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*It is anticipated that the Board will entertain a motion to enter into executive session at 5:00 p.m.  
to discuss the employment history of one particular individual.*

- I. Meeting Called to Order**
- II. Pledge of Allegiance to the Flag**
- III. President's Comments**
- IV. Superintendent's Report**
- V. Board Student Representative- Taryn Bjorling**
- VI. Board Meeting Minutes** **(BOARD ACTION)**
- VII. September 2023 Warrant Review (Mrs. Calabrese and Mr. Johnson)** **(BOARD ACTION)**
- VIII. Consensus Agenda** **(BOARD ACTION)**

**Business**

- 1. Amendment to Safety Plan
- 2. Surplus Music Instruments
- 3. Field Trip- Final Approval
- 4. Athletic Trip- Final Approval
- 5. Field Trip- initial Approval
- 6. Athletic Volunteers
- 7. Rates
- 8. Contract Extension
- 9. Recommendations of the Committee on Special Education

**Personnel**

***End of Consensus Agenda***

- IX. District Committee Reports**
  - Character Education Committee- Mrs. Amy Calabrese/ Mr. Milton Johnson- October 26, 2023
- X. Closing Remarks**  
*(President, Board of Education and/or Superintendent)*

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*It is anticipated that the Board will entertain a motion to enter into executive session at 5:00 p.m. to discuss the employment history of one particular individual.*

**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- Taryn Bjorling**

**VI. Board Meeting Minutes**

- October 16, 2023- Regular Meeting Minutes

**(BOARD ACTION)**

**VII. September 2023 Warrant Review (Mrs. Calabrese and Mr. Johnson)**

**(BOARD ACTION)**

- A-26 General 9009196-9009248 (ACH)
- A-27 General 17634-17704 (Check Print)
- A-28 General 17625-17633 (In House)
- A-29 General 12597211, 12626811, 12626819, 12626822 (Manual)
- A-32 General 9009249-9009310 (ACH)
- A-33 General 17710-17786 (Check Print)
- A-34 General 17705-17709, 17787-17789 (In House)
- C-6 Cafeteria 2866-2872
- C-7 Cafeteria 2873-2893
- F-12 Federal 9000462-9000463 (ACH)
- F-13 Federal 921-922 (Check Print)
- F-14 Federal 924 (Check Print)
- F-15 Federal 9000464-9000466 (ACH)
- F-16 Federal 923 (In House)
- H-10 Capital 626-633 (Check Print)
- H-11 Capital 634-636 (Check Print)
- H-12 Capital 9000215 (ACH)
- C-29 General Manual Checks-School Food Services (A fund to C fund transfer/payment)

**VIII. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

**1. Amendment to Safety Plan**

Approval of the amendment to the Safety Plan. The amendment has been posted to the district website since September 22, 2023 and a Public Hearing was held on October 16, 2023.

**2. Surplus Music Instruments**

Mr. John Arthur, Middle School Principal, is requesting approve to declare as surplus items the below instruments. They will be included in the next district auction.

- Bari Sax 1964 - #C71153 - Conn 12M
- Bari Sax 1967 - #K47675 - Conn 12M
- Bassoon - #1458 – Bundy - No bocal
- Tenor Sax - #769937 - Selmer Bundy II
- Tenor Sax - #K44276 - Conn 16M
- Marching Bell Kit - Homemade Donation - No Serial Number

**3. Field Trip- Final Approval**

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

- Class of 2024- New York City, November 18-20, 2023 (*initial March 20, 2023*)
- Student Government, Syracuse, NY- November 19-21, 2023 (*initial May 22, 2023*)

**4. Athletic Trip- Final Approval**

Mrs. Caroline Chapman is requesting final approval of the following trip:

- Varsity Ice Hockey, Bethlehem, NY, November 24-25, 2023 (*initial October 16, 2023*)

**5. Field Trip- initial Approval**

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

- Robotics, Albany, NY, March 20-23, 2024

**6. Athletic Volunteers**

Mrs. Caroline Chapman, Athletic Director, is requesting approval for the below winter volunteers for the athletic department:

