation
- May 9- Tri M Honor Society Induction
- May 11- National Honor Society Induction
- May 11- Academy Art Show
- May 12- CIE
- May 15- Transportation Appreciation Week
- May 16- District Budget & Board of Education Vote
- May 17- Board of Education Meeting
- April 20- District Health and Safety Meeting
- May 21- Mental Health Awareness Walk
- May 22- Board of Education Meeting
- May 23- Fifth Grade Band & Orchestra Concert



- May 24- CA Concert 1
- May 26- Fourth & Fifth Grade Chorus Concert
- May 29- Memorial Day
- May 31- Eighth Grade Concert
- June 3- Senior Ball

The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, March 20, 2023 at 5:48 p.m. at the Operations Center, President Grimm presiding.

BOARD MEMBERS PRESENT: Jeanie Grimm, Milton Johnson, Julianne Miller, John Polimeni (*away until 5:48 p.m.*), Jen Schneider, Jenny Tessendorf, Beth Thomas

BOARD MEMBERS ABSENT: Amy Calabrese, Megan Personale

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

BOARD DISTRICT CLERK: Deborah Sundlov

OTHERS PRESENT: Neil Stringer (*arrived at 6:38 p.m.*) Attendees on file

Executive Session

Upon a motion made by Mrs. Thomas, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved calling an Executive Session at 5:48 p.m. to discuss the employment of seven particular persons and one collective negotiation pursuant to Article 14 of the Civil Service Law.

Return to Open Session

Upon a motion made by Ms. Tessendorf, seconded by Dr. Schneider, with all present voting yes, the Board of Education returned to Open Session at 6:23 p.m.

The board took a break from 6:23 p.m. to 6:30 p.m.

Pledge of Allegiance to the Flag

Mrs. Grimm called the meeting to order at 6:30 p.m. leading all in the Pledge of Allegiance and welcomed all in attendance.

Superintendent Report

It was a great weekend. Eighth grader Stephen Chehata won regional spelling bee and is headed to Scripps National Spelling Bee in Washington, D.C. TANX 3003 emerged victorious at the regional RIT robotics competition. They are now headed to the World Championships in Houston, TX. Our girls' basketball team advanced to the state championships, unfortunately they did not come back with a win, they battled back after a tough first quart to a final score of 61-51.

Public Comments

Barb Stahl, Canandaigua

Board Student Representative

Student Representative, Neil Stringer provided the Board with updates in the buildings which included the girls' basketball team, Robotics, PTSA movie night on March 26, junior prom on May 6, and a Mental Health Awareness walk on May 21.

Board Meeting Minutes

Upon a motion made by Ms. Tessendorf, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved the March 6, 2023 Regular Board Meeting Minutes.

APPROVED: MINUTES

February 2023 Warrant Review

Upon a motion made by Mr. Johnson, seconded by Mrs. Miller, with all present voting yes, the Board of Education approved the February Warrants.

APPROVED: WARRANTS

A-76 General 9008449-9008515 (ACH)
A-77 General 16664-16743 (Check Print)
A-78 General 16655-16663 (In House)
A-81 General 9008516-9008553 (ACH)*
A-82 General 16751-16814 (Check Print)
A-83 General 16744-16750 (In House)
C-14 Cafeteria 2725-2741
C-15 Cafeteria 2742
F-30 Federal 9000403-9000407 (ACH)
F-31 Federal 866-869 (Check Print)
F-32 Federal 9000408-9000411 (ACH)
F-33 Federal 870-874 (Check Print)
H-28 Capital 546-549 (Check Print)
H-29 Capital 9000179-9000180 (ACH)
H-30 Capital 550 (In House)
H-31 Capital 551-552 (Check Print)
H-32 Capital 9000181 (ACH)
HBU-1 Bus Purchase 5-7

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

Transportation Purchase Bond Resolution

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

APPROVED: RESERVE FUND

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

BE IT RESOLVED BY THIS BOARD OF EDUCATION AS FOLLOWS:

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

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

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

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

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

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

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

Section 8. It is hereby determined and declared that the Canandaigua City School District reasonably expects to reimburse the general fund, or such other fund utilized, not to exceed the maximum amount authorized herein, from the proceeds of the obligations authorized hereby for expenditures, if any, from such fund that may be made for the purpose prior to the date of issuance of such obligations. This is a declaration of official intent under Treasury Regulation §1.150-2.

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

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

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

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

Duly put to a vote as follows:

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

* * * * *

Transportation Purchase- Proposition 2

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

APPROVED: TRANSPORTATION PURCHASE- PROPOSITION 2

BE IT RESOLVED BY THE BOARD OF EDUCATION AS FOLLOWS:

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

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

PROPOSITION #2

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

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

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

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

Duly put to a vote as follows:

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

* * * * *

Proposed 2023-2024 Budget

Mr. Matt Fitch, Assistant Superintendent for Business, provided a few positives for the upcoming budget, Foundation Aide is fully funded, Teacher Retirement System has a decrease of .53%, and retirees over 65 Medical health insurance with a decrease of 50%. A few budget challenges are the Employees' Retirement System has a 1.5% increase, health insurance has an 8% increase, and inflation with the rise in costs of materials/supplies, heating, electricity, and diesel fuel. This year the tax cap maximum allowable levy is 3.25%. Staffing changes were also provided. The Asset Preservation project is in the budget for the second year. This causes a large increase in the budget, but it is offset by an equal amount of state aid increase.

Revenues for the 2023-2024 school year are as follows:

Property Taxes/PILOTS/Penalties	\$51,931,094
State Aid (Excluding Building Aid)	\$28,344,361
State Aid	\$ 5,865,804
Medicaid	\$ 110,000
All other revenue	\$ 568,500
TOTAL	\$86,818,759

The three-part budget is as follows:

Administration:	\$ 6,870,999
Program	\$67,202,402
Capital	\$14,222,696
Total	\$88,296,097

The following reserves would be appropriated in balancing the budget:

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

The Board entered into discussion regarding the tax cap and asked several questions to Mr. Matt Fitch.

Consensus Agenda

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

APPROVED: CONSENSUS AND SUPPLEMENTAL

Business

1. Treasurer's Report

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

2. Budget Status Report

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

3. Revenue Status Report

the Revenue Status Report, which is a summary July 1, 2022 - January 31, 2023. Additional information is included as an attachment and is filed in the Supplemental Minutes File.

4. Canon of Literature- *Final Approval*

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

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

5. Practicum Placement (47/5 hours)

the request of Mrs. Emily Bonadonna, Primary School Principal, for the below practicum placements:

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

6. Field Trip- Initial Approval

the request of Mrs. Marissa Logue, Academy Principal, for initial approval of the below field trip:

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

7. Field Trip- Final Approval

the request of Mrs. Marissa Logue for final approval of the below field trip:

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

8. Athletic Trip- Final Approval

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

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



9. Donation

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

10. Surplus Items

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

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

11. Budget Transfers

the below budget transfer are over \$20,000.

This is to cover diesel fuel costs.

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

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

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

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

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

12. New Clubs

the request of Mrs. Marissa Logue for the below new clubs:

- **Spanish Club**- for students to improve and practice Spanish. This club disbanded previously for lack of participation but now would like to return. The unpaid advisor is Mrs. Nicole Askin.
- **Chess Club**- for a place for students to play chess with their peers. The unpaid supervisors are Mrs. Jennifer Rotz and Mrs. Karen Brown.
- **Theater Club**- To provide theater friends a place to meet in the spring when there are no theater activities. This club will help to improve acting and singing skills in preparation for the next school year. The unpaid advisor or Ms. Metzger.