- Wrestling- Kaleb Bray, Nate Gilligan, Casey Lamb, Lauren Lamb, Shane Slowe
- Bowling- Bill Erb
- Ice Hockey- Brian Goff, Spencer Taft, Austin Wharry
- Boys Basketball- Matt Johengen, Ben Roberge
- Girls Basketball- Chris Keys, Jack Leasure, Colleen Taueriello
- Boys Diving- John Taylor

**7. Rates**

Approval of the below agreed upon rates with the Canandaigua Teachers' Association for grades 9-12 Special Education Teachers for additional IEP responsibilities for a teacher on leave of absence.

- One student = one-time \$30 payment
- Four students= one-time \$120 payment
- Five students = one-time \$150 payment

**8. Contract Extension**

An extension of an agreement with Turner Construction Company for the 2020 Capital Improvement Project.

**9. Recommendations of the Committee on Special Education**

Recommendations of the Committee on Special Education meeting dates of: June 9, 2023; September 19, 2023; September 22, 2023; September 27, 2023; September 28, 2023; October 2, 2023; October 5,

2023; October 6, 2023; October 10, 2023; October 11, 2023; October 12, 2023; October 13, 2023; October 14, 2023; October 16, 2023; October 17, 2023; October 18, 2023; October 19, 2023; and October 20, 2023.

**Personnel**

1. Non-Instructional Personnel

A. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Jean Ferris	Secretary I	Resignation	10/3/2023
Ashley Pridmore	Teacher Aide	Resignation	10/30/2023

B. Appointments

*Pending Civil Service approval and NYSED fingerprint clearance where applicable:*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Kevin Clark	School Bus Driver	9/27/2023	\$24.66/hr.
Amber Catchpole	Substitute Teacher Aide	10/16/2023	\$15.00/hr.
Chanteal Yehl	School Monitor	11/1/2023	\$15.07/hr.

2. Instructional Personnel

A. Resignation

- 1) Jessica Collins has resigned from her stipend position of Canandaigua Lake Middle School Team Leader, effective October 13, 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) Certified Substitute Teacher

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

Christy Mastin

2) Mentor

The following individual has been recommended as a Mentor for the 2023-2024 school year at the contractual rate:

Holly Wolf

3) New Compensated Clubs

The following clubs are recommended to be added to the CTA Contract, Co-Curricular, Appendix A as compensated clubs under Level AA:

Middle School Youth Activation Club (YAC)

Academy Youth Activation Club (YAC)

4) Co-Curricular Positions 2023 – 2024 School Year

The following are recommended to paid co-curricular positions for the 2023-2024 school year:

Accompanist	Lisa Hough
Accompanist	Heidi Bjorling
Accompanist	Cindy Maracle
Accompanist	Jenny Cerne
Middle School Youth Activation Club (YAC)	Beth Aparo
Academy Youth Activation Club (YAC)	Alex Hennessy

5) Winter Sports Coaches 2023-2024 School Year

The following individuals are recommended to Winter Coach positions at rates in accordance with contract:

Brennan, Mike	Varsity Girls Basketball
Ceravolo, Colton	JV Boys Basketball
Crouse, Jordan	JV Winter Cheer
Cuppernell, Mike	Varsity Wrestling
Davern, James	Varsity Boys Basketball
Falk, Matt	Assistant Girls Basketball
Hennessy, Alex	Unified Bowling
Hulme, Robin	Assistant Boys Basketball
Kraft, Rebecca	Boys Diving
Lopez, Donovan	Modified Girls Basketball
Mack, Clayton	Assistant Varsity Wrestling
Marsh, Daina	JV Indoor Track .5
Moore, Derek	JV Wrestling
Myers, Rachael	Modified Girls Basketball
Notter, Abbey	JV Girls Basketball
Pryor, Zander	Assistant Hockey
Robbins, Dan	Modified Boys Basketball
Santiago, Jann	JV Boys Swimming
Scheemaker, Erik	Varsity Boys Swimming
Sedita, Paul	Varsity Girls Indoor Track
Swain, Murphy	Assistant Skiing
Sweet, Adam	Modified Wrestling
Taft, David	Varsity Ice Hockey
Tepper, Michael	Varsity Bowling
Thompson, Marlese	V Winter Cheer
Wall, Kevin	Varsity Skiing
Wallwork, Jack	Modified Boys Basketball
Ward, Matt	Varsity Boys Indoor Track
Welch, Jeff	Strength and Conditioning
Whittaker, Taylor	Mod Winter Cheer
Windheim, Taryn	Modified Boys Swimming
York, Deven	Modified Wrestling