13. Award Request for Proposal

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

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

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

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

15. Wood Library Association

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

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

16. Unpaid Internship

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

17. Recommendations of the Committee on Special Education

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

Personnel

1) Non-Instructional Personnel

A. Removals

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

B. Appointments

Pending Civil Service approval and NYSED fingerprint clearance where applicable:

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

C. Classification of Position

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



2) Instructional Personnel

A. Removals

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

B. Appointments

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

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

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

2) Certified Substitute Teachers

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

3) Stipend Position

the following individual to a Stipend Position at the CTA contractual rate:
Heather Black Spring SAT Prep Classes - Math

End of Consensus Agenda

Upcoming Events

- March 22- Site Committee Meeting
- March 23- Character Education Meeting
- March 23- CA Symphonic Band & 8th Grade Band Concert
- March 28- CA Chorus Concert
- March 31- Audit Committee Meeting
- April 3- Kindergarten Registration Begins
- April 3-7- Spring Break- No School
- April 10- Board of Education meeting
- April 11- College Night
- April 12- Policy Committee Meeting
- April 17- Tentative Board of Education Meeting



Adjournment

Upon a motion made by Ms. Tessendorf, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 7:13 p.m. The next Regular meeting will be on March 6, 2023 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov
District Clerk



\$100,000 PrA

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Treasurer's Report
Cafeteria
February 1 - February 28, 2023

Balance Forward:	February 1, 2023	983,543.30
Receipts		
	NYS Meal Claims	
	Cafeteria Deposits	10,586.27
	Account Deposits - Online	44,902.95
	Federal Meal Claims	
	Refunds	
	Commissions	964.67
	Excess lunch deposit	
	Due from General	
	Transfers for District Catering Invoices	
	Federal Supply Chain Assistance	
	Donation	
	Invoices	1,442.70
	Interest	20.09
		57,916.68
	Total Receipts	
Disbursements		
	Warrant	(74,382.41)
	Sales Tax	
	Payroll 2/15/23	(31,199.48)
	Payroll 2/28/23	(29,290.03)
		(134,871.92)
	Total Disbursements	
Balance on Hand:	February 28, 2023	\$ 906,588.06

Bank Reconciliation

Bank Statement			
	CNB 5115	0.03%	904,119.61
	CNB Paypal	0.00%	765.00
	Deposit in transit (From general)		1,686.67
	Deposit in transit (Stop payment fee reversal)		37.00
	Deposit in transit (Prepayment ck 619)		140.00
	Outstanding Checks		(160.22)
	Reconciled Balance		\$ 906,588.06

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
 Capital Now
 February 1 - February 28, 2023

Balance Forward: February 1, 2023 2,030,566.06
Receipts

Loan from General for Asset Preservation		
Loan from General for Bus Purchase		
Smart Schools Bond		
Xfer from BAN Proceeds for Asset Preservation	885,320.50	
Xfer from General for Bus Delivery	659,321.40	
Refund (Terracon)		
Interest	1.73	
Total Receipts	1,544,643.63	

Disbursements


Warrant		(1,842,742.41)
Xfer to Capital Savings		
Due to DS		
Due to General		
Total Disbursements	(1,842,742.41)	

Balance on Hand: February 28, 2023 \$ 1,732,467.28

Bank Reconciliation

Bank Statement	CNB 5645	1.95
	Chase 1109	2,210,062.09
Deposit in Xfer		
Outstanding Checks		(477,596.76)
Reconciled Balance		\$ 1,732,467.28

Respectfully Submitted,


Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
Capital Savings
February 1 - February 28, 2023

Balance Forward: February 1, 2023 3,463,373.67

Receipts

Receipts		
Xfer from Capital Checking CNB		
BAN Proceeds		
Print Deposits		
Due from General		
Interest	11,290.36	
Total Receipts	11,290.36	11,290.36

Disbursements

Xfer to Gen to pay back loan for Asset Preservation		
Xfer to Capital Checking for Asset Preservation	(885,320.50)	
Due to DS		
Total Disbursements	(885,320.50)	(885,320.50)

Balance on Hand: February 28, 2023 \$ 2,589,343.53

Bank Reconciliation

Bank Statement	CNB 2223	0.03%	38,525.63
Bank Statement	NYCLASS		2,550,817.90
Xfer in transit (to Correct NYCLASS Acct)			

Reconciled Balance \$ 2,589,343.53

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
Debt Service
February 1 - February 28, 2023

Balance Forward: February 1, 2023 478,558.03

Receipts

Due from Capital
BAN Premium
Interest

91.78

Total Receipts

91.78

Disbursements

Xfer to General

-

Total Disbursements

-

Balance on Hand: February 28, 2023

\$ 478,649.81

Bank Reconciliation

Bank Statement CNB 7123 0.04%

478,649.81

Reconciled Balance

\$ 478,649.81

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
Deductions
February 1 - February 28, 2023

Balance Forward: February 1, 2023 92,905.52

Receipts

PR 2/15	1,996,428.91	
PR 2/28	2,031,664.82	
Xfer for TSA contribution (ER)	582.50	
XFER from VEBA for funding		
Retiree Accrued benefit payouts		
ERS Adjustments	52.36	
Xfer from General Now		
OMNI Refund		
Interest	4.34	
Total Receipts	4,028,732.93	

Disbursements

Warrant	(4,028,493.73)	
Small Balance		
ERS Adjustments		
Omni TSA Contributions (ER)		
Xfer to Gen Now		
VEBA Funding		
Due to General		
Total Disbursements	(4,028,493.73)	

Balance on Hand: February 28, 2023 **\$ 93,144.72**

Bank Reconciliation

Bank Statement CNB 8615	0.03%	127,575.37
Charge in-transit (ERS)		(19,486.43)
Charge in transit (Omni)		
NYS Payroll tax payment in-transit		
Outstanding Checks		(14,944.22)

Reconciled Balance **\$ 93,144.72**

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
Federal
February 1 - February 28, 2023

Balance Forward: February 1, 2023 372,010.98

Receipts

IDEA 611	
IDEA 619	
ARP-IDEA 611	
Federal COVID Stimulus - CRRSA	
Federal COVID Stimulus - ARPA	
Summer 4408 (ESY)	266.00
Title IA	101,801.00
Title III ENL	
Title IIIA	
Title IV	6,954.00
Title IIA	17,774.00
UPK	
UPK - ARPA	
HWB	

	Total Receipts	126,795.00
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Disbursements

Warrant - Checks	(49,530.00)
Warrant - ACH	(50,197.32)
Due to General	
PR Adjustments	
XFER to Gen for Summer School 2020	
PR 2-15	(192,286.01)
PR 2-28	(181,196.87)

	Total Disbursements	(473,210.20)
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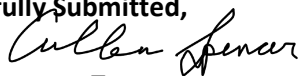
Balance on Hand: February 28, 2023	\$ 25,595.78	
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Bank Reconciliation

Bank Statement Chase 1117 0.00%	48,625.78
Outstanding Checks	(23,030.00)
Charge in transit (11/30/22 Payroll)	
Deposit in transit (xfer from Gen Muni)	

	Reconciled Balance	\$ 25,595.78
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Respectfully Submitted,



Cullen Spencer, Treasurer

4/4/2023

Reviewed by: _____

Treasurer's Report
General Muni
February 1 - February 28, 2023

Balance Forward: February 1, 2023 49,282,616.52

Receipts

STAR		
Gen Aid		
VLT	159,161.56	
Excess Cost Aid		
Nonresident Homeless Aid		
Incarcerated Youth		
Summer Sch 4408		
E-rate		
MCD		
Ch. 47/66/721		
IB Exam Waivers		
FEMA		
Xfer from Deductions		
Xfer from Leadership for PSAT Proctors		
Xfer from Tax Collections		
Xfer from Gen Now		
Xfer from Gen Paypal		
Due from Payroll		
Chromebook sales		
Interest	88,639.15	
Total Receipts	247,800.71	

Disbursements

Xfer to General Now		(6,500,000.00)
Xfer to VEBA		
Xfer to Capital	(659,321.40)	
Loan to Capital for Bus purchase		
Total Disbursements	(7,159,321.40)	

Balance on Hand: February 28, 2023 **\$ 42,371,095.83**

Bank Reconciliation

Bank Statement	CNB 4323	300,696.48
	NYCLASS 01-1165-0006	8,077,320.07
	CNB CD 9981	7,650,354.95
	CNB CD 7795	7,254,778.48
	CNB CD 0307	2,716,889.52
	CNB CD 8460	4,006,813.33
	CNB CD 9187	4,364,243.00
	CNB CD 1006	5,000,000.00
	CNB CD 2894	3,000,000.00

In-transit (Xfer from Deductions for 8/15/22 Payroll)
In-transit (Xfer to Fed)
In-transit (Xfer to Gen now)
In-transit (Xfer to Cafe)

Reconciled Balance **\$ 42,371,095.83**

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
General Now
February 1 - February 28, 2023

Balance Forward: February 1, 2023 3,094,617.37
Receipts

Tax Collections - Net of NSF & Adjustments		
County Prior Year Taxes	17,159.07	
County Tax Penalty		
Medical Payroll Deductions	98,791.30	
Dental Payroll Deductions	12,391.41	
Invoices	22,579.29	
City Prior Year Taxes	153,818.82	
City Tax Penalty	9,229.11	
PILOT		
BOCES		
Refunds		
Student Fees	12.90	
Donations	9,496.00	
Insurance Recovery	61,944.89	
ACH Returns		
E-rate		
Scrap	638.20	
Square Chromebook sales		
Xfer from Gen Muni	6,500,000.00	
Xfer from Payroll		
Xfer from Extracurricular (Stipends)	2,250.00	
Xfer from Deductions		
Retiree Health ACH		
Due from Capital		
Due from Federal		
Interest	55.73	
Total Receipts	6,888,366.72	

Disbursements

Warrant	(547,602.94)	
Xfer to Café for Catering		
Payroll 2/15	(1,772,943.42)	
Payroll 2/28	(1,821,177.92)	
Xfer to Deductions	(582.50)	
Xfer to Extracurricular for Coffee		
Health Insurance Wire	(999,391.37)	
ERS Annual Invoice		
Xfer to Payroll		
Loan to Capital for Asset Pres		
Xfer to Gen Muni		
BAN Principal Paydown		
BAN Interest		
H S A Fundings	(4,562.50)	
Loan to Federal		
Bond Interest		
Bond Principal		
Check Print Postage	(76.32)	
Total Disbursements	(5,146,336.97)	

Balance on Hand: February 28, 2023 **\$ 4,836,647.12**

Bank Reconciliation

Bank Statement		
CNB 9172	2,053,083.12	
Tax Collection 6026	5.13	
Chase Lockbox 6841	2,960,860.64	
CNB 3427	-	
Outstanding Checks	(175,624.10)	
Charge in-transit (Café inv 231432 & Pepsi Commissions)	(1,686.67)	
Charge in-transit (OMNI return to Deductions)		
Charge in-transit (Payroll HSA)		
Small Bal Adj	9.00	

Reconciled Balance **\$ 4,836,647.12**

Respectfully Submitted,



Cullen Spencer, District Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
Leadership
February 1 - February 28, 2023

Balance Forward: February 1, 2023 \$ 128,541.70

Receipts

Interest	2.98	
PSAT Student Collections		
Project Lead the Way Grant		
Donations		
FLACE Spelling Bee Prize Money	305.00	
VPA HOF Change Fund Return		
Clix Student Portrait Commissions		
PES Book Fair		
PES Yearbooks		
PES T-shirt collections		
AP Exam Fee		
Total Receipts		307.98

Disbursements

Warrant	(903.77)	
Xfer to Extracurricular		
Xfer to General for Proctor Pay		
Xfer to General for DECA Donation		
Xfer to Café for Catering Invoices		
Write-off NSF check #500 (Crockton)		
Total Disbursements		(903.77)

Balance on Hand: February 28, 2023 \$ 127,945.91

Bank Reconciliation

Bank Statement CNB 4762		128,689.33
Less Outstanding Checks		(743.42)
Deposit in-transit - Stop payment fee reversal		
Reconciled Balance		<u><u>\$ 127,945.91</u></u>

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
Payroll
February 1 - February 28, 2023

Balance Forward: February 1, 2023 12,597.66

Receipts

Net Payroll 2/15	1,309,335.87
Net Payroll 2/28	1,331,867.41
Xfer from Gen Now	
ACH Return	
Interest	3.67

Total Receipts 2,641,206.95

Disbursements

Payroll Checks	(25,671.34)
Payroll Dir Dep 2/15	(1,297,941.77)
Payroll Dir Dep 2/28	(1,317,590.17)
Adj for negative PR checks	
Xfer to General Now	

Total Disbursements (2,641,203.28)

Balance on Hand: February 28, 2023 \$ 12,601.33

Bank Reconciliation

Bank Statement	CNB 7815	0.03%	29,539.75
Outstanding Checks			(16,938.42)
Deposit in transit - Stop payment fee refund			

Reconciled Balance \$ 12,601.33

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
Trust Memorial
February 1 - February 28, 2023

Balance Forward: February 1, 2023 385,329.06

Receipts

Dividends		
Academy Trust	218.88	
Sara Shenkman	18.24	
Donations/Contributions	112.38	
Investment Results		
Stale-Dated Check write-offs		
Interest	0.48	
Total Receipts	349.98	

Disbursements

Warrant		
Investment Results		
Due to Extra Curricular		
Total Disbursements	-	

Balance on Hand: February 28, 2023 \$ 385,679.04

Bank Reconciliation

Bank Statement	CNB Invest	365,021.16
Bank Statement	CNB 6516 0.03%	20,907.88
Less Outstanding Checks		(250.00)
Deposits in-transit		
Reconciled Balance		\$ 385,679.04

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
Unemployment Reserve
February 1 - February 28, 2023

Balance Forward: February 1, 2023 467,930.79

Receipts

Interest Earnings on CD
Xfer from General
Interest

89.74

Total Receipts

89.74

Disbursements

Xfer to general for Claim pymnt

Total Disbursements

-

Balance on Hand: February 28, 2023

\$ 468,020.53

Bank Reconciliation

Bank Statement CNB 5716 0.08%

468,020.53

Reconciled Balance

\$ 468,020.53

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Treasurer's Report
VEBA
February 1 - February 28, 2023

Balance Forward: February 1, 2023 412,394.30
Receipts

Veba Recon from General		
Interest Earnings on CD		
Due from General		
Interest	79.09	
Total Receipts	79.09	79.09

Disbursements

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

Balance on Hand: February 28, 2023 **\$ 412,473.39**

Bank Reconciliation

Bank Statement CNB 3023		412,473.39
Reconciled Balance		\$ 412,473.39

Respectfully Submitted,



Cullen Spencer, Treasurer
4/4/2023

Reviewed by: _____

Canandaigua City School District

Revenue Status Report By Function From 7/1/2022 To 2/28/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
A 1001	Real Property Tax	49,900,441.00	0.00	49,900,441.00	46,919,120.19	2,981,320.81
A 1081	Other Payment in Lieu of Taxes	676,789.00	0.00	676,789.00	234,668.10	442,120.90
A 1085	School Tax Relief Reimbursement	0.00	0.00	0.00	2,981,320.79	-2,981,320.79
A 1090	Interest and Penalties on Real Property Taxes	175,000.00	0.00	175,000.00	146,339.39	28,660.61
A 1335	Other Student Fees/Charges - From Individuals	7,500.00	0.00	7,500.00	1,523.79	5,976.21
A 2230	Tuitions - Other Districts in NYS	160,000.00	0.00	160,000.00	97,594.53	62,405.47
A 2280	Health Services for Other Districts	50,000.00	0.00	50,000.00	77,073.30	-27,073.30
A 2401	Interest and Earnings	75,000.00	0.00	75,000.00	554,095.90	-479,095.90
A 2440	Rental of Buses	40,000.00	0.00	40,000.00	6,817.43	33,182.57
A 2650	Sale of Scrap and Excess Materials	2,500.00	0.00	2,500.00	8,062.40	-5,562.40
A 2666	Sale of Transportation Equipment	50,000.00	0.00	50,000.00	98,130.00	-48,130.00
A 2680	Insurance Recoveries	0.00	0.00	0.00	119,810.29	-119,810.29
A 2701	Refund of Prior Year Expenses	75,000.00	0.00	75,000.00	3,939.52	71,060.48
A 2705	Gifts and Donations	0.00	18,800.00	18,800.00	18,900.00	-100.00
A 2770	Other Unclassified Revenues	60,000.00	0.00	60,000.00	80,382.24	-20,382.24
A 3101	Formula Operating Aid	27,416,454.00	0.00	27,416,454.00	4,334,678.94	23,081,775.06
A 3102	VLT Lottery Aid	0.00	0.00	0.00	5,457,350.19	-5,457,350.19
A 3103	BOCES Aid	2,100,000.00	0.00	2,100,000.00	-67.00	2,100,067.00
A 3104	Tuition Aid (Chapters 47, 66, and 721)	215,000.00	0.00	215,000.00	232.00	214,768.00
A 3260	Texbook Aid	195,000.00	0.00	195,000.00	49,545.00	145,455.00
A 3261	Computer Hardware Aid	50,000.00	0.00	50,000.00	0.00	50,000.00
A 3262	Computer Software Aid	49,000.00	0.00	49,000.00	0.00	49,000.00
A 3263	Library Media Aid	20,000.00	0.00	20,000.00	0.00	20,000.00
A 3289	Other State Aid	15,000.00	0.00	15,000.00	4,915.55	10,084.45
A 4286	CARES Act Education Stabilization Federal Funds	0.00	0.00	0.00	51.99	-51.99
A 4289	Other Federal Aid (Specify)	0.00	0.00	0.00	43,826.65	-43,826.65
A 4601	Medicaid Assistance	110,000.00	0.00	110,000.00	75,984.49	34,015.51
A Totals:		81,442,684.00	18,800.00	81,461,484.00	61,314,295.68	20,147,188.32
C 1240	Qualified Breakfast Sales	40,000.00	0.00	40,000.00	41,976.00	-1,976.00
C 1245	Other Breakfast Sales	6,000.00	0.00	6,000.00	6,682.69	-682.69
C 1440	Qualified Lunch Sales	330,000.00	0.00	330,000.00	203,899.00	126,101.00
C 1445	Other Lunch Sales	115,000.00	0.00	115,000.00	99,304.43	15,695.57