***End of Consensus Agenda***

**IX. 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- October 26, 2023**
- **Council for Instructional Excellence (CIE)- Dr. Jen Schneider/ Mrs. Beth Thomas**
- **Diversity, Equity, and Inclusion Task Force- Mrs. Julianne Miller**

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- Safety / Health / Security Committee- Mr. John Polimeni

**X. Upcoming Events**

- October 30- Board of Education
- October 31- Last day to pay School Taxes without Penalty
- November 3, 4, 5- Academy Players Fall Drama
- November 8- Academy Choral Concert
- November 10- Veterans Day Recognized- No School
- November 11- Veterans Day
- November 13- Board of Education
- November 13- CA Orchestra Concert
- November 15- CA Band Concert
- November 16- MS Small Ensemble
- November 22, 23, 24- Thanksgiving Holiday Break
- November 29- MS Orchestra Concert
- November 30- RPO & Academy Choirs Concert
- December 1- Early Release for UPK-5

**XI. Closing Remarks**

*(President, Board of Education and/or Superintendent)*

**I. Consensus Agenda**

**(BOARD ACTION)**

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

**Business**

1. Real Property Tax Corrections

Mr. Matt Fitch, Assistant Superintendent for Business, is requesting the below assessment corrections that were received by the assessor's office:

- 5797 County Road 28, assessment change from \$2,532,700 to \$2,471,000 per clerical error at the Town of Canandaigua Assessor's Office; tax bill change from \$947.99 to \$0, a difference of \$947.99.
- 5290 Kepner Road, assessment change from \$2,960,500 to \$188,000 per clerical error at the Town of Canandaigua Assessor's Office; tax bill change from \$45,486.81 to \$2,888.54, a difference of \$42,598.27.
- 22 Whitestone Lane, assessment change from \$16,000 to \$1,000 per clerical error at the Town of Canandaigua Assessor's Office; tax bill change from \$245.83 to \$15.36, a difference of \$230.47.
- 3300 Fallbrook Park, assessment change from \$515,000 to \$426,000 per clerical error at the Town of Canandaigua Assessor's Office; tax bill change from \$7,385.27 to \$6,017.83, a difference of \$1,367.44.
- 5092 Foster Road, assessment change from \$475,000 to \$342,000 per clerical error at the Town of Canandaigua Assessor's Office; tax bill change from \$6,770.69 to \$4,727.21, a difference of \$2,043.48.
- 3740 Middle Cheshire Road, Enhanced STAR not added at the Town of Canandaigua Assessor's Office; tax bill change from \$2,821.99 to \$1,147.26, a difference of \$1,674.73.
- 2100 Risser Road, Enhanced STAR errantly removed at the Town of Canandaigua Assessor's Office; tax bill change from \$4,332.81 to \$2,901.74, a difference of \$1,431.07.
- 1919 County Road 28, STAR errantly removed at the Town of Canandaigua Assessor's Office; tax bill change from \$3,106.64 to \$2,576.16, a difference of \$527.48.
- 5589 Rossier Road, assessment change from \$198,000 to \$170,000 per clerical error at the Town of Canandaigua Assessor's Office; tax bill change from \$3,054.58 to \$2,611.98 a difference of \$442.50.

**Personnel**

1. Non-Instructional Personnel

A. Appointments

*Pending Civil Service approval and NYSED fingerprint clearance where applicable:*

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Effective</u></b>	<b><u>Rate</u></b>
William Bement	Bus Driver Trainee	10/27/23	\$14.20

1) Co-Curricular Positions 2023 – 2024 School Year

The following are recommended to paid co-curricular positions for the 2023-2024 school year:

Nicole Kone to serve as co-team leader for team Canandaigua Lake. This will take effect immediately.