Canandaigua City School District

Revenue Status Report By Function From 7/1/2022 To 2/28/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
C 1446	Catering/Special Events	2,000.00	0.00	2,000.00	5,030.80	-3,030.80
C 2401	Interest and Earnings	200.00	0.00	200.00	152.24	47.76
C 2402	Over/Short	0.00	0.00	0.00	68.38	-68.38
C 2770	Other Unclassified Revenue	800.00	0.00	800.00	6,087.39	-5,287.39
C 2771	Commissions	5,000.00	0.00	5,000.00	5,257.68	-257.68
C 3190	State Aid - School Lunch	20,000.00	0.00	20,000.00	9,839.00	10,161.00
C 3290	State Aid - School Breakfast	10,000.00	0.00	10,000.00	4,957.00	5,043.00
C 4190	Surplus Food - Federal	60,000.00	0.00	60,000.00	29,729.07	30,270.93
C 4190.100	Federal Lunch	550,000.00	130,000.00	680,000.00	343,067.00	336,933.00
C 4190.200	Federal Breakfast	150,000.00	58,890.00	208,890.00	112,639.00	96,251.00
C 4190.300	Other Federal Revenues	0.00	0.00	0.00	172,501.00	-172,501.00
C 4192	Summer Food Service Program	0.00	0.00	0.00	22,560.00	-22,560.00
C 5031	Transfer from General Fund	60,000.00	0.00	60,000.00	0.00	60,000.00
C Totals:		1,349,000.00	188,890.00	1,537,890.00	1,063,750.68	474,139.32
F3E 4126.000.21	Title III ENL 2021	4,073.25	0.00	4,073.25	0.00	4,073.25
F3E 4126.000.22	Title III ENL 2022	2,998.43	0.00	2,998.43	740.00	2,258.43
F3E 4126.000.23	Title III ENL 2023	4,247.00	0.00	4,247.00	0.00	4,247.00
F3E Totals:		11,318.68	0.00	11,318.68	740.00	10,578.68
F3I 4256.000.22	Title III Imigrant Education Revenues	1,440.00	0.00	1,440.00	1,439.80	0.20
F3I Totals:		1,440.00	0.00	1,440.00	1,439.80	0.20
FAR 4289	Federal Stimulus Revenues - ARPA	2,754,503.44	0.00	2,754,503.44	280,827.44	2,473,676.00
FAR Totals:		2,754,503.44	0.00	2,754,503.44	280,827.44	2,473,676.00
FCR 4289	CRRSA REVENUES - GEER/ESSR	1,738,052.20	0.00	1,738,052.20	463,694.20	1,274,358.00
FCR Totals:		1,738,052.20	0.00	1,738,052.20	463,694.20	1,274,358.00
FEC 4289	ECF Program Revenues	11,150.00	0.00	11,150.00	9,498.83	1,651.17
FEC Totals:		11,150.00	0.00	11,150.00	9,498.83	1,651.17
FHB 3289	Healthcare Workers Bonus	102,267.50	0.00	102,267.50	102,267.50	0.00

Canandaigua City School District

Revenue Status Report By Function From 7/1/2022 To 2/28/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
	FHB Totals:	102,267.50	0.00	102,267.50	102,267.50	0.00
FHL 4289	ARP - Homeless (HCY) Revenues	11,980.00	0.00	11,980.00	0.00	11,980.00
	FHL Totals:	11,980.00	0.00	11,980.00	0.00	11,980.00
FIA 4126.000.21	Title I Part A 2021	13,320.29	0.00	13,320.29	0.00	13,320.29
FIA 4126.000.22	Title I Part A 2021-22	59,015.92	0.00	59,015.92	55,629.40	3,386.52
FIA 4126.000.23	Title I Part A 2022-23	509,007.00	0.00	509,007.00	101,801.00	407,206.00
	FIA Totals:	581,343.21	0.00	581,343.21	157,430.40	423,912.81
FIB 4256	IDEA Section 611	966,098.00	0.00	966,098.00	193,219.00	772,879.00
	FIB Totals:	966,098.00	0.00	966,098.00	193,219.00	772,879.00
FIC 4256	IDEA Section 619	31,873.00	0.00	31,873.00	6,374.00	25,499.00
	FIC Totals:	31,873.00	0.00	31,873.00	6,374.00	25,499.00
FIE 4289	ARP-IDEA 611 Revenues	164,955.88	0.00	164,955.88	0.00	164,955.88
	FIE Totals:	164,955.88	0.00	164,955.88	0.00	164,955.88
FIF 4289	ARP-IDEA 619 Revenues	20,010.00	0.00	20,010.00	0.00	20,010.00
	FIF Totals:	20,010.00	0.00	20,010.00	0.00	20,010.00
FII 4126.000.21	Title IIA State Aid 20/21	1,270.02	0.00	1,270.02	0.00	1,270.02
FII 4126.000.22	Title IIA State Aid 21/22	2,836.52	0.00	2,836.52	1,890.00	946.52
FII 4126.000.23	Title IIA State Aid 22/23	88,870.00	0.00	88,870.00	17,774.00	71,096.00
	FII Totals:	92,976.54	0.00	92,976.54	19,664.00	73,312.54
FIV 4129.000.21	Title IV State Aid 20/21	13,121.59	0.00	13,121.59	0.00	13,121.59
FIV 4129.000.22	Title IV State Aid 21/22	8,355.86	0.00	8,355.86	0.00	8,355.86
FIV 4129.000.23	Title IV State Aid 22/23	34,771.00	0.00	34,771.00	6,954.00	27,817.00
	FIV Totals:	56,248.45	0.00	56,248.45	6,954.00	49,294.45
FSS 3289	Summer School Aid	663,200.00	0.00	663,200.00	0.00	663,200.00

Canandaigua City School District

Revenue Status Report By Function From 7/1/2022 To 2/28/2023



Account	Description	Budget	Adjustments	Revised Budget	Revenue Earned	Unearned Revenue
FSS 5031	Summer School Interfund Transfer	165,800.00	0.00	165,800.00	0.00	165,800.00
	FSS Totals:	829,000.00	0.00	829,000.00	0.00	829,000.00
FUP 3289	Universal PreK	265,121.00	0.00	265,121.00	132,560.00	132,561.00
FUP 3289.FX	Universal PreK - Federal Expansion	461,664.00	0.00	461,664.00	92,332.00	369,332.00
	FUP Totals:	726,785.00	0.00	726,785.00	224,892.00	501,893.00
H23 5031	Capital Outlay 2022-23 Interfund transfer	100,000.00	0.00	100,000.00	0.00	100,000.00
	H23 Totals:	100,000.00	0.00	100,000.00	0.00	100,000.00
HAG 2680	Insurance Recoveries	900,000.00	0.00	900,000.00	0.00	900,000.00
HAG 5031	Interfund Transfer from General Fund	100,000.00	0.00	100,000.00	0.00	100,000.00
	HAG Totals:	1,000,000.00	0.00	1,000,000.00	0.00	1,000,000.00
HAP 2770	Other Miscellaneous Revenues	-1,810.00	0.00	-1,810.00	100.00	-1,910.00
HAP 5031	Asset Pres - Interfund Transfer	-2,000,000.00	0.00	-2,000,000.00	0.00	-2,000,000.00
HAP 5710	Asset Pres - Serial Bonds	51,100,000.00	0.00	51,100,000.00	0.00	51,100,000.00
HAP 5731	Asset Pres - BANS Redeemed	-660,000.00	0.00	-660,000.00	0.00	-660,000.00
	HAP Totals:	48,438,190.00	0.00	48,438,190.00	100.00	48,438,090.00
HSS 3297.000	Smart Schools State Sources	246,672.00	0.00	246,672.00	0.00	246,672.00
	HSS Totals:	246,672.00	0.00	246,672.00	0.00	246,672.00
TC 2770.44	Taxes Collected - Wood Library	0.00	0.00	0.00	844,250.00	-844,250.00
	TC Totals:	0.00	0.00	0.00	844,250.00	-844,250.00
V 2401	Interest & Earnings	0.00	0.00	0.00	89,493.11	-89,493.11
V 2710	Premium on BANs/Bonds	0.00	0.00	0.00	35,925.00	-35,925.00
	V Totals:	0.00	0.00	0.00	125,418.11	-125,418.11
	Grand Totals:	140,676,547.90	207,690.00	140,884,237.90	64,814,815.64	76,069,422.26

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 2/28/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
100	Instructional Salary	*	21,700.00	-5,000.00	16,700.00	1,825.36	0.00	14,874.64
120	Instructional Salary	*	7,888,926.00	-73,148.50	7,815,777.50	3,624,404.26	3,126,678.66	1,064,694.58
121	Instructional Salary	*	351,157.00	3,700.00	354,857.00	178,363.50	155,426.50	21,067.00
122	Instructional Salary	*	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00
129	Instructional Salary	*	7,218.00	1,500.00	8,718.00	5,607.00	0.00	3,111.00
130	Instructional Salary	*	8,870,080.00	0.00	8,870,080.00	4,643,607.63	4,054,422.30	172,050.07
140	Instructional Salary Substitutes	*	773,750.00	18,000.00	791,750.00	482,896.10	0.00	308,853.90
141	Instructional Salary	*	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
150	Instructional Salary	*	10,927,241.00	44,692.50	10,971,933.50	6,123,479.94	4,309,530.73	538,922.83
151	Instructional Salary	*	9,500.00	0.00	9,500.00	4,497.00	0.00	5,003.00
160	Non-Instructional Salary	*	10,204,932.00	-46,137.00	10,158,795.00	6,071,705.92	1,559,376.79	2,527,712.29
200	Equipment	*	490,178.00	37,742.93	527,920.93	328,569.33	12,086.15	187,265.45
220	Computer Hardware	*	130,600.00	0.00	130,600.00	32,201.45	2,225.00	96,173.55
400	Contractual	*	3,186,609.00	549,095.09	3,735,704.09	2,077,093.74	1,060,046.02	598,564.33
415		*	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00
450	Supplies	*	1,631,916.00	80,109.19	1,712,025.19	1,072,461.27	349,722.14	289,841.78
460	Computer Software	*	118,596.00	5,131.08	123,727.08	54,996.60	34,088.62	34,641.86
470	Tuition	*	1,485,421.00	8,311.80	1,493,732.80	569,022.10	619,452.72	305,257.98
480	Textbooks	*	208,766.00	39,257.30	248,023.30	140,904.91	27,915.40	79,202.99
490	BOCES	*	8,622,657.00	-47,791.28	8,574,865.72	3,971,668.83	3,633,388.17	969,808.72
600	Principal	*	4,345,000.00	0.00	4,345,000.00	340,000.00	0.00	4,005,000.00
700	Interest	*	1,307,567.00	0.00	1,307,567.00	304,240.64	0.00	1,003,326.36
800	Employee Benefits	*	22,304,989.00	-81,000.00	22,223,989.00	13,670,278.21	2,683,292.39	5,870,418.40
900	Interfund Transfers	*	330,000.00	0.00	330,000.00	0.00	0.00	330,000.00
Fund ATotals:			83,248,803.00	534,463.11	83,783,266.11	43,697,823.79	21,627,651.59	18,457,790.73
160	Non-Instructional Salary	*	515,000.00	0.00	515,000.00	323,198.27	25,000.00	166,801.73
200	Equipment	*	20,000.00	188,590.00	208,590.00	4,383.10	121,599.15	82,607.75
400	Contractual	*	507,800.00	-5,000.00	502,800.00	357,442.50	108,218.17	37,139.33
450	Supplies	*	51,000.00	5,300.00	56,300.00	41,059.69	8,721.02	6,519.29
800	Employee Benefits	*	255,200.00	0.00	255,200.00	126,856.28	0.00	128,343.72
Fund CTotals:			1,349,000.00	188,890.00	1,537,890.00	852,939.84	263,538.34	421,411.82

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 2/28/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
150	*	4,850.75	0.00	4,850.75	0.00	0.00	4,850.75
450	*	5,727.93	740.00	6,467.93	740.00	0.00	5,727.93
Fund F3ETotals:		10,578.68	740.00	11,318.68	740.00	0.00	10,578.68
450	*	1,440.00	0.00	1,440.00	1,440.00	0.00	0.00
Fund F3ITotals:		1,440.00	0.00	1,440.00	1,440.00	0.00	0.00
150	*	1,648,474.53	331,926.79	1,980,401.32	517,815.71	116,378.08	1,346,207.53
160	*	30,000.00	-30,000.00	0.00	0.00	0.00	0.00
400	*	304,740.00	-196,061.20	108,678.80	62,851.98	33,800.00	12,026.82
450	*	280,135.03	-113,056.85	167,078.18	53,139.38	307.84	113,630.96
800	*	479,276.82	19,068.32	498,345.14	0.00	0.00	498,345.14
Fund FARTotals:		2,742,626.38	11,877.06	2,754,503.44	633,807.07	150,485.92	1,970,210.45
150	*	1,279,499.82	154,232.00	1,433,731.82	825,554.73	517,933.31	90,243.78
160	*	-18,853.05	52,519.00	33,665.95	38,192.37	0.00	-4,526.42
400	*	81,911.00	-15,000.00	66,911.00	17,350.00	7,000.00	42,561.00
450	*	138,129.11	-65,129.44	72,999.67	46,359.88	100.81	26,538.98
800	*	255,677.76	-124,934.00	130,743.76	0.00	0.00	130,743.76
Fund FCRTotals:		1,736,364.64	1,687.56	1,738,052.20	927,456.98	525,034.12	285,561.10
200	*	11,150.00	0.00	11,150.00	0.00	0.00	11,150.00
Fund FECTotals:		11,150.00	0.00	11,150.00	0.00	0.00	11,150.00
150	*	95,000.00	0.00	95,000.00	94,500.00	0.00	500.00
800	*	7,267.50	0.00	7,267.50	0.00	0.00	7,267.50
Fund FHBTotals:		102,267.50	0.00	102,267.50	94,500.00	0.00	7,767.50
450	*	11,980.00	0.00	11,980.00	3,580.00	8,400.00	0.00
Fund FHLTotals:		11,980.00	0.00	11,980.00	3,580.00	8,400.00	0.00
150	Instructional Salary	338,031.18	0.00	338,031.18	178,896.84	156,234.16	2,900.18
200	Equipment	22,100.00	-4,450.00	17,650.00	17,650.00	0.00	0.00

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 2/28/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
400	Contractual	*	29,978.35	753.00	30,731.35	19,935.00	1,208.00	9,588.35
450	Supplies	*	38,182.66	1,528.38	39,711.04	15,389.76	0.00	24,321.28
800	Employee Benefits	*	150,605.00	4,614.64	155,219.64	4,614.64	0.00	150,605.00
Fund FIATotals:			578,897.19	2,446.02	581,343.21	236,486.24	157,442.16	187,414.81
150	Instructional Salary	*	617,961.00	0.00	617,961.00	328,542.83	250,365.17	39,053.00
160	Non-Instructional Salary	*	184,931.00	0.00	184,931.00	111,420.50	0.00	73,510.50
400	Contractual	*	52,428.00	7,865.00	60,293.00	60,293.00	0.00	0.00
800	Employee Benefits	*	110,778.00	-7,865.00	102,913.00	0.00	0.00	102,913.00
Fund FIBTotals:			966,098.00	0.00	966,098.00	500,256.33	250,365.17	215,476.50
160	Non-Instructional Salary	*	21,037.00	0.00	21,037.00	14,024.33	7,012.27	0.40
400	Contractual	*	10,007.00	613.00	10,620.00	10,620.00	0.00	0.00
800	Employee Benefits	*	829.00	-613.00	216.00	0.00	0.00	216.00
Fund FICTotals:			31,873.00	0.00	31,873.00	24,644.33	7,012.27	216.40
150		*	116,902.50	-3,603.00	113,299.50	67,932.09	22,654.91	22,712.50
400		*	0.00	11,500.00	11,500.00	3,200.00	8,300.00	0.00
800		*	48,053.38	-7,897.00	40,156.38	0.00	0.00	40,156.38
Fund FIETotals:			164,955.88	0.00	164,955.88	71,132.09	30,954.91	62,868.88
150		*	17,000.00	-3,454.00	13,546.00	13,546.00	0.00	0.00
400		*	0.00	6,464.00	6,464.00	505.00	5,959.00	0.00
800		*	3,010.00	-3,010.00	0.00	0.00	0.00	0.00
Fund FIFTotals:			20,010.00	0.00	20,010.00	14,051.00	5,959.00	0.00
150	Instructional Salary	*	84,165.00	0.00	84,165.00	45,815.73	38,516.29	-167.02
400	Contractual	*	7,506.50	0.00	7,506.50	2,072.56	0.00	5,433.94
460	Travel	*	1,304.52	0.00	1,304.52	1,280.00	0.00	24.52
Fund FIITotals:			92,976.02	0.00	92,976.02	49,168.29	38,516.29	5,291.44
150	Instructional Salary	*	19,965.50	0.00	19,965.50	9,976.52	9,976.33	12.65
400	Contractual	*	16,091.00	0.00	16,091.00	0.00	0.00	16,091.00