***End of Consensus Agenda***

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***I. Consensus Agenda***

***(BOARD ACTION)***

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

**Business**

1. Change Order

Approval of a change order in the amount of \$309,857.96 for a PA system at the Middle School.

***End of Consensus Agenda***



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The Regular meeting of the Canandaigua City School District Board of Education was held on Monday, October 16, 2023 at 5:20 p.m. at the Operations Center, President Grimm presiding.

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

**BOARD MEMBERS ABSENT:** Jenny Tessendorf

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

**BOARD DISTRICT CLERK:** Deborah Sundlov

***Executive Session***

Upon a motion made by Mrs. Miller, seconded by Mrs. Personale, with all present voting yes, the Board of Education approved calling an Executive Session at 5:20 p.m. discuss the employment of twenty-four particular persons.

***Return to Open Session***

Upon a motion made by Dr. Schneider, seconded by Mrs. Calabrese, with all present voting yes, the Board of Education returned to Open Session at 5:55 p.m.

*Public Hearing for an addendum to the Safety Plan 6:22 p.m.*

***Meeting Called to Order and Pledge of Allegiance to the Flag***

Mrs. Grimm called the meeting to order at 6:30 p.m. with fifth grader Joshua Payne leading all in the Pledge of Allegiance.

***Superintendent's Report***

Superintendent Farr noted the final mascot survey has closed. Final results will be released in early November. Free and reduced lunch may change to include all students receiving free breakfast and lunch. The week of October 16-20, 2023 is Board Appreciation week. The Board received small tokens of appreciation from the Canandaigua Teachers' Association and Administration team.

***Public Comments***

Ronnie Davis, Canandaigua School District  
Melanie Smith, Canandaigua School District

***Board Meeting Minutes***

Upon a motion made by Mrs. Calabrese, seconded by Mrs. Thomas, with all present voting yes, the Board of Education approved the September 26, 2023 Regular Board Meeting minutes.

**APPROVED: MINUTES**

***Consensus Agenda***

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

**APPROVED: CONSENSUS AND SUPPLEMENTAL AGENDA**

**Business**

**1. Treasurer's Report**

the Treasurer's Report for the Period of August 1, 2023 - August 31, 2023. Additional information is included as an attachment and is filed.

**2. Budget Status Report**

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

**3. Revenue Status Report**

the Revenue Status Report, which is a summary, for the period of July 1, 2022 - August 31, 2023. Additional information is included as an attachment and is filed.

**4. Surplus Books**

the request of Mr. Brian Amesbury, Elementary School Principal, to declare as surplus items 29 copies of Teen Health Course 2- ISBN#0-08-652566-6

**5. Memorandum of Agreement**

a Memorandum of Agreement with New York State Maple Producers Association (NYSMPA) and the Canandaigua City School district to provide educational and enrichment activities for students with a mobile classroom. This classroom will engage students and teach them the steps of maple production and its history and importance to New York State. There is no cost to the district.

**6. Donations**

the request of Mrs. Caroline Chapman, Director of Athletics, is to accept a donation from 13 WHAM Good Day Rochester in the amount of \$500. This gift was given as a donation because the district hosted the Friday Night Rivals.

acceptance of a donation from the Football Boosters club in the amount of \$8,738 for payment of two assistant football coaches.

a donation from the Academy School Store (through their extra-curricular account) to the Academy a Square Stand Kit (Square Stand 2<sup>nd</sup> Generation) 16-inch printer-driven cash drawer, USB receipt printer all valued at \$622.43.

**7. Change Order COR 205.10**

of a change order in the amount of \$688,991 to remove and replace exterior doors, frames, hardware to select rooms.

**8. Preferred Vendor**

for JW Pepper to be a preferred vendor for sheet music purchases.

**9. Translation/Interpretation Rate**

for a translation/interpretation rate at \$30/hour.

## 10. Agreements

an agreement with Mitch Steedman to film and edit a short video.

an independent consultant agreement with Christine Palmeri to provide supplemental instructional Title I services for students at St. Mary's.

## 11. Financial CAPs Related to Financial Statement/ Management Letter

approval of the 2022-23 Independent Audit, Management Letter and Corrective Action Plan.

## 12. New Clubs

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

- **Pickleball Club:** Students will meet and have fun around the sport of pickleball. The unpaid advisors are Mrs. Ducharme, Mrs. Bond, and Mrs. Smith.
- **Coding Club:** This club will teach students how to code, foster connections with others, increase technological awareness, prepare them for the AP Computer Science exam and encourage growth of problem solving. The unpaid advisor is Mr. Cho.
- **Sign Language:** This club will teach students the art of sign language. The unpaid advisor is Mr. Johnson.
- **Youth Activation Committee (YAC):** This club is for youth leaders (both with and without intellectual disabilities) to partner and plan activities that promote/advocate for respect, inclusion and acceptance for all people. The club will promote unified sports and increase engagement in the program. The unpaid advisor is Mr. Hennessy.

## 13. Athletic Trip- Initial Approval

the request of Mrs. Caroline Chapman is requesting initial approval of the following trip:

- Varsity Ice Hockey, Bethlehem, NY, November 24-25, 2023

## 14. Recommendations of the Committee on Special Education

recommendations of the Committee on Special Education meeting dates of: January 20, 2023; September 7, 2023; September 12, 2023; September 13, 2023; September 14, 2023; September 15, 2023; September 18, 2023; September 19, 2023; September 20, 2023; September 21, 2023; September 22, 2023; September 25, 2023; September 26, 2023; September 27, 2023; September 28, 2023; and September 29, 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>
Lynnette Jones	Registered Nurse	11/30/2023	28

B. Removals

<u>Name</u>	<u>Position</u>	<u>Reason</u>	<u>Effective</u>
Kathleen Jokinen	Receptionist	Resignation in order to accept another position in the District	10/10/2023
April VanDusen	Teacher Aide	Resignation in order to accept another position in the District	10/10/2023

C. Leave of Absence

- 1) of Coletta Perkins, Payroll Specialist, for a leave of absence from November 15, 2023 through January 3, 2024.

D. Appointments

*Pending Civil Service approval and NYSED fingerprint clearance where applicable:*

<u>Name</u>	<u>Position</u>	<u>Effective</u>	<u>Rate</u>
Sue Austin	Substitute Receptionist	10/4/2023	Retirement Rate \$22.37/hr.
Nathan Hedger	Substitute School Bus Driver	9/29/2023	\$19.00/hr.
Kathleen Jokinen	Teacher Aide	10/10/2023	\$15.19/hr.
April VanDusen	Receptionist	10/10/2023	\$15.97/hr.
Jill Cross	Substitute Registered Nurse	10/10/2023	\$22.00/hr.
William Bement	School Bus Driver Trainee	10/16/2023	\$14.20/hr.
Tim Cedar	Substitute School Bus Driver	10/16/2023	\$19.00/hr.
Lisa Cedar	School Bus Monitor	10/16/2023	\$15.07/hr.
Geeta Harrison	Substitute Teacher Aide	10/13/2023	\$15.00/hr.
Kevin Clark	School Bus Driver	9/27/2023	\$24.66/hr.

1) Interim Substitute

the following individual for an Interim Substitute 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>
Kelly LaBouf	School Nurse	Elementary School	9/29/2023 – 11/10/2023

2. Instructional Personnel

A. Resignation

- 1) of Andrew Kemler, Interim Substitute Teacher, who has resigned from the District effective October 6, 2023
- 2) of Emily Ladilov, Speech and Language Therapist, who has requested a leave of absence from January 10, 2024 through April 19, 2024.