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 2/28/2023



Account	Description		Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
450	Supplies	*	20,192.83	0.00	20,192.83	0.00	0.00	20,192.83
Fund FIVTotals:			56,249.33	0.00	56,249.33	9,976.52	9,976.33	36,296.48
150	Instructional Salary	*	85,000.00	0.00	85,000.00	79,150.50	0.00	5,849.50
160	Non-Instructional Salary	*	150,000.00	0.00	150,000.00	124,544.94	0.00	25,455.06
400	Contractual	*	43,500.00	0.00	43,500.00	14,009.35	0.00	29,490.65
450	Supplies	*	500.00	0.00	500.00	18,599.33	0.00	-18,099.33
470	Tuition	*	125,000.00	0.00	125,000.00	123,976.20	0.00	1,023.80
490		*	350,000.00	0.00	350,000.00	249,085.00	0.00	100,915.00
800	Employee Benefits	*	75,000.00	0.00	75,000.00	57,564.03	0.00	17,435.97
Fund FSSTotals:			829,000.00	0.00	829,000.00	666,929.35	0.00	162,070.65
150	Instructional Salary	*	209,598.00	0.00	209,598.00	119,440.24	90,427.76	-270.00
160	Non-Instructional Salary	*	55,187.00	0.00	55,187.00	44,018.75	0.00	11,168.25
400	Contractual	*	462,000.00	0.00	462,000.00	238,150.00	223,850.00	0.00
Fund FUPTotals:			726,785.00	0.00	726,785.00	401,608.99	314,277.76	10,898.25
240		*	10,000.00	1,500.00	11,500.00	10,175.94	1,181.87	142.19
294		*	90,000.00	-1,500.00	88,500.00	0.00	85,700.00	2,800.00
Fund H23Totals:			100,000.00	0.00	100,000.00	10,175.94	86,881.87	2,942.19
160		*	12,000.00	0.00	12,000.00	0.00	0.00	12,000.00
240		*	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
243		*	10,000.00	0.00	10,000.00	0.00	10,000.00	0.00
244		*	20,000.00	0.00	20,000.00	5,062.50	14,937.50	0.00
245		*	13,000.00	0.00	13,000.00	0.00	13,000.00	0.00
246		*	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00
253		*	492,500.00	0.00	492,500.00	0.00	0.00	492,500.00
293		*	400,000.00	0.00	400,000.00	33,854.45	213,409.00	152,736.55
400		*	22,500.00	0.00	22,500.00	0.00	0.00	22,500.00
450		*	10,000.00	0.00	10,000.00	0.00	3,262.00	6,738.00
Fund HAGTotals:			1,000,000.00	0.00	1,000,000.00	38,916.95	254,608.50	706,474.55

Canandaigua City School District

Appropriation Status Summary Report By Object From 7/1/2022 To 2/28/2023



Account	Description	Budget	Adjustments	Adj. Budget	Expensed	Encumbered	Available
201	*	17,000.00	1,390,251.65	1,407,251.65	547,623.36	842,628.29	17,000.00
240	*	2,019,199.25	-393,953.04	1,625,246.21	48,289.19	132,916.28	1,444,040.74
243	*	38,550.00	3,726.00	42,276.00	0.00	3,726.00	38,550.00
244	*	-1,290.00	301,265.13	299,975.13	18,747.08	282,518.55	-1,290.50
245	*	114,458.49	358,830.55	473,289.04	199,686.44	159,144.11	114,458.49
246	*	268,723.02	43,741.12	312,464.14	73,908.00	7,603.12	230,953.02
253	*	3,660,757.09	1,037,364.49	4,698,121.58	0.00	0.00	4,698,121.58
270	*	1,725,000.00	-1,070,000.00	655,000.00	0.00	0.00	655,000.00
293	*	342,130.81	15,132,975.73	15,475,106.54	8,206,713.23	7,060,040.50	208,352.81
294	*	10,963.00	8,468,317.05	8,479,280.05	4,988,656.69	3,492,606.07	-1,982.71
295	*	7,829.00	1,084,072.36	1,091,901.36	601,842.62	487,751.74	2,307.00
296	*	10,411.00	3,308,247.70	3,318,658.70	1,467,883.37	1,838,014.33	12,761.00
297	*	270,526.00	684,707.59	955,233.59	840,813.00	114,420.59	0.00
Fund HAPTotals:		8,484,257.66	30,349,546.33	38,833,803.99	16,994,162.98	14,421,369.58	7,418,271.43
210	*	369.60	1,069,045.00	1,069,414.60	923,049.96	145,995.04	369.60
900	*	-758.28	0.00	-758.28	0.00	0.00	-758.28
Fund HBUTotals:		-388.68	1,069,045.00	1,068,656.32	923,049.96	145,995.04	-388.68
200	*	170,697.81	0.00	170,697.81	0.00	0.00	170,697.81
400	*	75,974.19	0.00	75,974.19	0.00	0.00	75,974.19
Fund HSSTotals:		246,672.00	0.00	246,672.00	0.00	0.00	246,672.00
440	*	0.00	0.00	0.00	844,250.00	0.00	-844,250.00
Fund TCTotals:		0.00	0.00	0.00	844,250.00	0.00	-844,250.00
Grand Totals:		102,511,595.60	32,158,695.08	134,670,290.68	66,997,096.65	38,298,468.85	29,374,725.18



Request for Overnight Field Trip

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

Name of Group/Club (building/grade level): AP Language & Composition, AP Literature & Composition, IB English 11/12, AP US History, English 10 Honors

Destination: Boston/Concord/Lexington/Salem MA

Departure Date and Approximate Time: October 5th, 2023 at 6:30 a.m.

Return Date and Approximate Time: October 7th, 2023 around 9:30 p.m.

Number of Students Expected to Attend: 40 – 48 students

Number of Chaperones (also detail how students will be supervised 24 hours / day): We will have one chaperone for every ten students, as well as an administrator. For evening hours in the hotel, we will have a security guard.

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

Mode of Transportation (include bus service / airline):

Bus service through Bedore Tours (800) 538-8433
2968 Niagara Falls Blvd, North Tonawanda, NY 14120

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

Doubletree-Andover, MA
123 Old River Rd, Andover, MA 01810
(978) 975-3600

Refund policy/ Insurance or other recoup options:
\$200 nonrefundable deposit (unless place taken by another student)

Cost per student	
Package Amount	725.00
<i>or</i> Breakdown Amount	
Travel	
Lodging	
Meals	
Breakfast	Included
Lunch	20.00
Dinner	10.00
Other (Explanation)	
Cost of Trip Per Student	755.00
Less Club Contribution	0.00
Less Expected Fundraising	100.00
Final Cost to Student	655.00



Request for Overnight Field Trip

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

The New England itinerary will bring to life multiple works and aspects of history encountered in AP Lang, AP Lit, AP US, IB English 11, and 10 Honors, including Miller's *The Crucible*, Hawthorne's *The Scarlet Letter*, Emerson's "Nature" and "Self-Reliance," Thoreau's *Walden* and "Civil Disobedience," Oliver's poetry, and Krakauer's *Into the Wild*. The many historical and literary connections to the curriculum will augment and extend the education of participating students.

In Boston, we will walk through historical places, such as the Old North Church, Newbury Street, Hancock Tower, Boston Common, Quincy Market and the gold domed State House, and Boston's North End. In addition, we will take a Duck Tour, which will cover historic events in Boston.

In Concord, we will explore Walden Pond, the Old Manse, and Sleepy Hollow Cemetery, discussing Emerson's, Hawthorne's, and Thoreau's literary works and lives.

In Lexington, we will cover the Revolutionary Road, and a guide will lead us through the historical events as we make our way from Lexington to Concord.

In Salem, we will visit the Witch Trial Memorial, the House of the Seven Gables, and Pickering Wharf, as well as exploring Essex Street, discussing ties to *The Crucible*, the Salem Witch Trials, and Nathaniel Hawthorne.