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) Tenure Appointments

the following staff member for tenure appointment pending successful completion of their probationary period. They have been reviewed by their Building Principal, the Superintendent and the Board of Education. The Superintendent recommends that the Board of Education approve the appointment to tenure in the Canandaigua City School District the following staff member:

<u>Name</u>	<u>Tenure Area</u>	<u>Effective</u>
Emily Bonadonna	Principal	11/1/2023

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>
Laure Blazey	Special Education Teacher	Academy	10/12/2023 – 11/27/2023

3) Certified Substitute Teachers

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

Anne Ceddia  
Colleen Jorolemon (Tutor)

4) Non-Certified Substitute Teachers

the following to Non-Certified Substitute Teacher positions conditional upon criminal history clearance from the New York State Education Department and verification of 1 year of college where applicable.

David Sloan  
John Leasure

5) Mentor

the following individual as a Mentor for the 2023-2024 school year at the contractual rate:  
Jessica Kaiser, Effective 10/23/2023

6) New Compensated Club

the following club to be added to the CTA Contract, Co-Curricular, Appendix A as compensated club under Group A:

Tri M, Academy

7) Co-Curricular Positions 2023 – 2024 School Year

the following to paid co-curricular positions for the 2023-2024 school year:

Diana Chase – Tri M Club, Academy  
Allyson Murray – Student Government, Middle School (0.5 FTE)  
Anne Olvany – Student Government, Middle School (0.5 FTE)

***End of Consensus Agenda***

***Board Committee Reports***

**Audit Committee**

Mr. Milton Johnson reported on behalf of the Audit Committee which met on October 6, 2023 and reviewed the USDA Expansion for Community Eligibility Program (CEP). Mr. Tom Zuber, Mengel Metzger Barr & Co. LLP presented a clean audit.

***District Committee Reports***

**Council for Instructional Excellence (CIE)**

Mrs. Beth Thomas reported on behalf of CIE with met on October 11, 2023. The Committee reviewed the DEI Management Plan and received a professional development update.

***Upcoming Events***

- October 19- Elementary School Open House
- October 21- PES Fall Carnival
- October 25- CA Jazz Ensemble
- October 30- Board of Education Visitation
- October 31- Last day to pay School Taxes without Penalty

***Adjournment***

Upon a motion made by Mrs. Thomas, seconded by Dr. Schneider, with all present voting yes, the Board of Education approved the adjournment of the Regular meeting at 6:51 p.m. The next Regular meeting will be on October 30, 2023 at 6:30 p.m.

Respectfully submitted,

Deborah Sundlov  
District Clerk

Canandaigua City School District  
District Level Safety Plan Addendum  
September 21, 2023

Emergency Remote Instruction Plan

The following items are the minimum components required by regulation.

1. Policies and procedures to ensure computing devices will be made available to students or other means by which students will participate in synchronous instruction. §155.17(c)(1)(xxi)(a)
  1. How will the district ensure that all students have access to a computing device?
    - i. All students in grades 6-12 have a district Chromebook assigned to them
    - ii. Students in grades K-5 will either have a Chromebook or iPad available to them.
  - b. How will the district disseminate computing devices to students?
    - i. In the event of requiring ERI, schools will send each K-5 students home with a Chromebook or iPad. The technology department will coordinate with schools to provide designated pickups for children who do not receive the computing device.
  - c. How will the district communicate with families about the dissemination of computing devices?
    - i. The above information will be electronically sent to all parents and guardians via ParentSquare and via an automated phone message. The district will also utilize social media to communicate.
  - d. How will devices be serviced and/or replaced?
    - i. Throughout ERI, the district will maintain a tech-help line and system in the event any student is experiencing technology issues. Centralized in person tech support will be opened at designated locations.
  - e. If not using computing devices, how will students participate in synchronous instruction?
    - i. In the event of no computing devices, students will receive paper copies of work and notes for asynchronous learning experiences. Depending on the length of emergency closure, the district would attempt to schedule check-ins with students.
  - f. Is your plan consistent with the information provided by families in the Student Digital Resources data collection?
    - i. Yes
2. Policies and procedures to ensure students receiving remote instruction under emergency conditions will access internet connectivity. §155.17(c)(1)(xxi)(a)
  - a. How will the district determine the need for access to internet in students' places of residence?