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

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

Name (print) of Trip Coordinator

Signature of Trip Coordinator

Date



Request for Overnight Field Trip

Approvals: (Office Use Only)

Principal/AD/Supervisor:

(Initial) MS

(Final) _____

Director Of Transportation:

(Initial) MS

(Final) _____

ASI:

(Initial) MS

(Final) _____

Superintendent:

(Initial) MS

(Final) _____

Board of Education:

(Initial) _____

(Final) _____

Introductory Letter

Dear Parents and/or Guardians:

On October 5, 2023, students will have the opportunity to participate in the AP Language/Lit/US History New England Authors Trip. 1st Choice Educational Tours will facilitate our travel connections. With so many students to accommodate, we need to plan ahead. Currently, we have space reserved for 45 students. In order to ensure we can accommodate everyone wishing to participate, we ask for your cooperation in registering early. Space is limited to a first come first served basis.

At this time, our New England trip is going to proceed forward with our Board of Education's approval. However, the Board reserves the right to cancel this trip should a national security situation arise. By reading and signing the registration form, you agree not to hold the Canandaigua City School District or First Choice Educational Tours, Ltd. Liable for any financial loss that could be incurred due to penalties levied by vendors other than 1st Choice Educational Tours within the tour cancellation time frame. 1st Choice Educational Tours will do everything possible to keep any loss to a minimum.

At this time, we request you fill out the registration form and travel guard election form on the reverse side and make your \$200 non-refundable deposit by May 15, 2023. Please be advised that your payments are ***non-refundable*** for any reason unless you are able to find someone to take your place. Insurance is available and strongly suggested (see attached material for coverage). If you cancel for a covered reason, a claim must be filed with travel guard for review to determine if a refund is possible. **Please keep in mind that sports-related cancellations or last-minute student discipline are not covered by insurance and are non-refundable.**

Enclosed you will also find the following important forms that must be completed and RETURNED by June 16:

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

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

Please make checks made payable to 1st Choice Educational Tours and return with the completed and signed registration form and travel guard election form on the reverse side to your child's teacher. Summer payments should be sent to:

1st Choice Educational Tours
Attn: Joanna Ruffino
P.O. Box 950
Batavia, New York 14021

If you have any questions, please don't hesitate to contact me at **585-396-3802**. You may also contact Joanna Ruffino at 1st Choice Educational Tours at **585-762-6090**.

Sincerely,

Donna M. Klick

Attachment 1 – Tentative Itinerary

Accommodations:

123 Old River Rd, Andover, MA 01810

Phone: (978) 975-3600

Restaurants:

Colonial Inn, Concord, MA

Fire and Ice, Boston, MA

Travel/Motor Coach:

Bedore Tours, North Tonawanda, NY

Chaperone Contact Information:

315-945-6126 – Donna Klick & Janet Zea

others TBD

Attachment 2 - FIELD TRIP PERMISSION FORM

FIELD TRIP PERMISSION FORM

Field trips are an important part of a child's school experience. Your child has the opportunity to participate in a field trip. The purpose of this form is to obtain your permission for your child to participate in this trip and to obtain information regarding your plans for that day in case there is an emergency of any kind. Please call the teacher indicated if you have any questions. In the event that the field trip is cancelled due to extenuating circumstances, students will not be reimbursed for the field trip.

Trip Date 10/05/2023-10/07/2023

Transportation

Bus _____
Walk _____
Other _____

Class/Group AP Lang/AP Lit/AP US/IB New England Authors

Teacher/Supervisor Mrs. Klick

Trip Destination Boston, Concord, Lexington, and Salem, MA

Planned Departure Time 6:30 a.m. Planned Return Time 9:30 p.m.

Departing from Canandaigua Academy Returning to Canandaigua Academy

Money needed from student \$200 By May 15, 2023

To be completed by parent:

_____ has my permission to attend the school
Name
sponsored trip to _____ on _____
Location Date(s)

Summer contact information:

Cell phone #: _____ **Email address:** _____

I am fully aware that all school policies are in effect during this trip. If my child violates the Drug and Alcohol Abuse Policy, I understand that it will be my responsibility to provide transportation home. In case of emergency or drug/alcohol violation I may be contacted at:

Name _____

Address _____

Telephone _____ Alternate number _____

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

Name: _____

Address: _____

Telephone Number: _____

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

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

Signature of Parent/Guardian

Date

Signature of Student

Date

Attachment 3

Overnight Trip Parent Meeting Agenda

Meeting Date ~~TBD~~ April 20, 2023

Date of trip: 10/05/2023 - 10/07/2023

Hotel:

Doubletree, Andover
123 Old River Rd, Andover, MA 01810
Phone: (978) 975-3600

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

Room Assignments

Rules/Behavior

Students with Medication

Trip cancellation policy/ insurance

COVID plan

Other:

IMPORTANT TRIP NOTICE

The Canandaigua City School District recognizes the importance of field trips (day trips and overnight experiences) and how they enhance both our instructional and co-curricular programs. We are excited to support field trips during the 2022-2023 school year and we have worked with our staff to make sure that safety protocols are in place for those traveling on the field trips.

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

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

Letter from School Nurses Regarding Medication

To: Parents/Guardians of students attending trip to New England

From: Marcia Jewell/Mary Green Canandaigua Academy Registered Nurses

Re: Medication for New England Trip

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

- **All medications** require a Health Care Provider's order for each medication. Parents/Guardians must bring the medication in to the School Nurse by **Monday, September 25th**.
- Parents/Guardians need to sign the health information sheet.
- Medication **must be** in the prescription/original bottle, clearly labeled with the dose and the time of administration.
- The students may self-carry and administer inhalers, epi-pens, and diabetic supplies as long as they have a record of this on file in the nurses' office for this school year.
- Prescribed medications will be given by a medical practitioner/chaperone traveling with the group.
- The School Nurse will provide the medical practitioner/chaperone with all appropriate information.
- Students **will not** be allowed to carry non-prescription medication (over-the-counter). The nurse/chaperone will administer these to students as necessary.
- Mouthwash is not permitted on the trip.

Please call us at **396-3821** if you have any questions.

Revised Oct 2017

CANANDAIGUA CITY SCHOOL DISTRICT

CONFIDENTIAL - will be seen by trip or school staff

EMERGENCY MEDICAL INFORMATION FOR OVERNIGHT FIELD TRIPS/CAMPS

Student's Name : _____ AGE: _____

Home address: _____ DOB: _____

Parent / Guardian: _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

Emergency Contact* _____ (H) phone: _____

Home address: _____ Cell phone: _____

(W) phone: _____

EMERGENCY CONTACTS:

Student's health care provider: _____ Phone: _____

Student's dentist: _____ Phone: _____

INSURANCE

Medical insurance provider for student: _____ Policy #: _____

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

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

___ Allergies to food, medicine, or bites

___ Asthma

___ Breathing or lung problems

___ Cardiac (Heart) problems

___ Diabetes

___ Seizure disorder

___ Bones or Joints

___ Other problems? _____

Please tell us more about the problem(s) _____

Date of last tetanus shot _____

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

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

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

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

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

Health Care Provider's Signature

Date

Parent/Guardian signature

Date

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

Parent / Guardian Signature

Date

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

Attachment 7
Behavior Expectations/Monitoring Guidelines

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

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

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

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

Parent Signature

Date

Student Signature

Date

Trip

PARENT/STUDENT CONTRACT TO BE READ, SIGNED and RETURNED

1. Drugs, Alcohol and Tobacco

The students of Canandaigua Academy must follow the policy concerning the possession and use of drugs, alcohol and tobacco. At no time during the trip, from the time **we depart Canandaigua on 10/05/2023 and return to Canandaigua on 10/07/2023** are students to be in the possession of and/or using illegal and/or illicit drugs, alcohol or tobacco products (including smokeless tobacco products). Violation of this rule will result in a call home, disciplinary action upon returning to Canandaigua, and the loss of the right to participate in senior year activities for the remainder of the year (i.e. senior ball, possibly graduation ceremony). In the case of drug possession and use, we will notify the local authorities. Be aware that violation of the drug, alcohol, and tobacco contract will have training rule implications. As mentioned several times already, the trip will be immediately cancelled for violation of the school's drug, alcohol, weapons, or thievery/vandalism policy and an immediate parent-accompanied return home will take place.

2. Being on Time

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

3. Body piercing/tattooing

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

4. Free Time

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

5. Curfew

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

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

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

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

7. Theft and Loss of Personal Items

At no time is Canandaigua Academy, First Choice Educational Tours, or the motor coach company responsible for the theft or loss of personal items.