- i. The district maintains a list of families who reported as not having sufficient internet access at home to support ERI on the annual digital equity survey. School administration, social workers and technology department members coordinate efforts to contact these families to arrange pick up or delivery of a wifi hotspot to support ERI.
  - b. How will the district ensure that all students have access to internet?
    - i. We will ensure all students have access to the internet to support ERI by providing open wi-fi in all school parking lots, identifying individual family need and providing hotspots as detailed above, and promoting free, public access wifi sources in the community
  - c. How will the district work with community organizations and local public spaces to ensure students have access to Wi-Fi access points?
    - i. Wood Library and several local establishments provide free wifi. During an extended ERI, the district would collaborate with local and county wide agencies to provide local wifi spots.
- 3. Expectations for school staff as to the proportion of time spent in synchronous and asynchronous instruction of students on days of remote instruction under emergency conditions with an expectation that asynchronous instruction is supplementary to synchronous instruction. §155.17(c)(1)(xxi)(b)
  - a. How will the district ensure that school staff has the necessary tools, including device and Wi-Fi, to deliver emergency remote instruction from their places of residence?
    - i. School staff would be invited to self identify any tool or technological need upon shift to ERI. The district also would encourage staff to use the tech help portal for any additional technological need. This information would be shared with staff via ParentSquare and Email upon institution of ERI.
  - b. What portion of the school day will be spent on synchronous instruction?
  - c. What portion of the school day will be spent on asynchronous instruction?
    - i. Instruction will be a blend of asynchronous and synchronous learning experiences for students and the volume will be modified to support access and time management across grade levels.
    - ii. If the ERI is less than two weeks, 100% of the instruction would be remote. If the ERI is more than two weeks, the following schedule would be implemented:
      1. Monday - Asynchronous instruction Learning materials provided to student to access asynchronous in Schoology (Grade 3-12) or Seesaw (Grades UPK-2)
      2. Tuesday - Synchronous instruction via zoom based on school routine schedule
      3. Wednesday - Asynchronous instruction Learning materials provided to student to access asynchronous instruction in Schoology (Grade 3-12) or Seesaw (Grades UPK-2). Teachers would hold office hours



4. Thursday - Asynchronous instruction Learning materials provided to student to access asynchronous in Schoology (Grade 3-12) or Seesaw (Grades UPK-2)
  5. Friday - Synchronous instruction via zoom based on school routine schedule
- iii. Notes: All students would have two live lessons and one optional live office hours per week.
  - iv. Rotation of lessons would account for A day and B Day classes each week.
- d. How will instruction be personalized to support students individualized needs, including supporting ELL/ML students?
- i. Students with accommodations (via an IEP) or related services (such as OT/PT, Speech, TOD) will be met/delivered through virtual means. Aide support may be provided virtually if making this preference.
  - ii. Our clinicians and school counselors will provide students with social-emotional support, academic/school counseling, etc. either in-person or virtually as needed
  - iii. Special Education providers will continue to reach out directly to the families and students with IEPs. All direct and related service providers (speech, occupational/physical therapy, and psychologists) will develop approaches that include the following:
  - iv. Appropriate skill-building work and/or differentiation of classroom teacher assignments;
    1. Clear guidance on how to contact them in case of questions or concerns; and
    2. Regular check-ins to consult on how to help children structure their time and continue to review and advance their skills while in-person or at home. Teachers will engage in progress monitoring to monitor student growth.
    3. We encourage all parents who have questions to reach out to any of their special education teachers, related service providers, etc. via email or Parent Square.
- e. What training is provided to teachers in order to help adapt their instruction to the district expectations?
- i. The Canandaigua Professional Development plan outlines continued professional learning for staff in many areas, among which are engagement, effective instructional strategies, and implementation of technology to enhance teaching and learning.
4. A description of how instruction will occur for those students for whom remote instruction by digital technology is not available or appropriate.
- §155.17(c)(1)(xxi)(c)
- a. How will the district determine which students for whom remote instruction via digital technology is not appropriate?
    - i. The Office of Instruction will work with the office of Special Programs and ENL departments to determine student needs and the