8. Parent/Guardian Signature

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

Student Signature

Date

Parent/Guardian Signature

Date

Attachment 8

**Trip Parent/Student Survey
Evaluation of Trip**

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

Yes No

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

Yes No

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

Yes No

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

Yes No

Comments: _____

General Trip Tips

1. Never give out your hotel name or room number to strangers!
2. You will pay for services charged to your room (i.e. long distance phone calls, room service, movies, etc.)
3. The maid will take money left out in your room. They may think it is a tip. So unless it is intended as a tip, keep it on you at all times.
4. Valuables should either be left at home or be kept in the **hotel safe**. If lost or stolen, we are not responsible.
5. Do not venture out on your own!
6. You **MUST ALWAYS travel WITH A CHAPERONE or BUDDY!**
7. You may bring an I-Pod or personal music device, but you cannot bring anything with open speakers. Remember -- you bring these items **at your own risk**. We will take no responsibility if they are lost or stolen.
8. Keep the bus and plane neat and clean at all times. Continually police your own area!
9. **PACK:**
 - * One suitcase for under the bus.
 - * One very small soft carry-on bag to keep with you on the bus, along with a pillow and blanket.
 - * Bring appropriate clothing for the trip.
 - * A cell phone or watch. It is critical that you are always **ON TIME!**
 - * **Bring some snacks for the way down on the bus. You may not bring opened drinks, but you may bring wrapped snacks, like granola bars and such, and unopened containers to drink.**
10. Budget money for:
 - * Lunch each day of competition
 - * Snack throughout the day
 - * Souvenirs
11. Be sure to represent yourself, school, parents, community, chaperone, etc. in a positive light.
12. The school rules, as clearly written in your student agenda and throughout this packet, will be in effect for the entire trip.
13. Inappropriate items purchased on this trip will be confiscated and returned to you only when your parents pick you up.

Chaperone Responsibilities

THE FOLLOWING IS A LIST OF CHAPERONE RESPONSIBILITIES

KEEP IN MIND THE FOLLOWING:

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

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

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

INFORM ADVISOR OF ANY SEVERE PROBLEMS AS SOON AS POSSIBLE.

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

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

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

ENFORCE THE SCHOOL RULES

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

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

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

****Please use Chrome or Firefox browsers when entering the Business Portal to complete the PTRC. Internet Explorer is NOT recommended.****

Note: Some data elements of the Property Tax Report Card have been revised or renamed to more closely follow the Property Tax Cap calculations districts complete on the Office of the State Comptroller website. Please see the Help text above for definitions. Additional guidance on the Property Tax Levy Limit is available on the Office of Educational Management Services website:
<http://www.p12.nysed.gov/mgtserv/propertytax/taxcap/>.

Please also submit an electronic version (PDF or Word) of your school district's 2023-24 Budget Notice to: emscmgt@nysed.gov. This will enable us to help correct any formula or data entry discrepancy quickly.

Notice: The Enacted Budget allows school districts to establish a reserve fund for NYS Teachers' Retirement System Contributions, effective immediately. This reserve, if applicable, should be reported in the Schedule of Reserves under 'Other Reserve' and with a description that says: "To fund employer retirement contributions to the New York State Teachers' Retirement System (TRS.)"

Form Due - April 24, 2023

Form Preparer Name:
Preparer's Telephone Number:

<u>Shaded Fields Will Calculate</u>	Budgeted 2022-23 (A)	Proposed Budget 2023-24 (B)	Percent Change (C)
Total Budgeted Amount, not including Separate Propositions	83,248,803	88,296,097	6.06 %
A. Proposed Tax Levy to Support the Total Budgeted Amount ¹	49,900,441	51,098,000	
B. Tax Levy to Support Library Debt, if Applicable			
C. Tax Levy for Non-Excludable Propositions, if Applicable ²			
D. Total Tax Cap Reserve Amount Used to Reduce Current Year Levy, if Applicable			
E. Total Proposed School Year Tax Levy (A+B+C-D)	49,900,441	51,098,000	2.40 %
F. Permissible Exclusions to the School Tax Levy Limit	1,543,046	1,535,051	
G. School Tax Levy Limit, <u>Excluding</u> Levy for Permissible Exclusions ³	48,357,395	49,987,974	
H. Total Proposed Tax Levy for School Purposes, <u>Excluding</u> Permissible Exclusions and Levy for Library Debt, Plus Prior Year Tax Cap Reserve (E-B-F+D)	48,357,395	49,562,949	
I. Difference: (G-H);(negative value requires 60.0% voter approval) ²	0	425,025	
Public School Enrollment	3,243	3,190	-1.63 %
Consumer Price Index			8.0 %

¹ Include any prior year reserve for excess tax levy, including interest.

² Tax levy associated with educational or transportation services propositions are not eligible for exclusion under the School Tax Levy Limit and may affect voter approval requirements.

³ For 2023-24, includes any carryover from 2022-23 and excludes any tax levy for library debt or prior year reserve for

excess tax levy, including interest.

	Actual 2022-23 (D)	Estimated 2023-24 (E)
Adjusted Restricted Fund Balance	28,243,110	31,934,007
Assigned Appropriated Fund Balance	256,119	0
Adjusted Unrestricted Fund Balance	3,329,952	3,531,844
Adjusted Unrestricted Fund Balance as a Percent of the Total Budget	4.00 %	4.00 %

Schedule of Reserve Funds

Reserve Type	Reserve Name	Reserve Description *	3/31/23 Actual Balance	6/30/23 Estimated Ending Balance	Intended Use of the Reserve in the 2023-24 School Year (Limit 200 Characters)**
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Note: Be sure to click on the Save button at the bottom after each additional Reserve you add under Capital, Property Loss, Liability, or Other Reserve.

Capital	2021 CAPITAL RESERVE	For the cost of any object or purpose for which bonds may be issued.	5,268,573	7,278,329	No planned use for 2023-24 SY. For future capital projects.
Capital	2017 CAPITAL EQUIPMENT RESERVE	For the cost of any object or purpose for which bonds may be issued.	5,028,649	5,028,649	No planned use for 2023-24 SY. For future capital projects.
Capital	2016 TRANSPORTATION VEHICLE RESERVE	For the cost of any object or purpose for which bonds may be issued.	4,061,676	3,191,676	\$870,000 for the purchase of buses.
Capital	2016 CAPITAL RESERVE	For the cost of any object or purpose for which bonds may be issued.	84,830	84,830	No planned use for 2023-24 SY. For future capital projects.
Repair		For the cost of repairs to capital improvements or equipment.			
Workers Compensation	WORKERS COMPENSATION	For self-insured Workers Compensation and benefits.	1,057,054	1,387,054	\$333,000 for Workers' Compensation Premiums
Unemployment Insurance	UNEMPLOYMENT INSURANCE	For reimbursement to the State Unemployment Insurance Fund.	395,397	395,397	\$20,000 for unemployment costs
Reserve for Tax Reduction		For the gradual use of the proceeds of the sale of school district real property.			

Mandatory Reserve for Debt Service		For proceeds from the sale of district capital assets or improvement, restricted to debt service.	<input type="text"/>	<input type="text"/>	
Insurance	INSURANCE RESERVE	For liability, casualty, and other types of uninsured losses.	273,868	373,868	No planned use for 2023-24 SY
Property Loss + (add)		To cover property loss.	<input type="text"/>	<input type="text"/>	
Liability		To cover incurred liability claims.	<input type="text"/>	<input type="text"/>	
Tax Certiorari	TAX CERTIORARI RESERVE	For tax certiorari settlements.	1,252,750	1,252,750	\$100,000 for tax certiorari settlements
Reserve for Insurance Recoveries		For unexpended proceeds of insurance recoveries at fiscal year end.	<input type="text"/>	<input type="text"/>	
Employee Benefit Accrued Liability	EMPLOYEE BENEFITS ACCRUED LIABILITY	For accrued 'employee benefits' due to employees upon termination of service.	1,409,163	1,512,193	\$100,000 for expenses related to compensated absences.
Retirement Contribution	ERS RESERVE	For employer retirement contributions to the State and Local Employees' Retirement System.	3,318,443	4,318,443	\$924,338 for ERS Expenses
Reserve for Uncollected Taxes		For unpaid taxes due certain city school districts not reimbursed by their city/county until the following fiscal year.	<input type="text"/>	<input type="text"/>	
Single Other Reserve	TRS RESERVE	For employer retirement contributions to the Teachers' Retirement System.	2,112,000	2,712,000	No planned use in 2023-24 SY

* **NYSED Reserve Guidance:**
http://www.p12.nysed.gov/mgt/serv/accounting/docs/reserve_funds.pdf

OSC Reserve Guidance: <http://osc.state.ny.us/localgov/pubs/listacctg.htm#reservefunds>

****Provide a brief, but specific, statement of the planned use and appropriation for the reserve in SY 2023-24. Mention any capital expenditures that will need to be voted upon in the upcoming Budget Vote.**

Save	Reset	Save & Ready
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